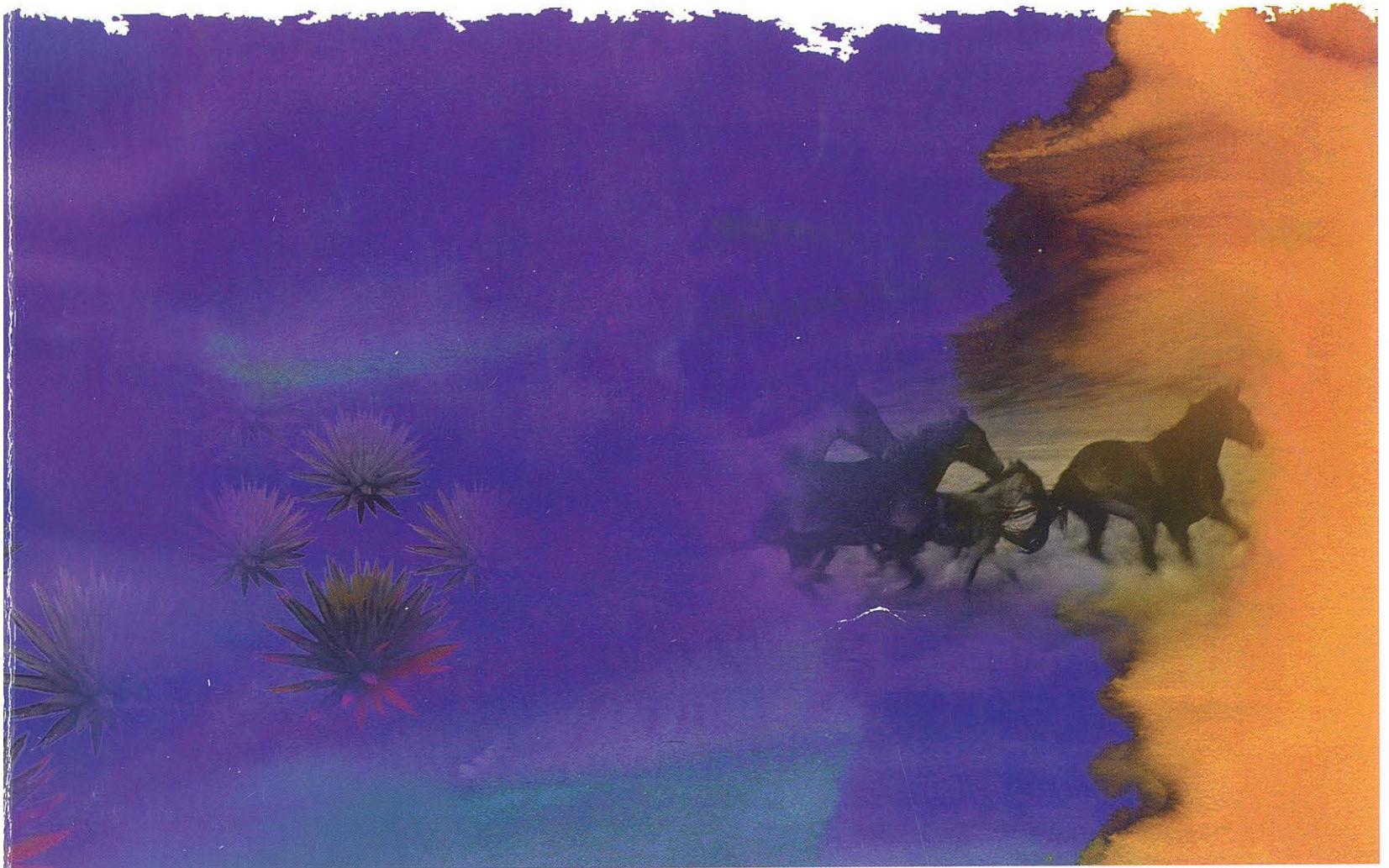


PimaCommunityCollegeCatalog

PimaCountyCommunityCollegeDistrict



95/96



Pima Community College Catalog 1995/96

Pima County Community College District
4905 East Broadway Boulevard
Tucson, Arizona 85709-1010
(520) 748-4666

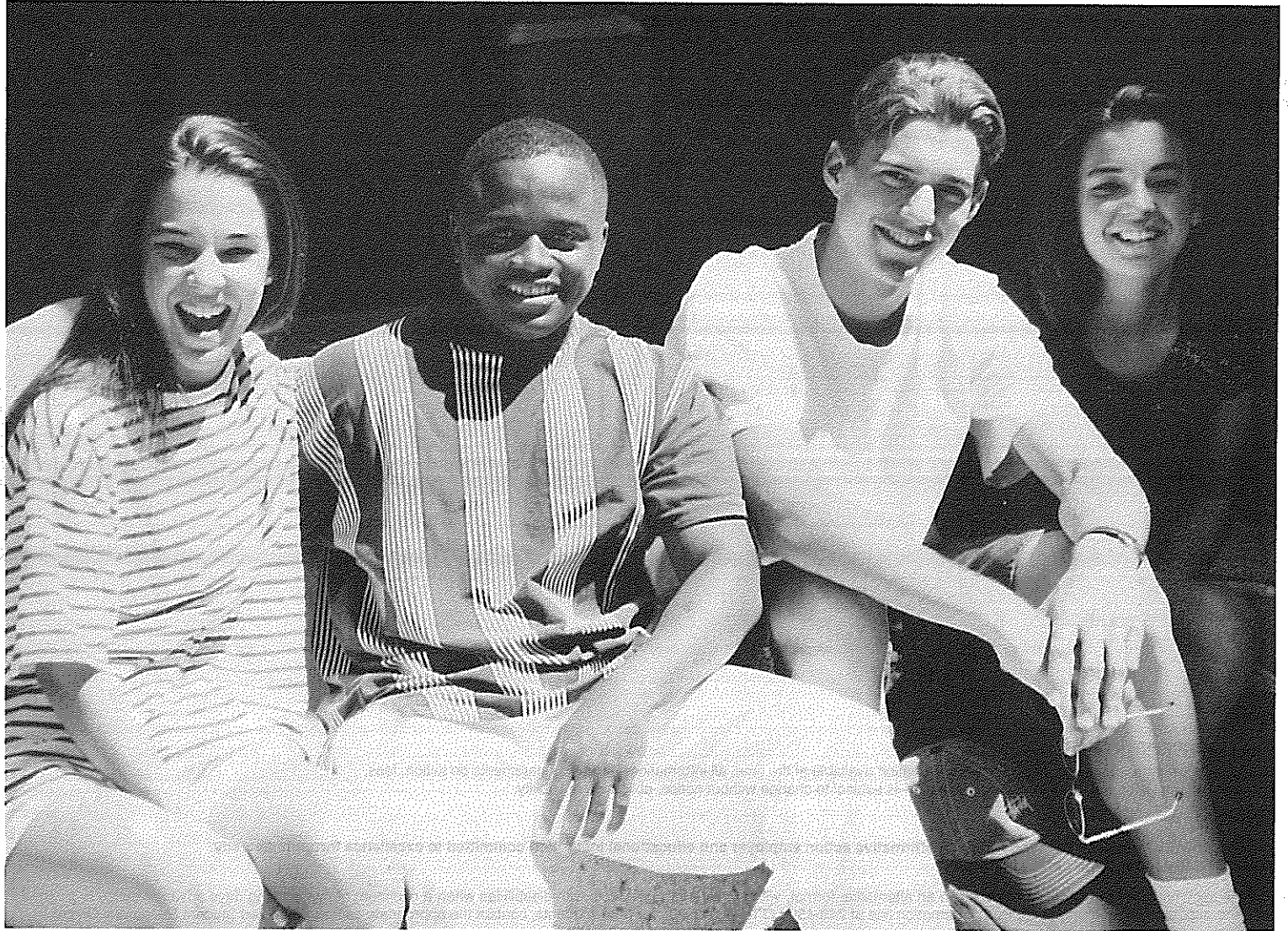
Catalog replacement cost \$1.50

This catalog was prepared on the basis of the best information available at the time, all information—including statements on tuition, fees, course offerings, admission and graduation requirements—is subject to change without notice, obligation or liability.

Published: June 1995.

Pima Community College is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity. See pages 20 and 416 for further information.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities when a minimum of five working days advance notice is given. For the general public, please contact the PCC information line at 748-4500 (TTY 748-4530); for PCC students, contact the appropriate campus Disabled Student Resources Office.



Message from the Chancellor

I invite you to pursue your educational goals this year at Pima Community College. For more than 25 years, the College has been proud to bring exceptional teaching and friendly service to students.

The College is committed to providing classes for you at convenient times and locations because many students work while continuing their education. Students are finding increased opportunities at the new Desert Vista Campus located near Interstate 19 and West Irvington Road.

The mission of Pima Community College is to offer you the highest quality instruction in an environment where you will gain the most benefit.


We know that you are looking for certain classes that can help you make progress, and we design our courses and update our technology and equipment to respond to your needs, as well as local business and industry.

As always, Pima is doing everything possible to keep student costs low, so that the education option, with its many rich opportunities, remains open to you.

Pima is your community college. As you make career and education decisions, each member of the faculty and every support employee is dedicated to helping you achieve your full potential.

This college catalog is an invitation to expand your knowledge and gain an edge in our complex and competitive world. It is an invitation I hope you will accept.

Sincerely,



Jeff Hockaday
Chancellor

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Academic Calendar 1995/96

Fall Semester 1995

All-College in-service day	Aug 25
Faculty advising begins	Aug 21
Late registration (walk-in)	Aug 21-24
Drop-add	Aug 28-Sept. 1
Fall classes start	Aug 28
Labor Day holiday (College closed)	Sep 4
Graduation applications due	Oct 6
Veterans Day holiday	Nov 10
Thanksgiving Day holiday (College closed)	Nov 23-26
Evaluation/assessment/exam week	Dec 14-20
Fall semester ends	Dec 20
Final grades due	Dec 21
Winter recess	Dec 21-Jan 7

Spring Semester 1996

Faculty development day	Jan 12
Faculty advising begins	Jan 8
Late registration (walk-in)	Jan 8-11
Drop-add	Jan 16-22
Spring classes start	Jan 16
Martin Luther King, Jr., holiday (College closed)	Jan 15
Graduation applications due	Feb 5
Rodeo Days holiday (College closed)	Feb 22-23
Spring holiday	Mar 11-17
Evaluation/assessment/exam week	May 8-14
Spring semester ends	May 14
Final grades due	May 15
Graduation	May 15

Summer School 1996

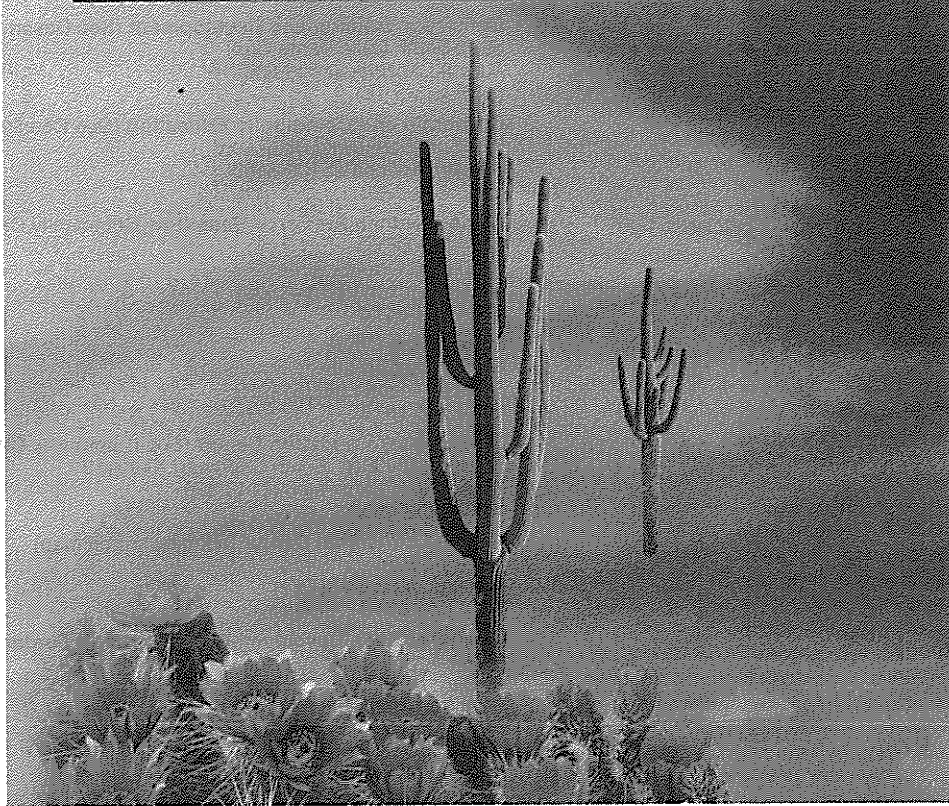
Summer advising/registration period	May 6-23
Session A	
Classes begin	May 28
Drop-add	May 28-30
Memorial Day holiday (College closed)	May 27
Classes end	
5 weeks*	Jun 28
Session B	
Advising/registration continues	Jun 24-27
Classes begin	Jul 8
Drop-add	Jul 8-10
Independence Day holiday (College closed)	Jul 4
Classes end	
5 weeks*	Aug 8
Session C	
Classes begin	May 28
Drop-add	May 28-30
Memorial Day holiday (College closed)	May 27
Independence Day holiday (College closed)	Jul 4
Classes end	
8 weeks*	Jul 18
10 weeks**	Aug 1

* Standard length of session.

** Optional choice for instructional departments as an alternative to the standard length of session.

1000 North College
Tucson, Arizona 85724
(520) 797-0000

The College



1000 North College
Tucson, Arizona 85724
(520) 797-0000

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(520) 797-0000

PimaCountyCommunityCollegeDistrict

District Central Office

4905 East Broadway Boulevard
Tucson, Arizona 85709-1010
(520) 748-4666

Campuses

Community Campus

1901 North Stone Avenue
Tucson, Arizona 85709-5000
(520) 884-6940

Desert Vista Campus

5901 South Calle Santa Cruz
Tucson, Arizona 85709-6000
(520) 295-5000

Downtown Campus

1255 North Stone Avenue
Tucson, Arizona 85709-3000
(520) 884-6788

East Campus

8181 East Irvington Road
Tucson, Arizona 85709-4000
(520) 886-3331

West Campus

2202 West Anklam Road
Tucson, Arizona 85709-0001
(520) 884-6965

Educational Centers and Offices

Alumni Association

4905C East Broadway Boulevard
Tucson, Arizona 85709-1330
(520) 748-4977

Arizona State Environmental Technology Training Center (ASETT) (See East Campus)

8181 East Irvington Road
Tucson, Arizona 85709-4000
(520)722-7872

Aviation Technology Center (See Downtown Campus)

1668 South Research Loop Road
Tucson, Arizona 85709-3000
(520) 884-6186

Center for the Arts (See West Campus)

2202 West Anklam Road
Tucson, Arizona 85709-0295
(520) 884-6456

Center for Training and Development (See Desert Vista Campus)

5901 South Calle Santa Cruz
Tucson, Arizona 85709-6300
(520) 295-5100

Corporate and Community Education (See Community Campus)

220 East Speedway Boulevard
Tucson, Arizona 85709-5500
(520) 884-6720

Davis Monthan Air Force Base (See Community Campus)

355 MSS/DPE
5260 East Granite Street
Tucson, Arizona 85707-3009
(520) 884-6174

Foundation Office

4905C East Broadway Boulevard
Tucson, Arizona 85709-1320
(520) 748-4977

Green Valley Education Center (See Community Campus)

Green Valley Mall, South Courtyard, Suite 13
Green Valley, Arizona 85614-2629
(520) 625-5063

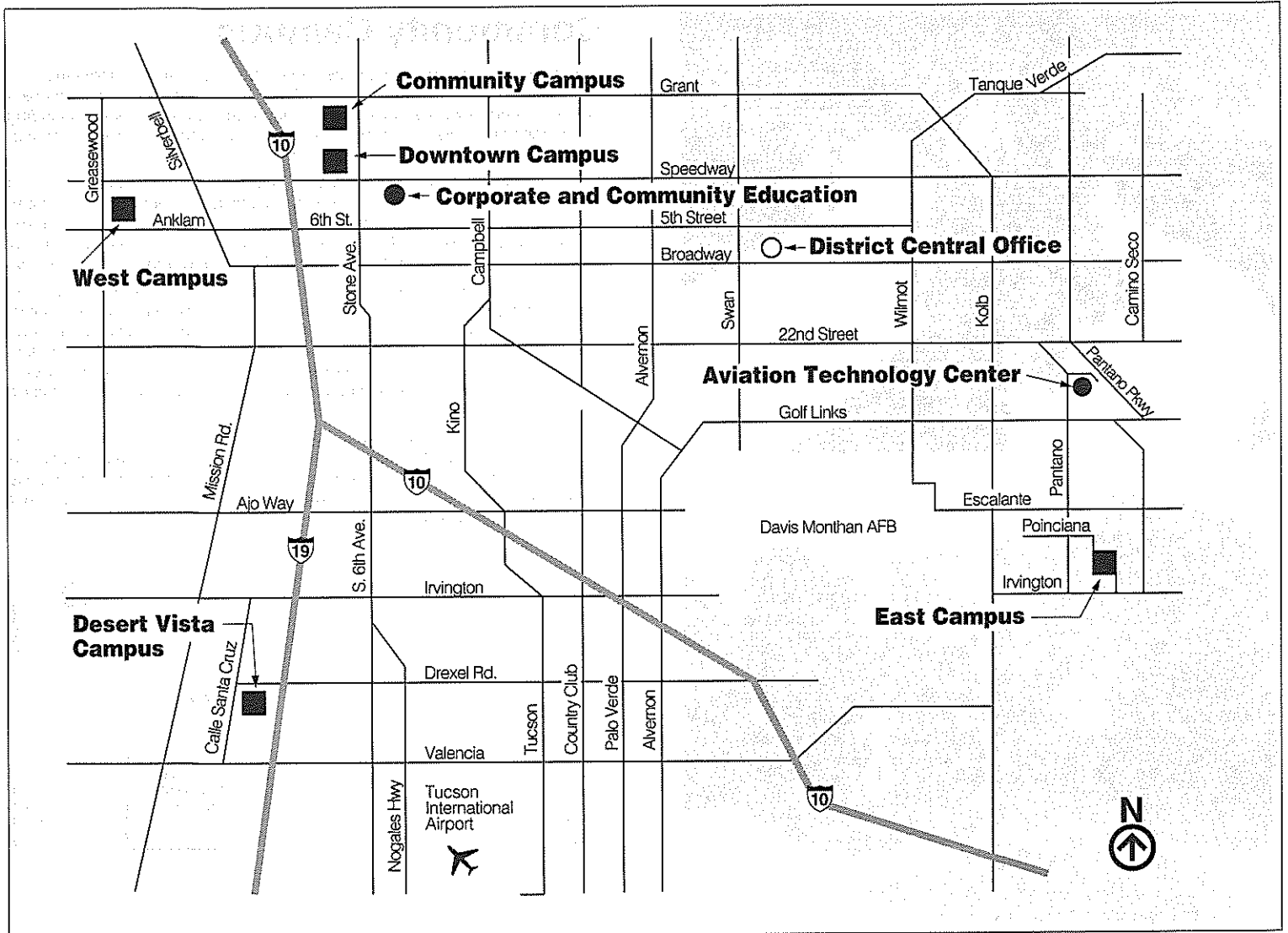
Nogales Education Center (not pictured on map)

125 East Madison Street
Nogales, Arizona 85621
(520) 884-6312

Small Business Development and Training Center

4905A East Broadway Boulevard
Tucson, Arizona 85709-1260
(520) 748-4906

If you experience difficulty reaching any of the educational centers, offices or campuses listed on this page, call 748-4500 for assistance.





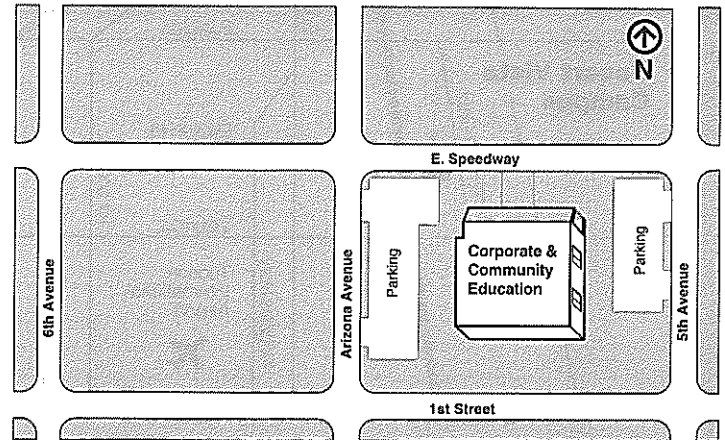
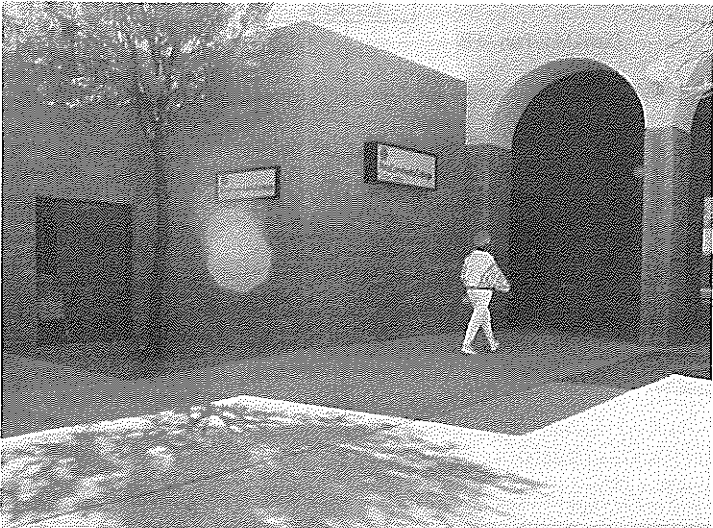
Community Campus

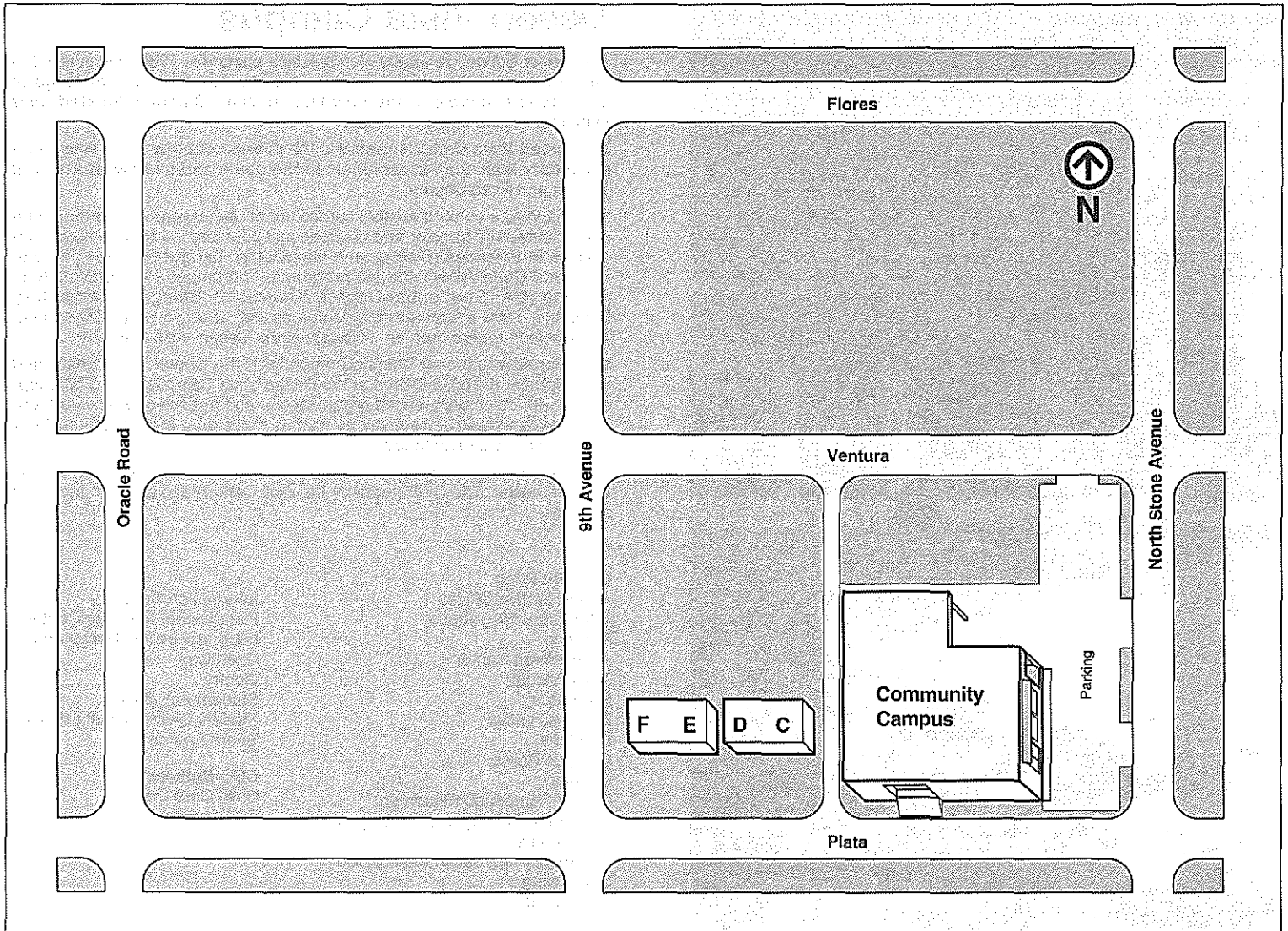
In partnership with other campuses, the Community Campus offers the core curriculum of general education, college transfer and general interest classes. Alternative methods of delivering educational services, including telecourses via cable television, short-term class and business and professional training are an integral part of the campus.

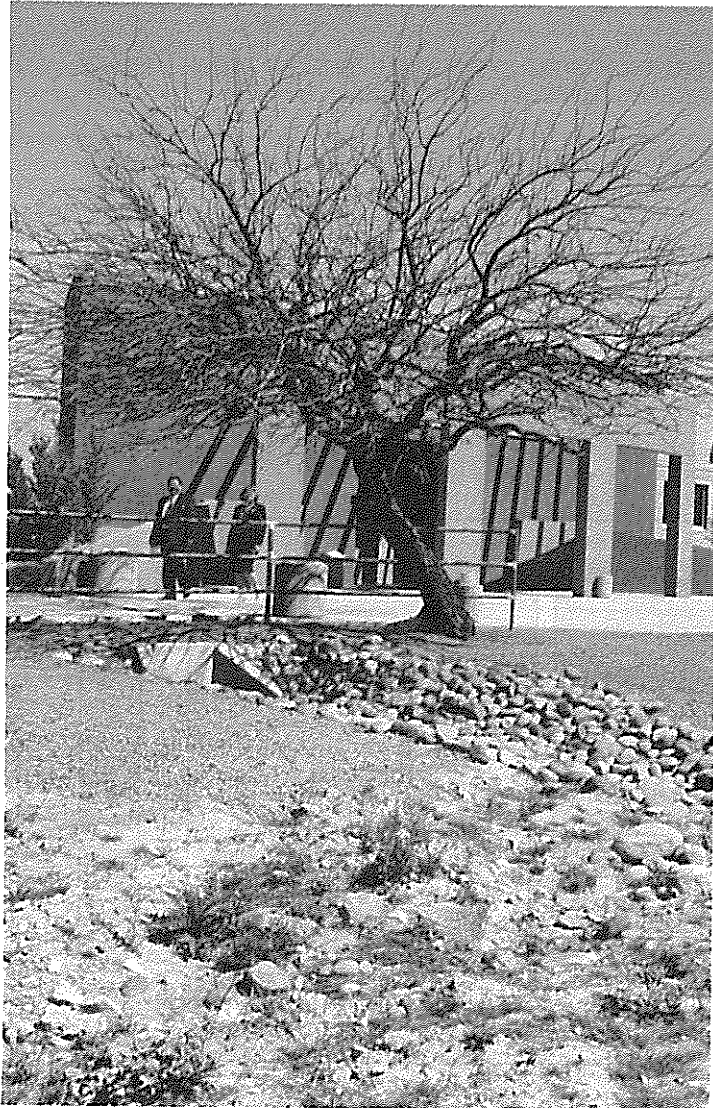
Serving students since 1975, the Community Campus now holds classes in more than 70 facilities in the community including the public school system, various businesses, and neighborhood centers in Ajo, Green Valley, Marana, Nogales and Sells. These centers provide more accessibility for educational opportunity for the residents of Pima and Santa Cruz counties.

The Corporate and Community Education area of Community Campus offers training, workshops, and seminars at more than 100 locations, including Tucson, Marana, Green Valley and Nogales. Major educational areas include customized training for the business and professional community, senior education and general interest classes, and special on-going projects for the community. In addition, educational study tours are conducted throughout the Southwest and Mexico.

Corporate and Community Education meets the self-defined learning and educational needs of the community by offering flexibility and innovation in its programs and classes, in which approximately 22,000 persons annually are involved. If there is sufficient demand, classes can be developed at any time in various locations.







Desert Vista Campus

The former Education Center-South, which opened in 1986, has evolved to become a comprehensive campus at a new location. A wide range of courses is available at the new Desert Vista Campus, located near Interstate 19 and Irvington Road.

The Desert Vista Campus reaffirms the mission of providing quality post-secondary education to residents of the south and southwest areas of Tucson and Pima County.

In addition to a comprehensive curriculum of developmental, general education, university transfer and occupational courses, the new campus specializes in Sciences (Biology and Chemistry), Languages (Spanish and ESL) and Court Administration programs. The unique PCC/University of Arizona (UA) Sequential Degree Program in Bilingual Elementary Education offers a four-year UA degree as well as a two-year PCC degree. The whole four-year program is taught at the Desert Vista Campus.

A non-profit vocational training component, the Center for Training and Development (CTD), is based at the Desert Vista Campus. The CTD cooperates with community-based organizations and agencies to provide training to persons with a disability as well as those who are educationally or economically disadvantaged.

The Desert Vista Campus served more than 2,200 students during the fall 1994 semester. The CTD (formerly the Skill Center) served more than 300 students.

Main Building

Administrative Offices
 Admissions/Registration
 Advising
 Assessment Center
 Audio/Visual
 Bookstore
 Business Office
 Cafeteria
 Campus Police
 Cashier
 Career Center/Job Placement
 Center for Training and Development
 Classrooms
 Community Outreach/Financial Aid
 Counseling
 Faculty Offices

Information Center
 Instructional Activities Center
 Laboratories for Biology and Chemistry
 Library
 Student Activities
 Student Development Offices
 Talent Search

CCC Building

Child Care Center
 Art Classroom

Drexel Road



Calle Santa Cruz

Parking

Parking

Parking

Parking

Parking

Parking

CCC

Parking

Main



Valencia Road

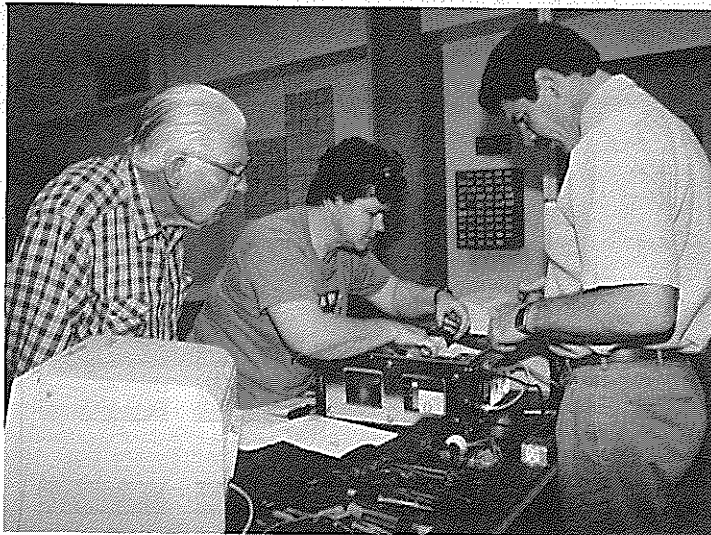


Downtown Campus

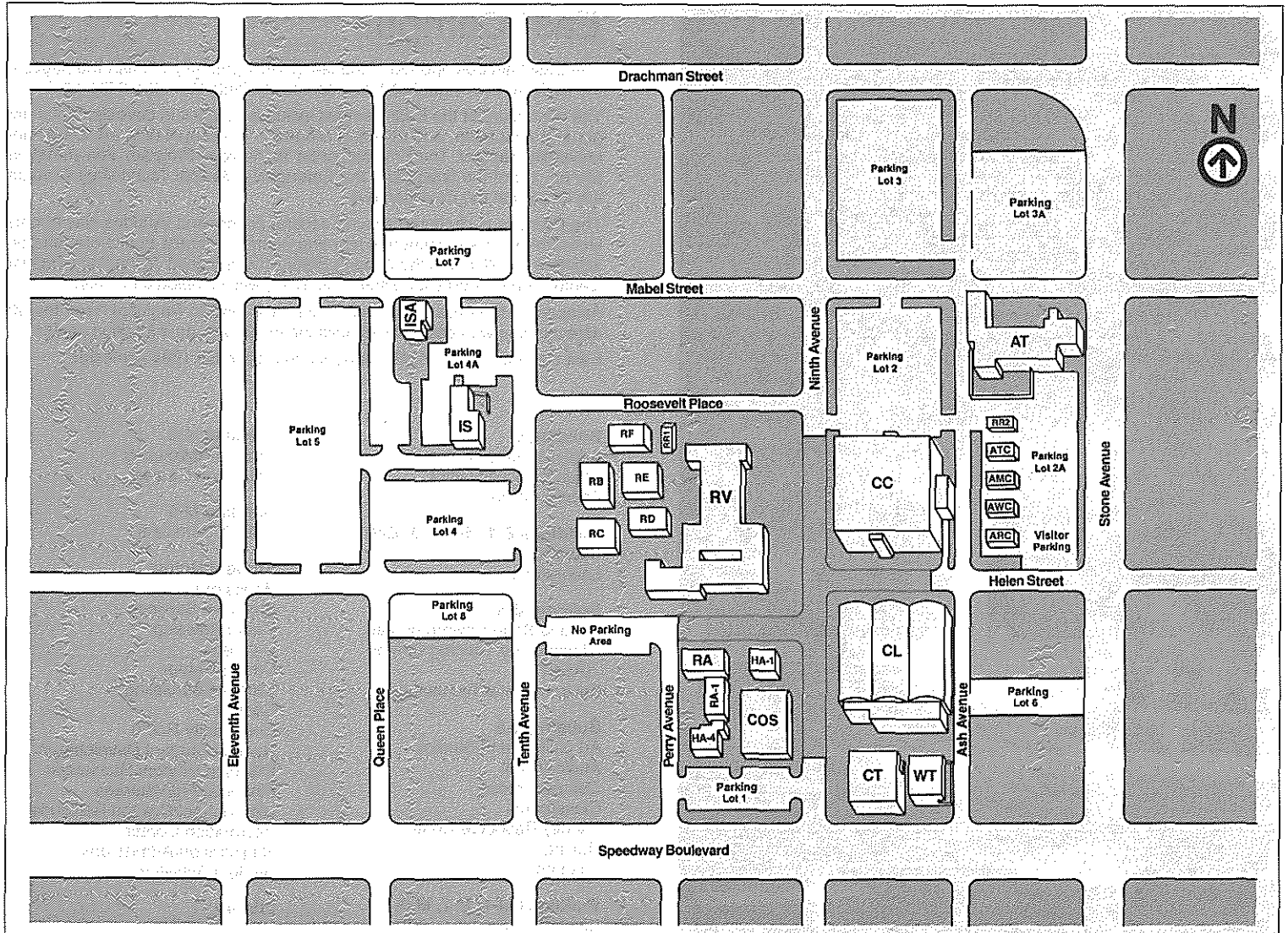
The Downtown Campus, located at Stone and Speedway, is central to Tucson and close to the University of Arizona.

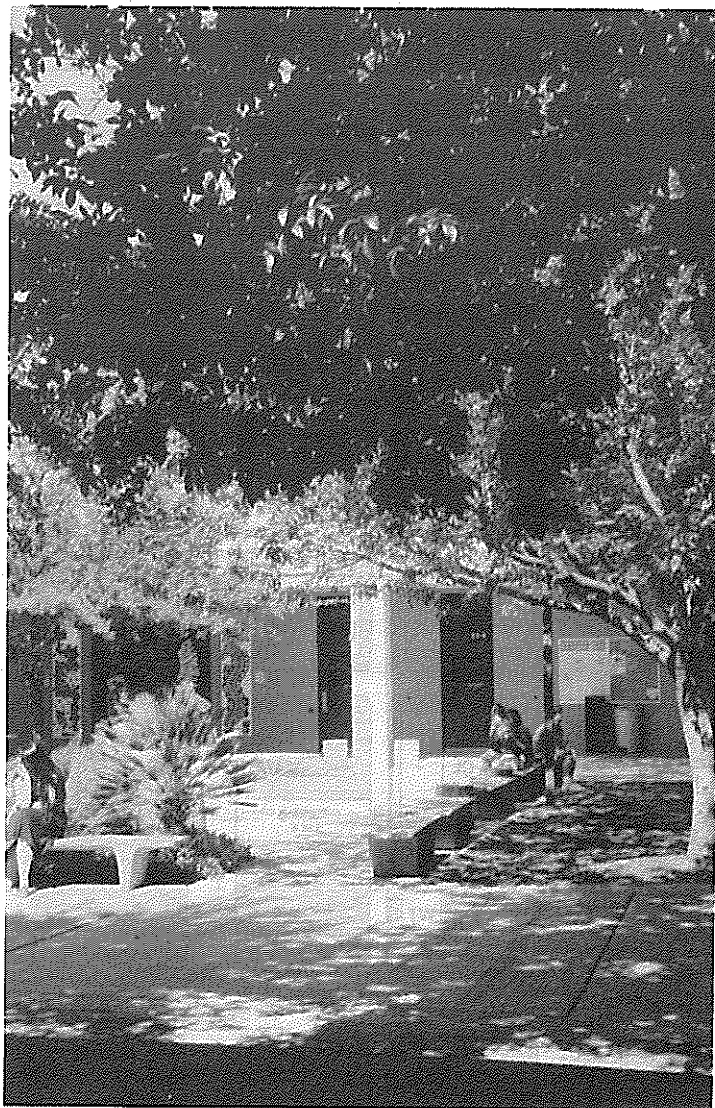
Each semester the campus has a headcount enrollment of approximately 10,000 students. During the fall 1994 semester 92% of the students were part time. The mix of programs — occupational and academic, traditional and innovative — provides innumerable opportunities for personal, academic and professional growth. The academic courses and programs enjoy high enrollment and attract approximately 30% of the students who are dually enrolled at Pima and the University of Arizona.

The aviation technology program includes the first aviation structural repair program of its kind in the country and is acclaimed internationally as a major leader in the field. Significant development in innovative instructional delivery systems to meet the differing learning styles and scheduling needs of its students has occurred at the Downtown Campus. The campus is also involved in a variety of international endeavors.



AMC	Alternative Math Center	COS	Campus Operational Support
ARC	Alternative Reading Center	HA-1	Offices
AT	Automotive Technology	HA-4	Faculty Offices
ATC	Alternative Tutoring Center	IS	Instructional Services
AWC	Alternative Writing Center	ISA	Instructional Services Annex
CC	Campus Center	RA	Classrooms
	Advising	RA-1	Classrooms
	Assessment	RB	Classrooms
	Bookstore	RC	Classrooms
	Cafeteria	RD	Faculty Resource and Education Development Center
	Career Counseling	RE	Classrooms
	Financial Aid	RF	Faculty Offices
	Library	RV	Roosevelt Building Computer Center
	Student Development	WT	Welding Technology
CL	Classroom Building	RR-1	Restroom Portable 1
	Admissions	RR-2	Restroom Portable 2
	Campus President's Office		
CT	Classroom Technology		
	Advertising Art		
	Graphic Arts		





East Campus

The East Campus opened in the fall of 1981 primarily to meet the needs of the city's far east side, but it now serves students throughout the city.

The curriculum at the East Campus includes courses in developmental and general education, and selected programs in occupational education and university transfer. The Environmental Technology Program, known nationally as one of the finest, and the Emergency Medical Technology Program are located at the East Campus.

The Campus is clustered around several patios, and includes classrooms, laboratories, a supplemental learning center, a library, bookstore, student activities facilities and the Arizona State Environmental Technology Training Center. A new facility for distance learning was completed in 1994.

Adjacent to the Fred Enke Golf Course and Lincoln Regional Park, the 60-acre campus was originally established in 1976 as an education center.

East Campus served 5,330 students during the fall 1994 semester.

Building O

Administrative Offices
Adjunct Faculty Office
Faculty Offices

Buildings E-1, E-2, E-3, E-6

Classrooms
Laboratories

Building E-4

Arizona State Environmental
Technology Training Center
(ASETT)
Environmental Technology

Building E-5

Art Gallery and Studios
Audio/Visual
Campus Police
Classrooms
Faculty Resource Center
Testing
Tutoring

Buildings M-1, M-2, M-3

Classrooms

Building M-4

Arizona Astronomy
Education Center

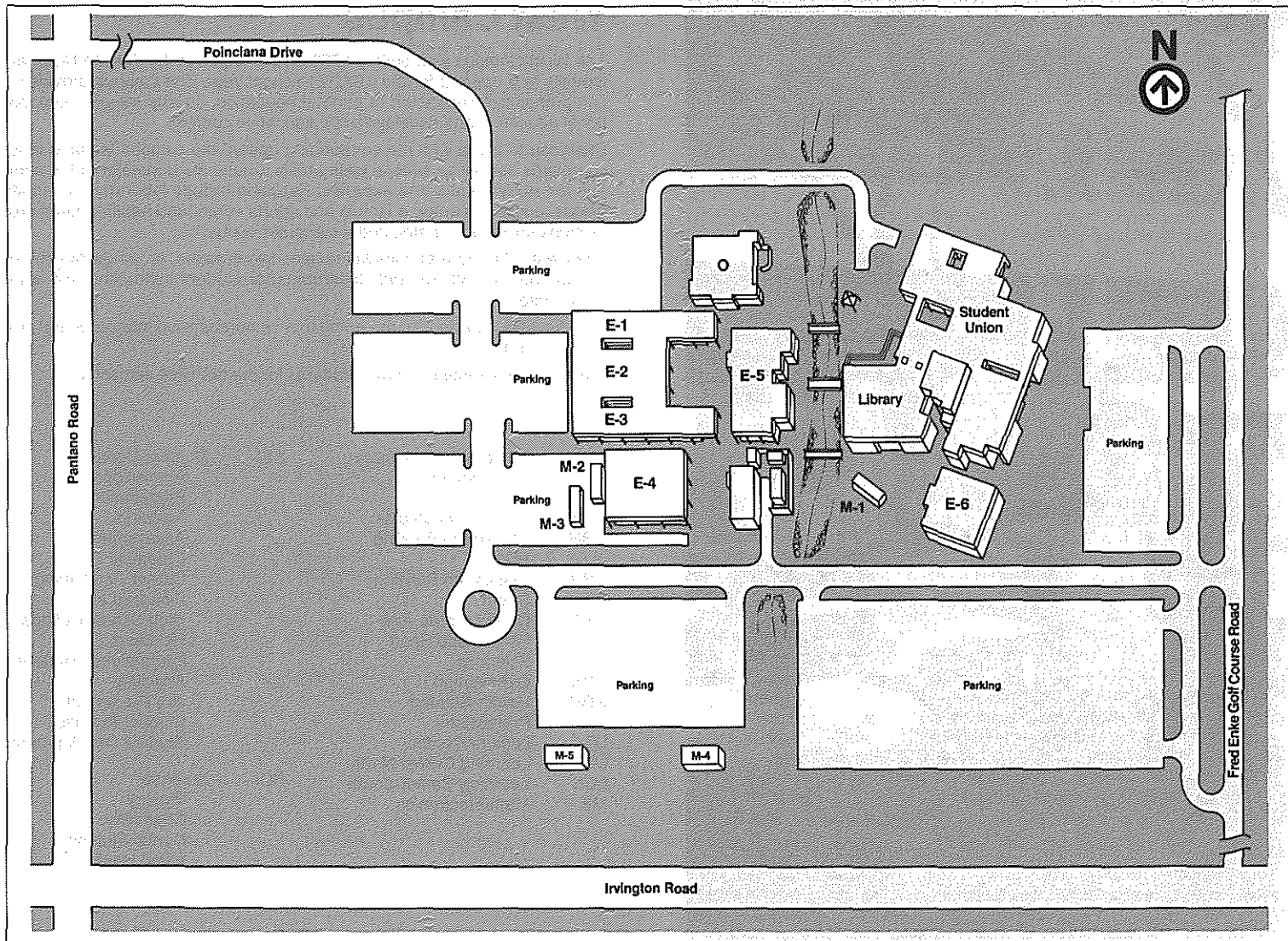
Building M-5

ASETT Seminars

Student Union

Bookstore
Business Services
Cadre Advising
Cafeteria
Career Center
Career Counseling
Cashier
Community Room
Dean of Student Development
Disabled Student Resources
Financial Aid/Veterans
High School/College Relations
Information Center
Registration/Admissions
Student Activities

Library





West Campus

The West Campus was built in 1969 on 267 acres in the Tucson Mountain foothills and opened for the 1970-71 school year. The campus provides a comprehensive curriculum of general education, college transfer, occupational education and developmental education courses.

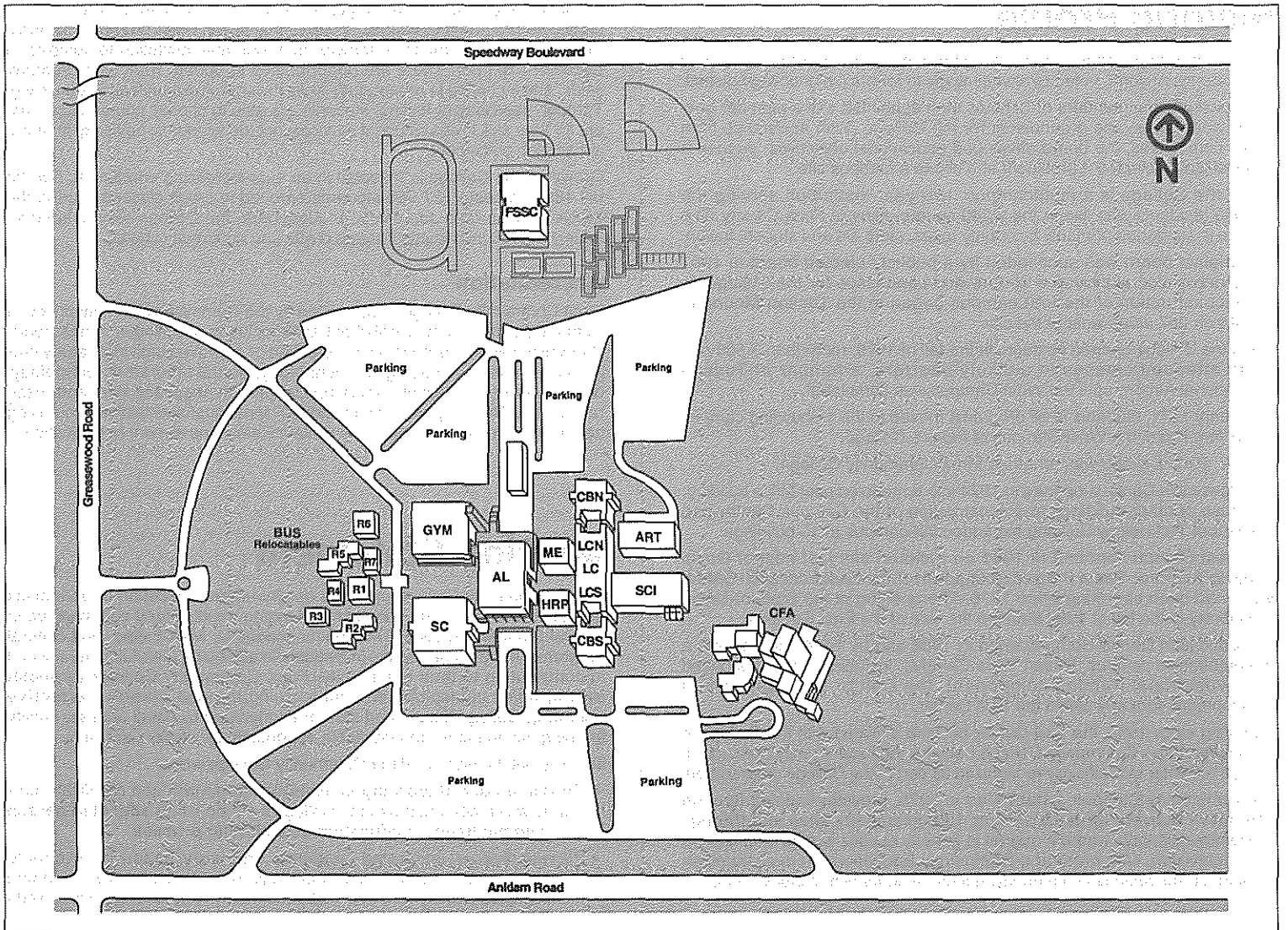
Designed to blend with the surrounding desert, the campus features inner courtyards as well as several hiking trails around the perimeter of the campus for study breaks and exercise. Facilities include laboratories, faculty offices, a lecture center, a fitness and sports center and health related professions building, a library, and a computer center.

The Center for the Arts complex houses two theaters, an art gallery, music recital hall, and offices and classrooms for student instruction and community use.

The West Campus is also the home to a comprehensive intercollegiate athletics program.

West Campus enrolled 12,875 students for the fall 1994 semester.

AL	Administration/Library Bookstore	SC	Student Center Admissions/ Registration
ART	Art		Advising
BUS	R1-8, Relocatables		Assessments
CBN	Classroom Building North		Cafeteria
CBS	Classroom Building South		Career Counseling
CFA	Center for the Arts		Financial Aid
FSS	Fitness and Sport Sciences		High School/College Relations
GYM	Gymnasium		International Student Advising
HRP	Health Related Professions		Job Placement
LC	Lecture Center		Student Activities
LCN	Learning Center North		Student Development
LCS	Learning Center South	SCI	Science
ME	Math/Electronics		Biology
			Chemistry
			Dental Studies
			Allied Health



Historic Profile

Pima Community College was established in 1966 when the citizens of Pima County, Arizona, voted overwhelmingly to form a junior college district.

The County Superintendent of Schools then appointed a five-member governing board to lay the groundwork for the College. With assistance from citizen committees, the board developed educational objectives, created a financial plan, selected a president and chose a campus site.

Today the College is a multicampus, two-year institution serving the 700,000 residents who live in the 9,240 square miles of Pima County. The College is supported primarily by county taxes, state aid and student tuition.

The original board was succeeded by a publicly-elected board in 1967 when voters also approved a \$5.9 million bond issue for the College. In 1969, construction of the first campus began in the Tucson Mountain foothills on 267 acres west of the city.

When the College opened its doors in the fall of 1970, more than 3,500 students attended classes in unlikely quarters, a hangar at Tucson International Airport, until the West Campus was completed.

In January 1971, students in all programs moved to the 11-building campus on Anklam Road, the West Campus of today's College.

In 1972, Pima College was renamed Pima Community College.

The Downtown Campus opened in 1974 in a remodeled post office building. Purchase of other buildings and construction of the Campus Center and Classroom Technology Building expanded the campus to 15 buildings.

The East Campus opened in 1981 on a desert site just east of Davis Monthan Air Force Base. It was an outgrowth of the East Education Center which had been operating since 1976. The opening of the Student Union and Library in the fall of 1989 doubled the size of the East Campus.

The Education Center-South opened in 1986 and by 1994 had become a comprehensive campus, Desert Vista Campus, including a campus-based adult vocational training component, the Center for Training and Development, formerly called the Skill Center.

Operating since 1963, the Skill Center became affiliated with the College in 1973 when Pima Community College became the local agency sponsor. In 1979, the Center was officially recognized as part of the College organization.

The Community Campus, established in 1975, provides training through alternative delivery systems at over 100 community sites and through telecommunications, where a degree in general studies can be obtained via cable television. Corporate and Community Education offers customized training for the business community, noncredit courses and study tours.

Students may choose from programs leading to associate degrees or from certificate programs in various occupational fields. Pima prepares students for direct employment or for transfer to a four-year institution to complete a bachelor's degree. There are opportunities to update work skills in many fields, and a chance to renew study skills through workshops and counseling. Through assessment testing, students are able to choose courses appropriate for their skill levels. Student services include academic advising, financial aid and job placement.

Growth of the College is reflected in an ever-increasing enrollment. For the fall 1994 semester, 27,960 students enrolled in credit classes. During the twelve months from July 1993, to June 1994, the College served approximately 53,400 individuals through credit and noncredit classes.

Accreditation

Pima Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. Specialized agencies have also accredited or approved individual study programs in nursing, radiological technology, dental laboratory technology, dental assisting education, landscape technician, legal assistant and respiratory care. The programs are accredited by national specialized accrediting bodies that are recognized by the United States Department of Education.

Mission Statement

Pima Community College provides quality higher-education opportunities for those who live in the constantly changing, multicultural communities in central Southern Arizona. Through its academic, work-based, and cultural programs, the College assists individuals in achieving their full potential and in contributing to their community. Pima Community College's **special strength** lies in inspiring student learning through **creative, effective teaching**. College faculty and staff are committed to equal access, quality learning experiences, and equitable opportunity for student success.

To carry out its mission, Pima Community College will—

- Provide a **core of learning** in all associate-degree and certificate programs which demonstrates the College's **vision of an educated person** and a **commitment to education as a lifelong process**.
- Provide diverse, integrated **academic and work-based programs** to prepare students to compete effectively in a complex, ever-changing technological society and in a global economy. The College will provide

- the opportunity to develop **ethics, competence, and effectiveness** for the workplace.
- Assist **those in transition** between the College, four-year, and other institutions with comprehensive, quality **academic programs and experiences** so that they successfully continue their education with a strengthened sense of self-worth, awareness and motivation. The College will have strong articulation partnerships with high schools, colleges, universities and other institutions.
- In the spirit of open access, undertake the fundamental obligation to provide **learning opportunities** for students who require **additional linguistic and/or educational preparation for college-level work**. The College will form collaborative partnerships with the community-at-large to provide realistic alternatives for all who need them.
- Develop in students a recognition of their individual and unique values, as well as their ability to contribute to the enrichment of the College community. The College will proactively **value and reflect the bilingual and multicultural diversity** of the larger community, enriching its students and the community by celebrating this pluralism.
- Provide **accessible educational services to the community** that are responsive to individual, organizational, and corporate needs and an integral part of the College's educational and supportive processes.
- Encourage and facilitate the **educational, personal, and professional development** of each student through outreach, ease of access, assessment and integrated educational support services. The College will foster high expectations and positive results for each student.
- Play a **vital role in servicing and supporting economic development** in Pima County for the well-being of its citizens. The College will convey an understanding of the College's role in economic development through collaborative planning, degree and certificate programs, continuing education, training, retraining and assistance to employers.
- Through **dialogue and collaboration** with internal and external constituents, ensure that College goals and programs serve their unique, changing needs and create advocacy and a widespread sense of ownership within the community.

The College is **accountable** to its students and to the community for sound linkages, fiscal responsibility and educational results. The College will continuously assess student outcomes for informed decision-making and strategic planning. It will also promote the worth of its employees and a work environment highly conducive to fulfilling the College mission.

Institutional Effectiveness Policy

The College is committed to ensuring institutional effectiveness through continuous assessment and quality improvement. Accordingly, the College will establish responsive and integrated planning, evaluation, development and project-support systems to help the College fulfill its mission in the most effective and efficient manner.

(Adopted by the College Board of Governors, March 11, 1992)

Implementation

The College holds itself accountable to its constituents and continually monitors its effectiveness and efficiency as an educational institution through internal and external assessment activities.

The purpose of these activities is to ensure that the College has an appropriate mission, that it is fulfilling its mission effectively, and that all planning efforts and responses to planning are directed toward improvement.

To achieve this purpose the College administration has developed processes for evaluating and improving student learning outcomes, board and employee performance, programs and services, the College mission statement and the planning process.

Información adicional del colegio

Pima Community College es una institución de educación superior. El Colegio ofrece programas y cursos en las artes, ciencias, y las humanidades igual que cursos vocacionales y técnicos. Los programas en general, son de dos años. El Colegio Pima reconoce y celebra la variedad de culturas étnicas y fomenta el conocimiento de hechos históricos y culturales que son de particular interés para la comprensión de los diversos grupos étnicos del suroeste. Para impartir esta riqueza multicultural el Colegio Pima ha creado un proceso educativo amplio en sus raíces y diverso en materia y métodos.

El valor de cada individuo como contribuyente a la comunidad es apoyado por el Colegio al presentar oportunidades para el desarrollo educativo y personal de todos los que residen en el área. El curriculum de algunas materias se imparte tanto en español como en inglés. Los programas

billings del Colegio constituyen una oportunidad a los estudiantes que están aprendiendo el idioma inglés para tomar cursos al nivel del colegio.

No se requiere el certificado de escuela secundaria para ingresar al Colegio Pima. Si desea más información comuníquese con la Oficina de Admisión o con el Programa de Servicios de Educación Multi Disciplinaria.

Board Policies

Affirmative Action/Equal Opportunity

Pima County Community College District reaffirms its commitment to affirmative action and equal employment opportunity for all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, or on the basis of membership as set forth in USERRA, or on any other basis which is proscribed by law.

It is the policy of Pima County Community College District that equal employment opportunity can only be achieved through demonstrated leadership and aggressive implementation of a viable affirmative action program. Therefore, the Pima County Community College District Affirmative Action and Equal Employment Opportunity Policy sets forth responsibilities for administrators, supervisors, faculty, staff, and all other members of the College. This policy shall be administered without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, or on the basis of membership as set forth in USERRA, or on any other basis which is proscribed by law, except where gender, religion, national origin, or age is a bona fide occupational requirement.

Pima County Community College District will assure full participation of all persons contracting or providing services to the College.

Sexual Harassment

Pima County Community College District is committed to maintaining a work and educational environment free of discrimination. In keeping with this commitment, it is the policy of Pima County Community College District that no member of the College community shall engage in sexual harassment.

Sexual Harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity;
- B. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or

- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

Matters having sexual connotation which arise as part of the legitimate educational curricula would not violate College Policy unless used in an improper manner. Examples of sexual harassment may include, but are not necessarily limited to:

- A. Physical assault;
- B. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- C. Direct propositions of a sexual nature;
- D. Subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted staring;
- E. A pattern of conduct intended to discomfort or humiliate, or both, that includes one or more of the following:
 - (i) Comments of a sexual nature; or
 - (ii) Sexually explicit statements, questions, jokes, or anecdotes;
- F. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following:
 - (i) Unnecessary touching, patting, hugging, or brushing against a person's body;
 - (ii) Remarks of a sexual nature about a person's clothing or body; or
 - (iii) Remarks about sexual activity or speculations about previous sexual experience.
 - (iv) The display in the work or educational arena of sexually suggestive objects or pictures.

Any member of the College community who believes that the actions or words of any other member of the College community constitute unwelcome harassment has a responsibility to report the complaint as soon as possible to the appropriate individual, as more particularly set forth in Affirmative Action Key Policies and Procedures Manual.

Americans with Disabilities Act

The PCC Board of Governors endorses the philosophy of all state and federal laws providing for equal employment opportunity.

Whereas, now the Congress of the United States has passed a new law, the Americans with Disabilities Act (ADA), to provide "a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities", and

Whereas, this governing board endorses the philosophy that no qualified individual should be excluded from jobs, services, activities or benefits based upon disabilities over which they have no control; and,

Whereas, it is the desire of this governing board to make clear its commitment that the Pima County Community College District shall comply with the provisions of the Americans with Disabilities Act;

Now, therefore, be it resolved that the Pima County Community College District, acting through its governing board in this resolution, hereby declares its support of the Americans with Disabilities Act and its corporate intention to comply with the terms thereof and, further, hereby directs the Chancellor of the District to formulate and implement a plan to assure compliance with the terms of said act.

Equal Educational Opportunity Policy

The Board of Governors affirms that the Pima County Community College District is an equal educational opportunity institution. In support of this commitment, the Board of Governors authorizes and directs the Chancellor to implement regulations and procedures to facilitate opportunity for equal access to, retention in, and completion of College educational programs.

Pima Community College Foundation

A community college and the community it serves are synonymous. As partners in service, interested citizens of the community established a Foundation to assist Pima Community College in the continual expansion of educational opportunities and services to the community at large and to provide a means for active citizen participation in the future growth and development of their community college.

Public funds derived from taxes provide the basic needs for higher education, but private support is often needed to provide those components necessary for true academic excellence.

Prime objectives of the Foundation are to promote recognition by individuals, business and industry, and to secure adequate financial support of the College.

The Pima Community College Foundation is an incorporated non-profit organization established in 1977 to support exclusively the educational activities of Pima Community College. The Foundation is governed by a board of directors.

Meetings and special functions held each year allow members to meet and hear from students and faculty about the programs of the College.

Gifts to the Foundation are tax-deductible and go toward student scholarships, faculty creative teaching grants and special needs of the College as determined by the Foundation Board of Directors.

The Foundation will assist prospective donors in making donations, bequests, and planning trust and will arrangements for the College.

Foundation Officers, 1995-96

Bernie Ray, President

Blake Down, Vice President

Wil Runcorn, President-Elect

Shirley Chann, Secretary

James W. Godwin, Jr., Treasurer

Michael J. Rich, Immediate Past President

Joseph E. Nevin, Executive Director

Alex Hobson, Legal Counsel

Foundation Board of Directors

Dewey Barich

Charlie Boyd

Steve Cellen

Victoria L. Clark

Odiemae Elliott

Celestino Fernandez

Raul B. Gamez

Christina Holderreed

Cathy Hollingsworth

Jere L. McLaurin

Betty J. Niles

Tom Perrotta

Arthur A. Porter

Patricia Roberts

James Ronstadt

Tony Shenuski

Victor Soltero

Beth Vance

Jack Waslefsky



Pima Community College Alumni Association

An enthusiastic group of former Pima students began to meet in the fall of 1984 to discuss formation of a College alumni association. As a result of that meeting, and over a period of a year, a steering committee of dedicated alumni and staff wrote bylaws and formed the Pima Community College Alumni Association with a current membership of more than 600.

Officers, 1995-96

Henry Warner, President

Ruth Scott, Vice President/President Elect

Estelle Hall, Secretary

Mike Hicks, Treasurer

Purposes

- To maintain contact with alumni and continue to serve them.
- To validate the worth and benefit of a PCC education for current students and the community by focusing on alumni successes.
- To coordinate activities that further the welfare of the College, its students, and its alumni.
- To obtain financial support for current students and the College.

Membership eligibility and benefits

To become a member of the association, an individual needs to have completed a class, a certificate, or a degree from the College. The association also welcomes associate members, those individuals who support and are interested in furthering the goals of the association. Individuals who join are entitled to:

- A subscription to the alumni newsletter containing information about the association and the College
- Special alumni events
- Membership decal
- Leadership training opportunities
- The opportunity to assist current and future students in becoming as successful as our current alumni through scholarships and career advice.

For further information, including a membership brochure, contact the Alumni Office, 4905C East Broadway Boulevard, Tucson, Arizona 85709-1330, (520) 748-4977.

Processes and Procedures



Admission to the College

The Pima County Community College District is open to students if they fall within one of the following categories:

1. A graduate from an accredited high school;
2. A recipient of a G.E.D. Certificate of high school equivalency;
3. A transfer student from an accredited college;
4. A non-high school graduate who is 18 years of age or older, who can benefit from instruction;
5. A non-high school graduate between the ages of 16 and 18 who has officially withdrawn from high school and who can benefit from instruction;
6. A student currently enrolled in high school who presents written approval from the student's principal and parents or legal guardian;
7. A student currently enrolled in high school who presents a composite score of 930 or more on the verbal and math portions of the SAT (Scholastic Aptitude Test) or a composite score of 22 or more on the ACT (American College Test) and written approval from the student's parents or guardians;
8. An international student planning to enroll for 12 credit hours or more who has completed an academic program equivalent to an American secondary school and has a score of 500 or better on the Test of English as a Foreign Language or whose native language is English;
9. An international student planning to enroll for less than 12 credit hours who must demonstrate English proficiency if enrolling in courses other than English as a Second Language or courses offered bilingually.

For all programs, preference in admissions may be given to Pima and Santa Cruz County residents.

No person shall be denied admission to the College on the basis of sex, race, creed, color, national origin, age, or handicap. Although Pima Community College is open to students who fall within the above categories, the scope of program accessibility may be limited because of certain curriculum requirements, fiscal constraints, and/or facility limitations.

Transfer Students Under Suspension: It is important that transfer students from other academic institutions admitted while under suspension of any type be aware that credits earned during their period of suspension may not be accepted for transfer by most colleges and universities.

Admissions offices are open year-round at each of the College campuses to receive applications and to provide information on curriculum programs, class schedules, and registration procedures.

Student Residency Requirements

Each student applicant shall have the question of the one-year duration domicile requirement determined by the appropriate Admissions Office prior to the time of registration and payment of fees. It is the responsibility of the applicant to apply for admission and to register under the correct domicile determination. Domicile is determined as of the first day of the session in which enrolling. Published below are the Arizona Revised Statutes that determine classification of students for tuition purposes:

SECTION 15-1801 Definitions

In this article, unless the context otherwise requires:

1. "Armed forces of the United States" means the army, the navy, the air force, the marine corps, the coast guard, the commissioned corps of the United States Public Health Services and the National Oceanographic and Atmospheric Association.
2. "Continuous attendance" means enrollment at an educational institution in this state as a full-time student, as such term is defined by the governing body of the educational institution for a normal academic year since the beginning of the period for which continuous attendance is claimed. Such person need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.
3. "Domicile" means a person's true, fixed and permanent home and place of habitation. It is the place where he intends to remain and to which he expects to return when he leaves without intending to establish a new domicile elsewhere.
4. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
5. "Parent" means a person's father or mother, or if one parent has custody, that parent, or if there is no surviving parent of the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

SECTION 15-1802 In-State Student Status

- A. Except as otherwise provided in this article no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
- B. A person is not entitled to classification as an in-state student until he is domiciled for one year, except that a person whose domicile is in this state is entitled to classification as an in-state student if he meets one of the following requirements:
 1. His parent's domicile is in this state and his parent is entitled to claim him as an exemption for state and federal tax purposes.
 2. He is an employee of an employer which transferred him to this state for employment purposes or he is the spouse of such employee.

- C. The domicile of an unemancipated person is that of such person's parent.
- D. Any unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, so long as such person maintains continuous attendance.
- E. A person who is a member of the armed forces of the United States stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in Section 43-1001 of the armed forces of the United States stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student, while in continuous attendance, toward the degree for which currently enrolled, does not lose in-state student classification.
- F. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

SECTION 15-1803 Alien In-State Student Status

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

SECTION 15-1804 Presumption Relating To Student Status

Unless the contrary appears to the satisfaction of the registering authority of the community college or university at which a student is registering, it shall be presumed that:

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the State Board of Directors for Community Colleges or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
3. A person who has been domiciled in this state immediately prior to becoming a member of the armed forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the armed forces of the United States.

SECTION 15-1805 Student Status Regulations

The Arizona Board of Regents and the State Board of Directors for Community Colleges shall adopt guidelines applicable to all institutions under their respective jurisdictions that will insure uniform criteria to aid the institutions in determining the tuition status of any student and that will establish uniform procedures for review of that status.

SECTION 15-1806 Testimony Concerning Student Status: Designation Of Persons To Administer Oaths

The Arizona Board of Regents and the State Board of Directors for Community Colleges shall designate a person employed at each institution under their

respective jurisdictions to administer oaths or affirmations in connection with the taking of testimony relative to student status for tuition purposes.

SECTION 15-1807 Concurrent Enrollment; Nonresident Tuition

- A. It is unlawful for any nonresident student to register concurrently in two or more public institutions of higher education in this state including any university or community college for a combined student credit hour enrollment of more than six semester hours without payment of nonresident tuition at one of such institutions.
- B. Any nonresident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six semester hours who is not subject to nonresident tuition at any of such institutions shall pay the nonresident tuition at the institution of his choice in an amount equivalent to nonresident tuition at such institution for the combined total of semester hours for which the nonresident student is currently enrolled.

Evidence of Domicile

The State Board of Directors for Community Colleges Regulation 7-1-23 provides the following guidelines regarding documents that students may present to verify eligibility for in-state residency status:

1. An affidavit signed by the student must be filed with the person responsible for verifying domicile.
2. Any of the following may be used in determining a student's domicile in Arizona:
 - a. Driver's license.
 - b. Income tax return.
 - c. Voter registration.
 - d. Automobile registration.
 - e. Place of graduation from high school.
 - f. Source of financial support.
 - g. Dependency as indicated on federal income tax return.
 - h. Ownership of real property.
 - i. Notarized statement of landlord or employer.
 - j. Bank accounts.
 - k. Other relevant information.

International Student Admission

International students are welcome at Pima Community College. Their presence adds to the multi-cultural diversity which is a part of all aspects of the College.

The admissions requirements for all international students are listed below. Tuition and fees are paid at the same rate as out-of-state students. All international students are required to comply with the appropriate immigration standards and regulations.

Full-Time Students

All international students seeking admission to the College as full-time students (enrolling for 12 credit hours or more) must:

1. Have completed an academic program equivalent to an American secondary school,
2. Demonstrate proficiency in the English language by verifying a score of 500 or better on the Test of English as a Foreign Language (TOEFL),
3. Submit a completed application for admission, along with a \$15 non-refundable fee, to the International Students Admissions Office at the West Campus.

International students planning to be admitted on an F-1 visa may only enroll full-time. In addition to the preceding requirements, they must also do the following:

1. Submit a bank statement which guarantees financial support.
2. Submit official transcripts in English of all work done at previous educational institutions.

The application for admission and other required information should be filed with the Admissions Office at least 90 days prior to the semester for which the student wishes to enroll.

International students already in this country and seeking full-time admission must also submit the above-listed information at least two weeks prior to the beginning of the semester of enrollment.

Further information concerning examination dates and places for the TOEFL can be obtained by writing to: Test of English as a Foreign Language, Box 899, Princeton, New Jersey, U.S.A. 08540

Part-Time Students

International students who wish to attend Pima on a part-time basis must submit an application for admission. Students in the United States who are on a visa other than F-1 may attend part-time (enroll for less than 12 credit hours). Graduation from the equivalent of an American secondary school is not of primary importance. However, part-time international students must demonstrate English proficiency if they plan to enroll in courses other than English as a Second Language or courses offered bilingually.

Transfer of Credits

Appropriate credit may be accepted for all course work completed at other accredited institutions with a grade of C, its equivalent, or better. This credit must be considered applicable toward the student's program objective at Pima Community College. A campus admissions office must receive an official transcript for transferring students directly from the institution(s) previously attended. A campus admissions office will evaluate all requests for transfer of credit when the student completes the following steps:

1. is currently enrolled in classes; and
2. submits a written request to the campus admissions office.

Students who are not currently enrolled and have had transcripts submitted are notified in writing that the transcript has been received. Students in this category have one year to enroll and request evaluation of that credit. After that time period, the transcript is no longer retained if a request has not been received. Students who are not currently enrolled and are now applying for graduation from the College may have transfer credit evaluated to apply toward degree requirements.

Arizona Higher Education Course Equivalency Guide

This guidebook has been developed in order to facilitate the transfer of students from Arizona community colleges to four-year colleges and universities. The guide offers information on which courses will transfer for equal credit. Copies of the guide are available in all Advising Centers.

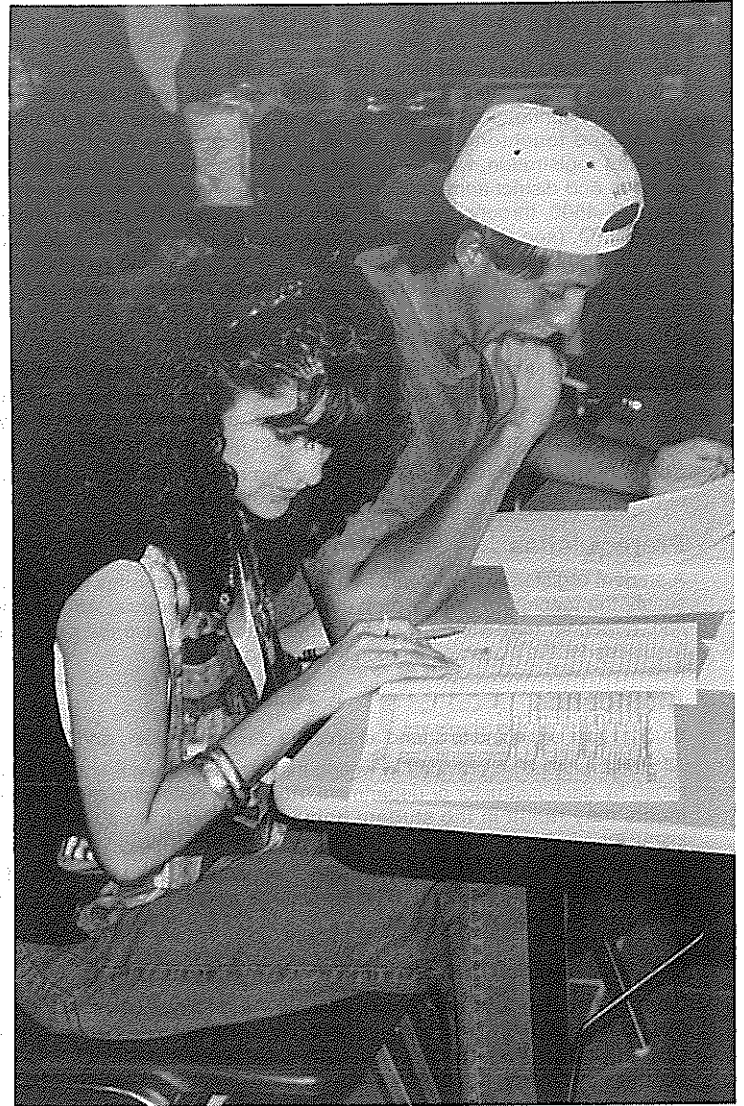
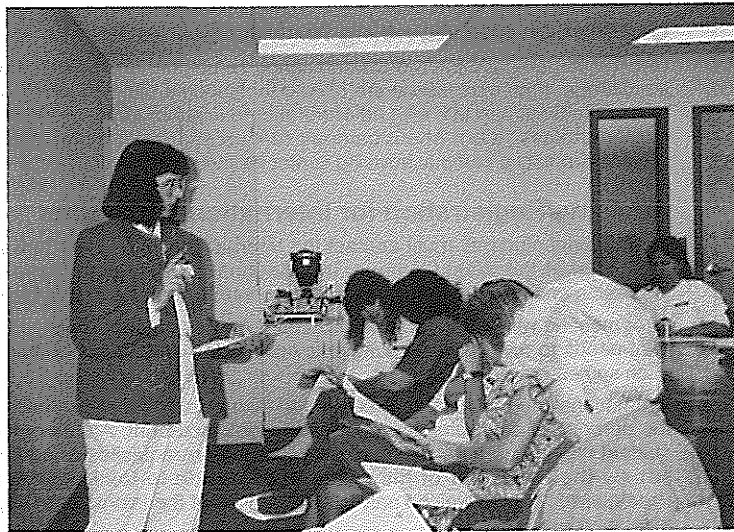
Measles/Rubella Immunity Alert

Pima Community College students born on or after January 1, 1957 will be required to present proof of their immunization for measles/rubella at the time of admission. Documentation must be presented to a campus admissions office showing the month, date, and year of immunization. For information regarding acceptable immunization documentation call any campus admissions office.

Measles/rubella inoculations are available at all Pima County Health Department Offices for a minimal fee or from private physicians. For information on inoculations, call Pima County's Immunization Program Office at (520) 740-3755.



Two women are shown in a room, one holding a large, intricate metal sculpture.



Registration

Students have the opportunity to enroll in classes in a number of ways. They may participate in new student orientation and registration sessions held in the spring, summer and late fall of each academic year or use the automated touchtone telephone registration system MAX. Operator-assisted registration, walk-in and late registration are also available at all campus and district admissions offices, from the general information number, 748-4500, through the Pima Community College Information System, PIMAINFO, (see Computer Information Access under Student Services), Pima Community College cable channels (check with cable company for channel identification) and in the published Schedule of Classes.

Maximum Credit Hours Per Semester

The maximum number of credit hours for which a student may enroll in any one semester is 18 (maximum for summer is 12). This limitation includes residence work as well as concurrent registration with the University of Arizona and in extension, correspondence, or high school courses.

Students who wish to exceed this maximum credit hour load must obtain appropriate approval from the campus Dean of Instruction.

Prerequisites

A student registering for a course must meet the prerequisites or otherwise satisfy the teacher of his/her preparation to take the course. After notification, a teacher may withdraw a student who does not have the proper prerequisites for the class as stated in the catalog.

Attendance

Students are expected to attend all enrolled classes regularly and punctually.

All students shall be provided in writing the attendance requirements established by each instructor or department. Absences exceeding these requirements may result in the student being withdrawn from a class by the instructor.

Students are responsible for notifying their instructors in advance of an absence due to participation in official College activities and for completing class assignments as required.

Student Accommodation on Religious Days

Pima Community College accommodates the religious observances and practices of students unless undue hardship to College programs will result. Absences for such religious observances and practices shall not count against the number of absences allowed by an instructor or department. At

least two weeks prior to the religious observance, students shall submit to their instructor(s) a written statement which contains both the date of the observance and the reason why class attendance is impossible.

Repeat of Course for Credit

State Board regulations prohibit the College from receiving state aid for students taking the same course more than twice except in certain courses as specified in the College catalog. Students who enroll more than the permitted number of times in a course will be charged an extra fee to replace the lost state aid.

When a course is repeated with the intent of improving the grade point average (GPA), the highest grade earned will be used for computation of the GPA. All courses will remain on the student's transcript but only one successful completion will be counted toward degree and certificate requirements. (Refer to the course descriptions listed in this catalog for exceptions).

Advising

All students should meet with an adviser before registering. Advisers are available year-round at campus advising centers to help you choose courses and make decisions that best meet your educational needs.

Orientation and Advising for New Students

Orientations are held prior to fall and spring semesters for students new to the College. Free orientations are offered for first-time day and evening students. Students can talk with advisers and counselors about program and career choices, learn about campus resources, and register early for classes. Contact a campus advising center for more information.

Advising/Registration for International Students

International students must contact the International Student Admissions Specialist at the West Campus. International students must apply for admission and complete registration and schedule changes at that location.

After meeting with the International Student Admissions Specialist, the student needs to meet with an academic adviser for selection of courses for each semester.

International students may be required to take placement examinations for the purpose of determining proper academic placement. An international student registering for a course must meet the prerequisites or otherwise satisfy the instructor of his or her preparation to take the course. Prerequisites can be waived only at the direction of the instructor or department involved.

Assessments

Basic Skills

Pima Community College requires assessments of skill levels in mathematics, reading, and writing. These assessments are provided free of charge and are administered through assessment centers on each campus, and at various Community Campus off-site locations.

Assessment data shall be used by authorized College personnel to assist the student with the selection of appropriate courses and/or a course of study. Pima does not require mandatory placement into certain courses, but some programs may require entrance examinations or competency levels and may have prerequisites.

Prior to a student's third hour of instructional activity, all three assessments shall be required of any new, full-time student during his/her initial semester of enrollment or any student who is placed on academic alert and who has not previously taken the tests.

Prior to a student's third hour of instructional activity, an assessment specific to developmental mathematics, reading, or writing courses shall be required of any student enrolling in such a course for the first time. An English as a Second Language (ESL) assessment is also available and is recommended for placement in ESL courses.

Assessment Services

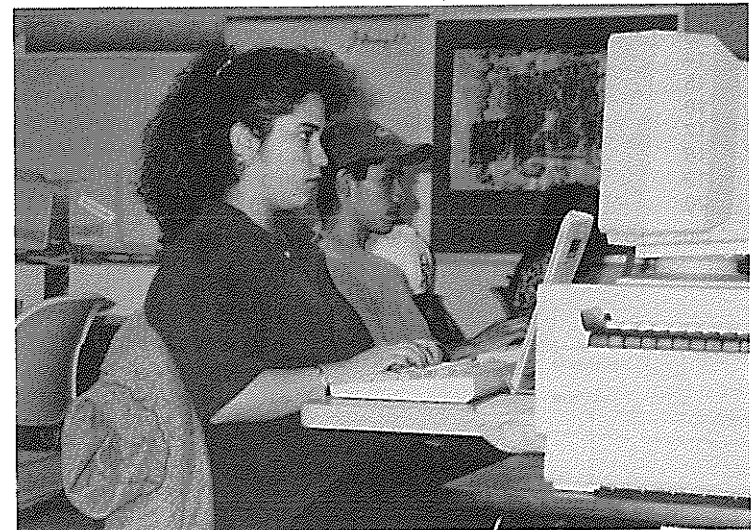
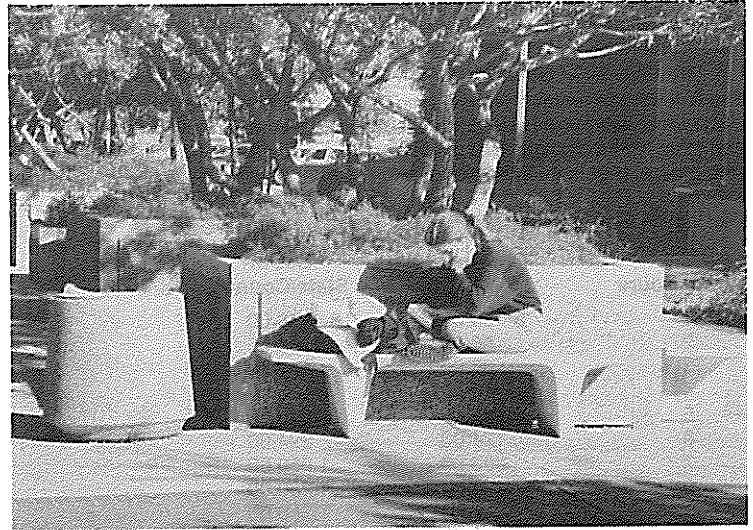
In addition to basic skills assessments, individual assessments are provided for assistance in counseling and in career or educational planning. Various tests are available to help determine individual capabilities, vocational interests, aptitudes, achievement, and personal needs.

The General Education Development tests (GED for high school equivalency) are offered through the West Campus Assessment Center. The CLEP (College-Level Examination Program) tests and DANTES Subject Standardized Tests for college level credit are offered through the Assessment Center at the Downtown Campus. Students should check times for walk-in services, individual appointments, or group sessions.

Special needs assessment appointments can be made by calling the Disabled Student Resources Office on any Pima Community College campus.

Assessment Equivalencies

An assessment equivalency has been adopted to facilitate the admission of students who have previously demonstrated adequate competencies in the basic skill areas. This equivalency consists of an earned degree from an accredited college. Students with this equivalency are not required to take placement assessment tests. The equivalency may not be used to meet specified program entrance requirements or Pima Community College graduation requirements. Documentation of a degree as an assessment equivalency must be recorded with an admissions office.



Student Costs

For information on financial aid, refer to the Student Resources section.

The following information reflects the College's tuition, fees and refund policies for the fall 1994 and spring 1995 semesters, and summer 1995 A, B and C sessions. Tuition, fees and refunds are subject to change beginning with the fall 1995 semester.

Fall and Spring Semesters Tuition and Fees*

Credit Hours	In-State Resident	Out-of-State/Country
1	\$ 29.00	\$ 49.00
2	58.00	98.00
3	87.00	147.00
4	116.00	196.00
5	145.00	245.00
6	174.00	294.00
7	203.00	1,050.00
8	232.00	1,200.00
9	261.00	1,350.00
10	290.00	1,500.00
11	319.00	1,650.00
12	348.00	1,800.00
13	362.00	1,935.00
14	362.00	2,056.00
15	362.00	2,177.00
16	362.00	2,298.00
17	362.00	2,419.00
18	362.00	2,540.00
19	391.00	2,690.00
20	420.00	2,840.00

* plus a \$5.00 per student per semester processing fee.

Summer Program (1995) Tuition and Registration Fees

Arizona Residents

- \$29.00 per credit hour plus a \$ 5.00 per student per summer program processing fee.

Out-of-State/Country Students

- \$150.00 per credit hour plus a \$5.00 per student per summer program processing fee.

Additional Special and Miscellaneous Fees

Credit Course Fees

- Misc. Lecture Fee not to exceed \$40.00
recovery of extraordinary course-specific costs
- Misc. Laboratory Fees not to exceed 20.00
- Course Related Field Trip Based on actual cost of field trip
- Health Science Liability Insurance per semester 15.00
- Music Lessons (individual) 1/2 hour per week 170.00
1 hour per week 340.00
- Advertising Art based upon specialized software
and support training requirements not to exceed \$60.00
- Aviation Mechanics Program based upon direct cost of
instructional materials not to exceed \$75.00
- Excess Course Repeat Additional 28.00 per credit hour

Processing and Testing Fees

- Processing fee per student per semester \$ 5.00
- Application Fee (out-of-state/country) 15.00
- Transcript (per copy) 2.00
- Graduation Application 15.00
- GED Test (fee set by State Legislature) 25.00
- GED Test (repeat each section, fee set by State Legislature) 5.00
- I.D. Card 2.00
- Total Drop/Withdrawal Charge 15.00
- Career Interest Fee per test not to exceed 20.00

Penalties and Fines

- Excessive Loss or Breakage Replacement cost
- Lost Books Replacement plus \$10.00 handling fee
- Non-Sufficient Funds (NSF) Check per each occurrence 15.00
- Parking and Traffic Fines 10.00-25.00
per applicable parking and traffic regulation

Fee Payment

All tuition and fees are due by the payment deadline for each academic term. These dates are published in the Schedule of Classes and are part of the basic registration information available above as well as at any campus cashier's office. Payment can be made by one of the following methods:

- Visa, MasterCard or American Express
- money order
- traveler's checks
- personal check
- cash

Personal checks should be made payable to Pima Community College for the exact amount of tuition and fees. Each check must include the student's social security number or identification number and the academic term for which fees are being paid. Students are required to have at least one form of picture ID when paying for fees in person.

Refund Policy for Credit Courses

All refunds and deposits that may be due a student will first be applied to encumbrances owed the College.

First time students receiving federal financial aid assistance may be eligible for further refund, see Special Refunds, Section C below.

Cancelled Classes

In the event a class is cancelled by the College, a 100 percent refund of tuition and fees attributed to the class will be made.

Dropped Classes

If a student processes a TOTAL drop from the College within the refund deadlines below, a refund of tuition and fees attributed to the class less a \$15.00 drop charge will be made.

If a student remains enrolled for at least one class but decreases his/her schedule of classes by processing a drop within the refund deadlines below, a refund of tuition and fees attributed to the class will be made.

Refund Deadlines for Dropped Classes

Length of Class (Calendar Days)	Official "Drop" Must Occur On Or Before
Fall and Spring Semesters 13 calendar days after start of the semester
Summer Program (1995) 4 calendar days after start of the session
Special Programs	
2 days or less the beginning of class
3 to 7 days 1 calendar day after start of class
8 to 14 days 6 calendar days after start of class
15 + days 13 calendar days after start of class

Special Refunds

A. Students who process a TOTAL withdrawal from the College and apply IN PERSON at a Campus Admissions Office may be eligible for a prorated refund of the general tuition, registration fee and out-of-state/country fee as applicable less a \$15.00 withdrawal charge if he/she meets one of the following criteria:

1. Serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending classes.
 2. Death in the family verifiable by a death certificate of a close family member. A close family member is defined to include spouse, parents, brother, sister, children, grandchildren, or in-laws of this group.
 3. Military Temporary Duty (TDY) assignments verifiable by copy of the orders.
- B. In the event that extenuating circumstances, not contemplated by the above provisions, prevent a student's continuing enrollment the Campus President may, at his/her discretion, authorize further refunds.

C. As a result of federal regulations, if a student receiving federal financial aid assistance and attending the College for the first time processes a TOTAL withdrawal from the College, a prorated refund of general tuition, registration fee, and out-of-state/country fee attributed to the class, less a 5% administrative fee, will be made.

Refunds for federal aid students will be returned directly to the appropriate financial aid program in the following order of priority:

1. To outstanding balances on loans under FFEL Programs.
2. To outstanding balances on loans under Federal Direct Lending Program.
3. To outstanding balances on loans under Federal Perkins Loan Program.
4. To awards of Federal Pell Program.
5. To awards of FSEOG's.
6. To other student assistance provided under this title such as SSIG.
7. To institutional sources.
8. To the student.

Refund Policy For Noncredit Activities and Study Tours:

The Corporate and Community Education office handles requests for refunds for special interest/noncredit activities and study tours. Refunds will be issued when a request is received 7 (seven) calendar days prior to the start of the activity. See below for cancellation penalties and refunds for study

tours and other trips. Refunds are made in full for all activities that are cancelled. Every effort is made to contact participants prior to start date if it becomes necessary to cancel an activity. If you do not hear from us prior to start date of the activity you have registered for, your enrollment is confirmed. For a registration receipt, enclose a stamped, self-addressed envelope.

Cancellation Fees and Refunds for Study Tours and Other Trips:

One-Day Trips: A request must be received 7 days prior to the tour date.

Trips of More than One Day: Cancellation penalties are as follows:

100% of tour fee if request is received within 13 calendar days of tour date.

50% of tour fee if request is received within 14 to 29 calendar days of tour date.

25% of tour fee or \$25, whichever is less, if request is received 30 calendar days or more prior to tour date.

Questions should be directed to the Corporate and Community Education office, 884-6720.

Graduation

In order to graduate from Pima Community College, a student must:

1. complete the general education requirements for one of the following:
 - a. Associate of Arts Degree for Transfer
 - b. Associate of Science Degree for Transfer
 - c. Associate of General Studies Degree
 - d. Associate of Applied Arts Degree
 - e. Associate of Applied Science Degree
 - f. Advanced/Technical Certificate
2. complete the college reading requirement,
3. complete degree, certificate, and program requirements, and
4. complete a graduation application by the dates specified in the college academic calendar.

General Education Requirements

General education provides the core of learning in all associate degree and certificate programs which demonstrates the College's vision of an educated person and a commitment to education as a lifelong process. In order to graduate, a student must complete the degree or certificate requirements which include the completion of general education requirements. Certificate and degree programs may require specific courses from the general course list below. Please refer to the certificate and degree programs listed in this catalog.

Pima Community College has established the following Rationale for General Education.

General education requires that students gain an understanding and appreciation of themselves; their own society; their own history and culture; the history and culture of the human species; the principles and impact of mathematics, science and technology; and the principles of effective communication. Through an understanding and appreciation of these elements, the students should come to a realization of the interrelationships among them.

The process of general education is also designed to develop the following thinking skills: comparing; interpreting; observing; summarizing; classifying; suggesting and testing hypotheses; imagining and creating; criticizing and evaluating; designing projects and investigations; identifying assumptions; applying principles in new situations; gathering and organizing data; and coding for certain patterns of thinking, reasoning, problem solving, and decision making.

Associate of Arts Degree for Transfer

(General Education Requirements):

For an Associate of Arts Degree for Transfer, a student must complete the 40 to 41 credit hours of general education courses and the degree requirements for a minimum of 60 credits. See the general education course list for the AA and AS degrees in this section of the catalog for courses which fulfill this requirement.

Subject Area	Credit Hours
English Composition	6
Humanities and Fine Arts	9
Biological and Physical Sciences	8
Mathematics	3
Social and Behavioral Sciences	9
Other Requirement options (select 5-6 credits from the options):	
(a) Oral Communication	
(b) Mathematics, Computer Science, Logic, or Critical Thinking	
(c) Foreign Language	
(d) International and Multi-cultural Studies	5-6
Total General Education Requirement Hours	40-41*

* Note: A minimum of 60 credit hours is required for the degree.

Associate of Science Degree for Transfer

(General Education Requirements):

For an Associate of Science Degree for Transfer, a student must complete the 40 to 44 credit hours of general education courses and the degree requirements for a minimum of 60 credit hours. See the general education course list for the AA and AS degrees in this section of the catalog for courses which fulfill this requirement.

Subject Area	Credit Hours
English Composition	6
Humanities and Fine Arts	6
Biological and Physical Sciences	8-10
Mathematics	6
Social and Behavioral Sciences	6
Other Requirement options (select 8-10 credits from the options):	
(a) Oral Communication	
(b) Mathematics, Computer Science, Logic, or Critical Thinking	
(c) Foreign Language	
(d) International and Multi-cultural Studies	8-10
Total General Education Hours	40-44*

* Note: A minimum of 60 credit hours is required for the degree.

General Education Course List for AA and AS degrees:

The following courses may fulfill the general education requirements for the Associate of Arts (AA) and the Associate of Science (AS) degrees. Some courses, marked to the right with a # symbol, fulfill only the AS requirements.

Some courses may fulfill both the program core course requirement and one general education category. See the program display and an adviser.

A general education course which is listed in more than one general education category may be used to satisfy only one category within the general education requirements.

Certificate and degree programs may require specific courses from the general course list below. Please refer to the certificate and degree programs listed in this catalog.

English Composition (AA: 6 credits; AS: 6 credits):

Course Number	Course Title	Credit Hours	Prerequisites
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

WRT 107	Writing I for International Students	3	WRT 106*
WRT 108	Writing II for International Students	3	WRT 107

* For additional prerequisite information, check course section.

Humanities and Fine Arts (AA: 9 credits; AS: 6 credits):

Course Number	Course Title	Credit Hours	Prerequisites
ANT 205 (2)	Introduction to Southwestern Prehistory	3	
ANT 206 (2)	Contemporary Native Americans of the Southwest	3	
ANT 112 (2)	Exploring Non-Western Cultures	3	
ARC 205 (2)	Introduction to Southwestern Prehistory	3	
ART 100	Basic Design	3	
ART 110	Drawing I	3	ART 100
ART 115	Color and Design	3	ART 100
ART 120	Sculptural Design	3	ART 100
ART 130	Art and Culture I	3	
ART 131	Art and Culture II	3	
ART 135 #	Pre-Columbian Art	3	
DRA 140 #	History of Theater I	3	
DRA 141 #	History of Theater II	3	
HIS 101	Introduction to Western Civilization I	3	
HIS 102	Introduction to Western Civilization II	3	
HIS 113 (2)	Asian Civilizations I	3	
HIS 114 (2)	Asian Civilizations II	3	
HIS 122 (2)	Tohono O'odham History and Culture	3	
HIS 124 (2)	History and Culture of the Yaqui People	3	
HIS 141	History of the United States I	3	
HIS 142	History of the United States II	3	
HIS 148 (2)	History of Indians of North America	3	
HIS 160	History and Peoples of Latin America I	3	
HIS 161	History and Peoples of Latin America II	3	
HIS 170 (2)	History and Peoples of Africa	3	
HUM 110	Humanities I	4	

HUM 111	Humanities II	4	
HUM 251	Western Humanities I	3	
HUM 252	Western Humanities II	3	
HUM 253	Western Humanities III	3	
HUM 260	Intercultural Perspectives	3	
Languages	For Engineering and Pre-agriculture majors only, any transferable foreign language credits fulfill the humanities and fine arts requirements		
LIT 231	Introduction to Shakespeare	3	WRT 102
LIT 260	Major British Writers	3	WRT 102
LIT 261	Modern Literature	3	WRT 102
LIT 262	Major Literary Themes	3	WRT 102
LIT 265	Major American Authors	3	WRT 102
LIT 266	World Literature: Dramatic	3	WRT 102
LIT 267	World Literature: Narrative	3	WRT 102
LIT 268	Introduction to the Literature of the Americas	3	WRT 102
LIT 286	Themes in American Literature	3	WRT 102
MUS 102	Introduction to Music Theory	3	*
MUS 105	Jazz Band II	1	*
MUS 108	Pima Jazz Band I	1	*
MUS 109	Pima Jazz Band II	1	*
MUS 111	Exploring Music Through Piano	3	
MUS 116	Philharmonia Orchestra I	1	*
MUS 117	Philharmonia Orchestra II	1	*
MUS 120	Concert Band I	3	*
MUS 121	Concert Band II	3	*
MUS 125 (1)	The Structure of Music I	3	*
MUS 127 (1)	Aural Perception I	1	*
MUS 130	Chorale (SATB)	3	*
MUS 131	College Singers (SATB)	3	*
MUS 151	Exploring Music	3	
MUS 160	Popular Music in America	3	
MUS 201 #	History and Literature of Music I	3	MUS 102
MUS 202 #	History and Literature of Music II	3	MUS 102
PHI 101	Introduction to Philosophy	3	
PHI 130	Introductory Studies in Ethics and Social Philosophy	3	
PHI 140	Philosophy of Religion	3	
REL 120	Old Testament	3	
REL 121	New Testament	3	
REL 140	Philosophy of Religion	3	
REL 234 (2)	Islam	3	

* For additional prerequisite information, check course section.

(1) MUS 125 and MUS 127 together are equivalent to MUS 120A at the University of Arizona.

(2) These courses fulfill the Non-Western Traditions and Cultures requirement at the University of Arizona.

For Associate of Science programs ONLY.

Biological and Physical Sciences (AA: 8 credits; AS: 8-10 credits):

Course Number	Course Title	Credit Hours	Prerequisites
ANT 105	Humanity and the Environment	3	
AST 101 (1)	Solar System	3	
AST 111 (1)	Solar System Laboratory	1	
AST 102 (2)	Stars, Galaxies, Universe	3	
AST 112 (2)	Stars, Galaxies, Universe Laboratory	1	
BIO 100	Biology Concepts	4	
BIO 105	Environmental Biology	4	
BIO 109	Natural History of the Southwest	4	
BIO 115	Wildlife of North America	4	
BIO 156	Human Biology for Allied Health	4	
BIO 160	Introduction to Human Anatomy and Physiology	4	
BIO 181	General Biology (Majors) I	4	*
BIO 182	General Biology (Majors) II	4	BIO 181*
BIO 183	Marine Biology	3	
BIO 184 (3)	Plant Biology	4	
BIO 201	Human Anatomy and Physiology I	4	BIO 156*
BIO 202	Human Anatomy and Physiology II	4	BIO 201*
BIO 205	Microbiology	4	*
CHM 121	Introductory Chemistry	5	
CHM 130	Fundamentals of Chemistry	5	
CHM 140	Fundamentals of Organic and Biochemistry	5	CHM 130*
CHM 141	Introductory Organic and Biochemistry	5	CHM 121
CHM 151	General Chemistry I	5	MTH 130*
CHM 152	General Chemistry II	5	CHM 151
CHM 235	General Organic Chemistry I	5	CHM 152
CHM 236	General Organic Chemistry II	5	CHM 235
ENV 105	Humanity and the Environment	3	
FSN 114 #	Nutrition	3	
GEO 101	Physical Geography: Weather and Climate	4	
GEO 102	Physical Geography: Land Forms and Oceans	4	

GLG 101	Introductory Geology I	4	
GLG 102	Introductory Geology II	4	
GLG 110 #	Environmental Geology and Natural Hazards	3	GLG 101*
PHY 121	Introductory Physics I	5	MTH 070*
PHY 122	Introductory Physics II	5	PHY 121
PHY 210	Introductory Mechanics	5	MTH 180*
PHY 216	Introductory Electricity and Magnetism	5	PHY 210*
PHY 221	Introduction to Waves and Heat	4	PHY 210*
PHY 230 #	Introduction to Modern Physics	3	PHY 210*

* For additional prerequisite information, check course section.

For Associate of Science programs ONLY.

(1) AST 101 and AST 111 must both be taken in order to transfer.

(2) AST 102 and AST 112 must both be taken in order to transfer.

Mathematics (AA: 3 credits; AS: 6 credits):

Course Number	Course Title	Credit Hours	Prerequisites
BUS 205 #	Statistical Methods in Economics and Business	3	MTH 170*
MTH 150	College Algebra	3	MTH 130*
MTH 152	Topics in College Mathematics	3	MTH 130*
MTH 155 #	Trigonometry	3	MTH 150*
MTH 160	Precalculus	5	MTH 130*
MTH 170	Finite Mathematics	3	MTH 150
MTH 175	Topics in Calculus	3	MTH 150
MTH 180	Analytic Geometry and Calculus I	5	MTH 155*
MTH 185	Analytic Geometry and Calculus II	4	MTH 180
MTH 210	Introductory Statistics	3	MTH 130*
MTH 215	Analytic Geometry and Calculus III	4	MTH 185
MTH 219	Differential Equations	3	MTH 215
MTH 225	Introduction to Linear Algebra	3	MTH 215
MTH 230	Discrete Mathematics in Computer Science	3-4	MTH 150

* For additional prerequisite information, check course section.

For Associate of Science programs ONLY.

Social and Behavioral Sciences (AA: 9 credits; AS: 6 credits):

Course Number	Course Title	Credit Hours	Prerequisites
ANT 101	Human Origins and Prehistory	3	
ANT 102	Introduction to Cultural Anthropology and Linguistics	3	

ANT 110	Buried Cities and Lost Tribes	3	
ANT 112 (2)	Exploring Non-Western Cultures	3	
ANT 202 (1)	Sex, Gender, and Culture	3	
ANT 203 (1)	Ethnic Groups and Culture	3	
ANT 205 (2)	Introduction to Southwestern Prehistory	3	
ANT 206 (2)	Contemporary Native Americans of the Southwest	3	
ARC 101	Human Origins and Prehistory	3	
ARC 110	Buried Cities and Lost Tribes	3	
ARC 205 (2)	Introduction to Southwestern Prehistory	3	
ECN 200	Basic Economic Principles	3	MTH 070
ECN 201 #	Microeconomic Principles	3	MTH 070
ECN 202 #	Macroeconomic Principles	3	MTH 070
GEO 103	Cultural Geography	4	
HIS 101 (3)	Introduction to Western Civilization I	3	
HIS 102 (3)	Introduction to Western Civilization II	3	
HIS 105 (1)	Introduction to Chicano Studies	3	
HIS 113 (2)	Asian Civilizations I	3	
HIS 114 (2)	Asian Civilizations II	3	
HIS 122 (2)	Tohono O'odham History and Culture	3	
HIS 124 (2)	History and Culture of the Yaqui People	3	
HIS 127 (1)	History and Culture of the Mexican-American in the Southwest	3	
HIS 141 (3)	History of the United States I	3	
HIS 142 (3)	History of the United States II	3	
HIS 148 (2)	History of Indians of North America	3	
HIS 150 (1)	Afro-American History and Peoples	3	
HIS 160 (3)	History and Peoples of Latin America I	3	
HIS 161 (3)	History and Peoples of Latin America II	3	
HIS 170 (2)	History and Peoples of Africa	3	
HIS 180 (1)	Women in Western History	3	
HUM 260 (1)	Intercultural Perspectives	3	
MEC 102	Survey of Media Communications	3	
PHI 101	Introduction to Philosophy I	3	
PHI 130	Introductory Studies in Ethics and Social Philosophy	3	
PHI 140	Philosophy of Religion	3	

POS 100	Introduction to Politics	3	
POS 110	American National Government and Politics	3	
POS 112	National and State Constitutions	3	
POS 120	Introduction to International Relations	3	
POS 130	American State and Local Governments and Politics	3	
POS 140	Introduction to Comparative Politics	3	
POS 160	Introduction to Political Ideas	3	
PSY 100A-B	Psychology I/Psychology II	3/3	
PSY 101	Introduction to Psychology	4	
PSY 216 (1)	Psychology of Gender	3	PSY 100A*
PSY 218	Health Psychology	3	PSY 100A*
PSY 230 #	Psychological Measurements and Statistics	3	PSY 100A*
PSY 250	Introduction to Social Psychology	3	PSY 100A*
PSY 265 #	Normal Personality I	3	PSY 100A*
REL 120	Old Testament	3	
REL 121	New Testament	3	
REL 234 (2)	Islam	3	
REL 140	Philosophy of Religion	3	
SOC 101	Introduction to Sociology	3	
SOC 103 (1)	Explorations in Prejudice	3	SOC 101
SOC 120 #	Current United States Social Problems	3	SOC 101
SOC 201 (1)	Minority Relations and Urban Society	3	
SOC 204 (1)	Women in Society	3	

* For additional prerequisite information, check course section.

For Associate of Science programs ONLY.

- (1) These courses fulfill the gender, class, race, or ethnicity requirement at the University of Arizona.
- (2) These courses fulfill the Non-Western Traditions and Cultures requirement at the University of Arizona.
- (3) These courses fulfill the Western Traditions and Cultures requirement at the University of Arizona.

Other Requirement options (AA: 5-6 credits; AS: 8-10 credits):

(a) Oral Communication:

Course Number	Course Title	Credit Hours	Prerequisites
SPE 102	Introduction to Oral Communication	3	
SPE 110	Public Speaking	3	
SPE 130 #	Small Group Discussion	3	
SPE 136	Oral Interpretation of Literature	3	

(b) Mathematics, Computer Science, Logic, or Critical Thinking:

Course Number	Course Title	Credit Hours	Prerequisites
ANT 102	Introduction to Cultural Anthropology and Linguistics	3	
CSC 100 #	Introduction to Computers and Information Systems	3	MTH 070*
CSC 140 #	FORTTRAN Programming	3	CSC 100*
CSC 160 #	COBOL Programming	3	CSC 130*
MTH #	Any Mathematics course numbered 150 or above		
POS 100	Introduction to Politics	3	
Science #	Any science course listed under Biological and Physical Sciences		

* For additional prerequisite information, check course section.

For Associate of Science programs ONLY.

(c) Foreign Language:

Course Number	Course Title	Credit Hours	Prerequisites
FRE 110	Elementary French I	4	
FRE 111	Elementary French II	4	FRE 110*
FRE 210	Intermediate French I	4	FRE 111*
FRE 211	Intermediate French II	4	FRE 210
GER 110	Elementary German I	4	
GER 111	Elementary German II	4	GER 110*
GER 210	Intermediate German I	4	GER 111*
GER 211	Intermediate German II	4	GER 210
ITA 110	Elementary Italian I	4	
ITA 111	Elementary Italian II	4	ITA 110

ITA 210	Intermediate Italian I	4	ITA 111
ITA 211	Intermediate Italian II	4	ITA 210
JPN 110	Elementary Japanese	5	JPN 110
JPN 111	Elementary Japanese II	5	JPN 111
JPN 210	Intermediate Japanese I	5	JPN 210
JPN 211	Intermediate Japanese II	5	JPN 210
RUS 110	Elementary Russian I	4	RUS 110
RUS 111	Elementary Russian II	4	RUS 110
SLG 101	American Sign Language I	4	SLG 101
SLG 102	American Sign Language II	4	SLG 102
SLG 201	American Sign Language III	4	SLG 201
SLG 202	American Sign Language IV	4	SLG 201
SPA 110	Elementary Spanish I	4	SPA 110*
SPA 111	Elementary Spanish II	4	*
SPA 201	Spanish for Native Speakers I	4	SPA 201
SPA 202	Spanish for Native Speakers II	4	SPA 111*
SPA 210	Intermediate Spanish I	4	SPA 210
SPA 211	Intermediate Spanish II	4	SPA 210

* For additional prerequisite information, check course section.

For Associate of Science programs ONLY.

(d) International and Multi-Cultural Studies:

Course Number	Course Title	Credit Hours	Prerequisites
ANT 102	Introduction to Cultural Anthropology and Linguistics	3	
ANT 205	Introduction to Southwestern Prehistory	3	
ANT 206	Contemporary Native Americans of the Southwest	3	
LIT 260	Major British Writers	3	WRT 102
LIT 266	World Literature: Dramatic	3	WRT 102
LIT 267	World Literature: Narrative	3	WRT 102
POS 120	Introduction to International Relations	3	
POS 140	Introduction to Comparative Politics	3	

* For additional prerequisite information, check course section.

Associate of General Studies Degree

(General Education Requirements):

For an Associate of General Studies Degree, a student must complete the general education requirements specified in the chart below and the degree

requirements for a minimum of 60 credit hours. See the general education course list for Associate of Arts Degree for Transfer and Associate of Science Degree for Transfer for courses which fulfill the requirements.

Subject Areas	Credit Hours
Communication	3-6*
(Choose from English Composition or Oral Communication course lists)	
Humanities and Fine Arts	3-6*
Science and/or Mathematics	3-6*
Social and Behavioral Sciences	3-6*
Total General Education Hours	18**

* Students must take a minimum of 3 credits in each category and at least 6 in two categories of student's choice, for a total of 18 credit hours in general education.

** Note: A minimum of 60 credit hours is required for the degree.

Associate of Applied Arts Degree

Associate of Applied Science Degree

(General Education Requirements)

For an Associate of Applied Arts Degree or an Associate of Applied Science Degree, a student must complete the general education requirements specified in the chart below for each degree and the degree requirements for a minimum of 60 credit hours. See the general education course list in this section of the catalog for courses which fulfill the requirements. Certificate and degree programs may require specific courses from the general course list below. Please refer to the certificate and degree programs listed in this catalog.

Subject Areas	AAA* Credit Hours	AAS* Credit Hours
Communication	6	6
Humanities and Fine Arts	6	3
Science and/or Mathematics	3	6
Social and Behavioral Sciences	3	3
Total General Education Hours	18**	18**

* AAA—Associate of Applied Arts

* AAS—Associate of Applied Science

** Note: A minimum of 60 credit hours is required for the degree.

A program core course which is also listed on the general education requirements list may fulfill both the core course requirement and one general education category.

A general education course which is listed in more than one general education category may be used to satisfy only one category within the general education requirements.

General Education Course List for Associate of Applied Arts Degree and Associate of Applied Science Degree:

1. Communication: MEC 101; OED 151, 251; SPE 102, 110, 120; SSE 111; WRT 100, 101, 102, 106, 107, 108, 150, 154, 205, 206, 254
2. Humanities and Fine Arts: ADA 100, 101, 102, 103, 104, 109; any ART course 100 & above, excluding 199; DRA 140, 141, 149, 151, 245; any Foreign Language course 100 & above; HIS 101, 102; HUM 110, 111, 131, 251, 252, 253, 260; any LIT course 100 & above; MUS 102, 125, 126, 151, 201, 202; PHI 101, 102, 120, 130, 140; REL 119, 120, 121, 130, 140; SPE 136; SLG 101, 102, 201, 202
3. Science and/or Mathematics: ACC 100, 101, 102, 200; ARC 105; AST 101, 102, 111, 112; any BIO course 100 & above, excluding 298; BUS 105, 151, 205, 206; any CHM course 100 & above, excluding 196; CSC 100, 104, 105, 106; ENV 100, 106, 140, 142; ETR 160; GEO 101, 102; any GLG course 100 & above; MAC 103, 104; any MTH course 100 & above; any PHY course 100 & above
4. Social and Behavioral Sciences: AJS 101; any ANT course 100 & above, excluding 296; any ARC course 100 & above, excluding 296; BUS 210; ECE 106, 107, 108, 114, 117, 118; ECN 200, 201, 202; FDC 122, 132; FSN 113; FSS 288; GEO 103; any HIS course 100 & above, excluding 201; MAN 110; any POS course 100 & above, excluding 149, 250; any PSY course 100 & above, excluding 294, 296, 298; any SOC course 100 & above, excluding 289, 298; SSE 133; YCA 163

Advanced/Technical Certificate

(General Education Requirements)

For an Advanced/Technical Certificate, a student must complete the general education requirements specified in the chart below and the required core and support courses for the certificate. See the general education course list for Associate of Applied Arts Degree and Associate of Applied Science Degree in this section of the catalog and the general education course list below for courses which fulfill the requirements. Certificate and degree programs may require specific courses from the general course list below. Please refer to the certificate and degree programs listed in this catalog.

Subject Area	Credit Hours
Communication	3
Humanities and Fine Arts	-
Science and/or Mathematics	3
Social and Behavioral Sciences	-
Total Hours	6

General Education Course List for Advanced/Technical Certificate:

1. Communication: See the general education course list for Communication for Associate of Applied Arts Degree and Associate of Applied Science Degree in this section of the catalog.
2. Science and/or Mathematics: See the general education course list for Science and/or Mathematics for Associate of Applied Arts Degree and Associate of Applied Science Degree in this section of the catalog. The following courses also satisfy the general education requirement for the Advanced/Technical Certificate: MTH 060, 064, 065, 070, 090.
NOTE: Courses below 100 do not qualify for credit towards degree programs.

College Reading Requirement

In order to graduate, a student must also meet the College reading requirement. The college-defined competency in reading is a minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment. Proficiency at the REA 112 level or higher will enhance student achievement. Students are encouraged to satisfy the reading requirement early in their studies.

Students applying for graduation in an associate degree program must demonstrate reading competency as defined. Students who demonstrate this competency level on assessment or students who successfully complete REA 112 or higher will have met this requirement.

Degree, Certificate, and Program Requirements

Pima Community College offers degrees and certificates in a variety of disciplines. Each degree and certificate has different program requirements for graduation. Grades of "C" or better are required in core courses to fulfill graduation requirements. Core courses are designated in each college program. See the Programs section of this catalog for program requirements.

Associate Degrees generally are granted upon the successful completion of a program, usually two years in length, which has been outlined by the College faculty and approved by the Arizona Community College Board. Details of programs offered are listed in the Program section of this catalog.

While a minimum of 60 credit hours of course work at the 100 level or higher is required to earn an associate degree at Pima, it should be noted that the completion of some programs extends beyond the 60-credit hour minimum.

At least 15 semester hours of the total required to qualify for an associate degree must be earned at Pima Community College.

Basic, Advanced, and Technical Certificates are awarded in many short-term study program areas. Generally, these programs do not carry the two-year (60-credit hour) minimum for the associate degrees.

Certificates are granted upon the completion of a prescribed program curriculum of this catalog.

At least six semester hours of the total required to qualify for a certificate must be earned at Pima Community College.

Degree and Certificate Requirements must be met before a degree, certificate, or course credit is granted. These requirements involve program and course requirements.

Faculty and staff are available to help students understand and arrange to meet these requirements, but students are responsible for fulfilling them. If the requirements have not been satisfied at the end of the student's course of study, the degree, certificate or course credit will not be granted. For this reason, it is important for each student to complete the General Education requirements as well as other requirements as outlined in this graduation section and to keep currently informed of changes that may occur at Pima Community College or, in some cases, the transfer institution.

This catalog does not establish a contractual relationship. It does, however, summarize the requirements students must meet to qualify for degree or certificate recommendation to the Governing Board of the Pima County Community College District.

Students may choose to fulfill degree or certificate requirements as outlined in any one catalog which was in effect during their dates of attendance at Pima Community College with the following exception: Students who withdraw from Pima for two or more consecutive semesters must meet degree requirements as outlined in the catalog at their date of re-enrollment or any subsequent catalog during their dates of attendance.

Graduation Application

Students are required to make application for the receipt of certificates and/or degrees by the dates specified in the college academic calendar. Failure to do so may result in a delay in processing until the following semester.

Credit by Examination

It is recognized that a student may have already fulfilled expected knowledge and/or competency levels for certain course and program requirements. Therefore, a student shall have the opportunity to officially earn and record advanced placement in the College.

Credit by examination shall include:

1. Advanced placement examinations from high school.
2. College-Level Examination Program (CLEP).
3. Defense Activity for Non-Traditional Education Support (DANTES).
4. Special examinations for credit.

Students cannot receive credit by examination for a course that is lower than that in which they are currently enrolled or for which they already have received credit.

Students currently or previously enrolled at Pima Community College may earn up to a maximum of 30 credit hours by examination.

Advanced Placement from High School

These exams are administered in various high schools each year during the month of May and are designed to test competence in specific subject areas at the lower division college level. High school seniors may request the opportunity, through their counselor's office, to pursue college credit by examination in one or more areas of proficiency. A fee is charged for each exam. Pima Community College credit will be awarded in appropriate subject areas to students who receive a score of 3, 4 or 5 on these exams.

College-Level Examination Program (CLEP)

Two types of exams are available under this program for those who wish to earn college credit by examination.

1. **General Examinations:** Five general examinations are offered through the Downtown Campus: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences and History. Each examination requires a registration and an examination fee. Only currently enrolled students or students who have attended PCC in the last five years may take CLEP General Examinations. For further information about taking the general examinations, contact the Assessment Center, Downtown Campus, 884-6889. For information about course equivalency credit, contact the admissions office at any PCC campus.
2. **Subject Examinations:** These are more specific and intended to cover material typical of college level courses in each subject area. More than 30 of these examinations are available through the testing office at the University of Arizona. Students are advised prior to taking a subject examination to contact a PCC admissions office about which subject examinations result in course credit. Credit may be earned for one or more Pima Community College courses upon completing an appropriate subject examination with a passing score. While the general examinations are offered through the Downtown Campus (see General Examinations above), subject examinations are offered at the University of Arizona, Old Main, Room 223, 621-7589. For information about course equivalency credit, contact the admissions office at any PCC campus.

Defense Activity for Non-Traditional Education Support (DANTES)

The Downtown Campus Assessment Center offers nearly fifty DANTES Subject Standardized Tests to those students who wish to earn college credit by examination in the areas of Mathematics, Social Science, Business, Applied Technology, Foreign Languages, Humanities, and Physical Science. Each test requires an examination fee. Only currently enrolled students or students who have attended PCC in the last five years may take the DANTES Subject Standardized Tests. For further information about taking the DANTES tests, contact the Assessment Center, Downtown Campus, 884-6889. For information on course equivalency credit, contact any Pima Community College admissions office.

Special Examinations for Credit or Grade

Credit by examination may be awarded for selected courses currently taught at Pima Community College. The student should consult with the appropriate departmental chairperson or faculty member for further information. Only students currently enrolled at Pima Community College may earn credit by examination. A student may not receive credit by examination for a course that is equivalent to or of a lower level than that in which he/she is currently enrolled or has already received credit. Credit by examination may not necessarily be transferable to other institutions of higher education. (Credit by examination does not satisfy the 15 hours residency requirement nor can it be used in qualifying a student for veterans' benefits.)

Graduation with Honors

Graduating degree students who complete 30 credits at Pima Community College and qualify will be granted the following designations:

Graduation with Honors—3.500 to 3.799 grade point average

Graduation with High Honors—3.800 to 4.000 grade point average

These designations will be shown on diplomas and listed on students' official transcripts.

Student Records

Grading Policies

Grades at Pima Community College are recorded at the end of each session according to the following system:

A—Superior: 4 grade points per credit hour

B—Above Average: 3 grade points per credit hour

C—Average: 2 grade points per credit hour

D—Below Average: 1 grade point per credit hour

F—Failure: 0 grade point per credit hour

P—Pass: C or better without grade differentiation ordinarily indicated by the College grading system. This grade may be given at the student's request and the instructor's option.

I—Incomplete: A record of Incomplete as a grade will be made at the student's request and at the instructor's option. This grade will be kept on record for one year after which it will be automatically changed to a Y. A student receiving a grade of I will be provided with a standard form specifying the work necessary for completion of the course.

W—Official Withdrawal: This grade may be requested by the student only during the first two-thirds of any session. This grade may be given by the instructor on or before the official census reporting date to students who have ceased attending class before that date.

Y—General Withdrawal: This grade may be given by the instructor at his/her discretion at the end of the term when circumstances dictate that none of the other grades is appropriate.

X—An X placed next to the grade indicates the grade was earned through the successful completion of a proficiency test.

AU—Audit: To audit a course means to enroll in and to attend a class without working for or expecting to receive credit. The symbol for audit, AU, appears on the transcript of grades and on the class list by the student's name. Students auditing a class must register by the end of the official refund period and must receive the written permission of the instructor.

Graduation Requirements

Graduation requirements include a 2.0 overall grade point average (GPA). The GPA is found by multiplying the number of credit hours for each course by the number of points for the grade and dividing the sum of the total points by the total number of credit hours of A, B, C, D, and F grades. D grades do not fulfill graduation requirements if they are received in core courses. F grades do not fulfill any requirements. The GPA is based only on

work completed at Pima Community College. A complete record of all credit courses attempted at Pima Community College is maintained for each student. Grade reports are mailed to each student at the end of each session.

Official Withdrawal Guidelines

Students may request a grade of "W" (official withdrawal) only during the first two-thirds of the calendar days of any session based upon beginning and ending dates for classes as contained in the College Schedule of Classes. For Open Entry/Open Exit classes, the two-thirds deadline is based upon calendar days between the date of a student's initial registration and the last day of the semester or session. In classes of two or less calendar days, instructor approval will be required if the "W" grade is requested after the class begins.

Instructors may award a "W" grade only on or before the official census reporting date to students who have ceased attending class before that date.

Course Repeat

The higher of two grades earned for the same course will be used for the computation of the GPA. Both courses will remain on the student's transcript.

Academic Standards of Progress

The following criteria will be applied to determine good academic standing at Pima Community College. All students will be in good academic standing provided their cumulative grade point average (GPA) meets or exceeds the standards listed below.

Credits Completed	Minimum Cumulative Grade Point Average (GPA)
0 - 3	1.0
4 - 9	1.2
10 - 14	1.3
15 - 24	1.50
25 - 48	1.75
49 or more	2.0

Credit hours completed include those credits earned at Pima Community College with a grade of A, B, C, D, F, or P.

Academic Alert

Students will be placed on academic alert when:

1. Their Cumulative Grade Point Average does not meet the minimum standards for good academic standing.
2. They have appealed and been reinstated after having been placed on academic disqualification.

The Academic Alert system:

1. Informs students of academic status.
2. Allows students one semester to raise their GPA to the minimum GPA for good academic standing.
3. Advises students of available College resources which may assist in improving academic performance.

Academic Disqualification

A student on academic alert will be academically disqualified under the following condition:

- After the academic alert semester, he/she has not raised the cumulative GPA to the required minimum identified above. (Exception: if the student earns a 2.00 GPA or higher for the current semester he/she will be permitted to continue on academic alert status.)

A student who has been academically disqualified will not be permitted to enroll until he/she has been reinstated through the College appeal procedure. Specific procedures for appeal are outlined within the notification letter that is provided to students who are disqualified.

Appeal of Academic Disqualification

- A student who has been academically disqualified must follow established College appeal procedures for reinstatement.
- A student who feels that unusual circumstances contributed to the unsatisfactory academic progress, may follow the established College appeal procedures to request immediate reinstatement.

Appeal of Grades

There is an appeal process for grade challenges. Please refer to the *Scholastic Code* document that can be obtained from the Dean of Instruction's office.

Reinstatement

Students appeal the academic disqualification in the accordance with established College appeals procedures. (See *Scholastic Code* document.)

After reinstatement the student will be placed on academic alert status.

Student Classification and Standing

Pima Community College students will be classified using the following criteria:

Full-Time Student

Students enrolled for 12 or more credit hours for the fall or spring semester or 6 or more credit hours for a ten-week summer session or 4 or more credit hours for a six-week session will be classified as full-time students.

Part-Time Student

Students enrolled for 1 to 11 credit hours during fall or spring semester or 5 or fewer credit hours for a ten-week summer session or 3 credits or fewer for a six-week summer session will be classified as part-time students.

Freshman

Students who have earned 27 or fewer credit hours will be considered freshmen.

Sophomore

Students who have earned 28 or more semester credit hours will be considered sophomores.

Family Educational Rights and Privacy Act

Pima Community College informs its students annually of the Family Educational Rights and Privacy Act of 1974. This act, with which the institution intends to fully comply, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the act.

Local regulations explain, in detail, the procedures to be used by the institution for compliance with the provisions of the act. Copies of the regulations can be obtained at the Office of Admissions and Records or the Office of Student Development at any campus.

Questions concerning the Family Educational Rights and Privacy Act may be referred to one of the College admissions offices.

Student Information Covered under the Act

Pima Community College hereby designates the following categories of student information as public or directory information. Such information may be disclosed by the College for any purpose at its discretion:

Public or directory information includes the student's name, address, telephone number, date and place of birth, major field of study, classification

status (freshman, sophomore, full-time, part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, awards received and most-recent previous educational agency or institution attended by the student.

Although the College does not publish and release a student directory, **currently enrolled students may instruct the College not to disclose public or directory information** under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received by a campus office of Admissions and Records prior to the end of drop/add for each semester concerned. A form is published in the Fall, Spring and Summer editions of the Schedule of Classes.

Pima Community College assumes that any student who does not specifically request the withholding of public or directory information indicates individual approval for disclosure.

Articulated Courses Statement

Pima Community College has articulation agreements with local school districts and other institutions. Such agreements permit credit to be awarded for instruction in high schools or other classes once the conditions of the agreement are met. While these articulated courses may fulfill a portion of the requirements for Pima Community College certificates and degrees, other colleges or a university to which a student transfers may not recognize articulated credit.

Honors Program

The Honors Program recognizes the special needs of students who are highly motivated and who can benefit from an intensified course of study. The program encourages its students to gain experience and skill needed for success in a university or four-year college Honors program.

Overall, the intent of the Honors Program is to create a unique association of highly motivated students, outstanding instructors, and intensified approaches to traditional academic disciplines. Successful completion of the Honors Program is indicated on the student's diploma upon graduation from Pima Community College.

Students may apply for the program if they meet one of the following:

1. Continuing Pima students must have completed at least 9 hours of college-level courses numbered 100 or above with a GPA of 3.5. Students with less than 9 credit hours must present assessment scores qualifying them for two of the following: WRT 101, MTH 130, or REA 112.
2. New students should show evidence of a GPA of 3.5 on previous academic records, if available, and have Pima assessment scores that qualify them for two of the following: WRT 101, MTH 130, or REA 112. If previous academic records are not available, assessment scores alone may be submitted.
3. Continuing college students (from other than Pima) must have completed at least 9 credit hours of college-level courses numbered 100 or above with a GPA of 3.5. Students with less than 9 credit hours must present assessment scores qualifying them for two of the following: WRT 101, MTH 130, or REA 112.

Students who meet the criteria may obtain an application from the Downtown, or West Campus Career Center or the East Campus Advising Center.

In addition to the Honors Program, the College offers students the opportunity to join Phi Theta Kappa, the international honor society for two-year colleges. Phi Theta Kappa membership is conferred by invitation only. See a campus representative for more details on general eligibility standards.

Military Service Members College Opportunity

Pima Community College has been designated as an institutional member of Service Members Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, Pima Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits and providing flexible academic residency requirements.

SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of thirteen leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

For information on Department of Veteran Affairs (DVA) educational assistance, refer to "Financial Aid" in the student services section.

Cooperative Education

Cooperative Education Programs at Pima Community College provide students with an opportunity to supplement their academic studies with career-related work experience.

Students in the program are assigned a Cooperative Education instructor who works with them individually and offers assistance in job placement, career development, and upgrading employment skills. A one-credit hour related class is required of all students registered for Cooperative Education for the first time. The content and design of the related class is determined by the instructor and is based upon student and program needs. In addition, one semester hour of credit may be granted for each 75 hours of verified on-the-job-training. The number of Cooperative Education college credits which may be applied toward a certificate or degree may be limited by individual program requirements. If a student is enrolled in courses at the College and working part time, the maximum number of credits that can be applied toward graduation is 12.

Pima Community College recognizes that relevant productive work can be an integral part of a student's regular academic program and grants credit through Cooperative Education for learning that takes place in the work environment.

Office of Minority Education

The Office of Minority Education supports activities that focus on priorities outlined in a College Policy and Regulation that address access, equity, and campus climate conducive to ethnic minority student retention and achievement. The Office works with instructional programs and student services to ensure proportional enrollments of minorities and comparable achievement across disciplines that include an increase in graduation and transfer rates.

Evening and Weekend Classes

Many Pima classes are offered in the evening or on weekends. These courses cover many areas of interest and are offered at many places in Tucson. Courses can be found in degree programs, job training, and special interest areas. Students may work for a degree for transfer to a four-year college or for a special certificate. They may also attend for self-interest.

Accelerated Weekend Classes

Accelerated weekend classes provide students with opportunities to earn credits rapidly over the duration of one or more weekends. The presentation of course content is accelerated so that students can complete the total number of required classroom hours without attending class for an entire semester. It is typical for these classes to meet for more than nine or ten hours per day for two non-consecutive weekends. Accelerated weekend classes may be cancelled ten days prior to the scheduled start date due to low enrollment. Enrolled students are notified in the event of a cancellation.

Summer School Program

Three sessions beginning in late May are offered each summer with courses determined by student demand. Sessions normally run for five to six weeks or eight to ten weeks at a time.

Bilingual Courses

Pima Community College offers students a unique educational opportunity through bilingual courses. The courses serve students with a variety of backgrounds and needs.

Both English and Another Language Are Used

Bilingual courses are taught in English with assistance in another language, in most cases Spanish. Bilingual instructors help students understand and learn better by using English for class presentation. Student's native language is used when answering questions or giving assistance.

Take Other Courses While Studying English

Bilingual courses make it possible for students with limited English proficiency to begin credit work in the field which interests them. As there are only a limited number of bilingual courses offered each semester, some students need to take English as a Second Language (ESL) classes while they are taking bilingual courses. The vast majority of the classes offered at Pima Community College are taught only in English; therefore, it is most important for students to take ESL, reading, and writing courses to attain proficiency in English.

Develop Skills in Another Language

The variety of courses offered in a Spanish/English bilingual mode provides English speaking students with an opportunity to gain vocabulary skills and multicultural perspectives through the study of bilingual courses. Some areas of study which are available to students are office education and teacher training. For information on courses offered bilingually each semester refer to the Schedule of Classes or see a campus advisor.

Cursos Bilingües

El colegio ofrece una variedad de cursos usando inglés y español como base de instrucción para personas que ya hablan español y desean un enfoque bilingüe/bicultural.

Una gran variedad de cursos forman parte de esta serie: clases de secretariado, pedagogía, arte, psicología, matemáticas, bailes folklóricos, español para nativos, historia, biología, etc.

El estudiante que estudia inglés

Mientras el estudiante estudia inglés, puede tomar clases bilingües en algún campo que le interese acumulando créditos para un certificado o diploma del Colegio Pima o para transferir a nivel universitario.

El estudiante que desea destrezas en español

La variedad de cursos que se ofrecen en una forma bilingüe dan destrezas

lingüísticas y conocimientos culturales adicionales a estudiantes que desean algo extra. Por ejemplo, las personas en el campo secretarial o en el campo de la pedagogía, aprenden el vocabulario y las expresiones necesarias para encontrar un mejor empleo.

International/Intercultural Education

By virtue of its mixed cultural heritage and its proximity to Mexico, the Tucson area is an international/intercultural community. The need for international/intercultural education is recognized by the College and is embodied in the mission statement:

“The College will proactively value and reflect the bilingual and multicultural diversity of the larger community, enriching its students and the community by celebrating this pluralism.”

The goal of international/intercultural education is to provide local students and international students with basic information that allows them to function better within their own culture and foster understanding and appreciation of other cultures.

To respond to this need, the College endeavors to provide transitional language and culture training internationalized curriculum. The focus is international trade and community development, cultural exchange and enrichment opportunities for all students.

As part of its academic program, the College offers some sections of courses which have been modified to include international studies content, through several United States Department of Education grants. The modified courses, in addition to the regular subject material outlined in the course descriptions in this catalog, contain material to help students understand the course content on an international level. Students who take these courses can expect to gain a better understanding of other cultures and/or to be better informed about international events which affect their daily lives.

The following is a list of these courses:

ART 135	Pre-Columbian Art
ART 136	Masks
BUS 100	Introduction to Business
BUS 210	International Business
FRE 210	Intermediate French I
GEO 103	Cultural Geography
HUM 110	Humanities I
HUM 111	Humanities II
HUM 251	Western Humanities I
HUM 252	Western Humanities II
HUM 253	Western Humanities III
IBS 120	Cultural Similarities and Differences Between the United States and the Foreign Country
IBS 130	Living in the Foreign Country
IBS 135	The International Career
IBS 136	Global Economy
IBS 140	Basic Techniques of International Trade
IBS 150	Cultural Shock Management
IBS 160	Hosting Foreign Business Personnel
IBS 170	Doing Business with Mexico
IBS 298	Advanced Topics in International Business:
MAN 110	Human Relations in Business and Industry
MAN 122	Supervision
MAN 124	Small Business Management
MAN 278	Labor/Management Relations
MAN 280	Business Organization and Management
MKT 111	Marketing
OED 251	Business Communications
PHI 101	Introduction to Philosophy
PSY 250	Introduction to Social Psychology
PSY 296	Individual Studies in Psychology
REL 130	Asian Religions
SPA 110	Elementary Spanish I
SPA 217	El Español Para Los Negocios (Spanish for Business Communications)
SPE 120	Business and Professional Communication
WRT 102	Writing II
WRT 106	Writing Fundamentals for International Students

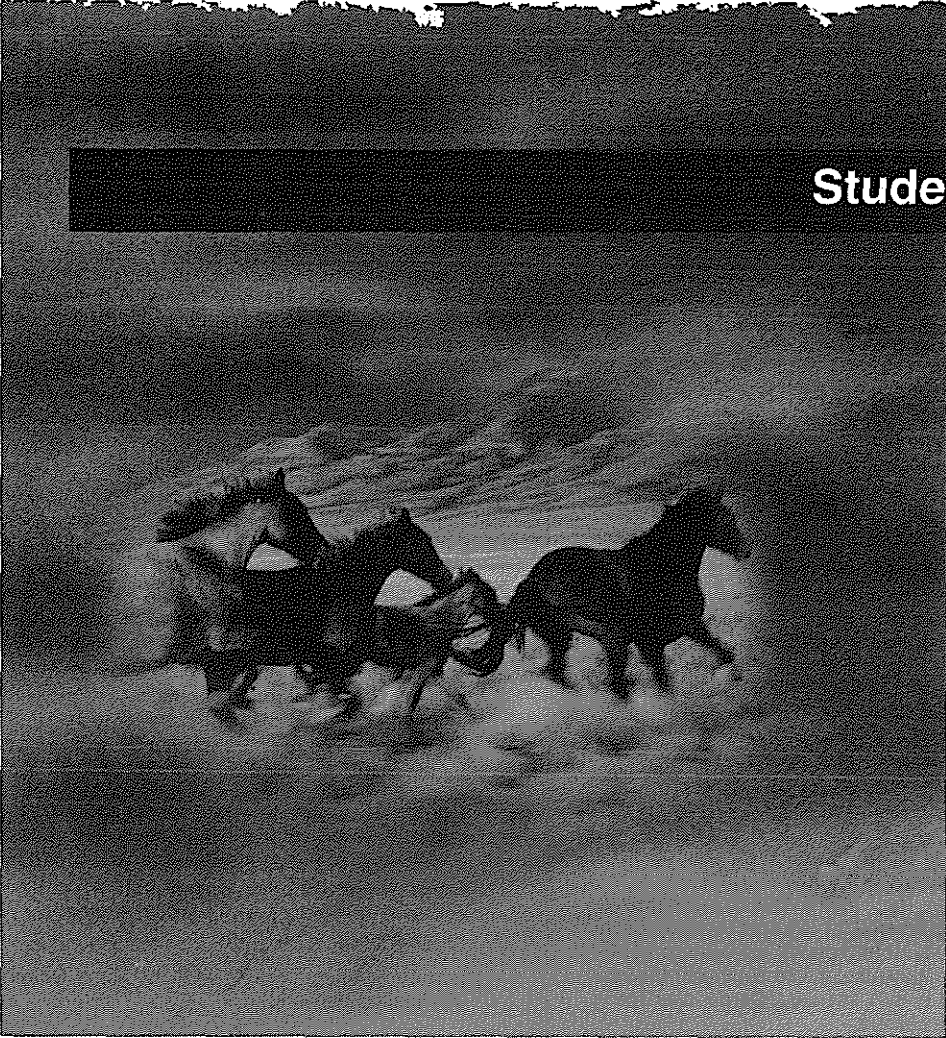
Students interested in these internationalized classes should consult the Schedule of Classes each semester for specific sections identified with the statement “contains international studies content.”

In addition, the College offers a basic certificate and an associate degree in International Business Studies.

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Student Resources



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Student Services

The Student Development staff provides students with a variety of services to meet their educational, personal, and career goals. These services are provided at the Desert Vista, Downtown, East, and West campuses, and at certain sites designated by the Community Campus.

Counseling

Counseling services are provided to students as they identify and pursue their goals. The counseling faculty provide assistance to students deciding on a career or college major, or seeking help with academic and personal problem solving. Students should call the campus counseling centers for appointments.

Human Development

Students seeking to enhance their personal growth can enroll in a variety of Human Development Education courses. Each semester a series of courses is offered giving students an opportunity to focus on adult life skills. Courses offered are: Approaching Mathematics Positively, College Success Skills, Becoming a Master Student, Transfer Strategies, Developing Self-Esteem, Personal Development, Overcoming Co-Dependency, Stress Management, Wellness, Assertiveness Training, Dynamics of Leadership, Career Exploration. Check the Schedule of Classes under Human Development Education (HDE) for times and locations.

Special Programs

Special programs are designed to assist minority students (Native Americans, Hispanics, African-Americans), reentry women, international students, veterans or physically impaired or limited-mobility students. These programs may assist qualified students in obtaining financial aid or benefits, career information, counseling, advising, and tutoring. Some campuses offer specific activities for target populations. Contact the campus Student Development office for information.

Career Centers

Career Centers located in the Student Center at the West Campus, the Campus Center at the Downtown Campus, the Advising Center at the Desert Vista Campus, and in the Student Union at the East Campus provide information on various careers, training needed for different careers, salary projections, future outlooks for employment, special job requirements, resumé writing, and job seeking skills. Students can use computer software programs to determine careers related to their interests. Career counseling is available through campus counseling centers.

Job Placement

The College offers job placement services on each campus. The centers provide assistance with preparing for employment and maintain a listing of part-time and full-time temporary jobs for students.

Disabled Student Resources

Pima Community College is committed to providing college-wide educational support assistance for students with documented disabilities. Disabled Student Resources (DSR) assists students and instructors in providing accommodations to allow each individual to function to the best of his/her ability within the scope of the College. The department also refers disabled students to other College departments and community agencies that can enhance and support their educational experience. When appropriate, services provided by Disabled Student Resources may include: academic and career advising, classroom assistance, note taking, sign language interpreting, mobility assistance, the availability of specialized equipment, and workshops for administration, faculty and staff, emphasizing services and accommodations available for students with disabilities.

Computer Information Access

The Pima Community College Information System allows students to find answers to many of their own questions. The system is currently accessible in two ways. Touchscreen computer kiosks are located at each of the campuses and at Davis Monthan Air Force Base, Green Valley Education Center, Nogales Education Center, Pascua Yaqui Reservation, and Tucson Urban League. The system is also available to students who have access to a personal computer and a modem by dialing 748-2904 and typing in the username PIMAINFO. The system includes access to:

- College Guide - information regarding registration, college costs, financial aid, academic calendars, campus maps, faculty/staff locator, job placement, disabled student resources, veterans affairs and services for international students.
- Student Guide -
 - Getting Started: information on admission, advising, assessments, new student orientation, counseling and graduation requirements.
 - Courses and Catalog: college catalog, schedule of credit classes, course equivalency guide, interactive schedule planner.
 - Student Information: your own schedule listings, grades, etc.
- Library Catalog - PIMALINK, the Pima Community College Library Information Network.

Financial Aid/Scholarships

General Information

To provide students with access to the College and to assist them to defray their cost of education, a full range of student financial aid is offered through the Financial Aid Office. The financial aid program funds are from federal and state programs and private donors. Funds are awarded to students based on financial need, academic achievement and program of study. Completing the Free Application for Federal Financial Aid is the first step in the application process. A separate application may be required for certain scholarships.

To ensure that students are given priority consideration for assistance, they should complete the entire application process prior to May 12 for the fall semester that begins in August. It is important to note that May 12 is a priority date, not an application deadline.

All students are encouraged to apply for financial aid. Students who do not have financial need may still qualify for scholarships, temporary short-term loans or other programs.

Federal and State Financial Aid Programs

Federal Pell Grants

The federal government funds the Pell Grant Program to provide financial assistance for students who have not earned a bachelor's or professional degree. The federal government establishes eligibility and bases the awards to students on their dependency status, enrollment and living accommodations. The Pell Grant, unlike a loan, does not have to be repaid.

Federal Stafford Loans Program

The Federal Stafford Loans program offers subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need. If a student qualifies for a subsidized loan, the federal government pays the interest on the loan until the student begins repayment. An unsubsidized loan is not awarded on the basis of need. If a student qualifies for an unsubsidized loan, the student pays the interest from the date the loan is disbursed until the loan is paid in full. Students have the option to pay the interest as it accrues or to let it accumulate and add the interest to the loan. Students can receive both subsidized and unsubsidized loans. Repayment of the loans begins six months after the student graduates, leaves school or drops below half-time enrollment. In addition to the Free Application for Federal Student Aid, students must complete the Federal Stafford Loan Application and Promissory Note.

Federal Plus Loans

Federal Plus Loans are for parents of dependent students. This loan program enables parents with good credit histories to borrow to pay for the education expenses of each child who is a dependent, undergraduate student enrolled at least half-time. The yearly limit of Plus Loans is equal to the student's cost of education less any other financial aid the student is eligible to receive. The interest rate is variable, but it will never exceed nine percent. The interest rate is adjusted each year on July 1. Payment of principal and interest begins within 60 days after the final loan disbursement and interest begins to accrue at the time the first disbursement is made.

Campus-based Programs

The College participates in three campus-based programs and receives a yearly allocation. Eligibility is based on financial need. Funds will be awarded to the neediest students first. Since the funds allocated to the College are limited, students are encouraged to apply as early as possible to meet the priority date. The three programs are Federal Educational Opportunity Grants, Federal Work Study and Federal Perkins Loans.

Federal Supplemental Educational Opportunity Grants (FSEOG)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduate students with exceptional financial need. In awarding FSEOG, the College gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be paid back.

Federal Work-Study

The Federal Work-Study Program provides jobs for students with financial need. Students may work up to 20 hours per week in an on-campus or off-campus placement. The program encourages community service work and work related to the student's course of study.

Federal Perkins Loans

A Federal Perkins loan is a low-interest (five percent) loan. The College determines eligibility and the amount of the loan is based on exceptional financial need. These loans must be repaid. Repayment starts six months after the student borrower is no longer enrolled in school. There are different deferment provisions available for community service, unemployment or economic hardship.

Arizona State Student Incentive Grant Program (SSIG)

The Arizona State Student Incentive Grant Program (SSIG) makes grants available to students with exceptional financial need. The College determines the amount of award based on need and enrollment status.

Institutional Student Aid

A number of campus jobs are available throughout the College. These positions are not based on financial need and the students are selected by the employing department. Students are able to work an average of 19 1/2 hours per week. For application and placement information, students should contact the Job Placement Office at any campus.

Short-Term Loans

This program is intended to assist a student in meeting emergencies or funding problems. The loans are to be paid within 30 to 60 days or by the end of the enrollment period, whichever comes first.

Scholarships

A number of scholarships have been set up for students by generous private donors. The awards may be based on merit only, on a combination of financial need and merit and on program of study. Contact any campus financial aid office for scholarship application information. The current scholarships include:

- The Altrusa Club of Tucson Scholarship
Source: The Altrusa Club of Tucson, Inc. (International Women's Service Organization)
Eligibility: Preference for a second year woman student in career fields such as Nursing, Medical Technology, Social Service, Corrections, Computer Technology, or Education. Financial need; Arizona resident, with a 3.0 or better G.P.A.
Value: Amount varies, one award per year
- American Business Women's Association
Source: American Business Women's Association of Tucson
Eligibility: Female students interested in the business field
Value: \$120, one award per year
- American Legion Post #66 Nursing Scholarship
Source: Green Valley Post #66
Eligibility: Needy, deserving student in RN program
Value: \$400, one award per year
- Arizona Repertory Singers/Del Webb's Sun City Tucson Choral Scholarship
Source: Arizona Repertory Singers/Del Webb's Sun City Tucson
Eligibility: Full-time vocal music student
Value: \$504, one award each year
- William A. Barnes Memorial Scholarship
Source: William A. Barnes Estate
Eligibility: Demonstrated proficiency in math, mechanical trades, electronics and drafting, or pursuit of RN or LPN.
Value: Amount and number of awards varies.

- Chef's Association of Southern Arizona
Source: The association
Eligibility: Promising students in hospitality/culinary arts
Value: Amount and number of awards varies
- Delta Nu Alpha Scholarship
Source: Delta Nu Alpha Organization
Eligibility: Promising full-time students in the Transportation and Traffic Management Program
Value: \$150, number of awards varies
- Margaret Ernst Memorial Scholarship
Source: Family and friends
Eligibility: Promising and needy students
Value: Amount and number of awards varies
- Exchange Clubs of Tucson Temporary Loan Fund
Source: Exchange Clubs of Tucson
Eligibility: Second semester students
Value: Up to \$50 for books, number of awards varies
- Kim Fackelman Memorial Scholarship
Source: Family and Friends
Eligibility: Worthy and deserving student in Computer Science
Value: Amount varies, one award per year
- First Interstate Bank Scholarship
Source: First Interstate Bank of Arizona
Eligibility: Students in the business field
Value: \$400, three awards per year
- Forty & Eight Scholarship
Source: Voiture #73 - Forty & Eight
Eligibility: Needy and deserving students in RN program
Value: \$150 per semester, number of awards varies
- Frederick B. Ginsburg Memorial Scholarship
Source: Family and friends
Eligibility: Deserving students in any field of study
Value: \$300 per year, one award each year
- Golden Plate Scholarship
Source: Educational Foundation of the National Restaurant Association
Eligibility: Full-time student in Hospitality Education Program
Value: \$750, number of awards varies
- Hughes Aircraft Company Scholarship
Source: Hughes Aircraft Company, TMD
Eligibility: Promising and needy students pursuing a four-year degree
Value: \$500, two awards each year

- International Association of Hospitality Accountants, Inc.,
Greater Tucson Chapter
Source: The Association
Eligibility: Hospitality education majors
Value: Amount and number of awards varies
- Kiwanis Club of Green Valley Scholarship
Source: Kiwanis Club of Green Valley
Eligibility: Promising and needy students
Value: \$350, one award per year
- Kiwanis Club of Tucson Scholarship
Source: Kiwanis Club of Tucson
Eligibility: Promising and needy students
Value: \$400, four awards per year
- Sharon Krieg Memorial Scholarship Fund
Source: Family and friends
Eligibility: Promising and needy students
Value: Amount and number of awards varies
- League of Mexican-American Women Scholarship
Source: League of Mexican-American Women
Eligibility: Promising Mexican-American students
Value: Amount and number of awards varies
- Little Chapel of All Nations Scholarship
Eligibility: Promising and needy full-time students in the records management sequence of office education
Value: \$500
- Mary Macon Memorial Scholarship for Office Education Students
Source: Family and friends
Eligibility: Promising and needy students in Office Education
Value: Amount and number of awards varies
- Marshall Foundation Fund - Allied Health
Source: Marshall Foundation
Eligibility: Students enrolled in an Allied Health program
Value: Amount and number of awards varies
- Marshall Foundation Fund - Nursing
Source: Marshall Foundation
Eligibility: Female students enrolled in the RN program
Value: Amount and number of awards varies
- Andrew P. Martin Scholarship Fund
Source: Estate of the late Andrew P. Martin
Eligibility: Graduate of a Tucson high school, enrolled in a one- or two-year building, electronics or mechanical trade course of study
Value: \$300, number of awards varies, renewable
- M.E.Ch.A. - Lizzie Lopez Memorial Temporary Loan Fund
Source: M.E.Ch.A. Club
Eligibility: Promising and needy students
Value: Amount and number of awards varies
- Medical Secretary Society of Pima County
Source: Medical Secretaries Society of Pima County
Eligibility: Full-time enrollment in the medical assistants or an allied medical program
Value: \$150, one award per year
- Marilyn A. Nevin Memorial Nursing Scholarship
Source: Family
Eligibility: Promising and deserving full-time students
Value: Amount and number varies
- Old Pueblo Rotary Club
Source: Old Pueblo Rotary Club
Eligibility: Full-time students ineligible for other aid, maintaining a 2.8 G.P.A., in a degree program
Value: \$300, two awards per year
- Pima Community College Faculty/Staff Scholarship Fund
Source: Donations from faculty and staff
Eligibility: Deserving students in any field
Value: \$120, number of awards varies
- Pima Community College Foundation, Inc.
Source: Various Donors
Eligibility: Outstanding scholastic achievement and financial need
Value: \$200, number of awards varies
- Pima Community College General Scholarship Fund
Source: General donations to the fund
Eligibility: Promising students in any field
Value: Amount and number of awards varies
- Pima Community College Hospitality Department Transfer Student Scholarship
Source: Northern Arizona University School of Hotel and Restaurant Management
Eligibility: Graduates from the Hospitality Department
Value: \$500, one award per year
- Pima County Sheriff's Posse - Law Enforcement Scholarship
Source: Pima County Sheriff's Posse
Eligibility: Career oriented in law enforcement and show economic need
Value: \$1,000, two or more awards per year
- Andrew J. Pizzini Memorial Fund
Source: The estate
Eligibility: Promising and needy students
Value: Amount, number and type of awards vary

- Prince Hall Masonic Scholarship
Source: Beautiful Star Chapter #133 O.E.S.
Eligibility: Re-entry student, preference to one with tie to Prince Hall Masonic
Value: \$200, one award per year
- Radiologic Technology Scholarship
Source: Temporary Techs of Arizona, Inc.
Eligibility: Second year student in Radiologic Technology
Value: \$800, one award per year
- Recognition Award
Source: Pima Community College Student Association
Eligibility: Participation in extra-curricular college activities and departmental recommendation
Value: Up to \$308, number of awards varies
- Respiratory Therapy Book Scholarship
Source: Temporary Techs of Arizona, Inc.
Eligibility: Second year student in Respiratory Therapy
Value: \$250, one award per year
- Rodeo Club Scholarship
Source: Various
Eligibility: Active participation in Rodeo Club
Value: Amount and number of awards varies
- Jeffrey H. Ross Memorial Scholarship
Source: Family and Friends
Eligibility: Students in Law-Enforcement
Value: Amount and number of awards varies
- Rotary Club of Tucson Scholarship
Source: Rotary Club of Tucson
Eligibility: Worthy and deserving students
Value: Amount and number of awards varies
- David Scott Memorial Scholarship for Handicapped Students
Source: Family and Friends
Eligibility: Promising and needy handicapped students
Value: Amount and number of awards varies
- Security Pacific Bank Scholarship
Source: Security Pacific Bank
Eligibility: Needy and academically deserving students, with preference to minority or disabled/handicapped
Value: \$300, one award per year

- Southern Arizona Chapter of A.C.U.L.
Source: Southern Arizona Credit Unions
Eligibility: Credit Union members pursuing the credit union degree program
Value: \$408 per year, number of awards varies
- Southern Arizona Mortgage Bankers Association Scholarship
Source: Southern Arizona Mortgage Bankers Association
Eligibility: Sophomore, financial need, Business Administration, Finance, interest in Real Estate preferred
Value: \$1000, one or more per year
- Southern Arizona Restaurant Association
Source: The Association
Eligibility: Promising Pima County resident in Foodservice
Value: \$600, one award per year
- Southern Arizona Tucson Innkeepers Association Scholarship
Source: The Association
Eligibility: Promising second-year students in the hospitality/tourism program
Value: \$400, two awards per year
- Suburban Women's Club Scholarship
Source: Suburban Women's Club of Tucson
Eligibility: Promising and needy students
Value: \$120, number of awards varies
- Tucson Jaycee-ettes Scholarship
Source: Tucson Jaycee-ettes
Eligibility: Full-time needy students in RN Program or Allied Health Program
Value: \$250, two awards per year
- Tucson Medical Center Scholarship
Source: Tucson Medical Center Auxiliary
Eligibility: Employees enrolled in Health Fields
Value: \$600, number of awards varies
- Tucson Transportation Club Scholarship
Source: Tucson Transportation Club
Eligibility: Promising, full-time students in the Transportation and Traffic Management Program
Value: \$150, number of awards varies
- Tucson Woman's Club Scholarship
Source: Lela McKay Scholarship Fund
Eligibility: Worthy and deserving students
Value: Amount varies, two awards per year

- Maria Urquides Scholarship
Source: League of Mexican-American Women
Eligibility: Promising and needy students
Value: \$250, two awards per year
- Adrian Van de Verde Memorial Scholarship
Source: Alice Van de Verde
Eligibility: Promising student in Nursing
Value: \$100, one award per year
- Kara Watchman Memorial Scholarship
Source: Family and friends
Eligibility: Needy and deserving second-year students in RN program
Value: Amount varies, one book award per year
- William R. Weaver Memorial Scholarship Fund
Source: Family and friends
Eligibility: Economic need and intent to pursue degree in manufacturing, engineering or drafting
Value: Amount and number of awards varies

Department of Veterans Affairs (DVA) Educational Assistance

Pima Community College is approved for the enrollment of veterans, survivors and dependents under Title 38 of the U.S. Code (chapters 30, 32 and 35), and Selected Reservists (chapter 106) under Title 10 of the U.S. Code. Eligible persons should select an approved program of study prior to registration in order to receive DVA assistance. All persons approved for DVA benefits are required to comply with the Academic Standards of Progress contained in this catalog. Students who qualify should contact a Veterans Office at any campus.

Enrollment Requirements

An eligible person must be enrolled for 12 or more credit hours to receive full-time benefits, 9 to 11 hours for three-quarters benefits, and 6 to 8 hours for half benefits. Those enrolled for less than 6 credits may be reimbursed for tuition and fees only. Active duty military students will be paid for tuition and fees (lump sum payment is only available for less than half-time). The monthly benefit rate varies by "chapter" of eligibility.

Recipients of DVA assistance enrolled in non-standard semester courses (i.e. open entry/open exit or short-term courses) should be aware that the monthly level of assistance may vary depending on the number of credits undertaken, the length of the non-standard semester courses, and whether the student is combining standard and non-standard courses. Open entry/Open exit classes will not be certified until completion of the term.

Veterans interested in independent study and/or television courses should contact the District Veterans Office **prior to enrolling** in these classes.

Transfer of Previously-Earned Credits

The DVA requires that eligible students who have prior military training or have attended another college or university prior to enrollment at Pima must provide an official transcript and/or DD Form 214 for consideration. The College will award appropriate credit for previous education where applicable and report this to the DVA during the first semester of attendance.

If transcripts or DD Form 214 are not furnished and the College cannot provide "credit allowed for prior training" by the end of the semester, the DVA will retroactively terminate benefits for that semester. This will enter the veteran into "overpaid" status and no further action will be undertaken by the DVA until the evaluation is submitted.

Enrollment Certification and Limitations

Eligible persons must complete an "enrollment certification" each semester immediately after registration to initiate or continue receiving benefits.

Students who have accumulated 45 credits, including transferred credits, must apply for a Veteran Coursework Evaluation, thereby becoming a "restricted student". Enrollment certification for students in this restricted status cannot be submitted until the Veteran Coursework Evaluation is completed. Students in the General Studies Program may select a specific program of study and then request an evaluation and submit a DVA "change of program" Prior to enrollment certification. Veterans are limited to one program change in a twelve-month period. DVA will charge a program change if there is a material loss of 12 credits or more (not transferable to the new course of study). DVA must approve all program changes. Veterans will only be certified for those classes that are listed as "needed" on the Veteran Coursework evaluation.

Educational benefits will not be paid for courses unless they are used in computing graduation requirements. Students receiving the grade of General or Official Withdrawal in any of their courses will have to reimburse the DVA retroactive to the beginning of the semester unless there are mitigating circumstances which are then approved by the DVA.

Additional Benefits

Students eligible for DVA benefits and completing the enrollment certification may also apply for tutorial and/or work-study assistance. These programs are available in addition to the educational benefits. Certain requirements must be met to determine eligibility. Contact any Campus Veterans Office for information.



Campus Libraries

Library services for all college students, faculty and staff members and Pima County residents are available at the Desert Vista, Downtown, East and West Campus libraries. College library resources are listed in a single computerized catalog and shared through courier and telefacsimile services. These resources include books, journals, videos, audio tapes, compact disks, microforms and CD-ROM databases.

Public services staff are available at all libraries to answer reference questions and to assist users in locating and utilizing information. They provide bibliographies, online database searching, student and faculty manuals, course reserve services, and referral to other information resources. Campus libraries may also provide formal library skills classes (LIB-100 and HON-203) and informal individual classes and assignments, a library orientation video, classroom presentations, individualized consultancies, and the use of calculators, typewriters, and microcomputers and video players. A list of library materials is available on the online catalog, PIMALINK, which also contains *Magazine Index/Plus*, *Expanded Academic Index* and *ERIC*, three journal citation databases. Access to other databases, such as the University of Arizona's SABIO, is also provided. Librarians can also provide information about how to access PIMALINK using home computers and modems.

Community Campus students taking courses at locations throughout the college district are urged to use library sources at their closest campus library. Instructors often place reserve materials at these locations as well as at participating public libraries. Telecourse students may view videotapes of all telecourses at any campus library. In addition, these tapes are available at the Davis Monthan Air Force Base library and the Community Campus. The Community Campus originates these broadcasts, and therefore has the entire telecourse tape collection available. Due to editing, there is a delay for all live-broadcast tapes of one week before placement in the libraries.

The Downtown Campus library, located on the second floor of the Campus Center, houses a collection numbering approximately 30,000 items of print and non-print materials for reference, curriculum support and personal interest. This library specializes in the areas of automotive technology, welding, graphic technology, advertising art, hospitality, legal assistant and practical nursing. Current magazines and newspapers are available for informational and leisure reading.

The East Campus Library has a collection of 25,000 items, both print and non-print, for reference, curriculum support and personal interest. Magazines and newspapers are available for current information as well as a varied backfile collection for research. Specialized collections at this library include a children's literature collection, emergency medical services, environmental technology collection, and equine science collection. Two CD-ROM indexes are available - *Newsbank*, covering selected United

States newspapers and news wire services, and *SIRS Researcher* (a social sciences information reference service). The library also has available a coin operated copy machine, IBM and Macintosh computers, as well as VHS and 3/4 inch video players.

The West Campus library, located on the third floor of the Library/Administration Building, has a multi-media collection of 140,000 items, 630 periodical subscriptions, and extensive periodical backfiles. The collection is particularly strong in the areas of allied health, art, ethnic studies, law enforcement, literature, business and legal reference, and Mexican history. The library features a number of special collections—Spanish language, children's literature, paperback leisure reading, *SAMS Photofact* repair manuals, video, current best sellers, CDs and records, and college archives, college catalogs on microfilm, and the following CD-ROM indexes: *Readers' Guide Abstracts* and *Newsbank*. Study tables, equipped carrels, and lounge areas can accommodate over 300 students. The library also provides users with numerous microform reader-printers and coin and card operated photocopy machines.

The Desert Vista Campus library, located in room CO1, has a collection of over 10,000 items of print and non-print materials for reference, curriculum support and personal interest. Current magazines and local/national newspapers are available for informational and leisure reading. This library provides users with four CD-ROM indexes: *Reader's Guide Abstracts* (Select Edition), *SIRS Researcher*, a full-text service, *SIRS Government Reporter*, a government document service and *Newsbank*, a full-text service. The library also features a variety of CD-ROM, DOS, and MAC reference resources. A microform reader/printer, a coin/card operated copy machine and several card operated laser printers are also available.

Who May Borrow from the Library?

All library users must have a Pima Community College student I.D. with a barcode for use with the library's computer system. Information on obtaining these cards is available at each campus. A Special Borrower Card may be granted to library patrons who are not registered as students.

The library loan period is for three weeks. Special loan periods are available for faculty, staff, and Honors Program students.

Grades, transcripts, diplomas, and registration privileges or any combination thereof are withheld for any student or former student who is charged with the possession of overdue library materials.

Lost library materials may be paid for at their replacement cost plus a non-refundable processing fee of \$10 per item.

Learning Centers

Community Campus

The Community Campus provides tutoring in computer science at various times during the week. Students should contact the Instructional Support Services office.

The Community Campus also offers assessment tests in reading, writing, and mathematics. The Student Development staff provides tests at various off campus locations in Southern Arizona. Assessment is also provided as a part of the new student orientation schedule of activities.

Downtown Campus

Alternative Learning Centers in relocatable buildings at Ash and Helen Street offer credit courses and supplemental tutorial assistance. The Math Center (AMC), the Reading Center (ARC) and the Writing Center (AWC) provide students with the ability to schedule courses during the day and evening as well as self-paced study. Personal and individual attention is given to the students by instructors, lab assistants and tutors in the one, two, three and/or four credit-hour courses.

Tutoring in math, reading, and writing is offered. Students may drop in during regularly scheduled tutoring hours and during afternoon hours when there are no regularly scheduled classes. The Math Tutoring Center (ATC), located nearby, offers tutoring assistance for all campus math courses during the day, and in the early evening Monday through Friday.

East Campus

The Tutoring Center provides free tutoring in accounting, chemistry, computer science, ESL, French, humanities, math, social sciences, Spanish, and writing. Students may make appointments for tutoring sessions, or they may be tutored on a walk-in basis.

The Testing Center offers assessments in biology, chemistry, computer science, math, reading, and writing to help students in selecting appropriate courses. Many instructors use the Testing Center to administer their class examinations.

West Campus

The M-WES Tutoring Center offers tutorial assistance in math, writing, English as a Second Language (ESL), and sciences. Tutorial assistance is available on a walk-in basis.

The Instructional Testing Center provides an alternative to classroom testing. Extended hours of operation offer students increased flexibility in meeting their classroom testing requirements. The Center is available to meet the alternative testing needs of all interested faculty.

Student Activities

Information on student government, student clubs and organizations, and cultural events can be obtained by consulting the Student Activities office on any campus.

Student Leadership

Students have a voice in College functions through recognized student government associations at each of the campuses, the Board of Governors, and appropriate student groups and committees. Student government representatives also sit on various task forces and committees that make recommendations to the administration.

Although the student representatives on the Governing Board cannot cast a vote with the official members, they can voice an opinion on agenda items.

Students are urged to volunteer for College task forces and committees. For information on these activities, consult the Student Activities Office on any campus.

Intercollegiate Athletics, Intramural and Recreation Sports

Pima Community College offers well-rounded athletic, intramural and campus recreation programs plus physical education classes to meet a variety of student interests. Complete details on intercollegiate athletics, intramural, and campus recreation programs can be obtained from the Athletic office on the second floor of the West Campus gymnasium. Physical education programs are handled by the Fitness and Sport Sciences Department of the Health Related Professions Division of the West Campus.

Intercollegiate Athletics

Pima is a member of the Arizona Community College Athletic Association, National Junior College Athletic Association and the NJCAA Region #1. Eligibility requirements are set by the sports organizations which govern our participation. The basic stipulations are that the student-athlete be enrolled full-time, making satisfactory academic progress, and that he or she has been granted a medical clearance for participation. Competition includes soccer (men), cross country (men and women), basketball (men and women), tennis (men and women), track (men and women), baseball (men), volleyball (women), golf (men), and softball (women).

Intramural Sports

Intramural activities are open to any member of the College - students, faculty, and staff - with sports geared to individual and team competition. Many activities are available and others are developed when enough interest is

shown. Activities may include basketball, badminton, flag football, golf, tennis, volleyball, racquetball, and several two-mile cross country runs.

Recreation Sports

Recreation Sports are an integral component of Athletics. Current and active club sports include Karate, Ice Hockey, Rodeo (men and women), Tae Kwon Do, Judo, Indoor Track, Marathon, Soccer (women), Volleyball (men), Wrestling, Pep Squad (men and women), and Los Dorados (Sundays).

Student Publications

Student publications include the *Aztec Press*, a weekly newspaper, and a literary magazine.

Those who would like to serve on the newspaper staff in any capacity should contact either the Arts Division office or the *Aztec Press*, West Campus, AL-G81.

Students interested in publishing a literary magazine may enroll in Writing 162, Literary Magazine Workshop, at either the West or Downtown Campus.

The West Campus workshop annually publishes *SandScript*, an award-winning magazine distributed throughout the Tucson area. West Campus students, faculty and staff may submit contributions to *SandScript*, Arts Division, West Campus and include a self-addressed, stamped envelope.

The Downtown Campus workshop annually publishes *Cababi*, which is printed by the Downtown Campus Graphic Technology students. *Cababi*, also sponsors an annual art contest for the magazine covers and center pages. Downtown Campus students, faculty and staff may submit contributions to Building RV, Room 119, Downtown Campus.

Student Life and Conduct

Student Housing

Pima Community College does not own or operate student housing either on campus or in the community. Student Development provides information to students on request regarding community agencies and organizations providing housing.

Student Health Services

First aid is available at all Campus Police offices. Accident insurance is provided for Pima Community College students enrolled for credit courses

without additional cost under a blanket policy. The policy covers students for injuries incurred during College activities. Details of the coverage are available to students at the time of registration.

Supplementary accident and sickness medical expense insurance may be purchased by students. Forms and information are available at each campus Student Services area.

Parking and Bus Service

Free parking is available on all Pima Community College campuses. For carpool information, call RideShare 884-7433.

Sun Tran provides bus service to all campuses. Copies of current bus schedules are available in the student activities area of each campus. Or call Sun Tran, 792-9222 for schedule information.

Emissions Control Compliance

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

Student Code of Conduct and Scholastic Ethics Code

All students at Pima Community College are considered responsible adults and, as such, are accountable for their own personal behavior. All students are expected to conform to local, state, and federal laws and duly established College standards of conduct. Student complaint procedures, rights and responsibilities are contained in the Student Code of Conduct and the Scholastic Ethics Code. Copies of these documents are available through the offices of the Campus Deans of Student Development and Instruction.

Drug Free Schools and Communities Act Information

Pima Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. §1145g).

Standards of Conduct

The unlawful possession, use or distribution of illicit drugs and alcohol by students and employees is prohibited. The following misconduct is subject to disciplinary action including exclusion, suspension, or expulsion:

1. Violating or failing to comply with published rules and regulations of conduct of the College which prohibit the unlawful possession, use, or

distribution of illicit drugs and alcohol by students and employees on College property or as part of any of its activities; or

2. Being under the influence of, using, selling, or possessing, or distributing any illicit drugs or alcohol on College property or as part of any of its activities. This prohibition includes, but is not necessarily limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate, abusable glue, aerosol paint, or other chemical substances. Over-the-counter drugs are excluded from consideration unless improperly used.

Legal Sanctions

Local, state and federal laws prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation, and/or assigned community service. Students convicted of a drug and/or alcohol-related offense will be ineligible to receive federally-funded or subsidized grants, loans, scholarships, or employment. Pima County Community College District will fully subscribe to and cooperate with the local, state, and federal authorities in the enforcement of all laws regarding the unlawful possession, use or distribution of illicit drugs and alcohol.

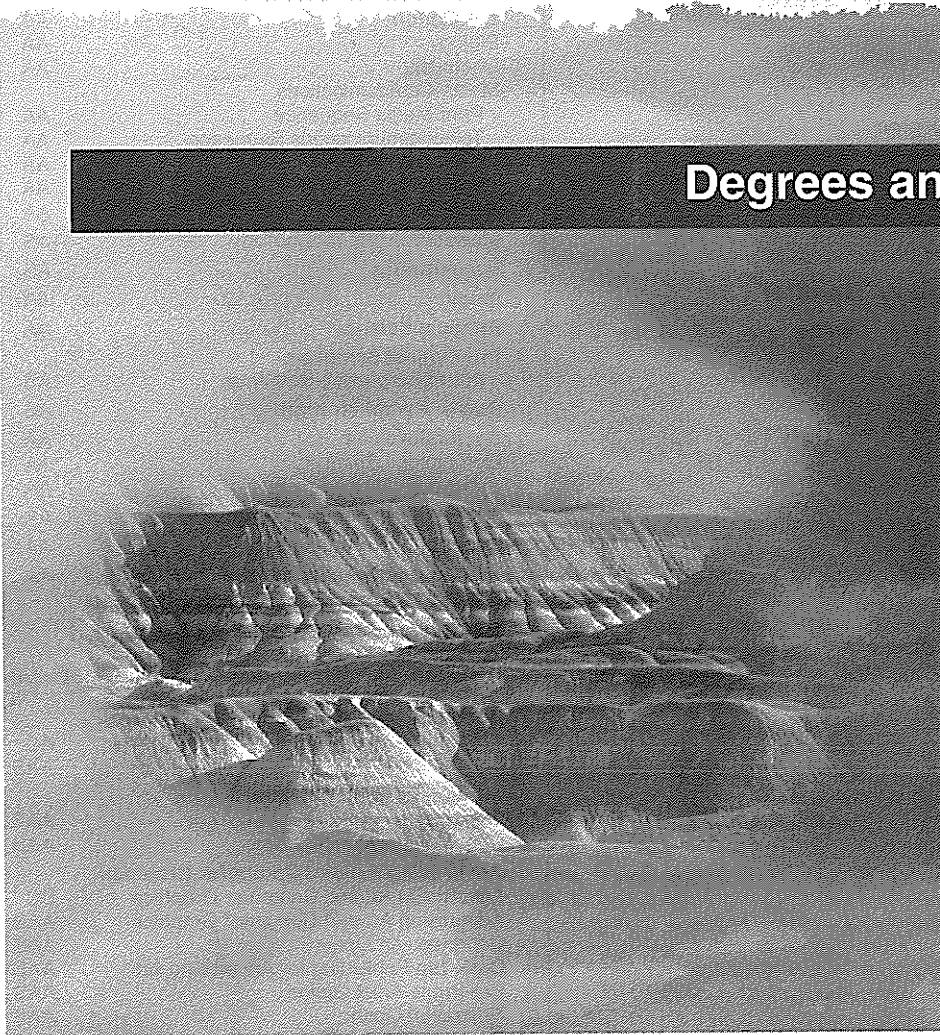
Health Risks

There are definite health risks associated with the use of alcohol and illegal substances. Students who experiment with drugs, alcohol and illegal substances, or use them recreationally, may develop a pattern of use that leads to abuse and addiction. Use of alcohol and illegal substances is a major factor in accidents and injuries and among persons between the ages of 18 and 24, it is responsible for more deaths than all other causes combined.

Support Resources

College officials will assist students with appropriate referrals and information concerning drug and alcohol education, counselling, treatment, or rehabilitation or reentry programs that may be available in the community. Contact the counselling center on any campus for information.

Degrees and Certificates



What is a Degree Program?

• A series of courses

• that you take when

you go to college

• to learn about a

subject or

to get a job

• after you graduate

• you will have a

degree or certificate

• that you can use

to get a job

• or to go to school

• for more school

• or to get a job

• that you can use

to get a job

• or to go to school

Degrees and Certificates

AA	Associate of Arts Degree
AS	Associate of Science Degree
AAA	Associate of Applied Arts Degree
AAS	Associate of Applied Science Degree
AGS	Associate of General Studies Degree
BC	Basic Certificate
AC	Advanced Certificate
TC	Technical Certificate

Programs for College/University Transfer

Program	Degree	Code
Administration of Justice		
Corrections	AA	105-10-01
Corrections Rehabilitation Option	AA	105-20-01
Criminal Justice	AA	105-30-01
American Indian Studies	AA	125-00-01
Anthropology	AA	130-00-01
Archaeology	AS	140-00-02
Arts, Fine	AA	150-00-01
Asian Studies	AA	155-00-01
Automotive Technology	AS	160-00-02
Business Administration	AS	180-00-02
Computer Science	AS	190-00-02
Construction	AS	195-00-02
Drama	AA	240-00-01
Education	AA	250-00-01
Electronics Technology	AS	255-00-02
Engineering	AS	265-00-02
Fitness and Sport Sciences		
Fitness and Sport Sciences	AA	285-00-01
Fitness/Wellness Technician	AS	285-30-02
Geology	AS	295-00-02
Hospitality	AS	310-00-02
Interdisciplinary Sciences	AS	320-10-02

Liberal Arts and Sciences

UA Option	AA	345-00-01
Biology	AA	345-00-01
Chemistry	AA	345-00-01
Media Communications		
Print Media Sequence	AA	345-00-01
Telecommunications Sequence	AA	345-00-01
Mexican American Studies	AA	345-00-01
Physics	AA	345-00-01
ASU/NAU Option	AA	346-00-01
Manufacturing Technology	AS	350-40-02
Mathematics	AS	355-00-02
Music	AA	375-00-01
Political Science	AA	400-00-01
Pre-Optical Sciences, Interdisciplinary Sciences	AS	320-00-02
Public Administration	AS	410-00-02
Social Services	AA	435-00-01
Gerontology Specialty	AA	435-10-01
Substance Abuse Specialty	AA	435-20-01
Sociology	AA	440-00-01
Speech Communication	AA	445-00-01
Youth Care Rehabilitation	AA	465-10-01

Programs for Direct Employment

Program	Degree	Code
Accounting		
Accounting	AC	100-00-06
Accounting	AAS	100-00-03
Administration of Justice		
Corrections	AAS	105-10-03
Criminal Justice	AAS	105-30-03
Advertising Art and Computer Graphics		
Advertising Art and Computer Graphics	BC	110-00-08
Advertising Art and Computer Graphics	AAS	110-00-03
Computer Art Option	AAS	110-10-03
Desk Top Publishing for Advertising Art	AAS	110-20-03
Pre-Press Artist Option	AAS	110-30-03
Illustration Option	AAS	110-40-03
Production Artist Option	AAS	110-50-03
Technical Illustration Option	AC	110-60-06
Technical Illustration Option	AAS	110-60-03

Air Conditioning		
Air Conditioning	BC	115-00-08
Air Conditioning Heating and Ventilation	TC	115-10-05
Air Conditioning Technology	AAS	115-20-03
Apprentice Related Instruction		
Trade and Industrial Technology	AAS	135-00-03
Archaeology (Not for Direct Employment)		
Field Archaeology	BC	140-10-08
Archaeological Fieldwork	AC	140-10-06
Computer Archaeology and Cartography	TC	140-20-05
Arts, Applied	AAA	145-00-09
Automotive Technology		
Automotive Technology	AAS	160-00-03
Automotive Engine Repair and Overhaul	BC	160-10-08
Automotive Tune-Up and Air Conditioning	BC	160-20-08
Power Transmission	BC	160-30-08
Suspension and Brakes	BC	160-40-08
Automotive Mechanics	TC	160-50-05
Aviation Technology		
Airframe Mechanics	BC	165-10-08
Airframe and Powerplant Mechanics	TC	165-20-05
Aviation Structural Repair	TC	165-30-05
Aviation Structural Repair	AAS	165-30-03
Bilingual Business Administration	BC	180-10-08
Business Administration		
Business Administration	BC	180-00-08
Business Administration	AC	180-00-06
Business Administration	AAS	180-00-03
Computer Science		
Data Entry Operator	BC	190-10-08
Data Entry Operator	AC	190-10-06
Small Business Computer Specialist	AAS	190-20-03
Computer Programmer/Analysis	AAS	190-30-03
Construction Drafting		
Construction Drafting	BC	200-00-08
Construction Drafting	TC	200-00-05
Construction Drafting	AAS	200-00-03
Construction Technology		
Residential and Light Commercial Option	AC	205-10-06
Residential and Light Commercial Option	AAS	205-10-03
Commercial Building Option	BC	205-20-08
Commercial Building Option	AC	205-20-06
Commercial Building Option	AAS	205-20-03

Grading and Paving Option	AC	205-30-06
Grading and Paving Option	AAS	205-30-03
Pre-Architecture	TC	205-40-05
Court Administration Program		
Court Administration	AC	210-00-06
Court Administration	AAS	210-00-03
Dental Assisting Education	AC	215-00-06
Dental Hygiene	AAS	220-00-03
Dental Laboratory Technology	AAS	225-00-03
Design		
Interior Design	BC	230-10-08
Interior Design	AC	230-10-06
Interior Design	AAA	230-10-09
Drafting Technology		
Drafting, Electro-Mechanical/Mechanical	TC	235-10-05
Drafting, Electro-Mechanical or Mechanical	AAS	235-20-03
Early Childhood Education		
Teacher/Aide Assistant	AC	245-10-06
Teacher/Director	AAS	245-20-03
Electronics Technology		
Electronics Technology	BC	255-00-08
Electronics Technology	AAS	255-00-03
Emergency Medical Technology		
EMT-A	BC	260-00-08
IEMT	TC	260-00-05
Paramedic	AC	260-10-06
Environmental Technology		
Environmental Laboratory Analysis	AC	270-05-06
Hazardous Materials Management	AC	270-10-06
Wastewater Technology	AC	270-20-06
Water Technology	AC	270-30-06
Environmental Technology	AAS	270-00-03
Finance		
Banking	AAS	275-10-03
Credit Union	BC	275-20-08
Credit Union	AC	275-20-06
Credit Union	AAS	275-20-03
Savings Bank	BC	275-40-08
Savings Bank	AC	275-40-06
Savings Bank	AAS	275-40-03
Fire Science		
Fire Science	AAS	280-00-03

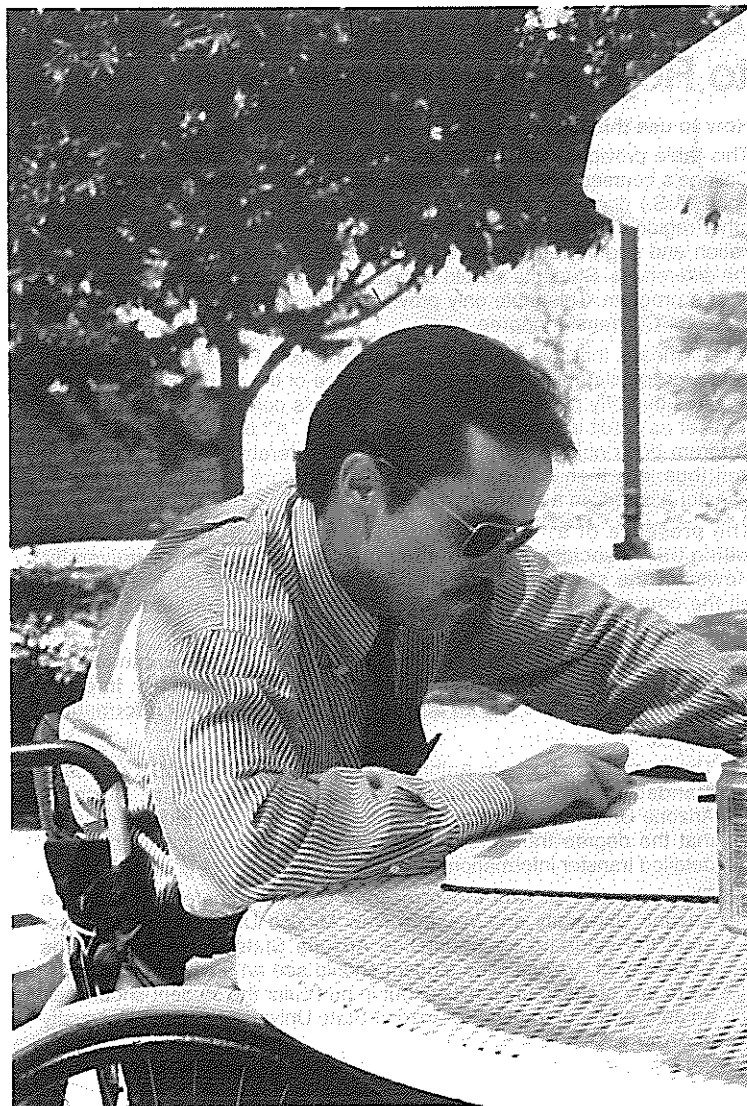
Foods, Clothing, Family and Consumer Resources		
Alteration Specialist	AC	290-10-06
Professional Seamstress	AAS	290-20-03
Fashion Design	AAS	290-30-03
Graphic Technology		
Graphic Technology (Offset Printing)	BC	300-00-08
Graphic Technology (Offset Printing)	AC	300-00-06
Graphic Technology	AAS	300-00-03
Pre-Press Artist Option	AAS	300-10-03
Hospitality/Tourism		
<i>Hotel/Motel Management Options:</i>		
Hotel Operations	BC	310-11-08
Hotel Food and Beverage Management	BC	310-12-08
Hospitality Restaurant Management	AAS	310-10-03
<i>Housekeeping Departments/Hospitality Industry Options:</i>		
Housekeeping, Executive	BC	310-20-08
Housekeeping, Executive	AC	310-20-06
<i>Restaurant, Culinary and Foodservice Management Options:</i>		
Restaurant Management	BC	310-31-08
Culinary Arts	BC	310-32-08
Culinary Arts	AAS	310-30-03
<i>Travel Industry Operations Options:</i>		
Airline Reservation Systems	BC	310-41-08
Travel Industry Operations	AC	310-42-06
Tourism and Destination Development	AAS	310-43-03
<i>Hospitality Sales and Marketing Application Options:</i>		
Hospitality Sales and Marketing Application	BC	310-50-08
Hospitality Sales and Marketing Application	AC	310-50-06
<i>Meetings and Convention Management Options:</i>		
Meetings and Convention Management	BC	310-60-08
Meetings and Convention Management	AC	310-60-06
International Business Studies		
International Business Studies	BC	325-00-08
International Business Studies	AAS	325-00-03
Interpreter Training Program		
Sign Language	BC	330-10-08
Interpreter Training Program	AAA	330-00-09
Landscape Technician		
Landscape Technician	AC	335-00-06
Landscape Technician	AAS	335-00-03

Legal Assistant	AAS	340-00-03
Machine Tool Technology		
Machine Shop Fundamentals	BC	350-10-08
Machinist's Standard Certificate	TC	350-20-05
Machine Tool Technology	AAS	350-00-03
Machine Tool Technology-Computer Numerical Control Machinist Option	TC	350-30-05
Machine Tool Technology-Computer Numerical Control Machinist Option	AAS	350-30-03
Media Communications		
Print Media Sequence	AAS	360-10-03
Telecommunications Sequence	AC	360-20-06
Telecommunications Sequence	AAS	360-20-03
Mental Health Technician		
Microcomputer Technician		
Microcomputer Technician	AC	255-10-06
Microcomputer Technician	AAS	255-10-03
Nursing		
Associate Degree Nursing, Transfer or Articulating Track	AAS	380-00-03
Practical Nursing-Non Articulating Track	AC	380-10-06
Practical Nursing-Articulating Track	AC	380-20-06
Nursing Assistant	BC	380-30-08
Office Education (Administrative Support Careers)		
Clerk-Typist	AC	385-10-06
Receptionist (Medical, Legal, General)	AC	385-20-06
Administrative Assistant	AAS	385-00-03
Records Management (Business Administration Option)	AC	385-30-06
Records Management (Business Administration Option)	AAS	385-30-03
Records Management (Medical Record Option)	AC	385-40-06
Records Management (Medical Record Option)	AAS	385-40-03
General Secretary	AAS	385-50-03
Executive Secretary	AAS	385-53-03
Medical Secretary	AAS	385-51-03
Legal Secretary	AAS	385-52-03
Bilingual Secretary	BC	385-60-08
Bilingual Secretary	AC	385-60-06
Bilingual Secretary	AAS	385-60-03

Pharmacy Technology		
Pharmacy Technology	TC	390-00-05
Pharmacy Technology	AAS	390-00-03
Radiologic Technology	AAS	420-00-03
Real Estate		
Real Estate Sales/Brokerage	BC	425-10-08
Real Estate Sales/Brokerage	AC	425-10-06
Real Estate Sales/Brokerage	AAS	425-10-03
Respiratory Therapy Program		
Respiratory Care	AAS	430-00-03
Reserve Officer Training Corps		
ROTC-Air Force	BC	370-10-08
ROTC-Army	BC	370-20-08
ROTC-Navy	BC	370-30-08
Social Services		
Social Services	AAS	435-00-03
Social Services	BC	435-00-08
Gerontology Specialty	AAS	435-10-03
Substance Abuse Specialty	AAS	435-20-03
Substance Abuse	BC	435-20-08
Domestic Violence Intervention	BC	435-30-08
Eating Disorders	BC	435-40-08
Welding		
Welding	BC	460-00-08
Welding	TC	460-00-05
Welding	AAS	460-00-03
Youth Care		
Youth Care	AC	465-00-06
Youth Care	AAS	465-00-03

Other Programs

Program	Degree	Code
General Studies	AGS	950-00-10
Special Interest, No Program		951-00-00
Undecided		999-00-00



AA and AS Degree Transferability to Regional Universities

How to use this table:

This table provides direction to students regarding how Pima Community College's courses within the associate of arts (A.A.) and associate of science (A.S.) degrees transfer to the three state public universities and to other regional universities. Since all universities have distinct general education and degree requirements, it is important for a student to recognize the differences. Students should always consult an adviser for transferability of a program. This table only provides evidence as to the transferability of each PCC transfer degree.

A "■" means that the A.A. or A.S. degree meets PCC's curriculum standards for transferability to that university. One of the standards for transfer requires that fifty percent (50%) of the degree's core and support courses transfer as credit in a major. The absence of a "■" means that the degree program does not meet the standard for transferability to that university, and thus less than fifty percent (50%) of the core and support courses transfer as credit in a major.

The presence of a "■" provides some assurance that the courses within this associate degree are intended to transfer to this university. However, the student should always see an adviser for exactly how all the courses transfer and what bachelor's degree requirements are fulfilled.

If a "■" is not present, it is an indication that the courses within this degree probably are not intended to transfer to this university. In every case, a student should see an adviser for detailed transfer information.

Examples:

1. The Associate of Arts in Anthropology Degree meets PCC's curricular standard for transferability to Arizona State University, Northern Arizona University, and the University of Arizona. A student is assured that the degree transfers, but then should see an adviser about the detailed transfer information.
2. The Associate of Arts in Corrections Degree transfers to Northern Arizona University and Western New Mexico University. It does not meet the standard for transfer to Arizona State University and the University of Arizona. The student should see an adviser about transfer to any of these universities, but in particular the student should see an adviser about transfer to Arizona State University and the University of Arizona.

Exceptions:

Not all regional universities are represented. Grand Canyon University and Tucson University are not represented because Pima Community College does not have articulation agreements with these institutions at this time. These universities will be added when agreements are signed. However, some courses and degrees will transfer to these institutions. See an adviser for transfer to Grand Canyon University or Tucson University.

Abbreviations:

ASU = Arizona State University

UA = University of Arizona

NAU = Northern Arizona University

UPHX = University of Phoenix

WNMU = Western New Mexico University

	Degree	ASU	NAU	UA	OTHER
Administration of Justice					
Corrections	AA		■		WNMU
Corrections Rehabilitation Option	AA		■		WNMU
Criminal Justice	AA	■	■		WNMU
American Indian Studies	AA	■	■	■	
Anthropology	AA	■	■	■	
Archaeology	AS	■	■	■	
Asian Studies	AA	■	■	■	
Automotive Technology	AS				WNMU
Business Administration	AS	■	■	■	UPHX
Computer Science	AS	■	■	■	
Construction	AS	■	■		
Drama	AA	■	■	■	
Education	AA		■		
Electronics Technology	AS	■	■		WNMU
Engineering	AS	■	■	■	
Fine Arts	AA	■	■	■	
Fitness and Sport Sciences	AA		■	■	
Fitness/Wellness Technician	AS	■	■	■	
Geology	AS	■	■	■	

	Degree	ASU	NAU	UA	OTHER
Hospitality/Tourism					
Hospitality	AS	■			
Liberal Arts and Sciences					
UA Option	AA			■	
ASU/NAU Option	AA	■	■		
Machine Tool Technology					
Manufacturing Technology	AS		■		WNMU
Mathematics	AS	■	■	■	
Music	AA	■	■	■	
Political Science	AA	■	■	■	
Pre-Optical Sciences, Interdisciplinary Sciences					
Pre-Optical Sciences	AS	■	■	■	
Public Administration	AS	■	■	■	UPHX
Social Services	AA	■	■		
Social Services Gerontology Specialty	AA	■	■		
Social Services Substance Abuse Specialty	AA		■		
Sociology	AA	■	■	■	
Speech Communication	AA	■	■	■	
Youth Care					
Youth Care Rehabilitation	AA		■		

Accounting

The accounting degree program trains students in the theory, systems and basic problems of business accounting. The student will have the background for a beginning career in areas such as private, public and government accounting. Students who plan to become Certified Public Accountants should take the courses required for the business administration transfer program.

Accounting—Advanced Certificate for Direct Employment

Program Identification Code: 100-00-06

Required Courses (34-37 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
ACC 100	Practical Accounting Procedures	3	
ACC 101	Financial Accounting	3	
ACC 102	Managerial Accounting	3	ACC 101*
ACC 200	Accounting on the Microcomputer I	3	ACC 100*
ACC 204	Individual Tax Accounting	4	
Support Courses			
BUS 100	Introduction to Business	3	
BUS 105	Survey of Microcomputer Uses		
or CSC 105	Survey of Microcomputer Uses		
or CSC 100	Introduction to Computers and Information Systems	3	MTH 070*
BUS 200	Business Law I		
or 220	Legal Environment of Business	3	
MAN 110	Human Relations in Business and Industry	3	
MTH 070	Algebra I	3	MTH 060*
OED 111	Typing I or equivalent proficiency	0-3	
OED 151	Business English		*
or WRT 101	Writing I	3	WRT 100*

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication 3

(Support courses satisfy this requirement.)

Science and/or Mathematics 3

(Support courses satisfy this requirement.)

Suggested Course Sequence (Read down.)

OED 151 or WRT 101 BUS/CSC 105 or 100

MTH 070 ACC 102

ACC 100 ACC 204

BUS 100 ACC 200

ACC 101 BUS 200 or 220

OED 111 MAN 110

*For additional prerequisite information, check course section.

Accounting—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 100-00-03

Required Courses (64-68 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ACC 101	Financial Accounting	3	
ACC 102	Managerial Accounting	3	ACC 101*
ACC 150	Payroll Accounting	3	ACC 100*
ACC 200	Accounting on the Microcomputer I	3	ACC 100*
ACC 201	Intermediate Accounting I	3	ACC 102
ACC 202	Intermediate Accounting II	3	ACC 201
ACC 203	Cost Accounting	3	ACC 102*
ACC 204	Individual Tax Accounting	4	
ACC 173 or 205	Introduction to Fund Accounting Corporate and Partnership Tax Accounting		ACC 101
or 210	Accounting on the Microcomputer II	3-4	ACC 200

Support Courses

BUS 100	Introduction to Business	3	
BUS 105 or CSC 105 or CSC 100	Survey of Microcomputer Uses Survey of Microcomputer Uses Introduction to Computers and Information Systems	3	MTH 070*
BUS 200 or 220	Business Law I Legal Environment of Business	3	
ECN 200 or 202	Basic Economic Principles Macroeconomic Principles	3	MTH 070*
MAN 110	Human Relations in Business and Industry	3	
MAN 280	Business Organization and Management	3	BUS 100*
MTH	Determined by assessment test at the 100 level or higher	3	
OED 151 or WRT 101	Business English Writing I	3	WRT 100*
SPE 120	Business and Professional Communication	3	
ELEC	Other Electives Complete two courses from the subject areas listed below (must be 100 level or higher): ANT, ECN, HUM, MTH, PHI, POS, PSY, REA, SOC, WRT	6-9	

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Support courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences (Support courses satisfy this requirement.)	3

Suggested Course Sequence

See an accounting faculty adviser.

*For additional prerequisite information, check course section.

Administration of Justice

The administration of justice program area offers options in criminal justice and corrections serving three types of students: in-service, pre-service and transfer. Students can gain skills needed to update their present duties, find a job or transfer to a four-year school.

Job entry programs offer the largest number and broadest range of skills. Students in these programs should enroll in the core courses and general education courses that are required. Beyond this requirement, students are urged to seek the help of an administration of justice adviser in order to choose elective courses which will be best matched to their job entry needs.

Those who plan to transfer should follow the requirements of the four-year college they wish to attend, taking only the core courses in their major area. It is also the student's task to get the correct program information from the college of his or her choice. Transfer programs offered by the administration of justice department are designed for transfer to the University of Arizona.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Students who enter an administration of justice program **must see one of the instructors in the area for advisement and counseling.**

Corrections—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 105-10-03

Required Courses (64-66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

AJS 101	Introduction to Administration of Justice Systems	3	
AJS 109	Criminal Law	3	
AJS 115	Criminal Procedures	3	AJS 101*
AJS 123	Corrections as a System	3	
AJS 201	Rules of Evidence	3	AJS 109*
AJS 212	Juvenile Justice Procedures	3	
AJS 225	Crime and Delinquency	3	
AJS 256	Justice System Administration	3	AJS 101*
AJS 290	Administration of Justice Field Experience	3	*

Support Courses

AJS ELEC	Administration of Justice Electives	3	
	Select one from the following: AJS 146, 163, 240, 245		
POS 110	American National Government and Politics	3	
POS 130	American State and Local Governments and Politics	3	
PSY 101 or 100A and 100B	Introduction to Psychology Psychology I Psychology II	4-6	
SOC 101	Introduction to Sociology	3	
SPE 120	Business and Professional Communication	3	
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101
WRT 150 or 154	Practical Communications Technical Communications I	3	WRT 100*

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Support courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics	6
Social and Behavioral Science (Support courses satisfy this requirement.)	3

Suggested Course Sequence

See an administration of justice faculty adviser.

*For additional prerequisite information, check course section.

Corrections—Associate of Arts Degree for Transfer

Program Identification Code: 105-10-01

This degree is designed for transfer to Northern Arizona University or Western New Mexico University. Students wishing to transfer to another college or university should see an AJS faculty adviser.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (67-68 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

AJS 101	Introduction to Administration of Justice Systems	3	
AJS 109	Criminal Law	3	
AJS 115	Criminal Procedures	3	AJS 101*
AJS 123	Corrections as a System	3	
AJS 212	Juvenile Justice Procedures	3	
AJS 225	Crime and Delinquency	3	
AJS 256	Justice System Administration	3	AJS 101*

Support Courses

PAD 105	Introduction to Public Administration	3
PAD 204	Introduction to the Analysis of Data for Decision Making	3

General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition	6
Humanities and Fine Arts	9
Biological and Physical Sciences	8
Mathematics (MTH 150 or above)	3
Social and Behavioral Sciences	9
Other Requirement Options	5-6

Suggested Course Sequence

See an administration of justice faculty adviser.

*For additional prerequisite information, check course section.

Corrections Rehabilitation Option—Associate of Arts Degree for Transfer

Program Identification Code: 105-20-01

This degree is designed for transfer to Northern Arizona University or Western New Mexico University. Students wishing to transfer to another college or university should see an AJS faculty adviser.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (67-68 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

AJS 101	Introduction to Administration of Justice Systems	3	
AJS 109	Criminal Law	3	
AJS 115	Criminal Procedures	3	AJS 101*
AJS 123	Corrections as a System	3	
AJS 146	Child Abuse Intervention and Protection	3	
AJS 212	Juvenile Justice Procedures	3	
AJS 225	Crime and Delinquency	3	
AJS 256	Justice System Administration	3	AJS 101*

Support Courses

	Select one of the following:	3	
AJS 163	Introduction to Youth Care		
AJS 201	Rules of Evidence		AJS 109*
AJS 240	Detention Supervision Methods		
AJS 245	Treatment of the Offender: Institutional and Field		AJS 101*

General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition	6
Humanities and Fine Arts	9
Biological and Physical Sciences (BIO 201-202 satisfies the general education requirement for rehabilitation majors only at the University of Arizona. For other associate of arts degree majors, see the course list in the Graduation section of this catalog.)	8
Mathematics (MTH 150 or above)	3
Social and Behavioral Sciences	9
Other Requirement Options	5-6

Suggested Course Sequence

See an administration of justice faculty adviser.

*For additional prerequisite information, check course section.

Criminal Justice—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 105-30-03

Required Courses (64-66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

AJS 101	Introduction to Administration of Justice Systems	3	
AJS 109	Criminal Law	3	
AJS 115	Criminal Procedures	3	AJS 101*
AJS 201	Rules of Evidence	3	AJS 109*
AJS 210	Police Community and Human Relations	3	AJS 101*
AJS 212	Juvenile Justice Procedures	3	
AJS 225	Crime and Delinquency	3	
AJS 290	Administration of Justice Field Experience	3	*

Support Courses

POS 110	American National Government and Politics	3	
POS 130	American State and Local Governments and Politics	3	
PSY 101 or 100A and 100B	Introduction to Psychology Psychology I Psychology II	4-6	
SOC 101	Introduction to Sociology	3	
SPE 120	Business and Professional Communication	3	
WRT 150 or 154	Practical Communications Technical Communications I	3	WRT 100*

ELEC	Complete 6 credit hours from the following list: (Other courses may be taken as electives with approval of an AJS adviser.) AJS 107, 123, 146, 150, 163, 204, 208, 220, 240, 245, 256, 277 ECE 107 ECN 201, 202 HIS or ANT (Ethnic study courses) FSN 114 OED 111 PAD 105 PSY 140, 214, 216, 265 SSE 110, 111, 112, 120, 122, 140, 212, 220, 242	6
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General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication		
Complete the following:		
WRT 101	Writing I	3
WRT 102	Writing II	3
Humanities and Fine Arts 3		
Science and/or Mathematics 6		
Social and Behavioral Sciences 3		
(Support courses satisfy this requirement.)		

Suggested Course Sequence

See an administration of justice faculty adviser.

*For additional prerequisite information, check course section.

Criminal Justice—Associate of Arts Degree for Transfer

Program Identification Code: 105-30-01

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (64-65 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
AJS 101	Introduction to Administration of Justice Systems	3	
AJS 109	Criminal Law	3	
AJS 115	Criminal Procedures	3	AJS 101*
AJS 201	Rules of Evidence	3	AJS 109*
AJS 210	Police Community and Human Relations	3	AJS 101*
AJS 225	Crime and Delinquency	3	

Support Courses

PAD 105	Introduction to Public Administration	3	
PAD 204	Introduction to the Analysis of Data for Decision Making	3	

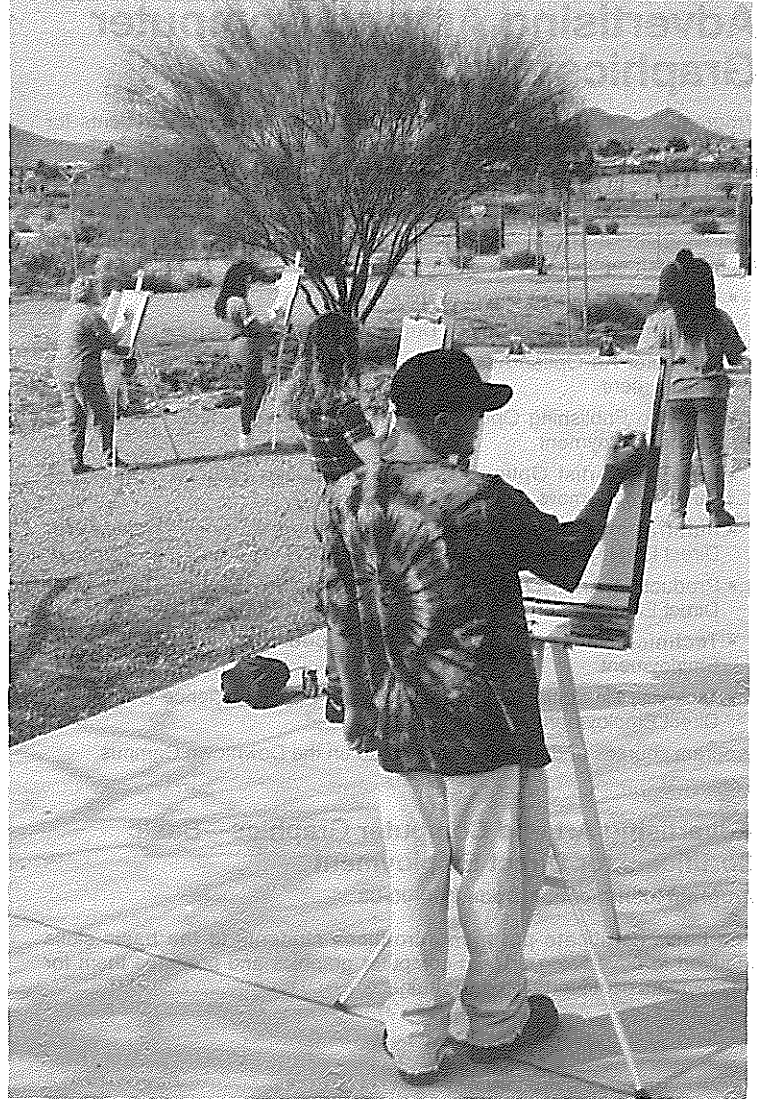
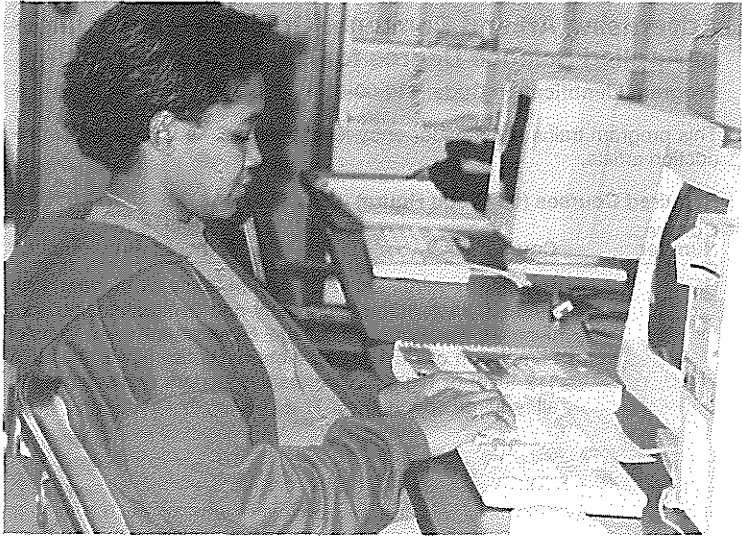
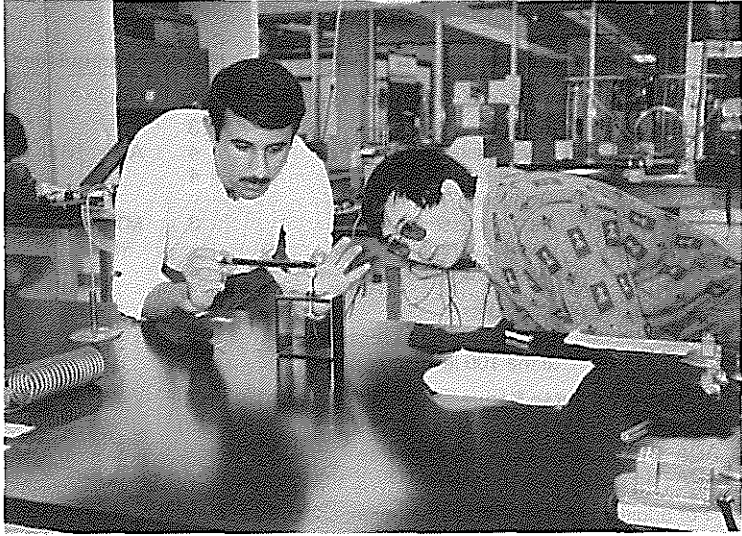
General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition	6
Humanities and Fine Arts	9
Biological and Physical Sciences	8
Mathematics (MTH 150 or above)	3
Social and Behavioral Sciences	9
Other Requirement Options	5-6

Suggested Course Sequence

See an administration of justice faculty adviser.

*For additional prerequisite information, check course section.



Advertising Art and Computer Graphics

Programs in advertising art and computer graphics prepare students for direct employment in the field. Their training may include the layout and production of advertisements, brochures, billboards, logos, point of purchase displays, catalogs, stationery, flyers, packaging and television story boards. Specialized training is also offered in illustration, cartooning, television commercial design, airbrush, computer art, and desktop publishing. Nine program options are available:

- Basic Certificate For Direct Employment
- Associate of Applied Science Degree For Direct Employment
- Computer Art Option-Associate of Applied Science Degree For Direct Employment
- DeskTop Publishing Option-Associate of Applied Science Degree For Direct Employment
- Pre-Press Artist Option-Associate of Applied Science Degree For Direct Employment
- Illustration Option-Associate of Applied Science Degree For Direct Employment
- Production Artist Option-Associate of Applied Science Degree For Direct Employment
- Technical Illustration Option-Advanced Certificate For Direct Employment
- Technical Illustration Option-Associate of Applied Science Degree For Direct Employment.

Program courses and advising are offered on the Downtown Campus.

Advertising Art and Computer Graphics—Basic Certificate for Direct Employment

Program Identification Code: 110-00-08

The basic certificate program introduces students to the basic skills required in advertising art and computer graphics and prepares them for employment as advertising artist trainees.

Required Courses (21 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
ADA 101	Advertising Art I	3	
ADA 102	Advertising Design I	4	ADA 101*
ADA 103	Advertising Drawing I	4	
ADA 111	Production Techniques and Processes I	3	MTH 060*
ADA 216	Desktop Graphics: Adobe Illustrator	4	

Support Courses

MTH	Determined by assessment test at the 100 level or higher	3	
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Suggested Course Sequence (Read down.)

ADA 101	ADA 103
ADA 216	Math course
ADA 102	ADA 111

*For additional prerequisite information, check course section.

Advertising Art and Computer Graphics—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 110-00-03

This program trains students for entry-level positions as layout and/or production artists.

Required Courses (69 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ADA 101	Advertising Art	3	
ADA 102	Advertising Design I	4	ADA 101*
ADA 103	Advertising Drawing I	4	
ADA 106	Advertising Drawing II	4	ADA 103
ADA 111	Production Techniques and Processes I	3	MTH 060*
ADA 120	Advertising Design II	3	ADA 102*
ADA 205	Advertising Drawing III	4	ADA 103
ADA 207	Advertising Drawing IV	4	ADA 205
ADA 210	Advertising Design III	3	ADA 120
ADA 211	Production Techniques and Processes II	4	ADA 111*
ADA 212	Production Techniques and Processes III	4	ADA 211
ADA 216	Desktop Graphics: Adobe Illustrator	4	
ADA 217	Desktop Publishing for Advertising Art: QuarkXpress	4	
ADA 220	Advertising Design IV	3	ADA 210
GRA 101	Graphic Technology I	3	

General Education Courses

Communication

SPE 120	Business and Professional Communication	3	
WRT 100	Writing Fundamentals		WRT 070*
or 101	Writing I		WRT 100*
or 102	Writing II		WRT 101
or 154	Technical Communications I	3	WRT 100*

Humanities and Fine Arts 3

(Satisfied by core courses.)

Science and/or Mathematics

MTH	Determined by assessment test at the 100 level or higher	3	
MTH	Second course in sequence at the 100 level or higher	3	

Social and Behavioral Science

MAN 110	Human Relations in Business and Industry	3	
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Suggested Course Sequence (Read down.)

Reading requirement	GRA 101	ADA 210
WRT 100 or 101 or 102 or 154	ADA 106	SPE 120
Math course	ADA 111	ADA 212
ADA 101	ADA 217	ADA 207
ADA 103	ADA 120	ADA 220
ADA 216	ADA 205	MAN 110
ADA 102	ADA 211	Math course

*For additional prerequisite information, check course section.

Advertising Art and Computer Graphics—Computer Art Option—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 110-10-03

Required Courses (70 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ADA 101	Advertising Art	3	
ADA 102	Advertising Design I	4	ADA 101*
ADA 103	Advertising Drawing I	4	
ADA 106	Advertising Drawing II	4	ADA 103
ADA 111	Production Techniques and Processes I	3	MTH 060*
ADA 120	Advertising Design II	3	ADA 102*
ADA 131	Computer Painting	4	
ADA 205	Advertising Drawing III	4	ADA 103
ADA 207	Advertising Drawing IV	4	ADA 205
ADA 210	Advertising Design III	3	ADA 120
ADA 211	Production Techniques and Processes II	4	ADA 111*
ADA 219	Photo Image Editing: Adobe Photoshop	4	ADA 100*
ADA 232	Computer 3D Modeling	4	ADA 100*
ADA 233	Computer Animation	4	ADA 131

Support Course

GRA 101 Graphic Technology I 3

General Education Courses

Communication

SPE 120 Business and Professional Communication 3

WRT 100 Writing Fundamentals 3 WRT 070*
or 101 Writing I WRT 100*
or 102 Writing II WRT 101
or 154 Technical Communications I 3 WRT 100*

Humanities and Fine Arts 3
(Satisfied by core courses.)

Science and/or Mathematics

MTH Determined by assessment test at the 100 level or higher 3

MTH Second course in sequence at the 100 level or higher 3

Social and Behavioral Sciences

MAN 110 Human Relations in Business and Industry 3

Suggested Course Sequence

See an advertising art faculty adviser.

*For additional prerequisite information, check course section.

Advertising Art and Computer Graphics—DeskTop Publishing for Advertising Art—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 110-20-03

Required Courses (70 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ADA 101	Advertising Art	3	
ADA 102	Advertising Design I	4	ADA 101*
ADA 103	Advertising Drawing I	4	
ADA 106	Advertising Drawing II	4	ADA 103
ADA 111	Production Techniques and Processes I	3	MTH 060*
ADA 120	Advertising Design II	3	ADA 102*
ADA 205	Advertising Drawing III	4	ADA 103
ADA 210	Advertising Design III	3	ADA 120
ADA 211	Production Techniques and Processes II	4	ADA 111*
ADA 212	Production Techniques and Processes III	4	ADA 211
ADA 215	DeskTop Publishing for Advertising Art: Aldus Pagemaker	4	
ADA 216	DeskTop Graphics: Adobe Illustrator	4	
ADA 217	DeskTop Publishing for Advertising Art: QuarkXpress	4	
ADA 219	Photo Image Editing: Adobe Photoshop	4	ADA 100*

Support Course

GRA 101 Graphic Technology I 3

General Education Courses

Communication

SPE 120 Business and Professional Communication 3

WRT 100 Writing Fundamentals 3 WRT 070*
or 101 Writing I WRT 100*
or 102 Writing II WRT 101
or 154 Technical Communications I 3 WRT 100*

Humanities and Fine Arts 3
(Satisfied by core courses.)

Science and/or Mathematics

MTH Determined by assessment test at the 100 level or higher 3

MTH Second course in sequence at the 100 level or higher 3

Social and Behavioral Sciences
 MAN 110 Human Relations in Business
 and Industry 3

Suggested Course Sequence

See an advertising art faculty adviser.

*For additional prerequisite information, check course section.

**Advertising Art and Computer Graphics—Pre-Press
 Artist Option—Associate of Applied Science Degree
 for Direct Employment**

Program Identification Code: 110-30-03

This option prepares students to work in print shops and in-house graphic departments where both art and printing skills are required. They are then qualified for employment as layout or production artist trainees.

Required Courses (66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ADA 101	Advertising Art	3	
ADA 102	Advertising Design I	4	ADA 101*
ADA 103	Advertising Drawing I	4	
ADA 106	Advertising Drawing II	4	ADA 103
ADA 111	Production Techniques and Processes I	3	MTH 060*
ADA 120	Advertising Design II	3	ADA 102*
ADA 211	Production Techniques and Processes II	4	ADA 111*
ADA 215	Desktop Publishing for Advertising Art: Aldus Pagemaker	4	
ADA 216	Desktop Graphics: Adobe Illustrator	4	
GRA 101	Graphic Technology I	3	

GRA 102	Graphic Technology II	3	GRA 101
GRA 104	Offset Photography: Stripping and Platemaking	3	GRA 101*
GRA 201	Color Theory and Practice	3	GRA 104
GRA 202	Offset Presswork	3	GRA 102
GRA 221	Advanced Stripping and Platemaking for Color	3	GRA 201

General Education Courses

Communication			
SPE 120	Business and Professional Communication	3	
WRT 150	Practical Communication	3	
Humanities and Fine Arts			3
(Satisfied by core courses.)			
Science and/or Mathematics			
MTH	Determined by assessment test at the 100 level or higher	3	
MTH	Second course in sequence at the 100 level or higher	3	
Social and Behavioral Science			
MAN 110	Human Relations in Business and Industry	3	

Suggested Course Sequence (Read down.)

Reading requirement	WRT 150	Math course
ADA 101	ADA 103	GRA 202
GRA 101	GRA 104	ADA 120
ADA 216	ADA 106	ADA 211
ADA 102	ADA 111	GRA 221
GRA 102	ADA 215	MAN 110
Math course	GRA 201	SPE 120

*For additional prerequisite information, check course section.

Advertising Art and Computer Graphics—Illustration Option—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 110-40-03

Required Courses (67 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ADA 101	Advertising Art	3	
ADA 102	Advertising Design I	4	ADA 101*
ADA 103	Advertising Drawing I	4	
ADA 104	Illustration I	3	
ADA 105	Air Brush Techniques I	3	
ADA 106	Advertising Drawing II	4	ADA 103
ADA 107	Air Brush Techniques II	3	ADA 105
ADA 111	Production Techniques and Processes I	3	MTH 060*
ADA 120	Advertising Design II	3	ADA 102*
ADA 131	Computer Painting	4	ADA 103
ADA 204	Illustration II	3	ADA 104
ADA 205	Advertising Drawing III	4	ADA 103
ADA 207	Advertising Drawing IV	4	ADA 205
ADA 216	Desktop Graphics: Adobe Illustrator	4	
ADA 218	Illustration III	3	ADA 204

General Education Courses

Communication

SPE 120	Business and Professional Communication	3	
WRT 100	Writing Fundamentals		WRT 070*
or 101	Writing I		WRT 100*
or 102	Writing II		WRT 101
or 154	Technical Communications I	3	WRT 100*

Humanities and Fine Arts 3
(Satisfied by core courses.)

Science and/or Mathematics
MTH Determined by assessment test at the 100 level or higher 3

MTH Second course in sequence at the 100 level or higher 3

Social and Behavioral Sciences
MAN 110 Human Relations in Business and Industry 3

Suggested Course Sequence

See an advertising art faculty adviser.

*For additional prerequisite information, check course section.

Advertising Art and Computer Graphics—Production Artist Option—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 110-50-03

Required Courses (69 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ADA 101	Advertising Art	3	
ADA 102	Advertising Design I	4	ADA 101*
ADA 103	Advertising Drawing I	4	
ADA 106	Advertising Drawing II	4	ADA 103
ADA 111	Production Techniques and Processes I	3	MTH 060*
ADA 120	Advertising Design II	3	ADA 102*
ADA 205	Advertising Drawing III	4	ADA 103
ADA 211	Production Techniques and Processes II	4	ADA 111*

ADA 212	Production Techniques and Processes III	4	ADA 211
ADA 213	Production Techniques and Processes IV	3	ADA 212
ADA 215	Desktop Publishing for Advertising Art: Aldus Pagemaker		
or 217	Desktop Publishing for Advertising Art: QuarkXpress	4	
ADA 216	Desktop Graphics: Adobe Illustrator	4	
ADA 219	Photo Image Editing: Adobe Photoshop	4	ADA 100*

Support Courses

GRA 101	Graphic Technology I	3	
GRA 102	Graphic Technology II	3	GRA 101

General Education Courses

Communication

SPE 120	Business and Professional Communication	3	
WRT 100	Writing Fundamentals		WRT 070*
or 101	Writing I		WRT 100*
or 102	Writing II		WRT 101
or 154	Technical Communications I	3	WRT 100*

Humanities and Fine Arts 3
(Satisfied by core courses.)

Science and/or Mathematics

MTH	Determined by assessment test at the 100 level or higher	3	
MTH	Second course in sequence at the 100 level or higher	3	

Social and Behavioral Sciences

MAN 110	Human Relations in Business and Industry	3	
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Suggested Course Sequence

See an advertising art faculty adviser.

*For additional prerequisite information, check course section.

Advertising Art and Computer Graphics—Technical Illustration Options

The two technical illustration options, advanced certificate and an associate of applied science degree, prepare students for direct employment in the field. The training includes the drawing, inking and reproduction procedures for art work required in manufacturing operations, technical manuals and in-house publications including vu-graphs and slides. The art work will include charts, diagrams and isometric drawings of parts, assemblies and exploded views. Training will include freehand drawing, mechanical drawing, computer aided graphics, airbrush and production skills needed for printing.

Advertising Art and Computer Graphics—Technical Illustration Option—Advanced Certificate for Direct Employment

Program Identification Code: 110-60-06

Required Courses (38 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
ADA 100	Applied Computer Graphics	3	
ADA 103	Advertising Drawing I	4	
ADA 106	Advertising Drawing II	4	ADA 103
ADA 111	Production Techniques and Processes I	3	MTH 060*
TIL 102	Technical Illustration I	4	DFT 101*

General Education and Support Courses

DFT 101	Blueprint Reading and Sketching	4	
DFT 150	Technical Drafting I	4	
GRA 101	Graphic Technology I	3	
MTH	Determined by assessment test	3	
WRT 100	Writing Fundamentals		WRT 070*
or 101	Writing I	3	WRT 100*
WRT 102	Writing II		WRT 101
or 154	Technical Communications I	3	WRT 100*

Suggested Course Sequence

See an advertising art faculty adviser.

*For additional prerequisite information, check course section.

Advertising Art and Computer Graphics—Technical Illustration Option—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 110-60-03

Required Courses (67 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
ADA 100	Applied Computer Graphics	3	
ADA 103	Advertising Drawing I	4	
ADA 105	Airbrush Techniques I	3	
ADA 106	Advertising Drawing II	4	ADA 103
ADA 111	Production Techniques and Processes I	3	MTH 060*
ADA 205	Advertising Drawing III	4	ADA 103
ADA 207	Advertising Drawing IV	4	ADA 205
ADA 211	Production Techniques and Processes II	4	ADA 111*
ADA 219	Photo/Image Editing	4	ADA 100*
TIL 102	Technical Illustration I	4	DFT 101*

Support Courses

DFT 101	Blueprint Reading and Sketching	4	
DFT 150	Technical Drafting I	4	
DFT 180	Computer Aided Drafting I	4	DFT 150*
GRA 101	Graphic Technology I	3	

General Education Courses

Communication

WRT 100	Writing Fundamentals		WRT 070*
or 101	Writing I	3	WRT 100*
WRT 102	Writing II		WRT 101
or 154	Technical Communications I	3	WRT 100*

Humanities and Fine Arts

(Satisfied by core courses.)

Science and/or Mathematics		
MTH	Determined by assessment test at the 100 level or higher	3
MTH	Second course in sequence at the 100 level or higher	3
Social and Behavioral Sciences		3
	(See Graduation section of this catalog for associate of applied science degree course list.)	

Suggested Course Sequence

See an advertising art faculty adviser.

*For additional prerequisite information, check course section.

Air Conditioning

This program area provides training in residential air conditioning and heating, commercial refrigeration and industrial air conditioning. Three programs are offered: a basic certificate specializing in residential home comfort; a technical certificate covering air conditioning, heating and ventilation; and an associate of applied science degree covering all aspects of air conditioning technology. Demand for air conditioning technicians is high, with over ninety percent of program graduates obtaining employment in this or a related field. Program courses and advising are available on the Downtown Campus. Good study habits are essential for success in this as in all college program areas.

Air Conditioning—Basic Certificate for Direct Employment

Program Identification Code: 115-00-08

This program provides entry-level skills and foundational training which permits advancement to higher levels in the job market. Graduates are qualified as refrigeration service helpers and service technicians. Good basic reading, writing, math and study skills are important for success in this program.

Required Courses (22 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
ACD 100	Introduction to Facilities Maintenance/Management	3	
ACD 101	Principles and Concepts for HVAC	3	MTH 060*
ACD 120	HVAC Electricity, Circuitry and Controls	4	ACD 101*
ACD 123	HVAC Systems Applications	4	ACD 101*
ACD 125	HVAC Systems Service and Repair	4	ACD 123
ACD 130	EPA Clean Air Act: Section 608	1	ACD 123

Support Courses

MTH 110	Technical Mathematics I	3	MTH 060*
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Suggested Course Sequence (Read down.)

ACD 100	ACD 123
ACD 101	ACD 125
MTH 110	ACD 130
ACD 120	

*For additional prerequisite information, check course section.

Air Conditioning, Heating and Ventilation—Technical Certificate for Direct Employment

Program Identification Code: 115-10-05

This degree option provides all the skills of both the residential and light commercial programs plus those which qualify students for positions involving estimating and beginning management. Job placement from this program is excellent. Good basic reading, writing, math and study skills as well as good work habits are essential for success in this program.

Required Courses (35-37 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
ACD 100	Introduction to Facilities Maintenance/Management	3	
ACD 101	Principles and Concepts for HVAC	3	MTH 060*

ACD 115	HVAC National Electrical Code Applications		ACD 100
or 210	Commercial HVAC Systems	3-4	ACD 125*
ACD 120	HVAC Electricity, Circuitry and Controls	4	ACD 101*
ACD 123	HVAC Systems Applications	4	ACD 101*
ACD 125	HVAC Systems Service and Repair	4	ACD 123
ACD 130	EPA Clean Air Act: Section 608	1	ACD 123

Support Courses

CSC 105	Survey of Microcomputer Uses	3	
TECH ELEC	Technical Elective	3-4	
Complete 3-4 credit hours from the following:			
	ACD 150, 199, 299		
	AUT 142		
	DFT 150, 180		
	MAC 110		
	WLD 150		

General Education Courses

Communication			
WRT 100	Writing Fundamentals		WRT 070*
or 154	Technical Communications I	3	WRT 100*
Science and/or Mathematics			
MTH 110	Technical Mathematics I	3	MTH 060*

Suggested Course Sequence (Read down.)

ACD 100	ACD 130
ACD 101	CSC 105
MTH 110	ACD 115 or 210
ACD 120	WRT 100 or 154
ACD 123	Technical elective
ACD 125	

*For additional prerequisite information, check course section.

Air Conditioning Technology—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 115-20-03

Graduates of this program are prepared to become engineering helpers, service managers and contract estimators; in addition, they have a good background for movement into engineering or other professional programs. They will have excellent employment opportunities in virtually any locale. Good basic reading, writing, speaking, math and study skills as well as strong work habits and a liking for the air conditioning field are important for success in this program.

Required Courses (64 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
ACD 100	Introduction to Facilities Maintenance/Management	3	
ACD 101	Principles and Concepts for HVAC	3	MTH 060*
ACD 115	HVAC National Electrical Code Applications	4	ACD 100
ACD 120	HVAC Electricity, Circuitry and Controls	4	ACD 101*
ACD 123	HVAC Systems Applications	4	ACD 101*
ACD 125	HVAC Systems Service and Repair	4	ACD 123
ACD 130	EPA Clean Air Act: Section 608	1	ACD 123
ACD 210	Commercial HVAC System	4	ACD 125*
ACD 212	Pneumatic HVAC Controls	3	ACD 210*
Support Courses			
CSC 105	Survey of Microcomputer Uses	3	

TECH ELEC	Technical Electives	13	
Complete 13 credit hours from the following:			
	ACD 150, 199, 299		
	AUT 142		
	DFT 150, 180		
	MAC 110		
	WLD 150		

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication

WRT 100	Writing Fundamentals		WRT 070*
or 154	Technical Communications I	3	WRT 100*
SPE 120	Business and Professional Communication		
or WRT 101	Writing I		WRT 100*
or WRT 154	Technical Communications I	3	WRT 100*

Humanities and Fine Arts

3

Science and/or Mathematics

MTH 110	Technical Mathematics I	3	MTH 060*
	(Complete one additional course from the science and/or mathematics associate of applied science degree course list.)	3	

Social and Behavioral Sciences

3

Suggested Course Sequence (Read down.)

ACD 100	CSC 105	Humanities and Fine Arts elective
ACD 101	ACD 115	Social and Behavioral Science elective
MTH 110	WRT 100 or 154	SPE 120 or WRT 101 or 154
ACD 120	Technical elective	Technical elective
ACD 123	ACD 210	Technical elective
ACD 125	ACD 212	Technical elective
ACD 130	Science and/or Mathematics elective	Technical elective

*For additional prerequisite information, check course section.

American Indian Studies

This program would be both for Native American students and for non-native American students. It is designed as a classic Liberal Arts and Science transfer Associate of Arts degree, with all the requirements for general education transfer within it. This means, that in addition to preparing students for further study of Native American issues and topics, it provides the groundwork for moving into other areas within Liberal Arts and Sciences at the upper level of the junior and senior year. Additionally, with a few minor adjustments in mathematics, a student so identified, can help prepare for the additional rigor of the Business/Public Administration program.

In addition to the academic preparation for transfer to the University this program will, by its existence, make the symbolic and literal statement that Pima Community College, does in essence value and reflect cultural and linguistic diversity.

Students planning to transfer to the University of Arizona, Arizona State University, or Northern Arizona University must see an adviser for requirements unique to each school.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

American Indian Studies—Associate of Arts Degree for Transfer

Program Identification Code: 125-00-01

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (60-72 Credit Hours)

Course Number	Course Title	Credit Hour	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ANT 206	Contemporary Native Americans of the Southwest	3
HIS 122	Tohono O'Odham History and Culture	3
HIS 124	History and Culture of the Yaqui People	3
HIS 148	History of Indians of North America	3
HUM 260	Intercultural Perspectives	3

Support Courses

FOREIGN LANGUAGE REQUIREMENT 4-16

Completion of a language course numbered 211, fourth-semester level, or completion of SPA 202 or SLG 202.

Exceptions:

1. Bilingual or international students should consult an adviser concerning exceptions to this requirement.
2. Native American students may also test out of this requirement. See an adviser in American Indian Studies at the University of Arizona. If a student satisfies the language requirement in fewer than 4 credits, additional credit hours of transferable electives must be completed to meet the minimum associate degree requirement of 60 credit hours. See a faculty adviser.

General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition	6
Humanities and Fine Arts	9
Biological and Physical Sciences	8

Mathematics (Complete MTH 150 or above.) 3

Social and Behavioral Sciences 9
 (If the student plans to transfer to the University of Arizona, complete 9 credit hours from at least two subject areas, and one of the courses must include unique content in matters of gender, class, race or ethnicity.

Currently HIS 127, HIS 150, HIS 160, HIS 170, SOC 201 and SOC 204 fulfill this unique content requirement; however, this requirement could be met at the U of A at either the lower or upper division level.

HUM 260 in the core fulfills 3 of the 9 credits required.)

Other Requirement Options		6
SPE 102	Introduction to Oral Communication	3**
SPE 110	Public Speaking	3**
SPE 130	Small Group Discussion	3**
SPE 136	Oral Interpretation of Literature	3**

Suggested Course Sequence

See an American Indian Studies faculty adviser.

*For additional prerequisite information, check course section.

** If selected, SPE 102 or 110 or 130 must be taken with SPE 136.

Anthropology

(See also Archaeology.)

The anthropology and archaeology programs prepare graduates for further academic studies at a four-year college or university as well as providing practical job-related skills. Anthropology students can select from an associate of arts transfer degree program as well as basic and advanced certificates that emphasize archaeological fieldwork.

The associate of arts degree in anthropology provides a global understanding of the nature of humankind as well as developing the student's

awareness of the biological and cultural development of humanity. Emphasis is placed on the heritage and cultural diversity of the Southwest. The program prepares students for upper division study in anthropology at a major university. The curriculum generally parallels the lower division anthropology and liberal arts requirements at the state universities.

All students must complete the core curriculum of 18 credit hours (ANT 101, 102, 200, 210, 215 and 225). In addition, students with interests in archaeology and physical anthropology must also complete Option 1 and students with interests in cultural anthropology and linguistics must complete Option 2 as outlined here. (One option must be selected by each student.) Those with specific interests in field archaeology may pursue the course outlined under the archaeological fieldwork certificates.

Anthropology—Associate of Arts Degree for Transfer

Program Identification Code: 130-00-01

After successfully completing this program students may be eligible to transfer to upper class levels in anthropology at a four-year college or university. Students should consult the catalog for the institution to which they plan to transfer in order to establish the graduation and anthropology major requirements and determine the transferability of Pima Community College courses.

Any student who completes the associate of arts degree in anthropology will fulfill the Pima Community College and University of Arizona general education requirements as well as the lower division requirements for anthropology majors at the University of Arizona.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (60-66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation:

ANT 101	Human Origins and Prehistory	3	
ANT 102	Introduction to Cultural Anthropology and Linguistics	3	
ANT 200	Biological Anthropology	3	**
ANT 210	Cultural Anthropology	3	ANT 102
ANT 215	The Nature of Language	3	**
ANT 225	Archaeology	3	**

Support Courses

FOREIGN LANGUAGE REQUIREMENT 4-8

Complete two language courses at the 100 level or higher.

Students may satisfy the language requirement by testing out of or completing any language course numbered 211. (Bilingual or international students should consult an adviser concerning exceptions to this requirement.)

NON-WEST CIV Non-Western Civilization 3

Complete one of the following:

- ANT 205 Introduction to Southwestern Prehistory
- or ANT 206 Contemporary Native Americans of the Southwest

ANT ELEC Complete 6-8 credit hours of 6-8

electives after consultation with an anthropology faculty adviser OR continue with the second year of a transferable foreign language.

General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition	6
Humanities and Fine Arts (See an anthropology faculty adviser for recommended courses.)	9
Biological and Physical Sciences	8
Mathematics (MTH 150 or above)	3

Social and Behavioral Sciences 9

(ANT 101 and ANT 102 satisfy 6 credit hours of this requirement. To satisfy the remaining 3 credit hours, complete either SOC 201 or SOC 204.)

Other Requirement Options 5-6
(Support courses satisfy this requirement.)

Suggested Course Sequence (Read down.)

First Year:

- Reading requirement
- ANT 101
- ANT 102
- English composition
- Foreign language
- SOC 201 or 204
- ANT 200 level core course
- ANT 200 level core course
- English composition
- Foreign language
- Humanities and Fine Arts requirement

Second Year:

- Biological and Physical Sciences req.
- Humanities and Fine Arts requirement
- Mathematics requirement
- ANT 205 or ANT 206
- ANT elective
- ANT 200 level core course
- ANT 200 level core course
- Biological and Physical Sciences requirement
- Humanities and Fine Arts requirement
- ANT elective

*For additional prerequisite information, check course section.

**NOTE: 200 level courses are not necessarily offered each semester. Consult with an anthropology faculty adviser to determine when specific courses will be offered.

Apprentice Related Instruction

Pima Community College works jointly with local and state apprenticeship groups to offer related instruction in a number of apprenticeship programs. Most programs require one year or more of on-the-job training to learn a skilled craft or trade. Students also receive classroom instruction which explains the principles and procedures used on the job.

Before students may enroll for apprentice related instruction, they must be tested, selected, signed up (indentured) and registered with the U.S. Department of Labor's Bureau of Apprenticeship and Training, and the organization operating a specific training program. Apprentice related instruction at Pima Community College is presently offered in these areas:

Cableman	Machinist
Carpentry	Masonry
Custodial Development	Meterman
Electric Distribution Developer	Painting and Decorating
Engineering Technician	Pipe Fitting
General Construction	Plumbing
Heating, Ventilating	Roofing
Air Conditioning	Sheet Metal
Inside Electrical Wireman	Shop Electrician
Ironworking	Substation Electrician
Lineman	

Certificate Program: Upon finishing all apprentice related instruction in a chosen program, a student will obtain a certificate of completion from Pima Community College. Students may also work toward an associate degree while enrolled in apprenticeship programs or after completing these apprenticeships.

Degree Program: Those working to gain an associate of applied science degree (trade and industrial technology option) must meet the minimum degree requirement of 64 credit hours. Students must have earned 46 credit hours of apprentice-related instruction, and/or must have completed college technical courses as well as satisfy the college reading requirement. The specific requirements are shown below.

REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.
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General Education	Cr. Hrs.
Communications Electives	6
Humanities and Fine Arts Electives	3
Science and Mathematics Electives	6
Social and Behavioral Sciences Electives	3

Trade and Industrial Technology—Associate of Applied Science Degree

Program Identification Code: 135-00-03

Required Courses (64 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

Apprenticeship related instruction and/or technical courses with the approval of the Associate Dean of Occupational Programs. 46

General Education Courses

Communication	Complete two of the following: OED 151, 251 SPE 120 WRT 100, 101, 102, 150, 154	6	
Humanities and Fine Arts	Complete one of the following: ART 130, 131, 132, 135 DRA 140, 141 HUM 110, 111 Foreign Language at the 100 level or higher. LIT 260, 265 MUS 151, 201, 202 PHI 101, 120 SLG 101, 102, 201, 202, 203	3	

Science and/or Mathematics 6

Complete two of the following:

AST 101, 102, 111, 112

BUS 151

CHM 121, 130, 140, 141, 151, 152

GEO 101, 102

GLG 101, 102

BIO 101, 102, 160, 201,

202, 204, 205

MTH 110, 115, 120, 125, 130,

150, 155, 160, 170, 175,

180, 185, 210, 215, 219

PHY 101, 102, 105, 121, 122,

210, 216, 221, 230

Social and Behavioral Sciences 3

Complete one of the following:

ANT 101, 102, 200, 210, 215, 225

ECE 107, 108, 117

GEO 103

HIS 101, 102, 141, 142, 147

MAN 110

POS 100, 110, 112, 120, 130

PSY 100A, 100B, 265

SOC 101, 120

Suggested Course Sequence (Read down.)

Apprenticeship Related Instruction

Reading Requirement

College Technical Courses

Communication Electives

Science/Mathematics Electives

Social and Behavioral Sciences Elective

Humanities and Fine Arts Elective

Archaeology

(See also Anthropology)

Field Archaeology

The archaeological fieldwork curriculum at Pima Community College is designed to provide interested persons with basic and advanced levels of practical archaeological field experience. Field courses are taught within the context of Arizona prehistory and emphasize an appreciation of the

archaeological and environmental resources of the American Southwest. No prior experience or prerequisites are necessary to begin the program or to enroll for classes.

Students have the opportunity to develop a wide variety of skills and abilities in field archaeology. Emphasis is placed on actual field experience, supplemented by appropriate lecture courses. The curriculum is flexible enough to meet the needs of students pursuing professional training in archaeology, amateur archaeologists, and people with general interest in archaeology. The program strives to promote the preservation and conservation of archaeological resources and to contribute to the knowledge of the prehistory of Southern Arizona. Upon the completion of the courses listed, an individual will receive either a basic certificate in field archaeology or an advanced certificate in archaeological fieldwork, a technical certificate in computer archaeology and cartography, or an associate of science degree in archaeology.

Field Archaeology—Basic Certificate

Program Identification Code: 140-10-08

Required Courses (20 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
ANT/ARC 101	Human Origins and Prehistory	3	
ANT 102	Introduction to Cultural Anthropology and Linguistics	3	
ARC 180	Artifact Identification	1	
ANT/ARC 205	Introduction to Southwestern Prehistory	3	
ANT/ARC 207	Southwestern Prehistory Lab	1	ARC 205*
ANT/ARC 225	Archaeology	3	
ANT/ARC 275	Archaeological Excavation I	3	
ANT/ARC 276	Archaeological Exploration I	3	ARC 180*

Suggested Course Sequence

See an archaeology faculty adviser.

*For additional prerequisite information, check course section.

Archaeological Fieldwork—Advanced Certificate

Program Identification Code: 140-10-06

Required Courses (45 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
ANT/ARC 101	Human Origins and Prehistory	3	
ARC 180	Artifact Identification	1	
ANT/ARC 205	Introduction to Southwestern Prehistory	3	
ANT/ARC 207	Southwestern Prehistory Lab	1	ARC 205*
ANT/ARC 225	Archaeology	3	
ANT/ARC 250	Archaeology Laboratory	3	ARC 101
ANT/ARC 275	Archaeological Excavation I	3	
ANT/ARC 276	Archaeological Exploration I	3	ARC 180*
ANT/ARC 277	Archaeological Excavation II	3	ARC 275
ANT/ARC 278	Archaeological Exploration II	3	ARC 276*
ANT/ARC 285	Field Mapping I	3	ARC 275
BUS 105	Survey of Microcomputer Uses	3	
ENG 110	Construction Surveying		MTH 110
or 130	Elementary Surveying	3	MTH 150*
GLG 101	Introductory Geology I	4	
MTH 120	Technical Mathematics II		MTH 110
or 155	Trigonometry	3	MTH 150*
WRT 254	Technical Communications II	3	WRT 154*

General Education Courses

Communication (Satisfied by core courses.)	3
Science and/or Mathematics (Satisfied by core courses.)	3

Suggested Course Sequence

See an archaeology faculty adviser.

*For additional prerequisite information, check course section.

Computer Archaeology and Cartography—Technical Certificate

Program Identification Code: 140-20-05

Required Courses (43-46 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
ARC 180	Artifact Identification	1	
ANT/ARC 225	Archaeology	3	
ANT/ARC 250	Archaeology Laboratory	3	ARC 101
ANT/ARC 275	Archaeological Excavation I	3	
ANT/ARC 276	Archaeological Exploration I	3	ARC 180*
ANT/ARC 281	Field Computers	1	BUS 105
ANT/ARC 282	Managing Archaeological Data	2	ARC 275*
ANT/ARC 283	ArchaeoCAD	3	BUS 105
ANT/ARC 284	Archaeocartography	3	BUS 105
ANT/ARC 285	Field Mapping I	3	ARC 275
ANT/ARC 286	Field Mapping II	3	ARC 285*
ANT/ARC 289	Field Instruments	3	ARC 286*
ENG 110	Construction Surveying		MTH 110
or 130	Elementary Surveying	3	MTH 150*
MTH 120	Technical Mathematics II		MTH 110
or 155	Trigonometry	3	MTH 150*
WRT 254	Technical Communications II	3	WRT 154*
CSC**	Programming languages	3-6	

General Education Courses

Communication (Satisfied by core courses.)	3
Science and/or Mathematics (Satisfied by core courses.)	3

Suggested Course Sequence

See an archaeology faculty adviser.

*For additional prerequisite information, check course section.

**To be selected in consultation with Archaeology faculty adviser.

Archaeology—Associate of Science Degree for Transfer

Program Identification Code: 140-00-02

After successfully completing this program students may be eligible to transfer to upper class levels in anthropology at a four-year college or university. Students should consult the catalog for the institution to which they plan to transfer in order to establish the graduation and anthropology major requirements and determine the transferability of Pima Community College courses.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (68-70 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ANT/ARC 101	Human Origins and Prehistory	3	
ANT 102	Introduction to Cultural Anthropology and Linguistics	3	**
ANT 200	Biological Anthropology	3	**
ANT 210	Cultural Anthropology	3	ANT 102
ANT 215	The Nature of Language	3	**
ANT/ARC 225	Archaeology	3	**
ANT/ARC 275	Archaeological Excavation I	3	**

Support Courses

FOREIGN LANGUAGE REQUIREMENT		8	
	MUST complete two language courses. Students may satisfy the language requirement by testing out of or completing any language course numbered 211. (Bilingual or international students should consult an adviser concerning exceptions to this requirement.)		
ARC ELEC	Complete 6-8 credit hours of electives after consultation with an anthropology/archaeology faculty adviser OR continue with the second year of a transferable foreign language.	6-8	
BIO 109	Natural History of the Southwest	4	
BUS 105	Survey of Microcomputer Uses	3	
GLG 101	Introductory Geology I	4	
GLG 102	Introductory Geology II	4	
MTH 150	College Algebra	3	MTH 130*
MTH 155	Trigonometry	3	MTH 150*

General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition	6
Humanities and Fine Arts (See an anthropology faculty adviser for recommended courses.)	6
Biological and Physical Sciences (Support courses satisfy this requirement.)	8-10
Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences (Core courses satisfy this requirement.)	6
Other Requirement Options (Support courses satisfy this requirement.)	8-10

Suggested Course Sequence (Read down.)

First Year:	Second Year:
Reading requirement	GLG 101
ANT/ARC 101	Humanities and Fine Arts requirement
ANT 102	ANT 200 level core course
MTH 150	MTH 155
English composition	BIO 109
Foreign language	BUS 105
BUS 105	ARC elective
ANT 200 level core course	ANT 200 level core course
English composition	GLG 102
Foreign language	ANT/ARC 200 level core course
Humanities and Fine Arts requirement	ARC elective
	ANT/ARC 200 level core course

*For additional prerequisite information, check course section.

**NOTE: 200 level courses are not necessarily offered each semester. Consult with an anthropology faculty adviser to determine when specific courses will be offered.

Arts, Applied

This program gives students the opportunity either to gain experience in several media or to concentrate on a single area of interest. Instruction is offered in basic design, color, drawing, painting, photography, weaving, fibers, ceramics, metalwork, printmaking, screenprinting, art history and sculpture. All art classes in the program are taught by professional working artists. Students are encouraged to become involved in the art community through extracurricular activities such as the Pima Community College Art Gallery and the Visiting Artist program. Students select art electives and support courses according to their major areas of interest. Applied arts faculty advisers are located on the West Campus.

Applied Arts—Associate of Applied Arts Degree

Program Identification Code: 145-00-09

Required Courses (60 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ART 100	Basic Design	3	
ART 110	Drawing I	3	ART 100
ART 115	Color and Design	3	ART 100
ART 120	Sculptural Design	3	ART 100
ART 130	Art and Culture I	3	
ART 131	Art and Culture II	3	

Support Courses

WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101
ART ELEC	Art Electives	24	

Complete eight courses at the 100 level or higher from any of the following categories:

Arts and Crafts

ART 160	Ceramics I	3	ART 100*
ART 170	Metalwork I: Jewelry	3	ART 100
ART 180	Weaving I: Four-Harness Loom	3	ART 100
ART 181	Fiber Structures	3	ART 100
ART 260	Ceramics II	3	ART 160
ART 261	Ceramics III	3	ART 260
ART 262	Ceramics IV	3	ART 260
ART 270	Metalwork II: Jewelry	3	ART 170
ART 271	Metalwork II: Smithing and Casting	3	ART 170
ART 280	Weaving II	3	ART 180

Photography

ART 140	Photography I	3	ART 100
ART 141	Photography II	3	ART 140
ART 143	Commercial Photography	3	ART 141
ART 230	History of Photography	3	

Art History and Art Education

ART 132	Modern Art Survey	3
ART 135	Pre-Columbian Art	3
ART 136	Masks	3
ART 231	History, Philosophy and Psychology of Art and Design	3 *

Drawing and Sculpture

ART 210	Drawing II	3	ART 110
ART 212	Printmaking I	3	ART 100
ART 213	Life Drawing	3	ART 100
ART 214	Printmaking II	3	ART 212
ART 215	Painting I	3	ART 110
ART 216	Screenprinting I	3	ART 100
ART 217	Painting II	3	ART 115*
ART 218	Screenprinting II	3	ART 216
ART 219	Printmaking III	3	ART 214
ART 220	Sculpture II	3	ART 120

General Education Courses (See Graduation section of this catalog for associate of applied arts degree course list.)

Communication	6
(Support courses satisfy this requirement.)	
Humanities and Fine Arts	6
Choose six credits from courses not listed in the program requirements.	
Science and/or Mathematics	3
Social and Behavioral Sciences	3

Suggested Course Sequence (Read down.)

Reading requirement	ART 120
WRT 101	ART 131
ART 100	Art electives
ART 110	WRT 102
ART 130	Social and Behavioral Sciences elective
Humanities and Fine Arts elective	Science/Mathematics electives
ART 115	

*For additional prerequisite information, check course section.

Arts, Fine

Fine Arts—Associate of Arts Degree for Transfer

Program Identification Code: 150-00-01

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (67-68 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ART 100	Basic Design	3	
ART 110	Drawing I	3	ART 100
ART 115	Color and Design	3	ART 100
ART 120	Sculptural Design	3	ART 100
ART 130	Art and Culture I	3	
ART 131	Art and Culture II	3	
ART 210	Drawing II		ART 110
or 213	Life Drawing	3	ART 100

Support Courses

ART ELEC	Art Electives	
	Complete five courses at the 100 level or higher from any of the following categories:	15

Art in the Craft Media

ART 160	Ceramics I	3	ART 100*
ART 170	Metalwork I: Jewelry	3	ART 100
ART 180	Weaving I: Four-Harness Loom	3	ART 100
ART 181	Fiber Structures	3	ART 100
ART 260	Ceramics II	3	ART 160
ART 261	Ceramics III	3	ART 260
ART 262	Ceramics IV	3	ART 260
ART 270	Metalwork II: Jewelry	3	ART 170

ART 271	Metalwork II: Smithing and Casting	3	ART 170
ART 280	Weaving II	3	ART 180
Photography			
ART 140	Photography I	3	ART 100
ART 141	Photography II	3	ART 140
ART 143	Commercial Photography	3	ART 141
ART 230	History of Photography	3	
Art History			
ART 132	Modern Art Survey	3	
ART 135	Pre-Columbian Art	3	
ART 136	Masks	3	
ART 231	History, Philosophy and Psychology of Art and Design	3	*
Drawing, Painting, and Sculpture			
ART 210	Drawing II	3	ART 110
ART 213	Life Drawing	3	ART 100
ART 215	Painting I	3	ART 110
ART 217	Painting II	3	ART 115*
ART 220	Sculpture II	3	ART 120
Printmaking			
ART 212	Printmaking I	3	ART 100
ART 214	Printmaking II	3	ART 212
ART 216	Screenprinting I	3	ART 100
ART 218	Screenprinting II	3	ART 216
ART 219	Printmaking III	3	ART 214
General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)			
English Composition		6	
Humanities and Fine Arts (Core courses satisfy this requirement.)		9	
Biological and Physical Sciences		8	
Mathematics (MTH 150 or above)		3	
Social and Behavioral Sciences		9	
Other Requirement Options		5-6	

Suggested Course Sequence (Read down.)

Reading requirement	English composition
English composition	Social and Behavioral Sciences requirements
ART 100	Other General Education requirements
ART 110	Biological and Physical Sciences requirements
ART 130	ART 210 or 213
Humanities and Fine Arts requirement	Arts electives
ART 115	Mathematics requirement
ART 120	
ART 131	

*For additional prerequisite information, check course section.

Asian Studies

The Asian Studies program prepares graduates for further academic studies at a four-year college or university by providing a broad based, multidisciplinary, multicultural, comparative, social science approach to the study of Asia.

Students will be required to complete four semesters of an Asian language and a selection of courses designed to provide students with an introduction to the histories and cultures of Asia and the West.

Core courses in geography, history, humanities and religion will give the student a broad based, multidisciplinary introduction to the program area. Recognizing that Asia does not exist in a cultural vacuum, but, on the contrary, is and has been an integral part of world history, the program's support courses in anthropology, art, history, humanities, literature, and political science will expand the student's knowledge of Asia as well as provide background for comparative studies between Asia and the West.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Asian Studies Program—Associate of Arts Degree for Transfer

Program Identification Code: 155-00-01

Required Courses (65-71 Credit Hours)

Course Number	Course Title	Credit Hour	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

GEO 103	Cultural Geography	4	
HIS 113	Chinese Civilization	3	
HIS 114	Japanese Civilization	3	
HUM 260	Intercultural Perspectives	3	
JPN 110	Elementary Japanese	5	
JPN 111	Elementary Japanese II	5	JPN 110
JPN 210	Intermediate Japanese I	5	JPN 111
JPN 211	Intermediate Japanese II (Exceptions: Bilingual or international students should consult an Asian Studies adviser concerning exceptions to this requirement. If a student satisfies the language requirement in fewer than 15 credit hours, additional credit hours of transferable electives must be completed to meet the minimum associate degree requirement of 60 credit hours.)	5	JPN 210

REL 130 Asian Religions 3

Support Courses

HIS 101	Introduction to Western Civilization I	3	
HIS 102	Introduction to Western Civilization II	3	

Support Electives

(Select at least 6 credit hours from the following list.)

ANT 102	Introduction to Cultural Anthropology and Linguistics	3	
ART 130	Art and Culture I	3	
ART 131	Art and Culture II	3	
HUM 251	Western Humanities I	3	
HUM 252	Western Humanities II	3	
LIT 267	World Literature: Narrative	3	WRT 102
POS 120	Introduction to International Relations	3	
POS 140	Introduction to Comparative Politics	3	

General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition	6
Humanities and Fine Arts (HUM 260 in the core will satisfy 3 credit hours of this requirement. Support electives may satisfy 6 credit hours of this requirement.)	9
Biological and Physical Sciences (Mathematics (Complete MTH 150 or above.)	8
Mathematics (Complete MTH 150 or above.)	3
Social and Behavioral Sciences (GEO 103 in the core will satisfy 4 credit hours of this requirement. HIS 101 and 102 will satisfy 3 credit hours of this requirement.)	9
Other Requirement Options (Core courses satisfy these requirements.)	6

Suggested Course Sequence (Read down.)

Reading requirement	Support elective	Biological and Physical Sciences requirement
JPN 110	English Composition	JPN 211
REL 130	HIS 102	HIS 114
Support elective	JPN 210	HUM 260
English composition	HIS 113	Support elective
HIS 101	Support elective	Biological and Physical Sciences requirement
JPN 111	Math requirement	
GEO 103		

*For additional prerequisite information, check course section.

Automotive Technology

The automotive classes on the Downtown Campus are offered in an open-entry/open-exit, self-paced format. Students may enter classes any time of the year including summer and complete the work at their own speed according to a schedule of their own choice. Further information on course scheduling should be obtained from an automotive technology faculty adviser on the Downtown Campus.

Automotive courses meet the needs of the beginner, the mechanic who wants to update his skills and the do-it-yourself person. The degree program may also help students enter the automotive field in positions other than auto mechanic. The automotive department offers a two-year associate degree program, a two-year technical certificate program, four basic certificate programs and special interest courses.

Students in the automotive mechanics technical certificate program are trained in general automotive repair. The four basic mechanic certificate programs offer courses for selected areas of automotive repair. Persons who later decide to move up to the technical certificate or degree level may use the basic certificate programs as the first step. Programs can also be arranged for students planning to attend four-year colleges. Students should follow the first two-year requirements of the school to which they plan to transfer.

All students taking Downtown Campus auto classes must have safety glasses and work shoes.

A person majoring in automotive technology may find that cooperative education offers a good way to get extra experience while enrolled in classes. See the cooperative education teacher-coordinator for details.

Automotive Engine Repair and Overhaul—Basic Certificate for Direct Employment

Program Identification Code: 160-10-08

Students seeking training in engine tune-up beyond that offered in this program may take AUT 124 Automotive Diesel Engine Tune-up (3 credit hours).

Required Courses (16 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
AUT 120	Internal Combustion Engines	4	
AUT 122	Automotive Engine Service Repair	3	

AUT 125	Tune-up and Emissions Troubleshooting	3
AUT 128	Automotive Electrical Fundamentals	3

Support Course

MAN 110	Human Relations in Business and Industry	3
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Suggested Course Sequence

See an automotive technology faculty adviser.

Automotive Tune-up and Air Conditioning—Basic Certificate for Direct Employment

Program Identification Code: 160-20-08

Students seeking training in engine tune-up and/or adjustment beyond that offered in this program may take AUT 124 Automotive Diesel Engine Tune-up (3 credit hours).

Required Courses (22 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
AUT 120	Internal Combustion Engines	4	
AUT 125	Tune-up and Emissions Troubleshooting	3	
AUT 126	Engine Performance and Driveability Troubleshooting	3	
AUT 128	Automotive Electrical Fundamentals	3	
AUT 129	Automotive Electrical Component Repair and Adjustment	3	
AUT 142	Automotive Air Conditioning	3	

Support Course

MAN 110	Human Relations in Business and Industry	3
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Suggested Course Sequence

See an automotive technology faculty adviser.

Power Transmission—Basic Certificate for Direct Employment

Program Identification Code: 160-30-08

Required Courses (15 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

AUT 132	Automotive Transmission Removal, Replacement and In-Car Repair	4	
AUT 133	Automotive Transmission Rebuilding	4	
AUT 136	Automotive Driveline	4	

General Education Course

MAN 110	Human Relations in Business and Industry	3	
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Suggested Course Sequence

See an automotive technology faculty adviser.

Suspension and Brakes—Basic Certificate for Direct Employment

Program Identification Code: 160-40-08

Required Courses (15 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

AUT 136	Automotive Driveline	4	
AUT 138	Automotive Chassis	4	
AUT 140	Automotive Brakes	4	

General Education Course

MAN 110	Human Relations in Business and Industry	3	
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Suggested Course Sequence

See an automotive technology faculty adviser.

Automotive Mechanics—Technical Certificate for Direct Employment

Program Identification Code: 160-50-05

Students seeking training in engine tune-up and/or adjustment beyond that offered in this program may take AUT 124 Automotive Diesel Tune-up (3 credit hours).

Required Courses (54 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

AUT 120	Internal Combustion Engines	4	
AUT 122	Automotive Engine Service Repair	3	
AUT 125	Tune-up and Emissions Troubleshooting	3	
AUT 126	Engine Performance and Driveability Troubleshooting	3	
AUT 128	Automotive Electrical Fundamentals	3	
AUT 129	Automotive Electrical Component Repair and Adjustment	3	
AUT 132	Automotive Transmission Removal, Replacement and In-Car Repair	4	
AUT 133	Automotive Transmission Rebuilding	4	
AUT 136	Automotive Driveline	4	
AUT 138	Automotive Chassis	4	
AUT 140	Automotive Brakes	4	
AUT 142	Automotive Air Conditioning	3	

Support Courses

MAN 110	Human Relations in Business and Industry	3	
PHY 101	Technical Physics I	3	MTH 060*

General Education Courses

Communication			
WRT 150	Practical Communications	3	
Science and/or Mathematics			
MTH 110	Technical Mathematics I	3	MTH 060*

Suggested Course Sequence

See an automotive technology faculty adviser.

*For additional prerequisite information, check course section.

Automotive Technology—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 160-00-03

Students seeking training in engine tune-up and/or adjustment beyond that offered in this program may take AUT 124 Automotive Diesel Engine Tune-up (3 credit hours).

Required Courses (66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
AUT 120	Internal Combustion Engines	4	
AUT 122	Automotive Engine Service Repair	3	
AUT 125	Tune-up and Emissions Troubleshooting	3	
AUT 126	Engine Performance and Driveability Troubleshooting	3	
AUT 128	Automotive Electrical Fundamentals	3	
AUT 129	Automotive Electrical Component Repair and Adjustment	3	
AUT 132	Automotive Transmission Removal, Replacement and In-Car Repair	4	
AUT 133	Automotive Transmission Rebuilding	4	
AUT 136	Automotive Driveline	4	
AUT 138	Automotive Chassis	4	

AUT 140	Automotive Brakes	4	
AUT 142	Automotive Air Conditioning	3	

Support Courses

PHY 101	Technical Physics I	3	MTH 060*
PHY 102	Technical Physics II	3	MTH 070*

General Education Courses

Communication			
WRT 150	Practical Communications	3	
WRT 154	Technical Communications I	3	WRT 100*
Science and/or Mathematics			
MTH 110	Technical Mathematics I	3	MTH 060*
MTH 120	Technical Mathematics II	3	MTH 110
Social and Behavioral Sciences			
MAN 110	Human Relations in Business and Industry	3	

Humanities and Fine Arts

(See Graduate section of this catalog for the associate of applied science degree course list.)

Suggested Course Sequence

See an automotive technology faculty adviser.

*For additional prerequisite information, check course section.

Automotive Technology—Associate of Science Degree for Transfer

Program Identification Code: 160-00-02

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

For this program, 40-44 credit hours of general education courses are required. Students should verify transferability of coursework to the college or university to which the student plans to transfer.

Required Courses (62-69 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

AUT	See an automotive technology faculty adviser to select 22-25 credits from the following list of courses: AUT 120, 122, 124, 125, 128, 129, 132, 133, 136, 138, 142	22-25	
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General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition	6
Humanities and Fine Arts	6
Biological and Physical Sciences	8-10
Mathematics (MTH 150 or above)	6
Social and Behavioral Sciences	6
Other Requirement Options	8-10

Suggested Course Sequence

See an automotive technology faculty adviser.

Aviation Technology

The airframe and powerplant courses prepare experienced aircraft mechanics for federal airframe and powerplant certification. Course entry requires at least 30 months of experience in performing the duties of airframe and powerplant maintenance or at least 18 months of experience in performing duties that fit the desired rating. A review of experience must be made by the Downtown Campus instructor in all cases before registration. Basic certificates also are awarded to qualified students.

Airframe Mechanics—Basic Certificate for Direct Employment

Program Identification Code: 165-10-08

Required Courses (16 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
AVM 120	Aviation Electricity I	4	
AVM 220	Airframe Structures	6	*
AVM 221	Airframe Systems and Components	6	*

Suggested Course Sequence (Read down.)

AVM 120
AVM 220
AVM 221

*For additional prerequisite information, check course section.

Airframe and Powerplant Mechanics—Technical Certificate for Direct Employment

Program Identification Code: 165-20-05

Required Courses (36 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
AVM 105	Aircraft Sheetmetal Repair	4	
AVM 120	Aviation Electricity I	4	
AVM 220	Airframe Structures	6	*
AVM 221	Airframe Systems and Components	6	*
AVM 230	Powerplant Mechanics	6	*

Support Course

WLD 160	Arc Welding	4	
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General Education Courses

Communication			
WRT 100	Writing Fundamentals	3	WRT 070*
Science and/or Mathematics			
MTH	Determined by assessment at the 100 level or higher	3	

Suggested Course Sequence (Read down.)

Math course	AVM 221
AVM 105	AVM 230
AVM 120	WLD 160
AVM 220	WRT 100

*For additional prerequisite information, check course section.

Aviation Structural Repair—Technical Certificate for Direct Employment

Program Identification Code: 165-30-05

The Aviation Structural Repair program will prepare people for entry level work in the alteration, modification, and repair of small through large aircraft. Training will include a sequence of structural repair courses, airframe and powerplant familiarization, metallurgy, hardware and fasteners, radome, fiberglass and composite repair. The program provides a Technical Certificate.

Required Courses (58 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

AVM 101	Structural Repair I	4	*
AVM 102	Structural Repair II	4	AVM 101
AVM 110	Aircraft Blueprint Reading	3	
AVM 123	Airframe Familiarization	3	
AVM 150	Structural Repair III	4	AVM 102
AVM 151	Structural Repair IV	4	AVM 150
AVM 160	Aircraft Materials and Metallurgy	3	
AVM 165	Aircraft Hardware and Fasteners	3	
AVM 170	Aircraft Powerplant Familiarization	3	
AVM 203	Structural Repair V	4	AVM 151*
AVM 204	Structural Repair VI	4	AVM 203

AVM 210	Advanced Composite Aircraft Repair I	5	AVM 204
AVM 250	Structural Repair VII	4	AVM 210
AVM 260	Advanced Composite Aircraft Repair II	4	AVM 250

General Education Courses (See Graduation section of this catalog for technical certificate course list.)

Communication			
Science and/or Mathematics			
MTH 110	Technical Mathematics I	3	MTH 060*

Suggested Course Sequence (Read down.)

Reading requirement	AVM 165
AVM 101	AVM 170
AVM 102	AVM 203
AVM 110	AVM 204
MTH 110	AVM 210
AVM 123	AVM 250
AVM 150	AVM 260
AVM 151	Communication elective
AVM 160	

*For additional prerequisite information, check course section.

Aviation Structural Repair—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 165-30-03

The Aviation Structural Repair program will prepare people for entry level work in the alteration, modification and repair of small through large aircraft. Training will include a sequence of structural repair courses, airframe and powerplant familiarization, metallurgy, hardware and fasteners, radome, fiberglass and composite repair. The program provides an Associate of Applied Science degree.

Required Courses (73 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
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Core Courses - A grade of C or better is required for graduation.

AVM 101	Structural Repair I	4	
AVM 102	Structural Repair II	4	AVM 101
AVM 110	Aircraft Blueprint Reading	3	
AVM 115	Applied Aircraft Mathematics	3	
AVM 123	Airframe Familiarization	3	
AVM 150	Structural Repair III	4	AVM 102
AVM 151	Structural Repair IV	4	AVM 150
AVM 160	Aircraft Materials and Metallurgy	3	
AVM 165	Aircraft Hardware and Fasteners	3	
AVM 170	Aircraft Powerplant Familiarization	3	
AVM 203	Structural Repair V	4	AVM 151*
AVM 204	Structural Repair VI	4	AVM 203
AVM 210	Advanced Composite Aircraft Repair I	5	AVM 204
AVM 250	Structural Repair VII	4	AVM 210
AVM 260	Advanced Composite Aircraft Repair II	4	AVM 250

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication	6
Humanities and Fine Arts	3
Science and/or Mathematics	6
Social and Behavioral Sciences	3

Suggested Course Sequence (Read down)

Reading requirement	AVM 165	Humanities and
AVM 101	AVM 170	Fine Arts electives
AVM 102	AVM 203	Communications
AVM 110	AVM 204	electives
AVM 115	AVM 210	Social and Behavioral
AVM 123	AVM 250	Sciences electives
AVM 150	AVM 260	
AVM 151	Science/Mathematics	
AVM 160	electives	

*For additional prerequisite information, check course section.

Bilingual Business Administration

In order to receive a basic certificate in bilingual business administration, ACC 100, BUS 100, 151 and MAN 110 must be taken in a bilingual mode. Only students who have a command of both Spanish and English may register for these bilingual courses.

Bilingual Business Administration—Basic Certificate for Direct Employment

Program Identification Code: 180-10-08

Required Courses (15 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

ACC 100	Procedimientos Prácticos de Contabilidad	3
BUS 100	Introducción a los Negocios	3
BUS 151	Matemáticas Comerciales	3
MAN 110	Relaciones Humanas en los Negocios	3
WRT	Una clase de inglés, la cual será determinada por medio de un examen.	3

English version of above course titles are listed below.

ACC 100	Practical Accounting Procedures
BUS 100	Introduction to Business
BUS 151	Business Math
MAN 110	Human Relations in Business and Industry
WRT	Writing class determined by assessment.

Programa Bilingüe

El colegio ofrece una variedad de cursos usando inglés y español como base para personas que ya hablan español y desean un enfoque bilingüe/bicultural.

Una gran variedad de cursos forman parte de este programa: clases de secretariado, educación, arte, psicología, administración, matemáticas, deportes, bailes folklóricos, español para nativos, economía, cocina, historia, etc.

El estudiante que estudia inglés

Mientras el estudiante estudia inglés, puede tomar clases bilingües en algún campo que le interesa acumulando créditos para un certificado o diploma del Colegio Pima o para transferir a nivel universitario.

El estudiante que desea destrezas en español

La variedad de cursos que se ofrecen en una forma bilingüe dan destrezas lingüísticas y conocimientos culturales adicionales a estudiantes que desean algo extra. Por ejemplo, las personas en el campo secretarial o en el campo de la educación, aprenden el vocabulario y la expresión necesaria para encontrar un mejor empleo.

Biology

Biology—Liberal Arts and Sciences—Associate of Arts Degree for Transfer

A student planning on obtaining a biology degree should follow the Liberal Arts and Sciences—Associate of Arts Degree for Transfer. Consult the appropriate university transfer option (UA or ASU/NAU).

A student seeking a degree must take the math, writing, and reading assessment exams. The student should then meet with a Biology adviser to plan courses. The student who plans on transferring to an upper division school to complete his/her degree should also contact an adviser from their chosen school for verification of transfer courses.

Business Administration

The business administration program offers basic and advanced certificates for direct employment; an associate of applied science degree designed for direct employment, with majors in management or marketing; and an associate of science degree designed for transfer to a four-year college or university. Students planning to transfer should follow the requirements and consult an adviser of the four-year institution they plan to attend.

Business Administration—Basic Certificate For Direct Employment

Program Identification Code: 180-00-08

Required Courses (15 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
ACC 100	Practical Accounting Procedures	3	
BUS 100	Introduction to Business	3	
BUS 151	Mathematics of Business	3	MTH 060*
MAN 110	Human Relations in Business and Industry	3	
WRT	Determined by assessment test score	3	

Suggested Course Sequence

See a business administration faculty adviser.

*For additional prerequisite information, check Course Section.

Business Administration—Advanced Certificate For Direct Employment

Program Identification Code: 180-00-06

Required Courses (39-40 Credit Hours)

Students will receive a business administration advanced certificate for direct employment upon completion of the core courses, support courses and humanities and fine arts electives listed in the business administration associate of applied science degree for direct employment program.

Business Administration—Associate of Applied Science Degree For Direct Employment

Program Identification Code: 180-00-03

This program is designed to provide instruction and optional on-the-job training to develop and improve the business knowledge and judgment of the following: (1) students not presently employed who are preparing for business careers, (2) students presently employed who desire to upgrade their business knowledge and (3) students desiring a career change. The program has been developed with the assistance and endorsement of the business community.

The degree is designed to provide a student with the following types of business knowledge as related to business management activities: sales, marketing, finance, production, human resources, materials management and international business commerce. The degree is also designed to apply to government as well as to the following industries: manufacturing, retailing, wholesaling, finance, hospitality, health care, non-profit, real estate, insurance, information, construction, promotion and advertising, and transportation.

The program has three parts: (1) thirteen required business courses (39 credit hours) that give the student a basic foundation in communications, mathematics, accounting, marketing, management and microcomputers; (2) six specialized business courses (18 credit hours) to be selected based on the student's career interests; and (3) three business electives (9 credit hours) to be selected by the student after consultation with a business adviser. For help in selecting specialized business courses and business electives, students should talk with a business adviser or counselor.

It is recommended that, before entering the program, students should be able to read at the 12th-grade level and have MTH 060 or the equivalent math skills. Skill assessment is available at each campus prior to registration. Students applying for graduation in this program must have demonstrated reading competency at the 12th-grade level in both the vocabulary and comprehension sections of the assessment test or have successfully completed REA 112.

Required Courses (66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ACC 101	Financial Accounting	3	
ACC 102	Managerial Accounting	3	ACC 101*
MAN 110	Human Relations in Business and Industry	3	
MKT 111	Marketing	3	

General Education and Support Courses

BUS 100	Introduction to Business	3	
BUS 105	Survey of Microcomputer Uses	3	
BUS 151	Mathematics of Business		MTH 060*
or MTH	Determined by assessment test at the 100 level or higher	3	
BUS 200	Business Law I		
or 220	Legal Environment of Business	3	
MAN 280	Business Organization and Management	3	BUS 100*
OED 151	Business English	3	*
OED 251	Business Communications	3	OED 151
SPE 120	Business and Professional Communication	3	
BUS ELEC	Specialized Business Electives		
	Complete any 6 of the following courses:	18	
	BUS 295		
	ECN 202, 230		
	MAN 122, 124, 270, 276, 278		
	MKT 113, 125, 139, 150		
ELEC	Other Business Electives	9	
	Complete 9 credit hours at the 100 level or higher from any of the following, with concurrence of a program adviser:		
	Accounting (ACC)		
	Finance (FIN)		
	General Business (GEB)		
	Hospitality (HOS)		
	Management (MAN)		
	MAN or MKT Co-op Work in MAN or MKT 199, 299 (maximum of 8 credit hours)		
	Office Education (OED)		
	Real Estate (RLS)		
	Restaurant, Culinary and Food Management (RCF)		
	Transportation and Traffic Management (TTM)		

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Support courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences (Core course satisfies this requirement.)	3

Suggested Course Sequence (Read down.)

Reading requirement	BUS 105
BUS 151 or MTH	BUS 100
ACC 101	MAN 280
ACC 102	MKT 111
MAN 110	BUS 200 or 220
SPE 120	Specialized Business
OED 151	electives
OED 251	Other Business electives
Humanities and Fine Arts elective	

*For additional prerequisite information, check Course Section.

Business Administration—Associate of Science Degree For Transfer

Program Identification Code: 180-00-02

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (62-72 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ACC 101	Financial Accounting	3	
ACC 102	Managerial Accounting	3	ACC 101*
CSC 100	Introduction to Computers and Information Systems	3	MTH 070*
ECN 200**	Basic Economic Principles	3	MTH 070
MTH 170	Finite Mathematics	3	MTH 150
MTH 175	Topics in Calculus	3	MTH 150
BUS 205	Statistics Methods in Economics and Business I	3	MTH 170

Support Courses

MTH 150	College Algebra	3	MTH 130*
INTER-NATIONAL MULTI-CULTURAL EXPERIENCE	Complete one of the following options: Option 1: Two courses in a single foreign language at the 110 level or above. Option 2: POS 120	3-8	

NON-WESTERN CIV	Complete one of the following courses: HIS 113, 114	3	
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ARTS/LIT/ETHICS	Complete 3 credit hours from Option 1 (Ethics), AND 3 credit hours from Option 2 (Arts) OR Option 3 (Literature) for a total of 6 credits. If you have already completed an ethics course (PHI 101, 130 or PSY 265), complete 3 credit hours from Option 2 (Arts) AND 3 credit hours from Option 3 (Literature) for a total of 6 credits.	6	
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Option 1
Ethics:
PHI 101, 130, or PSY 265

Option 2
Arts:
ART 130, 131, 135
DRA 140, 141
MUS 151

	Option 3 Literature: LIT 231, 260, 261, 265, 266, 267	
SOC/BEH	Complete one option:	3-6
	Option 1 Values, Culture and Change: ANT 102, SOC 101	
	Option 2 Sociology and Organizations: SOC 101, 120	
	Option 3 Basic Psychology: PSY 101, 265	
	Option 4 Arizona and the Southwest: ARC 205, ANT 206	
	Option 5 Political Institutions: POS 110	
	Option 6 American Social Institutions: POS 160 and 110 or 130	
	Option 7 Concepts in Ethics: PHI 130	
	Option 8 International Business: POS 140	
ELECTIVE	Transferable electives: BUS 220 CSC 160 (required of students intending to major in management information systems or operations management)	3-6
General Education Requirements (See Graduation section of this catalog for associate of science degree course lists.)		
	English Composition	6
	Humanities and Fine Arts	6

(Support courses satisfy 3 credits of this requirement. Select 3 additional credits.)	
Biological and Physical Sciences	8-10
Mathematics (MTH 150 or above) (Core courses satisfy this requirement.)	6
Social and Behavioral Sciences (Support courses satisfy this requirement.)	6
Other Requirement Options (If you selected a foreign language as an option, this requirement is satisfied. If you did not select a language, you must select 3 additional credits.)	8-10

Suggested Course Sequence

See a business administration program adviser.

*For additional prerequisite information, check Course Section.

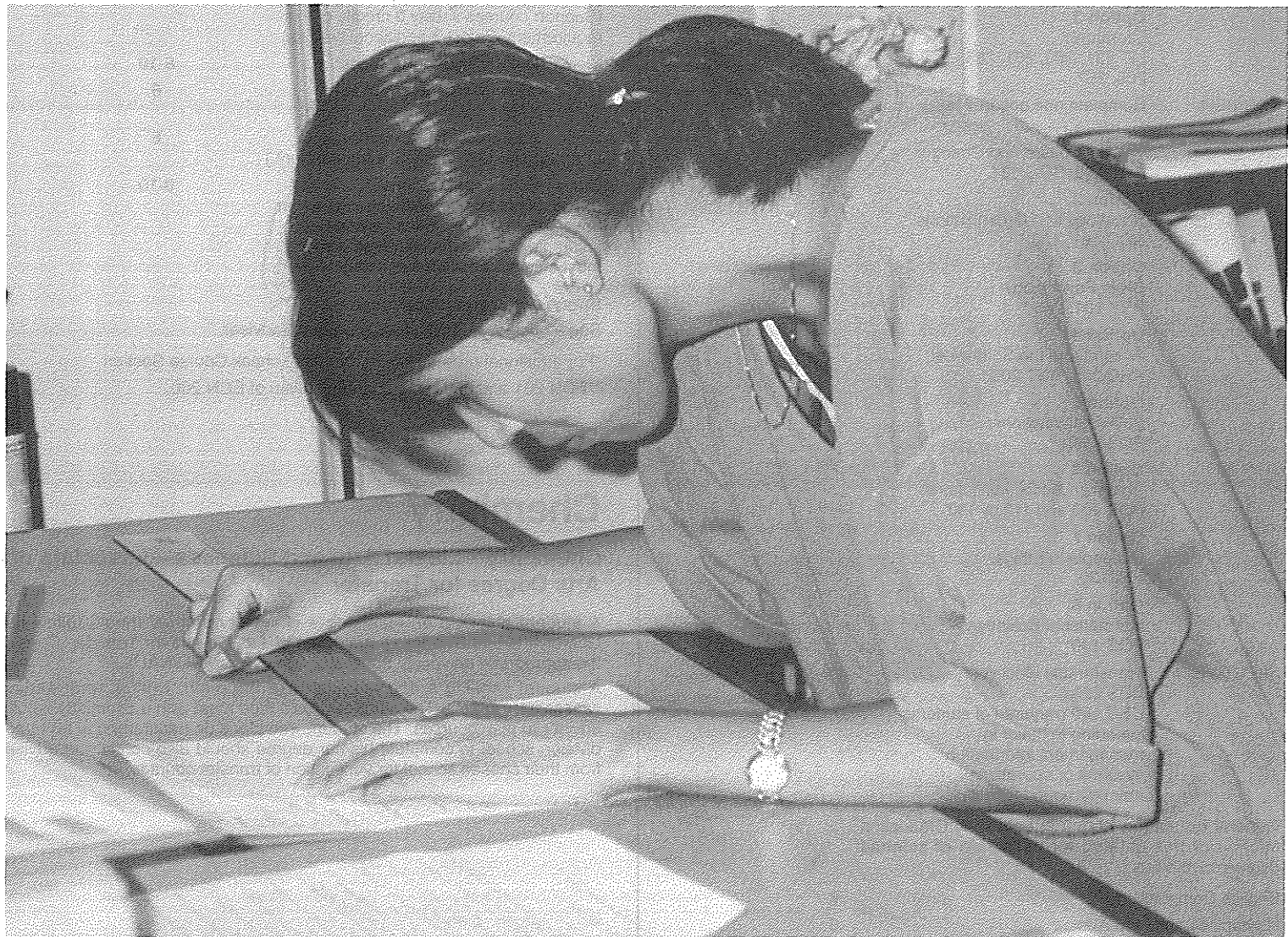
**ECN 201 and 202 recommended in lieu of ECN 200.

Chemistry

Chemistry—Liberal Arts and Sciences—Associate of Arts Degree for Transfer

A student planning on obtaining a chemistry degree should follow the Liberal Arts and Sciences—Associate of Arts Degree for Transfer. Consult the appropriate university transfer option (UA or ASU/NAU).

A student seeking a degree must take the math, writing, and reading assessment exams. The student should then meet with a chemistry faculty adviser to plan courses. The student who plans on transferring to an upper division school to complete his/her degree should also contact an adviser from their chosen school for verification of transfer courses.



Computer Science

These programs are designed both to prepare students for employment in the field, mainly as data entry operators and computer programmers and to provide transfer courses for those wishing to enroll at a four-year college. In addition, they enable those already employed in the field to upgrade their skills and they provide personal interest courses to meet the community's needs. The program options provide a full range of computer science skills, including computer literacy, data entry, programming, computer operations and systems analysis and design. The following programs are offered:

Data Entry Operator

- Basic Certificate For Direct Employment
- Advanced Certificate For Direct Employment

Small Business Computer Specialist

- Associate of Applied Science Degree For Direct Employment

Computer Programmer/Analyst

- Associate of Applied Science Degree For Direct Employment

Computer Science

- Associate of Science Degree For Transfer.

Microcomputer Technician - See Microcomputer Technician

- Advanced Certificate For Direct Employment
- Associate of Applied Science Degree For Direct Employment

The data entry faculty advisers are located on the Downtown Campus; the faculty advisers for the computer science programs are located on the East and West Campuses. The microcomputer technician faculty advisers are located on the West Campus.

Data Entry Operator—Basic Certificate for Direct Employment

Program Identification Code: 190-10-08

This program offers the student the skills needed to enter the market as an entry-level trainee for such jobs as data entry operator, on-line terminal operator and data entry/microcomputer operator. Success in the program requires good keying and reading skills and the ability to understand and follow directions exactly. Keystroke skill of 8,000 strokes per hour is required in order to be successful in data entry keystroke development courses and to meet certificate requirements. Keystroke development courses are available to assist students in meeting the requirement. See a data entry faculty adviser.

Required Courses (16-17 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
CSD 123	Data Entry Job Skill Development	2	
CSD 125	Data Entry Procedures and Operations	3	
CSD 126	Data Entry Basic Software Routines	3	CSD 125
CSD 132	Data Entry Simulated Work Site Routines	3	CSD 125*
CSD 134	Data Entry Advanced Keystroke Development	2	CSD 100*
Support Courses			
BUS 151 or MTH	Mathematics of Business MTH 070 or higher (based on assessment test and if higher degree is being pursued)	3	MTH 060* *
REA 112	Developmental Reading II (if Reading 112 is met by assessment then OED 111 is required)	3-4	*

Suggested Course Sequence

See a data entry faculty adviser.

*For additional prerequisite information, check course section.

Data Entry Operator—Advanced Certificate for Direct Employment

Program Identification Code: 190-10-06

The advanced certificate qualifies students to function independently without additional training as beginning level operators of data entry equipment, on-line terminals and microcomputers. In addition, students are trained in word processing and the use of spread sheets and data-bases. Good reading and listening skills are essential for success in this program. Keystroke skill of 8,000 strokes per hour is required in order to be successful in the data entry keystroke development courses and to meet certificate requirements. Keystroke development courses are available to assist students in meeting the requirement. See a data entry faculty adviser.

Required Courses (34-35 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
CSD 123	Data Entry Job Skill Development	2	
CSD 125	Data Entry Procedures and Operations	3	
CSD 126	Data Entry Basic Software Routines	3	CSD 125
CSD 127	Data Entry Advanced Software Routines	3	CSD 126
CSD 129	Data Entry Software Procedures	3	
CSD 130	Data Entry Advanced Software Procedures	3	CSD 129
CSD 132	Data Entry Simulated Work Site Routines	3	CSD 125*
CSD 134	Data Entry Keystroke Development	2	CSD 100*

Support Courses

ACC 100 or 101	Practical Accounting Procedures Financial Accounting (if higher degree is being pursued)	3	
CSD 199	Co-op Related Class in CSD	1	*
CSD 199	Co-op Work in CSD	2	*
REA 112	Developmental Reading II (if Reading 112 is met by assessment then OED 111 is required)	3-4	*

General Education Courses

Communications

OED 151 or WRT 100	Business English Writing Fundamentals or higher (based on assessment test and if higher degree is being pursued)	3	WRT 070*
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Science and/or Mathematics

BUS 151 or MTH	Mathematics of Business MTH 070 or higher (based on assessment test and if higher degree is being pursued)	3	MTH 060* MTH 060*
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Suggested Course Sequence

See a data entry faculty adviser.

*For additional prerequisite information, check course section.

Small Business Computer Specialist—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 190-20-03

This program is designed to prepare students for employment in the micro-computer field. Students are trained to be able to select, install and use most small computer systems (both hardware and software). Before taking CSC 130, students must take or test out of CSC 100. (See a faculty adviser for further details regarding this requirement.) Good study habits and strong English skills are important for success in the program.

Required Courses (67-71 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
CSC 104	Spreadsheets	3	CSC 105*
CSC 105	Survey of Microcomputer Uses	3	
CSC 106	Database Concepts I	3	CSC 105*
CSC 108	Microcomputer Operating Systems	3	
CSC 109	Using the Windows Environment	3	CSC 105
CSC 110	Introduction to the Internet for New Computer Users		
or 120	The Internet for Experienced Computer Users	1	*
CSC 130	Programming Fundamentals	3	CSC 100*
CSC 136	Microcomputer Components	3	
CSC 198	Data Processing Projects I	1-3	
CSC 204	Advanced Spreadsheet Concepts	3	CSC 104*
CSC 206	Database Procedural Language Programming	4	CSC 106
CSC 220	Networking	3	CSC 130*
CSC 238	Integrated Package Project	4	CSC 204*
CSC 280	Systems Analysis	3	CSC 160*
Support Courses			
ACC 100	Practical Accounting Procedures	3	
BUS 151	Mathematics of Business	3	MTH 060*
MAN 124	Small Business Management	3	
WRT 101	Writing I		WRT 100*
or 150	Practical Communications	3	
WRT 102	Writing II		WRT 101
or 154	Technical Communications I	3	WRT 100*

CSC/ELEC Complete one of the following options: 6-8

Option 1:

Complete one 100-level and one 200-Level course, or two 200-Level courses from within one of the following areas:
ACC, AJS, ANT, ARC, AST, BIO, BUS, CAD/DFT, CHM, ECN, ENG, ETR, MAN, MEC, MKT, MTH, NRS, OED, PHY, SOC, SPA, WRT.

Option 2:

Co-op Sequences: CSC 199, 299.

Option 3:

Business Computing Sequence
Complete two of the six following CSC courses: 160, 170, 175, 230, 260, 275.

Option 4:

Machine Language Sequence
Complete two of the four following CSC courses: 250, 265, 270, 274.

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication	6
(Support courses satisfy this requirement.)	
Humanities and Fine Arts	3
Science and/or Mathematics	6
(Support courses satisfy this requirement.)	
Social and Behavioral Sciences	3

Suggested Course Sequence

See a computer science faculty adviser.

*For additional prerequisite information, check course section.

Computer Programmer/Analyst—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 190-30-03

This program is designed to prepare students for direct employment as programmer/analysts, programmers, programmer trainees, computer sales staff and computer operators. Before taking CSC 130 or 135, students must take or test out of CSC 100. (See a faculty adviser for further details regarding this requirement.) Good study habits and strong logic and English skills are important for success in the program.

Required Courses (64-67 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
CSC 100	Introduction to Computers and Information Systems	3	MTH 070*
CSC 110	Introduction to the Internet for New Computer Users		
or 120	The Internet for Experienced Computer Users	1	*
CSC 130	Programming Fundamentals		CSC 100*
or 131	Computer Science Concepts	3-4	CSC 100*
CSC 135	Introduction to Computer Operations	3	CSC 100
CSC 140	FORTTRAN Programming		CSC 100*
or 160	COBOL Programming	3	CSC 130*
CSC 198	Data Processing Projects I		
or 298	Data Processing Projects II	1-3	*
CSC 220	Networking	3	CSC 130*
CSC 250	Introduction to Assembly Language	3	CSC 130*
CSC 260	Advanced COBOL/File Management		CSC 160*
or 277	Advanced Programming in C		CSC 265
or 278	C++ and Object-Oriented Programming	4	CSC 265*
CSC 265	The C Programming Language	3	*
CSC 275	Advanced 80x86 Assembly Language		CSC 250
or 291	Database Concepts	4	CSC 260*
CSC 280	Systems Analysis	3	CSC 140*
CSC 281	Systems Design	3	CSC 280

Support Courses

MTH 130	Algebra II		MTH 070*
or 150	College Algebra	3	MTH 130*
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101
ELEC	Choose four courses from the following list. You must include at least two groupings:	12-14	
	1. ACC 101, 102		
	2. Any CSC 199 or higher level course		
	3. ECN 200, 201, 202, or 210		
	4. ETR 100 or higher course EXCEPT ETR 160 or 255		
	5. MTH 170 or higher		

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication	6
(Support courses satisfy this requirement.)	
Humanities and Fine Arts	3
Science and/or Mathematics	6
(Support courses satisfy this requirement.)	
Social and Behavioral Sciences	3

Suggested Course Sequence (Read down.)

Reading requirement	Social & Behavioral Science elective	CSC 260 or 277 or 278
WRT 101	CSC 140 or 160	CSC 265
MTH 130 or 150	WRT 102	CSC 280
CSC 100	Humanities & Fine Arts elective	CSC 198 or 298
CSC 135	CSC 250	CSC 220
CSC 130 or 131		CSC 275 or 291
CSC 110 or 120		CSC 281
		Other electives

*For additional prerequisite information, check course section.

Computer Science—Associate of Science Degree for Transfer

Program Identification Code: 190-00-02

Students planning to transfer to the University of Arizona, Arizona State University, or Northern Arizona University must see an adviser for requirements unique to each school.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section. Please note that only 72 credits may transfer to the University of Arizona and only 64 credits may transfer to Arizona State University, and only 70 credits may transfer to Northern Arizona University, without petitioning.

This program is designed to meet the requirements for the first two years of a bachelor's degree in Computer Science. Although it is not intended for direct employment, the associate of science degree provides a sufficient fundamental knowledge of mathematics, general education, and computer science to obtain entry-level positions by some employers.

Required Courses (63-68 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

CSC 131	Computer Science Concepts	4	CSC 100*
CSC 230	Data Structures	4	CSC 265
CSC 250	Introduction to Assembly Language	3	CSC 130*
CSC 265	The C Programming Language	3	*
CSC 296	Machine Architecture and Organization	3	CSC 250

Support Courses

CHM 151 or PHY 210	General Chemistry I		MTH 130*
MTH 180	Introductory Mechanics	5	MTH 180*
	Analytic Geometry and Calculus I	5	MTH 155*
MTH 185	Analytic Geometry and Calculus II	4	MTH 180
MTH 230	Discrete Mathematics in Computer Science	3-4	MTH 150
LANG	Foreign Language: (Completion of two semesters of a language course numbered 110, 111, 210 or 211. Bilingual or international students should consult an adviser concerning exceptions to this requirement.) If a student satisfies the language requirement in fewer than 16 credits, additional credit hours of transferable electives must be completed to meet the minimum associate degree requirement of 60 credit hours.	8-10	

General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition	6
Humanities and Fine Arts	6
Biological and Physical Sciences (CHM 151 or PHY 210 satisfies 5 credits of this requirement.)	8-10
Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences	6
Other Requirement Options (This requirement is satisfied by the language courses.)	8-10

Suggested Course Sequence

See a computer science faculty adviser.

*For additional prerequisite information, check course section.

Construction

This program is designed to meet the requirements for the first two years of a B.S. degree in Construction.

This program is currently intended to transfer to Arizona State University, Northern Arizona University, and Western New Mexico University. Students wishing to transfer to the University of Arizona, or a different institution should see a Pima College faculty adviser. Please note that only 64 credits may transfer to Arizona State University, and only 70 credits may transfer to Northern Arizona University, without petitioning.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Construction—Associate of Science Degree for Transfer

Program Identification Code: 195-00-02

Required Courses (61-63 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
CON 201	Cost Estimating	3	CON 101*
CON 212A	Construction Drafting: Structural	1	CON 162
CON 212B	Construction Drafting: Architectural	1	CON 212A
ENG 102**	Problem-solving and Engineering Design	3	MTH 180*
ENG 130	Elementary Surveying	3	MTH 150*
ENG 170	Problem-solving Using Computers	3	ENG 102

Support Courses

ACC 101	Financial Accounting	3	
ECN 201	Microeconomic Principles	3	MTH 070
ECN 202	Macroeconomic Principles	3	MTH 070
MTH 180	Analytical Geometry and Calculus I	5	MTH 155*
MTH 210	Introductory Statistics	3	MTH 130*
PHY 121	Introductory Physics I	5	MTH 070*
PHY 122	Introductory Physics II	5	PHY 121
SPE 110	Public Speaking	3	
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition (WRT 101 and 102 satisfy this requirement.)	6
Humanities and Fine Arts (REL 234 is required. Select 3 additional credits.)	6
Biological and Physical Sciences (PHY 121 and 122 satisfy this requirement.)	8-10
Mathematics (MTH 180 and 210 satisfy this requirement.)	6
Social and Behavioral Sciences (ECN 201 and 202 satisfy this requirement.)	6
Other Requirement Options	8-10
Select 8-10 credits from the following:	
ANT 102, 206	
CSC 100, 140	
MTH 150, 155, 160	
POS 120, 130	
SPE 102, 130, 136	

Suggested Course Sequence (Read down.)

WRT 101	MTH 180	CON 212A
ENG 170	SPE 110	CON 212B
PHY 121	ECN 202	Humanities and Fine Arts elective
ACC 101	CON 201	ENG 210
WRT 102	REL 234	Elective
ENG 102	Elective	
PHY 122	MTH 210	
ECN 201	Elective	

See a construction faculty adviser.

*For additional prerequisite information, check course section.

**For ENG 102 AND 170, see a faculty adviser.

Construction Related Instruction

The construction programs consist of construction skills and professional construction courses and are identified by the CON prefix.

There are five certificate and degree areas in construction professions:

- Construction Drafting
- Construction Technology—Commercial Building Option
- Construction Technology—Grading and Paving Option
- Construction Technology—Residential and Light Commercial Option
- Pre-Architecture

In addition, Pima Community College offers the following programs, open to any student, which lead to a certificate(s) and/or degree(s):

Air Conditioning Design Engineering	Environmental Technology Landscape Technician
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See Degrees and Certificates Section of this catalog for course requirements.

For course descriptions and prerequisite information, check Course Section.

There are also areas with restricted enrollment, which include Apprentice Related Instruction and Fire Science courses (taught for local firefighters). The Center for Training and Development also teaches building occupations.

In addition to those programs, individual courses are open to any student and are taught under the following prefixes:

CON Construction	PBM Public Building Maintenance
ENV Environmental Technology	SET Solar Energy Technology
GTC General Technology	SML Sheet Metal

Construction Drafting

Students can select from a basic certificate program, a technical certificate program or a two-year associate of applied science degree program. The degree program offers courses in drafting techniques, building construction systems and materials. This training may lead to work in the construction industry and related fields.

Construction Drafting—Basic Certificate for Direct Employment

Program Identification Code: 200-00-08

Required Courses (17 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
CON 112	Construction Drafting I	4	
CON 162	Construction Drafting II	4	CON 112*

Support Courses

ELEC	Electives	9	
Complete 9 credit hours at the 100 level or higher from any of the following: CAD, CON, DES, ENG, or LTP courses.			

Suggested Course Sequence (Read down.)

CON 112	Support course
CON 162	Support course
Support course	Support course

*For additional prerequisite information, check course section.

Construction Drafting—Technical Certificate for Direct Employment

Program Identification Code: 200-00-05

Required Courses (29 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
CON 112	Construction Drafting I	4	
CON 162	Construction Drafting II	4	CON 112*

Support Courses

CSC 105	Survey of Microcomputer Uses	3
ELEC	Electives	12
	Complete 12 credit hours at the 100 level or higher from any of the following: CAD, CON, DES, ENG, or LTP courses.	

General Education Courses

Communication		3
	Select one course from WRT 101 or WRT 150.	
Science and/or Mathematics		3
	Complete one MTH course at the 100 level or higher.	

Suggested Course Sequence (Read down.)

CON 112	CON 162
Mathematics elective	Support course
WRT 101 or 150	Support course
CSC 105	Support course
Support course	

*For additional prerequisite information, check course section.

Construction Drafting—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 200-00-03

Required Courses (64-65 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

CAD 100	Computer Aided Drafting I for Construction	4	
CAD 150	Computer Aided Drafting II for Construction	4	CAD 100*
CON 100	Principles of Construction	4	
CON 101	Building Materials	3	
CON 112	Construction Drafting I	4	
CON 162	Construction Drafting II	4	CON 112*
CON 212	Construction Drafting III		CON 162
or 199	Co-op Related Class in CON		*
and 199	Co-op Work in CON	4-5	*
CON 222	Site Development Drafting	4	CON 112*

Support Courses

CSC 105	Survey of Microcomputer Uses	3	
ENG 110	Construction Surveying	3	MTH 110
SPE 120	Business and Professional Communication	3	
ELEC	Electives	6	
	Complete any 6 credits at the 100 level or higher from the following: CAD, CON, DES, ENG, or LTP.		

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication	6
Select 3 credits from WRT 101 or 150 and select 3 credits from WRT 102 or 154.	
Humanities and Fine Arts	3
Science and/or Mathematics	6
Social and Behavioral Sciences	3

Suggested Course Sequence (Read down.)

Reading requirement	ENG 110
CON 100	CON 212 or 199
CON 112	CAD 100
Mathematics elective	CON 222
WRT 101 or 150	SPE 120
CSC 105	Elective
CON 101	CAD 150
CON 162	Elective
Mathematics elective	Humanities and Fine Arts elective
WRT 102 or 154	Social and Behavioral Sciences elective.

*For additional prerequisite information, check course section.

Construction Technology

The construction technology program is an occupational program leading to an advanced certificate (one year) and/or associate of applied science degree (two years). Students may follow one of three basic paths toward a certificate/degree: a residential and light commercial construction option, a commercial building construction option or a grading and paving construction option. The residential and light commercial construction option prepares the student for a variety of supervisory positions ranging from superintendent to project manager. The commercial building construction option and the grading and paving construction option provide the student with skill and supervisory training leading to positions at the superintendent level. Employment at these levels in the construction industry also requires job experience.

Construction Technology-Residential and Light Commercial Option—Advanced Certificate for Direct Employment

Program Identification Code: 205-10-06

Required Courses (33 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
CON 100	Principles of Construction	4	
CON 101	Building Materials	3	
CON 130	Plumbing	3	
CON 140	Electricity	3	
General Education and Support Courses			
CON 111	Commercial Blueprint Reading I	3	
CON 112	Construction Drafting I	4	
CON 162	Construction Drafting II	4	CON 112*
SPE 120	Business and Professional Communication	3	
ELEC	Mathematics Electives (6 credit hours of math at the 110 level or higher.)	6	

Suggested Course Sequence (Read down.)

CON 100	CON 101
Math elective	Math elective
CON 112	SPE 120
CON 130	CON 162
CON 111	CON 140

*For additional prerequisite information, check course section.

Construction Technology-Residential and Light Commercial Option—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 205-10-03

Required Courses (63 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

CON 100	Principles of Construction	4	
CON 101	Building Materials	3	
CON 130	Plumbing	3	
CON 140	Electricity	3	
CON 150	Concrete/Masonry	3	
CON 200	Soils and Materials Testing	3	CON 101*
CON 201	Cost Estimating	3	CON 101*
CON 202	Construction Management	3	

General Education and Support Courses

BUS 100	Introduction to Business	3	
CON 111	Commercial Blueprint Reading I	3	
CON 112	Construction Drafting I	4	
CON 162	Construction Drafting II	4	CON 112*
CSC 105	Survey of Microcomputer Uses	3	
ENG 110	Construction Surveying	3	MTH 110
MAN 110	Human Relations in Business and Industry	3	
SPE 120	Business and Professional Communication	3	
WRT 101 or 150	Writing I Practical Communications	3	WRT 100*
	Humanities and Fine Arts	3	

(See Graduation section of this catalog for associate of applied science degree course list.)

MTH ELEC Mathematics Electives 6
Complete 6 credit hours of math at the 110 level or higher

Suggested Course Sequence (Read down.)

Reading requirement	Math elective	ENG 110
CON 100	SPE 120	WRT 101 or 150
Math elective	CON 162	CON 202
CON 112	CON 140	Humanities and Fine Arts elective
CON 130	CON 200	MAN 110
CON 111	CON 201	
CON 101	BUS 100	
CSC 105	CON 150	

*For additional prerequisite information, check course section.

Construction Technology-Commercial Building Option—Basic Certificate for Direct Employment

Program Identification Code: 205-20-08

Required Courses (16 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
CON 111	Commercial Blueprint Reading I	3	
CON 171	Leadership and Motivation	1	
CON 172	Oral and Written Communication	1	
CON 173	Problem Solving and Decision-Making	1	
CON 174	Contract Documents	1	
CON 175	Planning and Scheduling	1	
CON 176	Cost Awareness and Production Control	1	
CON 177	Project Safety and Loss Prevention	1	
CON 178	Project Management	1	
CON 179	Construction Law: Changes, Claims, and Negotiations	1	
CON 180	Productivity Improvement	1	

Support Courses

MTH ELEC Mathematics Elective 3
Complete 3 credit hours of math at the 110 level or higher

Suggested Course Sequence (Read down.)

CON 111	CON 175
CON 171	CON 176
CON 172	CON 177
CON 173	CON 178
CON 174	CON 179
Math elective	CON 180

Construction Technology-Commercial Building Option—Advanced Certificate for Direct Employment

Program Identification Code: 205-20-06

Required Courses (37 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Basic Certificate Requirements		16	
Core Courses - A grade of C or better is required for graduation.			
CON 130	Plumbing	3	
CON 140	Electricity	3	
CON 150	Concrete/Masonry	3	
CON 160	Carpentry I	3	
CON 260	Carpentry II	3	CON 160

General Education Courses

Communication (See Graduation section of this catalog for associate of applied science degree course list.)	3
Science and/or Mathematics MTH Complete 3 credit hours of math at the 110 level or higher	3

Suggested Course Sequence (Read down.)

Math elective	CON 160
CON 130	CON 260
CON 140	Communication elective
CON 150	

Construction Technology-Commercial Building Option—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 205-20-03

Required Courses (68 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Commercial Building Construction Option Advanced Certificate Requirements.		37	
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

CON 112	Construction Drafting I	4	
CON 200	Soils and Materials Testing	3	CON 101*
CON 201	Cost Estimating	3	CON 101*
CON 211	Commercial Blueprint Reading II	3	CON 111
ENG 110	Construction Surveying	3	MTH 110
MAN 280	Business Organization and Management	3	BUS 100*

General Education and Support Courses

CSC 105	Survey of Microcomputers	3	
OED 251	Business Communications		OED 151
or WRT 101	Writing I		WRT 100*
or 154	Technical Communications I	3	WRT 100*
Humanities and Fine Arts (See Graduation section of this catalog for associate of applied science degree course list.)		3	
Social and Behavioral Sciences (See Graduation section of this catalog for associate of applied science degree course list.)		3	

Suggested Course Sequence (Read down.)

Reading requirement	MAN 280
ENG 110	OED 251 or WRT 101 or 154
CON 112	Humanities and Fine Arts
CSC 105	elective
CON 200	Social and Behavioral
CON 201	Sciences elective
CON 211	

*For additional prerequisite information, check course section.

Construction Technology-Grading and Paving Option—Advanced Certificate for Direct Employment

Program Identification Code: 205-30-06

Required Courses (34 Credit Hours)

Course Number	Course Title	Credit Hour	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
CON 100	Principles of Construction	4	
CON 110	Civil Blueprint Reading I	3	
CON 130	Plumbing	3	
CON 140	Electricity	3	
CON 150	Concrete/Masonry	3	
CON 160	Carpentry I	3	
CON 260	Carpentry II	3	CON 160

General Education and Support Courses

MAN 110	Human Relations in Business and Industry	3	
SPE 120	Business and Professional Communication	3	
Science and/or Mathematics		6	
MTH	Complete 6 credit hours of math at the 110 level or higher		

Suggested Course Sequence (Read down.)

CON 100	SPE 120
CON 160	CON 260
CON 110	CON 130
Math elective	Math elective
CON 140	MAN 110
CON 150	

Construction Technology-Grading and Paving Option—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 205-30-03

Required Courses (64 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Grading and Paving Construction Option
Advanced Certificate requirements 34

Core Courses - A grade of C or better is required for graduation.

BUS 100	Introduction to Business	3	
CON 200	Soils and Materials Testing	3	CON 101*
CON 201	Cost Estimating	3	CON 101*
CON 202	Construction Management	3	
CON 205	Civil Blueprint Reading II	3	CON 110
ECN 201	Microeconomic Principles	3	MTH 070

Support Courses

CSC 105	Survey of Microcomputer Uses	3	
WRT 101	Writing I		WRT 100*
or 150	Practical Communications	3	
WRT 102	Writing II		WRT 101
or 154	Technical Communications I	3	WRT 100*

General Education Courses (See Graduation Section of this catalog for associate of applied science degree course list.)

Communication	6
(Support courses satisfy this requirement.)	
Humanities and Fine Arts	3
Science and/or Mathematics	6
(MTH courses in the Advanced Certificate satisfy this requirement.)	
Social and Behavioral Sciences	3
(ECN 201 satisfies this requirement.)	

Suggested Course Sequence (Read down.)

Reading requirement	BUS 100
WRT 101 or 150	CON 202
CSC 105	WRT 102 or 154
CON 200	Humanities and Fine
CON 205	Arts elective
CON 201	ECN 201

*For additional prerequisite information, check course section.

Pre-Architecture—Technical Certificate

Program Identification Code: 205-40-05

Required Courses (30-31 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101
PHY 121	Introductory Physics I	5	MTH 070*
Support Courses			
MTH 160 or 150 and 155	Precalculus College Algebra Trigonometry	5-6	MTH 130* MTH 130* MTH 150*
ELEC	Electives (Complete 2 courses from the Humanities and Fine Arts general education category in the Graduation section of this catalog for associate of science degree course list.)	6	
ELEC	Other Electives Complete one of the following options: Option 1: Drafting. (Recommended for students who wish to prepare for techniques in drafting.) CON 112 and 162.	8	

Option 2: Science and Technology.

Select from any transferable courses in AST, BIO, CHM, CSC, GEO 101, GEO 102, GLG, MTH (courses numbered higher than 160)
PHY 122, 210, 216, 221, 230

General Education Courses

Communication (Core courses satisfy this requirement.)	3
Science and/or Mathematics (Support courses satisfy this requirement.)	3

Architecture Electives

ARCH 112, 114, and 118 are pre-professional courses at the University of Arizona which should be taken concurrently with the above courses at Pima Community College. See a drafting adviser for additional information.

Suggested Course Sequence (Read down.)

Drafting or Science option	Drafting or Science option
WRT 101	WRT 102
Humanities and Fine Arts elective	Humanities and Fine Arts elective
Math option	PHY 121
ARCH (U of A)	ARCH (U of A)
ARCH (U of A)	

*For additional prerequisite information, check course section.

Students meeting writing and/or mathematics requirements must see a pre-architecture faculty adviser.



Court Administration Program

The Court Administration program areas offer educational options for possible employment within the court systems. These options may serve at least three types of students: pre-service, in-service, and transfer. Students may gain skills to secure employment, upgrade their present skills, or transfer to a baccalaureate granting institution.

Students in these programs should enroll in the core courses and general education courses that are required.

Students who enter the Court Administration programs must see a Court Administration faculty adviser.

Those who plan to transfer should follow the general education requirements of the four-year college they wish to attend. They must also take the core courses in their major area. It is the student's responsibility to get the correct program information from the college of his or her choice.

Court Administration—Advanced Certificate for Direct Employment

Program Identification Code: 210-00-06

This program is designed to provide basic skills in Court Administration. Field experience is required.

Required Courses (30 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
AJS 101	Introduction to the Administration of Justice Systems	3	
CAP 101	Survey of Court Systems/Court Administration I	3	
CAP 290	Court Administration Specialized Field Experience	3	*
CSC 105	Survey of Microcomputer Uses	3	
RIM 132	Records Management: Filing Systems	3	

Support Courses

ELEC	Social and Behavioral Sciences Electives	6
	Complete two of the following:	
	ANT 206	
	HIS 105, 148, 150, 160, 170	
	SOC 101, 120	
ELEC	Speech Electives	3
	Complete one of the following:	
	SPE 102, 110, 120	

General Education Courses

Communication

WRT 100	Writing Fundamentals	
or 150	Practical Communications	3

Science and/or Mathematics 3

MTH Determined by assessment test

Suggested Course Sequence

See a court administration faculty adviser.

*For additional prerequisite information, check course section.

Court Administration—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 210-00-03

Required Courses (66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

AJS 101	Introduction to Administration of Justice Systems	3	
CAP 101	Survey of Court Systems/Court Administration I	3	
CAP 201	Survey of Court Systems/Court Administration II	3	CAP 101
CAP 210	Judicial System Communications	3	WRT 100*
CAP 290	Court Administration Specialized Field Experience	3	*
CSC 105	Survey of Microcomputer Uses	3	
MAN 122	Supervision	3	
RIM 132	Records Management: Filing Systems	3	

Support Courses

POS 110	American National Government and Politics	3	
POS 130	American State and Local Governments and Politics	3	
SOC 101	Introduction to Sociology	3	
SOC 120	Current United States Social Problems	3	SOC 101
ELEC	Multi-Cultural Experience Electives	6	
	Complete two of the following:		
	ANT 206		
	HIS 105, 148, 150, 160, 170		
ELEC	Speech Electives	3	
	Complete one of the following:		
	SPE 102, 110, 120		
ELEC	Other Electives	6	
	Complete two of the following:		
	AJS 109, 115, 123		
	BUS 200		
	OED 111		
	PAD 105		

General Education Courses

Communication

WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

Humanities and Fine Arts

3

Complete one of the following:

DRA 140, 141

Foreign Language at the 100 level
or higher

HUM 251, 252, 253

LIT 260, 265

PHI 101, 102, 120

Science and/or Mathematics

6

Complete two of the following:

ACC 100, 101, 102

AST 101, 102, 111, 112

BIO 160, 201, 202,

204, 205, 242, 243

BUS 151

CHM 121, 130, 140, 141, 151, 152

GEO 101, 102

GLG 101, 102

MTH 110, 115, 120, 125, 130

150, 155, 160, 170, 175, 180

185, 210, 215, 219

PHY 101, 102, 105, 121, 122,

210, 216, 221, 230

Social and Behavioral Sciences

3

(Satisfied by support courses.)

Suggested Course Sequence

See a court administration faculty adviser.

*For additional prerequisite information, check course section.

Dental Assisting Education

Theoretical and practical preparation is provided to qualify graduates for immediate employment as dental assistants in hospitals, clinics and dental offices.

The total program may be completed within two semesters. A minimum of 336 hours of clinical procedures in affiliated dental clinics and/or private dental offices will be completed during the second semester of study. Students who complete this program will graduate with an advanced certificate from Pima Community College and will be eligible to take the national certification examination and state oral radiography licensure examination.

Acceptance Into Program:

- Completion of college and health related professions program acceptance requirements.
- One semester of high school or college biology or zoology.
- Personal conference with a program faculty adviser.

General Requirements:

- Total credit: 38 credit hours.
- Work in residence: minimum, 32 credit hours of major (DAE) courses to be completed in residence or challenged. (Approval required by program coordinator.)

Restrictions:

- Correspondence study: maximum, 9 credit hours.
- Extension study: maximum, 6 credit hours (including correspondence study).

Minimal Grade Achievement:

- All DAE and general education courses in the certificate program must be completed with a "C" grade or better.

Dental Assisting Education—Advanced Certificate For Direct Employment

Program Identification Code: 215-00-06

Students in this program should enroll in a special section of HCA 154. This course should be taken during the first semester of the program.

Required Courses (38 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
DAE 160	Orientation to Dental Care	1	*
DAE 161	Biomedical Dental Science	3	*
DAE 162	Dental Assisting I	3	*
DAE 163	Oral Radiography	3	*
DAE 164	Dental Materials	3	*
DAE 165	Pre-Clinical Procedures	2	*
DAE 166	Dental Assisting II	3	DAE 160*
DAE 167	Dental Assisting III	3	DAE 161*
DAE 168	Clinical Procedures	8	DAE 161*
HCA 154	Introduction to Health Care	3	

General Education Courses

Communication 3
Complete WRT 150.

Science and/or Mathematics 3
(MTH 060 or higher fulfills this requirement or choose a science course from the associate of applied science course list in the Graduation section of this catalog.)

Suggested Course Sequence (Read down.)

WRT 150	DAE 164
HCA 154	DAE 165
DAE 160	DAE 166
DAE 161	DAE 167
DAE 162	DAE 168
DAE 163	Mathematics or Science elective

*For additional prerequisite information, check course section.

Dental Hygiene

This curriculum provides the theoretical and practical preparation to qualify graduates for positions in general and specialty dental offices, hospitals, schools, and public health agencies. The program consists of four semesters on campus with one summer session. The program is accredited by the Commission on Dental Accreditation, a specialized accrediting body

recognized by the Council of Post-secondary Accreditation and the United States Department of Education. Accreditation will enable graduates to take the written and practical examinations for licensure in this jurisdiction and in others. Graduates receive an Associate of Applied Science Degree.

Requirements for entry into the program

- Completion of Pima Community College application.
- Completion of Dental Hygiene application.
- High School transcript or G.E.D. scores and, if applicable, official college transcripts.
- Minimum college-defined competency in reading of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment.
- Minimal College defined competency in math. At least MTH 070 or equivalent.
- Completion of the following courses with a grade of "C" or better prior to entry into the Dental Hygiene Program. Course numbers and titles apply to Pima Community College. BIO courses must be completed within the last six years.
 - BIO 201 - Human Anatomy and Physiology I
 - BIO 202 - Human Anatomy and Physiology II
 - BIO 205 - Microbiology
 - CHM 140 - Fundamentals of Organic and Biochemistry (Requires CHM 130, high school Chemistry within the last 3 years or consent of instructor.)
- Attend any required orientation/information session.
- Interview and acceptance by the Health Related Professions Selections Committee.

Applicants are responsible for submitting application materials to:

Admissions Secretary For Allied Health Programs
Pima County Community College District
2202 West Anklam Road
Tucson, Arizona 85709-0080

General Requirements

Total required credits: 64 credit hours

Work in residence: Minimum of 46 credit hours in the major (DHE) course to be completed in residence.

Restrictions

Correspondence and extension study from an accredited institution is limited and subject to approval by the program director.

Minimal Grade Achievement and Program Progression

All required DHE courses must be completed successfully each semester to be permitted to enroll in the next semester's DHE courses.

Dental Hygiene—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 220-00-03

Required Courses (64 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (Satisfied by program prerequisites.)		

Core Courses - A grade of C or better is required for graduation.

DHE 101	Dental Care Basics	3	*
DHE 104	Dental And Oral Morphology	2	*
DHE 107	Oral Embryology And Histology	2	*
DHE 110	Computers And Dental Practice	2	*
DHE 113	Pre-Clinical Dental Hygiene I	4	DHE 101*
DHE 116	Oral Radiography	3	DHE 101*
DHE 119	Periodontology	1	DHE 101*
DHE 121	Nutrition and Preventive Dentistry	3	DHE 101*
DHE 124	Clinical Dental Hygiene II	3	*
DHE 127	Dental Materials	3	*
DHE 201	Clinical Dental Hygiene III	5	*
DHE 204	Oral Pathology	2	*
DHE 207	Pharmacology and Pain Control	4	*
DHE 210	Clinical Dental Hygiene IV	4	DHE 201*
DHE 213	Advanced Periodontal Services	2	DHE 201*
DHE 216	Community and Dental Health Education	3	DHE 201*

Support Courses

WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101
SOC 101	Introduction to Sociology	3	
SPE 102	Introduction to Oral Communication	3	
PSY 100A	Psychology I	3	

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Support courses satisfy this requirement.)	6
Humanities and Fine Arts	3

Science and/or Mathematics (Satisfied by entry requirements for program.) 6

Social and Behavioral Sciences (Support courses satisfy this requirement.) 3

Suggested Course Sequence (Read Down.)

WRT 101	DHE 116	DHE 201
DHE 101	DHE 119	DHE 204
DHE 104	DHE 121	DHE 207
DHE 107	DHE 124	PSY 100A
DHE 110	DHE 127	DHE 210
WRT 102	SOC 100	DHE 213
DHE 113	SPE 102	DHE 216
		Humanities and Fine Arts elective

*For additional prerequisite information, check course section.

Dental Laboratory Technology

The total program is made up of four semesters of classes. It includes 1,492 clock hours of laboratory practice. Graduates will receive an associate of applied science degree with a major in dental laboratory technology. Graduates will be allowed to take the National Board for Certification in Dental Laboratory Technology's Recognized Graduate Exam. After two years of practical work experience, the recognized graduate will be allowed to take the Certified Dental Technician practical exam given by the National Board for Certification in Dental Laboratory Technology.

Prospective candidates seeking admission into the dental laboratory technology program are required to complete the following application procedure prior to entry into the program:

1. Complete Pima Community College application.
2. Complete program application.
3. Submit high school transcript or GED and, if applicable, official college transcripts. Candidates must be high school graduates to meet the requirements of the Council on Education and Accreditation of the American Dental Association.
4. Complete general aptitude test battery, administered and interpreted in Student Development and the Reading Department.
5. When steps 1 through 4 are completed, a conference with the program facilitator is recommended to review the results and, if necessary, the alternatives available.

6. All completed applications will be dated and the first 16 who meet minimum established requirements of steps 4 and 5 above will be accepted.
7. All additional qualified applicants will be placed, by date of completed application, on an alternate list and will be accepted in the event that previously accepted applicants do not take their seats in the class. All alternates not accepted into the program must re-submit and update their program application for the following year.

Applicants must demonstrate reading competency at the level of REA 112 (12th grade level) or higher to qualify for graduation from the DLT program.

Dental Laboratory Technology—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 225-00-03

Required Courses (70 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
DLT 101	Dental Morphology	3	*
DLT 102	Nonmetallic Dental Materials	3	DLT 101*
DLT 103	Complete Dentures	4	DLT 101*
DLT 104	Dental Laboratory I	4	DLT 101*
DLT 105	Partial Denture Construction	4	DLT 101*
DLT 106	Orthodontics and Maxillofacial Construction	3	DLT 101*
DLT 108	Laboratory Management	3	DLT 101*
DLT 201	Dental Laboratory II	3	DLT 101*
DLT 202	Dental Metallurgy I	3	DLT 101*
DLT 203	Fixed Bridgework	4	DLT 101*
DLT 204	Dental Laboratory III	3	DLT 101*
DLT 206	Dental Ceramics	4	DLT 101*
DLT 207	Advanced Dental Laboratory Technology	6	DLT 101*

Support Courses

CHM 130	Fundamental Chemistry	5	
MAN 124	Small Business Management	3	
MAN 110	Human Relations in Business and Industry	3	
PHY 101	Technical Physics I	3	MTH 060*
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Support courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences (Support courses satisfy this requirement.)	3

Suggested Course Sequence (Read down.)

Reading requirement	DLT 104	DLT 203
WRT 101	DLT 105	MAN 110
CHM 130	DLT 106	Humanities and Fine Arts elective
PHY 101	DLT 108	DLT 204
DLT 101	MAN 124	DLT 206
DLT 102	DLT 201	DLT 207
DLT 103	DLT 202	WRT 102

*For additional prerequisite information, check course section.

Design

The Pima Community College Design Program offers a series of highly practical courses that may lead to apprenticeship and direct employment in the professional field of Interior Design.

The design educational experience is articulated through a four semester, pre-professional system which offers degree certification through a basic

certificate in Interior Design, available after the successful completion of two semesters of study. An advanced certificate in Interior Design is available after the successful completion of three semesters of study and finally, an associates of arts degree in Interior Design is available after the successful completion of four semesters of study.

The pre-professional Interior Design Program track also provides the interior design student with the skills, techniques, and experiences needed to acquire professional employment. The educational process of experience will include addressing issues involving the design, specification and construction of interior spaces, furnishings, and accessories. Included topics for discussion are contract administration, programming, conceptual design, contract documentation, project management and evaluation. Interior designers help create aesthetic and functional living, working, and playing conditions through the use of color, furnishings, fabrics, finishes, daylighting, and plantscaping.

The Interior Design program is designed primarily to prepare students for professional placement but also provide supplemental educational enhancement, cultural enrichment, and personal interest development. In addition, all course work is designed to interface and augment extended study in related design disciplines such as pre-architectural drafting, advertising graphics, fashion design, and landscape architecture.

Interior Design—Basic Certificate

Program Identification Code: 230-10-08

Required Courses (19 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
DES 111	Fundamentals of Design	3	
DES 112	Construction Drafting I	4	
DES 122	Graphic Communication I	3	
DES 150	Programming and Planning for Design	3	
DES 151	Structural Concepts	3	
DES 152	Color and Lighting Theory	3	

Suggested Course Sequence (Read down.)

DES 111	DES 150
DES 112	DES 151
DES 122	DES 152

Interior Design—Advanced Certificate

Program Identification Code: 230-10-06

Required Courses (47 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
DES 111	Fundamentals of Design	3	
DES 112	Construction Drafting I	4	
DES 122	Graphic Communication I	3	
DES 150	Programming and Planning for Design	3	
DES 151	Structural Concepts	3	
DES 152	Color and Lighting Theory	3	
DES 210	Marketing for Designers	3	
or 230	Business/Professional Practices	3	
DES 212	History of Design	3	
DES 220	Interior Methods and Materials	3	
DES 222	Graphic Communication II	3	DES 122
DES 255	Spatial Design Concepts	3	DES 122
DES 256	Human/Environmental Factors	3	DES 122

Support Course

CAD 100	Computer Aided Drafting I for Construction	4	
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General Education Courses (See Graduation section of this catalog for advanced certificate course list.)

Communication	3
	Select one course from the following: OED 151, 251 SPE 120 WRT 100, 101, 102, 150, 154

Science and/or Mathematics	3
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Suggested Course Sequence (Read down.)

DES 111	DES 212	DES 210 or 230
DES 112	CAD 100	DES 256
DES 122	DES 222	General elective
DES 150	DES 220	Mathematics/Science
DES 151	DES 255	elective
DES 152		Communication
		elective

Interior Design—Associate of Applied Arts Degree for Direct Employment

Program Identification Code: 230-10-09

Required Courses (65 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

DES 111	Fundamentals of Design	3	
DES 112	Construction Drafting I	4	
DES 122	Graphic Communication I	3	
DES 150	Programming and Planning for Design	3	
DES 151	Structural Concepts	3	
DES 152	Color and Lighting Theory	3	
DES 212	History of Design	3	
DES 220	Interior Methods and Materials	3	
DES 222	Graphic Communication II	3	DES 122
DES 255	Spatial Design Concepts	3	DES 122
DES 256	Human/Environmental Factors	3	DES 122

Support Courses

CAD 100	Computer Aided Drafting I for Construction	4	
DES 210	Marketing for Designers	3	
DES 215 or FDC 126	Interior Plantscape Design Textiles	3	
DES 230	Business/Professional Practices	3	

General Education Courses (See Graduation section of this catalog for associate of applied arts degree course list.)

Communication		6	
	Select 3 credits from WRT 101 or 150.		
	Select 3 credits from WRT 102 or 154.		

Humanities and Fine Arts	6	
Science and/or Mathematics	3	
Social and Behavioral Sciences	3	
Complete MAN 110.		

Suggested Course Sequence (Read down.)

Reading requirement	DES 212	Science/Mathematics elective
DES 111	CAD 100	DES 210
WRT 101 or 150	WRT 102 or 154	DES 256
DES 112	Humanities and Fine Arts elective	Humanities and Fine Arts elective
DES 122	DES 222	MAN 110
DES 150	DES 220	
DES 151	DES 255	
DES 215 or FDC 126	DES 230	
DES 152		

Drafting Technology

This two-year program, which leads to an associate of applied science degree, allows the students to develop skills which prepare them for careers in drafting as found in several types of industry. Also available is a one-year technical drafting certificate program.

Drafting, Electro-Mechanical/Mechanical—Technical Certificate

Program Identification Code: 235-10-05

Required Courses (31-32 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
DFT 150	Technical Drafting I	4	
DFT 151	Technical Drafting II	4	DFT 150
DFT 154	Electronic Drafting	4	DFT 150*
DFT 180	Computer Aided Drafting I	4	DFT 150*
DFT 240	Manufacturing Processes I	3	

Support Courses

MTH 120	Technical Mathematics II	3	MTH 110
ELEC	Technical Electives	3-4	
	Complete one of the following:		
	DFT 199, 201, 211, 261, 299		
	MAC 110		
	ETR (any course 100 or higher)		
	ENG (any course)		

General Education Courses

Communication

WRT 101	Writing I		WRT 100*
or 150	Practical Communications	3	

Science and/or Mathematics

MTH 110	Technical Mathematics I	3	MTH 060*
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Suggested Course Sequence (Read down.)

WRT 101 or 150	DFT 151
MTH 110	DFT 180
DFT 150	DFT 154
DFT 240	MTH 120
Technical elective	

*For additional prerequisite information, check course section.

Drafting, Electro-Mechanical or Mechanical— Associate of Applied Science Degree

Program Identification Code: 235-20-03

Required Courses (61-63 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

DFT 150	Technical Drafting I	4	
DFT 151	Technical Drafting II	4	DFT 150
DFT 154	Electronic Drafting	4	DFT 150*
DFT 180	Computer Aided Drafting I	4	DFT 150*
DFT 211	Advanced Computer Aided Drafting: Three-Dimensional	4	DFT 180*
DFT 240	Manufacturing Processes I	3	
DFT 245	Manufacturing Processes II	3	

Complete one of the following options:

Option 1:

For Electro-Mechanical Drafting

Majors:

DFT 254	Computer Aided Drafting: Electro-Mechanical Design	4	DFT 151*
DFT 270	Computer Aided Drafting: Microelectric Design	4	DFT 245*

Option 2:

For Mechanical Drafting Majors:

DFT 256	Computer Aided Drafting: Mechanical Design I	4	DFT 151*
DFT 257	Computer Aided Drafting: Mechanical Design II	4	DFT 256*

Support Courses

PHY 101	Technical Physics I	3	MTH 060*
ELEC	Technical Electives	6-8	
	Complete two of the following:		
	DFT 199, 201, 261, 299		
	MAC 110		
	ETR (any course 100 or higher)		
	ENG (any course)		

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication

WRT 101	Writing I		WRT 100*
or 150	Practical Communications	3	
WRT 102	Writing II		WRT 101
or 154	Technical Communications I	3	WRT 100*

Humanities and Fine Arts

3

Science and/or Mathematics			
MTH 110	Technical Mathematics I	3	MTH 060*
MTH 120	Technical Mathematics II	3	MTH 110
Social and Behavioral Sciences			
MAN 110	Human Relations in Business and Industry	3	

Suggested Course Sequence (Read down.)

Reading requirement	MTH 120	DFT 270 or 257
DFT 150	WRT 102 or 154	(Option 1 or 2)
MTH 110	DFT 254 or 256	DFT 245
WRT 101 or 150	(Option 1 or 2)	MAN 110
DFT 151	DFT 240	Humanities and Fine
Technical elective	DFT 211	Arts elective
DFT 154	PHY 101	Technical elective
DFT 180		

*For additional prerequisite information, check course section.

Drama

The drama program, leading to an associate of arts degree, prepares students for transfer to a four-year college, leading to a bachelor of arts in drama production, drama education, or drama theory. This program provides extensive experience and training in performing and all other areas of drama production.

Drama—Associate of Arts Degree for Transfer

Program Identification Code: 240-00-01

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Because the University of Arizona will accept only 72 credit hours for transfer, transfer students should carefully plan their course work with a drama department faculty adviser.

Required Courses (72-73 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation:			
DRA 103	Voice and Movement for the Actor I	1	
DRA 104	Voice and Movement for the Actor II	1	DRA 103
DRA 111	Stagecraft	2	
DRA 112	Stagecraft Laboratory	1	*
DRA 113	Stagecraft Crew	1	*
DRA 115	Makeup	1	
DRA 140	History of Theater I	3	
DRA 141	History of Theater II	3	
DRA 149	Introduction to Acting I	3	
DRA 151	Introduction to Acting II	3	DRA 103*
DRA 220	Stage Lighting	2	*
DRA 221	Stage Lighting Laboratory	1	*
DRA 222	Stage Lighting Crew	1	*
DRA 245	Principles of Dramatic Structure	3	*
DRA ELEC	Complete one of the following options after consulting a drama department faculty adviser:	6	
Option 1:			
DRA 118	Basic Theater Graphics	2	
DRA 223	Scene Design	2	DRA 118*
DRA 224	Scene Design Laboratory	1	DRA 118*
DRA 225	Scene Design Crew	1	DRA 118*
Option 2:			
DRA 250	Intermediate Acting I	3	DRA 103*
DRA 251	Intermediate Acting II	3	DRA 104*

General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition	6
Humanities and Fine Arts	9
Biological and Physical Sciences	8
Mathematics (MTH 150 or above)	3
Social and Behavioral Sciences	9
Other Requirement options	5-6

Suggested Course Sequence

See a drama department faculty adviser.

*For additional prerequisite information, check course section.

Early Childhood Education

Two programs are offered in early childhood education for direct employment: teacher aide/assistant and teacher-director. Certificates are awarded to those successfully completing the teacher aide/assistant program. The teacher-director program leads to an associate of applied science degree.

Programs may also be arranged for transfer to either Arizona or out-of-state universities in the following areas: child development and family relations, elementary education, secondary education, special education and early childhood education. Students should first consult the catalog of the institution to which they plan to transfer to determine requirements for the first two years. They should arrange their transfer program with an adviser, using this catalog information. (See Education section.)

Teacher Aide/Assistant—Advanced Certificate For Direct Employment

Program Identification Code: 245-10-06

Required Courses (33 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
ECE 106 or 117	The Growing Years Child Growth and Development	3	REA 112*
ECE 108	Literature/Social Studies for Children	3	
ECE 110	Communication and Language: Early Literacy for Children	3	
ECE 112	Music/Art for Children	3	
ECE 118	Introduction to Education	3	REA 112*
ECE 124	Math/Science for Children	3	MTH 060
ECE 126	Teaching Techniques	3	REA 112*
ECE 128	Preschool Education	3	
ECE 199	Co-op Related Class in ECE	1	*
ECE 199	Co-op Work in ECE	2	*

Support Course

WRT 100	Writing Fundamentals	3	WRT 070*
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General Education Courses (See Graduation section of this catalog for advanced certificate course list.)

Communication (Support course satisfies this requirement.)	3
Science and/or Mathematics	3

Suggested Course Sequence

See an early childhood education faculty adviser.

*For additional prerequisite information, check course section.

Teacher/Director—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 245-20-03

Required Courses (63 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ECE 106 or 117	The Growing Years Child Growth and Development	3	REA 112*
ECE 107	Human Development and Relations	3	REA 112*
ECE 108	Literature/Social Studies for Children	3	
ECE 110	Communication and Language: Early Literacy for Children	3	
ECE 111	Special Education for Children	3	REA 112*
ECE 112	Music/Art for Children	3	
ECE 114	Effective Parenthood	3	
ECE 118	Introduction to Education	3	REA 112*
ECE 120	Supervision and Administration of Early Childhood Programs	3	MTH 060*
ECE 124	Math/Science for Children	3	MTH 060
ECE 126	Teaching Techniques	3	REA 112*
ECE 128	Preschool Education	3	
ECE 130	Day Care Programs	3	
ECE 199	Co-op Related Class in ECE	1	*
ECE 199	Co-op Work in ECE	2	*
ECE 299	Co-op Related Class in ECE	1	ECE 199*
ECE 299	Co-op Work in ECE	2	ECE 199*

Support Course

FSN 124	Nutrition for the Young Child	3	
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General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication	6
Complete WRT 101.	
Choose one additional course from the following:	
OED 151, 251	
SPE 120	
WRT 100, 102, 150, 154	
Humanities and Fine Arts	3
Science and/or Mathematics	6
Social and Behavioral Sciences	3
(Core courses satisfy this requirement.)	

Suggested Course Sequence

See an early childhood education faculty adviser.

*For additional prerequisite information, check course section.

Education

Education—Associate of Arts Degree for Transfer

Program Identification Code: 250-00-01

This associate of arts degree is for students planning to enter one of the following fields of education: elementary, early childhood, special or secondary (and at the University of Arizona, Rehabilitation). It is important to begin your foreign language, writing, and mathematics courses in your first semester. See an Education Faculty adviser.

If you do not plan to complete an associates of arts degree in education from Pima Community College prior to transferring to a College of Education at a university, please see an Education Faculty adviser and obtain a transfer guide.

Special attention was given to this degree program for transfer to the University of Arizona. See an adviser for information concerning transfer to Arizona State University or Northern Arizona University. Students should follow the requirements of the upper division school to which they plan to transfer. **ADMISSION TO THE COLLEGE OF EDUCATION AT THE UNIVERSITY OF ARIZONA IS COMPETITIVE. STUDENTS SHOULD MEET WITH THE EDUCATION FACULTY ADVISER TO OBTAIN TRANSFER**

INFORMATION FOR THE UNIVERSITY OF THEIR CHOICE. Students may transfer 72 credits to the University of Arizona but may only transfer 64 credits to Arizona State University, and only 70 credits may transfer to Northern Arizona University.

Students must also pass the Pre-Professional Skills Test (PPST) to enroll in Arizona State University, Northern Arizona University, or the University of Arizona College of Education.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (60-66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ECE 118 or 296	Introduction to Education Independent Studies in Early Childhood Education		REA 112*
ECE 126	Teaching Techniques	3	REA 112*

Support Courses

FOREIGN LANGUAGE REQUIREMENT	Completion of four semesters of a transferable language course is required by all three state universities. Bilingual or international students should consult an adviser concerning exceptions to this requirement. If a student satisfies the language requirement in fewer than 16 credits, additional credit hours of transferable electives must be completed to meet the minimum associate degree requirement of 60 credit hours. See an Education faculty adviser.	4-16	
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ART REQUIREMENT: 3-6

All Education students, select one course from the following:
ART 100, 110, 115, 120, 130, 131;
MUS 102, 105, 108, 109, 116, 117,
120, 121, 125 and 127, 130,
131, 151

Elementary Education students only
Elementary education students should see an adviser prior to selecting one additional course from:
ART 100, 110, 115, 120, 130, 131
MUS 130, 131, 151

LITERATURE REQUIREMENT: 3

Select one course from the following list:
LIT 260, 266, 267

NON-WESTERN CIVILIZATION REQUIREMENT: 3

Select one course from the following list:
ANT 205, 206;
ARC 205;
HIS 122, 124, 148, 170;
HUM 260
REL 234

General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition	6
Humanities and Fine Arts (Support course fulfills 3 credits of this requirement.) Complete two courses from one of the following options: Option 1 - ART 130 and 131 Option 2 - HIS 101 or 102 and one from: HIS 141, 142, 160, 161 Option 3 - HUM 251, 252, 253 Option 4 - HUM 110 and 111	9
Biological and Physical Sciences	8

Elementary education majors are required to complete at least 8 credits from two of three categories:

- 1) Biology
- 2) Chemistry and Physics
- 3) Astronomy, Geography, and Geology.

Secondary and Rehabilitation education majors are encouraged to complete all 8 credit hours (both classes) in the same lab science. See an adviser.

Mathematics 3

(Complete MTH 150 or above.)

Social and Behavioral Sciences 9

(Select three courses from social and behavioral sciences section under the Graduation section of this catalog.)

The following are suggestions:

1. For Teacher certification at any university, complete either POS 110 and 130 (6 credits) or POS 112 (3 credits).
2. If the student plans to transfer to the University of Arizona, one course must include unique content in matters of gender, class, race, or ethnicity. Currently HIS 105, 127, 150, HUM 260, SOC 201, and 204 fulfill this requirement.
3. If the student plans to attend Northern Arizona University, 4 of the 9 credits must be PSY 101.
4. See an adviser.

Other Requirement Options 5-6

(Support courses fulfill this requirement.)

Suggested Course Sequence

Foreign Language course

Math course

Writing course

For the remaining sequence, see an education faculty adviser.

*For additional prerequisite information, check course section.

Electronics Technology

The electronics technology curriculum offers many opportunities for students. The certificate program enables students to develop basic electronic skills needed to enter the job market. These credits may be applied towards the AAS degree. The Electronics Technology two-year associate of applied science degree program is for present job skills, preparing for a job, and qualifying for a better job. The program also offers the associate of science degree for students who wish to continue their education at a four-year college or university. In addition, certificates of competency in several areas of the electronics industry can be earned.

Throughout the program, emphasis is placed on practical professional training. Extensive laboratory experiences are offered to reinforce classroom theory and develop skills in the use of basic test equipment. Up-to-date trainers and test equipment are available for use by students in advanced and specialized courses. Advisers for the Electronic Technology programs are available on the West Campus.

Students should plan to take their assessment tests in reading, writing and mathematics prior to registering. Students not qualified to enroll in MTH 115 shall be considered to have preprogram status and may wish to consider ETR 100, Exploring Electronics, as a complementary course during this period. The Pima College reading requirement must be completed prior to the beginning of the second year. (See graduation requirements in this catalog.)

Program options available:

Electronics Technology - Basic Certificate for Direct Employment

Electronics Technology - Associate of Applied Science Degree for Direct Employment

Electronics Technology - Associate of Science Degree for Transfer
Microcomputer Technician - See Microcomputer Technician

- Advanced Certificate for Direct Employment
- Associate of Applied Science Degree for Direct Employment

Electronics Technology—Basic Certificate for Direct Employment

Program Identification Code: 255-00-08

The Basic Certificate program is designed to prepare students for the Electronics Technology Associate of Applied Science Degree or to enable students to obtain limited entry level positions in some electronics or electronics-related industries.

Required Courses (33 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.**		

Core Courses - A grade of C or better is required for graduation.

ETR 101	Basic DC Electronic Circuit Analysis	3	MTH 115*
ETR 102	Basic AC Electronic Circuit Analysis	3	ETR 101*
ETR 105	Electronic Circuits	6	ETR 102*
ETR 110	Digital Electronics	3	MTH 115
ETR 122	Electronic Construction and Assembly	3	ETR 102*
ETR 124	Electronic Measurements	3	ETR 105*
ETR 160	Microcomputers and Programming Techniques	3	MTH 070

General Education and Support Courses

MTH 115	Electronics Mathematics	3	MTH 070
MTH 125	Electronics Mathematics Applications	3	MTH 115
WRT 101 or 150	Writing I Practical Communications	3	WRT 100*

Suggested Course Sequence (Read down.)

Reading requirement	MTH 125
WRT 101 or 150	ETR 102
MTH 115	ETR 105
ETR 101	ETR 124
ETR 110	ETR 122
ETR 160	

*For additional prerequisite information, check course section.

**College reading requirement recommended for students planning to enter the Electronics Technology Associate of Applied Science Degree program.

Electronics Technology—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 255-00-03

The Electronics Technology degree program allows the student to concentrate studies in a broad area of electronics. Certificates of competency can be earned in Communications, Digital, Instrumentation and Process Control, and Home Entertainment Equipment Repair. The Communications emphasis is designed for students interested in the area of microwave transmission and reception. In addition, this emphasis will also allow the student to prepare for the National A.R.T.E. certification. The Digital emphasis is designed for students interested in the area of microcomputer operations, peripheral equipment, data transmission and electrical characteristics associated with all aspects of digital electronics. The Instrumentation and Process Control emphasis is designed for students interested in the area of mechanical and electronic interfacing of components such as servos, stepper motors and linear actuators. The Home Entertainment Repair emphasis is designed for students interested in repairing home entertainment equipment such as televisions, turntables and tape decks.

Required Courses (63-68 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ETR 101	Basic DC Electronic Circuit Analysis	3	MTH 115*
ETR 102	Basic AC Electronic Circuit Analysis	3	ETR 101*
ETR 105	Electronic Circuits	6	ETR 102*
ETR 110	Digital Electronics	3	MTH 115
ETR 122	Electronic Construction and Assembly	3	ETR 102*
ETR 124	Electronic Measurements	3	ETR 105*
ETR 160	Microcomputers and Programming Techniques	3	MTH 070
ETR 230	Linear Integrated Circuits	6	ETR 105
ETR 250	Digital Devices	4	ETR 105*
ETR 251	Analog Circuits	4	ETR 230*

ETR ELEC Electronic Electives** 7-12 *

Complete at least two of the following:
 ETR 104, 130, 132, 133, 143, 150 or any 200 level courses.
 (**If the student desires to receive an associate of science degree with emphasis on Communications, Digital, Instrumentation and Process Control or Home Entertainment Equipment Repair, the applicable ETR electives shown below must be taken.)
 Communications: ETR 133, 235, 265, 266, (ETR 290 recommended)
 Digital: ETR 255, 256
 Instrumentation and Process Control: ETR 270, 276
 Home Entertainment Equipment Repair: ETR 143, 150

Support Courses

MTH 115	Electronic Mathematics	3	
MTH 125	Electronic Mathematics Applications	3	MTH 115
WRT 101 or 150	Writing I Practical Communications	3	WRT 100*
WRT 102 or 154	Writing II Technical Communications I	3	WRT 101 WRT 100*

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Support courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences	3

Suggested Course Sequence (Read down.)

Reading requirement	ETR 102	ETR 230
WRT 101 or 150	ETR 105	ETR 250
MTH 115	ETR 124	ETR 251
ETR 101	ETR 122	Social and Behavioral
ETR 110	WRT 102 or 154	Sciences elective
ETR 160	Humanities and	ETR electives
MTH 125	Fine Arts elective	

*For additional prerequisite information, check course section.

Electronics Technology—Associate of Science Degree for Transfer

Program Identification Code: 255-00-02

This program is intended for transfer to Arizona State University or Northern Arizona University. If you plan to transfer to the University of Arizona, you should see an adviser.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (68 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ENG 102	Problem-Solving and Engineering Design	3	MTH 180*
ENG 170	Problem-solving Using Computers	3	ENG 102
ETR 101	Basic DC Electronic Circuit Analysis	3	MTH 115*
ETR 102	Basic AC Electronic Circuit Analysis	3	ETR 101*
ETR 105	Electronic Circuits	6	ETR 102*
ETR 255	Microcomputer Systems I	4	ETR 160*

Support Courses

ECN 201	Microeconomic Principles	3	MTH 070
ECN 202	Macroeconomic Principles	3	MTH 070
MTH 160	Precalculus	5	MTH 130*
MTH 180	Analytical Geometry and Calculus I	5	MTH 155*
MTH 185	Analytical Geometry and Calculus II	4	MTH 180
MTH 215	Analytical Geometry and Calculus III	4	MTH 185
PHY 121	Introductory Physics I	5	MTH 070*
PHY 122	Introductory Physics II	5	PHY 121

General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition	6
Humanities and Fine Arts	6
Select 3 credits from:	
ART 130, 131	
DRA 140, 141	
HUM 251, 252, 253	
and select 3 credits from:	
HUM 260	
REL 234, 130	
Biological and Physical Sciences (Support courses satisfy this requirement.)	8-10
Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences (Support courses satisfy this requirement.)	6
Other Requirement Options (Support courses satisfy this requirement.)	8-10

Suggested Course Sequence

See an electronics faculty adviser.

*For additional prerequisite information, check course section.

Emergency Medical Technology

This curriculum provides the theoretical and practical preparation to qualify graduates for three levels of service: (1) the basic certificate for the emergency medical technician, ambulance (EMT-A); (2) the technical certificate for the intermediate emergency technician (IEMT) and (3) the advanced certificate for the paramedic.

Emergency Medical Technology—Basic Certificate for Direct Employment

Program Identification Code: 260-00-08

Basic (EMT-A) Certificate

This seven-credit course consists of 130 clock hours of instruction providing a solid introduction to the field of pre-hospital emergency medical care. Emphasis is placed on basic aspects of emergency disease conditions and the recognition and treatment of emergency medical and traumatic conditions.

Students who complete the program with a "C" or better will be issued a basic certificate by Pima Community College. Current Arizona Department of Health Services regulations allow program graduates to take the Arizona EMT Registry Examination. Program graduates with enough work experience may be eligible to take the national certifying examination through the National Registry of Emergency Medical Technicians.

Acceptance Into the Program:

- Completion of college admission requirements.

Required Course (7 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
EMT 151	Basic Emergency Medical Technology	7	

Core Courses - A grade of C or better is required for graduation.

Emergency Medical Technology—Technical Certificate for Direct Employment

Program Identification Code: 260-00-05

Intermediate (IEMT) Certificate

The intermediate level of education consists of additional EMT courses, which increase the knowledge and skills of the EMT 151 graduate (Basic

Certificate) to include I.V. therapy and drug therapy. Acceptance is dependent upon direct employment needs and prior completion of EMT 151. Students must be currently certified as EMT-A.

Required Courses (24-26 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
EMT 101	Intermediate Emergency Medical Technology I	6	EMT 151
EMT 102	Intermediate Emergency Medical Technology II	4	EMT 101
EMT 103	Intermediate Emergency Medical Technology III	4	EMT 102
EMT 104	Intermediate Emergency Medical Technology IV	4	EMT 103
Support Courses			
WRT 100	Writing Fundamentals	3	WRT 070*
SCI/MTH	Choose one of the following: BIO 100, 105, 156, 160 CHM 121, 130 CSC 105 MTH 070 MTH 100-level or higher**	3-5	

General Education Courses

Communication (Support courses satisfy this requirement.)	3
Science and/or Mathematics (Support courses satisfy this requirement.)	3

Suggested Course Sequence (Read down.)

EMT 101	EMT 103
EMT 102	EMT 104
WRT 101	Science/Mathematics elective

*For additional prerequisite information, check course section.

**Students must see an EMT adviser before selecting a MTH course at the 100-level or higher.

Emergency Medical Technology—Advanced Paramedic Certificate for Direct Employment

Program Identification Code: 260-10-06

The paramedic level of education consists of 15 additional EMT courses plus the IEMT courses, which increases the knowledge and skill of the IEMT graduate in advanced life support, including endotracheal intubation, cardiac arrhythmia recognition, drug therapy, and needle thoracostomy. Acceptance is dependent upon direct employment needs and completion of the basic EMT course. Students must be currently certified as EMT-A.

To complete college requirements for the advanced certificate, in addition to the satisfactory completion of all EMT courses, students must complete three credit hours in writing and three credit hours in mathematics, computer science, or science.

Required Courses (41-43 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
All of the core courses require acceptance into the Advanced Paramedic Program.			
EMT 201	Introduction to Paramedicine	4	*
EMT 202	Paramedicine: Pharmacology	2	*
EMT 203	Pathophysiology and Management of Respiratory Emergencies	2	*
EMT 204	Advanced Life Support: Cardiology	4	*
EMT 205	Pathophysiology and Management of Neurological Problems	2	*
EMT 206	Pathophysiology and Management of Soft Tissue Injuries	2	*
EMT 207	Pathophysiology and Management of Musculoskeletal Injuries	2	*
EMT 208	Pathophysiology and Management of Medical Problems	2	*
EMT 209	Pathophysiology and Management of Gynecologic Emergencies	2	*
EMT 210	Pathophysiology and Management of Pediatric and Neonatal Patient	2	*
EMT 211	Emotional Aspects of Illness and Injury	1	*
EMT 212	Extrication/Rescue Techniques	1	*
EMT 213	Telemetry and EMS Communications	1	*
EMT 214	Paramedic Procedures: Hospital	3	*
EMT 215	Paramedic Procedures: Ambulance	5	*

Support Courses

WRT 101	Writing I	3	WRT 100*
SCI/MTH	Complete one of the following: BIO 100, 105, 156, 160 CHM 121, 130 CSC 105 MTH 070 MTH 100-level or higher**	3-5	

General Education Courses

Communication (Support courses satisfy this requirement.)	3
Science and/or Mathematics (Support courses satisfy this requirement.)	3

Suggested Course Sequence (Read down.)

WRT 101	EMT 204	EMT 210
Science/Mathematics elective	EMT 205	EMT 211
EMT 201	EMT 206	EMT 212
EMT 202	EMT 207	EMT 213
EMT 203	EMT 208	EMT 214
	EMT 209	EMT 215

*For additional prerequisite information, check course section.

**Students must see an EMT adviser if they wish to choose a MTH 100-level or higher course.

Engineering

Engineering—Associate of Science Degree for Transfer

Program Identification Code: 265-00-02

Verification of transfer courses must be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section. The Engineering program, courses, and advisers are available on the West Campus.

This program is designed to prepare the student to transfer to a four-year institution to complete a four-year engineering program. Although it is not

intended for direct employment, the associate of science degree is recognized by some employers when considering employees for advancement or applicants for entry-level technical positions. The associate of science degree provides a solid foundation in mathematics and physical science with some beginning applications in the analysis and design of engineering systems. The student is directed, with the guidance of an adviser, toward a specific engineering discipline (i.e., electrical, computer, aerospace, mechanical, civil, etc.) through the selection of technical electives.

The engineering program presumes an aptitude for mathematical analysis and a strong high school background in pre-calculus mathematics and physics. Students with deficiencies in these areas should take appropriate prerequisite courses prior to beginning the engineering program. Since most of the courses in the program must be taken sequentially, it is important for the student to maintain contact with an adviser to assure a logical progression and to keep abreast of frequent program modifications resulting from technological developments.

Required Courses (70 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

CHM 151	General Chemistry I	5	MTH 130*
CHM 152	General Chemistry II	5	CHM 151
ENG 102	Problem-Solving and Engineering Design	3	MTH 180*
ENG 170	Problem-Solving Using Computers	3	ENG 102
MTH 180	Analytical Geometry and Calculus I	5	MTH 155*
MTH 185	Analytical Geometry and Calculus II	4	MTH 180
MTH 215	Analytical Geometry and Calculus III	4	MTH 185
MTH 219	Differential Equations	3	MTH 215
PHY 210	Introductory Mechanics	5	MTH 180*
PHY 216	Introductory Electricity and Magnetism	5	PHY 210*

Support Courses

TECH/ELEC	Technical Electives: (The 10 credit hours of technical electives are selected in consultation with an engineering adviser, to form a coherent program of study appropriate to the student's specific engineering discipline.)	10
For transfer to Arizona State University, select from the list below:		
CHM 235	General Organic Chemistry I	
CHM 236	General Organic Chemistry II	
CSC 230	Advanced Pascal and Data Structures	
ENG 120	Engineering Graphics	
ENG 130	Elementary Surveying	
ENG 210	Engineering Mechanics: Statics	
ENG 280	Introduction to Circuits and Electronics I	
ENG 281	Introduction to Circuits and Electronics II	
GLG 101	Introductory Geology I	
GLG 102	Introductory Geology II	
GLG 209	Mineralogy and Introduction to Petrology	
MTH 210	Introductory Statistics	
MTH 225	Introduction to Linear Algebra	
MTH 230	Discrete Mathematics in Computer Science	
PHY 221	Introduction to Waves and Heat	
PHY 230	Introduction to Modern Physics	
For transfer to the University of Arizona or Northern Arizona University, select from the list above and/or the list below.		
ENG 220	Engineering Mechanics: Dynamics	
ENG 230	Mechanics of Materials	
ENG 250	Numerical Analysis for Engineers	
ENG 260	Elements of Electrical Engineering	
ENG 261	Elements of Electronics	
ENG 274	Digital Logic	
ENG 275	Computer Programming for Engineering Applications	

General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition	6
Humanities and Fine Arts (See an engineering faculty adviser before enrolling for courses in Humanities and Fine Arts.)	6
Biological and Physical Sciences (Core courses satisfy this requirement.)	8-10
Mathematics (MTH 150 or above) (Core courses satisfy this requirement.)	6
Social and Behavioral Sciences (See an engineering faculty adviser before enrolling for courses in Social and Behavioral Sciences.)	6
Other Requirement Options (Core courses satisfy this requirement.)	8-10

Suggested Course Sequence

See an engineering faculty adviser.

*For additional prerequisite information, check course section.

Environmental Technology

Environmental technology is a rapidly expanding occupational area throughout the United States. Increasing populations, combined with more stringent state and federal environmental regulations, have created a rapidly growing need for trained environmental technicians. The environmental technology program includes both certificate and degree sequences designed to provide students with the necessary training to successfully compete in this growing area of employment. Training opportunities in the program are being continually expanded as new environmental technology needs emerge. Cooperative education experiences are available to enhance student learning and later employability.

The certificate and degree programs listed below are offered through the academic environmental technology program for credit. Those students interested in taking courses on a non-credit basis should contact the Arizona State Environmental Technology Training (ASETT) Center. The

Center, which is the U.S. Environmental Protection Agency's designated state wastewater training center located on the East Campus, offers statewide education and training programs.

Students interested in transferring to a four-year institution should check with a Pima Community College counselor or adviser or with the transfer college or university for other pre-baccalaureate Environmental Technology programs.

Environmental Technology—Environmental Laboratory Analysis—Advanced Certificate for Direct Employment

Program Identification Code: 270-05-06

Required Courses (36 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ENV 100	Introduction to Environmental Technology	4	*
BIO 105	Environmental Biology	4	
CHM 140	Fundamentals of Organic and Biochemistry	5	CHM 130*
ENV 202	Environmental Sampling and Monitoring	3	*
ENV 208	Environmental Laboratory Analysis	3	
ENV 258	Advanced Laboratory Analysis	3	ENV 208

Support Courses

CHM 130	Fundamentals of Chemistry	5	
MAN 110	Human Relations in Business and Industry	3	

General Education

Communication			
WRT 100	Writing Fundamentals		WRT 070*
or 101	Writing I	3	WRT 100*
Science and/or Mathematics			
MTH 130	Algebra II	3	MTH 070*

Suggested Course Sequence (Read down.)

ENV 100	MAN 110	ENV 208
CHM 130	BIO 105	ENV 258
MTH 130	ENV 202	
WRT 100 or 101	CHM 140	

*For additional prerequisite information, check course section.

Environmental Technology—Hazardous Materials Management—Advanced Certificate for Direct Employment

Program Identification Code: 270-10-06

Required Courses (34-36 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ENV 100	Introduction to Environmental Technology	4	*
ENV 150	Introduction to Hazardous Materials	3	ENV 100*
ENV 153	Chemistry of Hazardous Materials	3	ENV 150*
ENV 155	Site Investigation I	3	ENV 150*
ENV 157	DOT-Transportation of Hazardous Materials	3	ENV 150*
ENV 159	OSHA: Hazard Communication	3	ENV 150*
ENV 251	OSHA: Hazardous Materials-Health and Safety	3	ENV 100*

Support Courses

BIO 105	Environmental Biology		
or			
CHM 080	Preparation for General Chemistry		MTH 070*
or 121	Introductory Chemistry	3-5	
MAN 110	Human Relations in Business and Industry	3	

General Education

Communication

WRT 100	Writing Fundamentals		WRT 070*
or 101	Writing I	3	WRT 100*

Science and/or Mathematics

MTH 070	Algebra I		MTH 060*
or 110	Technical Mathematics	3	MTH 060*

Suggested Course Sequence (Read down.)

ENV 100	MAN 110	ENV 159
BIO 105 or	ENV 150	ENV 251
CHM 080 or 121	ENV 153	
MTH 070 or 110	ENV 155	
WRT 100 or 101	ENV 157	

*For additional prerequisite information, check course section.

Environmental Technology—Wastewater Technology— Advanced Certificate for Direct Employment

Program Identification Code: 270-20-06

Required Courses (34-36 Credit Hours)

Course Number	Course/Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ENV 100	Introduction to Environmental Technology	4	*
ENV 102	Hydraulics	3	ENV 100*
ENV 106	Chemistry of Water/Wastewater Treatment	3	ENV 100*
ENV 120	Introduction to Wastewater Treatment	3	ENV 100*
ENV 122	Municipal Collection Systems	3	ENV 100*
ENV 200	Industrial/Workplace Safety	3	ENV 120*
ENV ELEC	Environmental Electives	3	

Select 3 credits from associate degree in ENV. Students must consult with an ENV program adviser.

Support Courses

BIO 105	Environmental Biology		
or			
CHM 080	Preparation for General Chemistry		MTH 070*
or 121	Introductory Chemistry	3-5	
MAN 110	Human Relations in Business and Industry	3	

General Education

Communication

WRT 100	Writing Fundamentals		WRT 070*
or 101	Writing I	3	WRT 100*

Science and/or Mathematics

MTH 070	Algebra I		MTH 060*
or 110	Technical Mathematics	3	MTH 060*

Suggested Course Sequence (Read down.)

ENV 100	WRT 100 or 101	ENV 120
BIO 105 or	MAN 110	ENV 122
CHM 080 or 121	ENV 102	ENV 200
MTH 070 or 110	ENV 106	ENV elective

*For additional prerequisite information, check course section.

Environmental Technology—Water Technology— Advanced Certificate for Direct Employment

Program Identification Code: 270-30-06

Required Courses (34-36 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ENV 100	Introduction to Environmental Technology	4	*
ENV 102	Hydraulics	3	ENV 100*
ENV 106	Chemistry of Water/Wastewater Treatment	3	ENV 100*
ENV 140	Introduction to Water Treatment	3	ENV 100*
ENV 142	Water Distribution Systems	3	ENV 100*
ENV 200	Industrial/Workplace Safety	3	ENV 120*
ENV ELEC	Environmental Electives Select 3 credits from associate degree in ENV. Students must consult with an ENV program adviser.	3	

Support Courses

BIO 105 or CHM 080	Environmental Biology Preparation for General Chemistry		MTH 070*
or 121 MAN 110	Introductory Chemistry Human Relations in Business and Industry	3-5 3	

General Education

Communication

WRT 100 or 101	Writing Fundamentals Writing I	3	WRT 070* WRT 100*
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Science and/or Mathematics

MTH 070 or 110	Algebra I Technical Mathematics	3	MTH 060* MTH 060*
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Suggested course Sequence (Read down.)

ENV 100	WRT 100 or 101	ENV 140
BIO 105 or CHM 080 or 121	MAN 110	ENV 142
MTH 070 or 110	ENV 102	ENV 200
	ENV 106	ENV elective

*For additional prerequisite information, check course section.

Environmental Technology—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 270-00-03

Required Courses (67-72 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Advanced Certificate requirements		28-36 Credit Hours	

Core Courses - A grade of C or better is required for graduation.

Select 24-27 credits from the following. Students must consult with an ENV adviser to customize second year course work. A minimum of 9 upper division (200 level) credits are required.

ENV 102	Hydraulics	3	ENV 100*
ENV 106	Chemistry of Water/Wastewater Treatment	3	ENV 100*
ENV 108	Electrical and Mechanical Maintenance	3	ENV 100*
ENV 120	Introduction to Wastewater Treatment	3	ENV 100*
ENV 122	Municipal Collection Systems	3	ENV 100*
ENV 140	Introduction to Water Treatment	3	ENV 100*
ENV 142	Water Distribution Systems	3	ENV 100*
ENV 150	Introduction to Hazardous Materials	3	ENV 100*
ENV 153	Chemistry of Hazardous Materials	3	ENV 150*
ENV 155	Site Investigation I	3	ENV 150*
ENV 157	DOT-Transportation of Hazardous Materials	3	ENV 150*
ENV 159	OSHA: Hazard Communication	3	ENV 150*
ENV 200	Industrial/Workplace Safety	3	ENV 120*

ENV 202	Environmental Sampling and Monitoring	3	*
ENV 205	Environmental Law for Non-Lawyers	3	*
ENV 206	Air Monitoring and Sampling	3	ENV 100*
ENV 208	Environmental Laboratory Analysis	3	*
ENV 210	Environmental Technology Special Topics:	1-3	*
ENV 220	Biological Wastewater Treatment	3	ENV 106*
ENV 222	Physical-Chemical Treatment of Wastewater	3	ENV 106*
ENV 240	Advanced Water Treatment	3	ENV 106*
ENV 242	Cross-Connection Control	3	ENV 102*
ENV 250	Toxicology and Industrial Hygiene	3	ENV 100
ENV 251	OSHA: Hazardous Materials-Health and Safety	3	ENV 100*
ENV 299	Co-op Related Class in ENV	1	*
ENV 299	Co-op Work in ENV	1-5	*

Optional utilization of the following course work, up to a limit of 12 credits, as core course-electives for graduation requires consultation with an ENV adviser.

BIO 105	Environmental Biology	4	
CHM 125	Applied Industrial Chemistry I	5	
CHM 151	General Chemistry I	5	MTH 130*
CHM 152	General Chemistry II	5	CHM 151
CON 130	Plumbing	3	
CSC 100	Introduction to Computers and Information Systems	3	MTH 070*
CSC 105	Survey of Microcomputer Uses	3	
CSC 108	Microcomputer Operating Systems	3	
DFT 101	Blueprint Reading and Sketching	4	
EMT 151	Basic Emergency Medical Technology	7	
FSC 167	Rescue Practices and First Aid	3	
HED 140B	Cardiopulmonary Resuscitation (CPR)	1	
MAC 110	Machine Shop for Technicians I	4	
PHY 101	Technical Physics I	3	MTH 060*
PHY 102	Technical Physics II	3	MTH 070*
PHY 121	Introductory Physics I	5	MTH 070*
PHY 122	Introductory Physics II	5	PHY 121
QCT 101	Quality Control I	3	MTH 070*
QCT 102	Quality Control II	3	QCT 101

Support Courses

MAN 122	Supervision	3
or 124	Small Business Management	

General Education

Communication 6

Advanced Certificate requirements satisfy 3 credit hours of this requirement. Select an additional 3 credit hours from the following: WRT 101 or 154.

Humanities and Fine Arts 3

(See graduation section of this catalog for associate of applied science degree course list.)

Science and/or Mathematics 6

ENV 100 partially satisfies this requirement. Complete MTH 130.

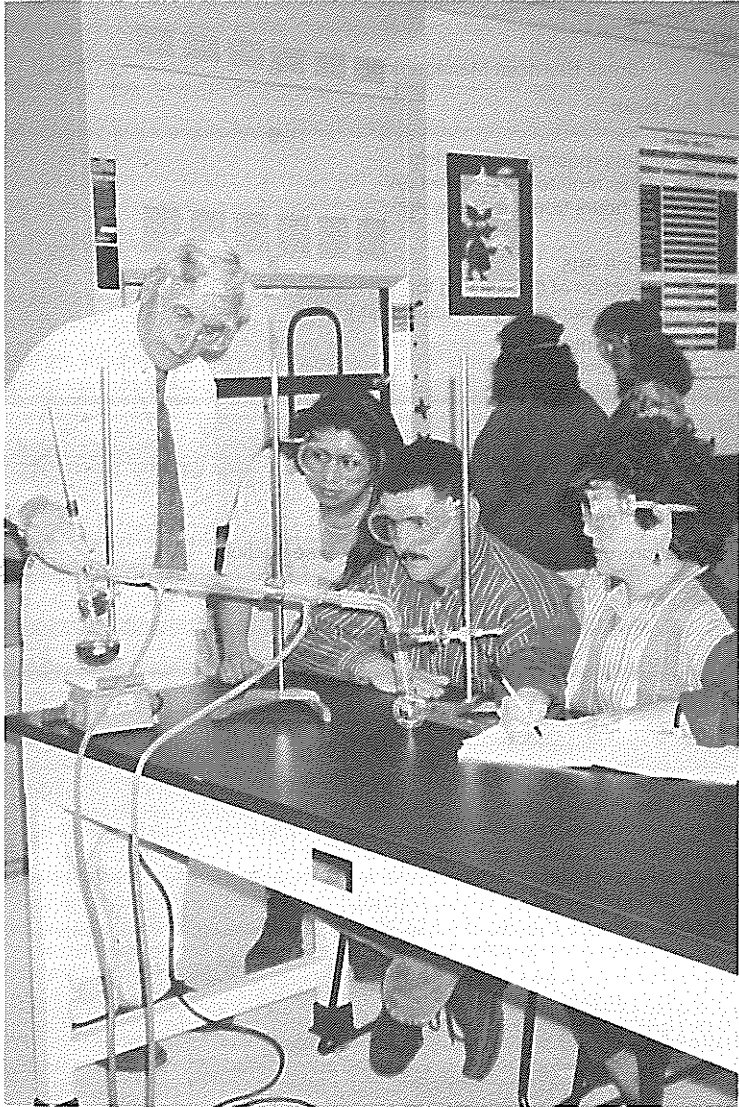
Social and Behavioral Sciences 3

(Satisfied by Certificate requirements.)

Suggested Course Sequence

See an environmental technology faculty adviser.

*For additional prerequisite information, check course section.



Finance

Pima Community College works jointly with many financial institutions in the Tucson area to offer two-year associate of applied science degrees. These programs allow for many specialty options within the finance industry, including banking, credit unions and savings banks. Basic and advanced certificate programs are also offered in the credit union and savings bank areas.

Banking—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 275-10-03

Required Courses (60-62 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ACC 101	Financial Accounting	3	
ECN 202	Macroeconomic Principles	3	MTH 070
FIN 102	Principles of Bank Operations	3	
FIN 208	Installment Credit		
or			
MAN 280	Business Organization and Management	3	BUS 100*

Support Courses

BUS 200	Business Law I	3	
MAN 122	Supervision	3	
ECN 201	Microeconomic Principles	3	MTH 070
BANK ELEC	Banking Electives Complete 12 credit hours at the 100 level or higher from FIN courses and/or other courses relating to the banking industry.	12	

ELEC	Other Electives Complete 9 credit hours at the 100 level or higher from anthropology, history, humanities, philosophy, psychology or sociology.	9	
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General Education Courses

Communication			
WRT 100	Writing Fundamentals	3	
	Complete one of the following:	3-4	
	OED 151, 251		
	SPE 120		
	WRT 100, 101, 102, 150, 154		
HUM/ART			
	Humanities and Fine Arts	3-4	
	Complete one of the following:		
	ART 130, 131, 132, 135		
	DRA 140, 141		
	HUM 110, 111		
	Foreign Language at the 100 level or higher.		
	LIT 260, 265		
	MUS 151, 201, 202		
	PHI 101, 120		
	SLG 101, 102, 201, 202, 203		
Science and/or Mathematics			
ACC 102	Managerial Accounting	3	ACC 101*
MTH	Determined by assessment test at the 100 level or higher	3	
Social and Behavioral Sciences			
MAN 110	Human Relations in Business and Industry	3	

Suggested Course Sequence (Read down.)

Reading requirement	ACC 101	BUS 200
Math course	MAN 110	Other elective
WRT 100 or above	Communication	FIN 203 or
FIN 102	elective	FIN 208 or
ECN 202	Banking elective	MAN 280
Humanities and Fine Arts elective	ECN 201	Other electives
Banking elective	ACC 102	Banking elective
	MAN 122	

*For additional prerequisite information, check course section.

Credit Union—Basic Certificate for Direct Employment

Program Identification Code: 275-20-08

Required Courses (12 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
FIN 131	Principles of Credit Unions	3	
FIN 139	Credit Union Accounting	3	
FIN 208	Installment Credit	3	
ELEC	Other Elective Complete any course (other than one of those listed above) from Credit Union AAS Degree.	3	

Suggested Course Sequence (Read down.)

FIN 131
FIN 139
FIN 208
Other elective

Credit Union—Advanced Certificate for Direct Employment

Program Identification Code: 275-20-06

Required Courses (30 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
FIN 131	Principles of Credit Unions	3	
FIN 139	Credit Union Accounting	3	
FIN 208	Installment Credit	3	
FIN 239	Credit Union Financial Management	3	FIN 139*
Support Courses			
ECN 200	Basic Economic Principles	3	MTH 070
MAN 110	Human Relations in Business and Industry	3	

ELEC	Other Electives Complete two courses at the 100 level or higher (other than those listed above) from Credit Union AAS Degree program.	6	
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General Education Courses

Communication			
WRT 100 or 101	Writing Fundamentals Writing I	3	WRT 070* WRT 100*
Science and/or Mathematics			
ACC 101	Financial Accounting	3	

Suggested Course Sequence (Read down.)

FIN 131	ACC 101
FIN 139	WRT 100 or 101
FIN 208	MAN 110
ECN 200	Other elective
FIN 239	Other elective

*For additional prerequisite information, check course section.

Credit Union—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 275-20-03

Required Courses (60 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

FIN 131	Principles of Credit Unions	3	
FIN 136	Investments and Family Financial Management	3	
FIN 139	Credit Union Accounting	3	
FIN 208	Installment Credit	3	
FIN 231	Credit Union Operations	3	FIN 131
FIN 239	Credit Union Financial Management	3	FIN 139*

Support Courses

ACC 102	Managerial Accounting		ACC 101*
or FIN	FIN course at the 100 level or higher	3	
BUS 200	Business Law I		
or 220	Legal Environment of Business	3	
MAN 110	Human Relations in Business and Industry	3	
MAN 122	Supervision	3	
MKT 111	Marketing	3	
ELEC	Other Elective	9	
	Complete three courses at the 100 level or higher from finance, history, philosophy, political science, psychology or sociology.		

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication			
WRT 100	Writing Fundamentals		WRT 070*
or 101	Writing I	3	WRT 100*
	Complete one additional course from the communications course list.	3	
Humanities and Fine Arts			
3			
Science and/or Mathematics			
ACC 101	Financial Accounting	3	
MTH	Determined by assessment test at the 100 level or higher.	3	

Social and Behavioral Sciences			
ECN 200	Basic Economic Principles	3	MTH 070

Suggested Course Sequence (Read down.)

Reading requirement	ECN 200	Communication elective
Math course	Humanities and Fine Arts elective	FIN 136
WRT 100 or 101	FIN 239	FIN 231
FIN 131	ACC 101	ACC 102 or
FIN 139	BUS 200 or 220	FIN course
FIN 208	MKT 111	Other elective
MAN 110	Other elective	Other elective
MAN 122		

*For additional prerequisite information, check course section.

Savings Bank—Basic Certificate for Direct Employment

Program Identification Code: 275-40-08

Required Courses (12 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
FIN 106	Teller Operations	2	
FIN 108	Principles of Savings Institutions	2	
FIN 109	The Human Side of Savings Institutions	2	
FIN 113	Deposit Accounts and Services	2	
ELEC	Electives	4	
	Select 4 credit hours with the aid of a finance adviser.		

Suggested Course Sequence (Read down.)

FIN 106
FIN 108
FIN 109
FIN 113
Elective(s)

Savings Bank—Advanced Certificate for Direct Employment

Program Identification Code: 275-40-06

Required Courses (30 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
FIN 108	Principles of Savings Institutions	2	
FIN 109	The Human Side of Savings Institutions	2	
FIN 111	Personal Investment Portfolio	2	
FIN 112	Economic Topics for Savings Institutions	2	
FIN 113	Deposit Accounts and Services	2	
FIN 114	Individual Retirement Accounts/Keogh Plans	2	
FIN 141	Savings Bank Supervisor I	2	
FIN 143	Savings Institutions Operations	2	
FIN 226	Savings Bank Supervisor II	2	FIN 141
FIN 230	Managing Deposit Accounts and Services	2	FIN 108
COMM/ELEC	Communication Elective Complete one of the following: OED 151, 251 SPE 120 WRT 100, 101, 102, 150, 154	3	
SCI/MTH	Science and Mathematics Elective Complete one of the following: ACC 100, 101, 102 AST 101, 102, 111, 112 BUS 151 BIO 160, 184, 190, 201, 202, 204, 205 CHM 121, 130, 140, 141, 151, 152 GEO 101, 102 GLG 101, 102 MTH 060, 065, 070, 090, 110, 115, 120, 125, 130, 140, 145, 150, 155, 160, 170, 175, 180, 185, 210, 215, 219 PHY 101, 102, 105, 121, 122, 131, 132, 210, 216, 221, 230	3	

ELEC	Other Electives	4
	Select 4 credit hours with the aid of a finance adviser.	

Suggested Course Sequence

See a finance faculty adviser.

*For additional prerequisite information, check course section.

Savings Bank—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 275-40-03

Required Courses (60 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
FIN 108	Principles of Savings Institutions	2	
FIN 109	The Human Side of Savings Institutions	2	
FIN 111	Personal Investment Portfolio	2	
FIN 112	Economic Topics for Savings Institutions	2	
FIN 113	Deposit Accounts and Services	2	
FIN 114	Individual Retirement Accounts/Keogh Plans	2	
FIN 141	Savings Bank Supervisor I	2	
FIN 143	Savings Institutions Operations	2	
FIN 226	Savings Bank Supervisor II	2	FIN 141
FIN 228	Residential Mortgage Lending	2	FIN 108
FIN 229	Statement Analysis for the Lender	2	ACC 100*
FIN 230	Managing Deposit Accounts and Services	2	FIN 108

Support Courses

ELEC Other Electives: 18
Select 18 credit hours with
a finance faculty adviser.

General Education Courses

Communication

Select two courses from the
following list: 6
OED 151, 251
SPE 120
WRT 100, 101, 102, 150, 154

Humanities and Fine Arts

Select one course from
the following list: 3
ART 130, 131, 132, 135
DRA 140, 141
HUM 110, 111
Foreign Language at the 100 level
or higher.
LIT 260, 265
MUS 151, 201, 202
PHI 101, 102, 120
SLG 101, 102, 201, 202, 203

Science and/or Mathematics

Select two courses from the
following list: 6
ACC 100, 101, 102
AST 101, 102, 111, 112
BIO 101, 102, 160, 184,
201, 202, 204, 205
BUS 151
CHM 121, 130, 140, 141, 151, 152
GEO 101, 102
GLG 101, 102
MTH 110, 115, 120, 125, 130,
140, 145, 150, 155, 160, 170, 175,
180, 185, 210, 215, 219
PHY 101, 102, 105, 121, 122,
210, 216, 221, 230

Social and Behavioral Sciences

Select one course from the
following list: 3
ANT 101, 102, 200, 210, 215,
225
ECE 107, 108, 117
ECN 201, 202
GEO 103
HIS 101, 102, 141, 142, 147
MAN 110
POS 100, 110, 112, 120, 130
PSY 100A, 100B, 265
SOC 101, 120

Suggested Course Sequence

See a finance faculty adviser.

*For additional prerequisite information, check course section.

Fire Science

This program emphasizes professional firefighting skills related to the everyday demands of the profession, management of situations, and coping with change and challenge in the field. The program is designed for both professionals already serving as firefighters and as a preparatory program for those who seek firefighting as a career. It also prepares the student to move toward managerial and command positions.

Program Prerequisites: Before entering this degree program, the student must fulfill one of the two following requirements:

1. Successful completion of a recognized firefighting academy.
2. Completion of 12 credit hours of coursework with a grade of "C" or better in each of the following courses:

FSC 149	Fire Operations I	3 credits
FSC 150	Fire Operations II	3 credits
FSC 152	Fundamentals of Fire Prevention	3 credits
FSC 167	Rescue Practices and First Aid	3 credits

Fire Science—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 280-00-03

Required Courses (69 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Completion of a firefighting academy program or program prerequisites (see narrative above). 12

Core Courses - A grade of C or better is required for graduation.

EMT 151	Basic Emergency Medical Technology	7	
FSC 151	Introduction to Fire Science	3	
FSC 153	Hazardous Materials I	3	
FSC 154	Advanced Fire Prevention	3	FSC 152*
FSC 160	Wildland Firefighting	2	
FSC 162	Hydraulics and Fire Suppression	3	MTH 070*
FSC 163	Fire Apparatus and Equipment	3	*
FSC 164	Fire Protection Systems	3	FSC 162
FSC 165	Building Construction for Fire Protection	3	
FSC 166	Fire Suppression, Strategy and Tactics	3	FSC 149
FSC 175	Introduction to Fire Investigation: Origin and Recognition of Arson	3	
FSC 190	Issues in Firefighting	1	

Support Courses

HDE 170	Dynamics of Leadership	2	
MTH	Determined by assessment at the 100 level or higher	3	
PHY 101	Technical Physics I	3	MTH 060*
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II		WRT 101
or 154	Technical Communications I	3	WRT 100*

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Support courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences	3

Suggested Course Sequence

See a fire science faculty adviser.

*For additional prerequisite information, check course section.

Fitness and Sport Sciences

The Fitness and Sport Sciences Department is based on the philosophy of physical fitness and leisure education for life through physical and cognitive skill development. The department offers courses in two areas of study: the Associate of Arts degree in Fitness and Sport Sciences, and the Associate of Science degree in Fitness/Wellness Technician. In addition, the department offers a general activity program for all students.

The Associate of Arts degree in Fitness and Sport Sciences is intended primarily for students planning to pursue a four-year degree with a teaching major or minor in Fitness and Sport Sciences.

The Associate of Science degree in Fitness/Wellness Technician is intended primarily for students who wish to pursue a B.S. degree at Northern Arizona University in the Fitness/Wellness Management emphasis through the Physical Education Department. Direct employment may be possible upon passing the American Council on Exercise Personal Trainer Certification test.

Students should check the requirements of the college or university to which they intend to transfer.

The activity program offers all students a wide variety of courses which include individual and dual sports, team sports, combative activities, fitness, dance, and aerobic exercise.

Program options available:

Fitness and Sport Sciences—Associate of Arts Degree for Transfer

Fitness/Wellness Technician—Associate of Science Degree for Transfer

Fitness and Sport Sciences—Associate of Arts Degree for Transfer

Program Identification Code: 285-00-01

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

This program is designed to transfer to the University of Arizona or Northern Arizona University. Students wishing to attend Arizona State University or another institution should consult a Fitness and Sport Sciences faculty adviser.

Required Courses (67-71 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
FSS 279	Motor Development	2	WRT 100*
FSS 288	History and Philosophy of Sport and Physical Education	3	WRT 100*
FSS 208-232	Professional Activities (choose 7):	8-10	
FSS 208	Professional Activities: Aerobics	1	WRT 100*
FSS 213	Professional Activities: Basketball	2	WRT 100*
FSS 218	Professional Activities: Weight Training	1	WRT 100*
FSS 223	Professional Activities: Racquetball	1	WRT 100*
FSS 224	Professional Activities: Self Defense	1	WRT 100*
FSS 225	Professional Activities: Soccer	2	WRT 100*
FSS 227	Professional Activities: Softball	1	WRT 100*

FSS 230	Professional Activities: Tennis	3	WRT 100*
FSS 231	Professional Activities: Track and Field	2	WRT 100*
FSS 232	Professional Activities: Volleyball	2	WRT 100*

Support Courses

BIO 201	Human Anatomy and Physiology I	4	BIO 156
BIO 202	Human Anatomy and Physiology II	4	BIO 201
CHM 151	General Chemistry I	5	MTH 130*
CHM 152	General Chemistry II	5	CHM 151
POS 112	National and State Constitutions	3	
PSY 101	Introduction to Psychology	4	
ARTS	Art and Music Select one course from the following: ART 100, 110, 115, 120, 130, 131 MUS 102, 150, 108, 109, 116, 117, 120, 121, 125 & 127, 130, 131, 151	3	
LANG	Foreign Language Completion of two semesters of a language course at the 100 level or higher.	8-10	
NON-WEST CIV	Non-Western Civilization Select one course from the following list: ANT 112, 205, 206 ARC 205 HIS 113, 114, 122, 124, 148, 170 REL 234	3	
General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)			
English Composition			6

Humanities and Fine Arts	9
Support course satisfies six credits of this requirement. Complete one course from the following: ART 130, 131 HIS 101, 120, 141, 142, 160, 161 HUM 110, 111, 251, 252, 253	
Biological and Physical Sciences (Support courses satisfy this requirement.)	8
Mathematics (MTH 150 or above)	3
Social and Behavioral Sciences Support courses fulfill 7 credits of this requirement. Select one course from: ANT 101 or ARC 101; ANT 102, 202, 203 ECN 200 GEO 103 HIS 105, 127, 150, 180 MEC 102 PHI 101, 130, 140 POS 100, 110, 120, 130, 140, 160 PSY 218, 250 REL 140 SOC 101, 103, 201, 204	9
Other Requirement Options (Foreign language support courses fulfill this requirement.)	5-6

FSS Electives: If you complete all of the above requirements in less than 72 credits, select additional credits from below. Only 72 credits may transfer to the University of Arizona or Northern Arizona University.

FSS 236	Motivation and Human Relations in Motor Performance	3
FSS 238	Introduction to Sports Injury Management	2
FSS 239	Introduction to Leisure Education	3
FSS 240	Adaptive and Corrective Programs	3
FSS 241	Nutrition and Body Composition	3
FSS 242	Elementary School Physical Education	3

FSS 276	Designed Exercise	3
FSS 277	Personal Trainer	3
FSS 286	Sports Officiating	2
FSS 290	Independent Studies in Fitness and Sport Science	3
HED 140A**	First Aid	1
HED 140B**	Cardiopulmonary Resuscitation	1

Suggested Course Sequence

See a fitness and sport sciences faculty adviser.

*For additional prerequisite information, check course section.

Fitness/Wellness Technician-Associate of Science Degree for Transfer

Program Identification Code: 285-30-02

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

This program is designed for transfer to Northern Arizona University. Students wishing to transfer to ASU, UA or another institution should consult a Fitness and Sport Sciences faculty adviser.

Required Courses (64 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

FSN 114	Nutrition	3	
FSS 208	Professional Activities: Aerobics	1	WRT 100*
FSS 218	Professional Activities: Weight Training	1	WRT 100*
FSS 230	Professional Activities: Tennis	2	WRT 100*
FSS 236	Motivation and Human Relations in Motor Performance	3	WRT 100*
FSS 276	Designed Exercise	3	WRT 100*
FSS 277	Personal Trainer	3	FSS 276*
HED 136	Introduction to Health Science	3	
HED 140	First Aid and Cardiopulmonary Resuscitation	2	

Support Courses

BIO 156	Human Biology for Allied Health	4	
BIO 201	Human Anatomy and Physiology I	4	BIO 156
BIO 202	Human Anatomy and Physiology II	4	BIO 201
CHM 151	General Chemistry I	5	MTH 130*
MTH 150	College Algebra	3	MTH 130*
MTH 155	Trigonometry	3	MTH 150*
PSY 101	Introduction to Psychology	4	
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition (Support courses satisfy this requirement.)	6
Humanities and Fine Arts HIS 101, 102, 113, 114, 141, 142, 148, 160, 161 HUM 110, 111 LIT 260, 261, 265, 266, 267, 268, 286 PHI 101, 130, 140 REL 120, 121, 140	6
Biological and Physical Sciences (Support courses satisfy this requirement.)	8-10
Mathematics (Support courses satisfy this requirement.)	6

Social and Behavioral Sciences 6
(PSY 101 partially satisfies this requirement.)
Select one course from the following:

- ANT 102, 112, 202, 203, 205
- ARC 205
- ECN 200, 201, 202
- HIS 150
- POS 110, 120, 130, 140, 160
- PSY 250
- SOC 101, 120

Other Requirement options 8-10
(Support courses satisfy this requirement.)

Suggested Course Sequence

See a fitness and sport sciences faculty adviser.

Foods, Clothing, Family and Consumer Resources

The following objectives are offered to students in Foods, Clothing, Family and Consumer Resources:

1. Completion of transfer courses to colleges and universities.
2. Career preparation for direct employment.
3. Personal development for home and family living.

For transfer programs, students should be guided by the catalog from the school of their choice regarding prerequisites for the bachelors degree desired. PLEASE SEE AN ADVISER IN THIS AREA FOR ASSISTANCE IN TRANSFERRING TO A 4-YEAR PROGRAM.

Fashion Design and Clothing Program:

- Advanced Certificate: Alteration Specialist
- Associate of Applied Science: Professional Seamstress
- Associate of Applied Science: Fashion Design

Courses are offered in the following areas:

1. Food, Human Nutrition and Dietetics
2. General Home Economics

Skills gained in these areas enhance living in a modern society through better utilization of resources and an understanding of purchasing power; courses have an emphasis on health maintenance, nutrition, skill techniques in clothing and personal development.

Alteration Specialist—Advanced Certificate for Direct Employment

Program Identification Code: 290-10-06

Required Courses (30 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

FDC 111	Clothing Construction (Beginning) I	3	
FDC 112	Alteration and Designing	3	
FDC 126	Textiles	3	
FDC 131	Clothing Selection	3	
FDC 142	Alteration and Repair	3	

Support Courses

FDC 122	History of Fashion	3	
Electives	Complete two courses from the following:	6	
ART 100	Basic Design		
ART 115	Color and Design		ART 100
MAN 110	Human Relations in Business and Industry		
MAN 124	Small Business Management		

General Education Courses (See Graduation section of this catalog for Advanced/Technical certificate course list.)

Communication 3

Select one course from the following:

OED 151 Business English

WRT 101 Writing I

Science and/or Mathematics 3

Suggested Course Sequence (Read down.)

OED 151	FDC 131
FDC 111	FDC 142
FDC 112	FDC 126
FDC 122	Science/Mathematics elective
Elective	Elective

Professional Seamstress—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 290-20-03

Required Courses (60 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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REA Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.

Core Courses - A grade of C or better is required for graduation.

FDC 111	Clothing Construction (Beginning) I	3	
FDC 112	Alteration and Designing	3	
FDC 121	Applied Dress Design	3	
FDC 126	Textiles	3	
FDC 131	Clothing Selection	3	
FDC 142	Alteration and Repair	3	
FDC 211	Clothing Construction (Advanced) II	3	FDC 111*

Support Courses

ART 130	Art and Culture I		
or 131	Art and Culture II	3	
ECE 107	Human Development and Relations		REA 112*
or			
PSY 100A	Psychology I	3	
FDC 122	History of Fashion	3	
FDC 132	Psychology of Dress	3	
FDC 212	Clothing Construction (Tailoring) III	3	FDC 211*
HEC 137	Today's World	3	
Electives	Complete 3 courses from the following:	9	
ART 100	Basic Design		
ART 115	Color and Design		ART 100
MAN 110	Human Relations in Business and Industry		
MAN 124	Small Business Management		

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication 6

Select one course from the following list:

OED 151 Business English

WRT 101 Writing I

Select one course from the following list:

OED 251 Business Communications

SPE 120 Business and Professional Communication

WRT 102 Writing II

Humanities and Fine Arts 3

(Support courses satisfy this requirement.)

Science and/or Mathematics 6

Social and Behavioral Sciences 3

(Support courses satisfy this requirement.)

Suggested Course Sequence (Read down.)

Reading requirement	FDC 126	Communication
OED 151 or WRT 101	Science/Mathematics	elective
FDC 111	elective	FDC 212
FDC 112	Other elective	FDC 132
FDC 122	FDC 211	HEC 137
Other elective	FDC 121	Science/Mathematics
FDC 131	ART 130 or 131	elective
FDC 142	ECE 107 or PSY 100A	Other elective

*For additional prerequisite information, check course section.

Fashion Design—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 290-30-03

Required Courses (66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

FDC 111	Clothing Construction (Beginning) I	3	
FDC 121	Applied Dress Design	3	
FDC 122	History of Fashion	3	
FDC 126	Textiles	3	
FDC 132	Psychology of Dress	3	
FDC 141	Fashion Design I	3	
FDC 211	Clothing Construction (Advanced) II	3	FDC 111*
FDC 241	Fashion Design II	3	FDC 111*

Support Courses

ART 100	Basic Design		
or 131	Art and Culture II	3	
FDC 112	Alteration and Designing	3	
FDC 131	Clothing Selection	3	
FDC 142	Alteration and Repair	3	
FDC 212	Clothing Construction	3	FDC 211*
MAN 110	Human Relations in Business and Industry	3	
MKT 125	Advertising	3	
Electives	Complete six credits from the following:	6	
	ADA 106		
	ART 110		
	CHM 130		
	DRA 111		
	ECE 107		
	PSY 100A		

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication 6

Select one course from the following list:

OED 151 Business English

WRT 101 Writing I

Select one course from the following list:

OED 251 Business Communications

SPE 120 Business and Professional Communication

WRT 102 Writing II

or 150 Practical Communications

Humanities and Fine Arts 3

(Support courses satisfy this requirement.)

Science and/or Mathematics (100 level or higher) 6

Social and Behavioral Sciences (Support courses satisfy this requirement.) 3

Suggested Course Sequence (Read down.)

Reading requirement	FDC 112	Science/Mathematics
Science/Mathematics	ART 100 or 131	FDC 121
WRT 101 or OED 151	FDC 122	FDC 142
FDC 111	FDC 141	MAN 110
FDC 126	WRT 102 or 150 or	MKT 125
FDC 131	SPE 120 or OED 251	FDC 241
Elective	FDC 132	FDC 212
FDC 211		

*For additional prerequisite information, check course section.

General Studies

General Studies—Associate of General Studies Degree

Program Identification Code: 950-00-10

A general studies program degree is for students who wish to pursue a uniquely designed associate degree. Courses may be chosen from a variety of subject areas to fit into a program of study arranged by the student and a faculty adviser. An associate of general studies degree will be granted when at least 60 credit hours of study at the 100 level or higher are completed given the fulfillment of the college reading requirement and the fulfillment of the college general education requirements. (See General Education Requirements under the Graduation Section.) Please see an adviser.

If the goal of the student is to transfer to a four-year institution, the student may have to complete additional freshman and sophomore level courses beyond the general studies degree program in order to become a junior at the four-year institution. The student who does have a fairly clear transfer goal may be better served by a specific associate degree listed within this catalog. An additional option for transfer students who have not determined a major/career is the Liberal Arts and Sciences degree program in this catalog. Please see an adviser.

If the goal of the student is direct employment, the general studies degree program may be used for exploration. The student may have to complete additional courses in the occupational area necessary for employment and advancement. Please see an adviser.

Geology

Geology—Associate of Science Degree for Transfer

Program Identification Code: 295-00-02

Verification of transfer courses should be established with the transfer university or college, or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

A foreign language may be required in lieu of, or in addition to, courses listed. For course electives in humanities and social sciences, consult the catalog of the college or university you plan to enter.

Required Courses (67 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
CHM 152	General Chemistry II	5	CHM 151
ENG 120	Engineering Graphics	3	MTH 090*
ENG 130	Elementary Surveying	3	MTH 150*
GLG 101	Introductory Geology I	4	
PHY 122	Introductory Physics II	5	PHY 121
Support Courses			
CSC 140	FORTTRAN Programming	3	CSC 100*
CHM 151	General Chemistry I	5	MTH 130*
GLG 102	Introductory Geology II	4	
MTH 150	College Algebra	3	MTH 130*
MTH 155	Trigonometry	3	MTH 150*
PHY 121	Introductory Physics I	5	MTH 070*
ELEC	Other Electives Select 4 credit hours from GLG prefix courses.	4	
FSS ELEC	Fitness and Sport Sciences Electives Complete any two transferable courses in fitness and sport sciences.	2	

General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition	6
Humanities and Fine Arts	6
Biological and Physical Sciences (Core courses satisfy this requirement.)	8-10
Mathematics (MTH 150 or above) (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences	6
Other Requirement Options (Support courses satisfy this requirement.)	8-10

Suggested Course Sequence (Read down.)

Reading requirement	MTH 155	Fitness and Sport
WRT 101	CHM 151	Sciences elective
GLG 101	Social & Behavioral	ENG 130
MTH 150	Sciences elective	PHY 122
Social and Behavioral	ENG 120	CSC 140
Sciences elective	CHM 152	Humanities and Fine
Fitness and Sport	PHY 121	Arts elective
Sciences elective	Humanities and Fine	Other electives
WRT 102	Arts elective	
GLG 102		

*For additional prerequisite information, check course section.



Graphic Technology

This program area provides training for entry-level positions in the printing industry and for upgrading the skills of those already employed in the field. Instruction is offered in paste up, process camera operation, stripping, platemaking, offset press operation, binding and advertising art as it relates to printing. Four program options are available: graphic technology basic and advanced certificates for direct employment, graphic technology associate of applied science degree for direct employment and pre-press artist option associate of applied science degree for direct employment. Program courses and faculty advising are located on the Downtown Campus.

Graphic Technology (Offset Printing)—Basic Certificate for Direct Employment

Program Identification Code: 300-00-08

This program provides training for entry-level positions in paste up, process camera operation, stripping and plate making, binding and finishing and small offset press operation. Job placement for students completing this program has been good.

Required Courses (18 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
GRA 101	Graphic Technology I	3	
GRA 102	Graphic Technology II	3	GRA 101
GRA 103	Binding, Finishing and Estimating	3	
GRA 104	Offset Photography: Stripping and Platemaking	3	GRA 101*
GRA 202	Offset Presswork	3	GRA 102

General Education and Support Courses

MTH	Determined by assessment test at the 100 level or higher	3	
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Suggested Course Sequence (Read down.)

Math course	GRA 104
GRA 101	GRA 103
GRA 102	GRA 202

*For additional prerequisite information, check course section.

Graphic Technology (Offset Printing)—Advanced Certificate for Direct Employment

Program Identification Code: 300-00-06

Required Courses (31 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
GRA 101	Graphic Technology I	3	
GRA 102	Graphic Technology II	3	GRA 101
GRA 103	Binding, Finishing and Estimating	3	
GRA 104	Offset Photography: Stripping and Platemaking	3	GRA 101*
GRA 105	Typesetting I	3	GRA 101*
GRA 202	Offset Presswork	3	GRA 102
GRA 222	Advanced Offset Presswork	3	GRA 202

General Education and Support Courses

ADA 215	Desktop Publishing I for Advertising Art	4	
MTH	Determined by assessment test at the 100 level or higher	3	
WRT 100 or 101	Writing Fundamentals Writing I	3	WRT 070* WRT 100*

Suggested Course Sequence (Read down.)

Math course	GRA 105
GRA 101	WRT 100 or 101
GRA 102	GRA 202
GRA 103	GRA 222
GRA 104	ADA 215

*For additional prerequisite information, check course section.

Graphic Technology—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 300-00-03

This program provides a continuation of the training offered in the basic certificate program (paste up, process camera operation, stripping and platemaking, binding and finishing and small offset press operation). In addition, students learn offset press maintenance, color theory, estimating

and advanced stripping and platemaking for color. The program also provides a basic general education background through management, mathematics, reading, writing and speech courses. Employment opportunities throughout the state are very good for students completing this program.

Required Courses (68 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

GRA 101	Graphic Technology I	3	
GRA 102	Graphic Technology II	3	GRA 101
GRA 103	Binding, Finishing and Estimating	3	
GRA 104	Offset Photography: Stripping and Platemaking	3	GRA 101*
GRA 105	Typesetting I	3	GRA 101*
GRA 201	Color Theory and Practice	3	GRA 104
GRA 202	Offset Presswork	3	GRA 102
GRA 221	Advanced Stripping and Platemaking for Color	3	GRA 201
GRA 222	Advanced Offset Presswork	3	GRA 202
GRA 225	Offset Production	3	GRA 103*
GRA 232	Offset Operations and Maintenance	3	GRA 202*

Support Courses

ADA 111	Production Techniques and Processes I	3	MTH 060*
ADA 211	Production Techniques and Processes II	4	ADA 111*
ADA 215	Desktop Publishing for Advertising Art: Aldus Pagemaker	4	
GRA 199	Co-op Related Class in GRA	1	*
GRA 199	Co-op Work in GRA	2	*
GRA 299	Co-op Related Class in GRA	1	GRA 199*
GRA 299	Co-op Work in GRA	2	GRA 199*

General Education Courses

Communication			
WRT 100	Writing Fundamentals		WRT 070*
or 101	Writing I	3	WRT 100*
WRT 101	Writing I		WRT 100*
or 102	Writing II		WRT 101
or 154	Technical Communications I	3	WRT 100*
Humanities and Fine Arts Elective (See Graduation section of this catalog for associate of applied science degree course list.)		3	
Social and Behavioral Science			
MAN 110	Human Relations in Business and Industry	3	
Science and/or Mathematics			
MTH	Determined by assessment test at the 100 level or higher	3	
MTH	Second in sequence at the 100 level or higher	3	

Suggested Course Sequence (Read down.)

Reading requirement	Math course	ADA 215
Math course	WRT 101 or 102 or 154	GRA 199
WRT 100 or 101	GRA 102	GRA 222
GRA 101	ADA 211	GRA 221
ADA 111	GRA 104	GRA 225
GRA 103	GRA 105	MAN 110
Humanities and Fine Arts elective	GRA 201	GRA 232
	GRA 202	GRA 299

*For additional prerequisite information, check course section.

Graphic Technology—Pre-Press Artist Option— Associate of Applied Science Degree for Direct Employment

Program Identification Code: 300-10-03

This option prepares students to work in print shops and in-house graphic departments where both art and printing skills are required. They are then qualified for employment as layout graphics and fine arts or production artist trainees.

Required Courses (66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
ADA 101	Advertising Art I	3	
ADA 102	Advertising Design I	4	ADA 101*
ADA 103	Advertising Drawing I	4	
ADA 106	Advertising Drawing II	4	ADA 103
ADA 111	Production Techniques and Processes I	3	MTH 060*
ADA 120	Advertising Design II	3	ADA 102*
ADA 211	Production Techniques and Processes II	4	ADA 111*
ADA 215	Desktop Publishing for Advertising Art: Aldus Pagemaker	4	
ADA 216	Desktop Graphics: Adobe Illustrator	4	
GRA 101	Graphic Technology I	3	
GRA 102	Graphic Technology II	3	GRA 101
GRA 104	Offset Photography: Stripping and Platemaking	3	GRA 101*
GRA 201	Color Theory and Practice	3	GRA 104
GRA 202	Offset Presswork	3	GRA 102
GRA 221	Advanced Stripping and Platemaking for Color	3	GRA 201

General Education Courses

Communication		
SPE 120	Business and Professional Communication	3
WRT 150	Practical Communications	3
Humanities and Fine Arts (Satisfied by core courses.)		3
Science and/or Mathematics		
MTH	Determined by assessment test at the 110 level or higher	3
MTH	Second course in sequence at the 100 level or higher	3
Social and Behavioral Science		
MAN 110	Human Relations in Business and Industry	3

Suggested Course Sequence (Read down.)

Reading requirement	ADA 103	ADA 211
Math course	ADA 106	GRA 201
WRT 150	Math course	ADA 215
GRA 101	SPE 120	GRA 104
ADA 101	GRA 102	GRA 202
ADA 216	ADA 111	GRA 221
ADA 102	ADA 120	MAN 110

*For additional prerequisite information, check course section.

Hospitality/Tourism

This program area prepares students for service in the broad-based hospitality/tourism industry. Tucson's rapid growth affords many opportunities within this industry which encompasses hotels, motels, clubs, food and beverage establishments, and tourist services. Career opportunities are excellent as nearly one out of every six jobs in Arizona is related to the hospitality industry.

The program options are designed to prepare students to enter the hospitality/tourism work force and/or to update those already employed in the industry. Program options include six major specialties: hospitality restaurant management, culinary arts; travel industry operations; executive house-keeping; hospitality sales and marketing; and meetings and convention management. Certificates are offered in hotel operations, hotel food and

beverage management, executive housekeeping, restaurant management, culinary arts, airline reservation systems, hospitality industry operations, hospitality sales and marketing application, and meetings and convention management.

Course work in all options emphasizes communications, human relations, and other successful job skills. Many of the major courses in the program area are taught by professionals in the field. Other types of support provided by local industry includes classroom locations, training jobs, etc. Cooperative education opportunities are available. Faculty advisers in the program area are located on the Downtown Campus.

Northern Arizona University Hotel/Restaurant School accepts certain courses toward the bachelor's degree in hotel and restaurant management. Additional course work in general education and other support courses may also be taken at Pima Community College. Students planning to transfer to NAU should see an adviser in the hospitality department.

Hospitality—Associate of Science Degree for Transfer

Program Identification Code: 310-00-02

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (67-71 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

HOS 100	Introduction to Hospitality Industry	3	
HOS 101	Front Office Procedures	3	
HOS 102	Hospitality Financial Accounting	3	MTH 060*
HOS 111	Hospitality Management Law	3	HOS 100
HOS 150	Executive Housekeeping I	3	
HOS 202	Hospitality Managerial Accounting	3	HOS 102

RCF 101	Principles of Restaurant Operations	3	
RCF 102	Foodservice Specialties I/ Culinary Preparation	3	

Support Courses

BUS 205	Statistical Methods in Economics and Business I	3	MTH 170*
ECN 201	Microeconomic Principles	3	MTH 070
ECN 202	Macroeconomic Principles	3	MTH 070
LANG	Foreign Language: Completion of two semesters of a language course numbered 110, 111, 210 or 211.	8-10	

General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition	6
Humanities and Fine Arts	6
Complete 6 credits from the following:	
ART 130, 131	
HUM 251, 252, 253	
MUS 151, 201, 202	
REL 120, 121	
Biological and Physical Sciences	8-10
Mathematics (Complete MTH 150 and 170)	6
Social and Behavioral Sciences (This requirement is satisfied by the support courses.)	6
Other Requirement Options (This requirement is satisfied by the language courses.)	8-10

Suggested Course Sequence

See a hospitality faculty adviser.

*For additional prerequisite information, check course section.

Hotel/Motel Management Options:

These options train students in the basics for employment in various hotel/motel and restaurant positions and in the travel agency and meeting/convention management areas.

Hotel Operations—Basic Certificate for Direct Employment

Program Identification Code: 310-11-08

This option is designed to provide a broad introduction to the operation of hotels and motels. Attention is focused on the basics of front office operations, accounting and housekeeping systems.

All course work in the Basic Certificate applies to the Associate of Applied Science Degree in Hotel/Motel Management.

Required Courses (16 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
HOS 100	Introduction to Hospitality Industry	3	
HOS 101	Front Office Procedures	3	
HOS 102	Hospitality Financial Accounting	3	MTH 060*
HOS 150	Executive Housekeeping I	3	

Support Courses

HOS 199	Co-op Related Class in HOS	1	*
HOS 199	Co-op Work in HOS	3	*

Suggested Course Sequence (Read down.)

HOS 100	HOS 150
HOS 101	HOS 199
HOS 102	

*For additional prerequisite information, check course section.

Hotel Food and Beverage Management—Basic Certificate for Direct Employment

Program Identification Code: 310-12-08

This option is designed to prepare students for entry-level positions in food and beverage management. Instruction includes the basic principles of hiring, financial management, food and beverage purchasing and preparation and serving.

All course work in the Basic Certificate applies to the Associate of Applied Science Degree in Hotel/Motel Management.

Required Courses (17 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
HOS 100	Introduction to Hospitality Industry	3	
HOS 102	Hospitality Financial Accounting	3	MTH 060*
HOS 104	Hotel Food and Beverage Management	3	
HOS 112	Hospitality-Alcohol Intervention Procedures	1	
RCF 102	Food Service Specialties I/ Culinary Preparation	3	

Support Courses

HOS 199	Co-op Related Class in HOS	1	*
HOS 199	Co-op Work in HOS	3	*

Suggested Course Sequence (Read down)

HOS 100	HOS 199
HOS 104	HOS 102
RCF 102	HOS 112

*For additional prerequisite information, check course section.

Hospitality Restaurant Management—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 310-10-03

This degree prepares students for entry into the lodging industry. Principles of hotel/motel management, front office, housekeeping, accounting, law, food and beverage management, financial management and hospitality marketing are included.

Required Courses (66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
HOS 100	Introduction to Hospitality Industry	3	
HOS 101	Front Office Procedures	3	
HOS 102	Hospitality Financial Accounting	3	MTH 060*
HOS 104	Hotel Food and Beverage Management	3	
HOS 111	Hospitality Management Law	3	HOS 100
HOS 112	Hospitality - Alcohol Intervention Procedures	1	
HOS 150	Executive Housekeeping I	3	
HOS 202	Hospitality Managerial Accounting	3	HOS 102
HOS 206	Hospitality Human Resource Management	3	HOS 100
HOS 211	Hospitality Sales and Marketing Application I	3	
RCF 102	Foodservice Specialties I/ Culinary Preparation	3	
Support Courses			
HOS 110	Restaurant/Banquet Service	3	
HOS 199	Co-op Related Class in HOS	1	*
HOS 199	Co-op Work in HOS	3	*
HOS 299	Co-op Related Class in HOS	1	*
HOS 299	Co-op Work in HOS	3	*
ELEC	Electives	6	
Complete 6 credit hours from the following list:			
HOS 120	Meetings and Convention Management I		
HOS 130	Meetings and Convention Management II		HOS 120
HOS 201	Catering and Banquet Sales and Management		RCF 101*
HOS 212	Hospitality Sales and Marketing Applications II		HOS 211*

MAN 278	Labor, Management Relations	BUS 100
RCF 107	Restaurant Sanitation	
RCF 120	Nutrition in Foodservice	

General Education Courses (see Graduation section of this catalog for associate of applied science degree course list.)

Communication		
SPE 120	Business and Professional Communication	3
WRT 100 or 101 or 150	Writing Fundamentals Writing I Practical Communications	3
	Humanities and Fine Arts	3
Science and/or Mathematics		
BUS 151	Mathematics of Business	3
CSC 105	Survey of Microcomputer Uses	3
Social and Behavioral Science		
MAN 110	Human Relations in Business and Industry	3

Suggested Course Sequence (Read down.)

Reading requirement	HOS 104	RCF 102
BUS 151	MAN 110	Humanities and Fine Arts elective
WRT 100 or 101 or 150	HOS 111	HOS 299
HOS 100	HOS 202	SPE 120
HOS 101	HOS 211	Elective
HOS 199	HOS 206	
HOS 102	HOS 110	
HOS 150	HOS 112	
CSC 105	Elective	

*For additional prerequisite information, check course section.

Housekeeping Departments/Hospitality Industry Options:

Students in this program area receive training for positions as executive housekeepers, i.e., persons who supervise the maintenance staffs of hotels, restaurants, hospitals, business offices, or residences. Successful executive housekeepers are able to perform their duties with minimal direction and have good organizational and supervisory skills.

Housekeeping, Executive—Basic Certificate for Direct Employment

Program Identification Code: 310-20-08

This option is designed to prepare students for beginning-level management positions in the executive housekeeping field. Training includes: safety techniques; skills and procedures for mixing and applying chemical solutions for cleaning, sanitizing and maintaining rooms; equipment maintenance; cost controls; hiring and firing practices; communications and leadership skills; and time management.

Required Courses (13 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
HOS 150	Executive Housekeeping I	3	
HOS 151	Executive Housekeeping II	3	HOS 150

Support Courses

HOS 199	Co-op Related Class in HOS	1	*
HOS 199	Co-op Work in HOS	3	*
WRT 150	Practical Communications	3	

Suggested Course Sequence (Read down.)

WRT 150
HOS 150
HOS 151
HOS 199

*For additional prerequisite information, check course section.

Housekeeping, Executive—Advanced Certificate for Direct Employment

Program Identification Code: 310-20-06

The advanced certificate option prepares students for positions as executive housekeepers. It includes all the course work of the basic certificate plus more advanced principles and techniques for achieving high productivity through effective budgeting, scheduling, insurance liability and supervisor/employee communications.

Required Courses (32 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Basic Certificate requirements		13	
Support Courses			
HOS 299	Co-op Related Class in HOS	1	*
HOS 299	Co-op Work in HOS	3	*
MAN 122	Supervision	3	
ECN 201	Microeconomic Principles	3	MTH 070
MAN 110	Human Relations in Business and Industry	3	
MTH	Determined by assessment test	3	
ELEC	Elective		
	Complete one of the following:	3	
	MAN 280		
	PSY 100		

Suggested Course Sequence (Read down.)

Basic Certificate requirements
MAN 110 Elective
MAN 122 Math Course
HOS 299 ECN 201

*For additional prerequisite information, check course section.

Restaurant, Culinary and Foodservice Management Options:

Programs in this area are designed to prepare students for foodservice employment in hotels or restaurants. Management, budgeting and hands-on experience in the preparation of food are emphasized.

Restaurant Management—Basic Certificate for Direct Employment

Program Identification Code: 310-31-08

Students who complete this certificate program are trained for entry-level positions in the field of restaurant management. Legal aspects of restaurant management, supervision, principles of quantity food preparation, safety and sanitation techniques and methods of purchasing, receiving and storing products are emphasized.

Required Courses (17 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

HOS 112	Hospitality - Alcohol Intervention Procedures	1	
RCF 101	Principles of Restaurant Operations	3	
RCF 107	Restaurant Sanitation	3	
RCF 120	Nutrition in Foodservice	2	

Support Courses

BUS 151	Mathematics of Business	3	MTH 060*
HOS 199	Co-op Related Class in HOS	1	*
HOS 199	Co-op Work in HOS	1	*
MAN 110	Human Relations in Business and Industry	3	

Suggested Course Sequence (Read down.)

RCF 101	MAN 110
BUS 151	HOS 112
RCF 107	HOS 199
RCF 120	

*For additional prerequisite information, check course section.

Culinary Arts—Basic Certificate for Direct Employment

Program Identification Code: 310-32-08

This certificate program prepares students for entry-level positions in culinary and food management. Instruction covers fundamentals of organized quantity food preparation, safety and sanitation and methods of purchasing, receiving and storing products. Emphasis is placed on cost effectiveness, hygienic work habits and food preparation.

Required Courses (16 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

RCF 101	Principles of Restaurant Operations	3	
RCF 102	Foodservice Specialties I/ Culinary Preparation	3	
RCF 103	Foodservice Specialties II/ Baking	3	
RCF 120	Nutrition in Foodservice	2	

Support Courses

HOS 199	Co-op Related Class in HOS	1	*
HOS 199	Co-op Work in HOS	1	*
MAN 122	Supervision	3	

Suggested Course Sequence (Read down.)

RCF 101	HOS 199
RCF 102	MAN 122
RCF 103	
RCF 120	

*For additional prerequisite information, check course section.

Culinary Arts—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 310-30-03

The two-year degree program focuses on the technical and supervisory aspects of foodservice operations, both in food preparation and kitchen/dining-room management. It is designed to prepare students for beginning managerial and technical positions. The program includes all the course

work covered in the two basic certificates plus more advanced study in the principles of profitability, techniques for controlling sanitation, quality and inventory management, and food preparation.

Required Courses (63 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

HOS 102	Hospitality Financial Accounting	3	MTH 060*
HOS 111	Hospitality Management Law	3	HOS 100
HOS 112	Hospitality - Alcohol Intervention Procedures	1	
RCF 101	Principles of Restaurant Operations	3	
RCF 102	Foodservice Specialties I/ Culinary Preparation	3	
RCF 103	Foodservice Specialties II/ Baking	3	
RCF 104	Foodservice Specialties III/ Garde-Manger	3	RCF 102
RCF 107	Restaurant Sanitation	3	
RCF 109	Food and Beverage Control	3	BUS 151*
RCF 120	Nutrition in Foodservice	2	

Support Courses

CSC 105	Survey of Microcomputer Uses	3	
HOS 199	Co-op Related Class in HOS	1	*
HOS 199	Co-op Work in HOS	3	*
HOS 299	Co-op Related Class in HOS	1	*
HOS 299	Co-op Work in HOS	3	*
MAN 122	Supervision	3	
ELEC	Other Elective	3	
	Complete one of the following:		
	MAN 278		
	RCF 105, 110, 201		

General Education Courses

Communication			
SPE 120	Business and Professional Communication	3	
WRT 100 or 101 or 150	Writing Fundamentals Writing I Practical Communications	3	WRT 070* WRT 100*
Humanities and Fine Arts			
	Complete one of the following:		
	ART 130, 131, 132, 135		
	DRA 140, 141		
	Foreign Language at the 100 level or higher.		
	HUM 251, 252, 253		
	LIT 260, 265		
	MUS 151, 201, 202		
	PHI 101, 120		
Science and/or Mathematics			
BIO 105	Environmental Biology	4	
BUS 151	Mathematics of Business	3	MTH 060*
Social and Behavioral Sciences			
MAN 110	Human Relations in Business and Industry	3	

Suggested Course Sequence (Read down.)

Reading requirement	CSC 105	RCF 103
WRT 100 or 101 or 150	HOS 199	RCF 104
BUS 151	HOS 102	HOS 299
SPE 120	HOS 111	Humanities and Fine Arts elective
RCF 107	HOS 112	BIO 105
RCF 109	MAN 110	Other elective
RCF 101	MAN 122	
RCF 102		
RCF 120		

*For additional prerequisite information, check course section.

Travel Industry Operations Options:

These program options are designed to prepare students to work as travel agents or agency manager trainees. Students are trained in travel agency methods of ticketing and booking procedures, computer applications and geography. Good communications, clerical skills and ability to relate well with people are essential components of the program.

Airline Reservation Systems—Basic Certificate for Direct Employment

Program Identification Code: 310-41-08

Required Courses (16 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
TVL 103	Geography for Travel Professionals I	3	
TVL 105	Airline Reservation System I	4	
TVL 110	Airline Reservation System II	4	TVL 105
TVL 115	Airline Reservation System III	4	TVL 110
TVL 120	Airline Reservation System IV	1	TVL 115

Suggested Course Sequence (Read down.)

TVL 103	TVL 115
TVL 105	TVL 120
TVL 110	

Travel Industry Operations—Advanced Certificate for Direct Employment

Program Identification Code: 310-42-06

This advanced certificate program option is designed to prepare students for travel agency management trainees. It includes all the course work in cost-effective operations, training techniques, current developments in the travel industry, computer applications, tour development and sales and communications skills.

Required Courses (37 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
TVL 101	Principles of the Travel/Tourism Industry	3	
TVL 102	Travel Agent Methods and Procedures	3	TVL 101*
TVL 103	Geography for Travel Professionals I	3	
TVL 104	Geography for Travel Professionals II	3	
TVL 125	Cruise Ship Marketing	3	TVL 101
TVL 201	Travel Industry Applications	3	TVL 102
TVL 202	Travel Industry Computer Applications	3	TVL 201*
TVL 211	Tour Group Development, Sales and Management	3	TVL 101*

General Education and Support Courses

SCI/MTH	Science and/or Mathematics Elective (Take any math course at the 100 level or higher or BUS 151.)	3	
SPE 120	Business and Professional Communication	3	
TVL 199	Co-op Related Class in TVL	1	*
TVL 199	Co-op Work in TVL	3	*
WRT 100	Writing Fundamentals		WRT 070*
or 101	Writing I		WRT 100*
or 150	Practical Communications	3	

Suggested Course Sequence (Read down.)

TVL 101	TVL 201	WRT 101
TVL 102	TVL 202	WRT 150
TVL 103	TVL 199	SPE 120
TVL 110	WRT 100	TVL 211
SCI/MTH elective		
or BUS 151		
TVL 104		

*For additional prerequisite information, check course section.

Travel Industry Operations Options—Tourism and Destination Development—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 310-43-03

Required Courses (61 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

TVL 101	Principles of the Travel/Tourism Industry	3	
TVL 103	Geography for Travel Professionals I	3	
TVL 104	Geography for Travel Professionals II	3	
TVL 211	Tour, Group Development, Sales and Management	3	TVL 101*
TVL 205	Tourism Marketing	3	TVL 101
TVL 214	Destination Development	3	TVL 101*

Support Courses

TVL 199	Coop Related Class in TVL	1	*
TVL 199	Coop Work in TVL	3	*
TVL 299	Coop Related Class in TVL	1	*
TVL 299	Coop Work in TVL	3	*
ELEC	Hospitality Electives (Select 12 credit hours from the Hospitality (HOS), Travel (TVL) or Restaurant, Culinary and Foodservice (RCF) areas.)	12	

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communications

SPE 120	Business and Professional Communication	3
WRT	WRT 100, or 101, or 150	3
Humanities and Fine Arts		8 *

Foreign Language
(Completion of a two semester sequence of a language at the 100 level or higher.)
If the student satisfies the language requirement in fewer than 8 credits, additional credit hours must be completed at the 100 level or higher from the Hospitality electives to meet the associate degree requirement.

Science and/or Mathematics 6

Elective
(Select one mathematics course at the 100 level or higher and select one course from the catalog course list from SCI/MTH section of associate of applied science degree in the areas of ACC, BUS, or CSC.)

Social and Behavioral Science

ECN 200	Basic Economic Principles	3	MTH 070
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* For additional prerequisite information, check course section.

Hospitality Sales and Marketing Application Options:

These certificate program options are designed to prepare students for beginning-level management positions in sales and marketing in the lodging industry. The programs offer current practitioners and those who wish to upgrade their skills professional training in sales and marketing, both in group room and food/beverage sales. Training includes product marketing and customer needs analysis; sales call techniques; advertising, media, public relations and other promotional activities; career advancement; catering menu development/costing; tour development and sales; research skills; and skills for communicating with a wide spectrum of consumers. Students entering these certificate programs should have at least one year of work experience in the hospitality/tourism industry.

Hospitality Sales and Marketing Application—Basic Certificate for Direct Employment

Program Identification Code: 310-50-08

Required Courses (16 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
HOS 211	Hospitality Sales and Marketing Applications I	3	*
RCF 201	Catering and Banquet Sales and Management	3	RCF 101*
Support Courses			
HOS 199	Co-op Related Class in HOS	1	*
HOS 199	Co-op Work in HOS	3	*
SPE 120	Business and Professional Communication	3	
WRT 100 or 101 or 150	Writing Fundamentals Writing I Practical Communications	3	WRT 070* WRT 100*

Suggested Course Sequence (Read down.)

HOS 211	HOS 199
SPE 120	RCF 201
WRT 100 or 101 or 150	

*For additional prerequisite information, check course section.

Hospitality Sales and Marketing Application—Advanced Certificate for Direct Employment

Program Identification Code: 310-50-06

Required Courses (32 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Basic Certificate requirements		16	
Core Courses - A grade of C or better is required for graduation.			
HOS 120	Meetings and Convention Management I	3	
HOS 212	Hospitality Sales and Marketing Applications II	3	HOS 211*
TVL 211	Tour Group Development, Sales and Management	3	TVL 101*

General Education and Support Courses

BUS 151	Mathematics of Business	3	MTH 060*
HOS 199	Co-op Related Class in HOS	1	*
HOS 199	Co-op Work in HOS	3	*

Suggested Course Sequence (Read down.)

HOS 212	HOS 199
BUS 151	TVL 211
HOS 120	

*For additional prerequisite information, check course section.

Meetings and Convention Management Options:

These certificate programs prepare students to manage conventions, trade shows, destination services and meetings. Students are trained to plan, control and coordinate such activities.

Meetings and Convention Management—Basic Certificate for Direct Employment

Program Identification Code: 310-60-08

Required Courses (16 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
HOS 120	Meetings and Convention Management I	3	
HOS 130	Meetings and Convention Management II	3	HOS 120
Support Courses			
HOS 199	Co-op Related in Class in HOS	1	*
HOS 199	Co-op Work in HOS	3	*
WRT 100 or 101 or 150	Writing Fundamentals Writing I Practical Communications	3	WRT 070* WRT 100*
SPE 120	Business and Professional Communication	3	

Suggested Course Sequence (Read down.)

HOS 120	SPE 120
HOS 130	WRT 100 or 101 or 150
HOS 199	

*For additional prerequisite information, check Course Section.

Meetings and Convention Management—Advanced Certificate for Direct Employment

Program Identification Code: 310-60-06

Required Courses (32 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Basic Certificate Requirements		16	
Core Courses - A grade of C or better is required for graduation.			
HOS 131	Meetings and Convention Management III	3	HOS 130
RCF 201	Catering and Banquet Sales and Management	3	RCF 101*
TVL 211	Tour Group Development, Sales and Management	3	TVL 101*
General Education and Support Courses			
HOS 199	Co-op Related Class in HOS	1	*
HOS 199	Co-op Work in HOS	3	*
BUS 151	Mathematics of Business	3	MTH 060*

Suggested Course Sequence (Read down.)

Basic Certificate requirements

HOS 131	TVL 211
RCF 201	HOS 199
BUS 151	

*For additional prerequisite information, check course section.

Interdisciplinary Sciences

Interdisciplinary Sciences—Associate of Science Degree for Transfer

Program Identification Code: 320-10-02

(See Pre-Optical, Interdisciplinary Sciences Degree.)

International Business Studies

This program area is designed to meet the needs of business and industry by providing education and training with the following emphases: (1) preparing the student for employment in an international setting, (2) upgrading the skills of students currently employed in a company with international operations and (3) preparing the student for a foreign assignment.

Two program options are offered: a basic certificate for direct employment and an associate of applied science degree (AAS). These programs cover the following areas: language training, cross-cultural training for the business and/or social environment, training for living in a foreign country, culture shock training, training to develop skills in handling everyday transactions of international trade and training for hosting foreign business personnel. In addition, the AAS degree includes business course offerings and general education requirements.

Courses in these programs are structured to accommodate content for any country or geographic region. The acculturation portion of the program should be taken by family members of employees anticipating a foreign assignment. For transcript purposes, each IBS course will show the actual foreign country or region studied.

International Business Studies—Basic Certificate for Direct Employment

Program Identification Code: 325-00-08

Required Courses (17-19 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
FOR/LANG	Foreign Language Requirement	8-10	
	Complete one of the following pairs:		
	FRE 110 and 111		
	GER 110 and 111		
	ITA 110 and 111		
	JPN 110 and 111		
	POR 110 and 111		
	RUS 110 and 111		
	SPA 110 and 111		
IBS 120	Cultural Similarities and Differences Between the United States and the Foreign Country	3	
IBS 130	Living in the Foreign Country	3	
IBS 135	The International Career	1	
IBS 150	Cultural Shock Management	2	

Suggested Course Sequence (Read down.)

Foreign Language Requirement

IBS 120

IBS 130

IBS 135

IBS 150

International Business Studies—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 325-00-03

Required Courses (64-68 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ACC 101	Financial Accounting	3	
BUS 210	International Business	3	
FOR/LANG	Foreign Language Electives	8-10	
	Complete one of the following pairs:		
	FRE 110 and 111		
	GER 110 and 111		
	ITA 110 and 111		
	JPN 110 and 111		
	POR 110 and 111		
	RUS 110 and 111		
	SPA 110 and 111		
IBS 120	Cultural Similarities and Differences Between the United States and the Foreign Country	3	
IBS 130	Living in the Foreign Country	3	
IBS 135	The International Career	1	
IBS 140	Basic Techniques of International Trade	3	
IBS 150	Cultural Shock Management	2	

IBS 160	Hosting Foreign Business Personnel	1	
MAN 280	Business Organization and Management	3	BUS 100*
MKT 111	Marketing	3	
SPE 120	Business and Professional Communication	3	
WRT 101	Writing I		WRT 100*
or 150	Practical Communications		
or OED 151	Business English	3	*

Support Courses

ACC 102	Managerial Accounting	3	ACC 101*
BUS 100	Introduction to Business	3	
BUS 105	Survey of Microcomputer Uses	3	
BUS 200	Business Law I	3	
BUS 151	Mathematics of Business		MTH 060*
or MTH 130	Algebra II (or higher)	3	MTH 070*
MAN 110	Human Relations in Business and Industry	3	
WRT 102	Writing II		WRT 101
or 154	Technical Communications I		WRT 100*
or OED 251	Business Communications	3	OED 151
Electives	Complete two of the following:	4-6	
	ANT 102		
	ECN 201, 202, 230		
	IBS 170		
	MAN 122		
	MKT 113, 125, 150		
	POS 120		

General Education Courses (See Graduation Section of his catalog for associate of applied science degree course list.)

Communication	6
(Support courses satisfy this requirement.)	
Humanities and Fine Arts	3
(Core courses satisfy this requirement.)	
Science and/or Mathematics	6
(Support courses satisfy this requirement.)	
Social and Behavioral Sciences	3
(Support courses satisfy this requirement.)	

Suggested Course Sequence (Read down.)

WRT 101 or 150	BUS 210	MAN 280
or OED 151	ACC 101	MKT 111
IBS 120	ACC 102	SPE 120
IBS 130	BUS 151 or	WRT 102 or 154
IBS 135	MTH 130 or higher	or OED 251
IBS 140	BUS 105	BUS 200
IBS 150	BUS 100	
IBS 160	MAN 110	

*For additional prerequisite information, check course section.

Interpreter Training Program

Sign Language—Basic Certificate

Program Identification Code: 330-10-08

The sign language basic certificate is designed to offer a pragmatic introduction to American Sign Language and deafness. Students completing this certificate will gain an overview of a communication mode utilized by many deaf individuals. The course work also provides information relating to the history, education, and community aspects of deafness and American Sign Language.

This program is primarily for individuals preparing for, or already employed in industry, business and public service who have daily contact with the general public. While this course work will not qualify an individual as an interpreter, it will enhance his/her ability to provide services to many deaf individuals through basic communication skills.

Required Courses (19 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

SLG 105	Expressive/Receptive Fingerspelling and Numbers	2	SLG 101
SLG 110	Introduction to Disabilities and Audiology	3	SLG 101*
SLG 120	History of Deafness	3	SLG 101
SLG 201	American Sign Language III	4	SLG 102
SLG 202	American Sign Language IV	4	SLG 201

Support Course

ANT 102	Introduction to Cultural Anthropology and Linguistics	
or 215	The Nature of Language	3

Suggested Course Sequence

 (Read down.)

SLG 105	SLG 120
SLG 110	SLG 202
SLG 201	Reading requirement
ANT 102 or 215	

*For additional prerequisite information, check course section.

Interpreter Training Program—Associate of Applied Arts Degree for Direct Employment

Program Identification Code: 330-00-09

The curriculum provides both theoretical and practical preparation for graduates to provide quality interpreting services for deaf consumers and hiring agencies. The total program consists of four semesters of classes totaling a minimum of 64 credit hours to complete the associate of applied arts degree in interpreting. The program includes laboratory study, classroom lecture, and supervised field experience in the community. Students graduating from this program will be eligible to meet the Interpreter Quality Assurance System in Arizona.

Acceptance Into the Program:

In addition to meeting general requirements for admission to Pima Community College, the applicant must:

- Complete an Interpreter Training Program application packet
- Demonstrate the following minimum reading competencies:
 - Program entry - 10th grade level
 - Program exit - REA 112 level or above
- Successfully complete or show an equivalency for
 - SLG 101 - American Sign Language I
 - SLG 102 - American Sign Language II
 - REA 071 - Spelling
- Receive approval by the Interpreter Training Program selection committee.

General Requirements:

- Minimum of 64 credit hours.
- Work in residence: 32 hours in major course work.

Required Courses (64 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

ITP 105	Expressive/Receptive Fingerspelling and Numbers	2	SLG 101
ITP 110	Introduction to Disabilities and Audiology	3	SLG 101*
ITP 120	History of Deafness	3	SLG 101
ITP 180	Psychosocial Aspects of Deafness	3	SLG 101
ITP 201	American Sign Language III	4	SLG 102
ITP 202	American Sign Language IV	4	ITP 201
ITP 203	American Sign Language V	3	ITP 202*
ITP 220	Interpreting I	4	ITP 202
ITP 250	Interpreting II	4	ITP 220
ITP 270	Sign to Voice	4	ITP 202
ITP 290	Interpreter Training Field Experience	2	ITP 220*

Support Courses

ANT 102	Introduction to Cultural Anthropology and Linguistics		
or 215	The Nature of Language	3	
PSY 101	Introduction to Psychology	4	
SPE 102	Introduction to Oral Communication	3	
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

General Education Courses (See Graduation section of this catalog for associate of applied arts degree course list.)

Communication	6
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(Support courses satisfy this requirement.)

Humanities and Fine Arts (SLG 101 and 102 may satisfy this requirement.)	6
Science and/or Mathematics	3
Social and Behavioral Sciences (Support courses satisfy this requirement.)	3

Suggested Course Sequence (Read down.)

Reading requirement	ITP 202	ITP 290
ITP 105	Humanities and Fine Arts elective	Science/Mathematics elective
PSY 101	ITP 203	Humanities and Fine Arts elective
ITP 110	ITP 220	
WRT 101	SPE 102	
ITP 120	ITP 180	
ITP 201	ITP 250	
ANT 102 or 215	ITP 270	
WRT 102		

*For additional prerequisite information, check course section.

Landscape Technician

The landscape technician program options are designed to prepare students for employment in the landscape industry either as landscape maintenance and plant care technicians or as designers and/or managers of landscape systems. The former training is provided by the advanced certificate program and the latter by the associate of applied science degree program. Program advisers are located on the West Campus.

Landscape Technician—Advanced Certificate for Direct Employment

Program Identification Code: 335-00-06

This program provides education and skills for students planning to be landscape maintenance and plant care technicians. Instruction covers definition of career goals, diagnosis, treatment and control of horticultural diseases and pests, familiarity with suitable plants for exterior and interior use, and analysis and improvement of soils for horticultural use.

Required Courses (32 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

BIO 184	Plant Biology	4	
LTP 100	Landscape Today and Tomorrow	3	
LTP 120	Plant Pathology, Pests and Controls	4	BIO 184
LTP 130	Soils Management	4	
LTP 160	Plant Usage and Identification	3	

Support Courses

CHM 130	Fundamental Chemistry	5	
MTH 110	Technical Mathematics I	3	MTH 060*
MTH 120	Technical Mathematics II	3	MTH 110
WRT 150	Practical Communications	3	

General Education Courses (See Graduation section of this catalog for advanced certificate course list.)

Communication 3

(Support courses satisfy this requirement.)

Science and/or Mathematics 3

(Support courses satisfy this requirement.)

Suggested Course Sequence (Read down.)

Reading requirement	LTP 100
WRT 150	LTP 130
MTH 110	MTH 120
CHM 130	LTP 160
BIO 184	LTP 120

*For additional prerequisite information, check course section.

Landscape Technician—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 335-00-03

This program provides education and skills to students for employment as landscape system designers and/or managers. Instruction includes designing, estimating and implementing landscape plans; designing, installing and maintaining pressure-type irrigation systems; estimating and implementing maintenance on equipment. The associate of applied science degree program includes all the requirements of the advanced certificate program.

Required Courses (62 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

BIO 184	Plant Biology	4	
LTP 100	Landscape Today and Tomorrow	3	
LTP 120	Plant Pathology, Pests and Controls	4	BIO 184
LTP 130	Soils Management	4	
LTP 160	Plant Usage and Identification	3	
LTP 200	Landscape Management Systems	3	
LTP 205	Irrigation Design I	3	
LTP 230	Landscape Maintenance	3	
LTP 260	Basic Landscape Design	3	
SPE 120	Business and Professional Communication	3	

Support Courses

CHM 130	Fundamental Chemistry	5	
MTH 110	Technical Mathematics I	3	MTH 060*
MTH 120	Technical Mathematics II	3	MTH 110
WRT 150	Practical Communications	3	
LTP ELEC	Landscape Technician Electives	6	

Any LTP courses not listed in the core courses section (including CAD) will serve as LTP electives.

ELEC	Elective	3
	Select one course from the following:	
	BUS 100, 106	
	MAN 122, 124	

General Education Requirements (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Core and support courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences	3

Suggested Course Sequence (Read down.)

Reading requirement	MTH 120	Humanities and Fine Arts elective
WRT 150	LTP 120	LTP 200
MTH 110	LTP 160	SPE 120
CHM 130	LTP 230	LTP elective
BIO 184	LTP 260	Elective
LTP 100	Social and Behavioral Sciences elective	LTP elective
LTP 130	LTP 205	

*For additional prerequisite information, check course section.

Legal Assistant

This program is approved by the American Bar Association and is designed to prepare students for entry-level paraprofessional positions in the legal field. The American Bar Association states that the terms legal assistant and paralegal are used interchangeably. A legal assistant is a person who works directly under the supervision of a lawyer. Legal assistants are qualified through education, training or work experience. They perform specifically delegated substantive legal work which requires a knowledge of legal concepts and procedures.

Legal Assistant work includes developing and modifying procedures used in the legal field; preparing and interpreting legal documents; preparation of a case for trial; investigation of the facts of a case; researching, selecting, assessing, compiling, and using information from the law library and other references; and analyzing and handling procedural problems.

Legal assistants may be employed by law firms, businesses, financial institutions, title and escrow companies, or government agencies. Additional positions for which they may qualify include title examiner, trust officer, contract clerk, legal investigator, and law firm administrator. An internship at an approved work site is available during the last semester of course work for students who have not had previous work experience in the legal field.

Students should also have a minimum reading capability at the twelfth-grade level in order to ensure success in the program. In addition, good organizational ability, oral and written communication skills, and ability to relate well to people are important for success in this field.

LAS faculty advisers are available on the Downtown Campus only.

Legal Assistant Program Objectives

To prepare students with employment entry level practical skills and knowledge for the legal assistant field, the program offers a series of courses which gives students the ability to:

1. Describe the role and responsibilities of a legal assistant within a law office and the court system.
2. Demonstrate knowledge of the law library, research skills and methods and the ability to write research memoranda and reports using proper citation form for legal sources.
3. Demonstrate knowledge of professional ethics as applied to the practice of law and the legal assistant.
4. Demonstrate the legal assistant's role during litigation and trial and the ability to prepare motions, pleading, instruments of discovery, notetaking, and daily trial recapitulation.
5. Apply legal problem solving techniques and the principles of abstract, inductive and deductive reasoning to case law and factual situations.

Legal Assistant—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 340-00-03

Required Courses (60-61 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

LAS 101	Introduction to Legal Assistant Careers	3	
LAS 102	Civil Litigation Procedures I	3	
LAS 103	Legal Research	3	LAS 101*
LAS 104	Judgment, Analysis and Ethics	3	LAS 101*
LAS 106	Civil and Criminal Evidence	3	LAS 103*
LAS 202	Civil Litigation Procedures II	3	LAS 102
LAS 211	Legal Writing	3	LAS 103*
LAS ELEC	LAS Specialty Area Electives	15-16	
	Complete five courses from the following LAS specialty electives course list: (Specialty courses are not offered every semester. Consult with an LAS faculty adviser to determine class offerings.)		
LAS 201	Consumer Law Procedures		BUS 220*
LAS 203	Tort Law Procedures		LAS 101*
LAS 204	Wills, Trusts, and Estates		LAS 101*
LAS 206	Criminal Trial Procedures I		LAS 101*
LAS 207	Criminal Trial Procedures II		LAS 101*
LAS 208	Domestic Relations and Family Law		*
LAS 209	Bankruptcy Procedures		LAS 101*
LAS 210	Administrative Law and Procedures		LAS 101*
LAS 212	Law Office Computerization		LAS 101*
LAS 213	Computer Assisted Legal Research		LAS 103*
LAS 215	Corporate Law Procedures		LAS 101*
LAS 217	Real Estate Legal Procedures		LAS 101*
LAS 250	Legal Assistant Internship (The internship is designed to give the students work experience at an approved site. For students in their final semester of course work. Application and acceptance required.)		LAS 202*

Support Courses

ACC 100	Practical Accounting Procedures	3
BUS 220	Legal Environment of Business	3
CSC 105	Survey of Microcomputer Uses	3
POS 110	American National Government and Politics	
or 112	National and State Constitution	3

SPE 120	Business and Professional Communication	
or 110	Public Speaking	3

General Education Courses

Communication			
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101
Humanities and Fine Arts		3	

Complete one course from the following list:

- ART 130, 131, 133
- DRA 140, 141, 245
- Any foreign language course 100 and above
- HIS 101, 102
- HUM 251, 252, 253, 260
- LIT any course 100 and above
- MUS 102, 201, 202
- PHI 101, 102, 120, 130, 140
- REL 119, 120, 121, 130, 140

Science and/or Mathematics	6
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(ACC 100 in the support courses will satisfy 3 credit hours of this requirement.)

- Complete one additional course from the following list:
- AST 101, 102, 111, 112
 - BIO any course 100 and above, excluding 198, 297, 298
 - BUS 205, 206
 - CHM any course 100 and above, excluding 196, 198, 297
 - GEO 101, 102
 - GLG any course 100 and above, excluding 244, 280
 - MTH any course 100 and above, excluding 110, 115, 120, 125, 198, 297
 - PHY any course 100 and above excluding 101, 102, 105, 198, 297

Social and Behavioral Sciences

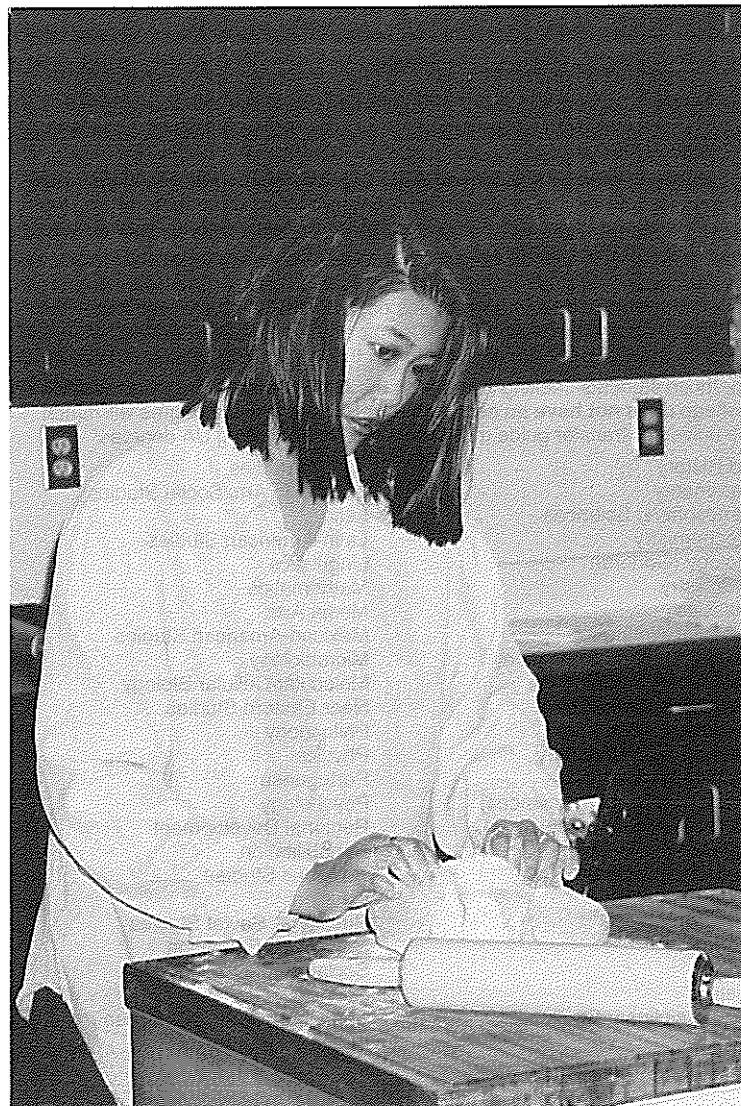
MAN 110	Human Relations in Business and Industry	3
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Suggested Course Sequence (Read down.)

Reading requirement	ACC 100**
WRT 101	LAS 104
POS 110 or 112**	CSC 105**
LAS 101	MAN 110**
LAS 102	LAS Specialty elective
BUS 220	Humanities and Fine
SPE 120 or 110**	Arts elective**
LAS 103	LAS Specialty elective
LAS 106	Science and math elective**
LAS Specialty elective	LAS 211
WRT 102	LAS Specialty elective
LAS 202	LAS Specialty elective

*For additional prerequisite information, check course section.

** Sequence of courses may be changed to allow for flexibility in scheduling semester course load.



Liberal Arts and Sciences

This program is intended to be the university transfer core curriculum for liberal arts and sciences and offers two options: the University of Arizona (UA) option and the Arizona State University/Northern Arizona University (ASU/NAU) Option.

For students planning to attend ASU or NAU, this degree offers the best choices for fulfilling general education courses and preparing for a degree in the College of Arts and Sciences at ASU or NAU. See an adviser and follow the ASU/NAU Option.

For students planning to attend the UA, this degree may fulfill two purposes. For undecided students, this degree provides the best choices for fulfilling general education courses for a degree in the UA's College of Arts and Sciences. See an adviser and follow the UA Option.

For those students seeking a major at the UA for which Pima Community College does not have an associate degree, this transfer degree will match the university transfer guide requirements for the following UA degrees:

Art History	Judaic Studies
Astronomy	Language Arts/Social Studies
Atmospheric Sciences	Latin
Biochemistry	Latin-American Studies
Biology (General)	Linguistics
Chemistry	Mathematics
Classics	Media Arts
Creative Writing	Mexican-American Studies
Early Childhood Education	Microbiology
East Asian Studies	Molecular/Cellular Biology
Ecology & Evolutionary Biology—BA	Near Eastern Studies
Ecology & Evolutionary Biology—BS	Philosophy
Economics (Arts & Sciences)	Physics
Elementary Education	Portuguese
English	Psychology
English (Extended)	Regional Development
French	Rehabilitation
Geography	Religious Studies
German	Russian
Greek	Russian & Soviet Studies
History	Secondary Education
Interdisciplinary Studies	Social Studies
Italian	Spanish
Journalism	Speech & Hearing Sciences
	Women's Studies

Liberal Arts or Sciences—Associate of Arts Degree for Transfer

Program Identification Code: 345-00-01

UNIVERSITY OF ARIZONA (UA) OPTION

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (60-72 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of "C" or better is required for graduation.

Note: All courses in this degree program are considered core courses and must be transferable.

ARTS REQUIREMENT	Select one course from the following: ART 100, 110, 115, 120, 130, 131 MUS 102, 105, 108, 109, 116, 117, 120, 121, 125 & 127, 130, 131, 151	3	
FOREIGN LANGUAGE REQUIREMENT	Completion of a language course numbered 211, fourth-semester level, or completion of SPA 202 or SLG 202. (Bilingual or international students should consult an adviser concerning exceptions to this requirement.) If a student satisfies the language requirement in fewer than 16 credits, additional credit hours of transferable electives must be completed to meet the minimum associate degree requirement of 60 credit hours.	4-16	

LITERATURE REQUIREMENT	3
Select Option 1 if you complete your foreign language requirement with 8 or more credits. Select Option 2 if you complete your foreign language requirement with only 4 credits.	
Option 1: LIT 231, 260, 261, 262, 265, 266, 267 REL 120, 121	
Option 2: LIT 260, 266, 267	
NON-WEST CIVILIZATION REQUIREMENT	3
Select one course from the following list: ANT 112, 205, 206 ARC 205 HIS 113, 114, 122, 124, 148, 170 REL 234	
ELECTIVES	3-15
Select 3-15 credits of transferable credits from the University of Arizona Transfer Guide. See an adviser.	
General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)	
English Composition	6
Humanities and Fine Arts	9
Core course satisfies three credits of this requirement. Complete two courses from one of the following options: Option 1: ART 130, 131 Option 2: HIS 101 or 102 and HIS 141, 142, 160, 161 Option 3: HUM 251, 252, 253 Option 4: HUM 110, 111, 253	
Biological and Physical Sciences	8
Select two courses from: AST 101/111, 102/112 BIO 100, 105, 109, 115, 156, 181, 182, 184, 201, 202, 205 CHM 121 or 130 or 151; 140 or 141 or 152;	

235, 236	
GEO 101, 102	
GLG 101, 102	
PHY 121/122 or 210, 216, 221	
Mathematics	3
Complete MTH 150 or above.	
Social and Behavioral Sciences	9
Select one course from Category 1 and two courses from Category 2. The course selected from Category 1 must be of a different prefix than the courses selected from Category 2.	
Category 1: ANT 202, 203 HIS 105, 127, 150, 180 HUM 260 PSY 216 SOC 103, 201, 204	
Category 2: ANT 101 or ARC 101; ANT 102 ECN 200 GEO 103 MEC 102 PHI 101, 130, 140 POS 100, 110, 120, 130, 140, 160 PSY 101, 218, 250 REL 140 SOC 101	
Other Requirement Options	5-6
Core courses satisfy this requirement.	
Suggested Course Sequence	
See an adviser.	

ARIZONA STATE UNIVERSITY/NORTHERN ARIZONA UNIVERSITY (ASU/NAU) OPTION

Program Identification Code: 346-00-01

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (60-64 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of "C" or better is required for graduation.

Note: All courses in this degree program are considered core courses and must be transferable. If a student completes all requirements displayed below in fewer than 60 credits, additional credit hours of transferable electives must be completed to meet the minimum associate degree requirement of 60 credit hours. See an adviser for selection of elective credits.

Support Courses

FOREIGN LANGUAGE REQUIREMENT			
	Completion of a language course numbered 211, fourth-semester level, or completion of SPA 202 or SLG 202. (Bilingual or international students should consult an adviser concerning exceptions to this requirement.)	4-16	
	Intensive Writing		
WRT 207	Sophomore Composition	3	WRT 102*
	Historical Awareness	3	
	Select one course from the following: ART 130 DRA 140, 141, HIS 101, 102, 113, 114, 141, 142, 148, 150 HUM 110, 111, 251, 252, 253 POS 130 REL 120, 234 SOC 101		

Ethnic/Race/Gender Awareness 3

Select one course from the following:
ANT 148
HUM 260
HIS 105, 127, 148, 150, 180
SOC 103, 201, 204

Options 3-4

Complete 3-4 credits from either the Communication or Numeracy options.

Option 1—Communication

OED 251
SPE 110, 124, 136

Option 2—Numeracy

BUS 205
MTH 210
PSY 230
CSC 100, 101, 105, 140, 175,
238, 256, 270, 274
ENG 102, 241
MAP 207

General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition	6
Complete WRT 101 and 102	
Humanities and Fine Arts	9
Select one course from the following list: ART 130, 131 DRA 140, 141	
Select two courses from the following list: HUM 110, 111, 251, 252, 253, 260 PHI 101, 130 REL 120, 121, 234 LIT 231, 261, 266 & 267 (LIT 266 & 267 must be completed together.)	

Biological and Physical Sciences 8
 Select two laboratory science courses from:
 AST 101/111, 102/112
 BIO 100, 184
 CHM 130, 151, 152
 GEO 101, 102
 GLG 101, 102
 PHY 121, 122, 210, 216, 221, 230

Mathematics (Complete MTH 150 or above) 3

Social and Behavioral Sciences 9

Complete 9 credits by:

1) Selecting one course from:

- ANT 102
- HIS 113, 114
- POS 120, 140
- REL 234

2) Selecting two courses from:

- ANT 101, 102, 206
- ARC 101
- ECN 201, 202
- GEO 103
- HIS 101, 102, 113, 114, 141, 142, 148, 150
- POS 110, 120, 130, 140, 160
- PSY 101, 218, 230, 250
- REL 234
- SOC 101, 201, 204

Other Requirement Options 5-6
 (Support courses satisfy this requirement.)

Suggested Course Sequence

See an adviser.

*For additional prerequisite information, check course section.

Machine Tool Technology

This program area is designed to provide the skills, knowledge, and practice needed for employment as a machinist. Depending upon their qualifications, students may find positions in the local job market as machine operators, machinist apprentices, maintenance machinists, model makers, QC inspectors or CNC operators.

Four program options are available: basic certificate, technical certificate, and an associate of applied science degree option in machine tool technology and a technical certificate, and an associate of applied science degree option in computer numerical control machinist. In addition to these options, a 43-credit-hour block program of in-depth training and skill development is available in a concentrated two-semester sequence. Students interested in the block program must apply to the program adviser during the spring or summer prior to starting the two-semester sequence in the fall. Cooperative education courses offer actual work experience while attending classes.

Machine tool training includes a broad range of techniques used in metals manufacturing in addition to support courses in manufacturing processes, quality control, metallurgy, drafting, numerical control and welding. Such background can provide a base from which students may pursue a baccalaureate degree in manufacturing engineering technology or mechanical engineering. Students interested in obtaining the higher degree should contact the college or university of their choice to determine transfer requirements.

Good mechanical aptitude and good basic skills in reading, writing, and mathematics are important for success in this program. It is suggested that all students confer with machine tool advisers before registering.

Machine Shop Fundamentals—Basic Certificate for Direct Employment

Program Identification Code: 350-10-08

This program is designed to prepare students for entry level employment as machine operators, machinist apprentices, maintenance machinists, model makers, QC inspectors and CNC operators. Good mechanical aptitude and good basic skills in reading, writing and mathematics are important for success in this program.

Required Courses (21 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
MAC 103	Machine Shop Mathematics I	3	MTH 060*
MAC 104	Machine Shop Mathematics II	3	MAC 103
MAC 110	Machine Shop for Technicians I	4	
MAC 120	Machine Shop for Technicians II	4	MAC 103*
MAC 130	Fundamentals of Metallurgy	3	

Support Course

DFT 150 Technical Drafting I 4

Suggested Course Sequence (Read down.)

MAC 103 MAC 104
DFT 150 MAC 120
MAC 110 MAC 130

*For additional prerequisite information, check course section.

Machinist's Standard Certificate—Technical Certificate for Direct Employment

Program Identification Code: 350-20-05

Required Courses (34 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

MAC 103	Machine Shop Mathematics I	3	MTH 060*
MAC 104	Machine Shop Mathematics II	3	MAC 103
MAC 110	Machine Shop for Technicians I	4	
MAC 120	Machine Shop for Technicians II	4	MAC 103*
MAC 130	Fundamentals of Metallurgy	3	

Support Courses

DFT 150	Technical Drafting I	4	
MAN 110	Human Relations in Business and Industry	3	
ELEC	Other Elective: Complete 4 credit hours from the following list with the approval of the program adviser. MAC 210, 225, 250, 255, 270, 280 CSC 100, 105 DFT 150, 180 WLD 150, 160, 262 SML 101	4	

General Education Courses

Communication			
WRT 100	Writing Fundamentals		WRT 070*
or 101	Writing I	3	WRT 100*

Science and/or Mathematics			
PHY 101	Technical Physics I	3	MTH 060*

Suggested Course Sequence (Read down.)

WRT 100 or 101	MAC 120
MAC 103	MAC 130
MAC 110	Other electives
MAC 104	MAN 110
DFT 150	PHY 101

*For additional prerequisite information, check course section.

Machine Tool Technology—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 350-00-03

Required Courses (62 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
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Core Courses - A grade of C or better is required for graduation.

MAC 103	Machine Shop Mathematics I	3	MTH 060*
MAC 104	Machine Shop Mathematics II	3	MAC 103*
MAC 110	Machine Shop for Technicians I	4	
MAC 120	Machine Shop for Technicians II	4	MAC 103*
MAC 130	Fundamentals of Metallurgy	3	
MAC 210	Jig and Fixture Designing I	4	MAC 120*
MAC 250	Introduction to Numerical Control I	4	MAC 104*
MAC 280	Machine Shop for Technicians III	4	MAC 120
MAC 285	Physical Metallurgy	3	MAC 130

Support Courses

DFT 150	Technical Drafting I	4
ELEC	Other Electives:	8
	Complete 8 credit hours from the following list with the approval of the program adviser.	
	MAC 225, 255, 257, 258, 260, 265, 270, 280	
	CSC 100, 105	
	DFT 151, 180	
	WLD 150, 160, 262	
	SML 101	

General Education Courses

Communication

WRT 100	Writing Fundamentals	3	WRT 070*
or 101	Writing I		WRT 100*
WRT 101	Writing I		WRT 100*
or 102	Writing II		WRT 101
or 154	Technical Communications I	3	WRT 100*

Humanities and Fine Arts

(See Graduation section of this catalog for associate of applied science degree course list.)

Science and/or Mathematics

PHY 101	Technical Physics I	3	MTH 060*
PHY 102	Technical Physics II	3	MTH 070*

Social Behavioral Science

MAN 110	Human Relations in Business and Industry	3
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Suggested Course Sequence (Read down.)

Reading requirement	Other elective	Humanities and Fine Arts elective
MAC 103	PHY 101	MAC 280
WRT 100 or 101	MAN 110	MAC 250
MAC 110	DFT 150	MAC 285
MAC 130	PHY 102	DFT 101
MAC 104	WRT 101 or 102	Other electives
MAC 120	or 154	

*For additional prerequisite information, check course section.

Machine Tool Technology—Computer Numerical Control Machinist Option—Technical Certificate for Direct Employment

Program Identification Code: 350-30-05

Required Courses (36 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
MAC 103	Machine Shop Mathematics I	3	MTH 060*
MAC 104	Machine Shop Mathematics II	3	MAC 103
MAC 110	Machine Shop for Technicians I	4	
MAC 120	Machine Shop for Technicians II	4	MAC 103*
MAC 130	Fundamentals of Metallurgy	3	
MAC 210	Jig and Fixture Designing I	4	MAC 120*
MAC 250	Computer Numerical Control I	4	MAC 104*
MAC 255	Computer Numerical Control II	4	MAC 250

Support Course

DFT 150	Technical Drafting I	4
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General Education Courses (See Graduation section of this catalog for associate of applied science course list.)

Communication	3
Science and/or Mathematics (Satisfied by core courses.)	3

Suggested Course Sequence (Read down.)

MAC 103	DFT 150
MAC 104	MAC 210
MAC 110	MAC 250
MAC 120	MAC 265
MAC 130	Communications elective

*For additional prerequisite information, check course section.

Machine Tool Technology—Computer Numerical Control Machinist Option—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 350-30-03

Required Courses (65 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

MAC 103	Machine Shop Mathematics I	3	MTH 060*
MAC 104	Machine Shop Mathematics II	3	MAC 103
MAC 110	Machine Shop for Technicians I	4	
MAC 120	Machine Shop for Technicians II	4	MAC 103*
MAC 130	Fundamentals of Metallurgy	3	
MAC 210	Jig and Fixture Designing I	4	MAC 120*
MAC 250	Computer Numerical Control I	4	MAC 104*
MAC 255	Computer Numerical Control II	4	MAC 250
MAC 257	Computer Aided Machining I	4	DFT 180*
MAC 258	Computer Aided Machining II	4	MAC 257
MAC 260	Computer Numerical Control III: Lathe	4	MAC 255
MAC 280	Machine Shop for Technicians III	4	MAC 120

Support Courses

DFT 150	Technical Drafting I	4	
DFT 180	Computer Aided Drafting I	4	DFT 150*

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication	6
Humanities and Fine Arts	3
Science and/or Mathematics (Satisfied by core courses.)	6
Social and Behavioral Sciences	3

Suggested Course Sequence (Read down.)

MAC 103	Communications elective
MAC 104	MAC 280
MAC 110	DFT 180
MAC 120	MAC 257
MAC 130	MAC 258
DFT 150	MAC 260
MAC 210	Humanities/Art elective
MAC 250	Social/Behavioral Science elective
MAC 255	

*For additional prerequisite information, check course section.

Manufacturing Technology—Associate of Science Degree for Transfer

Program Identification Code: 350-40-02

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

This program is designed to meet the requirements for the first two years of a baccalaureate degree in manufacturing technology at Arizona State University. It may meet some or all of the requirements at other universities offering a similar baccalaureate degree in manufacturing technology. Students in this program should check specific transferability requirements with the institution to which they plan to transfer. A program transfer guide for Arizona State University is available through a program adviser located on the Downtown Campus. To transfer Pima Community College courses to a university, the student must have received a grade of "C" or better.

Required Courses (65 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

DFT 240	Manufacturing Processes I	3	
MAC 110	Machine Shop for Technicians I	4	
MAC 120	Machine Shop for Technicians II	4	MAC 103*
MAC 280	Machine Shop for Technicians III	4	MAC 120

Support Courses

ECN 202	Macroeconomic Principles	3	MTH 070
ENG 102	Problem-Solving and Engineering Design	3	MTH 180*
ENG 170	Problem-Solving Using Computers	3	ENG 102
MTH 155	Trigonometry	3	MTH 150*
MTH 180	Analytical Geometry and Calculus I	5	MTH 155*
MTH 185	Analytical Geometry and Calculus II	4	MTH 180
MTH 215	Analytic Geometry and Calculus III	4	MTH 185
PHY 121	Introductory Physics I	5	MTH 070*
PHY 122	Introductory Physics II	5	PHY 121

General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition	6
Humanities and Fine Arts	6
Select 6 credits from:	
ART 130	
DRA 140, 141	
HUM 251, 252, 253	
PHI 130	
Biological and Physical Sciences (Support courses satisfy this requirement.)	8-10
Mathematics (MTH 150 or above) (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences (Support courses satisfy 3 credits of this requirement.) Select 3 additional credits from:	6
ANT 102	
HIS 113, 114	
POS 120, 140	
Other Requirement Options (Support course satisfies this requirement.)	8-10

Suggested Course Sequence

See an adviser.

*For additional prerequisite information, check course section.



Mathematics

The associate of science degree in mathematics is designed to provide students with basic mathematical skills through linear algebra and thus prepare them to transfer to a four-year college or university to continue work on a bachelor's degree in mathematics. Such students should follow the first two years' requirements of the institution to which they plan to transfer.

The mathematics program area offers a wide variety of courses ranging from arithmetic and basic algebra, through calculus and linear algebra. The mathematics faculty is dedicated to the goal of providing as much individual attention to students as possible. An intensive tutoring program is provided in the college's learning centers and the faculty is constantly reviewing and updating the mathematics curriculum and teaching methods.

New students are required to take the mathematics assessment test and should begin their program with the recommended mathematics course. Students who plan to transfer to an upper division school should check with an adviser. Program advisers are available on all campuses.

Mathematics—Associate of Science Degree for Transfer

Program Identification Code: 355-00-02

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (60-72 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

MTH 155	Trigonometry		MTH 150*
or 160	Precalculus	3-5	MTH 130*
MTH 180	Analytic Geometry and Calculus I	5	MTH 155*
MTH 185	Analytic Geometry and Calculus II	4	MTH 180
MTH 215	Analytic Geometry and Calculus III	4	MTH 185
MTH 219	Differential Equations	3	MTH 215
MTH 225	Introduction to Linear Algebra	3	MTH 215

Support Courses

CSC	Computer Science	3-4
	Select one course from: CSC 131, 140 or ENG 170	

FOREIGN LANGUAGE REQUIREMENT 4-16

Completion of a language course numbered 211, fourth-semester level, or completion of SPA 202 or SLG 202. (Bilingual or international students should consult an adviser concerning exceptions to this requirement.)

If a student satisfies the language requirement in fewer than 16 credits, additional credit hours of transferable electives must be completed to meet the minimum associate degree requirement of 60 credit hours.

ART REQUIREMENT 3

Select one course from the following:
ART 100, 110, 115, 120
MUS 102, 104, 105, 108, 109
116, 117, 120, 121, 130, 131, 151

NON-WESTERN CIVILIZATION REQUIREMENT 3

Select one course from the following list:
HIS 113, 114, 148, 170
HUM 260
REL 234

General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition	6
Humanities and Fine Arts (The Art and Non-Western support courses satisfy this requirement.)	6
Biological and Physical Sciences	8-10
Mathematics (Core courses satisfy this requirement.)	6
Social and Behavioral Sciences For the three state universities one course must include unique content in matters of gender, class, race, or ethnicity. Currently HIS 105, 127, 150, 180 and SOC 103, 201, 204 fulfill this requirement. Select one additional course from the list below:	6
ANT 101 or ARC 101, ANT 102	
ECN 200	
GEO 103	
HUM 260	
MEC 102	
PHI 101, 130, 140	
POS 100, 110, 120, 130, 140, 160	
PSY 101, 218, 250	
REL 140	
SOC 101	
Other Requirement options (Core courses fulfill this requirement.)	8-10

Suggested Course Sequence

See mathematics faculty adviser.

*For additional prerequisite information, check course section.

Media Communications

Persons trained in media communications can work in a variety of jobs in the production of television programs, films and publications. The field includes such jobs as writer, editor, director, camera operator and graphic designer.

Students can choose a major in print media or telecommunications. In both programs, a student can obtain an associate degree and become employed or continue at a four-year college or university. An advanced certificate is also offered in telecommunications. Both degrees emphasize extensive study preparing the student for employment in print, electronic media, or in film making.

Students interested in a university transfer program should follow the Liberal Arts and Sciences, Associate of Arts Degree for Transfer program (UA option or ASU/NAU option) as detailed in this catalog and consult a media faculty adviser.

Instruction includes television camera operation, video editing, studio production, audio production, desktop publishing, paste-up, art and graphic design, computer applications in media, electronic field production, electronic news gathering, film production, film editing, lighting, script writing, news writing, reporting and copy editing. The associate degree programs also involve students as interns at work sites in the community through cooperative education courses. Student activities also include the *Aztec Press*, an award-winning student newspaper published weekly, and student-produced films and videos are aired locally on cable television and shown in local media arts centers.

Program advisers are located on the West Campus.

Print Media Sequence—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 360-10-03

This program is designed to prepare students for employment as desktop publishers, graphic designers and artists, newspaper paste-up and layout persons, reporters, freelance writers, small publication editors and advisers, copy editors, photojournalists and print design specialists. Cooperative education opportunities are available on small publications, daily and weekly newspapers, magazines and specialty publications. Students must complete at least six credit hours of media communications courses before being placed at work sites. Students may also work on the *Aztec Press*, the student-produced newspaper, in the areas mentioned above. They may also express their creativity through editorials, cartoons, feature stories and photography courses. Helpful qualifications for success in this field are good writing skills and an interest in art, design, layout, computers, reporting, editing and photojournalism.

Required Courses (60 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

CSC 100	Introduction to Computers and Information Systems	3	MTH 070*
MEC 101	Introduction to Reporting and Media Writing	3	
MEC 102	Survey of Media Communications	3	
MEC 170	Journalism Workshop	3	MEC 101
MEC 188	DeskTop Publishing for Journalism and Media Communication	3	
MEC 199	Co-op Related Class in MEC	1	*
MEC 199	Co-op Work in MEC	2	*
MEC 240	Editing, Layout, and Design	3	MEC 101
MEC 280	Photojournalism	3	MEC 101
MEC 299	Co-op Related Class in MEC	1	MEC 199*
MEC 299	Co-op Work in MEC	2	MEC 199*

Support Courses

WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

Electives	Complete 15 credit hours from the following: ADA 101, 102, 111, 120 ART 140, 141 BUS 100, 105 GRA 101, 102, 202 MEC 190, 196, 270, 290, 296 MKT 125	15	
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General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Support courses satisfy this requirement.)	6
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Humanities and Fine Arts	3
Science and/or Mathematics	6
Social and Behavioral Sciences	3

Suggested Course Sequence (Read down.)

WRT 101	Humanities and Fine Arts elective
CSC 100	Social and Behavioral Sciences elective
MEC 101	MEC 199
MEC 102	MEC 280
Science/Mathematics elective	Elective
WRT 102	MEC 299
MEC 170	Elective
MEC 188	Elective
MEC 240	Elective
Science/Mathematics elective	Elective

*For additional prerequisite information, check course section.

Print Media Sequence—Liberal Arts and Sciences—Associate of Arts Degree for Transfer

A student planning on obtaining a print media degree should follow the Liberal Arts and Sciences—Associate of Arts Degree for Transfer. Consult the appropriate university transfer option (UA or ASU/NAU).

The program is designed to prepare students to transfer to a four-year college or university program in journalism. Those interested in reporting should have a well-rounded background with emphasis on interviewing, writing, and storytelling skills. Typing and familiarity with word processing are also necessary. Photojournalism is an option for students who have basic dark room skills and who are interested in black-and-white photography. Those interested in publication production should have a background in art, design, and computers.

Verification of transfer courses should be established with the transfer university or college or a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Telecommunications Sequence—Advanced Certificate for Direct Employment

Program Identification Code: 360-20-06

The advanced telecommunications certificate is an intensive, hands-on program designed to prepare students for positions as media center managers, television news camera persons, television production camera persons, television news tape editors, television commercial producers, scriptwriters and audio technicians. Successful graduates will be able to work in both the one-half-inch VHS and the three-fourths-inch U-Matic formats, make simple repairs to various media equipment, make recommended equipment purchases and assess media production needs.

Cooperative education opportunities exist in television stations, production centers, industrial video facilities and audio production studios. To be eligible, students must have completed at least six credit hours of media communications classes, have available time to work on site and have access to necessary transportation. A good background of writing courses is strongly recommended for students entering this field. Aptitudes for mechanics, graphic design, art, music and verbal expression are also helpful.

Required Courses (48 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
MEC 102	Survey of Media Communications	3	
MEC 124	Writing for Film and Television	3	MEC 102*
MEC 125	Beginning Video Production	3	MEC 124
MEC 175	Cinematography	3	MEC 124*
MEC 199	Co-op Related Class in MEC	1	*
MEC 199	Co-op Work in MEC	2	*
MEC 215	Advanced Cinematography	4	MEC 175
MEC 225	Advanced Video Production	4	MEC 125
MEC 275	Basic Audio Production	3	MEC 124
MEC 276	Advanced Audio Production	4	MEC 275
MEC 299	Co-op Related Class in MEC	1	MEC 199*
MEC 299	Co-op Work in MEC	3	MEC 199*
Support Courses			
MEC 271	Film/Video Production Financing	3	MEC 124
MEC 285	Documentary Television and Film Production	4	MEC 215*

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication	3
Science and/or Mathematics	3
(Select a MTH course at the 100 level or higher.)	

Suggested Course Sequence (Read down.)

COMM elective	MEC 225	MEC 276
MEC 102	MEC 299	Math elective
MEC 124	MEC 215	MEC 285
MEC 125	MEC 275	
MEC 175	MEC 271	
MEC 199		

*For additional prerequisite information, check course section.

Telecommunications Sequence—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 360-20-03

This degree option is designed to qualify students to be television camera persons, videotape editors, television writers, media center directors, audio specialists, producers and directors of small format productions. Students are trained in all aspects of television production, including shooting in the VHS or three-fourths-inch U-Matic formats, editing both formats, planning and producing media productions. The latter involves script writing, location, lighting, equipment purchasing and repair and budgeting. Cooperative education opportunities in the past have included placement in television stations, production companies, industrial production facilities and out-of-state productions as production assistants. Completion of six credit hours is required for co-op placement. Students may also obtain practical experience in all aspects of television production by working on the College news magazine program, Collage. Strong writing skills are important for success in this field. A creative background in art, music, design, computers and electronics is also helpful but not required.

Required Courses (64 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
CSC 100	Introduction to Computers and Information Systems	3	MTH 070*
MEC 102	Survey of Media Communications	3	
MEC 124	Writing for Film and Television	3	MEC 102*
MEC 125	Beginning Video Production	3	MEC 124
MEC 175	Cinematography	3	MEC 124*
MEC 199	Co-op Related Class in MEC	1	*
MEC 199	Co-op Work in MEC	2	*
MEC 215	Advanced Cinematography	4	MEC 175
MEC 225	Advanced Video Production	4	MEC 125
MEC 275	Basic Audio Production	3	MEC 124
MEC 276	Advanced Audio Production	4	MEC 275
MEC 285	Documentary Television and Film Production	4	MEC 215*
ELEC	Art Elective	3	*
	Any ART course at the 100 level or higher		
ELEC	Electives	6	
	Select two of the following: MEC 101, 145, 211, 265, 270, 271, 280, 281, 299		

Support Courses

WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

General Education Courses (See Graduation section of this catalog for associate of applied science course list.)

Communication (Support courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics	6
Social and Behavioral Sciences	3

Suggested Course Sequence (Read down.)

CSC 100	MEC 275	WRT 102
MEC 124	Science/Mathematics	MEC 215
MEC 175	elective	MEC 285
Science/Mathematics	MEC elective	MEC elective
elective	MEC 199	ART elective
WRT 101	MEC 225	Social and Behavioral
MEC 102	MEC 276	Sciences elective
MEC 125	Humanities and Fine	
	Arts elective	

*For additional prerequisite information, check course section.

Telecommunications Sequence—Liberal Arts and Sciences—Associate of Arts Degree for Transfer

A student planning on obtaining a telecommunications degree should follow the Liberal Arts and Sciences—Associate of Arts Degree for Transfer. Consult the appropriate university transfer option (UA or ASU/NAU).

The program is designed to prepare students to transfer to a four-year college or university program in audio, film, and/or video. Good writing skills and creative background in art, design, computers, and photography are helpful in this degree option.

Verification of transfer courses should be established with the transfer university or college or a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Mental Health Technician

The mental health technician advanced certificate prepares the student to assist doctors, nurses and psychologists in the treatment of the psychiatric client who has difficulties of an acute or rehabilitative nature. The student obtains knowledge of psychiatric conditions, the Diagnostic and Statistical Manual (DSM) of the American Psychiatric Association and various treatment modalities. In addition the student is prepared to administer basic nursing care. The program provides the student with experience in direct patient care for both physical and psychological needs.

Acceptance Into Program:

- Completion of Pima Community College acceptance requirements and special application for the mental health technician program.
- Minimum college-defined competency in reading of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment.
- Approval by Selection Committee.

General Requirements:

- Physical examination, including documentation of current immunizations, to be completed upon acceptance into program.
- CPR (cardiopulmonary resuscitation) certification at level C for health-care providers, by the third week of clinical laboratory. (Requirements can be met successfully by completing HED 140B.)
- Successful completion of all program requirements in theory, skills and clinicals.

Mental Health Technician—Advanced Certificate for Direct Employment

Program Identification Code: 365-00-06

Required Courses (30-31 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
MHT 101	Mental Health Technician I	7	*
MHT 201	Mental Health Technician II	6	MHT 101
HCA 156	Psychotropic Medications	1	
PSY 214	Abnormal Psychology	3	PSY 100A*
SSE 111	Group Work	3	

General Education and Support Courses

BIO 160	Introduction to Human Anatomy and Physiology	4	
PSY 100A	Psychology I	3-4	
or 101	Introduction to Psychology	3	
WRT 101	Writing I	3	WRT 100*

Suggested Course Sequence (Read down.)

PSY 100A or 101	HCA 156
BIO 160	WRT 101
PSY 214	MHT 201
MHT 101	SSE 111

*For additional prerequisite information, check course section.

Mexican-American Studies

Mexican-American Studies—Liberal Arts and Sciences—Associate of Arts Degree for Transfer

The Mexican-American Studies program is designed to introduce the student to the history, culture, society, politics, and personality of the Mexican-American in the United States.

Students completing this course will receive an Associate of Arts Degree in Liberal Arts and Sciences. For transfer and for specific courses in Mexican-American Studies, students must consult with a faculty adviser to develop a study plan.

Microcomputer Technician

The Microcomputer Technician program is one of several programs which are being developed in cooperation with school districts and employers to provide a continuous sequence of learning from high school through a community college certificate or degree. Entry into these Technical Preparation ("Tech Prep") programs requires either completion of the high school portion of the curriculum or the equivalent at Pima Community College.

In the case of the Microcomputer Technician program, entry requires the following:

1. Completion of TEC 101A and 101B with a minimum grade of "C" -or- Successful performance on a test at the West Campus Assessment Center.
2. An advising session with the West Campus Math and Sciences Division Advisement Specialist.
3. A completed application form. The forms are available from the office of the Math and Sciences Division Advisement Specialist.

Microcomputer Technician—Advanced Certificate for Direct Employment

Program Identification Code: 255-10-06

Required Courses (31 Credit Hours)

Course Number	Course/Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

CSC 100	Introduction to Computers and Information Systems	3	MTH 070*
CSC 105	Survey of Microcomputer Uses	3	
TEC 102	Principles of Technology II	4	MTH 115*
TEC 117	Process Development and Analysis	3	MTH 115
TEC 121	Basic Electric and Magnetic Properties	4	MTH 115*
TEC 130	Microcomputer Assembly and Testing	4	TEC 101B*
TEC 132	Microcomputer Systems Servicing	4	TEC 130*

Support Courses

MTH 115	Electronics Mathematics	3	MTH 070
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General Education Courses

Communication		
WRT 150	Practical Communications	3
Science and/or Mathematics		3

(Support courses satisfy this requirement.)

Suggested Course Sequence (Read down.)

WRT 150	CSC 105	TEC 117
MTH 115	TEC 121	TEC 132
CSC 100	TEC 130	TEC 102

*For additional prerequisite information, check course section.

Microcomputer Technician—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 255-10-03

Required Courses (68-71 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

CSC 100	Introduction to Computers and Information Systems	3	MTH 070*
CSC 105	Survey of Microcomputer Uses	3	
TEC 102	Principles of Technology II	4	MTH 115*
TEC 117	Process Development and Analysis	3	MTH 115
TEC 121	Basic Electric and Magnetic Properties	4	MTH 115*
TEC 122	Applied Semiconductor Devices	4	TEC 121
TEC 123	Digital Circuits and Computers	4	TEC 122
TEC 124	Electronic Data and Communications	4	TEC 122
TEC 130	Microcomputer Assembly and Testing	4	TEC 101B*
TEC 132	Microcomputer Systems Servicing	4	TEC 130*
TEC 230	Peer-to-Peer Networking	4	TEC 132*
TEC 232	Dedicated Server Networks	4	TEC 230
TEC 234	Microcomputer Repair	4	TEC 132*

Support Courses

MTH 115	Electronics Mathematics	3	MTH 070
MTH 125	Electronics Mathematics Applications	3	MTH 115
TEC 290	Technology Education Field Experience	1-4	*

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication	6
WRT 150 is required. Select 3 additional credits from WRT 101 or WRT 154.	
Humanities and Fine Arts	3
Science and/or Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences	3

Suggested Course Sequence (Read down.)

WRT 150	TEC 132	Social/Behavioral
MTH 115	TEC 102	Science elective
CSC 100	TEC 122	Humanities elective
CSC 105	MTH 125	TEC 230
TEC 121	WRT 101 or 154	TEC 232
TEC 130	TEC 123	TEC 234
TEC 117	TEC 124	TEC 290

*For additional prerequisite information, check course section.

Music

This program is designed to prepare students to become musical performers, composers, conductors, teachers, researchers or program directors. Employment opportunities exist in such places as schools, church and community organizations, music publication, band and orchestras. Students receive instruction to develop aural, composing, ensemble and solo skills in all areas of music. Cooperative education opportunities include performance for art galleries, a musical theater, a pep band, etc. The program is adaptable for part-time as well as full-time attendance and emphasizes close contact between teachers and students through small classes and individual attention. Faculty members are all active professional performers. For success in this program, it is important to have some

background in music and to possess reading and listening skills, knowledge of repertoire, and self-discipline. Program advisers are available on the West Campus.

Music—Associate of Arts Degree for Transfer

Program Identification Code: 375-00-01

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (71-72 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

	Select two of the following three courses:		
MUS 120	Concert Band I		*
or 130	Chorale (SATB)		*
or 131	College Singers (SATB)	6	*
MUS 125	The Structure of Music I	3	*
MUS 126	The Structure of Music II	3	MUS 125
MUS 127	Aural Perception I	1	*
MUS 128	Aural Perception II	1	MUS 127
MUS 141	Piano Class I—Music Majors	1	
MUS 142	Piano Class II—Music Majors	1	MUS 141
MUS 143	Piano Class III—Music Majors	1	MUS 142
MUS 144	Piano Class IV—Music Majors	1	MUS 143
MUS 145	Applied Music—Private Instruction	2	
MUS 146	Applied Music—Private Instruction	2	MUS 145
MUS 201	History and Literature of Music I	3	MUS 102
MUS 202	History and Literature of Music II	3	MUS 102
MUS 225	The Structure of Music III	3	MUS 125
MUS 226	The Structure of Music IV	3	MUS 125
MUS 227	Aural Perception III	1	MUS 127
MUS 228	Aural Perception IV	1	MUS 127
MUS 247	Applied Music—Private Instruction	2	MUS 146
MUS 248	Applied Music—Private Instruction	2	MUS 247

General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition	6
Humanities and Fine Arts (Core courses may be used to satisfy this requirement.)	9
Biological and Physical Sciences	8
Mathematics (MTH 150 or above)	3
Social and Behavioral Sciences	9
Other Requirement Options	5-6

Suggested Course Sequence

See a music faculty adviser.

*For additional prerequisite information, check course section.

Nursing

OVERVIEW

Pima Community College offers a variety of educational alternatives for students who seek to enter the nursing field. These alternatives include programs which prepare graduates to function in the role of registered nurse, licensed practical nurse, and certified nursing assistant.

Upon successful completion of a program, the graduate is eligible to take the required registry and licensure examination. Graduates are prepared to enter the work force at the registered nurse, licensed practical nurse or nursing assistant level.

- The registered nurse program can be completed only at the West Campus.
- The practical nurse program can be completed at the West Campus or the Center for Training and Development.
- The certified nursing assistant program can be completed at the West Campus or the Center for Training and Development.
- A nursing assistant certificate can be granted to the student who successfully completes the first semester nursing course of the practical nurse program or the West Campus registered nurse program.

Associate Degree Nursing—Associate of Applied Science Degree for Direct Employment, Transfer or Articulating Track

Program Identification Code: 380-00-03

The Associate Degree Nursing (ADN) Program prepares registered nurses. This program is accredited by the Arizona State Board of Nursing and the National League for Nursing. Students satisfactorily completing this curriculum will graduate with an Associate of Applied Science degree in nursing. Graduates of this program will be eligible to take the National Council Licensure Examination (NCLEX-RN) to qualify for licensure as a registered nurse.

Licensing requirements are the exclusive responsibility of the State Board of Nursing. Graduates must satisfy licensure requirements independently of degree requirements.

Program graduates may transfer to other colleges and universities for continued education at the baccalaureate level. Articulation agreements are currently in place with the University of Arizona and the University of Phoenix.

The Practical Nurse graduate from the Pima College or Center for Training and Development and the Licensed Practical Nurse from the Tucson community is eligible to complete the articulating track and apply for acceptance into the second year of the Associate Degree Nursing (ADN) Program. If accepted, the student must successfully complete a three credit transition course (NRS 190) and meet all acceptance requirements for admission into the third semester of the Associate Degree Nursing (ADN) Program.

Interested applicants should contact the Nursing Department for specific information.

General Program Requirements

Students must receive a "C" grade or better in all prerequisite, core, support and general education courses each semester in order to progress to the next semester or to graduate.

Physical examination, including documentation of current immunizations, must be completed upon acceptance into the nursing course sequence and updated annually.

Documented CPR certification at the professional level is required upon admission and must be updated annually.

Each student is required to provide current health insurance documentation each semester.

Students are expected to provide individual transportation to assigned clinical sites.

Most nursing courses include lecture, campus laboratory and hospital laboratory components, and must be taken in sequence as each course builds upon the previous one.

Specified co-requisite general education courses are also required with each nursing course. For prerequisite and co-requisite course information check course section of this catalog.

Acceptance Into Program

- Completion of college (PCC) and appropriate associate degree nursing applications by stipulated deadline.
- One year of high school chemistry or its equivalent (CHM 130, PCC) evaluated on an individual basis and completed within the last ten years with a grade of "C" or better.
- A minimum reading score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.
- Documented mathematics at level for entrance to MTH 130 by college assessments examination, or completion of MTH 070 with a grade of "C" or better.
- Eligibility for entrance into Human Anatomy & Physiology I, (BIO 201). Biology courses must be completed within last six years.
- Prior approval of transfer credit according to college policy (see PCC catalog).
- Consultation with a nursing adviser for additional acceptance requirements if seeking admission into the ADN program from the Practical Nurse Articulating Track or if a Licensed Practical Nurse.
- Approval by selection committee.
- Admission is on a space availability basis.

General Requirements

- Total credits: 69 credit hours.
- Nursing major: 41 credit hours.
- General Education Courses: 28 credit hours.

Required Courses (69 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
NRS 104	Nursing Process I for ADN	8	*
NRS 105	Nursing Process II for ADN	9	NRS 104*
NRS 106	Pharmacology for Associate Degree Nursing	1	NRS 104*
NRS 201	Nursing Process III for ADN	11	NRS 106*
NRS 202	Nursing Process IV for ADN	11	NRS 201*
NRS 203	Trends and Issues II	1	NRS 201*

Support Courses - A grade of C or better is required for graduation.

BIO 201	Human Anatomy and Physiology I	4	BIO 156
BIO 202	Human Anatomy and Physiology II	4	BIO 201
BIO 205	Microbiology	4	*
PSY 101	Introduction to Psychology	4	
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.) A grade of C or better is required for graduation.

Communication (Support courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences	3

Required Four Semester Course Sequence (Read down.)

Semester One:	Semester Three:
WRT 101	BIO 205
BIO 201	PSY 101
NRS 104	NRS 201
Semester Two:	Semester Four:
BIO 202	Humanities and Fine Arts elective
WRT 102	Social and Behavioral Sciences elective
NRS 105	NRS 202
NRS 106	NRS 203

Suggested Course Sequence for Part-Time Study (Read down.)

WRT 101	Humanities and Fine Arts elective
WRT 102	Social and Behavioral Sciences elective
BIO 201	NRS 104
BIO 202	NRS 105 and 106
PSY 101	NRS 201
BIO 205	NRS 202 and 203

*For additional prerequisite information, check course section.

Practical Nursing—Advanced Certificate for Direct Employment

This curriculum provides the theoretical and practical preparation to qualify graduates for immediate employment as practical nurses (PN).

This program is accredited by the Arizona State Board of Nursing. Students having satisfactorily completed the curriculum will graduate with an advanced certificate in nursing and will be eligible to take the National Council Licensure Examination (NCLEX-PN) for licensure as a licensed practical nurse (LPN).

Licensing requirements are the exclusive responsibility of the State Board of Nursing. Graduates must satisfy licensure requirements independently of certificate requirements.

The student may choose between two tracks for completion of the program: the non-articulating PN program and the articulating PN program.

Successful completion of the PN articulation track will allow the student to apply for acceptance into the second year of the associate degree nursing (ADN) program. Acceptance into the second year of the ADN program is competitive and based on a selection process. The continuing PN graduate must meet the requirements for admission and successfully complete a transition course for admission into the ADN program.

Acceptance Into Program

Enrollment is limited and neither application nor successful completion of all PN prerequisite course work guarantees admission into the PN courses. Rather, successful acceptance into the program depends upon meeting the below criteria.

- Completion of Pima Community College acceptance requirements and special application for the practical nurse program.
- Minimum college-defined competency in reading of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment.
- Eligibility for MTH 070 as determined by PCC assessment examination or MTH 070 with a grade of "C" or better.
- Approval by Selection Committee. (See an adviser for selective admission criteria.)
- A grade of "C" or better is mandatory in all required coursework taken prior to acceptance into the nursing (NRS) courses.

General Requirements

- Total credits:
Non-articulating track: 35-36 credit hours
Articulating track: 40 credit hours

- Work in residence: minimum 18 credit hours of major (NRS) courses to be completed in residence.
- Physical examination, including documentation of current immunizations, to be completed upon acceptance into program.
- Successful completion of all program requirements in theory, skills and clinicals.

Practical Nursing—Advanced Certificate for Direct Employment—Non-Articulating Track

Program Identification Code: 380-10-06

A grade of "C" or better is mandatory in all required coursework taken prior to acceptance into the nursing (NRS) courses.

Required Courses (35-36 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
HCA 155	Introduction to Pharmacology	3	
BIO 160	Introduction to Human Anatomy and Physiology	4	
BIO 204	Survey of Human Diseases	4	*
NRS 101	Nursing Process I for PN	8	*
NRS 102	Nursing Process II for PN	9	NRS 101
NRS 103	Trends and Issues I	1	NRS 101*

Support Courses

PSY 100A or 101 or SOC 101	Psychology I Introduction to Psychology Introduction to Sociology	3-4	
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General Education Courses

Communication			
WRT 101	Writing I	3	WRT 100*
Science and/or Mathematics		3	
(Core courses satisfy this requirement.)			

Suggested Course Sequence (Read down.)

BIO 160	PSY 100A or 101 or SOC 101
HCA 155	NRS 101
WRT 101	NRS 102
BIO 204	NRS 103

*For additional prerequisite information, check course section.

Practical Nursing—Advanced Certificate for Direct Employment—Articulating Track

Program Identification Code: 380-20-06

A grade of "C" or better is mandatory in all required coursework taken prior to acceptance into the nursing (NRS) courses.

Required Courses (40 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
HCA 155	Introduction to Pharmacology	3	
BIO 201	Human Anatomy and Physiology I	4	BIO 156
BIO 202	Human Anatomy and Physiology II	4	BIO 201
BIO 205	Microbiology	4	*
NRS 101	Nursing Process I for PN	8	*
NRS 102	Nursing Process II for PN	9	NRS 101
NRS 103	Trends and Issues I	1	NRS 101*

Support Courses

PSY 101	Introduction to Psychology	4	
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General Education

Communication

WRT 101	Writing I	3	WRT 100*
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Science and/or Mathematics		3	
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(Core courses satisfy this requirement.)

Suggested Course Sequence (Read down.)

BIO 201	WRT 101
BIO 202	PSY 101
HCA 155	NRS 101
BIO 205	NRS 102
	NRS 103

*For additional prerequisite information, check course section.

Nursing Assistant—Basic Certificate for Direct Employment

Program Identification Code: 380-30-08

This program provides the basic health care skills students can utilize as nursing assistants in hospitals, long-term facilities and other health care

agencies. Graduates are prepared to give patient care under the direct supervision of licensed health personnel. Students who satisfactorily complete this curriculum will receive a Nursing Assistant Basic Certificate. The program has approval from the Consortium for Nursing Assistant Programs in the State of Arizona.

Acceptance Into Program

- Completion of Pima Community College acceptance requirements.
- Completion of a special application for the Nursing Assistant program.
- Completion of placement examinations in mathematics and reading comprehension (Note: Applicants must place at the eighth-grade level or better in reading comprehension.)
- Science class (BIO) must have been taken within the last six (6) years.

General Requirements

- Total credits: 12 credit hours.
- Successful completion of all academic and clinical program requirements.
- A physical examination to include documentation of current immunizations (required upon acceptance into the program).

Nursing assistant graduates interested in preparing for the practical nurse or associate degree nursing programs should consult with their nursing adviser.

Required Courses (12 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
BIO 160	Introduction to Human Anatomy and Physiology	4	
HCA 154	Introduction to Health Care	3	
NRA 101	Nursing Assistant I	5	*

Suggested Course Sequence (Read down.)

BIO 160
HCA 154
NRA 101

*For additional prerequisite information, check course section.

Office Education

Administrative Support Careers

Administrative Support Careers offers a variety of courses and programs. Two-year programs which lead to an associate of applied science degree are given in these areas: records management, administrative assistant, executive secretary, general secretary, legal secretary and medical secretary. One year advanced certificate programs for clerk-typist, receptionist, and records management are available. Bilingual secretary certificate and degree programs are offered.

The Administrative Support Careers curriculum offers education in communications, business and management subjects, including varied office equipment. General education is also included.

Clerk-Typist—Advanced Certificate for Direct Employment

Program Identification Code: 385-10-06

Required Courses (34 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
OED 121	Calculating Machines	2	BUS 151
OED 151	Business English	3	*
OED 211	Typing III	3	OED 112*
OED 219	Word Processing Software	2	OED 112*
OED 222	Desktop Publishing for Business and Industry	2	OED 219
OED 251	Business Communications	3	OED 151
OED 271	Office Procedures	4	OED 112
RIM 132	Records Management: Filing Systems	3	
General Education and Support Courses			
ACC 100	Practical Accounting Procedures	3	
BUS 151	Mathematics of Business	3	MTH 060*
MAN 110	Human Relations in Business and Industry	3	
OED 112	Typing II	3	OED 111

Suggested Course Sequence (Read down.)

First Semester	Second Semester
OED 112	OED 121
BUS 151	OED 219
ACC 100	OED 222
OED 151	OED 271
MAN 110	OED 251
	OED 211
	RIM 132

*For additional prerequisite information, check course section.

Receptionist (Medical, Legal, General)—Advanced Certificate for Direct Employment

Program Identification Code: 385-20-06

Required Courses (34-35 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
OED 112	Typing II	3	OED 111
OED 121	Calculating Machines	2	BUS 151
OED 151	Business English	3	*
OED 219	Word Processing Software	2	OED 112*
OED 222	Desktop Publishing for Business and Industry	2	OED 219
OED 251	Business Communications	3	OED 151
RIM 132	Records Management: Filing Systems	3	
ELECTIVE	Elective		
	Select one:		
OED 141	Legal Terms (For Legal Receptionist Majors)		
or OED 161	Medical Office Procedures (For Medical Receptionist Majors)	3-4	OED 112*
General Education and Support Courses			
ACC 100	Practical Accounting Procedures	3	
BUS 151	Mathematics of Business	3	MTH 060*
MAN 110	Human Relations in Business and Industry	3	
OED 271	Office Procedures	4	OED 112

Suggested Course Sequence (Read down.)

OED 151	OED 141 or 161	OED 222
OED 112	ACC 100	OED 121
BUS 151	OED 251	MAN 110
RIM 132	OED 219	OED 271

*For additional prerequisite information, check course section.

Administrative Assistant—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 385-00-03

Required Courses (61 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

MAN 280	Business Organization and Management	3	BUS 100*
OED 121	Calculating Machines	2	BUS 151
OED 151	Business English	3	*
OED 211	Typing III	3	OED 112*
OED 219	Word Processing Software	2	OED 112*
OED 222	Desktop Publishing for Business and Industry	2	OED 219
OED 251	Business Communications	3	OED 151
OED 271	Office Procedures	4	OED 112

Support Courses

ACC 200	Accounting on the Microcomputer I		ACC 100*
or 102	Managerial Accounting	3	ACC 101*
BUS 220	Legal Environment of Business	3	
ECN 200	Basic Economic Principles	3	MTH 070
MAN 122	Supervision	3	
OED 112	Typing II	3	OED 111
OED 199	Co-op Related Class	1	*
OED 199	Co-op Related Work	2	*

OED 224 or RIM 231	Beginning Machine Transcription Records Management: Forms Management; Micrographics; and Automated Retrieval	3	OED 112* RIM 131
RIM 131	Records Management: Development of a Program	3	
RIM 132	Records Management: Filing Systems	3	

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communications (Core courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics	
ACC 101 Financial Accounting	3
BUS 105 Survey of Microcomputer Uses or CSC 105 Survey of Microcomputer Uses	3
Social and Behavioral Sciences	
MAN 110 Human Relations in Business and Industry	3

Suggested Course Sequence (Read down.)

Reading requirement	BUS 105 or CSC 105	OED 222
OED 112	MAN 280	OED 224 or RIM 231
OED 151	RIM 132	ECN 200
MAN 110	OED 199	ACC 200 or 102
RIM 131	BUS 220	Humanities and Fine Arts elective
OED 211	ACC 101	OED 271
OED 121	MAN 122	
OED 251	OED 219	

*For additional prerequisite information, check course section.

Records Management (Business Administration Option)—Advanced Certificate for Direct Employment

Program Identification Code: 385-30-06

Required Courses (33 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

OED 151	Business English	3	*
RIM 131	Records Management: Development of a Program	3	
RIM 132	Records Management: Filing Systems	3	

Support Courses

ACC 101	Financial Accounting	3	
BUS 100	Introduction to Business	3	
BUS 200	Business Law I	3	
ECN 201	Microeconomic Principles	3	MTH 070
MAN 110	Human Relations in Business and Industry	3	
OED 111	Typing I	3	
POS 110	American National Government and Politics	3	

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Core courses satisfy this requirement.)				3	
Science and/or Mathematics					
MTH 130	Algebra II	3	MTH 070*		

Suggested Course Sequence (Read down.)

POS 110	RIM 131	RIM 132
ACC 101	BUS 200	MAN 110
BUS 100	ECN 201	MTH 130
OED 111	OED 151	

*For additional prerequisite information, check course section.

Records Management (Business Administration Option)—Associate of Applied Science Degree For Direct Employment

Program Identification Code: 385-30-03

Required Courses (60-62 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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REA Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.

Core Courses - A grade of C or better is required for graduation.

OED 151	Business English	3	*
OED 251	Business Communications	3	OED 151
RIM 131	Records Management: Development of a Program	3	
RIM 132	Records Management: Filing Systems	3	
RIM 231A	Records Management: Forms Management	1	RIM 131
RIM 231B	Records Management: Micrographics	1	RIM 131
RIM 231C	Records Management: Automated Retrieval	1	RIM 131
RIM 232	Records Management: Supervision	3	RIM 131

Support Courses

BUS 100	Introduction to Business	3	
BUS 105	Survey of Microcomputer Uses	3	
BUS 200	Business Law I	3	
BUS 201	Business Law II	3	BUS 200
ECN 201	Microeconomic Principles	3	MTH 070
MAN 276	Personnel Management	3	BUS 100
OED 110A	Typing Refresher: Skill Building	1	OED 111*
OED 111	Typing I	3	
OED 199	Co-op Related Class in OED	1	*
OED 199	Co-op Work in OED	1-3	*
POS 110	American National Government and Politics	3	

ELECTIVE Complete one of the following courses: WRT 101, 102, ECN 202 or SPE 120.

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communications (Core courses satisfy this requirement.)	6	
Humanities and Fine Arts	3	
Science and/or Mathematics		
ACC 101 Financial Accounting	3	
MTH 130 Algebra II	3	MTH 070*
Social and Behavioral Sciences		
MAN 110 Human Relations in Business and Industry	3	

Suggested Course Sequence (Read down.)

Reading requirement	OED 151	BUS 201
POS 110	RIM 132	RIM 231A, B, C
ACC 101	MAN 110	Elective
BUS 100	MTH 130	OED 199
OED 111	OED 110A	OED 199
RIM 131	OED 251	RIM 232
BUS 200	MAN 276	Humanities and Fine Arts elective
ECN 201	BUS 105	

*For additional prerequisite information, check course section.

Records Management (Medical Record Option)— Advanced Certificate for Direct Employment

Program Identification Code: 385-40-06

Required Courses (33-34 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
OED 151	Business English	3	*
RIM 121	Introduction to Medical Record Science	1	
RIM 131	Records Management: Development of a Program	3	
RIM 132	Records Management: Filing Systems	3	

General Education and Support Courses

ACC 101	Financial Accounting	3	
BIO 201	Human Anatomy and Physiology I	4	BIO 156
HCA 154	Introduction to Health Care	3	
MAN 110	Human Relations in Business and Industry	3	
MTH 130	Algebra II	3	MTH 070*
OED 111	Typing I	3	
Science and/or Mathematics		4-5	
Complete one of the following: BIO 100, 205, or CHM 130			

Suggested Course Sequence (Read down.)

Science elective	RIM 131	RIM 132
ACC 101	HCA 154	MAN 110
BIO 201	RIM 121	MTH 130
OED 111	OED 151	

*For additional prerequisite information, check course section.

Records Management (Medical Record Option)— Associate of Applied Science Degree for Direct Employment

Program Identification Code: 385-40-03

Required Courses (65-69 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

OED 151	Business English	3	*
OED 251	Business Communications	3	OED 151
RIM 121	Introduction to Medical Record Science	1	
RIM 131	Records Management: Development of a Program	3	
RIM 132	Records Management: Filing Systems	3	
RIM 221	Medical/Health Record Coding	3	OED 262*
RIM 231A	Records Management: Forms Management	1	RIM 131
RIM 231B	Records Management: Micrographics	1	RIM 131
RIM 231C	Records Management: Automated Retrieval	1	RIM 131
RIM 232	Records Management: Supervision	3	RIM 131

General Education and Support Courses

ACC 101	Financial Accounting	3	
BIO 201	Human Anatomy and Physiology I	4	BIO 156
BIO 202	Human Anatomy and Physiology II	4	BIO 201
BIO 204	Survey of Human Diseases	4	*
BUS 105	Survey of Microcomputer Uses	3	
HCA 154	Introduction to Health Care	3	
MAN 110	Human Relations in Business and Industry	3	
MTH 130	Algebra II	3	MTH 070*
OED 110A	Typing Refresher: Skill Building	1	OED 111*
OED 111	Typing I	3	
OED 162	Medical Terms I	3	BIO 160*
OED 199	Co-op Related Class in OED	1	*
OED 199	Co-op Work in OED	1-3	*

Humanities and Fine Arts 3-4

(See Graduation section of this catalog for associate of applied science degree course list.)

Science and/or Mathematics 4-5

Complete one of the following:
BIO 100, 205, or CHM 130

Suggested Course Sequence (Read down.)

Reading requirement	OED 151	BIO 202
Science elective	RIM 132	RIM 231A, B, C
ACC 101	MAN 110	BIO 204
BIO 201	MTH 130	OED 199
OED 111	OED 110A	OED 199
RIM 131	OED 251	RIM 232
HCA 154	OED 162	Humanities and Fine Arts elective
RIM 121	BUS 105	RIM 221

*For additional prerequisite information, check course section.

General Secretary—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 385-50-03

Required Courses (63-65 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

OED 102	Shorthand II	OED 101*
or 109	Stenoscript II	OED 108*
or 224	Beginning Machine Transcription	OED 112*
or 226	Advanced Machine Transcription	3 OED 224
OED 121	Calculating Machines	2 BUS 151
OED 151	Business English	3 *
OED 211	Typing III	3 OED 112*
OED 219	Word Processing Software	2 OED 112*
OED 222	Desktop Publishing for Business and Industry	2 OED 219
OED 251	Business Communications	3 OED 151
OED 271	Office Procedures	4 OED 112
RIM 132	Records Management: Filing Systems	3

General Education and Support Courses

ACC 100	Practical Accounting Procedures		
or 101	Financial Accounting	3	
BUS 151	Mathematics of Business	3	MTH 060*
BUS 200	Business Law I	3	
MAN 110	Human Relations in Business and Industry	3	
OED 101	Shorthand I		OED 111*
or 107	Notehand		
or 108	Stenoscrypt I		*
or 224	Beginning Machine Transcription	2-3	OED 112*
OED 111	Typing I	3	
OED 112	Typing II	3	OED 111
HUM/ART	Humanities and Fine Arts Elective (See Graduation section of this catalog for associate of applied science degree course list.)	3	
SOC/BEH	Social and Behavioral Sciences Elective (See Graduation section of this catalog for associate of applied science degree course list.)	3	
ELECTIVE	Select one of the following: BUS 100, 105, or CSC 105	3	
ELECTIVES	Electives should be selected with the advice of an OED adviser from the following list: ACC 200, OED 199, 201, 202, 299, RIM 131	9-10	

Suggested Course Sequence (Read down.)

Reading requirement	OED 112	BUS 200
OED 151	OED 121	OED 251
OED 101 or 107 or 108 or 224	RIM 132	MAN 110
OED 111	OED 219	Electives
BUS 151	OED 222	Humanities and Fine Arts elective
Elective	OED 211	Social and Behavioral Sciences elective
OED 102 or 109 or 224 or 226	OED 271	
	ACC 100 or 101	
	BUS 100 or 105, or CSC 105	

*For additional prerequisite information, check course section.

Executive Secretary—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 385-53-03

Required Courses (60-62 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

OED 102	Shorthand II		OED 101*
or 109	Stenoscrypt II		OED 108*
or 224	Beginning Machine Transcription		OED 112*
or 226	Advanced Machine Transcription	3	OED 224
OED 121	Calculating Machines	2	BUS 151
OED 151	Business English	3	*
OED 211	Typing III	3	OED 112*
OED 219	Word Processing Software	2	OED 112*
OED 222	Desktop Publishing for Business and Industry	2	OED 219
OED 251	Business Communications	3	OED 151
OED 271	Office Procedures	4	OED 112
RIM 132	Records Management: Filing Systems	3	

General Education and Support Courses

ACC 100	Practical Accounting Procedures		
or 101	Financial Accounting	3	
BUS 151	Mathematics of Business	3	MTH 060*
BUS 200	Business Law I	3	
MAN 110	Human Relations in Business and Industry	3	
OED 112	Typing II	3	OED 111
HUM/ART	Humanities and Fine Arts Elective (See Graduation section of this catalog for associate of applied science degree course list.)	3	

ELECTIVES	Selection of electives should be made with advice of an OED adviser from the following list: ACC 102, 200, OED 199, 201, 202, 299, RIM 131	11-13
ELECTIVE	Complete one of the following: BUS 100, 105, CSC 105, or MAP 106	3
ELECTIVE	General elective at 100 level or higher	3

Suggested Course Sequence (Read down.)

Reading requirement	OED 201	OED 222
OED 151	OED 211	OED 271
OED 102 or 109 or 224 or 226	OED 251	Elective
OED 112	ACC 100 or 101	BUS 200
BUS 151	MAN 110	RIM 132
Elective	OED 121	Humanities and Fine Arts elective
	OED 219	Electives

*For additional prerequisite information, check course section.

Medical Secretary—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 385-51-03

Required Courses (61-62 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

OED 102	Shorthand II	OED 101*
or 109	Stenocript II	OED 108*
or 224	Beginning Machine Transcription	OED 112*
or 226	Advanced Machine Transcription	3 OED 224
OED 151	Business English	3
OED 161	Medical Office Procedures	4 OED 112*
OED 162	Medical Terms I	3
OED 164	Medical Transcription I	3 OED 162*
OED 211	Typing III	3 OED 112*
OED 219	Word Processing Software	2 OED 112*
OED 222	Desktop Publishing for Business and Industry	2 OED 219
OED 251	Business Communications	3 OED 151
OED 262	Medical Terms II	3 OED 162
RIM 132	Records Management: Filing Systems	3

Support Courses

BUS 200	Business Law I	3
OED 101	Shorthand I	OED 111*
or 107	Notehand	*
or 108	Stenocript I	
or 224	Beginning Machine Transcription	3 OED 112*
OED 112	Typing II	3 OED 111
ELEC	Electives	8-9

Selection of electives should be made with the advice of an OED adviser from the following list:

- ACC 101, 200
- BIO 160, 204
- OED 121, 199, 201, 202, 264, 266, 299
- RIM 121, 131, 221

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Satisfied by core courses.)	6
Humanities and Fine Arts	3

Science and/or Mathematics			
ACC 100	Practical Accounting Procedures	3	
BUS 151	Mathematics of Business	3	MTH 060*
Social and Behavioral Sciences			
MAN 110	Human Relations in Business and Industry	3	

Suggested Course Sequence (Read down.)

Reading requirement	OED 162	OED 262
OED 101 or 107 or 108 or 224	OED 164	BUS 200
OED 112	OED 211	RIM 132
OED 151	OED 251	MAN 110
BUS 151	ACC 100	Electives
OED 102 or 109 or 224 or 226	OED 161	Humanities and Fine Arts elective
	OED 219	
	OED 222	

*For additional prerequisite information, check course section.

Legal Secretary—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 385-52-03

Required Courses (60 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

OED 102 or 109 or 224 or 226	Shorthand II	OED 101*
OED 151	Stenoscrypt II	OED 108*
OED 211	Beginning Machine Transcription	OED 112*
OED 219	Advanced Machine Transcription	3 OED 224
OED 222	Business English	3 *
	Typing III	3 OED 112*
	Word Processing Software	2
	Desktop Publishing for Business and Industry	2 OED 219
OED 251	Business Communications	3 OED 151
RIM 132	Records Management: Filing Systems	3

General Education and Support Courses

ACC 100 or 101	Practical Accounting Procedures	3	
BUS 151	Financial Accounting	3	MTH 060*
BUS 200	Mathematics of Business	3	
BUS 201 or AJS 109	Business Law I	3	
MAN 110	Business Law II	3	BUS 200
	Criminal Law	3	
	Human Relations in Business and Industry	3	
OED 112	Typing II	3	OED 111
OED 141	Legal Terms	3	
OED 142	Legal Secretarial Procedures I	3	OED 211
OED 143	Legal Secretarial Procedures II	3	OED 142*
OED 242	Legal Secretarial Procedures III	3	OED 143*
OED 243	Legal Secretarial Procedures IV	3	OED 242*
	Humanities and Fine Arts	3	

(See Graduation section of this catalog for associate of applied science degree course list.)

ELEC	Electives		
	Complete 5 credit hours from the following list:	5	
ACC 200	Accounting on the Microcomputer I	3	ACC 100*
BUS 105	Survey of Microcomputer Uses	3	
CSC 105	Survey of Microcomputer Uses	3	
OED 199 and 199	Co-op Related Class in OED	2-3	*
OED 201	Co-op Work in OED	3	OED 102*
OED 202	Shorthand III	3	OED 201
OED 299 and 299	Shorthand IV	2-3	*
RIM 131	Co-op Related Class in OED	2-3	*
	Co-op Work in OED	3	
	Records Management: Development of a Program	3	

Suggested Course Sequence (Read down.)

Reading requirement	OED 211	OED 242
OED 151	MAN 110	RIM 132
OED 102 or 109 or 224 or 226	OED 143	Humanities and Fine Arts elective
OED 112	OED 219	OED 243
OED 141	OED 222	BUS 201 or AJS 109
OED 142	BUS 141	Elective
OED 251	BUS 200	
	ACC 100 or 101	

*For additional prerequisite information, check course section.

Bilingual Secretary—Basic Certificate for Direct Employment

Program Identification Code: 385-60-08

Required Courses (16 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
OED 112	Typing II	3	OED 111
OED 151	Business English	3	*
OED 252	Bilingual Commercial Correspondence	2	*
OED 271	Office Procedures (English) or Practicas de Oficina (Bilingual)**	4	OED 112
General Education and Support Courses			
SPA 201 or 210	Spanish for Native Speakers I Intermediate Spanish I	4	SPA 111*

Suggested Course Sequence (Read down.)

OED 112
 OED 151
 SPA 201 or 210
 OED 252
 OED 271

*For additional prerequisite information, check course section.

**Consult with program adviser for placement.

Bilingual Secretary—Advanced Certificate for Direct Employment

Program Identification Code: 385-60-06

Required Courses (35 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
OED 102 or 109 or 224 or 226	Shorthand II Stenocript II Beginning Machine Transcription Advanced Machine Transcription	3	OED 101* OED 108* OED 112* OED 224
OED 151	Business English	3	*
OED 211	Typing III	3	OED 112*
OED 251	Business Communications	3	OED 151
OED 252	Bilingual Commercial Correspondence	2	*
OED 271	Office Procedures (English) or Practicas de Oficina (Bilingual)**	4	OED 112

General Education and Support Courses

OED 112 Typing II 3 OED 111
 BUS 151 Mathematics of Business 3 MTH 060*
 SPA 205 Creative Literature I 3
 SPA 201 Spanish for Native Speakers I *
 or 210 Intermediate Spanish I 4 SPA 111*
 SPA 202 Spanish for Native Speakers II SPA 201
 or 211 Intermediate Spanish II 4 SPA 210

Suggested Course Sequence (Read down.)

OED 112 OED 251
 OED 151 OED 211
 SPA 201 or 210 SPA 201 or 211
 OED 102 or 109 OED 252
 or 224 or 226 OED 271
 BUS 151 SPA 205

*For additional prerequisite information, check course section.

**Consult with program adviser for placement.

Bilingual Secretary—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 385-60-03

Required Courses (61-62 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
OED 102 or 109 or 224 or 226	Shorthand II Stenoscrypt II Beginning Machine Transcription Advanced Machine Transcription		OED 101* OED 108* OED 112* OED 224
OED 112	Typing II	3	OED 111
OED 121	Calculating Machines	2	BUS 151
OED 151	Business English	3	*
OED 251	Business Communications	3	OED 151
OED 252	Bilingual Commercial Correspondence	2	*
OED 271	Office Procedures (English) or Practicas de Oficina (Bilingual)**	4	OED 112
SPA 202 or 211	Spanish for Natives II Intermediate Spanish II	4	SPA 201 SPA 210
RIM 132	Records Management: Filing Systems	3	
General Education and Support Courses			
ACC 101 or 100	Financial Accounting Practical Accounting Procedures	3	
BUS 100	Introduction to Business or Introduccion a Negocios**	3	
BUS 151	Mathematics of Business	3	MTH 060*
MAN 110	Human Relations in Business and Industry	3	
OED 101 or 107 or 108 or 224	Shorthand I Notehand Stenoscrypt I Beginning Machine Transcription		OED 111* * OED 112*
OED 219	Word Processing Software	2	OED 112*

OED 222	Desktop Publishing for Business and Industry	2	OED 219*
SPA 201 or 210	Spanish for Native Speakers I Intermediate Spanish I	4	SPA 111*
SPA 205	Creative Literature I	3	
SPA ELEC	Spanish Elective	3	
	Select one course from the following: SPA 240 or any SPA 200 level course		
HUM/ART	Humanities and Fine Arts Elective (See Graduation section of this catalog for associate of applied science degree course list.)	3	
ELECTIVE	Electives should be selected with the assistance of an OED adviser from the following courses: OED 199 (Co-op Related Class and Work), 211, 201, 202, RIM 131, 232	3	

Suggested Course Sequence (Read down.)

Reading requirement	OED 102 or 109 or 224 or 226	SPA 205
OED 112	OED 251	Humanities and Fine Arts elective
OED 101 or 107 or 108 or 224	ACC 101 or 100	OED 219
OED 151	SPA 202 or 211	OED 222
SPA 201 or 210	MAN 110	OED 271
BUS 151	RIM 132	BUS 100
OED 121	OED 252	SPA elective Elective

*For additional prerequisite information, check course section.

**Consult with program adviser for placement.



Pharmacy Technology

This program provides the basic health care skills students can utilize as pharmacy technicians in hospitals (private and government), nursing care facilities, private and chain drug stores, drug manufacturers, wholesale drughouses and health maintenance organizations. Graduates are prepared to assist the pharmacist in the packaging and distribution of medication. The certified student will have knowledge of the professional, technical skills necessary for direct employment as a pharmacy technician. The degree student will have the professional, technical skills with additional education in administration, supervisory skills and the basic sciences. Both the certificate and degree students will have spent considerable time in laboratory and clinical training.

Requirements for acceptance into the program.

- Graduation from high school or a GED certificate.
- Completion of Pima Community College and Pharmacy Technology Program applications.
- Receipt of placement examination results in math and reading comprehension.
- Submission of all transcripts and application materials to the admissions secretary for Health Related Professions.
- Personal pre-admission conference with the program faculty.
- Documented mathematics at level for entrance to MTH 130 by college assessment examination, or completion of MTH 070 with a grade of "C" or better.
- Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.
- Approval by the selection committee.

Pharmacy Technology—Technical Certificate for Direct Employment

Program Identification Code: 390-00-05

Required Courses (37-38 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation:			
PHT 170	Introduction to Pharmacy Technology	2	
PHT 171	Pharmaceutical Calculations	3	
PHT 172	Drug Therapy I	4	
PHT 174	Pharmacy Operations	3	PHT 171*
PHT 178	Pharmacy Microcomputers	3	
PHT 180	Sterile Products	4	PHT 174
PHT 181	Interprofessional Relations in Pharmacy	2	PHT 170*
PHT 182	Drug Therapy II	4	
PHT 190	Pharmacy Technician Internship	4	*
PHT 193	Clinical Seminar	2	*

Support Courses

BIO 100	Biology Concepts		
or 181	General Biology (Majors) I		*
or MTH 130	Algebra II		MTH 070*
or MTH 150	College Algebra	3-4	MTH 130*
WRT 101	Writing I	3	WRT 100*

General Education Courses

Communication (Support courses satisfy this requirement.)	3
Science and/or Mathematics (Support courses satisfy this requirement.)	3

Suggested Course Sequence

See a pharmacy technology faculty adviser.

*For additional prerequisite information, check course section.

Pharmacy Technology—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 390-00-03

Required Courses (70 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
PHT 170	Introduction to Pharmacy Technology	2	
PHT 171	Pharmaceutical Calculations	3	
PHT 172	Drug Therapy I	4	
PHT 174	Pharmacy Operations	3	PHT 171*
PHT 178	Pharmacy Microcomputers	3	
PHT 180	Sterile Products	4	PHT 174
PHT 181	Interprofessional Relations in Pharmacy	2	PHT 170*
PHT 182	Drug Therapy II	4	
PHT 190	Pharmacy Technician Internship	4	*
PHT 191	Pharmacy Technician Administration	3	*
PHT 193	Clinical Seminar	2	*
Support Courses			
BIO 100 or 181	Biology Concepts General Biology (Majors) I	4	*
BIO 105 or 182	Environmental Biology General Biology (Majors) II	4	BIO 181*
CHM 130 or 151	Fundamental Chemistry General Chemistry I	5	MTH 130*
CHM 140	Fundamental Organic and Biochemistry		CHM 130*
or 152	General Chemistry II	5	CHM 151
MTH 150	College Algebra	3	MTH 130*
SPE 120	Business and Professional Communication	3	
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

General Education Requirements (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Support courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences	3

Suggested Course Sequence

See a pharmacy technology faculty adviser.

*For additional prerequisite information, check course section.

PRE-BACCALAUREATE PHARMACY DEGREE

Students should check with a Pima Community College counselor or faculty adviser or with the transfer university or college.

Physics

Physics—Liberal Arts and Sciences—Associate of Arts Degree for Transfer

A student planning on obtaining a physics degree should follow the Liberal Arts and Sciences—Associate of Arts Degree for Transfer. Consult the appropriate university transfer option (UA or ASU/NAU).

A student seeking a degree must take the math, writing, and reading assessment exams. The student should then meet with a physics faculty adviser to plan courses. The student who plans on transferring to an upper division school to complete his/her degree should also contact an adviser from their chosen school for verification of transfer courses.

Political Science

The political science program is designed to prepare students for transfer to a political science program at a four-year institution. Following a four-year degree students may also pursue graduate degrees in law, international business communications, political science, public administration, and management. Although it is not intended for direct employment, the political science associate of arts degree may be recognized by some employers for entry level positions.

Students planning to transfer to the University of Arizona, Arizona State University, or Northern Arizona University should see an adviser for requirements unique to each school. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section. Please note that 72 credits may be transferred to the University of Arizona and only 64 credits may be transferred to Arizona State University, and only 70 credits may be transferred to Northern Arizona University.

Political Science—Associate of Arts Degree for Transfer

Program Identification Code: 400-00-01

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (60-66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
POS 100	Introduction to Politics	3	
POS 110	American National Government and Politics	3	
POS 120	Introduction to International Relations	3	

POS 140	Introduction to Comparative Politics	3
POS 160	Introduction to Political Ideas	3

Support Courses

ARTS	Fine Arts	3
	Select one course from the following: ART 100, 110, 115, 120, 130, 131 MUS 102, 105, 108, 109, 116, 117, 120, 121, 125, 127, 130, 131, 151	

FOREIGN LANGUAGE REQUIREMENT 4-16

Completion of a language course numbered 211, fourth-semester level, or completion of SPA 202 or SLG 202. (Bilingual or international students should consult an adviser concerning exceptions to this requirement.)
If a student satisfies the language requirement in fewer than 16 credits, additional credit hours of transferable electives must be completed to meet the minimum associate degree requirement of 60 credit hours.

SPEECH/LIT	Speech and Literature	3-6
	Select one of the two options: (Students planning to transfer to ASU or NAU should complete the Speech option.) Option 1: Speech Select SPE 136 and one additional speech course: SPE 102, SPE 110, SPE 130 Option 2: Literature Select one course from: LIT 231, 260, 261, 262, 265, 266, 276, 268, 286 REL 120, 121	

NON-WEST CIV Non-Western Civilization 3
 Select one course from the following list:
 ANT 205, 206
 ARC 205,
 HIS 113, 114, 122, 124, 148, 170
 HUM 260
 REL 234

General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition 6
 Humanities and Fine Arts 9
 (Support course satisfies 3 credits of this requirement.) Select one option for 6 credits from:

- Option 1: ART 130, 131
- Option 2: HIS 101, 102
- Option 3: HUM 251, 252, 253
- Option 4: HUM 110, 111

Biological and Physical Sciences 8
 (See an adviser for proper course selection for transferability.)

Mathematics (Complete MTH 150 or above.) 3

Social and Behavioral Sciences 9
 (Core courses satisfy this requirement. However, if the student plans to transfer to the University of Arizona, one additional course containing unique content in matters of gender, class, race, or ethnicity is recommended. Currently HIS 105, HIS 127, HIS 150, SOC 201 and SOC 204 meet the University of Arizona requirement.)

Other Requirement Options 5-6
 (Support courses satisfy this requirement.)

Suggested Course Sequence

See a political science adviser.

Pre-Optical Sciences, Interdisciplinary Sciences

This interdisciplinary science program is designed to prepare students for transfer to a four-year institution and to pursue not only a bachelor of science degree in the areas of chemistry, physics, mathematics, applied mathematics, astronomy or planetary sciences, but also to continue toward an advanced degree in optical sciences and other related science fields. This degree transfers well to all three state universities; however, if the student plans to transfer to Arizona State University, the student needs to see an adviser for the selection of the support courses.

The curriculum design, through its emphasis on mathematical preparation and physical science principles, provides a course of study to meet the special needs and interests of individual students. A wide variety of courses that are available for program planning offers the student maximum flexibility in achieving a broad interdisciplinary science background.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Pre-Optical Sciences, Interdisciplinary Sciences— Associate of Science Degree for Transfer

Program Identification Code: 320-00-02

Required Courses (70-72 Credit Hours)

Course Number	Course Title	Credit Hour	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
CHM 151	General Chemistry I	5	MTH 130*
CHM 152	General Chemistry II	5	CHM 151
MTH 180	Analytic Geometry and Calculus I	5	MTH 155*

MTH 185	Analytic Geometry and Calculus II	4	MTH 180
MTH 215	Analytic Geometry and Calculus III	4	MTH 185
MTH 219	Differential Equations	3	MTH 215
MTH 225	Introduction to Linear Algebra	3	MTH 215
PHY 210	Introductory Mechanics	5	MTH 180*
PHY 216	Introductory Electricity and Magnetism	5	PHY 210*
PHY 221	Introduction to Waves and Heat	4	PHY 210*
PHY 230	Introduction to Modern Physics	3	PHY 210*

Support Courses

Complete two courses from the following:	6-8
CSC 140, 230	
ENG 102, 170, 260, 261	
MTH 230	

General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition	6
Humanities and Fine Arts	6
Biological and Physical Sciences (Satisfied by core courses.)	8-10
Mathematics (Satisfied by core courses.)	6
Social and Behavioral Sciences (Students who wish to enroll in an economics course should select ECN 200.)	6
Other Requirement Options (Satisfied by core courses.)	8-10

Suggested Course Sequence

See a faculty adviser.

*For additional prerequisite information, check course section.

Public Administration

The public administration degree program for transfer prepares students for a university bachelor's degree program in public administration. Public administration includes the following major fields of interest: public management, health services administration, criminal justice administration and human services administration. Students interested in the latter two fields should consult administration of justice and social services faculty advisers. Pre-law students are encouraged to major in public administration. Skill development in human relations, statistics, decision-making and policy analysis is emphasized throughout the program.

This program has been primarily designed for transfer to the University of Arizona; however, this degree will apply to public administration at all other state universities, including Arizona State University, Northern Arizona University, and the University of Phoenix. Those wishing to transfer to the business and public administration college at the University of Arizona should place heavy emphasis on mathematics. Verification of transfer courses should be established with the transfer university and college. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section. Please note that 72 credits may be transferred to the University of Arizona and only 64 credits may be transferred to Arizona State University and Northern Arizona University. Students should check with program advisers (located on the West Campus) for further information.

New students are required to take the math assessment test which is administered during registration. The prerequisite for MTH 170 and 175 is MTH 150 or satisfactory score on mathematics assessment.

Public Administration—Associate of Science Degree for Transfer

Program Identification Code: 410-00-02

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (71-75 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
ACC 101	Financial Accounting	3	
ACC 173	Introduction to Fund Accounting	3	ACC 101
BUS 205	Statistical Methods in Economics and Business I	3	MTH 170*
CSC 100	Introduction to Computers and Information Systems	3	MTH 070*
ECN 200	Basic Economic Principles	3	MTH 070
MTH 150	College Algebra	3	MTH 130*
MTH 170	Finite Mathematics	3	MTH 150
MTH 175	Topics in Calculus	3	MTH 150
PAD 105	Introduction to Public Administration	3	
PAD 204	Introduction to the Analysis of Data for Decision Making	3	

Support Courses

Please complete both requirements:

Ethics Requirement—Select one course:		3
PHI 101	Introduction to Philosophy I	
PHI 130	Introductory Studies in Ethics and Social Philosophy	

International and Multicultural Requirement:

Complete both courses:

GEO 103	Cultural Geography	4
POS 120	Introduction to International Relations	3

General Education Requirements (See Graduation section of this catalog for associate of science degree course list.)

English Composition	6
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Humanities and Fine Arts (Select 6 credits from: HIS 101, 102; HUM 110, 111, 251, 252, 253, 260; PHI 140; REL 140)	6
Biological and Physical Sciences	8-10
Mathematics (Core courses satisfy this requirement.)	6
Social and Behavioral Sciences (Support courses satisfy 3 credits. Select 3 additional credits from: HIS 113, 114, 170; REL 234)	6
Other Requirement Options (Select 8-10 credits from Option (C) Foreign Languages list in the Graduation section of this catalog.)	8-10

Suggested Course Sequence

See an adviser.

*For additional prerequisite information, check course section.

Radiologic Technology

Radiologic technology is a health sciences career which deals with diagnostic medical imaging. The associate of applied science degree program prepares students to become certified radiologic technologists after successfully completing the medical radiography examination of the American Registry of Radiologic Technologists. The certified technologist has several career alternatives: direct employment in hospitals, clinics and private doctors' offices or, with additional training, specialization in radiation therapy, nuclear medicine, special procedures, ultrasound, CT scanning or magnetic resonance imaging. In addition, graduates may transfer to a university which offers a bachelor of science degree program in the field.

REQUIREMENTS FOR ADMISSION INTO THE PROGRAM

REQUIREMENTS (1 through 6) MUST BE COMPLETED BY MARCH 15 PRIOR TO THE FALL SEMESTER BEING CONSIDERED FOR ENTRY INTO THE PROGRAM.

1. Graduation from high school or possession of a G.E.D. certificate.

2. Completion of MTH 130 with a grade of "C" or better within the last five years or submit evidence of scoring higher than MTH 130 as measured by college assessment.
3. Reading Requirement: A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.
4. Completion of all steps listed in the Procedures For Admission document enclosed in the most current program application packet.
5. Submission of all transcripts and application materials to the Health Related Professions admissions secretary.
6. Completion of a pre-admissions conference with program faculty.
7. Completion of BIO 201 with a grade of "C" or better within the last five years or by the end of the Spring semester prior to Program admission. Note: BIO 156 is a prerequisite for BIO 201.

The selection of students is approved by the West Campus Health Related Professions Selections Committee. Applicants will be notified of their status by mail.

GENERAL REQUIREMENTS

- Total required credits: 82 credit hours

MINIMAL GRADE ACHIEVEMENT

- Students must receive a "C" grade or better in all core courses in order to progress to the next semester.

Radiologic Technology—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 420-00-03

Required Courses (82 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

BIO 202	Human Anatomy and Physiology II	4	BIO 201
RAD 171	Medical Imaging Fundamentals	4	*
RAD 172	Medical Imaging Technology I	4	RAD 171*
RAD 173	Radiographic Positioning I	4	RAD 171*
RAD 174	Clinical Education I	4	RAD 171*
RAD 175	Clinical Education II	6	RAD 172*
RAD 181	Medical Imaging Technology II	4	RAD 175
RAD 182	Radiographic Positioning II	4	RAD 175
RAD 183	Clinical Education III	6	RAD 175
RAD 184	Medical Imaging Technology III	4	RAD 181*
RAD 185	Radiographic Positioning III	4	RAD 181*
RAD 186	Clinical Education IV	6	RAD 181*
RAD 188	Clinical Education V	6	RAD 184*
RAD 191	Clinical Education VI	6	RAD 188*
RAD 192	Clinical Seminar	1	RAD 188*

Support Courses

CSC 105	Survey of Microcomputer Uses	3	
PSY 100A	Psychology I	3	
WRT 101	Writing I	3	WRT 100*
WRT 154	Technical Communications I	3	WRT 100*

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Support courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences (Support courses satisfy this requirement.)	3

Suggested Course Sequence

See a radiologic technology faculty adviser.

*For additional prerequisite information, check course section.

Real Estate

The real estate program is designed to fulfill industry needs in the Tucson area. There are three options in real estate sales/brokerage: a basic and an advanced certificate for direct employment and a two-year associate of applied science degree for direct employment.

Real Estate Sales/Brokerage

This real estate option is designed to prepare persons to handle the sales of private residences, apartment buildings, industrial and commercial property and unimproved land. Students also are trained in finance, appraising, real estate law, communications, and small business management. Training in real estate is offered through a one-semester basic and a two-semester advanced certificate program and also through a two-year associate of applied science degree program.

The basic certificate program, intended for the selling agent, qualifies students to take the state licensing exam. The State requires candidates for the sales license to have six credit hours of real estate education which can be met by taking RLS 105 or RLS 101 and RLS 102 or RLS 101 and RLS 201. Persons interested in becoming brokers should take the advanced certificate program. However, three years of experience in real estate are also required to take the state license examination in brokerage.

The two-year program provides for additional growth, development and specialization in the real estate field. The real estate degree and certificate programs are job oriented. Persons interested in a four-year degree should follow the first two-year course requirements of the university they plan to attend.

Real Estate Sales/Brokerage—Basic Certificate for Direct Employment

Program Identification Code: 425-10-08

Required Courses (15 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
RLS 101	Introduction to Real Estate Principles		
and or	102 105	Real Estate Practices Principles of Real Estate/ License Preparation	RLS 101*
		6	

Support Courses

BUS 200	Business Law I	3	
FIN 205	Real Estate Finance		
or			
RLS 205	Real Estate Finance	3	
WRT 150	Practical Communications	3	

Suggested Course Sequence (Read down.)

RLS 105			
WRT 150			
RLS 205			
BUS 200			

*For additional prerequisite information, check course section.

Real Estate Sales/Brokerage—Advanced Certificate for Direct Employment

Program Identification Code: 425-10-06

Required Courses (30 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Basic Certificate requirements		15	
Core Courses - A grade of C or better is required for graduation.			
RLS 201	Real Estate Law	3	
RLS 202	Real Estate Appraisal	3	

Support Course

MKT 113 Salesmanship 3

General Education Requirements

Communication

SPE 120 Business and Professional Communication 3

Science and/or Mathematics

BUS 151 Mathematics of Business 3 MTH 060

Suggested Course Sequence (Read down.)

Basic Certificate Requirements

BUS 151
RLS 201
SPE 120
MKT 113
RLS 202

*For additional prerequisite information, check course section.

Real Estate Sales/Brokerage—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 425-10-03

Required Courses (60 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

MKT 113	Salesmanship	3	
RLS 101	Introduction to Real Estate Principles		
and 102	Real Estate Practices		RLS 101*
or			
RLS 105	Principles of Real Estate/ License Preparation	6	
RLS 201	Real Estate Law	3	
RLS 202	Real Estate Appraisals	3	
RLS 205	Real Estate Finance	3	

Support Courses

ACC 101	Financial Accounting	3	
ACC 102	Managerial Accounting	3	ACC 101*
CSC 105	Survey of Microcomputer Uses	3	
ECN 201	Microeconomic Principles	3	MTH 070
ECN 202	Macroeconomic Principles	3	MTH 070
MAN 110	Human Relations in Business and Industry	3	
MAN 124	Small Business Management	3	
ELEC	Real Estate Electives (complete three courses at the 100 level or higher from the following areas: BUS, ECN, FIN, MAN, MKT)	9	

General Education Courses (See Graduation section of this catalog for associate of applied science degree list.)

Communication

SPE 120 Business and Professional Communication 3

WRT 150 Practical Communications 3

Humanities and Fine Arts

3

Science and/or Mathematics

6

Complete BUS 151, Mathematics of Business for 3 credits.
(The remainder of this requirement is satisfied by support courses.)

Social and Behavioral Sciences 3
(Support courses satisfy this requirement.)

Suggested Course Sequence (Read down.)

Reading requirement

WRT 150	RLS 202	MKT 113
BUS 151	MAN 110	ECN 202
RLS 105	ECN 201	MAN 124
CSC 105	ACC 102	SPE 120
ACC 101	HUM/ART Elective	Real Estate Electives
RLS 201	RLS 205	

*For additional prerequisite information, check course section.

Reserve Officer Training Corps (ROTC)

ROTC is offered to students at Pima Community College (PCC) by the three military departments, Military Aerospace Studies (Air Force), Military Science (Army), and Naval Science (Navy), at the University of Arizona. Although students enroll in their ROTC classes at Pima, classes are held on the University of Arizona campus. Students are under no military obligation during their first two years in the program. Interested students are encouraged to contact the appropriate military department prior to enrolling in classes.

Upon entering one of the three programs as a cadet or midshipman, ROTC will provide the student with the necessary course materials and uniforms. These items remain the property of ROTC and must be returned when leaving, or graduating from the program.

Students who complete the first two years of the program at PCC and continue their ROTC training at a four-year institution may receive tax-free subsistence pay of \$100 per month during their junior and senior years at four-year colleges. For further information, students need to contact the ROTC at the University of Arizona.

Air Force ROTC—Basic Certificate

Program Identification Code: 370-10-08

Required Courses (8 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

MLA 100A	Air Force Today I	2	
MLA 100B	Air Force Today II	2	
MLA 200A	History of Air Power I	2	
MLA 200B	History of Air Power II	2	

Suggested Course Sequence (Read down.)

MLA 100A
MLA 100B
MLA 200A
MLA 200B

Army ROTC—Basic Certificate

Program Identification Code: 370-20-08

Required Courses (12 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

MLS 100	Introduction to Leadership	3	
MLS 101	Leadership Principles	3	
MLS 200	Army Composition/Function and Leadership Development I	3	
MLS 201	Army Composition/Function and Leadership Development II	3	

Suggested Course Sequence (Read down.)

MLS 100
MLS 101
MLS 200
MLS 201

Naval ROTC—Basic Certificate

Program Identification Code: 370-30-08

Required Courses (13 Credit Hours)

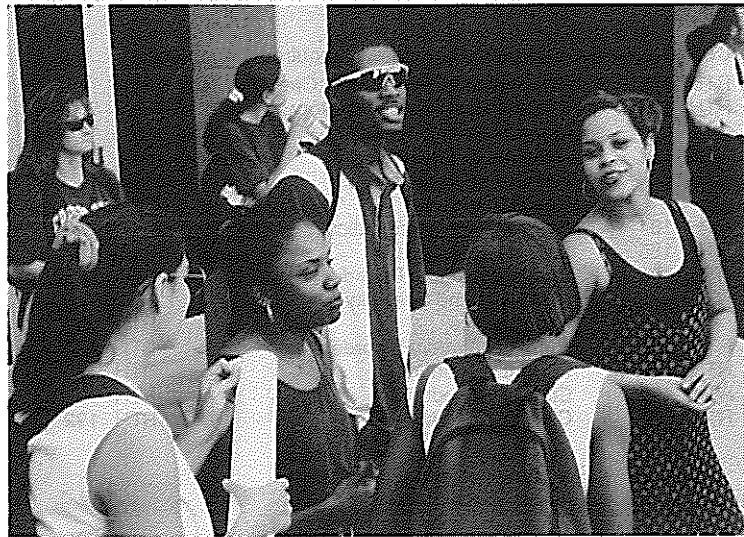
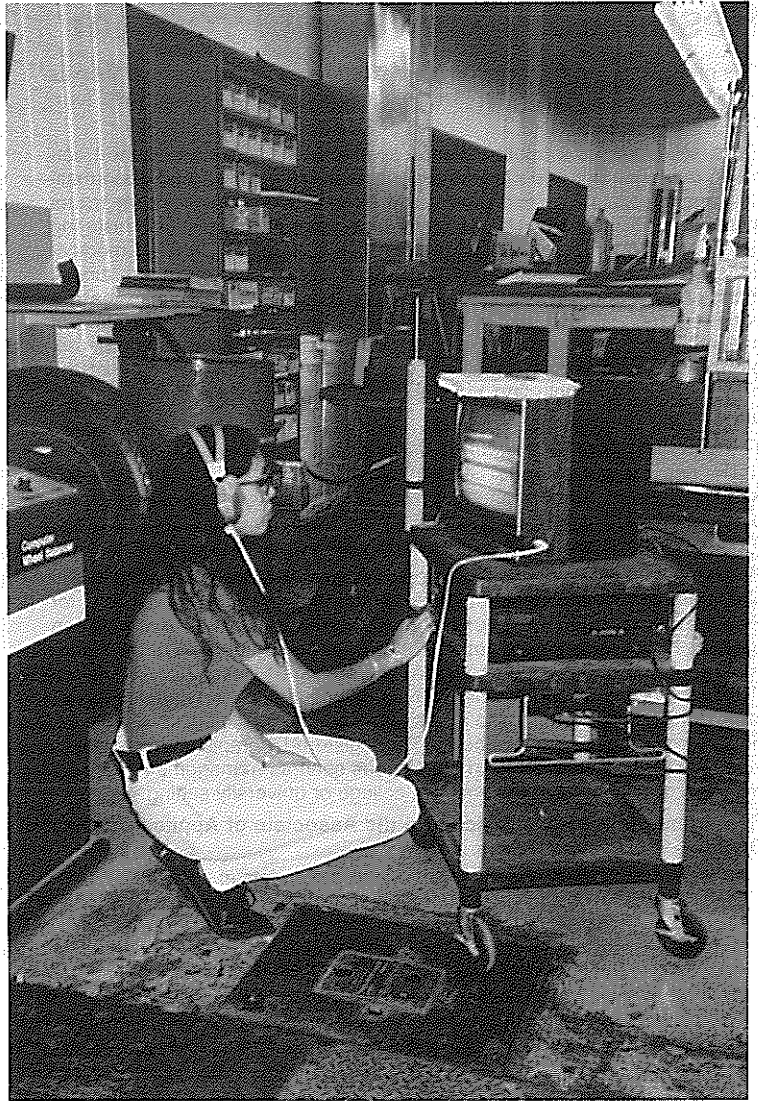
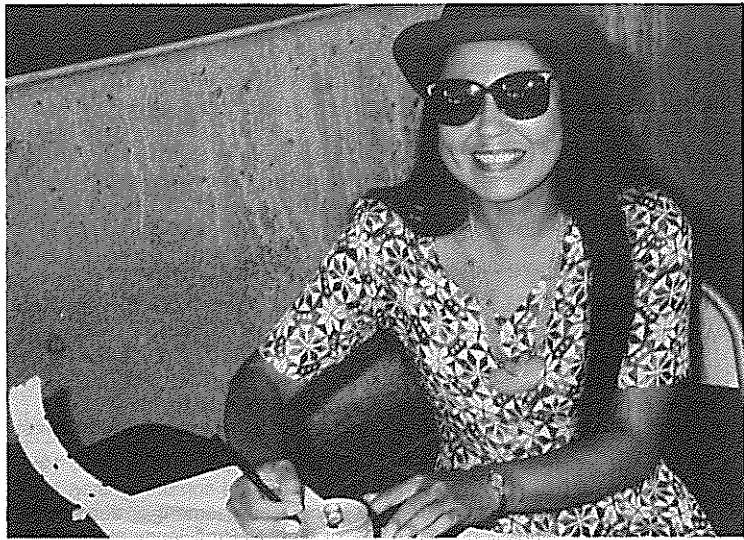
Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

NSP 100	Naval Laboratory I	1	
NSP 101	Introduction to Naval Science	2	
NSP 102	Naval Ship Systems I: Engineering	3	
NSP 200	Naval Laboratory II	1	
NSP 201	Naval Ship Systems II: Weapons	3	
NSP 202	Sea Power and Maritime Affairs	3	

Suggested Course Sequence (Read down.)

NSP 100 NSP 200
NSP 101 NSP 201
NSP 102 NSP 202



Respiratory Therapist Program

This program gives the theory and practice to prepare students for jobs as respiratory therapists. It also prepares the student for transfer into four-year programs.

Respiratory care is a health science specialty which deals with the treatment, management and care of patients with deficiencies and abnormalities associated with respiration and circulation. This program trains students in the therapeutic use of medical gases and their administering devices, environmental control, humidity and aerosols, inhaled medications, ventilator management, chest physiotherapy, rehabilitation, airway management and cardiopulmonary resuscitation. Students also learn a variety of techniques used in the diagnosis, monitoring and treatment of patients with cardiopulmonary disorders. Following physician's orders, respiratory care personnel must work closely with other members of the health care team including physicians, nurses, physical therapists and other health technologists.

The associate degree program consists of five semesters of professional (RTH) and support courses. Students who are accepted into the program and complete all required courses will be scheduled to enter the hospital portion of their program beginning with the third semester. Graduates will receive an associate of applied science degree in respiratory care.

Following completion of this AMA-approved program, the graduate is qualified for immediate employment and for application to the National Board for Respiratory Care (NBRC) for the entry-level certification examination (CRTT). He or she may also apply for entry into an internship or baccalaureate program and for registration as a Registered Respiratory Therapist (RRT) through the NBRC. The RRT usually works in hospitals, clinics or laboratories. Employment also exists within commercial companies in sales or within contract service agencies. The registered therapist may choose to work strictly as a clinician or in other areas such as management, medical research or education in the hospital, college or university setting.

Requirements for Acceptance Into the Associate of Applied Science Degree:

- Receipt of high school and college-level transcripts (if applicable)
- Completion of Pima College and Respiratory Therapist Program applications
- Receipt of placement examination results in math and reading comprehension (See Graduation section of this catalog for the reading requirement.)
- Personal pre-admission conference with the program faculty
- Approval by the selections committee

Requirements for an Associate of Applied Science Degree:

This program requires 74 to 76 credit hours to be completed as follows:

- Work in residence: consult with program full-time faculty
- Correspondence and extension study: as arranged by the program chairman

Minimum Grade Achievement:

- "C" level

Respiratory Care—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 430-00-03

Required Courses (74-76 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
RTH 171	Introduction to Respiratory Care	4	*
RTH 173	Pharmacology for Respiratory Therapists	3	RTH 171*
RTH 182	Respiratory Physiology	4	BIO 160*
RTH 183	Basic Therapeutics in Respiratory Care	5	RTH 171
RTH 184	Critical Care Therapeutics	5	RTH 173*
RTH 185	Diagnostic Studies	3	RTH 182
RTH 186	Cardiorespiratory Disorders I	3	RTH 173*
RTH 187	Advanced and Specialty Therapeutics	5	RTH 184*
RTH 189	Cardiorespiratory Disorders II	3	RTH 186*
RTH 191	Clinical Procedures I	4	RTH 173*
RTH 192	Clinical Procedures II	4	RTH 191*
RTH 193	Clinical Procedures III	6	RTH 192*

Support Courses

BIO 160	Introduction to Human Anatomy and Physiology	4	
CHM 130	Fundamental Chemistry	5	
MTH	Determined by assessment test at the 100 level or higher	3	
PSY 100A	Psychology I	3	
RTH 180	Microbiology for Respiratory Therapists		BIO 160*
or 181	Infection Control for Respiratory Care	1-3	BIO 205
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II		WRT 101
or 150	Practical Communications	3	

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication (Support courses satisfy this requirement.)	6
Humanities and Fine Arts	3
Science and/or Mathematics (Support courses satisfy this requirement.)	6
Social and Behavioral Sciences (Support courses satisfy this requirement.)	3

Suggested Course Sequence (Read down.)

Reading requirement	RTH 173	RTH 192
WRT 101	RTH 183	RTH 187
Math course	RTH 182	RTH 189
BIO 160	RTH 191	RTH 193
CHM 130	PSY 100A	Humanities and Fine
RTH 171	RTH 184	Arts elective
WRT 102 or 150	RTH 185	
RTH 180 or 181	RTH 186	

*For additional prerequisite information, check course section.

Social Services

The Social Services program prepares students for employment in many community service agencies and lays the foundation for continuing education in the helping professions. The skill and knowledge base will qualify the student for entry-level employment in mental health, substance abuse treatment, domestic violence intervention, gerontology, eating disorders, child care, retardation counseling, welfare delivery, community outreach, client advocacy and other service oriented positions. This program prepares students to pursue studies in social work, rehabilitation, child development and family relations, psychology, sociology, counseling and other disciplines offered at four-year universities.

There are two degree programs available: a two-year associate of applied science (AAS) for direct employment and a two-year associate of arts (AA) for transfer to a university. Students are strongly recommended to see a Social Service adviser and obtain a transfer guide if they plan to transfer to Arizona State University, Northern Arizona University, or the University of Arizona. The transfer guide will describe how Pima Community College courses fulfill the requirements of the university. Verification of transfer courses should be established with the transfer university or college, or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

The Social Service associate degree programs develop skills and knowledge for working with clients, conducting interviews, collecting data, making home visits, working as a team member, determining treatment actions, performing outreach and advocacy and acting as a link between the professional caregiver and the client. In addition, the skill/knowledge base includes identification of community resources, recognizing power bases in the community, application of models for social change and utilization of resources in serving clients. In addition to the social services major, the student may choose to expand his or her skill and knowledge base with a specialty in either substance abuse or gerontology.

The substance abuse specialty degree programs include various units on treatment modes, including the physiological and psychological effects of drugs and alcohol, current legislation and legal aspects of the drug situation, case management and other topics important to substance abuse rehabilitation.

The gerontology specialty degree programs emphasize the special needs the elderly present in social service settings, social issues created by an aging population, special health problems of the elderly and treatment alternatives in the field of gerontology.

In addition to the associate degree programs, four basic certificates are offered. These certificates are designed as a second major for students in other associate degree programs or as skill building for those individuals who are already employed in industry, business and human services. While this course work is not necessarily intended to qualify individuals for employment, as does the associate degree, it will enhance understanding of social welfare, substance abuse and domestic violence issues. Those interested in pursuing one of these certificates are encouraged to consider an associate degree appropriate to their interests.

The basic certificate in Social Services provides core skills for and understanding of social welfare, agencies, groups and those in need on a one-to-one basis.

The basic certificate in substance abuse provides core understanding of drug and alcohol use, abuse, treatment modalities and political/legal aspects of substance abuse in society.

The basic certificate in domestic violence intervention provides core understanding of the causes and cures of domestic violence, crisis intervention and alternative treatment methods to this problem which crosses racial, economic and social boundaries.

The basic certificate in eating disorders provides core understanding of the symptoms, causes, and treatment modalities of this problem in both youth and adults.

Those seeking an associate degree must fulfill minimum general education requirements set by Pima Community College to graduate. Students applying for graduation in an associate degree program must demonstrate competency in reading. This is defined as a minimum score of at least the twelfth grade level in each of the vocabulary and comprehension sections as measured by college assessment.

Core courses in the Social Services program are SSE 110, 111, 112, 210, 211 and 212. In addition to these, SSE 120, 122, 220 and 222 are core courses for the Substance Abuse Specialty degree. SSE 130, 132, and PSY 220 or SOC 166 are core courses for the Gerontology Specialty. A grade of "D" in a core course or in the SSE elective requirement will not fulfill graduation requirements for an associate degree or basic certificate in Social Services.

The Social Services Field Experience (SSE 290) is required for those seeking the associate of applied science degree in Social Services or the Social Services Substance Abuse Specialty. SSE 191, Field Placement Gerontology I, and SSE 291, Field Placement Gerontology II, are required for those seeking the Social Services Gerontology Specialty Associate of Applied Science degree. The associate of arts degree in the Social Services Gerontology Specialty requires completing only SSE 191, Field Placement Gerontology I. In these courses, the student performs a mini-

mum of 240 hours of supervised work in a helping setting relevant to his/her career interests. While it is highly recommended for all students in Social Services, it is not required for those seeking a basic certificate or an associate of arts degree.

Students who plan to transfer to a four-year college or university can meet the first and second year general education requirements at Pima Community College but must check the requirements of the school they plan to attend. Students are strongly urged to talk with a Social Services adviser about the best way to schedule classes.

Social Services—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 435-00-03

Required Courses (61 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
SSE 110	Introduction to Social Welfare	3	
SSE 111	Group Work	3	
SSE 112	Casework Methods I	3	
SSE 210	Community Organization and Development	3	SSE 110
SSE 211	Group Technique Applications	3	SSE 111
SSE 212	Casework Methods II	3	SSE 112
SSE 290	Social Services Field Experience	4	SSE 112*
Support Courses			
SSE ELEC	May be fulfilled by taking an SSE course which is not listed as a core course.	3	
ELECTIVES	Any courses numbered 100 or higher.	18	

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication

Complete the following:

WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101
Humanities and Fine Arts		3	
Science and/or Mathematics		6	
Social and Behavioral Sciences		3	

Suggested Course Sequence

See a social services faculty adviser.

*For additional prerequisite information, check course section.

Social Services—Associate of Arts Degree for Transfer

Program Identification Code: 435-00-01

Verification of transfer courses should be established with the transfer university or college, or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (61-62 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

SSE 110	Introduction to Social Welfare	3	
SSE 111	Group Work	3	
SSE 112	Casework Methods I	3	
SSE 210	Community Organization and Development	3	SSE 110
SSE 211	Group Technique Applications	3	SSE 111
SSE 212	Casework Methods II	3	SSE 112

Support Courses

SSE 290	Social Services Field Experience	**	SSE 112*
SSE ELEC	May be fulfilled by taking an SSE course which is not listed as a core course.	3	

General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition

Complete the following:

WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101
Humanities and Fine Arts		9	
Biological and Physical Sciences		8	
Mathematics (MTH 150 or above)		3	
Social and Behavioral Sciences		9	
Other Requirement Options		5-6	

Suggested Course Sequence

See a social services faculty adviser.

*For additional prerequisite information, check course section.

**Optional. Recommended but not required. May be used to fulfill SSE elective requirement.

Social Services Gerontology Specialty—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 435-10-03

Required Courses (61 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

SOC 166	Social Gerontology I		
or PSY 220	The Psychology of Death and Loss	3	PSY 100A*
SSE 110	Introduction to Social Welfare	3	
SSE 111	Group Work	3	
SSE 112	Casework Methods I	3	
SSE 130	Gerontology: Casework Practice	3	SSE 112*
SSE 132	Aging: Health and Physiology	3	SSE 130*
SSE 191	Field Placement Gerontology I	4	SSE 110*
SSE 210	Community Organization and Development	3	SSE 110
SSE 211	Group Technique Applications	3	SSE 111
SSE 212	Casework Methods II	3	SSE 112
SSE 291	Field Placement Gerontology II	3	SSE 191

Support Courses

ELECTIVES Any course numbered 100 or higher. 9

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication

Complete the following:

WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

Humanities and Fine Arts 3

Science and Mathematics 6

Social and Behavioral Sciences 3

Suggested Course Sequence

See a social services faculty adviser.

*For additional prerequisite information, check course section.

Social Services Gerontology Specialty—Associate of Arts Degree for Transfer

Program Identification Code: 435-10-01

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (71-72 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
SOC 166	Social Gerontology I		
or PSY 220	The Psychology of Death and Loss	3	PSY 100A*
SSE 110	Introduction to Social Welfare	3	
SSE 111	Group Work	3	
SSE 112	Casework Methods I	3	
SSE 130	Gerontology: Casework Practice	3	SSE 112*
SSE 132	Aging: Health and Physiology	3	SSE 130*
SSE 191	Field Placement Gerontology I	4	SSE 110*
SSE 210	Community Organization and Development	3	SSE 110
SSE 211	Group Technique Applications	3	SSE 111
SSE 212	Casework Methods II	3	SSE 112

General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition

WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

Humanities and Fine Arts 9

Biological and Physical Sciences 8

Mathematics (MTH 150 or above) 3

Social and Behavioral Sciences 9

Other Requirement Options 5-6

Suggested Course Sequence

See a social services faculty adviser.

*For additional prerequisite information, check course section.

Social Services Substance Abuse Specialty— Associate of Applied Science Degree for Direct Employment

Program Identification Code: 435-20-03

Required Courses (61 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

SSE 110	Introduction to Social Welfare	3	
SSE 111	Group Work	3	
SSE 112	Casework Methods I	3	
SSE 120	Drugs in American Society	3	
SSE 122	Introduction to Alcohol Abuse	3	
SSE 210	Community Organization and Development	3	SSE 110
SSE 211	Group Technique Applications	3	SSE 111
SSE 212	Casework Methods II	3	SSE 112
SSE 220	Treatment of the Substance Abuser	3	SSE 120*
SSE 222	Political and Legal Aspects of Drug Use	3	SSE 120*
SSE 290	Social Services Field Experience	4	SSE 112*

Support Courses

ELECTIVES Courses numbered 100 or higher. 9

General Education Courses (See Graduation section of this catalog for associate of applied science degree course list.)

Communication

WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101

Humanities and Fine Arts 3

Science and/or Mathematics 6

Social and Behavioral Sciences 3

Suggested Course Sequence

See a social services faculty adviser.

*For additional prerequisite information, check course section.

Social Services Substance Abuse Specialty— Associate of Arts Degree for Transfer

Program Identification Code: 435-20-01

Verification of transfer courses should be established with the transfer university or college, or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (70-71 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

SSE 110	Introduction to Social Welfare	3	
SSE 111	Group Work	3	
SSE 112	Casework Methods I	3	
SSE 120	Drugs in American Society	3	
SSE 122	Introduction to Alcohol Abuse	3	
SSE 210	Community Organization and Development	3	SSE 110
SSE 211	Group Technique Applications	3	SSE 111
SSE 212	Casework Methods II	3	SSE 112
SSE 220	Treatment of the Substance Abuser	3	SSE 120*
SSE 222	Political and Legal Aspects of Drug Use	3	SSE 120*

Support Courses

SSE 290	Social Services Field Experience	**	SSE 112*
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General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition			
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101
Humanities and Fine Arts		9	
Biological and Physical Sciences		8	
Mathematics (MTH 150 or above)		3	
Social and Behavioral Sciences		9	
Other Requirement Options		5-6	

Suggested Course Sequence

See a social services faculty adviser.

*For additional prerequisite information, check course section.

** Optional. Recommended but not required.

Social Services—Basic Certificate

Program Identification Code: 435-00-08

Required Courses (18 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
SSE 110	Introduction to Social Welfare	3	
SSE 111	Group Work	3	
SSE 112	Casework Methods I	3	
SSE 210	Community Organization and Development	3	SSE 110
SSE 211	Group Technique Applications	3	SSE 111
SSE 212	Casework Methods II	3	SSE 112

Suggested Course Sequence

See a social services faculty adviser.

Social Services Substance Abuse—Basic Certificate

Program Identification Code: 435-20-08

Required Courses (18 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
SSE 110	Introduction to Social Welfare	3	
SSE 112	Casework Methods I	3	
SSE 120	Drugs in American Society	3	
SSE 122	Introduction to Alcohol Abuse	3	
SSE 220	Treatment of the Substance Abuser	3	SSE 120*
SSE 222	Political and Legal Aspects of Drug Use	3	SSE 120*

Suggested Course Sequence

See a social services faculty adviser.

*For additional prerequisite information, check course section.

Social Services Domestic Violence Intervention—Basic Certificate

Program Identification Code: 435-30-08

Required Courses (18 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
SOC 127	Marriage and the Family (Same as HEC 127)	3	
SSE 110	Introduction to Social Welfare	3	
SSE 112	Casework Methods I	3	
SSE 140	Domestic Violence: Causes and Cures	3	
SSE 146	Child Abuse Intervention and Protection	3	
SSE 242	Crisis Intervention, Theory and Techniques	3	SSE 112

Suggested Course Sequence

See a social services faculty adviser.

Social Services Eating Disorders—Basic Certificate

Program Identification Code: 435-40-08

Required Courses (18 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
SSE 110	Introduction to Social Welfare	3	
SSE 112	Casework Methods I	3	
SSE 150	Introduction to Eating Disorders	3	
SSE 151	Treatment Modalities for Eating Disorders	3	
SSE 152	Medical Aspects of Eating Disorders	3	
SSE 154	Nutrition	3	

Suggested Course Sequence

See a social services faculty adviser.

Sociology

Sociology—Associate of Arts Degree for Transfer

Program Identification Code: 440-00-01

The associate of arts degree in sociology prepares the student to transfer to a four-year college or university and pursue a degree in sociology. After successfully completing this program students should be eligible to take upper division classes at a four-year institution. Students should consult the catalog for the institution to which they plan to transfer in order to establish the graduation and sociology major requirements and determine the transferability of Pima College courses.

Verification of transfer courses should be established with the transfer university or college or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Students may transfer 72 credits to the University of Arizona but may only transfer 64 credits to Arizona State University, and may only transfer 70 credits to Northern Arizona University.

Required Courses (60-66 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
Core Courses - A grade of C or better is required for graduation.			
SOC 101	Introduction to Sociology	3	
SOC 201	Minority Relations and Urban Society		
or 204	Women in Society	3	
ELEC	Sociology Elective	3	
Select one course from the following:			
SOC 103	Explorations in Prejudice		SOC 101
SOC 110	Introduction to Cities and Community Planning		SOC 101
SOC 120	Current United States Social Problems		SOC 101
SOC 127	Marriage and the Family		
SOC 166	Social Gerontology I		
SOC 203	Sociology of Utopia		

Support Courses

FOREIGN LANGUAGE REQUIREMENT	4-16
Completion of a language course numbered 211, fourth-semester level, or completion of SPA 202 or SLG 202. (Bilingual or international students should consult an adviser concerning exceptions to this requirement.)	
If a student satisfies the language requirement in fewer than 16 credits, additional credit hours of transferable electives must be completed to meet the minimum associate degree requirement of 60 credit hours.	

ART REQUIREMENT 3-6

Select from the following:
 ART 100, 110, 115, 120, 130, 131
 MUS 102, 104, 105, 108, 109, 116,
 117, 120, 121, 125, 127, 130,
 131, 151

NON-WESTERN CIVILIZATION REQUIREMENT 3

Select one course from the
 following list (if transferring
 to ASU, REL 234 is suggested):
 ANT 205, 206,
 ARC 205
 HIS 113, 114, 122, 124, 148, 170
 HUM 260
 REL 234

SPEECH REQUIREMENT 6

The following speech courses
 meet general education
 requirements at Arizona State
 University, Northern Arizona
 University, and University of
 Arizona. Complete SPE 136 and
 select one course from the
 following list:
 SPE 136 **AND** SPE 102, 110, or 130

General Education Requirements (See Graduation
 section of this catalog for associate of arts degree
 course list.)

English Composition 6**Humanities and Fine Arts 9**

(Support course satisfies three credits of
 this requirement.) Select one of the following
 options listed below for 6 credits.

Option 1: ART 130, 131

Option 2: HIS 101 or 102 and one from:
 HIS 101, 102, 141, 142, 160, 161

Option 3: HUM 251, 252, 253

Option 4: HUM 110, 111

Biological and Physical Sciences 8**Mathematics (Complete MTH 150 or above.) 3****Social and Behavioral Sciences 9**

(Core courses satisfy 6 of the 9
 credits.) Select 3 additional credits.

Other Requirement Options 5-6
(Support courses satisfy this requirement.)**Suggested Course Sequence**

See a sociology faculty adviser.

Speech Communication

The speech communication area offers an associate of arts degree for transfer which helps prepare students for careers requiring extensive interaction with the public: business, law, education, politics, public relations, sales and theology. The program develops and improves skills in public address, interpersonal communication and group communication in social and career settings.

Students in this program may also improve their communication skills by participating in forensic activities such as speaking before community audiences and competing in inter-collegiate speech tournaments. Through such activities, students may develop skills in debating; in persuasive, informative, extemporaneous and impromptu speaking; and in oral interpretation of literature and readers' theater. All students are welcome to participate in these activities regardless of previous speaking experience. Students are encouraged to take forensics during their first semester of study.

Students who plan to transfer to four-year institutions will find the speech communication program includes courses generally required of a major in the first four semesters of study. However, they should check the specific requirements of the institutions to which they plan to transfer.

All electives must be selected with the concurrence of a speech communication program adviser. Students should note that Voice and Diction is offered in the Fall Semester and Oral Interpretation of Literature is offered in the Spring Semester.

Speech Communication—Associate of Arts Degree for Transfer

Program Identification Code: 445-00-01

Verification of transfer courses should be established with the transfer university or college, or with a Pima Community College counselor or faculty

adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

Required Courses (60-69 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

SPE 105	Voice and Diction	2	
SPE 110	Public Speaking	3	
SPE 120	Business and Professional Communication	3	
SPE 124	Argumentation	3	
SPE 125	Forensics	1	
SPE 130	Small Group Discussion	3	
SPE 136	Oral Interpretation of Literature	3	

Support Courses

FOREIGN LANGUAGE REQUIREMENT 4-16

Completion of a Language course numbered 211, fourth-semester level, or completion of SPA 202 or SLG 202. (Bilingual or international students should consult an adviser concerning exceptions to this requirement.)

If a student satisfies the Language requirement in fewer than 16 credits, additional credit hours of transferable electives must be completed to meet the minimum associate degree requirement of 60 credit hours.

ANT 102	Introduction to Cultural Anthropology and Linguistics	3	
PSY 250	Introduction to Social Psychology	3	PSY 100A*

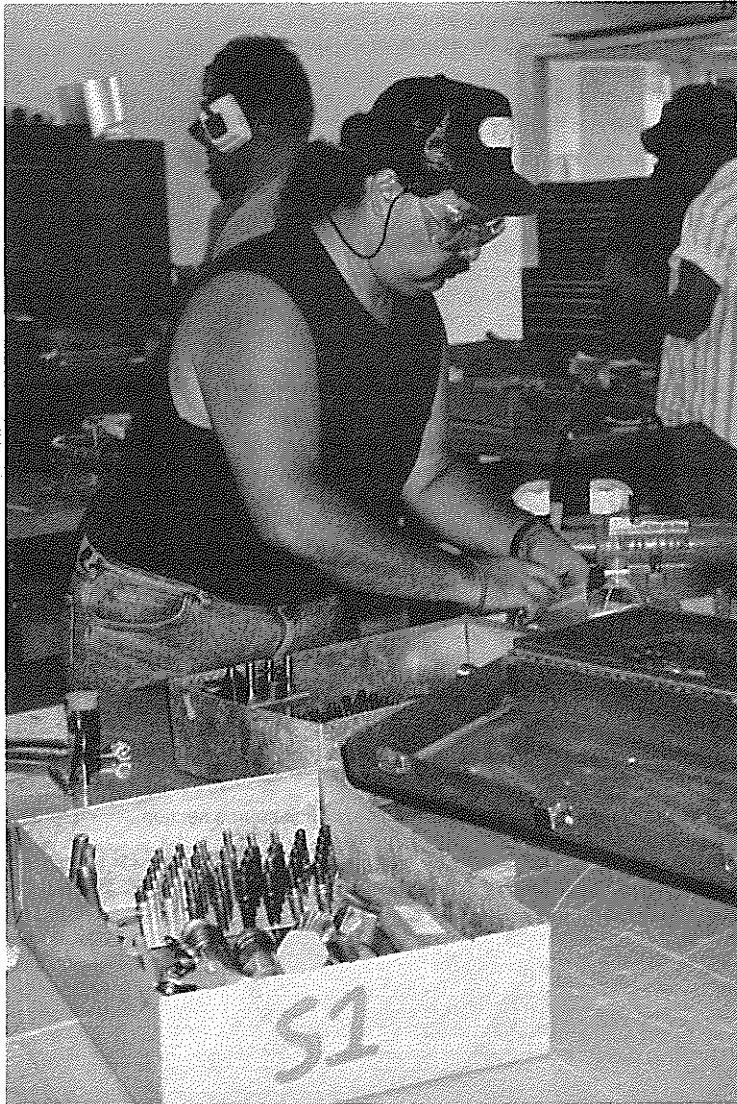
General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition	6
Humanities and Fine Arts	9
Biological and Physical Sciences	8
Mathematics (MTH 150 or above)	3
Social and Behavioral Sciences (Support courses satisfy 6 credits. For the three state universities, one course must include unique content in matters of gender, class, race, or ethnicity. Currently HIS 105, 127, 150, 180 and SOC 103, 201, and 204 fulfill this requirement.)	9
Other Requirement Options (Core and support courses satisfy this requirement.)	5-6

Suggested Course Sequence (Read down.)

Reading requirement	ANT 102	PSY 250
English composition	SPE 105	Foreign language
SPE 110	English composition	Social and Behavioral Sciences elective
SPE 125	Foreign language	SPE 120
Foreign language	Biological and Physical Sciences	SPE 136
Mathematics elective	Physical Sciences	Humanities and Fine Arts elective
Humanities and Fine Arts elective	SPE 124	Foreign Language
Biological and Physical Sciences	SPE 130	
Physical Sciences elective	Humanities and Fine Arts elective	

*For additional prerequisite information, check course section.



Welding

This program is conducted in a building designed for welding instruction. Students are taught in classroom and lab areas like those found in industry.

Welding students may find cooperative education to be a way of gaining work experience while attending classes. See a Cooperative Education teacher-coordinator for details.

Welding—Basic Certificate for Direct Employment

Program Identification Code: 460-00-08

Required Courses (20-21 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

WLD 115	Blueprint Reading	3	
WLD 150	Oxyacetylene Welding	4	
WLD 160	Arc Welding	4	

Support Courses

MAC 130	Fundamentals of Metallurgy	3	
MTH	Determined by assessment test	3	
TECH ELEC	Technical Electives Complete 3 or 4 credit hours from the following:	3-4	
	CSC 105		
	DFT 150, 180		
	MAC 110, 120, 270		
	PHY 101		
	WLD 162, 163, 164, 199, 299		

Suggested Course Sequence (Read down.)

- WLD 115
- WLD 150
- WLD 160
- Mathematics elective
- MAC 130
- Technical elective

Welding—Technical Certificate for Direct Employment

Program Identification Code: 460-00-05

Required Courses (33-34 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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Core Courses - A grade of C or better is required for graduation.

WLD 115	Blueprint Reading	3	
WLD 150	Oxyacetylene Welding	4	
WLD 160	Arc Welding	4	
WLD 250	Pipe Welding	4	WLD 119*

Support Courses

MAC 130	Fundamentals of Metallurgy	3	
MAC 285	Physical Metallurgy	3	MAC 130
MAN 110	Human Relations in Business and Industry	3	

TECH ELEC	Technical Elective		
	Complete 3 or 4 credit hours from the following:	3-4	
	CSC 105		
	DFT 150, 180		
	MAC 110, 120, 270		
	PHY 101		
	WLD 118, 162, 163, 164, 199, 299		

General Education Courses (See Graduation section of this catalog for the associate of applied science degree course list.)

Communication			
WRT 100	Writing Fundamentals	3	WRT 070*
Science and/or Mathematics			
MTH 110	Technical Mathematics I	3	MTH 060*

Suggested Course Sequence (Read down.)

WRT 100	WLD 250
WLD 115	MAC 130
MTH 110	MAC 285
WLD 150	MAN 110
WLD 160	Technical elective

*For additional prerequisite information, check course section.

Welding—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 460-00-03

Required Courses (61 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
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REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		
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Core Courses - A grade of C or better is required for graduation.

WLD 115	Blueprint Reading	3	
WLD 118	Welding and Fabrication Estimating	3	WLD 115*
WLD 119	Pattern Layout for Metal Fabrication	3	MTH 060*
WLD 150	Oxyacetylene Welding	4	
WLD 160	Arc Welding	4	
WLD 250	Pipe Welding	4	WLD 119*
WLD 261	Gas Metal Arc Welding	4	WLD 150*
WLD 262	Gas Tungsten Arc Welding	4	WLD 150*

Support Courses

MAC 130	Fundamentals of Metallurgy	3	
MAC 285	Physical Metallurgy	3	MAC 130
TECH ELEC	Technical Electives	8	
	Complete 8 credit hours from the following:		
	CSC 105		
	DFT 150, 180		
	MAC 110, 120, 270		
	OED 111A		
	PHY 101		
	WLD 162, 163, 164, 199, 299		

General Education Requirements (See Graduation section of this catalog for the associate of applied science degree course list.)

Communication

WRT 100	Writing Fundamentals	3	WRT 070*
WRT 154	Technical Communications I	3	WRT 100*

Humanities and Fine Arts

3

Science and/or Mathematics

MTH 110	Technical Mathematics I	3	MTH 060*
MTH 120	Technical Mathematics II	3	MTH 110

Social and Behavioral Sciences

MAN 110	Human Relations in Business and Industry	3	
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Suggested Course Sequence (Read down.)

Reading requirement	WRT 100	Humanities and Fine
WLD 115	MAC 285	Arts elective
MAC 130	MTH 110	WLD 261
WLD 150	WLD 118	MTH 120
MAN 110	WLD 250	WLD 262
WLD 160	Technical elective	WRT 154
WLD 119	Technical elective	Technical elective

*For additional prerequisite information, check course section.

Youth Care

Programs in this area are designed to prepare students to work directly in the care and treatment of young persons. Students receive instruction in communication, relationship-building, interviewing, understanding youth, youth care methods, general education skills and working with individuals and groups.

The programs offered are an advanced certificate, an associate of applied science degree and an associate of arts degree. These options provide enough flexibility so that students may choose from several different competency areas within which specific skills may be developed. Each program provides a balance between core courses and general education requirements as well as between academic instruction and supervised field experience. Students who enter the youth care program must see one of the instructors in the area for advisement and counseling on the West Campus.

Youth Care—Advanced Certificate for Direct Employment

Program Identification Code: 465-00-06

This program is designed to provide basic skills in youth care. Field experience is required.

Required Courses (33-34 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

AJS 146	Child Abuse Intervention and Protection	3	
AJS 212 or 225	Juvenile Justice Procedures Crime and Delinquency	3	
ECE 107 or 117	Human Development and Relations Child Growth and Development	3	REA 112* REA 112*
SSE 111	Group Work	3	
YCA 163	Introduction to Youth Care	3	
YCA 263	Youth Care Methods	3	YCA 163
YCA 290	Field Experience	3	

Support Courses

ELEC	Complete one of the following: ANT 101, 102, 200, 210, 215, 225 PSY 100A, 100B, 101, 265 SOC 101, 120	3-4
SPE ELEC	Complete one of the following: SPE 102, 110 or 120	3

General Education Courses (See Graduation section of this catalog for advanced certificate course list.)

Communication	Complete one of the following: WRT 101 or 150	3
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Science and/or Mathematics 3
 Complete one MTH course determined by assessment test.

Suggested Course Sequence

See a youth care faculty adviser.

*For additional prerequisite information, check course section.

Youth Care—Associate of Applied Science Degree for Direct Employment

Program Identification Code: 465-00-03

This program is designed to broaden the student's range of skills in youth care and provide greater competency in this field. Cooperative education opportunities and field experience are included.

Required Courses (61-64 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation:

AJS 146	Child Abuse Intervention and Protection	3	
AJS 212	Juvenile Justice Procedures	3	
AJS 225	Crime and Delinquency	3	
ECE 107	Human Development and Relations	3	REA 112*
or 117	Child Growth and Development	3	REA 112*
ECE 114	Effective Parenthood	3	
SSE 111	Group Work	3	
SSE 112	Casework Methods I	3	
YCA 163	Introduction to Youth Care	3	
YCA 263	Youth Care Methods	3	YCA 163
YCA 290	Field Experience	3	*

Support Courses

HUM 251	Western Humanities I		
or 252	Western Humanities II		
or 253	Western Humanities III	3	
PSY 101	Introduction to Psychology		
or 100A	Psychology I		
and 101B	Psychology II	4-6	
WRT 150	Practical Communications		
or 154	Technical Communications I	3	WRT 100*
SPE ELEC	Speech Elective	3	
	Complete one of the following: SPE 102, 110, 120		
ELEC	Recommended electives	3-4	
	Select one of the following: ECE 106, 107 FSN 113 PSY 140, 214, 216 SPA (Any Spanish course at the 100 level or higher) SSE 110, 120, 122, 140, 212, 242 (Other courses may be taken as electives with approval of a youth care adviser.)		

General Education Courses (See Graduation section of this catalog for associate of applied arts degree course list.)

Communication			
WRT 101	Writing I	3	WRT 100*
WRT 102	Writing II	3	WRT 101
Humanities and Fine Arts		3	
(Support courses satisfy this requirement.)			
Science and/or Mathematics		6	
	Select from: BIO 100, 105, 160, 204, 210 CHM 130 MTH - (Any math course at the 100 level or higher)		
Social and Behavioral Sciences		3	
Complete one of the following:			
	ANT 101, 102, 200, 210, 215, 225 PSY 100A, 100B, 101, 265 SOC 101, 120		

Suggested Course Sequence

See a youth care faculty adviser.

*For additional prerequisite information, check course section.

Youth Care Rehabilitation—Associate of Arts Degree for Transfer

Program Identification Code: 465-10-01

Verification of transfer courses should be established with the transfer university or college, or with a Pima Community College counselor or faculty adviser. For additional information on A.A. and A.S. degree transferability to regional universities, please refer to the chart in the front of this section.

This program is designed for students seeking higher-level positions and more sophisticated skills. In this program, students' courses of study are individually planned to fit the first two years of a four-year program at a university of their choice. Field experience is required.

A strong reading background is helpful in this program. Students are required to have achieved a 12th grade reading level as determined by the reading department, in order to graduate. The student is urged to take the reading assessment test at the beginning of the program and to correct any reading deficiency early. The math requirement, in order to be transferable for general education credit at the University of Arizona, must be MTH 150 (College Algebra) or above. The student is urged to take this course if an equivalent course was not taken. MTH 150 will be helpful as a background course for upper division statistical methods courses after transfer to the University of Arizona or another university of choice.

Students who are transferring to the Rehabilitation program at the University of Arizona must take BIO 201 and 202. Students transferring to other programs may substitute 8 credit hours of another transferable science. Prior to taking BIO 201 or 202, students should have had either high school chemistry or CHM 130 (Fundamentals of Chemistry) or an equivalent course. The student is urged to correct any deficiency in this area early in the program. (See General Education Requirements under the Graduation section of this catalog.)

Required Courses (64-68 Credit Hours)

Course Number	Course Title	Credit Hours	Prerequisites
REA	Reading requirement (A minimum score of at least 12th grade in each of the vocabulary and comprehension sections as measured by college assessment or successful completion of REA 112 or higher.) Proficiency at the REA 112 level or higher will enhance student achievement in all required courses.		

Core Courses - A grade of C or better is required for graduation.

AJS 146	Child Abuse Intervention and Protection	3	
AJS 212	Juvenile Justice Procedures	3	
AJS 225	Crime and Delinquency	3	
ECE 107	Human Development and Relations		REA 112*
or 117	Child Growth and Development	3	REA 112*
SSE 111	Group Work	3	
SSE 112	Casework Methods I	3	
YCA 163	Introduction to Youth Care	3	
YCA 263	Youth Care Methods	3	YCA 163

Support Courses

YCA 290**	Field Experience	0-3	*
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General Education Requirements (See Graduation section of this catalog for associate of arts degree course list.)

English Composition 6

Humanities and Fine Arts 9

Biological and Physical Sciences 8

(BIO 201-202 satisfies the general education requirement for rehabilitation majors only at the University of Arizona. For other associate of arts degree majors, see the course list in the Graduation section of this catalog.)

Mathematics (MTH 150 or above) 3

Social and Behavioral Sciences 9

Other Requirement Options 5-6

Suggested Course Sequence

See a youth care faculty adviser.

*For additional prerequisite information, check course section.

**YCA 290 is optional for AA transfer students, however, the practical experience value to all YCA students is highly recommended.

Courses



This course is designed for students who are interested in the study of plants and their uses. It covers the basic principles of botany, including the structure and function of plants, and the classification of plants. The course also includes a study of the uses of plants in medicine, agriculture, and industry.

The course is divided into two semesters. In the first semester, students will study the basic principles of botany, including the structure and function of plants, and the classification of plants. In the second semester, students will study the uses of plants in medicine, agriculture, and industry.

The course is taught by a qualified teacher who has a degree in Botany. The course is assessed by a written examination at the end of the second semester.

The course is suitable for students who are interested in the study of plants and their uses. It is a compulsory course for students who are studying for the Certificate of Secondary Education.

The course is also suitable for students who are interested in the study of plants and their uses. It is a compulsory course for students who are studying for the Certificate of Secondary Education.

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COURSE NUMBERING SYSTEM AND PREREQUISITES

Courses numbered from 001-099 are those unique to the community college, are considered developmental in nature, are not anticipated to be transferable, and do not satisfy degree requirements.

Courses numbered 100-199 are considered to be on the freshman level.

Courses numbered 200-299 are considered to be on the sophomore level.

Sample course listing:

ACC	101	Financial Accounting	3 cr. hrs.	3 periods
course prefix	course number	course title	semester hours of credit	hours of lecture and/or lab per week

A student registering for a course must meet the prerequisites or otherwise satisfy the instructor of his or her preparation to take the course. After notification, an instructor may withdraw a student who does not have the proper prerequisites for the class as stated in the catalog. Prerequisites may be waived by the instructor.

Consult the semester Schedule of Classes for specific offerings each semester.

ACCOUNTING

ACC 060 Basic Tax Preparation /2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): None.

Basic skills in tax preparation. Includes preparation of federal Form 1040EZ, 1040A, and a simple 1040, selected schedules, worksheets, and other forms. Also includes preparation of Arizona tax forms. Requires supervised tax preparation work at a community site. May be taken four times for a maximum of eight credit hours.

ACC 100 Practical Accounting Procedures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to accounting systems for small businesses. Includes the basic accounting cycle, the use of special journals, procedures for controlling cash, and payroll accounting.

ACC 101 Financial Accounting /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to accounting as a service activity, analytical discipline, and information system. Includes quantitative information to make decisions, identification of events that characterize economic activity, and the collection and communication of economic activity. Also includes recording accounting data, internal control of assets, measurement and reporting of liabilities and owners' equity.

ACC 102 Managerial Accounting /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ACC 101 and MTH 070.

Accounting information for managers. Includes concepts for those who are inside an organization and who are responsible for planning, directing and controlling its operation. Also includes process costing, profit planning, overhead analysis, and capital budgeting decisions.

ACC 150 Payroll Accounting /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ACC 100 or 101.

Current practices in payroll accounting and tax reporting. Includes laws affecting payroll and computation of gross earnings and withholding taxes. Also includes computerized payroll systems.

ACC 173 Introduction to Fund Accounting /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ACC 101.

Accounting practices in governmental units, such as city, county, and state agencies, and other not-for-profit organizations. Includes temporary fund balance accounts, budget entries, encumbrances, and tax receivables.

ACC 199 Co-op Related Class in ACC /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

ACC 199 Co-op Work in ACC /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

ACC 200 Accounting on the Microcomputer I /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ACC 100 or 101.

Fundamental accounting applications using commercial programs. Includes the use of modular accounting programs and electronic spreadsheets, emphasizing hands-on experience.

ACC 201 Intermediate Accounting I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ACC 102.

Comprehensive coverage of financial accounting topics. Includes application, rationale, and clarification of the reasons for specific accounting principles. Also includes balance sheets, cash and receivables, inventories, and temporary and long term investments.

ACC 202 Intermediate Accounting II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ACC 201.

Continuation of ACC 201. Includes continual integration of theory and practice, investments, long and short term liabilities, pension plans, stockholders equity, and analysis of financial statements.

ACC 203 Cost Accounting /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ACC 102, MTH 130, REA 112.

Interpretation, use, and analysis of cost data for management planning, coordination and control. Includes the application of theories and concepts which underlie cost accounting and budgeting. Also includes job order costing, spoilage, standard costs, and capital budgeting.

ACC 204 Individual Tax Accounting /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Principles of accounting for taxes on personal income and business operations of self-employed individuals. Includes federal tax law, inclusions and exclusions from gross income, tax credits, property transactions, capital gains and losses, and tax preparation.

ACC 205 Corporate and Partnership Tax Accounting /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): ACC 101.

Principles of federal taxation of partnerships and corporations (including S corporations). Includes gift, trust, and estate taxation.

ACC 210 Accounting on the Microcomputer II /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ACC 200.

Continuation of ACC 200. Advanced accounting applications using commercial programs. Includes the use of modular accounting programs and electronic spreadsheets, emphasizing hands-on experience.

ACC 299 Co-op Related Class in ACC /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

ACC 299 Co-op Work in ACC /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

ADMINISTRATION OF JUSTICE**AJS 101 Introduction to Administration of Justice Systems /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

History and philosophy of administration of justice in America. Includes recapitulation of the system; identifying the various subsystems; role expectations and their interrelationships; theories of crime, punishment and rehabilitation; ethics; education and training for professionalism in the system; and career opportunities related to local criminal justice agencies.

AJS 106 Traffic Safety Functions - Vehicle Code /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Traffic law enforcement and the police officer's role in overseeing the movement of vehicles and pedestrians. Includes fundamentals of accident investigation and reporting, traffic court procedures and public education for traffic safety against a background of Arizona law.

AJS 107 Patrol Procedures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): AJS 101 or concurrent enrollment or consent of instructor.

Patrol as one of the primary police operations. Includes conspicuous presence as a means of suppressing crime and preserving peace, organization and functions of police patrol, methods, techniques and responsibility in patrol operations, use of special equipment, and application of laws on arrest, search and seizure.

AJS 109 Criminal Law /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Historical development and philosophy of law and constitutional provisions. Includes definitions, classifications of crime and their application to the system of administration of justice, legal research, study of case law, methodology and concepts of law as a social force.

AJS 115 Criminal Procedures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): AJS 101 or concurrent enrollment or consent of instructor.

Overview of the system used in the U.S. to administer criminal cases. Includes implications for civil rights, the police process, the prosecuting attorney, the defense attorney, courts, grand jury, trial jury, coroner-medical examiner, judicial process and the trial and its aftermath.

AJS 123 Corrections as a System /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Overview of corrections as a system and as a part of the justice process. Includes history, theories, systems of operations in corrections, analysis of the objectives of correctional administration, relevant law and public relations.

AJS 146 Child Abuse Intervention and Protection /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Overview of the principles and methods of dealing with child abuse. Includes the many definitions and forms of child abuse, recognition of its symptoms, family dysfunctions, the interaction with and counseling of the parental abuser, and the utilization of available community resources. (Same as SSE 146.)

AJS 150 Defensive Tactics for Law Enforcement /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Force tactics as they apply to law enforcement. Includes the use of verbal and physical skills to accomplish control with a minimum potential of injury to the officer or subject. Also includes handcuffing, impact weapons, and handgun retention.

AJS 152 Beginning Marksmanship /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to firearms. Includes moral and legal aspects of firearms, safety and range practice.

AJS 163 Introduction to Youth Care /3 cr. hrs./3 periods (3 lec.)

Same as YCA 163.

AJS 201 Rules of Evidence /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): AJS 109 or concurrent enrollment or consent of instructor.

The origin, development, philosophy and constitutional basis of evidence. Includes constitutional and procedural considerations affecting arrest, search and seizure; degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights; and case studies.

AJS 204 Criminal Investigation and Report Preparation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): AJS 109 or concurrent enrollment or consent of instructor.

Fundamentals of modern criminal investigation. Includes procedures and skills in search and investigation, conduct at the crime scene, collection and preservation of evidence, developing sources of information, preparation of cases for court prosecution, and report-writing requirements for administration and court use.

AJS 208 Police Administration /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): AJS 101 or consent of instructor.

Introduction to the principles of police organization, administration and service. All phases of police administration are discussed, including recruitment, training, promotion, complaints, records and communications.

AJS 210 Police Community and Human Relations /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): AJS 101 or concurrent enrollment.

Survey of the police officer's role in attaining and maintaining public support. Includes recognition and understanding of community problems, community action programs, methods of coping with crisis situations, ethnic and minority cultures, various environments, crime prevention, and police operations in relation to these cultures and environments.

AJS 212 Juvenile Justice Procedures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Analysis of the philosophy, organization, functions and jurisdiction of juvenile agencies and courts. Includes Arizona juvenile statutes, detention, court procedures and case disposition; custody and treatment of the offender; and crime prevention methods and reporting procedures applicable to juvenile offenders.

AJS 214 Firearms /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): Student must be a law enforcement major and have previous firearms training.

Principles and methods of using firearms. Includes moral aspects, legal provisions, safety precautions, restrictions, combat procedures for police, and target analysis and range drill procedures. Taught on the range. Students must furnish their own pistols and ammunition.

AJS 220 Organized Crime Investigation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Comprehensive historical and social survey of organized crime. Includes its origin, development, modus operandi and effect upon society.

AJS 225 Crime and Delinquency /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PSY 100A or SOC 101 recommended.

Survey of the nature, extent and control of crime and delinquency. Includes comparison of theoretical and practical approaches to causation, prevention, punishment and treatment; and current problems.

AJS 240 Detention Supervision Methods /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Second-year major in AJS or corrections, and AJS 101 or concurrent enrollment, or consent of instructor.

Examination of institutional procedures and staff member functions. Includes reception, classification, program assignment, security and release procedures. Emphasis on the role of the correctional officer.

AJS 245 Treatment of the Offender: Institutional and Field /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): AJS 101 or concurrent enrollment or consent of instructor. Survey of correctional services and treatment. Includes philosophy, history, correctional models by type and function, institutional treatment, parole operations, community based treatment and special treatment programs.

AJS 256 Justice System Administration /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): AJS 101 or consent of instructor.

Examination of crime, punishment, and correctional practices. Includes current issues affecting the economy, politics, social stability, prison and community corrections, and minorities.

AJS 277 Advanced Criminalistics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Consent of instructor.

Examination of firearms identification, pathology, toxicology, related matters and courtroom procedures.

AJS 290 Administration of Justice Field Experience /3 cr. hrs./ 16 periods (1 lec., 15 lab)

Prerequisite(s): Consent of instructor.

Participation in community administration of justice agencies to provide experience in the practical application of classroom instruction. Biweekly seminars are conducted to discuss theory and practice pertinent to the agency experience. May be taken two times for a maximum of six credit hours.

AJS 299 Co-op Related Class in AJS /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

AJS 299 Co-op Work in AJS /1-3 cr. hrs./5-15 periods (5-15 lab)

See Cooperative Education section for description.

ADVERTISING ART**ADA 100 Applied Computer Graphics /4 cr. hrs./5 periods (4 lec., 1 lab)**

Prerequisite(s): None.

Introduction to current computer graphics software. Includes desktop publishing, postscript illustration, painting or photo editing, computer graphics hardware, and professional environment. May be taken two times for a maximum of eight credit hours.

ADA 101 Advertising Art /3 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): None.

Basic layout procedures for the various advertising media, including direct mail, newspaper ads, magazine ads, billboards, brochures, stationery and

television. Also includes a general survey of advertising art, its history, objectives, and career opportunities.

ADA 102 Advertising Design I /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): ADA 101, 216

Basic principles of graphic design. Includes typography, design, color, and application.

ADA 103 Advertising Drawing I /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): None.

The basic essentials of light, shading, proportion, form and perspective are stressed. Students will learn to render products in a realistic manner using markers.

ADA 104 Illustration I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Basic principles and methods of illustration. Includes a wide range of subject matter and media (pencil, colored pencil, pen and ink, watercolor, designer's gouache, markers, acrylics and oils). Emphasis on composition and technique.

ADA 105 Airbrush Techniques I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Use and application of the air brush in the advertising art field.

ADA 106 Advertising Drawing II /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): ADA 103.

Application of basic drawing techniques to a variety of compositions. Includes principles of head drawing.

ADA 107 Airbrush Techniques II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ADA 105.

Continuation of ADA 105. Advanced airbrush techniques for advertising art, editorial art and industrial applications.

ADA 108 Television Commercial Design /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

The language and procedures used by advertising agencies in producing a television commercial. Includes conceptualization, storyboarding, art directing and producing. Does not include the technical aspects of television production which are covered in MEC 125, 175, and 225.

ADA 109 Cartooning /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Basic principles and methods of cartoon illustration for advertising and editorial purposes. Includes pen and ink techniques, expressive drawing, creativity and a marketable cartooning style.

ADA 111 Production Techniques and Processes I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): MTH 060 or equivalent or concurrent enrollment.
Basic skills in preparing art work for printing. Inking, paste-up, type specifications, copy fitting, photo-sizing, photo-cropping, photostat making, and keyline and overlay cutting for color areas.

ADA 112 Cartooning II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ADA 109.
Continuation of ADA 109. Further development in principles and methods of cartoon illustration of advertising and editorial purposes. Includes pen-and-ink techniques, expressive drawing, creative thinking and marketable cartooning style.

ADA 113 Cartooning III /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ADA 112.
Principles and methods of cartoon drawing and illustration for advertising and editorial purposes. Includes further development and application of skills and building a portfolio for presentation.

ADA 115 Introduction to Desktop Publishing for Advertising Art / 1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.
Computer generated text and graphics for brochures and business packages. Includes desktop terminology, software, creating a document and the professional environment.

ADA 116 Basic Macintosh for Computer Graphics /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.
Introduction to the Macintosh computer environment. Includes operating system, techniques, document file, hardware, and disks.

ADA 118 Package Design /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ADA 101, 102.
Procedures and techniques for creating wrapper and container comprehensives. Includes layout, packaging, construction techniques, mock-ups and the professional environment.

ADA 120 Advertising Design II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ADA 102 and 103.
Advanced layout techniques, combining product images with typography for various advertising media. Continued practice in type selection and the use of size, contrast, organization and color.

ADA 131 Computer Painting /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): ADA 103.
Design and illustration on a personal computer system using current paint software. Includes color, drawing and painting tools, editing and text tools, brush customizing, special effects, and applications.

ADA 140 Presentation Graphics /3 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): ADA 100 or 215 or some computer graphics knowledge.
Computer generated presentation graphics. Includes features, color use, creating graphs, charts and output formats and devices. Also includes the development of effective presentations using integrated text and graphics.

ADA 199 Co-op Related Class in ADA /1 cr. hr./1 period (1 lec.)

Prerequisite(s): ADA 102, 120 and 210, and concurrent enrollment in ADA 199 Co-op Work in ADA.
See Cooperative Education section for description.

ADA 199 Co-op Work in ADA /2 cr. hrs./10 periods (10 lab)

Prerequisite(s): ADA 102, 120 and 210, and concurrent enrollment in ADA 199 Co-op Related Class in ADA.
See Cooperative Education section for description.

ADA 201 Airbrush Techniques III /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ADA 107.
Continuation of ADA 107. Additional techniques for advertising art, editorial art and industry applications. Emphasis on development of an individual style and an area of specialization.

ADA 202 Airbrush Techniques IV /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ADA 201.
Continuation of ADA 201. Each student will develop an area of specialization in one of the following: photo retouching, medical illustration, advertising art, fine art, or technical illustration.

ADA 204 Illustration II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ADA 104.
Continuation of ADA 104. Includes advanced techniques in a variety of media with emphasis on developing an individual style.

ADA 205 Advertising Drawing III /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): ADA 103.
Realistic drawing studies of the human figure. Includes materials, vocabulary, techniques, and structure.

ADA 207 Advertising Drawing IV /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): ADA 205.
Application of advanced techniques to compositions featuring a variety of products. Emphasis on use of colored markers in preparing layouts.

ADA 210 Advertising Design III /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ADA 120.

Application of advanced techniques for the design and layout of ads, brochures, billboards, stationery, logos, direct mail, menus, posters and television commercials.

ADA 211 Production Techniques and Processes II /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): ADA 111, and MTH 060 or an understanding of fractions and decimals as determined by instructor.

Preparation of artwork for color printing. Includes keyline, spot color separation, tints and screens, reverse headlines, bleeds, brochure preparation, photo manipulation, position stats, amberlith overlays, and the computer as a production tool.

ADA 212 Production Techniques and Processes III /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): ADA 211.

Advanced production techniques for complex color printing. Includes newspaper ad production, keylining, amberlith cutting, working environment, photographic special effects, and the computer as a production tool.

ADA 213 Production Techniques and Processes IV /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ADA 212.

Continuation of ADA 212. Practice and development of production art skills required for complex color printing. Includes the development of speed, accuracy, and organizational skills on multifaceted publications and portfolio preparation.

ADA 215 Desktop Publishing for Advertising Art: Aldus Pagemaker / 4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): None.

Design and creation of publications on a personal computer system. Includes current Aldus Pagemaker software, documents, hardware, and professional environment.

ADA 216 Desktop Graphics: Adobe Illustrator /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): None.

Computer generated graphics and illustrations. Includes current Adobe Illustrator software, computer graphics hardware, documents, and professional environment.

ADA 217 Desktop Publishing For Advertising Art: QuarkXpress / 4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): None.

Design and creation of publications on a personal computer system. Includes current QuarkXpress software, documents, hardware, and professional environment.

ADA 218 Illustration III /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ADA 204.

Continuation of ADA 204. Includes advanced medium techniques with an emphasis on individual style, media applications, pre-press applications and portfolio preparation.

ADA 219 Photo Image Editing: Adobe Photoshop /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): ADA 100 or 216 or experience in computer graphics.

Computer retouching and manipulation of photos and illustrations. Includes current Adobe Photoshop software, edit and retouch, hardware, and professional environment.

ADA 220 Advertising Design IV /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ADA 210.

Continued practice and skill development in layout and design. Emphasis on completing a portfolio.

ADA 221 Advanced Photo Image Editing: Adobe Photoshop /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): ADA 219 or consent of instructor.

Continuation of ADA 219. Includes advanced techniques using current Adobe Photoshop software, hardware, documents, and professional environment. May be taken two times for a maximum of eight credit hours.

ADA 222 Advertising Art Business and Portfolio /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): ADA 207, 220.

Business techniques for the advertising art industry. Includes designer/client relationship, fee structures for designer services, documenting time, portfolio development, and advertising and promotion.

ADA 232 Computer 3D Modeling /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): ADA 100 or 131 or experience in computer graphics.

Solid modeling on the computer. Includes menus, image creation, color, printing, precision model making, object creation and design, and compatibility.

ADA 233 Computer Animation /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): ADA 131.

Animation on the computer. Includes storyboards, techniques and terms, logo animation, character animation, metamorphic animation, and production techniques.

**ADA 240 Computer Multimedia Design and Production /4 cr. hrs./
5 periods (4 lec., 1 lab)**

Prerequisite(s): Experience in computer graphics.
Multimedia software for merging computer art with visual media. Includes systems overview, design, text, art/graphics, slides and presentations, animation, video, audio, and outputting.

**ADA 260 Aldus Pagemaker Seminar on the Macintosh /1 cr. hr./
1 period (1 lec.)**

Prerequisite(s): Basic Macintosh skill required.
Computer generated text and graphics for brochures and business packages. Includes desktop environment, Pagemaker software, and creating and printing a document.

**ADA 261 Adobe Illustrator Seminar on the Macintosh /1 cr. hr./
1 period (1 lec.)**

Prerequisite(s): Basic Macintosh skill required.
Computer generated text and graphics for illustration. Includes Macintosh environment, scanning, illustration software, and techniques and procedures.

**ADA 262 QuarkXpress Seminar on the Macintosh /1 cr. hr./1 period
(1 lec.)**

Prerequisite(s): Basic Macintosh skill required.
Computer generated text and graphics for publication. Includes desktop environment, QuarkXpress software, and creating and printing a document.

**ADA 263 Adobe Photoshop Seminar on the Macintosh /1 cr. hr./
1 period (1 lec.)**

Prerequisite(s): Basic Macintosh skill required.
Digital photograph manipulation in Adobe Photoshop. Includes digital photographs, placing photographs, tools and palette, color manipulation, and output.

**ADA 296 Advertising Art Independent Projects: /1-4 cr. hrs./
3-12 periods (3-12 lab)**

Prerequisite(s): Consent of instructor.
Self-directed laboratory projects. Includes establishing objectives, procedures and a method of evaluation.

**ADA 297 Advertising Art Seminar: /25-4 cr. hrs./25-16 periods
(25-4 lec., 25-12 lab)**

Prerequisite(s): Consent of instructor.
Advertising art and computer graphics job-related training. Includes presentations and development of skills in a given area and topics of timely or limited interest.

AIR CONDITIONING

**ACD 100 Introduction to Facilities Maintenance/Management /3 cr. hrs./
3 periods (3 lec.)**

Prerequisite(s): None.
Theory and procedures for maintaining mechanical and electrical equipment and building structures in a commercial/industrial facility. Includes as-built blueprints, building safety code, hand and power tools, plumbing maintenance, HVAC mechanical and electrical equipment maintenance, lubricants, paints and protective coatings, and built up roof and brick masonry maintenance.

ACD 101 Principles and Concepts for HVAC /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 060 or concurrent enrollment or satisfactory score on mathematics assessment test.
Basic refrigeration fundamentals. Includes refrigerants, laws of heat transfer, heat energy and change of state, properties of air, psychrometrics, evaporative cooling, air and human comfort, and recycling and recovery.

**ACD 120 HVAC Electricity, Circuitry, and Controls /4 cr. hrs./6 periods
(3 lec., 3 lab)**

Prerequisite(s): ACD 101 or concurrent enrollment.
Electrical theory, circuits and components for air conditioning systems. Includes basic electricity, meters, circuit analysis, alternating current and voltage, electric motors and components, installation of HVAC systems, motor controls, control devices, National Electrical Code, control systems circuitry, and troubleshooting.

ACD 123 HVAC Systems Applications /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): ACD 101 or concurrent enrollment.
Principles and procedures of air conditioning and heating systems. Includes tools, controls, system charging, evaporative cooling, gas/oil/electric heating, heat pumps, and load calculation.

**ACD 125 HVAC Systems Service and Repair /4 cr. hrs./6 periods
(3 lec., 3 lab)**

Prerequisite(s): ACD 123.
Troubleshooting and repairing air conditioning and heating equipment. Includes refrigerants, system evacuation and charging, water cooled systems, controls, and operating conditions.

ACD 130 EPA Clean Air Act: Section 608 /1 cr. hr./1 period (1 lec.)

Prerequisite(s): ACD 123.
Freon certification preparation. Includes basics of refrigerant bearing equipment, ozone depletion and the new legislation, technician categories covered, and the certification examination.

ACD 190 Residential Energy Audit /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Arizona's Home Energy Rating System (HERS) Program. Includes energy auditing, heat energy and energy loss, conservation practices and measures, finance and sales, and computer modeling. (Same as CON 190.)

ACD 199 Co-op Related Class in ACD /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

ACD 199 Co-op Work in ACD /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

ACD 210 Commercial HVAC Systems /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): ACD 125 or appropriate field experience.

Principles and components for commercial air conditioning and heating systems. Includes types and functions, refrigeration systems, chilled water systems, distribution systems, calculations and formulas, and troubleshooting and service.

ACD 212 Pneumatic HVAC Controls /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): ACD 210 or appropriate field experience.

Pneumatic controls for HVAC systems. Includes major components, controlled devices, relays, thermostats and calibration.

ACD 297 Air Conditioning Seminar: / .25-4 cr. hrs./ .25-16 periods (.25-4 lec., .25-12 lab)

Prerequisite(s): Consent of instructor.

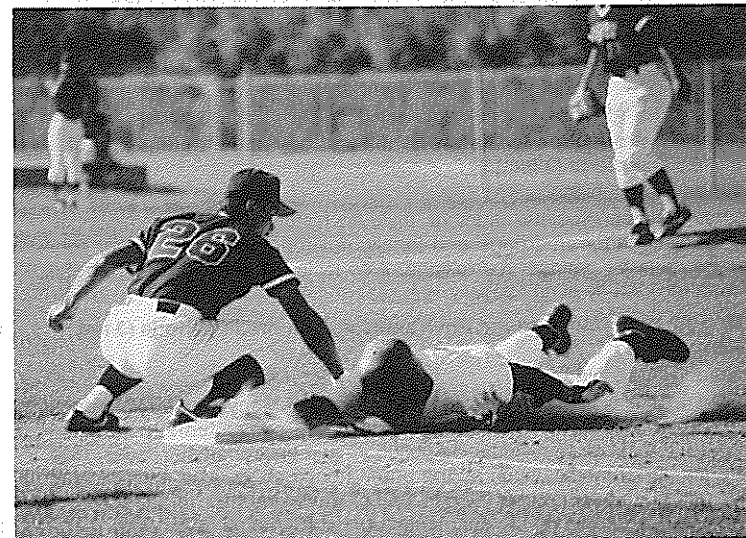
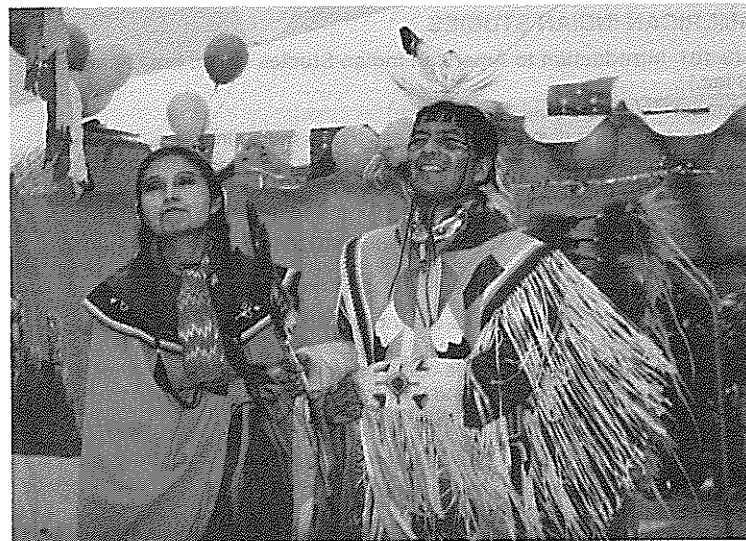
Air conditioning job-related training. Includes presentations and development of skills in a given area and topics of timely or limited interest.

ACD 299 Co-op Related Class in ACD /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

ACD 299 Co-op Work in ACD /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.



AMERICAN INDIAN STUDIES

AIS 101 Introduction to American Indian Studies I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of the diversity of American Indian tribes. Includes successive colonization waves and conflict between Native Americans and colonizing nations. Also includes the development of Native American cultures, and policies toward Native Americans.

AIS 102 Introduction to American Indian Studies II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): AIS 101.

Continuation of AIS 101. Includes diversity of American Indian tribes, successive colonization waves, and conflict between Native Americans and colonizing nations. Also includes contemporary issues and their impact on American Indians in transition and an introduction to Native American theories and philosophies.

ANTHROPOLOGY

ANT 101 Human Origins and Prehistory /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of physical anthropology and archaeology with emphasis on the emergence of the human species from its origins based on our understanding of the archaeological and fossil record. (Same as ARC 101).

ANT 102 Introduction to Cultural Anthropology and Linguistics / 3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of human societal structure. Includes historical events, communication and language, marriage and family, environmental adaptation, economics, politics, gender, and religion. Also includes an introduction to the comparative study of cultures.

ANT 105 Humanity And the Environment /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None.

Technical, sociocultural, and political information on environmental science and technology for non-ENV majors. Includes ecosystems, population impacts, hydrological systems, air pollution, and environmental toxins. Also includes current topics such as the green house effect, acid rain, drinking water contamination, toxic waste spills, governmental regulation and enforcement, and future environmental trends. (Same as ENV 105.)

ANT 110 Buried Cities and Lost Tribes /3 cr. hrs./3 periods (3 lec.)

Same as ARC 110.

ANT 112 Exploring Non-Western Cultures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Anthropological overview of non-Western cultures, world views and social organizations. Includes ethnographic case studies and survey of analytic models.

ANT 122 Tohono O'Odham History and Culture /3 cr. hrs./3 periods (3 lec.)

Same as HIS 122.

ANT 123 The Anthropology of Music and Dance /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to music and dance in cultural context, with an emphasis on the American Southwest. Involves field studies with data collection and interpretation.

ANT 126 Peoples in Transition /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Anthropological approaches to social change. Includes a comparison of cultures in situations of contact and change, and of methods and theories for studying culture change.

ANT 127 History and Culture of the Mexican-American in the Southwest /3 cr. hrs./3 periods (3 lec.)

Same as HIS 127.

ANT 128 The Mexican-American in Transition /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

What is it like to be a Mexican-American in today's society? Problems resulting from differences in cultures, values and needs are examined through class discussion and participation in related activities in the community.

ANT 129 Culture and Personality /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of studies on society and the factors that influence it. Includes historical considerations, psychoanalytic elements, distributional models, religion and myth, the family and community, and methods utilized in the studies.

ANT 135 Pre-Columbian Art /3 cr. hrs./3 periods (3 lec.)

Same as ART 135 and HIS 135. (See ART 135 for course description.)

ANT 136 Masks /3 cr. hrs./3 periods (3 lec.)

Same as ART 136 and HIS 136. (See ART 136 for course description.)

ANT 146 Culture and Personality of the Mexican-American /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

A review of how the culture and personality of the Mexican-American differs from others and what it means to the individual.

ANT 148 History of Indians of North America /3 cr. hrs./3 periods (3 lec.)

Same as HIS 148.

ANT 150 Afro-American History and Peoples /3 cr. hrs./3 periods (3 lec.)

Same as HIS 150.

ANT 160 History and Peoples of Latin America I /3 cr. hrs./3 periods (3 lec.)

Same as HIS 160.

ANT 170 History and Peoples of Africa /3 cr. hrs./3 periods (3 lec.)

Same as HIS 170.

ANT 198 Special Topics in Anthropology: /1-3 cr. hrs./1-9 periods (0-3 lec., 0-9 lab)

Prerequisite(s): Consent of instructor.

Selected topics in anthropology which reflect current issues, trends, and technologies.

ANT 200 Biological Anthropology /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

The interaction of human biology and culture as found among various peoples and their environment.

ANT 202 Sex, Gender, and Culture /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Anthropological examination of gender identity, roles, and relations. Includes studies of families, domestic groups, and communities. Also includes selected case studies and frameworks for analysis.

ANT 203 Ethnic Groups and Culture /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Anthropological survey of ethnicity. Includes cultural definition of ethnic groups, social variables, and ethnic boundaries.

ANT 205 Introduction to Southwestern Prehistory /3 cr. hrs./3 periods (3 lec.)

Same as ARC 205.

ANT 206 Contemporary Native Americans of the Southwest /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Anthropological examination of Native American cultures of the Southwestern United States. Includes linguistic and cultural diversity, Southwestern Native American economies, cultural configuration, and frameworks for analysis.

ANT 207 Southwestern Prehistory Lab /1 cr. hr./3 periods (3 lab)

Same as ARC 207.

ANT 210 Cultural Anthropology /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ANT 102.

Exploration of the study of culture. Includes anthropological theory and method, a comparison of ethnographies, and analytic paradigms. Also includes selected topics.

ANT 215 The Nature of Language /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to anthropological linguistics. Includes the history of linguistics and language, descriptive linguistics, sociolinguistics, language and thought, language acquisition, and the biology of language development. Also includes bilingualism and multiculturalism.

ANT 225 Archaeology /3 cr. hrs./3 periods (3 lec.)

Same as ARC 225.

ANT 250 Archaeology Laboratory /3 cr. hrs./7 periods (1 lec., 6 lab)

Same as ARC 250.

ANT 275 Archaeological Excavation I /3 cr. hrs./9 periods (9 lab)

Same as ARC 275.

ANT 276 Archaeological Exploration I /3 cr. hrs./9 periods (9 lab)

Same as ARC 276.

ANT 277 Archaeological Excavation II /3 cr. hrs./9 periods (9 lab)

Same as ARC 277.

ANT 278 Archaeological Exploration II /3 cr. hrs./9 periods (9 lab)

Same as ARC 278.

ANT 280 Field Projects /3 cr. hrs./9 periods (9 lab)

Prerequisite(s): Consent of instructor.

Participation in a field project in one of the subfields of anthropology. (Same as ARC 280.)

ANT 281 Field Computers /1 cr. hr./2 periods (2 lab)

Same as ARC 281.

ANT 282 Managing Archaeological Data /2 cr. hrs./4 periods (1 lec., 3 lab)

Same as ARC 282.

ANT 283 ArcheoCAD /3 cr. hrs./5 periods (2 lec., 3 lab)

Same as ARC 283.

ANT 284 Archaeocartography /3 cr. hrs./5 periods (2 lec., 3 lab)

Same as ARC 284.

ANT 285 Field Mapping I /3 cr. hrs./9 periods (9 lab)

Same as ARC 285.

ANT 286 Field Mapping II /3 cr. hrs./9 periods (9 lab)

Same as ARC 286.

ANT 289 Field Instruments /3 cr. hrs./5 periods (2 lec., 3 lab)

Same as ARC 289.

ANT 296 Individual Studies /1-3 cr. hrs./1-3 periods (1-3 lec)

Prerequisite(s): Consent of instructor.

Students independently continue their development in anthropology with the help of a faculty member. May be taken three times for a maximum of nine credit hours. (Same as ARC 296.)

ANT 298 Advanced Topics in Anthropology: /1-3 cr. hrs./1-9 periods (0-3 lec., 0-9 lab)

Prerequisite(s): Consent of instructor.

Selected topics in anthropology which reflect current issues, trends, and technologies.

ARCHAEOLOGY

ARC 075 Field Archaeology /3 cr. hrs./9 periods (9 lab)

Prerequisite(s): None.

Participation in archaeological field activities. A nontechnical course with an emphasis on local field work.

ARC 101 Human Origins and Prehistory /3 cr. hrs./3 periods (3 lec.)

Same as ANT 101.

ARC 105 Survey of Microcomputer Uses /3 cr. hrs./4 periods (3 lec., 1 lab)

Same as CSC 105 and BUS 105. (See CSC 105 for course description.)

ARC 110 Buried Cities and Lost Tribes /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Exploration of the human past. Includes studying important archaeological finds from various cultures around the world. (Same as ANT 110.)

ARC 180 Artifact Identification /1 cr. hr./3 periods (3 lab)

Prerequisite(s): None.

Introduction to the recognition, identification and classification of the various types of artifacts recovered from local archaeological sites.

ARC 199 Co-op Related Class in ARC /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

ARC 199 Co-op Work in ARC /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

ARC 205 Introduction to Southwestern Prehistory /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Study of the prehistory of the American Southwest from its earliest inhabitants to European contact. (Same as ANT 205.)

ARC 207 Southwestern Prehistory Lab /1 cr. hr./3 periods (3 lab)

Prerequisite(s): Concurrent enrollment in ANT/ARC 205.

Laboratory and field activities to provide interpretive context for prehistoric cultures of the American Southwest. (Same as ANT 207.)

ARC 225 Archaeology /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of the concepts and methods which archaeologists use to reconstruct human prehistory. (Same as ANT 225.)

ARC 250 Archaeology Laboratory /3 cr. hrs./7 periods (1 lec., 6 lab)

Prerequisite(s): ANT/ARC 101.

Laboratory experience in the curating, processing and analysis of prehistoric and historic artifacts recovered from archaeological sites. (Same as ANT 250.)

ARC 275 Archaeological Excavation I /3 cr. hrs./9 periods (9 lab)

Prerequisite(s): None.

Introduction to the techniques of archaeological mapping, excavation and recording. Includes field experience in southern Arizona. (Same as ANT 275.)

ARC 276 Archaeological Exploration I /3 cr. hrs./9 periods (9 lab)

Prerequisite(s): ARC 180 or concurrent enrollment.

Techniques and methods for recognizing, locating and recording archaeological sites. Includes fieldwork in southern Arizona. (Same as ANT 276.)

ARC 277 Archaeological Excavation II /3 cr. hrs./9 periods (9 lab)

Prerequisite(s): ANT/ARC 275.

Continuation of ANT/ARC 275. Includes advanced excavation techniques, field crew supervision, and selected field projects. (Same as ANT 277.)

ARC 278 Archaeological Exploration II /3 cr. hrs./9 periods (9 lab)

Prerequisite(s): ANT/ARC 276 and consent of instructor.

Continuation of ARC 276. Includes archival investigation, advanced field techniques, crew supervision, and selected field projects. (Same as ANT 278.)

ARC 280 Field Projects /3 cr. hrs./9 periods (9 lab)

Same as ANT 280.

ARC 281 Field Computers /1 cr. hr./2 periods (2 lab)

Prerequisite(s): BUS 105.

Implementing hand-held, lap-top, and palm computers in a field setting. Includes systems configuration, data transfer, and instrument interfacing. (Same as ANT 281.)

ARC 282 Managing Archaeological Data /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): ANT/ARC 275, 276, BUS 105.

Organization and management of data associated with archaeological field work and collections. Includes collection strategies and techniques, application software, and data contexts. (Same as ANT 282.)

ARC 283 ArchaeoCAD /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): BUS 105.

Computer aided drafting software emphasizing techniques and hardware appropriate for archaeological applications. Includes hardware configuration, approaches to CAD, and data collection techniques. (Same as ANT 283.)

ARC 284 Archaeocartography /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): BUS 105.

Cartographic techniques and hardware for archaeological applications. Includes software for cartography, geographic information systems, graphic portrayal, and desktop mapping. (Same as ANT 284.)

ARC 285 Field Mapping I /3 cr. hrs./9 periods (9 lab)

Prerequisite(s): ANT/ARC 275.

Optical surveying instruments and associated software for mapping archaeological sites. Includes mapping concepts, instrument operation, field data techniques, and producing maps. (Same as ANT 285.)

ARC 286 Field Mapping II /3 cr. hrs./9 periods (9 lab)

Prerequisite(s): ANT/ARC 285 and consent of instructor.

Continuation of ANT/ARC 285. Includes electronic surveying instruments, computerized data collection systems, and associated software for mapping archaeological sites. (Same as ANT 286.)

ARC 289 Field Instruments /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ANT/ARC 286, BUS 105.

Electronic instrument utilization in the field. Includes geophysical instruments, remote sensing equipment, and global positioning systems. Also includes software applications and data manipulation. (Same as ANT 289.)

ARC 296 Individual Studies /1-3 cr. hrs./1-3 periods (1-3 lab)

Same as ANT 296. May be taken three times for a maximum of nine credit hours.

ARC 299 Co-op Related Class in ARC /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

ARC 299 Co-op Work in ARC /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

ART**ART 100 Basic Design /3 cr. hrs./5 periods (2 lec., 3 lab)**

Prerequisite(s): None.

Introduction to the elements of visual design, such as line, shape, value, texture, volume and color. Includes skill development in organizing these elements and applying the principles of harmony, variety, balance and tension.

ART 110 Drawing I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 100.

Introduction to drawing. Includes use of graphic media: pencil, charcoal and ink on paper. Emphasis on elements of design as applied to representational drawing. The student will have a set of finished drawings at the conclusion of the semester.

ART 111 Drawing Workshop /1 cr. hr./1.7 periods (.7 lec., 1 lab)

Prerequisite(s): ART 100 or equivalent experience.

Exploration of the drawing process. Includes practice in traditional and contemporary approaches to basic drawing problems.

ART 115 Color and Design /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 100.

Extension of design principles introduced in ART 100. Includes analyzing color and creating the illusions of dimension, light and transparency with color. Projects use a variety of media. Emphasis on color theory and relationships.

ART 120 Sculptural Design /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 100.

Extension of ART 100 into sculptural concepts and media. Includes study of volume, mass, and space relationships through modeling, casting, carving and construction.

ART 121 Figure Sculpture Workshop /1 cr. hr./1.7 periods (.7 lec., 1 lab)

Prerequisite(s): ART 100 or equivalent art experience.

Practice in working from the model using clay, plaster and wax. Emphasis on individual development rather than producing a permanent product.

ART 122 Stone Carving Workshop /1 cr. hr./1.7 periods (.7 lec., 1 lab)

Prerequisite(s): ART 100 or equivalent experience.

Introduction to basic stone carving methods and techniques. Emphasis on the use of hand tools.

ART 123 Lost Wax Sculpture Casting Workshop /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): ART 100 or equivalent art experience.

Fundamentals of art metal sculpture casting using the ceramic shell mold process. Includes wax design (direct and indirect), pattern making techniques, mold making, casting in bronze and aluminum and metal finishing processes.

ART 130 Art and Culture I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Slide and lecture discussions of art forms of western civilization from pre-historic art through Gothic art.

ART 131 Art and Culture II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Slide and lecture discussions of art forms from the Renaissance into the 20th century.

ART 132 Modern Art Survey /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Slide and lecture discussions of modern art forms as seen in the art developments of the latter 19th century and the 20th century.

ART 133 Survey of American Art /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

American painting, architecture and sculpture from 1650 to the present. Emphasizes the history and culture of each period.

ART 135 Pre-Columbian Art /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

A survey of the art of pre-Columbian Mexico. Students will learn to recognize major art styles and important sites. Course includes a survey of the art of the same time period in Southeastern and Southwestern America, Central America, and Peru. (Same as ANT 135 and HIS 135.)

ART 136 Masks /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

A survey of traditional masks and sculpture of Africa, North and South America, Asia and Oceania. Major emphasis is on style, function and meaning of the masks of the Northwest Coast Indians and of the indigenous peoples of Africa and the South Pacific. (Same as ANT 136 and HIS 136.)

ART 140 Photography I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 100.

Introduction to black and white photography as an art form with a general inquiry into basic techniques of making silver images. Includes developing, printing, enlarging, aesthetic language of photography, perspective and photography as an art form. Individual and group work.

ART 141 Photography II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 140.

Extension of ART 140. Includes use of the medium as an art form with optimum creativity, technical skill and visual finesse. Also includes portfolio and book production, field trips and research.

ART 143 Commercial Photography /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 141.

Introduction to commercial fields in photography and principles and practice of photography as a business. Includes studio management, laboratory techniques, pricing, record keeping, advertising, portraiture, weddings, and industrial and aerial work.

ART 160 Ceramics I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 100 or concurrent enrollment.

Introduction to ceramics, including wheel- and hand-built forms and basics of glazing.

ART 163 Kiln Workshop /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): ART 160 or equivalent ceramic experience.

Introduction to the design, operation and construction of combustion fuel

kilns used by the ceramic artist and studio potter. Includes historical evolution, kiln design and construction, refractories, combustion and firing systems, kiln maintenance/repair and the art of firing.

ART 164 Raku Pottery Workshop /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): ART 160 or equivalent ceramic experience.

Introduction to Raku, a low temperature, quick-firing ceramics method developed in Sixteenth Century Japan. Includes traditional and contemporary approaches involved in clay body composition, in the forming, glazing and firing of pots and in Raku kiln building.

ART 170 Metalwork I: Jewelry /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 100.

Exploration of the basic techniques and design approaches used in the fabrication of jewelry and other metalwork. Includes construction, casting, forming, surface embellishment and other techniques.

ART 171 Basic Jewelry Fabrication Workshop /1 cr. hr./1.7 periods (.7 lec., 1 lab)

Prerequisite(s): ART 100 or equivalent experience.

Techniques used in the construction of jewelry, including sawing, soldering, polishing and simple bezel setting of stones. Also includes an introduction to jewelry design.

ART 172 Knife Making Workshop /1 cr. hr./1.7 periods (.7 lec., 1 lab)

Prerequisite(s): ART 100 or equivalent art experience.

Introduction to essential processes used in knife making. Includes design, layout, materials, angle structure, forging, heat treating, and finishing. Also includes ornamentation methods such as inlay, engraving, chasing and etching.

ART 173 Basic Lapidary Workshop /1 cr. hr./1.7 periods (.7 lec., 1 lab)

Prerequisite(s): ART 100 or equivalent experience.

Fundamental techniques of cutting, grinding and polishing stones for jewelry. Includes the forming of cabochon and eccentric shapes. Medium hard stones such as agates and jaspers will be used.

ART 174 Blacksmithing Workshop /1 cr. hr./1.7 periods (.7 lec., 1 lab)

Prerequisite(s): ART 100 or equivalent art experience.

Introduction to design, layout, materials fuels, forge making and practices. Includes hot-working ferrous and non-ferrous metals, tool making and heat treating.

ART 180 Weaving I: Four-Harness Loom /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 100.

Weaving on a four-harness loom. Projects involve color, texture, pattern and the use of tabby, twill, tubular, textural and tapestry weaves in the creation of clothing and fiber art.

ART 181 Fiber Structures /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 100.

Introduction to fiber as an art medium. Includes fiber processes such as basketry, crochet, macrame, plaiting, surface design, and mixed media.

ART 185 Papermaking Workshop /1 cr. hr./1.7 periods (.7 lec., 1 lab)

Prerequisite(s): ART 100 or equivalent experience.

Introduction to papermaking as an art form. Includes use of various fibers, beating the pulp, forming and pressing sheets, and casting three dimensional forms.

ART 186 Beginning Spinning Workshop /1 cr. hr./1.7 periods (.7 lec., 1 lab)

Prerequisite(s): ART 100 or equivalent experience.

Techniques of spinning wool on a drop spindle and spinning wheel, plus carding, blending, plying and caring for hand-spun yarn.

ART 210 Drawing II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 110.

Continuation of ART 110. Emphasis on further development of imaginative and technical skills in the use of space and graphic design. Students complete the course with a portfolio of finished drawings.

ART 212 Printmaking I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 100.

Introduction to basic aesthetics and techniques of printmaking. Includes intaglio etching, relief printing, and monotypes.

ART 213 Life Drawing /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 100. (ART 110 is recommended.)

Drawing the human figure using the two-dimension concept as a graphic vehicle of expression. Students have opportunities to work in various media. Drawing proficiency is stressed.

ART 214 Printmaking II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 212.

Continuation of ART 212. Includes advanced problems in aesthetics and techniques of intaglio etching, relief printing, and monotypes. Also includes an introduction to alternative, non-traditional approaches.

ART 215 Painting I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 110. (ART 115 is recommended.)

Studio course in beginning oil painting. Introduction to still-life object painting, landscape and figure studies. Palette-mixing technique and stretcher bar building are also introduced.

ART 216 Screenprinting I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 100.

Introduction to screenprinting. Includes screen construction, the use of cut film, photo film, stencil making techniques, printing techniques and one-color and multi-color work.

ART 217 Painting II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 115, 215.

Continuation of ART 215. Further principles and practice of painting techniques. Includes mixed media, the art market and contemporary painting methods.

ART 218 Screenprinting II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 216.

Continuation of ART 216. Advanced work in cut film, photo film and experimental stencil making techniques. Students may select areas of interest for concentration and refinement of skills.

ART 219 Printmaking III /3 cr. hrs./5 periods 2 lec., 3 lab)

Prerequisite(s): ART 214.

Continuation of ART 214. Includes non-traditional approaches to printmaking such as monotypes, planographic, or mixed media processes. Also involves advanced problems in traditional intaglio etching.

ART 220 Sculpture II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 120.

Exploration of various methods and materials used in sculpture. Methods may include modeling, casting, metal forming, construction techniques and carving. Materials may include plaster, clay, cement, bronze, aluminum, steel, copper, wood, plastics, wax and mixed media.

ART 230 History of Photography /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Intensive study of the history of photography as an art form and its relationship to the other arts and to society. Includes development of the technical aspects of photography, styles and movements from 1839 to contemporary schools, and important photographers.

ART 231 History, Philosophy and Psychology of Art and Design / 3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): Consent of instructor.

Advanced projects in studio areas. Content to be determined by conference between student and instructor.

ART 260 Ceramics II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 160.

Continuation of ART 160. Further development in wheel- and hand-built forms, glazes and color blends.

ART 261 Ceramics III /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 260.

Advanced study for students who demonstrate mastery of ceramics skills and principles taught in ART 160 and 260. Includes clay composition, glaze calculations and advanced design problems.

ART 262 Ceramics IV /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 260.

Advanced study for students who wish to design ceramic projects that would fit into an architectural setting. Includes the exploration of creative processes and the use of different approaches, materials, and technology to achieve design goals.

ART 270 Metalwork II: Jewelry /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 170.

Jewelry design and production techniques. Includes casting, construction, cold forging and stone setting in precious and nonprecious metals.

ART 271 Metalwork II: Smithing and Casting /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 170.

Design and production of aesthetic and functional objects. Includes hot and cold forging, raising, forming and casting using various metals such as copper, silver, bronze, steel, iron and aluminum.

ART 280 Weaving II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ART 180.

Advanced study for students experienced on multi-harness looms. Students may select areas of interest for in-depth exploration.

ART FOR PERSONAL DEVELOPMENT

APD 009-078 Art for Personal Development

A series of workshop and lecture courses designed to develop skill in or knowledge of various media.

APD 009 Introduction to Freehand Sketching /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Beginning freehand sketching for interested persons with little or no previous art experience. Not intended for art majors.

APD 010 Drawing /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Workshop designed to develop skill in drawing.

APD 011 Designing Home Interiors /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Introduction to the basic principles of interior design. Emphasis on the planning of residential interiors that will satisfy individual and family needs, values and life styles. Consumer education regarding the selection of home furnishing materials is also stressed.

APD 012 Photography /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Workshop designed to develop skill in photography.

APD 013 Advanced Photography /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): APD 012.

Advanced techniques for still and portrait photography. Includes advanced darkroom techniques.

APD 014 Painting I: Acrylic and Oil /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Exploration of design and composition using basic techniques in oil and/or acrylic. Emphasis on how to build a painting.

APD 016 Painting II: Mixed Media /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): APD 014.

Continuation of APD 014. Intermediate studio painting. Further study and practice of basic techniques and processes of painting with oil, acrylic and mixed media. Emphasis on producing a complete painting.

APD 017 Painting III: Techniques and Composition /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): APD 016.

Continuation of APD 016. Advanced studio painting. Emphasis on technique and composition as related to realism, expressionism and abstractionism. May be taken two times for a maximum of four credit hours.

APD 018 Calligraphy I /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

The classic art of lettering and the illumination and decoration of manuscripts.

APD 019 Calligraphy II /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): APD 018.

Continuation of APD 018. Advanced techniques of the classic art of lettering and the illumination and decoration of manuscripts.

APD 020 Ceramics /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Workshop designed to develop skill in ceramics.

APD 022 Weaving I /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Workshop designed to develop skill in weaving.

APD 041 La Pintura Mural En Mexico /2 cr. hrs./4 periods (1 lec., 3 lab)

Requisito: Ninguno.

Seminario diseñado para desarrollar la habilidad en la pintura mural.

APD 042 Pastelería Creativa I /2 cr. hrs./4 periods (1 lec., 3 lab)

Requisito: Ninguno.

Seminario diseñado para desarrollar la habilidad en la pastelería creativa.

APD 043 Pastelería Creativa II /2 cr. hrs./4 periods (1 lec., 3 lab)

Requisito: Ninguno.

Continuacion de APD 042. Seminario diseñado para desarrollar aun más la habilidad en la pastelería creativa.

APD 051 Mariachi Music I /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Workshop designed to develop in students mariachi music skills. Includes an introduction to reading and writing music, history of mariachi music, and an introduction to and maintenance and care of various instruments.

APD 054 Color Photography /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Processing and printing of color negatives and color slide materials.

APD 055 Advanced Color Photography /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): APD 054.

Advanced techniques in the printing of color negatives. Includes cibachrome and ektacolor processing techniques, sensitometry in printing color negatives and on-site shooting with the incorporation of studio lighting.

APD 063 Pastel Painting /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Principles and techniques of using the pastel medium in developing a painting.

APD 065 Watercolor I /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Introduction to methods and basic techniques of watercolor painting. Emphasis on the development of imagination and creativity.

APD 066 Watercolor II /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): APD 065.

Continuation of APD 065. Techniques of painting with water-based media on paper. For beginning and intermediate painters. Personal creativity, color theory and composition are stressed.

APD 067 Watercolor III /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): APD 065.

Introduction to the fundamentals of landscape painting in water-based media of the student's choice. Includes the use of photos and sketches as starting points for creativity.

APD 068 Watercolor IV /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): APD 065.

Exploration of design and composition using basic and advanced techniques in water-based media. Includes the stroke technique.

APD 072 Mariachi Music II /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): APD 051.

Continuation of APD 051. Includes history of the mariachi, types of rhythms, and songs that are indigenous to the culture of Mexico.

APD 073 Mariachi Music III /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): APD 072.

Continuation of APD 072. Includes basic music and style, keys, relationship of tonality to keys, and rhythmic patterns.

APD 076 Art Appreciation /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Examination of contemporary art and understanding of the artistic heritage in visual world art. Includes museum and gallery visits, discussion with artists and visits to their studios. Experimental drawing and sculpture done in class.

APD 077 Mariachi Music IV /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): APD 073.

Continuation of APD 073. Includes history and evolution of mariachi music, ear training, rhythm types, tonality and its application, and vocal training.

APD 078 Mariachi Music V /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): APD 077.

Continuation of APD 077. Includes music theory, rhythms and patterns, rhythmic applications, advanced tonality application techniques, performance and gesturing techniques, and execution of songs.

ASTRONOMY**AST 101 Solar System /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Descriptive and historical introduction to the science of astronomy focusing on the sun and its family of planets. Includes comets, origin of the solar

system, the space program and critiques of related pseudosciences, e.g., astrology.

AST 102 Stars, Galaxies, Universe /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to the universe beyond the solar system. Includes the nature of light, how astronomers and telescopes work, the possibilities of alien life in the universe, quasars, pulsars and black holes. Also includes the origin, nature and future of the universe.

AST 105 Life in the Universe /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The science of astronomy focusing on the formation of the universe, the solar system, and life. Includes Earth's location in space and time, nature of life, light and the spectrum, origin of the universe, galaxies and stars, origin of the solar system, planetary atmospheres, origin of life on Earth, life on other solar system planets, and life around other stars.

AST 111 Solar System Laboratory /1 cr. hr./3 periods (3 lab)

Prerequisite(s): None.

Laboratory for AST 101, involving exercises, star gazing sessions and field trips to planetariums and observatories.

AST 112 Stars, Galaxies, Universe Laboratory /1 cr. hr./3 periods (3 lab)

Prerequisite(s): None.

Laboratory for AST 102, involving exercises, star gazing sessions and field trips to planetariums and observatories.

AST 295 Special Topics in Astronomy: /1-5 cr. hrs./1-10 periods (0-5 lec., 0-10 lab)

Prerequisite(s): Consent of instructor.

Special and current topics in astronomy. Includes charge-coupled device (CCD) imaging of planets, photoelectric photometry of variable stars, photography of various celestial objects, and photometry using CCD array.

AUTO BODY REPAIR**ABR 115 Automotive Painting I /4 cr. hrs./6 periods (2 lec., 4 lab)**

Prerequisite(s): None.

Introduction to automobile painting. Includes types of finishing materials, surface preparation, paint application, and paint equipment.

AUTO SERVICE REPAIR

ASR 106 Auto Service Repair: Tune-up /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Theory and practice of engine tune-up. Includes operation, diagnosis, and repair of ignition and carburetor systems. Also includes customer relations and sales.

AUTOMOTIVE TECHNOLOGY

AUT 101 Automotive Maintenance /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): None.

Techniques of routine vehicle maintenance. For those who have little or no automotive service experience.

AUT 111 Automotive Body and Fender Repair /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Fundamentals of sheet metal repair using basic metalworking tools. Instruction is limited to minor damage repair, parts replacement and alignment.

AUT 120 Internal Combustion Engines /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): None.

Principles of engine assembly and operation. Includes identification, installation and adjustment of the crankshaft, camshaft, timing chain, piston-connecting rods, fuel pump, water pump, oil pump, and cylinder head assemblies of internal combustion engines.

AUT 122 Automotive Engine Service Repair /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Procedures for removing, repairing and replacing engine parts. Includes evaluation of internal and external engine parts, valve grinding and removal and replacement of camshaft crankshaft, timing chain, insert bearings and piston rings. Also includes assembling the engine to given specifications.

AUT 124 Automotive Diesel Engine Tune-up /3 cr. hrs./5 periods (1 lec., 4 lab)

Prerequisite(s): None.

Maintenance of automotive diesel engines. Includes tune-up, assembly and calibration of fuel injectors, and diagnosis and repair of glow plug electronic control systems.

AUT 125 Tune-up and Emissions Troubleshooting /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Principles and procedures for diagnosing ignition, fuel, and mechanical control systems. Includes two and four barrel and computerized feedback carburetors, manifold system test and replacement, point and electronic ignition testing, replacement, and adjustment, emissions troubleshooting, timing belt replacement, and duraspark ignition analysis.

AUT 126 Engine Performance and Driveability Troubleshooting / 3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Diagnosis, service, and repair of computerized engine control systems. Includes turbo-charged and multi-port fuel injection, hall-effect ignition, throttle body injection, General Motors and Bosch sequential injection with distributorless, and direct ignition, and computerized emissions control systems.

AUT 128 Automotive Electrical Fundamentals /3 cr. hrs./4 period (2 lec., 2 lab)

Prerequisite(s): None.

Fundamentals of electricity as applied to automotive electrical problems. Includes use of electrical test instruments to measure voltage, current and resistance in automotive electrical system.

AUT 129 Automotive Electrical Component Repair and Adjustment / 3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Diagnosis, repair, replacement and/or adjustment of electrical components used on the modern automobile. Includes starters, generators, distributors, computer controls, solenoids, switches and connecting wires.

AUT 132 Automatic Transmission Removal, Replacement and In-Car Repair /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): None.

Removal, repair, adjustment and replacement of automatic transmissions in popular use today. Includes in-car repairs and adjustments, transmission removal, replacement and tear down. These operations are performed according to factory time limitations and specifications.

AUT 133 Automatic Transmission Rebuilding /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): None.

Duties of an automatic transmission builder. Includes overhauling automatic transmissions in popular use today within a given time and to specifications.

AUT 136 Automotive Driveline /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): None.
 Training in automotive driveline components. Includes removal and replacement of manual transmissions and clutches and overhauling of manual transmissions, universal joints and differentials.

AUT 138 Automotive Chassis /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): None.
 Training in automotive chassis components. Includes wheel alignments, wheel balancing and overhaul of suspension system, manual and power steering gears, and power steering pumps.

AUT 140 Automotive Brakes /4 cr. hrs./ 5 periods (3 lec., 2 lab.)

Prerequisite(s): None.
 Service, repair, and diagnosis of hydraulic brake systems. Includes disc/drum and disc/disc brakes, hydraulic cylinders, disc brake caliper, machining and fabrication, and rear wheel and four wheel anti-lock brake diagnosis.

AUT 142 Automotive Air Conditioning /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.
 Diagnosis and repair of automotive air conditioning systems. Includes discharging and recharging air conditioning systems.

AUT 199 Co-op Related Class in AUT /1 cr. hr./1 period (1 lec.)

See Cooperative Education for description.

AUT 199 Co-op Work in AUT /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education for description.

AUT 297 Automotive Seminar: / .25-4 cr. hrs./ .25-16 periods (.25-4 lec., .25-12 lab)

Prerequisite(s): Consent of instructor.
 Automotive job-related training. Includes presentations and development of skills in a given area and topics of timely or limited interest.

AUT 299 Co-op Related Class in AUT /1 cr. hr./1 period (1 lec.)

See Cooperative Education for description.

AUT 299 Co-op Work in AUT /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education for description.

AVIATION SCIENCE

AVS 110 Aviation Ground School: Private Pilot /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.
 Theory and procedures associated with the ground phase of private pilot training. Includes theory of flight, weather and navigation.

AVS 210 Aviation Ground School: Commercial Pilot/Multi-Engine / 3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): AVS 110 or consent of instructor.
 Theory and procedures associated with the ground phase of commercial pilot training/multi-engine. Includes aircraft flight and systems, airspace, weather, navigation, Federal Aviation Regulations (FAR), flight operations, and pilot physiology. Helps prepare the student for the Commercial Pilot FAA written test.

AVS 230 Aviation Ground School: Instrument Pilot /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): AVS 110 or consent of instructor.
 Theory and procedures related to instrument flight. Includes airspace regulations, instrument navigation, aircraft instrumentation, meteorology, and Instrument Flight Rules.

AVIATION TECHNOLOGY

AVM 088 Preventive Maintenance for Pilots /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.
 Aircraft preventive maintenance principles and procedures for use by pilots. Includes engine design and function, aircraft design and function, operational safety standards, federal aviation regulations and an examination of industry maintenance practices.

AVM 101 Structural Repair I /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): Concurrent enrollment in AVM 115 or mathematics assessment above MTH 060 recommended.
 Structural repair of fuselage, wings and empennage groups. Includes safety, hand, machine, cutting and measuring tools. Also includes layout methods and structural repair processes.

AVM 102 Structural Repair II /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): AVM 101.
 Continuation of AVM 101. Includes safety, bend allowance, layout, fasteners, machine usage, patching techniques and structural repair techniques.

AVM 105 Aircraft Sheetmetal Repair /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): None.

Principles and procedures for fuselage, wing, and empennage sheetmetal repair. Includes safety, handtools, layout methods, materials, fasteners, repair techniques, parts fabrication, and corrosion prevention and control.

AVM 110 Aircraft Blueprint Reading /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Aircraft structural repair blueprint reading. Includes measurement tools, drawing and layout equipment, views and projections, types of drawing and reference lines, drawing format, rivet code block, geometric construction and aircraft blueprint interpretation.

AVM 115 Applied Aircraft Mathematics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Mathematic functions used in structural repair work. Includes whole numbers, fractions, decimals, single numbers, percentages, ratio, measurement of area and volume and trigonometric functions.

AVM 120 Aviation Electricity I /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): None.

Theory and application of direct- and alternating-current electrical systems in aircraft. Includes electron theory, common circuit design, aircraft schematics, and the application of Ohm's Law in troubleshooting aircraft DC and AC electrical systems.

AVM 123 Airframe Familiarization /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Structure and system functions of aircraft. Includes fuselage, control systems, support systems, ground handling and servicing and publications.

AVM 130 Aircraft Composite Materials and Repair /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): Consent of instructor.

Construction and processes using advanced composite materials. Includes reinforcing fibers, matrix and core materials, manufacturing of components, composite safety, curing wet layup and prepreg repairs, tools and equipment, assessment of repairs, and repair procedures.

AVM 150 Structural Repair III /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): AVM 102.

Continuation of AVM 102. Includes repair publications, materials handling, cable fabrication, machining processes, protective coatings, hand forming and structural repair processes.

AVM 151 Structural Repair IV /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): AVM 150.

Continuation of AVM 150. Includes tube and hose fabrication, locking fasteners, damage classifications and structural repair processes.

AVM 160 Aircraft Materials and Metallurgy /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Characteristics and properties of aircraft structural metals. Includes ferrous and non-ferrous metals, surface treatment, alloying, corrosion control and destructive and non-destructive testing.

AVM 165 Aircraft Hardware and Fasteners /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Aircraft structural repair hardware and fasteners. Includes specifications and standards, types, control linkages, tubing, hose and packings.

AVM 170 Aircraft Powerplant Familiarization /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Aircraft powerplant functions and systems. Includes reciprocating and turbine engine powerplants, requirements, hazards and safety, nacelles, cowling pylon and mounting systems and foreign object damage.

AVM 203 Structural Repair V /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): AVM 151, 160.

Continuation of AVM 151. Includes jiggging, shoring and alignment, corrosion and heat treatment and structural repair processes.

AVM 204 Structural Repair VI /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): AVM 203.

Continuation of AVM 203. Includes sealants and sealant applications, heat treatment, plastics and plastic repairs and structural repair processes.

AVM 210 Advanced Composite Aircraft Repair I /5 cr. hrs./7 periods (4 lec., 3 lab.)

Prerequisite(s): AVM 204.

Theory and application of composite materials utilized in aircraft construction. Includes material types, handling and storage, manufacturing techniques, design criteria, safety, tool and equipment usage, damage and repair assessment, repair techniques, fastening systems, and documentation. Also includes a heavy emphasis on repair performance utilizing the Structural Repair Manuals for composite monolithic and sandwich core structures.

AVM 220 Airframe Structures /6 cr. hrs./8 periods (4 lec., 4 lab)

Prerequisite(s): 30 months of experience, concurrently performing the duties of airframe and power plant maintenance, or 18 months of experience performing the duties appropriate to this rating.

Principles and techniques of maintaining, repairing and building airframe structures. Includes federal aviation regulations, aerodynamic principles, assembly and rigging, weight and balance, woodworking techniques, welding and metallurgy, fabric coverings, aircraft finishes and structural repair.

AVM 221 Airframe Systems and Components /6 cr. hrs./8 periods (4 lec., 4 lab)

Prerequisite(s): 30 months of experience, concurrently performing the duties of airframe and power plant maintenance, or 18 months of experience performing the duties appropriate to this rating.

Theory of operation, repair and maintenance of various aircraft systems and components. Includes direct current electrical systems, repair and trouble-shooting, hydraulic and pneumatic systems, aircraft instrumentation, communication and navigation systems, air conditioning and pressurization, fire detection and extinguishing systems, and aircraft fuel systems.

AVM 230 Power Plant Mechanics /6 cr. hrs./8 periods (4 lec., 4 lab)

Prerequisite(s): 30 months of experience, concurrently performing the duties of airframe and power plant maintenance, or 18 months of experience performing the duties appropriate to this rating.

Repair and maintenance of aircraft power plants. Includes reciprocating and gas turbine engines, theory of operating construction, overhaul procedures, lubrication systems, fuel metering systems, ignition systems, propellers and engine testing.

AVM 235 Boeing 727 Maintenance /6 cr. hrs./6 periods (6 lec.)

Prerequisite(s): None.

Familiarization and system functions of the Boeing 727 aircraft. Includes airframe and powerplant systems, locations and functions, instrumentation monitoring and basic troubleshooting techniques.

AVM 236 Boeing 737 100/200 Series Maintenance /6 cr. hrs./6 periods (6 lec.)

Prerequisite(s): None.

Familiarization and system functions of the Boeing 737 100/200 series aircraft. Includes airframe and powerplant systems, locations and functions, instrumentation monitoring and basic troubleshooting techniques.

AVM 237 McDonnell Douglas DC-9 Maintenance Systems /6 cr. hrs./6 periods (6 lec.)

Prerequisite(s): None.

Familiarization and system functions of the DC-9 Maintenance aircraft. Includes airframe and powerplant systems, locations and functions, instrumentation monitoring and basic troubleshooting techniques.

AVM 238 McDonnell Douglas DC-8 Maintenance Systems /6 cr. hrs./6 periods (6 lec.)

Prerequisite(s): None.

Familiarization and system functions of the DC-8 aircraft. Includes airframe and powerplant systems, locations and functions, instrumentation monitoring and basic troubleshooting techniques.

AVM 250 Structural Repair VII /4 cr. hrs./10 periods (1 lec., 9 lab)

Prerequisite(s): AVM 210.

Simulated industry repair performance. Includes quality assurance, required paperwork and repairs to aircraft structures.

AVM 260 Advanced Composite Aircraft Repair II 4 cr. hrs./10 periods (1 lec., 9 lab.)

Prerequisite(s): AVM 250.

Theory and application of composite and bonded metal structures utilized in aircraft construction. Includes repair methods selection, source documents, repair methods and design criteria, bonded metal repairs, tank and non-tank processing, priming, and environmental considerations. Also includes a heavy emphasis on repair performance utilizing the Structural Repair Manuals for composite monolithic and sandwich core, and bonded metal structures.

AVM 297 Aviation Seminar: /.25-4 cr. hrs./25-16 periods (.25-4 lec., .25-12 lab)

Prerequisite(s): Consent of instructor.

Aviation job-related training. Includes presentations and development of skills in a given area and topics of timely or limited interest.

BILINGUAL STUDIES FOR THE DEAF

BSD 070 ASL/English Studies I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): Consent of instructor.

Bilingual developmental course in American Sign Language and written English. Includes comparisons of ASL and English grammar, vocabulary, and composition. Also includes Deaf history and cultures of Deaf and Hearing People. This course is designed for Deaf students only.

BSD 071 ASL/English Studies II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): BSD 070 or consent of instructor.

Advanced topics in American Sign Language and English grammar: pronouns, referencing, tenses, relative clauses and conditionals as well as composition in both languages. Adapted to the needs of deaf students. May be taken four times for a maximum of sixteen credit hours.

BSD 074 ASL/English Studies III /6 cr. hrs./6 periods (6 lec.)

Prerequisite(s): Consent of instructor.

Bilingual-bicultural course in American Sign Language and English. Includes reading, writing, and comprehension skills adapted to the needs of deaf students.

BIOLOGY**BIO 083 Oceanus: Marine Environment /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

The marine environment as a unique feature of the planet Earth. Includes the formation of oceans, world-wide weather patterns, life forms in ocean environments from the intertidal zone to deep-sea rifts, the status of dolphins and whales and the future of the oceans in relation to the human species.

BIO 100 Biology Concepts /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Basic principles and concepts of biology. Includes methods of scientific inquiry, cell structure and chemistry, metabolism, reproduction, genetics, evolution, and ecology.

BIO 105 Environmental Biology /4 cr. hrs./6 periods (3 lec., 3 lab.)

Prerequisite(s): None.

Fundamentals of ecology and their relevance to human impact on natural ecosystems. Includes ecosystem structure and function, population dynamics, and human impacts on air, water, land, and biodiversity.

BIO 109 Natural History of the Southwest /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Study of the common plants and animals of the Southwest. Includes their distribution, adaptation, behavior and ecology. Also includes physical geography and geological principles of the region.

BIO 115 Wildlife of North America /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Introduction to the mammals, birds, fish, reptiles, amphibians and selected invertebrates of North America. Includes habitats, wildlife interrelationships, population dynamics, and discussion of national, state, and private wildlife agencies. Also includes a laboratory emphasis on native Arizona species.

BIO 156 Human Biology for Allied Health /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Introduction to biology for the health professions. Includes basic chemistry of life, cell and tissue structure and function, and patterns of inheritance.

BIO 160 Introduction to Human Anatomy and Physiology /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Structure and dynamics of the human body. Includes basic biological concepts, major structures and function of skeletal, muscular, cardiovascular, respiratory, urinary, digestive, nervous, endocrine, and reproductive systems. For students who require a one semester lab science course in anatomy and physiology.

BIO 181 General Biology (Majors) I /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): One year high school chemistry or one semester college level chemistry recommended.

Principles of structure and function of living things at molecular, cellular, and organismic levels of organization. Includes scientific method, chemistry of cell, cell structure and function, cellular metabolism, cell cycle, inheritance, plant and animal reproduction and development, biotechnology, and immunology.

BIO 182 General Biology (Majors) II /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): BIO 181 or consent of instructor.

Additional principles of structure and function of living things at molecular, cellular, organismic and higher levels of organization. Includes evolution, classification, diversity of organisms, structure and function of plants and animals, structure of ecosystems, and ecology.

BIO 183 Marine Biology /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms (from sponges to whales). Lab work included. Field trip required.

BIO 184 Plant Biology /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Study of principles and processes in plant biology with emphasis on vascular plants. Includes survey of plant kingdom.

BIO 197 Introduction to Biological Research /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Introduction to the methods of research in biology. Includes scientific laboratory procedures, experimental design, scientific writing, bioethics, and current research in working laboratories.

BIO 198 Special Topics: /1-4 cr. hrs./1-10 periods (1-4 lec., 0-9 lab)

Prerequisite(s): None.

Special and current topics in biology. May be taken four times for a maximum of sixteen credit hours.

BIO 201 Human Anatomy and Physiology I /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): BIO 156 with a grade of "C" or better or a passing grade on the biology assessment test.

Structure and function of the body. Includes cells, tissues, membranes, and the integumentary, skeletal, muscular, and nervous systems.

BIO 202 Human Anatomy and Physiology II /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): BIO 201 with a grade of "C" or better.

Continuation of BIO 201. Includes the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.

BIO 204 Survey of Human Diseases /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): An introductory anatomy and physiology course or equivalent.

Examination of disease processes and their effects on the systems of the human body. Primarily for students in the health occupation programs, but also open to students who wish to take a lab-science course.

BIO 205 Microbiology /4 cr. hrs./7 periods (3 lec., 4 lab)

Prerequisite(s): One semester of a biological science.

Study of microorganisms and their relationship to health, ecology, and related fields. Includes classification, metabolism, microbial control, and immunity. Also includes an overview of viruses and the pathogenic fungi.

BIO 210 Communicable Diseases /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): One semester of biological science.

The causes, prevention and control of microbial diseases with emphasis on those of importance to national and international public health.

BIO 297 Independent Research /1-4 cr. hrs./3-12 periods (3-12 lab)

Prerequisite(s): One semester of biology and consent of instructor.

Experience in scientific laboratory or field research. Specific content to be determined by student and instructor. May be taken three times for a maximum of twelve credit hours.

BIO 298 Special Projects /1-4 cr. hrs./3-12 periods (3-12 lab)

Prerequisite(s): One year of biology.

Exploration of special interest areas. Content to be determined by student and facilitator/instructor. May be taken two times for a maximum of eight credit hours.

BUSINESS

BUS 100 Introduction to Business /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of fundamental characteristics and functions of modern business. Business principles, marketing, record keeping, risks, and an historical review of business development, including the viewpoint of various ethnic groups.

BUS 105 Survey of Microcomputer Uses /3 cr. hrs./4 periods (3 lec., 1 lab)

Same as CSC 105 and ARC 105. (See CSC 105 for course description.)

BUS 106 Business Spreadsheet Applications /2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): None.

Introduction to the use of the electronic spreadsheet to solve business problems. Includes creation, manipulation and production of spreadsheets and graphs for a variety of business applications. Students gain hands-on experience using a personal computer to complete class projects.

BUS 107 Business Data Base Applications /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Introduction to personal computer data-base software, emphasizing applications for the business environment. Topics covered include file creation, data manipulation and preparation of reports. Students gain hands-on experience using a personal computer to complete class projects.

BUS 151 Mathematics of Business /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 060 or satisfactory assessment test score.

Fundamental mathematical procedures designed for practical utility in the business environment. Includes payroll, bank records, purchasing, sales, consumer credit, insurance, taxes, interest, inventory, depreciation, stocks and bonds, financial statements, and introductory statistics.

BUS 200 Business Law I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles and sources of business law. Law of contracts, torts, agency consumer credit protection and sales. Includes an overview of the judicial system.

BUS 201 Business Law II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): BUS 200.

Continuation of BUS 200, including the law of personal property, real property, partnerships, corporations, government regulation of business and environmental law.

BUS 205 Statistical Methods in Economics and Business I /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): MTH 170.

Introduction to statistical concepts and methods of business. Includes data collection, data description, inference, decision making, problem solving, prediction, and analyzing variation in economic and business systems. Also includes sampling techniques, methods of data description, sampling distributions, point and interval estimation on population mean and proportion, hypothesis testing about population mean and proportion, linear regression and correlation, chi-square tests, attribute and variables control charting.

BUS 206 Statistical Methods in Economics and Business II /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): BUS 205.

Continuation of BUS 205. Variance, sampling, statistical quality control, Bayesian decision making, non-parametric statistics, multiple and nonlinear regression, time series and index numbers.

BUS 210 International Business /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to international business, focusing on the environmental and strategic complexities that arise when business activities transcend international borders. Includes the language of international business and the basic do's and don'ts within various foreign business societies.

BUS 220 Legal Environment of Business /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Legal and social environment of business. Includes an introduction to law, public and private law, business formation and business and government regulation.

BUS 295 Business Seminar I /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Laboratory portion of the Business Administration program. Credit is given for working in an approved training station. Student must work an average of 15 hours each week under supervision and will be evaluated by a supervisor and the instructor/coordinator.

BUS 296 Business Seminar II /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Continuation of BUS 295.

CERAMIC MANUFACTURING**CMT 101 Safety and Ceramic Parts Handling /2 cr. hrs./2 periods (2 lec.)**

Prerequisite(s): None.

Safety, OSHA requirements and parts handling in a ceramic manufacturing plant. Includes hand tool, machine, electrical and chemical safety procedures. Also includes ceramic parts preparation and green, fired and finished ceramic parts handling.

CMT 102 Hand Tool Operations /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Hand tool terminology and applications. Includes cutting and non-cutting tools.

CMT 103 Precision Measuring Equipment /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CMT 102.

Nomenclature, types and use of precision measuring equipment. Includes micrometers, verniers, gage blocks, and inside, depth and height instruments.

CMT 104 Ceramic Lathe Operations /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CMT 103.

Lathe set-up, turning and cutting procedures in ceramic manufacturing. Includes safety, diamond cutting tools, speeds, feeds and tracer attachments.

CMT 105 Ceramic Press Operations /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Set-up and operation of punch, extender and wet bag presses. Includes material preparation, parts identification, assembly and insertion of molds, and clean up procedures.

CMT 106 Ceramic Saw Operations /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Procedures for ceramic manufacturing, using cut-off and slitting saws. Includes operating procedures, cycle movements, valve controls and diamond cut-off wheel operations.

CMT 107 Basic Electricity for Ceramic Manufacturing Operations / 3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic electricity and applications for the operation and maintenance of ceramic machines. Includes static electricity, AC/DC current, resistance and measurements.

CERAMIC MANUFACTURING—CHEMISTRY

CMT 201 Finishing Processes for Ceramic Materials /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CMT 101.

Set-up and operation of various finishing processes used in the production of ceramic products. Includes the ultrasonic cleaner and tumbling, lapping and grinding machines.

CMT 202 Operation and Maintenance of Ceramic Furnaces /1 cr. hr./1 period (1 lec.)

Prerequisite(s): CMT 107.

Minor maintenance of furnaces used in the production of ceramic products. Includes kiln operation, globar failure and replacement, and controller operation and programming. Also includes operation of the visual defects camera.

CMT 203 Automated Manufacturing Systems /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): CMT 107.

Applications of robotics and mechanics to power components in ceramic manufacturing machines.

CHEMISTRY

CHM 080 Preparation for General Chemistry /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 070.

Fundamentals of chemistry. Includes nomenclature, atomic structure, bonding, chemical equations, moles, stoichiometry, the periodic table, conversions, problem-solving techniques and study skills. Designed to prepare students for CHM 151.

CHM 121 Introductory Chemistry /5 cr. hrs./7 periods (4 lec., 3 lab)

Prerequisite(s): None.

Basic chemistry and its relationship to everyday experiences. Designed to meet the needs and interests of non-science majors. Includes classification and structure of matter, basic principles of chemical reactions and their environmental and societal impact.

CHM 125 Applied Industrial Chemistry I /5 cr. hrs./7 periods (4 lec., 3 lab)

Prerequisite(s): None.

Basic concepts of inorganic chemistry and their roles in industrial processes. Includes classification and structure of matter, identification of types of chemical reactions and their general industrial applications. General principles of laboratory and industrial safety will be emphasized.

CHM 126 Applied Industrial Chemistry II /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): CHM 125 and CSC 105.

Organic chemistry fundamentals as they relate to industrial processes. Includes the scientific method of investigation, environmental chemistry and pollution, chemical handling in the industrial environment, hydrocarbons, classes of organic compounds, polymers, surface chemistry and corrosion, adhesives and bonding, and paint and coating systems.

CHM 127 Applied Industrial Chemistry III /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): CHM 126.

Continuation of CHM 126. Includes electrolytic and electroless plating processes, chemistry in miscellaneous processes, mechanical aspects of the plating shop, and process control measurements and equipment calibrations.

CHM 130 Fundamental Chemistry /5 cr. hrs./7 periods (4 lec., 3 lab)

Prerequisite(s): None.

Inorganic chemistry as a basis for the study of some life processes. Includes the classification, structure and general chemical behavior of inorganic matter. Adapted to the needs of students in allied health programs.

CHM 140 Fundamental Organic and Biochemistry /5 cr. hrs./7 periods (4 lec., 3 lab)

Prerequisite(s): CHM 130, high school chemistry within the last three years or consent of instructor.

Continuation of CHM 130. Organic chemistry as the basis for the study of some important life processes. Includes the classification, structure and general chemical behavior of organic and biochemical systems. Adapted to the needs of students in nursing and other allied health programs.

CHM 141 Introductory Organic and Biochemistry /5 cr. hrs./7 periods (4 lec., 3 lab)

Prerequisite(s): CHM 121.

Continuation of CHM 121. Organic chemistry as it relates to consumer products and pollution of our environment. Includes biochemistry and physiochemistry and their relationship to medicines, drugs, health and food products.

CHM 151 General Chemistry I /5 cr. hrs./7 periods (4 lec., 3 lab)

Prerequisite(s): MTH 130, and CHM 080 with a grade of C or better. A satisfactory score on the chemistry assessment test may be substituted for CHM 080.

Basic chemistry for science majors. Includes examination of atomic structure and bonding with some historical background, fundamental chemical and scientific relationships, chemical reactions and energy, states of matter and solutions.

CHM 152 General Chemistry II /5 cr. hrs./7 periods (4 lec., 3 lab)

Prerequisite(s): CHM 151.

Continuation of CHM 151 with emphasis on certain chemical concepts such as equilibrium, kinetics, acids, bases, complex ions and oxidation-reduction.

CHM 192 Electronic Industrial Chemistry /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): ETR 104, and CHM 130 or 151.

Principles of chemistry and laboratory techniques. For students interested in microelectronic technology. Includes material properties (thermal and electrical resistivity, coefficient of expansion, heat capacity, chemical reactivity and mechanical strength), use and location of published references, safety in use of materials, polymer formation, plating methods and problems, cleaning methods and clean room principles. Some materials to be studied are ceramics, glasses, solders, polymers and materials which are required to fabricate microelectronic circuits (gold, silver, platinum, palladium, ruthenium, copper, nickel, kovar and silicon).

CHM 196 Independent Studies in Chemistry /1-4 cr. hrs./3-12 periods (3-12 lab)

Prerequisite(s): None.

Laboratory projects varying with students' interests and reasons for enrolling.

CHM 197 Introduction to Research in Chemistry /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): Consent of instructor.

Introduction to the methods of research in chemistry. Includes scientific laboratory procedures, experimental design, scientific writing, scientific ethics, and current research in working laboratories.

CHM 198 Special Topics in Chemistry: /1-4 cr. hrs./1-10 periods (1-4 lec., 0-9 lab)

Prerequisite(s): Consent of instructor.

Introduction to the techniques of laboratory research in chemistry. Includes topics concerned with scientific laboratory procedures, experimental design, ethics, and current research in working laboratories.

CHM 235 General Organic Chemistry I /5 cr. hrs./7 periods (4 lec., 3 lab)

Prerequisite(s): CHM 152.

Fundamentals of organic chemistry, including classification, occurrence, synthesis, analysis and reaction mechanisms of important classes of organic compounds. Alkanes, aromatics and arenes are classes stressed.

CHM 236 General Organic Chemistry II /5 cr. hrs./7 periods (4 lec., 3 lab)

Prerequisite(s): CHM 235.

Continuation of CHM 235 with emphasis shifting to synthesis and the use of chemical and instrumental methods as a means of identification. The remaining classes of organic compounds are discussed.

CHM 297 Independent Research in Chemistry /1-4 cr. hrs./3-12 periods (3-12 lab)

Prerequisite(s): One semester of chemistry and consent of instructor.

Experience in scientific laboratory research. Specific content to be determined by student and instructor. May be taken three times for a maximum of twelve credit hours.

CHINESE**CHI 050 Conversational Chinese I /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Listening to and speaking Mandarin Chinese. Designed for persons with no previous knowledge of Chinese. Includes language skills needed for buying and selling, telling time, giving directions and making comparisons.

CHI 051 Conversational Chinese II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CHI 050.

Continuation of CHI 050, expanding on Mandarin Chinese conversational skills. Designed for persons able to ask and respond to simple questions. Includes language skills needed to communicate about people, places, travel, and food.

COMPUTER AIDED DESIGN/DRAFTING**CAD 100 Computer Aided Drafting I for Construction /4 cr. hrs./6 periods (3 lec., 3 lab)**

Prerequisite(s): None.

Introductory two-dimensional design and drafting for Architecture/Construction, Design, and Landscape Technology. Includes the main menu, display screen layout, status line, function keys, coordinates, settings, draw and edit functions. Also includes display, save/end/quit, pop-down menus, object snap, inquiry, plot, utility and DOS commands.

COMPUTER AIDED DESIGN/DRAFTING—COMPUTER SCIENCE

CAD 150 Computer Aided Drafting II for Construction /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): CAD 100 or consent of instructor.

Continuation of CAD 100. Advanced CADD for Architecture/Construction, Design, and Landscape Technology with emphasis on two-dimensional design and drafting. Includes advanced draw, edit, display, settings, plot and utility functions. Also includes isometric, dimension, blocks, bonus and DOS commands.

CAD 210 CADD Programming I for Construction /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): CAD 150 or consent of instructor.

Introductory CADD programming for Architecture/Construction, Design, and Landscape Technology. Includes screen and tablet macros and CADD programming.

CAD 230 Three Dimensional CADD I for Construction /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): CAD 150 or consent of instructor.

Introductory three-dimensional CADD for Architecture/Construction, Design and Landscape Technology with emphasis on design and drafting. Includes settings, display, draw, solids and surface functions. Also includes shading and basic animation.

COMPUTER SCIENCE

CSC 090 Developmental Applications on Microcomputers /1-2 cr. hrs./1.5-2.5 periods (1-2 lec., .5 lab)

Prerequisite(s): None.

Developmental computer science topics. Includes an overview of computer operations, application packages and simple programming for personal use, instructional use and/or small businesses.

CSC 100 Introduction to Computers and Information Systems /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): MTH 070 or concurrent enrollment.

General introduction to personal and business computer systems. Includes terminology, fundamental concepts of information systems, hardware, software, operating systems, problem-solving, text-editing and programming.

CSC 101 Computer Literacy /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None.

Introduction to basic computer skills. Includes computer terminology, operating systems, file management, and communications. Also includes a brief overview of word processing, spreadsheet, and database applications.

CSC 102 Introduction to Visual BASIC /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 100 or consent of instructor.

Introduction to event-driven and object-oriented programming in Visual BASIC. Includes debugging techniques, data types, operators, application design, program flow, subroutines, objects, arrays, and functions.

CSC 103 Application Software: /5-4 cr. hrs./5-12 periods (variable lec., variable lab)

Prerequisite(s): Consent of instructor.

Customized variable credit course, offering state of the art and unique application software to meet a variety of needs.

CSC 104 Spreadsheets /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 105 or consent of instructor.

Basic concepts of spreadsheet processing in the microcomputer environment. Includes entering data, modifying, creating graphs, logical functions, statistical functions, financial functions, and windows. CSC 104A through CSC 104C together constitute CSC 104.

CSC 104A Beginning Spreadsheets /1 cr. hr./1.35 periods (1 lec., .35 lab)

Prerequisite(s): CSC 105 or consent of instructor.

Beginning concepts of spreadsheet processing using the microcomputer. Includes techniques of creating, manipulating and printing a simple spreadsheet using popular spreadsheet software.

CSC 104B Intermediate Spreadsheets /1 cr. hr./1.35 periods (1 lec., .35 lab)

Prerequisite(s): CSC 104A.

Intermediate concepts of spreadsheet processing using the microcomputer. Includes functions, windows, logical operators, and graphics using a commercial spreadsheet package.

CSC 104C Advanced Spreadsheets /1 cr. hr./1.35 periods (1 lec., .35 lab)

Prerequisite(s): CSC 104B.

Advanced concepts of spreadsheet processing using the microcomputer. Includes macros, and the spreadsheet database using advanced spreadsheet software.

CSC 105 Survey of Microcomputer Uses /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None.

Study of microcomputer application packages. Includes operating system commands, word processing, spreadsheet and database applications. Not for programmer/analyst or engineering majors. (Same as ARC 105 and BUS 105.)

CSC 106 Data Base Concepts /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 105 or consent of instructor.

Basic data base concepts in the microcomputer environment. Includes data base setup, information access, and programming. CSC 106A through CSC 106C together constitute CSC 106.

CSC 106A Data Base Concepts: Introduction /1 cr. hr./1.35 periods (1 lec., .35 lab)

Prerequisite(s): CSC 105 or consent of instructor.

Beginning concepts of data base processing using the microcomputer. Includes developing a data base, assessing information interactively and producing reports using a popular software package.

CSC 106B Data Base Concepts: Intermediate /1 cr. hr./1.35 periods (1 lec., .35 lab)

Prerequisite(s): CSC 106A.

Intermediate concepts of data base processing using the microcomputer. Includes modification of the data base structure, manipulation and reorganization of the data base, use of functions, and production of complex reports using commercial data base software.

CSC 106C Data Base Concepts: Advanced /1 cr. hr./1.35 periods (1 lec., .35 lab)

Prerequisite(s): CSC 106B.

Advanced concepts of data base processing using the microcomputer. Includes macros, programming with a procedural data base language, and customizing data entry and output using a commercial data base software package.

CSC 107 Macintosh Software Applications /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None.

Principles and procedures for operating Macintosh application software. Includes microcomputer overview, Macintosh basics and operating system, computer graphics, word processing, spreadsheet, database, hypercard, and desktop publishing.

CSC 108 Microcomputer Operating Systems /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None.

Fundamentals of microcomputer operating systems. Includes subdirectories, piping, utilities and advanced topics. CSC 108A through CSC 108C together constitute CSC 108.

CSC 108A Microcomputer Operating Systems: Introduction /1 cr. hr./1.35 periods (1 lec., .35 lab)

Prerequisite(s): None.

This introductory course on microcomputer operating systems will teach operating system fundamentals, functions, structures, storage and text editing. MS-DOS is the operating system of choice in the course.

CSC 108B Microcomputer Operating Systems: Intermediate /1 cr. hr./1.35 periods (1 lec., .35 lab)

Prerequisite(s): CSC 108A.

This intermediate course on microcomputer operating systems will teach more advanced concepts such as the use of subdirectories, multi-tasking, redirection, piping, debugging and backing up files. MS-DOS is the operating system of choice in the course.

CSC 108C Microcomputer Operating Systems: Advanced /1 cr. hr./1.35 periods (1 lec., .35 lab)

Prerequisite(s): CSC 108B.

This course will cover advanced topics on microcomputer operating systems. MS-DOS is the main operating system in the course, but another microcomputer operating system will be taught for comparison.

CSC 109 Using the Windows Environment /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 105.

Introduction to the Windows environment. Includes installation, basic operations, applications under Windows, customizing the environment, direct data linking, and object linking and embedding.

CSC 109A Using the Windows Environment: Beginning Concepts /1 cr. hr./1.4 periods (1 lec., .4 lab)

Prerequisite(s): Consent of instructor.

Introduction to the Windows environment at the beginning level. Includes hardware issues, install and configure process, basic mouse operations/ keyboard alternatives, switch and manipulate Windows, and the control panel.

CSC 109B Using the Windows Environment: Intermediate Concepts /1 cr. hr./1.4 periods (1 lec., .4 lab)

Prerequisite(s): Consent of instructor.

Introduction to the Windows environment at the intermediate level. Includes running applications under Windows, desktop accessories, file manager, print manager, Windows Write, and Paintbrush.

CSC 109C Using the Windows Environment: Advanced Concepts /1 cr. hr./1.4 periods (1 lec., .4 lab)

Prerequisite(s): Consent of instructor.

Introduction to the Windows environment at the advanced level. Includes Windows Terminal, customizing Windows environment, direct data linking, and object linking and embedding.

COMPUTER SCIENCE

CSC 110 Introduction to the Internet for New Computer Users /1 cr. hr./ 2 periods (1 lec., 1 lab)

Prerequisite(s): None.

History, principles, and use of Internet. Includes a short introduction to computers and computer communications, e-mail, Telnet, FTP, WWW, Archie, Gopher, and other Internet Tools.

CSC 120 The Internet for Experienced Computer Users /1 cr. hr./ 2 periods (1 lec., 1 lab)

Prerequisite(s): CSC 135 or multiuser computer experience.

History, principle, and use of Internet. Includes Internet mail, Telnet, FTP, WWW, Archie, Gopher, and other Internet tools. Students must have a working knowledge of DOS, text editing, and electronic mail.

CSC 130 Programming Fundamentals /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 100 or satisfactory score on CSC 100 test.

Structured programming principles and techniques. Includes problem analysis, the algorithm, structured program design, the program development cycle, table processing and file handling. Although emphasis is on logic rather than on a language, PASCAL is taught to reinforce basic principles.

CSC 131 Computer Science Concepts /4 cr. hrs./6 periods (4 lec., 2 lab)

Prerequisite(s): CSC 100 or equivalent.

Examination of fundamental computer science principles, including computer hardware and software concepts, problem analysis, algorithms, structured program design, data types, logic control structures, and the program development cycle. PASCAL is used to implement structured programming concepts.

CSC 135 Introduction to Computer Operations /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 100.

Examination of basic computer hardware and software concepts. Includes operating systems, time sharing, file organization, compilers, utilities, networks, memory management, and text editing.

CSC 136 Microcomputer Components /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None.

Primary components of common microcomputer systems, monitors, hard and floppy drives, printers, accessory boards, and cables. Includes procedures of upgrading a basic system, the use of interfacing equipment, trouble-shooting techniques and simple maintenance practices.

CSC 137 Introduction to the UNIX Operating System /3 cr. hrs./ 4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 135 or consent of instructor.

Principles and tools of the UNIX operating system. Includes utilities, file structure, text editors, tools, documentation, networking, and the comparison and usage of different shells.

CSC 140 FORTRAN Programming /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 100, and MTH 070 or satisfactory score on math assessment test.

Principles and techniques of FORTRAN programming. Includes the writing of programs on-line via a text editor and the designing of logic algorithms and/or flow charts as preparation for writing FORTRAN code. Selection of programs includes engineering or business applications.

CSC 160 COBOL Programming /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 130 or 131, and 135.

Comprehensive study of and practice in writing programs using COBOL (standard business language). Includes proper documentation, programming standards and programming techniques for utilizing auxiliary storage devices.

CSC 170 RPG Programming /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 130 or 131.

Introduction to the solutions of business oriented problems through writing and executing Report Program Generator programs. RPG is the primary language of most small-scale computers.

CSC 175 QBASIC/Quick BASIC /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 130 or 131.

Introductory and advanced design and programming of business problems using QBASIC and QuickBASIC. Includes interactive programs, sequential and random file manipulation, string and array processing, sorting, master and transaction file updates, menus, color, text graphics, and sound.

CSC 195 Job Entry Procedures /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Principles and techniques for successful job hunting. Includes application letter and resume writing, interviewing and related topics.

CSC 196 Work Standards and Job Attitudes /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Development of proper work standards and job attitudes. Includes ethics, work relationships and human relations using role playing. (Same as GEB 196.)

CSC 198 Data Processing Projects / 1-3 cr. hrs./3-9 periods (3-9 lab)

Prerequisite(s): None.

Practical work experience on assigned data processing projects in data entry, controls and operations. May be taken four times for a maximum of twelve credit hours.

CSC 199 Co-op Related Class in CSC /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

CSC 199 Co-op Work in CSC /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

CSC 202 Programming in Visual BASIC /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 130 or 131 and one other high level language, or CSC 102 and consent of instructor.

Advanced event-driven and object-oriented programming in Visual BASIC. Includes DOS and Windows, multi-dimensional arrays, and a wide variety of program statements, forms, controls, properties, procedures, functions, and objects.

CSC 204 Advanced Spreadsheet Concepts /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 104 or CSC 104C.

Advanced concepts in electronic spreadsheet applications. Includes macros, graphical presentation of spreadsheet data, and analysis and design of large spreadsheets.

CSC 206 Data Base Procedural Language Programming /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): CSC 106 or 106C, 130 or 131.

Fundamentals of data base management systems. Includes programming of an associated procedural database language and an emphasis on Relational model and query language (SQL).

CSC 220 Networking /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 130 or 131, 135.

Survey of a variety of networks and their implementation. Includes an introduction to local area network (LAN) administration. Also includes data transmission, different platforms, protocols, local and wide area networks, and hardware and software solutions to real world applications.

CSC 225 Intermediate Programming Fundamentals /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 130.

Intermediate topics in programming techniques and problem solutions using Pascal. Includes arrays, modularity, user-defined types and sub-ranges, sets, fixed and variant records, search and sort algorithms, binary files, recursion, and dynamic allocation.

CSC 230 Data Structures /4 cr. hrs./6 periods (4 lec., 2 lab)

Prerequisite(s): CSC 265.

Advanced topics in computer science and programming in C. Includes software design and development, testing and validation, and the algorithmic process. Also includes dynamic allocation, advanced sort and search algorithms, recursion, stacks, queues, linked lists, trees, hash tables, and graphs.

CSC 235 Advanced Computer Operations /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 135.

Advanced operating system control commands involving utility control programs with emphasis on job and batch job stream organization. Includes overall system characteristics and detailed coding of selected functions. Operating systems and computers used vary because of diversity of campus facilities, but overall course emphasis remains constant.

CSC 238 Integrated Package Project /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): CSC 106 and 204.

Installation of horizontally integrated software to solve information processing problems. Integrated software functions in the microcomputer environment, such as electronic spreadsheets, data base, graphics, telecommunications and programming languages.

CSC 250 Introduction to Assembly Language /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 130 or 131, and 140 or 160 or 170.

Beginning 80x86 assembly language programming. Includes various number systems, machine organization and different addressing methods. Also includes array processing, indexing, sorting, stack parameter passing, internal and external procedures, string functions, data packing, logical operations, DOS and BIOS interrupts, macros, and file I/O.

CSC 255 Microprocessor Applications /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 250.

Comparison of the architecture and features of available microprocessors. Includes application of microprocessors to monitor and control physical processes, displays, lights, switches, instruments, etc.

CSC 256 Microcomputer Software Applications /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 130 and ACC 102.

Study of microcomputer applications. Includes a word processor, a spreadsheet, a micro level data base, a graphics system and a widely based microcomputer operating system. Also includes a short overview of available microcomputer accounting systems.

CSC 260 Advanced COBOL and File Management /4 cr. hrs./6 periods (4 lec., 2 lab)

Prerequisite(s): CSC 135 and 160.

Development of advanced COBOL programming techniques and use of language features. Includes report writer, sorts, multidimensioned array manipulation, sub-programs, interactive programming and on-line debugging aids. Students create, retrieve and update files using sequential, index sequential and direct organization methods.

CSC 265 The C Programming Language /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): Two high level languages and an assembly language.

Principles and syntax of ANSI Standard C and many of the common library functions. Includes writing C programs in portable code to facilitate systems programming concepts.

CSC 270 IBM/370 Assembly Language (BAL) /4 cr. hrs./6 periods (4 lec., 2 lab)

Prerequisite(s): CSC 250.

Assembly level language and its relationship to machine language. Includes debugging techniques, basic input/output control and linkage. Emphasis on standard and decimal instruction sets, subroutine control and linkage.

CSC 274 DEC Assembly Language (MACRO) /4 cr. hrs./6 periods (4 lec., 2 lab)

Prerequisite(s): CSC 250.

Programming in the native instruction set of one of the large Digital Equipment Corporation computers, (either the DEC/10, DEC/20 or VAX/11). Includes bit and character manipulation, program modularity, file handling and linkage between machine language and high level languages.

CSC 275 Advanced 80x86 Assembly Language /4 cr. hrs./6 periods (4 lec., 2 lab)

Prerequisite(s): CSC 250.

Advanced 80x86 assembly programming techniques. Includes macros, file I/O, conditional assembly, high level language interfacing, direct disk accessing, hardware and software interrupts, and TSR's.

CSC 276 Advanced Programming in VAX Macro /4 cr. hrs./6 periods (4 lec., 2 lab)

Prerequisite(s): CSC 274.

Creation and use of program sections and shareable, executable images. Accessing VAX system services. Using the Record Manager System (RMS) to work with sequential, direct and indexed files. Creation of sub-processes. Interprocess communication.

CSC 277 Advanced Programming in C /4 cr. hrs./6 periods (4 lec., 2 lab)

Prerequisite(s): CSC 265.

Advanced topics and techniques in the C programming language. Includes Object Oriented C, components of a compiler, data structures, graphics, analysis of code produced by typical C programs, and other advanced programming subjects. May be taken three times for a maximum of twelve credit hours.

CSC 278 C++ and Object-Oriented Programming /4 cr. hrs./6 periods (4 lec., 2 lab)

Prerequisite(s): CSC 265 or consent of instructor.

Concepts and implementation of object-oriented programming and design using C++. Includes the language syntax of C++, applications using C++ objects to solve information systems problems, and class libraries created for reuse and inheritance.

CSC 280 Systems Analysis /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 140 or 160 or 206.

Tools of systems analysis. Includes documentation methods (systems flow chart, decision table, etc.), user communication, record layout, code design, file design (batch and on-line data base concepts) and documentation design (source and printed output). Also includes selected business system applications of the above tools.

CSC 281 Systems Design /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 280.

Application of the tools of systems analysis covered in CSC 280 to design a total system. The case study approach is used. The student will prepare a feasibility study to present alternatives or a systems proposal to recommend a course of action.

CSC 290 Systems Programming Theory /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 274.

Writing of compilers, operating systems and utility programs. Includes sorting and timing techniques.

CSC 291 Data Base Concepts /4 cr. hrs./6 periods (4 lec., 2 lab)

Prerequisite(s): CSC 260 or 277 or 278, and 280.

Fundamentals of data structures and data base management systems. Includes relational, hierarchical, network, and new data models. Also includes query language (SQL) concepts and a relational data base system.

CSC 294 Current Topics in Computer Science /3-4 cr. hrs./4-6 periods (3-4 lec., 1-2 lab)

Prerequisite(s): Consent of instructor.

Selected topics which reflect the most current technological and systems software concepts in the field of computer science. Includes such topics as teleprocessing, desktop publishing, Artificial Intelligence, Hypertext, new programming languages and new computers. May be taken four times for a maximum of twelve credit hours.

CSC 296 Machine Architecture and Organization /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): CSC 250.

Introduction to digital computers, elementary hardware concepts, machine operations and instructions, assembly language concepts, and programming in assembly language.

CSC 298 Data Processing Projects II /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): Consent of instructor.

Analysis and solution of a computer problem related to business. Includes choice of a computer language, structured programming techniques, setting priorities, and development and testing of procedures. Also includes methods of documentation, enhancement projection, and making a formal presentation.

CSC 299 Co-op Related Class in CSC /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

CSC 299 Co-op Work in CSC /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

COMPUTER SCIENCE DATA ENTRY**CSD 060 Data Entry Microcomputer Proficiency Certification /1.5 cr. hr./1 period (1 lab)**

Prerequisite(s): None.

Skill building and certification for data entry on a microcomputer. Includes data input and a certification speed test. May be taken four times for a maximum of two credit hours.

CSD 100 Data Entry Beginning Keystroke Development /2 cr. hrs./6 periods (6 lab)

Prerequisite(s): None.

Training for beginning level speed and accuracy. Includes ten key pad, alpha-numeric pre-timed and self-timed exercises, and dexterity drills. May be taken four times for a maximum of eight credit hours.

CSD 123 Data Entry Job Skill Development /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Procedures and skills for securing a data entry job. Includes resume writing, interviewing techniques, application forms, application letter, research of requirements, and job standards and attitudes for data entry positions.

CSD 125 Data Entry Procedures and Operations /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Practical applications on MS-DOS and Macintosh platforms. Includes terms and procedures, MS-DOS operations, on-line simulation, database file creation, and an integrated software package.

CSD 126 Data Entry Basic Software Routines /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): CSD 125.

Techniques and procedures for creating files. Includes data base, spreadsheet, document files, and manipulation of data using Macintosh and MS-DOS platforms.

CSD 127 Data Entry Advanced Software Routines /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): CSD 126.

Techniques and procedures for accessing industrial software files. Includes on-line simulation, grading, MS-DOS operations and master file comparison. Also includes set-up, keying, updating, editing, file identification, and printing.

CSD 129 Data Entry Software Procedures /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Data entry software procedures. Includes an integrated software package, word processing, spreadsheets, data base programs and the use of DOS.

CSD 130 Data Entry Advanced Software Procedures /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): CSD 129.

Techniques and procedures using data entry equipment and software. Includes file creation, file correction, search and find, volume input, and statistical files.

CSD 132 Data Entry Simulated Work Site Routines /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): CSD 125 or concurrent enrollment.

Operations and techniques in a data entry work environment. Includes daily transactions, record extraction, corrections and additions, billing, numerical and alphabetical sorting, overdue notices, and operator statistics.

CSD 134 Data Entry Advanced Keystroke Development /2 cr. hrs./ 6 periods (6 lab)

Prerequisite(s): CSD 100 or 7000 keystrokes per hour.

Training for advanced level speed and accuracy. Includes alpha-numeric pre-timed and self-timed exercises, dexterity drills, and speed measurement.

CSD 150 Skills Update for Data Entry Operator /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Data entry techniques and procedures using current equipment and software. Includes file creation, data manipulation, printing, calculations, and editing. May be taken four times for a maximum of twelve credits.

CSD 198 Data Entry Projects: /25-4 cr. hrs./25-16 periods (.25-4 lec., .25-16 lab)

Prerequisite(s): Consent of instructor.

Data entry job-related training. Includes development of skills and knowledge in a given area and topics of timely or limited interest.

CSD 199 Co-op Related Class in CSD /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

CSD 199 Co-op Related Work in CSD /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

CSD 299 Co-op Related Class in CSD /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

CSD 299 Co-op Related Work in CSD /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

COMPUTER SCIENCE FOR INDUSTRY

CSI 132 Software Testing Concepts /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): Consent of instructor.

Computer software testing through verification. Includes the software development cycle, psychology and economics of testing, program inspection, walk-through and reviews, white and black box testing, component testing, product verification testing, testing tools, and tracking methods.

CSI 134 Software Testing - Systems and Complex Applications / 2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): Consent of instructor.

Software systems and complex applications. Includes the testing and the development cycle, responsibilities, objectives analysis, system level testing, test plans and reviews, tools, documentation, tracking and controls and postmortem analysis.

CSI 136 Principles of Software Engineering /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Consent of instructor.

Basic principles of software engineering. Includes techniques for each phase of software development and maintenance. These phases include requirements analysis, specifications, preliminary design, detailed design, code, unit test, integration test and system test.

CSI 138 Control Structures, Verification and Complexity Analysis / 2-3 cr. hrs./2-3 periods (2-3 lec.)

Prerequisite(s): MTH 230 and CSC 230.

Principles of control structures and verification in computer science. Includes abstractions of control to show how the control structures reflect underlying problem-solving methods that can be encoded in any language; reasoned arguments are presented about program correctness stressing the level of care that should be exercised by software engineers. Also includes topics of automata theory, regular languages and models of computation when offered as a three-credit course.

CSI 200 Data Abstraction /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): CSI 138.

Structures of data and skill building for reasoning about programs. Includes data abstraction in which the specifications for a data type are separated from the implementation of the data type. Develops skills to reason about the correctness of a particular implementation with respect to a set of specifications and the time and space performance of that implementation. Also stresses the application of science to the programming task.

CSI 210 Operating Systems Concepts /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CSI 200.

Concepts and methods of computer operating system construction. Includes a review of external functions, algorithms for CPU scheduling, memory management and general resource allocation, abstraction of functions to provide a community of cooperating sequential processes and the difficulties which arise from this process. Also includes an overview of several operating systems to show how all the segments conform.

CSI 220 Computer Hardware Fundamentals /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CSI 200.

Principles of computer hardware design. Includes a review of Boolean algebra and its relationship to logic design elements, logical design of common computer components and subsystems and basic electrical/electronic properties of digital circuits that pertain to properties constraining hardware performance.

CSI 222 Computer Organization and Architecture /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CSI 220.

Organization of digital computer systems and the relationship between computer architecture and programming models. Includes the five major subsystems of computers: control, computation, memory, input and output (I/O) and interconnection; their interactions with each other; methods of improving system performance; reduced instruction set computers; data-driven computer and object-oriented architectures and computer networks.

CSI 224 Program Testing and Validation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CSI 200.

Theory and techniques of program testing and validation. Includes theoretical issues in testing, practical techniques for generating test data, testing and validation, tools that are available to support the testing process and the basic principles of system testing and basic models of software reliability.

CSI 230 Structured Analysis and Design Techniques /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Advanced design techniques in system and programming development. Includes the life cycle, history and political implications of software development, implementation strategies, systems analysis, measures of design quality, comparison of design models, data modeling, software systems in differing implementation environments and maintenance considerations in software development.

CSI 232 Improved Programming Technologies /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Advanced programming technologies for programmers who design, implement and/or maintain computer programs. Includes problem-solving strategies, software development life cycle models, enterprise analysis, low- and high-level software design, maintenance, metrics and quality assurance of software, programming teams, process control, automated tools, libraries and speed learning.

CSI 234 Data Organization /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CSI 200.

Concepts of the role of data in programming systems. Includes data related techniques that are common to the design and manipulation of compilers, data bases and operating systems; methods for data encoding, packaging, linking and indexing; algorithms for representing and traversing graphs; methods for organizing and searching the data structure of the set: linear lists, search trees, hashing techniques and range queries.

CONSTRUCTION**CON 100 Principles of Construction /4 cr. hrs./4 periods (4 lec.)**

Prerequisite(s): None.

Introduction to the construction industry. Includes terminology and concepts of projects, regulations, structural systems, environmental control, and bidding.

CON 101 Building Materials /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Construction standards and specific types of building materials used in commercial, industrial and private construction projects. Includes industrial and local area standards and properties of material (wood, concrete, masonry and other standard construction materials).

CON 110 Civil Blueprint Reading I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Fundamentals of civil engineering blueprint reading. Includes road construction layout, grade staking, excavation and embankment layout, site development layout and construction, and utility construction layout.

CON 111 Commercial Blueprint Reading I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Residential and light commercial blueprint reading. Includes blueprint symbols and terminology, construction materials, applications and specifications for commercial buildings, light frame and brick veneer construction, and appropriate mathematics.

CON 112 Construction Drafting I /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Introduction to drafting. Includes developing working drawings for a small single family residence: plot and floor plans, sections, details, and structural, mechanical, electrical, and plumbing plans. Also includes line weights, lettering, and composing working drawing sets. (Same as DES 112.)

CON 121 Introduction to the Building Trades I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Introduction to residential and commercial construction. Includes safety, site layout, plumbing, electrical, masonry, and carpentry. Students must have transportation to selected job sites.

CON 122 Residential Construction /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Principles and procedures of residential construction. Includes safety, foundations, wall and roof construction, electrical, plumbing, mechanical, and interior/exterior finishing.

CON 130 Plumbing /3 cr. hrs./5 periods (1 lec., 4 lab)

Prerequisite(s): None.

Principles and techniques of plumbing system construction. Includes project planning, plumbing design, installation, safety parameters, inspection criteria, and maintenance.

CON 140 Electricity /3 cr. hrs./5 periods (1 lec., 4 lab)

Prerequisite(s): None.
Principles of electrical system construction. Includes basic theory of electricity, circuit components, distribution systems, electrical equipment, power consumption, costs and the National Electric Code.

CON 150 Concrete/Masonry /3 cr. hrs./5 periods (1 lec., 4 lab)

Prerequisite(s): None.

Principles and techniques of masonry construction. Includes preparation, composition, protection, placement and curing of concrete, mortar and plaster. Also includes construction using brick, concrete block and stone.

CON 160 Carpentry I /3 cr. hrs./5 periods (1 lec., 4 lab)

Prerequisite(s): None.

Residential and commercial carpentry. Includes safety, construction materials, blueprint reading, site layout and preparation, excavation, forming, framing and use of commercial concrete.

CON 162 Construction Drafting II /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): CON 112 and MTH 110 or higher.

Practical application of construction drafting principles. The student will develop a complete set of working drawings for a wood frame and masonry building, using a systems-drafting format.

CON 171 Leadership and Motivation /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Principles of leadership and motivation for supervisors in the construction industry. Includes the needs of leaders and followers, goal setting, communication, example setting, coaching on the job, leadership and commitment and being in control.

CON 172 Oral and Written Communication /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Oral and written communication for supervisory training in the construction industry. Includes positive direct communication, combining oral and written communication, helping other people communicate, listening, understanding, negotiation and getting the point across.

CON 173 Problem Solving and Decision-Making /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Problem solving and decision-making techniques for supervisory training in the construction industry. Includes problem prevention, identifying problems, strategies for solving scheduling, technical and performance problems, barriers to developing creative solutions, creative problem solving, establishing a problem solving atmosphere, gauging solution effectiveness and selecting alternative solutions.

CON 174 Contract Documents /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

An examination of contract documents as they relate to supervisory training in the construction industry. Includes primary and secondary documents, regulation and design standard documents, document information and construction decisions, authority on a project, the supervisor as an agent of the contractor and contract documents in perspective.

CON 175 Planning and Scheduling /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Planning and scheduling techniques for supervisory training in the construction industry. An introduction to scheduling techniques such as bar charts, precedence diagramming, arrow diagramming, critical paths and networks. Also includes three phases of planning and scheduling.

CON 176 Cost Awareness and Production Control /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Cost awareness and production control techniques for supervisory training in the construction industry. Includes cost control cycle, bidding procedures and estimate, work and cost analysis, production scheduling, cost reporting, production control, and project debriefing and evaluation.

CON 177 Project Safety and Loss Prevention /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

An overview of project safety and loss prevention as they relate to supervisory training in the construction industry. Includes communication and motivation, reference material and advisory sources, security and traffic control, techniques used to prevent losses, assignment of responsibility, equipment inspection and maintenance, inclement weather and emergencies, and government regulation and inspections.

CON 178 Project Management /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Project-management techniques for supervisory training in the construction industry. Includes preconstruction planning, cost and risk control, policies and procedures, purchasing and receiving, subcontractor management, project layout and project start up and close out.

CON 179 Construction Law: Changes, Claims, and Negotiations / 1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Changes, claims and negotiations as they pertain to construction law in supervisory training in the construction industry. Includes chain of contracts and contract risk, clauses, negotiation, documentation, liens, bonds and closing out the job.

CON 180 Productivity Improvement /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Productivity improvement techniques for supervisory training in the construction industry. Includes productivity, planning, communication, motivation, evaluation, analysis techniques, timelapse film techniques and methods improvement program.

CON 181 Introduction to the Uniform Building Code /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Survey of the Uniform Building Code. Includes overview of codes, ordinances and regulations, UBC organization and code application problems. May be taken four times for a maximum of four credit hours.

CON 182 Introduction to the Uniform Mechanical Code /1 cr. hr./ 1 period (1 lec.)

Prerequisite(s): None.

Survey of Uniform Mechanical Code. Includes an overview of codes, ordinances and regulations, UMC organization and code application problems. May be taken four times for a maximum of four credit hours.

CON 183 Introduction to the Uniform Plumbing Code /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Survey of Uniform Plumbing Code. Includes an overview of codes, ordinances and regulations, UPC organization and code application problems. May be taken four times for a maximum of four credit hours.

CON 184 Introduction to the National Electric Code /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Survey of National Electric Code. Includes an overview of codes, ordinances and regulations, NEC organization and code application problems. May be taken four times for a maximum of four credit hours.

CON 190 Residential Energy Audit /3 cr. hrs./3 periods (3 lec.)

Same as ACD 190.

CON 196 Independent Study in Construction /1-4 cr. hrs./3-12 periods (3-12 lab)

Prerequisite(s): Consent of instructor.

Independent readings or special projects. Content to be determined by conference between student and instructor.

CON 197 Training for Construction: /1-8 cr. hrs./5-40 periods (5-40 lab)

Prerequisite(s): Consent of instructor.

Supervised fieldwork experience on a specific construction project at the project site. May be taken four times for a maximum of thirty-two credit hours.

CON 199 Co-op Related Class in CON /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Consent of instructor.

Introduction to Cooperative Education in the construction industry. Includes social and psychological reasons for working, methods of securing employment, preparation of career and job-related objectives, and evaluation of student work experience. May be taken four times for a maximum of four credit hours.

CON 199 Co-op Work in CON /1-8 cr. hrs./5-40 periods (5-40 lab)

Prerequisite(s): Consent of instructor.

Supervised cooperative work program for students in the construction industry. Teacher-coordinators work with students and their supervisors. May be taken sixteen times for a maximum of sixteen credit hours.

CON 200 Soils and Materials Testing /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): CON 101, MTH 110.

Evaluation of construction materials of earth, concrete, mortar, block, and steel. Includes soil relationships, strength testing, and use.

CON 201 Cost Estimating /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CON 101, MTH 110 or higher.

Principles of cost estimating. Includes specifications, site work, concrete, steel, masonry, electrical, piping, carpentry and alteration take-offs, job overhead, subcontractor's bids, and pricing.

CONSTRUCTION

CON 202 Construction Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Construction management procedures. Includes analysis of the general provisions of contracts and review of material submittals.

CON 205 Civil Blueprint Reading II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CON 110.

Continuation of CON 110. Includes advanced road construction and utility plans, advanced site development layout, box culvert construction, drainage way installation, bridges, aqueduct structures, and appropriate mathematics to handle these topics.

CON 211 Commercial Blueprint Reading II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CON 111.

Continuation of CON 111. Includes blueprint reading and specifications for general and heavy commercial construction. Also includes heavy timber, structural steel, and reinforced concrete construction for townhouses and large commercial buildings.

CON 212 Construction Drafting III /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): CON 162.

Advanced construction drafting principles and applications. Using various media and specialized techniques, the student will develop drawings based on the following types of drafting problems: structural, architectural, mechanical, plumbing and electrical.

CON 212A Construction Drafting: Structural /1 cr. hr./1.5 periods (.75 lec., .75 lab)

Prerequisite(s): CON 162.

Advanced structural drafting principles and applications using various media and specialized techniques.

CON 212B Construction Drafting: Architectural /1 cr. hr./1.5 periods (.75 lec., .75 lab)

Prerequisite(s): CON 212A.

Advanced architectural drafting principles and applications using various media and specialized techniques.

CON 212C Construction Drafting: Mechanical /1 cr. hr./1.5 periods (.75 lec., .75 lab)

Prerequisite(s): CON 212B.

Advanced mechanical (HVAC and Plumbing) drafting principles and applications using various media and specialized techniques.

CON 212D Construction Drafting: Electrical /1 cr. hr./1.5 periods (.75 lec., .75 lab)

Prerequisite(s): CON 212C.

Advanced electrical drafting principles and applications using various media and specialized techniques.

CON 221 Introduction to the Building Trades II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): CON 121.

Continuation of CON 121. Includes stair framing, rafter layout, energy efficiency, installation of doors and windows, and interior and exterior finish. Students must have transportation to selected job sites.

CON 222 Site Development Drafting /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): CON 112 and MTH 110 or higher.

Introduction to drafting principles involved in the development of construction sites: topography, grading and drainage, boundary descriptions and site planning.

CON 260 Carpentry II /3 cr. hrs./5 periods (1 lec., 4 lab)

Prerequisite(s): CON 160.

Continuation of CON 160. Exterior and interior finishing for wood and concrete construction. Includes installation of outside wall coverings, cornices, door installations, and concrete forms for architectural and structural concrete.

CON 299 Co-op Related Class in CON /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Consent of instructor.

Principles of job success in the construction industry. Includes preparation of job-related objectives, individual progress and advancement on the job, labor relations, role of management, and evaluation of student work experience. Also includes an emphasis on attitude adjustment. May be taken four times for a maximum of four credit hours.

CON 299 Co-op Work in CON /1-8 cr. hrs./5-40 periods (5-40 lab)

Prerequisite(s): Consent of instructor.

Supervised cooperative work program for students in the construction industry. Teacher-coordinators work with students and their supervisors. May be taken sixteen times for a maximum of sixteen credit hours.

COOPERATIVE EDUCATION**199 Co-op Related Class /1 cr. hr./1 period (1 lec.)**

Prerequisite(s): Concurrent enrollment in 199 Co-op Work.

Introduction to Cooperative Education for first-year students (instruction which provides for success in securing and retaining a training job related to subject area). Social and psychological reasons for working, methods of securing employment, preparation of career and job-related objectives and evaluation of student work experience. May be taken two times for a maximum of two credit hours.

199 Co-op Work /1-8 cr. hrs./5-40 periods (5-40 lab)

Prerequisite(s): Concurrent enrollment in 199 Co-op Related Class.

A supervised cooperative work program for students in a related occupation area. Teacher-coordinators work with students and their supervisors. Variable credit is available by special arrangement. May be taken two times for a maximum of sixteen credit hours.

299 Co-op Related Class /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Concurrent enrollment in 299 Co-op Work.

Principles of job success. Preparation of job-related objectives, individual progress and advancement on the job, labor relations, role of management, and evaluation of student work experience. Emphasis on attitude adjustment. May be taken two times for a maximum of two credit hours.

299 Co-op Work /1-8 cr. hrs./5-40 periods (5-40 lab)

Prerequisite(s): Concurrent enrollment in 299 Co-op Related Class.

A supervised cooperative work program for students in an occupation related area. Teacher-coordinators work with students and their supervisors. Variable credit is available by special arrangement. May be taken two times for a maximum of sixteen credit hours.

CED 199 Co-op Related Class in Liberal Arts /1 cr. hr./1 period (1 lec.)

See description above.

CED 199 Co-op Work in Liberal Arts /1-8 cr. hrs./5-40 periods (5-40 lab)

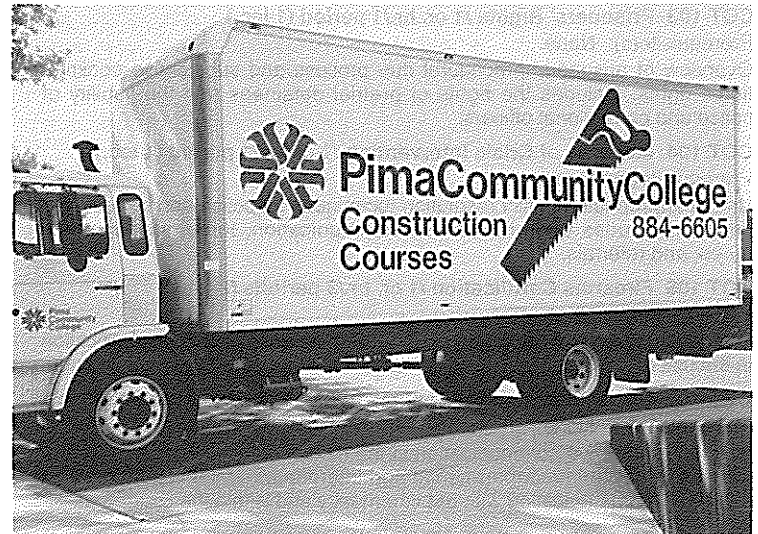
See description above.

CED 299 Co-op Related Class in Liberal Arts /1 cr. hr./1 period (1 lec.)

See description above.

CED 299 Co-op Work in Liberal Arts /1-8 cr. hrs./5-40 periods (5-40 lab)

See description above.



CORRECTIONAL OFFICERS TRAINING

COT 100 Introduction To Corrections Systems /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Philosophy and history of correctional services and a survey of the correctional sub-systems of institutions, by type and function, probation concepts, and parole operations. Includes correctional employee responsibilities as applied to offender, behavior modification via supervisory control techniques and rehabilitation goals as they affect individual and inmate cultural groups in both confined and field settings.

COT 101 Correctional Institutions /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of correctional institutions with an emphasis on personnel and security measures, care and treatment programs and institutional planning. Includes familiarization with the criminal justice system and matters of custody and treatment. Inmate sub-cultures, and organized crime in correctional institutions and jails will also be discussed.

COT 102 Firearms /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms. Includes firing of the sidearm and shotgun.

COT 103 Prisoners' Rights /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Overview of prisoners' procedural due process and substantive constitutional rights. Includes the rights of pretrial detainees and the liability of police and correctional officers.

COT 104 Methods of Crisis Intervention /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Use of appropriate conflict resolution techniques by police and correctional officers. Includes use of assertive communication, force, safety procedures, and referrals.

COT 106 Firearms Certification /1 cr. hr./3 periods (3 lab)

Prerequisite(s): None.

Training and practical application in the use of firearms. Includes qualification in the use of .38 caliber revolver, .22 caliber rifle, and the 12-gauge shotgun.

COT 107 Communication in Criminal Justice /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Barriers to effective communication in the field of criminal justice. Development of effective intradepartmental and interdepartmental communication as well as communication with the community and within the courtroom.

COT 121 Correctional Case-Work Techniques /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Theory and application of case-work techniques and treatment. Includes theories of crime and delinquency, perspectives on the application of theory to treatment, case-worker attitudes and counseling styles, models of offender classification and treatment, and models for correctional counseling.

COT 122 Identification of Gangs /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

History, philosophy, and identification of prison organized gangs and revolutionary groups in the United States. Includes types of gangs, philosophy underlying gang behavior, beliefs and philosophies of individual organizations, and techniques for identifying gang members.

COT 123 Organization and Impact of Gangs /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Structure and development of gang organizations. Includes organization and oaths, development of a new gang, current and projected impact, gang activity in community, and curtailing activities and development.

COT 124 Special Populations I /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Recognition of non-psychotic and psychotic behaviors. Includes personality disorders, drug-affected behavior, and suicide. Emphasis upon appropriate correctional staff response and the identification of community agencies that can provide assistance.

COT 125 Special Populations II /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Special problems of illegal aliens, the physically and mentally disabled, and the elderly in the criminal justice system. Includes cultural impact and differences in perception of racial and ethnic groups, problems and needs of physically and mentally impaired persons and the elderly, and the legal problems associated with illegal aliens.

COT 126 Basic Management Skills /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Overview of the management process in criminal justice agencies. Includes management processes, motivation, leadership, communication, decision making, and public relations.

COT 127 Management By Objectives /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Overview of Management By Objectives (MBO) as pertaining to criminal justice agencies. Includes definition and phases of MBO, the benefits of implementing the program, and basic MBO processes.

COT 128 Parole Supervision /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Supervisory techniques for the parole officer. Includes defensive driving, vehicle dynamics, driving exercises, crisis/conflict intervention, restraint devices, hostage negotiations, parole relationships, caseload management, counseling, and stress management.

COT 129 Correctional Supervision /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic supervision of correctional employees. Includes personnel issues, employee discipline and motivation, trust/team building, and the One Minute Manager principles.

COT 130 Correctional Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): COT 129.

Management techniques for correctional supervisors and managers. Includes leadership, writing/preparing of reports, legal issues, budget management, personnel issues and problem solving techniques.

COT 131 Correctional Administration /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Organization and management of correctional facilities. Includes organizational principles and practices, structuring the organization, administrative communications, personnel management, supervision, training and education for correctional personnel, research and planning, fiscal management, and probation and parole administration.

COT 132 Criminal Justice Management Problems /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Common management problems in criminal justice agencies. Includes conflict, labor, fiscal, and time management; organizational change and development; and discipline.

CORRECTIONS OFFICER ACADEMY**COA 124 Corrections Officer Academy I /4 cr. hrs./4 periods (4 lec.)**

Prerequisite(s): None.

Part A of the basic entry level training program for corrections officers. Designed to meet or exceed standards established by COTA (Arizona Correctional Officer Training Academy) for entry level correctional officers. Includes introduction to corrections law, legal issues, ethics, professionalism, and interpersonal communication skills. For admission to program, students must comply with Arizona Department of Corrections or Pima

County Corrections employment standards for correctional officers and be sponsored by a state or county correctional agency.

COA 125 Corrections Officer Academy II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): COA 124 or concurrent enrollment.

Part B of the basic entry level training program for corrections officers. Designed to meet or exceed standards established by COTA (Arizona Correctional Officer Training Academy) for entry level corrections officers. Includes basic operational procedures, inmate management, stress awareness, officer survival, conflict resolution, and general correctional officer proficiency skills.

COA 126 Corrections Officer Academy III /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): COA 125 or concurrent enrollment.

Part C of the basic entry level training program for corrections officers. Designed to meet or exceed standards established by COTA (Arizona Correctional Officer Training Academy) for entry level correctional officers. Includes correctional supervision issues, search and seizure, and general correctional officer proficiency skills. Includes 3 units on-site orientation and training.

COA 140 Cardiopulmonary Resuscitation (CPR) /1 cr. hr./1 period (1 lec.)

Same as HED 140B.

COURT ADMINISTRATION PROGRAM**CAP 101 Survey of Court Systems/Court Administration I /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Major structures and legal concepts of civil and criminal courts. Includes the history, values, traditions, and philosophy underlying the judicial system. Also includes the roles of plaintiffs, defendants, prosecutors, judges, defense attorneys, juries and others within the court milieu.

CAP 201 Survey of Court Systems/Court Administration II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): CAP 101.

Examination of the historical push for and the obstacles to reform of the court system. Includes a comparison of the roles of judges, court clerks, juries, and administrators. Also includes court functions such as budgeting, use of technology, building design and personnel issues.

CAP 210 Judicial System Communication /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 100 or 150.

Specialized communication skills as they apply to court systems. Includes gathering information through a variety of methods, and processing and applying the information in written or oral form. Also includes the many outside influences which affect interpersonal court communication and the development of a common language to facilitate description, classification and communication of court activities.

CAP 290 Court Administration Specialized Field Experience /3 cr. hrs./15 periods (15 lab)

Prerequisite(s): Consent of instructor.

Participation in court administration placements with specialized agencies. Includes seminars conducted to discuss specialized theory and practice pertinent to the agency experience.

DANCE**DNC 166 Beginning Modern Dance /1 cr. hr./2 periods (1 lec., 1 lab)**

Prerequisite(s): None.

Development of basic skills for dance. Includes biomechanical function and care of the body, dance theory and technique, and expressive movement. May be taken four times for a maximum of four credit hours. (Same as FSS 166.)

DNC 167 Intermediate Modern Dance /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Development of intermediate skills in stretch and strength for dance. Includes proper biomechanical function and care of the body, dance theory, and technique. Also includes an introduction to more complex material and greater movement articulation is expected. May be taken four times for a maximum of four credit hours. (Same as FSS 167.)

DNC 168 Advanced Modern Dance /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Development of advanced skills in stretch and strength for dance. Includes proper biomechanical function and care of the body, dance theory and technique, and a capacity for expressive movement. May be taken four times for a maximum of four credit hours. (Same as FSS 168.)

DNC 169 Dance Ensemble /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): DNC 166, 167, or 168.

Development of dance technique and performance skills. Includes learning dances, the principles of dance composition, and the concert experience. May be taken four times for a maximum of four credit hours. (Same as FSS 169.)

DENTAL ASSISTING**DAE 059 Preparation for Oral Radiography Certification /2 cr. hrs./2 periods (2 lec.)**

Prerequisite(s): None.

Principles and practices of oral radiography. Designed to prepare the student for the written radiography certification examination for dental assistant.

DAE 160 Orientation to Dental Care /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Consent of program coordinator.

Overview of the field of dental care. Includes the dental health team, ethics, jurisprudence and professional organizations.

DAE 161 Biomedical Dental Science /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Consent of program coordinator.

The biosciences as they relate to the oral cavity. Includes anatomy, physiology, histology, microbiology and nutrition as it affects total dental health.

DAE 162 Dental Assisting I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): Consent of program coordinator.

Principles and techniques of dental assisting. Includes morphology of human dentition and dental instruments and their use in various operative procedures.

DAE 163 Oral Radiography /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): Consent of program coordinator.

Use of dental roentgenography as a diagnostic aid. Includes safety factors when exposing radiographs; training in exposing, processing, mounting, labeling and filing radiographs; and training in recognizing radiographs that are acceptable for diagnosis.

DAE 164 Dental Materials /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): Consent of program coordinator.

Chemical and physical properties of dental materials and their uses in specific operative procedures. Includes units of measure, various measuring devices and maintenance of all related equipment.

DAE 165 Pre-Clinical Procedures /2 cr. hrs./5 periods (1 lec., 4 lab)

Prerequisite(s): Consent of program coordinator.

Techniques and procedures of chairside assisting in general and specialty dental practices.

DAE 166 Dental Assisting II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): DAE 160 through 165.

Principles and techniques of pharmacology, therapeutics and emergency medical-dental care as applied to dental assisting.

DAE 167 Dental Assisting III /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): DAE 161 through 165.

Principles and techniques of dental practice management and oral health education as applied to dental assisting.

DAE 168 Clinical Procedures /8 cr. hrs./24 periods (24 lab)

Prerequisite(s): DAE 161 through 165.

Application of acquired skills in a clinical environment under direct supervision of the dentist and instructor.

DENTAL HYGIENE**DHE 101 Dental Care Basics /3 cr. hrs./5 periods (2 lec., 3 lab)**

Prerequisite(s): Admission to Dental Hygiene Program.

Dental Hygiene clinical environment. Includes asepsis and infection control, legal and ethical record keeping, gathering and evaluating patient health information, body mechanics, CPR and dental office emergency procedures.

DHE 104 Dental and Oral Morphology /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): Admission to Dental Hygiene Program.

Form and function of primary and permanent dentition. Observation, identification and recording of normal and abnormal intra oral pathology.

DHE 107 Oral Embryology and Histology /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): Admission to Dental Hygiene Program.

Development and histology of teeth, intra and extra oral tissues of the head as they relate to the practice of dental hygiene.

DHE 110 Computers and Dental Practice /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): Admission to Dental Hygiene Program.

Basics of computer operation. Includes laboratory experiences with systems used in dentistry.

DHE 113 Pre-Clinical Dental Hygiene I /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): DHE 101, 104, 107, 110.

Intra oral procedures. Includes head and neck examination, preliminary oral and dental charting, scaling and polishing teeth, application of fluorides and individualized patient home health care procedures.

DHE 116 Oral Radiography /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): DHE 101, 104, 107, 110

Dental roentgenography as a diagnostic aid. Includes safety factors when

exposing radiographs, training in exposing, processing, mounting, labeling and filing radiographs, and training in recognizing radiographs that are acceptable for diagnosis.

DHE 119 Periodontology /1 cr. hr./1 period (1 lec.)

Prerequisite(s): DHE 101, 104, 107, 110.

Etiology, diagnosis and prognosis of periodontal disease.

DHE 121 Nutrition and Preventive Dentistry /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): DHE 101, 104, 107, 110.

Foods, including selection, consumption and utilization. Application of nutritional counseling and motivational techniques for patient compliance in the control of dental disease.

DHE 124 Clinical Dental Hygiene II /3 cr. hrs./7 periods (1 lec., 6 lab)

Prerequisite(s): Completion of first year of Dental Hygiene Program.

Application of dental hygiene skills with a variety of clinical patients.

DHE 127 Dental Materials /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): Completion of first year of Dental Hygiene Program.

Chemical and physical properties of materials used in dental practice. Includes taking and processing study models for patient treatment planning.

DHE 201 Clinical Dental Hygiene III /5 cr. hrs./13 periods (1 lec., 12 lab)

Prerequisite(s): Completion of first year of Dental Hygiene Program.

Practice of dental hygiene skills with difficult clinical patients and procedures. Includes beginning treatment planning.

DHE 204 Oral Pathology /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): Completion of first year of Dental Hygiene Program.

Oral pathology. Includes diagnosis and etiology, oral manifestation of generalized disease and neurological conditions.

DHE 207 Pharmacology and Pain Control /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): Completion of first year Dental Hygiene Program.

Identification of drugs which affect or are affected by dental treatment. Includes pain control in dentistry, use of sedatives and the administration of anesthesia.

DHE 210 Clinical Dental Hygiene IV /4 cr. hrs./10 periods (1 lec., 9 lab)

Prerequisite(s): DHE 201, 204, 207.

Advanced treatment planning. Includes application of skills for difficult and special needs patients and extramural rotations to community facilities.

DHE 213 Advanced Periodontal Services /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): DHE 201, 204, 207.

Application of diagnosis, measurement and treatment of advanced periodontal patients. Includes deep scaling, irrigation and home care education for patients.

DHE 216 Community and Dental Health Education /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): DHE 201, 204, 207.

Public health dentistry and modalities of dental health education. Includes literature reviews of public health issues with extramural community experiences.

DENTAL LABORATORY TECHNOLOGY

DLT 101 Dental Morphology /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): Consent of program director.

Development and structure of teeth and construction of dentures. Includes configuration of hard and soft areas of the jaws, as related to denture construction. Emphasis on principles in tooth design and balanced occlusion with regard to normal and abnormal ridge relationship. Plaster sculpture is used in the production of a full complement of anatomical teeth.

DLT 102 Nonmetallic Dental Materials /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): DLT 101 or concurrent enrollment, and consent of program director.

Principles of chemistry and physics as related to dental materials. Products reviewed include gypsum materials, plastic and elastic duplicating materials, denture base materials, acrylic resin teeth, dental waxes, separating media and dental porcelain.

DLT 103 Complete Dentures /4 cr. hrs./10 periods (1 lec., 9 lab)

Prerequisite(s): DLT 101 or concurrent enrollment, and consent of program director.

Complete examination of the relationship between upper and lower dentures as interpreted on a functional articulator. Includes casting of models, trays, bite blocks, setting up dentures in balanced occlusion, investing, packing, curing and finishing of dentures.

DLT 104 Dental Laboratory I /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): DLT 101 or concurrent enrollment, and consent of program director.

Chemistry and metallurgy of dental alloys, the compositions of plating solutions and principles of electroplating. Includes use of cast gold alloys,

abnormal castings, base metal casting alloys, metallographic techniques and wrought metal bars and clasps. A full complement of teeth is sculptured from wax ivorine blocks and set up to occlusion. Upper and lower partial frame structures are constructed in cast chromium-cobalt alloy.

DLT 105 Partial Denture Construction /4 cr. hrs./10 periods (1 lec., 9 lab)

Prerequisite(s): DLT 101 or concurrent enrollment, and consent of program director.

Construction of partial dentures and appliances. Includes wrought metal lingual bars and clasps; investing and soldering techniques of bilateral appliances; processing partial dentures in acrylic in three techniques; fabrication of dies of inlays and abutments; and repair and relining of dentures.

DLT 106 Orthodontics and Maxillofacial Construction /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): DLT 101 or concurrent enrollment, and consent of program director.

Construction and theory of simple orthodontic and maxillofacial appliances. Includes construction utilizing wrought wire and/or cast metal frames as retentive devices and the processing of acrylic to form final appliances.

DLT 108 Laboratory Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): DLT 101 or concurrent enrollment, and consent of program director.

Examination of the principles of Dental Laboratory Management. Includes legal, ethical and historical aspects of the Dental Laboratory, infection control, principle of management and computer usage in the Dental Laboratory. May be taken two times for a maximum of six credit hours.

DLT 201 Dental Laboratory II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): DLT 101 or concurrent enrollment, and consent of program director.

Principles of fixed bridgework, abutments, inlays and crowns. Includes theory of spanning spaces with various types of artificial teeth in complete fixed and cantilever bridgework; importance of stress, function and aesthetics in the design of fixed bridgework; handling of wax patterns, investments, casting techniques and making dies from impressions; and techniques in waxing, investing, casting inlays, three-quarter crown, full crown and veneers. Tooth carving techniques taught in previous semester are used.

DLT 202 Dental Metallurgy I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): DLT 101 or concurrent enrollment, and consent of program director.

Examination of metals currently used by the dental technician. Includes physical properties of metals, crystal structure, manufacturing processes, theory of alloys, soldering, casting investments and heat treatment of gold alloys.

DLT 203 Fixed Bridgework /4 cr. hrs./10 periods (1 lec., 9 lab)

Prerequisite(s): DLT 101 or concurrent enrollment, and consent of program director.

Construction of fixed bridgework. Includes waxing, investing and finishing simple and complex inlays, full crowns, veneers and three-quarter crowns; and construction of bridges of various designs utilizing metal, porcelain and plastic, separately or in conjunction with one another.

DLT 204 Dental Laboratory III /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): DLT 101 or concurrent enrollment, and consent of program director.

Principles of surveying, design of cast partials and technical applications of metallurgy and engineering principles. Includes composition and physical properties of gold and chromium-cobalt alloys and their working qualities. All types of known designs and principles of retention are used in the construction of removable bridgework.

DLT 206 Dental Ceramics /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): DLT 101 or concurrent enrollment, and consent of program director.

Skill development in porcelain and porcelain-on-metal techniques. Includes composition and physical properties, as well as the fundamentals of manipulating porcelain and metal. Emphasis on low- and high-fusing porcelains; their vitrification, control of form, control of color, design of metal structure and application of stain and glaze.

DLT 207 Advanced Dental Laboratory Technology /6 cr. hrs./9 periods (3 lec., 6 lab)

Prerequisite(s): DLT 101 or concurrent enrollment, and consent of program director.

Application of dental laboratory techniques. Includes complete dentures, partial dentures, crown and bridge work, dental ceramics, orthodontics, and maxillofacial appliances.

DESIGN**DES 100 Introduction to Interior Design /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Interior design and its applications for the non-major. Includes the purpose and vocabulary of interior design, evaluation, composition, specialty environments, and aesthetic considerations. Also includes design periods and a survey of occupations.

DES 111 Fundamentals of Design /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None.

Elements and theories of design. Includes proportion, scale, balance, harmony, unity and variety, rhythm and emphasis. Projects on specific theories of design will be assigned and evaluated.

DES 112 Construction Drafting I /4 cr. hrs./6 periods (3 lec., 3 lab)

Same as CON 112.

DES 122 Graphic Communication I /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Graphic design techniques and processes. Includes lettering, 2D drafting, 3D model and perspective presentation skills, sketchbooks and portfolios in black and white with mixed media.

DES 149 Independent Study in Design /1-4 cr. hrs./3-12 periods (3-12 lab)

Prerequisite(s): Consent of instructor.

Independent readings or special projects. Content to be determined by conference between student and instructor.

DES 150 Programming and Planning for Design /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None.

Theory and methods of information gathering pertaining to any design project. Includes schematic design techniques, programming theory, methods of information gathering and information analysis.

DES 151 Structural Concepts /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Structural design concepts, systems and applications for industrial and interior designers. Includes live loads, dead loads, tension, compression, moment, shear and torsional bending. Lightweight structural systems and examples will be examined as they appear in nature and the built environment.

DES 152 Color and Lighting Theory /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None.

Color design concepts. Includes color theory of vision, light and pigments, color symbolism, perception and psychology in the design of industrial products and interior environments.

DES 198 Special Topics in Design: /1-4 cr. hrs./1-10 periods (1-4 lec., 0-9 lab)

Prerequisite(s): Consent of instructor.

Special and current topics in applied design. Includes topics such as futuristic design, solar studies, environmental applied design, southwestern themes, and preservation of historical environments.

DES 199 Co-op Related Class in DES /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

DES 199 Co-op Work in DES /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

DES 210 Marketing For Designers /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None.

Professional marketing concepts of industrial and interior design products and services. Includes developing comprehensive marketing plans, identifying target markets, market development and direct marketing through advertising and public relations, personal profile and portfolio development.

DES 212 History of Design /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

History of industrial and interior design work. Includes pre-historic to present-day examples through multi-media presentations and field trips.

DES 215 Interior Plantscape Design /3 cr. hrs./5 periods (2 lec., 3 lab)

Same as LTP 215.

DES 220 Interior Methods and Materials /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Interior design materials, methods and finishes. Includes interior mechanical/lighting systems, specifications for materials and finishes and sample boards. The CSI Masterformat (Construction Specifications Institute) will be referenced to specify all interior finishes and surface treatment applications.

DES 221 Industrial Methods and Materials /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Manufacturing process and materials. Includes industrial methods, testing, selection, specifications and field trips to manufacturing sites to explore existing technology.

DES 222 Graphic Communication II /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): DES 122.

Advanced graphic techniques and processes. Includes 2D and 3D graphic techniques, application of color technique and principles, model building and continued sketchbook and portfolio development.

DES 230 Business/Professional Practices /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Professional business principles and practices for the industrial and interior designer. Includes basic professional services of programming, conceptual design, design development, contract administration, documentation, specifications and project management and evaluation.

DES 250 Industrial Design /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Effective design of industrial products and processes. Includes solutions to problems in fabrication, manufacture and modularity of various products.

DES 251 Computer Communications/Applications /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): DES 122.

Computer applications for industrial and interior designers. Includes computer-aided drafting and design, word processing, specifications and desktop publishing. Also includes strategies and procedures to integrate computer technology into the execution of professional services.

DES 255 Spatial Design Concepts /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): DES 122.

Creative and technical use of design principles. Includes theory and practice of interior design applied to specific situations and problems in the design environment.

DES 256 Human/Environmental Factors /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): DES 122.

Industrial and interior design environmental issues. Includes human design factors, toxicity in the built environment, material recycling and issues of human health, safety and welfare.

DES 260 Transportation Design /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Design of air, land, sea and space vehicles. Includes analysis of problems involved in moving humans or products from point to point, planning and drawing the project, writing a description of parameters, goals of the design, and final solution.

DES 296 NCIDQ Review /1-3 cr. hrs./1-3 periods (1-3 lec.)

Prerequisite(s): Consent of instructor.

Preparation for the National Council for Interior Design Qualification examination. Includes a review of design concepts, building codes, space planning, plumbing, furniture selection, lighting, HVAC, and other topics appropriate for this examination.

DES 299 Co-op Related Class in DES /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

DES 299 Co-op Work in DES /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

DRAFTING**DFT 101 Blueprint Reading and Sketching /4 cr. hrs./5 periods (3 lec., 2 lab)**

Prerequisite(s): None.

Principles and concepts of blueprint reading and technical freehand sketching. Includes common blueprint and manufacturing terms, blueprint fundamentals and standards, freehand sketching applications, and blueprint analysis.

DFT 101A Blueprint Reading /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Blueprint reading involving many areas of trade and industry. Includes orthographics, lettering, sections and auxiliaries, dimensioning, manufacturing operations, and tolerance of position and form.

DFT 101B Sketching /1 cr. hr./2 periods (2 lab)

Prerequisite(s): None.

Freehand sketching involving many areas of trade and industry. Includes orthographics, lettering, sections and auxiliaries, dimensioning, manufacturing operations, and tolerance of position and form.

DFT 102 Techniques of Dimensional Tolerancing /1 cr. hr./1 period (1 lec.)

Prerequisite(s): DFT 101 or the ability to interpret blueprints at the machinist level.

Principles of limits and fits as applied to working drawings. Includes basic dimensions, unilateral and bilateral tolerancing, and true positional tolerancing.

DFT 149 Independent Study in Drafting /1-4 cr. hrs./3-12 periods (3-12 lab)

Prerequisite(s): Consent of instructor.

Independent work on a special project not included in regular courses. The student is required to obtain a sponsoring instructor in this area and establish objectives, a method of procedure and a method of evaluation.

DFT 150 Technical Drafting I /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Mechanical drafting fundamentals and standards used by industry. Includes mechanical drafting fundamentals and standards, drafting applications and drawing control and reproduction.

DFT 151 Technical Drafting II /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): DFT 150.

Continuation of DFT 150. Includes review of mechanical drafting fundamentals and standards, advanced mechanical drafting applications, and drawing control and reproduction.

DFT 154 Electronic Drafting /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): DFT 150, ETR 100 or higher.

Basic concepts, techniques, and applications for electronic drafting. Includes electronic drafting fundamentals and standards, electronic component, block, and schematic applications, and drawing control and reproduction.

DFT 180 Computer Aided Drafting I /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): DFT 150 or consent of instructor.

Computer aided drafting concepts, techniques and problems in mechanical design. Includes computer aided drafting fundamentals and standards, computer aided drafting applications, and hard copy production.

DFT 199 Co-op Related Class in DFT /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

DFT 199 Co-op Work in DFT /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

DFT 201 Advanced Computer Aided Drafting: Customizing CAD / 4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): DFT 180 or one year of CAD experience and consent of instructor.

Concepts, techniques, and applications for customizing computer aided drafting menus. Includes review of computer aided drafting fundamentals and standards, menu customization, and hard copy production.

DFT 211 Advanced Computer Aided Drafting: Three-Dimensional / 4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): DFT 180 or one year of CAD experience and consent of instructor.

Advanced computer aided drafting three dimensional concepts, techniques, and problems. Includes review of computer aided drafting fundamentals and standards, three dimensional applications, hard copy production, and electronic control and transfer of files.

DFT 240 Manufacturing Processes I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Properties and applications of materials. Includes production systems, production materials, ferrous and nonferrous alloys, nonmetallic materials, casting processes, powder metallurgy, and hot and cold working processes.

DFT 245 Manufacturing Processes II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Equipment and tooling applications. Includes measuring, gaging, metal cutting, turning and boring, drilling and reaming, milling, broaching, abrasive machining, and thread cutting and forming.

DFT 254 Computer Aided Drafting: Electro-Mechanical Design / 4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): DFT 151, 154, 180, 240 or concurrent enrollment.

Concepts, techniques, and applications for electro-mechanical design and product development. Includes electro-mechanical CAD design fundamentals and standards, electronic symbol library design applications, hard copy production, and electronic control and transfer of files.

DFT 256 Computer Aided Drafting: Mechanical Design I / 4 cr. hrs./ 6 periods (3 lec., 3 lab)

Prerequisite(s): DFT 151, 180, 240 or concurrent enrollment.

Advanced technical drawing concepts, techniques, and problems in mechanical design. Includes mechanical design fundamentals and standards, mechanical symbol library, mechanical drawing applications, hard copy production, and electronic control and transfer of files.

DFT 257 Computer Aided Drafting: Mechanical Design II / 4 cr. hrs./ 6 periods (3 lec., 3 lab)

Prerequisite(s): DFT 245, 256 or concurrent enrollment.

Continuation of DFT 256. Includes computer aided drafting geometric dimensioning and tolerancing fundamentals and standards, geometric dimensioning and tolerancing symbol library, computer aided drafting applications containing geometric dimensioning and tolerancing, hard copy production, and electronic control and transfer of files.

DFT 261 Computer Aided Drafting: Solid Modeling / 4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): DFT 211.

Concepts and procedures for designing, solid modeling, and mass property analysis of mechanical/electro-mechanical parts. Includes solid modeling fundamentals and standards, applications, calculations, hard copy production, and electronic control and transfer of files.

DFT 270 Computer Aided Drafting: Microelectronic Design / 4 cr. hrs./ 6 periods (3 lec., 3 lab)

Prerequisite(s): DFT 245 or concurrent enrollment, and DFT 254.

Concepts, techniques, and applications for microelectronic design. Includes microelectronic computer aided drafting (CAD) fundamentals and standards, microelectronic symbol library, CAD microelectronic design applications, hard copy production, and electronic control and transfer of files.

DFT 297 Drafting Seminar: / .25-4 cr. hrs./ .25-16 periods (.25-4 lec., .25-12 lab)

Prerequisite(s): Consent of instructor.

Drafting job-related training. Includes presentations and development of skills in a given area and topics of timely or limited interest.

DFT 299 Co-op Related Class in DFT / 1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

DFT 299 Co-op Work in DFT / 1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

DRAMA**DRA 051 Theater Workshop / 3 cr. hrs./5 periods (2 lec., 3 lab.)**

Prerequisite(s): None.

Development and enhancement of a variety of theatrical skills for personal growth and enjoyment. Includes a range of activities which may vary according to the goals of the members of the class—from scene study, to staged plan readings, to full theatrical production. May be taken three times for a maximum of nine credit hours.

DRA 103 Voice and Movement for the Actor I / 1 cr. hr./2 periods (2 lab)

Prerequisite(s): None.

Principles and practice of beginning voice and movement skills for the actor. Includes phonetics, physical isolation and awareness exercises. May be taken two times for a maximum of two credit hours.

DRA 104 Voice and Movement for the Actor II / 1 cr. hr./2 periods (2 lab)

Prerequisite(s): DRA 103.

Continuation of DRA 103. Includes development and practice of stage dialects and physicalization of character. May be taken two times for a maximum of two credit hours.

DRA 107 Introduction to Pantomime / 3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Development of theater skills through the language of mime. Includes technique and vocabulary necessary to articulate thought process by means of body dynamics.

DRA 109 Special Topics in Theater: / 3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Experience in and study of selected styles and forms in theater. One topic is covered each time course is offered. Examples: ethnic theater (Chicano-Latino theater or Black theater), children's theater, commedia del arte, mime theater and musical theater. May be taken four times for a maximum of twelve credit hours.

DRA 110 Movement/Dance for Actors /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Physical dynamics of actor training. Includes warm-up and relaxation techniques, test and scene analysis through movement and an introduction to dance and movement traditions of musical theater.

DRA 111 Stagecraft /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Principles of the operation and effects of various types of stages and stage scenery. Includes the construction of stage scenery and the history and construction of costumes and properties.

DRA 112 Stagecraft Laboratory /1 cr. hr./3 periods (3 lab)

Prerequisite(s): Concurrent enrollment in DRA 111 and 113.

Practical application of techniques for constructing stage scenery and properties. Includes uses of various materials; construction of flats, steps and platforms; and rigging systems. May be taken three times for a maximum of three credit hours.

DRA 113 Stagecraft Crew /1 cr. hr./3 periods (3 lab)

Prerequisite(s): Concurrent enrollment in DRA 111 and 112.

Preparing, organizing, setting up, running and shifting of theatrical sets, properties and costumes for approved theatrical productions. May be taken three times for a maximum of three credit hours.

DRA 115 Make-up /1 cr. hr./3 periods (1 lec., 2 lab)

Prerequisite(s): None.

Principles and practice of straight and character make-up under various conditions. Includes special effects, masks, clown make-up and fantasy make-up.

DRA 118 Basic Theater Graphics /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Principles and practice of graphic skills necessary in the planning of theatrical productions. Includes drafting and mechanical drawing, perspective drawing and watercolor painting techniques.

DRA 140 History of Theater I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of theater, drama and audiences from ancient Greece to the late 18th century. Includes changes in theaters, stages and theatrical conventions; and representative plays from each period.

DRA 141 History of Theater II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of theater, drama and audiences from the 18th century to the present. Includes changes in theaters, stages and theatrical conventions; and representative plays from each period.

DRA 149 Introduction to Acting I /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None.

Introduction to performance techniques and the development of physical skills for effective performance. Includes techniques of acting and characterization.

DRA 151 Introduction to Acting II /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): DRA 103 or concurrent enrollment, and DRA 149.

Further skill development in performance techniques. Includes methods of developing and projecting a character's physical scope, emotional inner life and the employment of sub-text (unspoken thoughts) in performances. Also includes techniques for character and script analysis.

DRA 201 Independent Studies in Drama /1-4 cr. hrs./3-12 periods (3-12 lab)

Prerequisite(s): None.

Students work at various assigned tasks in theatrical productions under the guidance of an instructor. Alternatively, students may design their own projects with the instructor's approval.

DRA 220 Stage Lighting /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): Concurrent enrollment in DRA 221 and 222.

Principles of stage lighting design and practice. Includes study of stage lighting, instruments and their capabilities, construction, and uses in various theatrical applications.

DRA 221 Stage Lighting Laboratory /1 cr. hr./3 periods (3 lab)

Prerequisite(s): Concurrent enrollment in DRA 220 and 222.

Practical application of stage lighting techniques. Includes mounting, hanging and focusing from design; adjustments and repair of instruments; organizing and operation of control systems; and safety practices. May be taken three times for a maximum of three credit hours.

DRA 222 Stage Lighting Crew /1 cr. hr./3 periods (3 lab)

Prerequisite(s): Concurrent enrollment in DRA 220 and 221.

Organizing, setting up and operating of stage lighting for approved theatrical productions. May be taken three times for a maximum of three credit hours.

DRA 223 Scene Design /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): DRA 118 and concurrent enrollment in DRA 224 and 225.

Principles of scene design for various types of stage and models of productions. Includes ground plans, color design, painting techniques, and uses of plastic materials and fabric design.

DRA 224 Scene Design Laboratory /1 cr. hr./3 periods (3 lab)

Prerequisite(s): DRA 118 and concurrent enrollment in DRA 223 and 225. Practical application of scene design techniques. Includes base and paint application in various styles, mixing and blending of painting materials and forming and mounting set decorations. May be taken three times for a maximum of three credit hours.

DRA 225 Scene Design Crew /1 cr. hr./3 periods (3 lab)

Prerequisite(s): DRA 118 and concurrent enrollment in DRA 223 and 224. Planning, painting, and decorating stage settings for approved theatrical productions. May be taken three times for a maximum of three credit hours.

DRA 245 Principles of Dramatic Structure /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Consent of instructor. Examination of the structural elements of major dramatic forms and styles. Includes reading and viewing of representative plays and analysis of their structures in relationship to modes of presentation and the resulting effects.

DRA 250 Intermediate Acting I /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): DRA 103 and 112 or concurrent enrollment, and DRA 149. Theory and practice of creating sustained and logical character portrayals using all types of dramatic literature from various cultures. Includes rehearsal and performances of scenes in representational and presentational styles and practice in auditioning techniques.

DRA 251 Intermediate Acting II /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): DRA 104 and 112 and either DRA 151 or 250 (DRA 104 and 112 may be taken concurrently with DRA 251). Continuation of DRA 250. Includes scene and monologue development and focusing on conventions of non-realistic styles.

EARLY CHILDHOOD EDUCATION

ECE 106 The Growing Years /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None. Examination of forces which shape the growing child. Includes the interplay of biological factors, human interaction and social structure from earliest womb environment into adolescence.

ECE 107 Human Development and Relations /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): REA 112 or concurrent enrollment. Analysis of the elements which affect growth and development throughout the life span. Includes hereditary, familial, environmental, and cultural influences.

ECE 108 Literature/Social Studies for Children /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None. Survey of principles, materials, and techniques for the selection and evaluation of children's literature and social studies materials. Includes incorporating an appreciation of other cultures, and planning and implementing developmentally appropriate activities.

ECE 110 Communication and Language: Early Literacy for Children /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None. Study of oral and written language acquisition and emergent literacy. Includes principles, methods, and current teaching techniques. Also includes an examination of cultural diversity, instructional material, assessments, and computer technology.

ECE 111 Special Education for Children /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): REA 112 or concurrent enrollment, and WRT 100. History, philosophy, and current trends in special education. Includes identification and characteristics of children with special needs, assessment procedures, referral services, and available resources. Also includes the role of the teachers, parent(s), and family in effecting appropriate instructional techniques and environmental modifications.

ECE 112 Music/Art for Children /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None. Survey of principles, materials, techniques, and resources for teaching music/art to children. Includes planning, implementing, and evaluating developmentally appropriate activities. Also includes a compilation of resource materials.

ECE 114 Effective Parenthood /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None. Identification and discussion of determinants of positive child rearing practices. Includes physical, cognitive, personality, and moral development. Also includes parenting skills and positive guidance techniques for conflict resolution and effective interpersonal relationships.

ECE 117 Child Growth and Development /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): REA 112 or concurrent enrollment, and WRT 100. Analysis of concepts and issues in growth and development of children. Includes prenatal factors, the birth process, and determinants of physical, cognitive, social, cultural, emotional, and moral development through adolescence.

ECE 118 Introduction to Education /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): REA 112 or concurrent enrollment, and WRT 100.

Survey of historical and philosophical developments in education. Includes current theories, multicultural education, and the role of local, state, and national government. Also involves supervised exposure to educational settings.

ECE 120 Supervision and Administration of Early Childhood Programs /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 060, REA 112, WRT 100.

Analysis of elements for planning, implementing, maintaining, and evaluating early childhood education programs. Includes regulations, health and safety issues, and staff selection, development, and supervision. Also includes management of facilities, budget, equipment, supplies, and arranging environment.

ECE 124 Math/Science for Children /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 060.

Theories, methods, and techniques for teaching math and science. Includes selection, development, and presentation of instructional materials with an integrated curriculum approach. Also includes computer applications.

ECE 126 Teaching Techniques /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): REA 112 or concurrent enrollment, and WRT 100.

Introduction to theory and application of guidance techniques and classroom management. Includes observing, recording, and interpreting behavior, behavior modification, cultural influences, and development of positive attitudes and self concept. Also includes supervised field experience.

ECE 128 Preschool Education /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Acquisition and development of competencies required by child care personnel in the education of preschool children.

ECE 130 Day Care Programs /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of child care programs. Includes infant and toddler care, after-school child care programs, and issues specific to full-day child care programs.

ECE 199 Co-op Related Class in ECE /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

ECE 199 Co-op Work in ECE /2 cr. hrs./10 periods (10 lab)

See Cooperative Education section for description.

ECE 296 Independent Studies in Early Childhood Education /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Departmental approval.

Students independently continue their development in Early Childhood Education under the guidance of a faculty member. May be taken two times for a maximum of six credit hours.

ECE 299 Co-op Related Class in ECE /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

ECE 299 Co-op Work in ECE /2 cr. hrs./10 periods (10 lab)

See Cooperative Education section for description.

ECONOMICS**ECN 136 Personal and Family Finance /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Principles which assist individuals and families to choose among financial alternatives to meet their needs. Includes choosing a career, making major purchases, sources of consumer and financial information, and effective use of income.

ECN 200 Basic Economic Principles /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 070.

Economic theory as applied to individual decision-making units (microeconomics) and as applied to the operation of the economy as a whole (macroeconomics). Includes economic decision making, economic systems, supply and demand model, price determination, elasticity, household income, business ownership, cost-benefit analysis, profit maximization, production functions and costs, competition and market structures, goals and problems of the macroeconomy, foundations of the macroeconomy, fiscal policy and budgets, money, the role of financial institutions and the Federal Reserve, money creation, and monetary theory and policy. Not open to students who have taken or are taking ECN 201 and/or ECN 202.

ECN 201 Microeconomic Principles /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 070.

Economic theory as applied to individual decision-making units. Includes economic decision making, economic systems, consumer demand, producer supply, price determination, elasticity, household income, business ownership, cost-benefit analysis, profit maximization, production functions and costs, competition and market structures, government in the market economy, labor markets, and income distribution.

ECN 202 Macroeconomic Principles /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 070.

Economic theory as applied to the operation of the economy as a whole. Includes economic decision making, economic systems, supply and demand model, goals and problems of the macroeconomy, foundations of the macroeconomy, fiscal policy and budgets, money, the role of financial institutions and the Federal Reserve, money creation, monetary theory and policy, and the assessment of goals, tools, and policies of macroeconomics.

EDUCATION

EDU 100 Principles of Bilingual Education /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of basic principles of bilingual education. Includes philosophy, history, rationale, legislation and models.

EDU 101 Teaching Techniques: Desert Plants /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

An introduction to a variety of Sonoran Desert plants and their special survival strategies. Includes plant identification, desert plant adaptation, the interrelationship between desert plants and animals, and preparing native desert foods. Also includes making a teaching kit, preparing an "in-classroom" or "at the museum" activity and lesson plan. Available teaching resources and how the Desert Museum can be incorporated into classroom activity will also be discussed.

EDU 104 Teaching Mathematics Through Problem Solving, K-8 / 2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

An in-depth study of the teaching of mathematics in grades kindergarten through eight. Includes problem solving in all strands of the elementary mathematics curriculum for the developing and understanding of mathematical concepts and skills.

EDU 105 Teaching Mathematics Through Problem Solving, 9-12 / 2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

An in-depth study of the teaching of mathematics in grades nine through twelve. Includes problem solving in all courses of the secondary mathematics curriculum for the development of mathematical reasoning and application of mathematics to problem-solving situations.

EDU 114 Teaching Math Through Problem Solving II for K-8 /2 cr. hrs./ 2 periods (2 lec.)

Prerequisite(s): EDU 104.

Advanced concepts for the teaching of math in grades kindergarten through eighth grade (K-8). Focuses on strengthening an understanding of how to teach math through problem solving and on the sequence of concepts and skills for each strand of the K-8 curriculum.

EDU 118 Literacy, Literature, and Learning in the Bilingual Classroom / 1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Teaching techniques using literature in the bilingual classroom. Includes strategic thinking skills, teaching themes, questioning, creative thinking, problem-solving strategies, and teaching skills through literature.

EDU 124 Teaching Math Through Problem Solving III for K-8 /2 cr. hrs./ 2 periods (2 lec.)

Prerequisite(s): Consent of instructor.

Synthesizing the content presented in Math through Problem Solving I and II. Includes assessment procedures, review of probability and functions, developing instructional units, integrating writing as a vehicle for learning and assessment, concepts of ratio, scale, measurement and proportional reasoning, and synthesizing experiences and ideas.

EDU 125 Water and Environment /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Water issues and their impact on the environment, specifically in the Southwest region of the U.S. Includes the hydrologic cycle, water treatment, distribution systems, water pollution, conservation and protection and safe water for the general public.

EDU 135 Math Applications Across the Curriculum for Instructors of K-8 /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Applying mathematical concepts to non-mathematical disciplines for grades K-8. Includes classroom management, curriculum in the classroom and the teacher as a learner. May be taken four times for a maximum of four credit hours.

EDU 140 Instructional Methodology /1-3 cr. hrs./1-3 periods (1-3 lec.)

Prerequisite(s): None.

Methods of instruction designed to improve teaching skills. Includes preparing goals and objectives, analyzing material to be taught, building the lesson plan, using visual aids, and organizing and presenting materials to fit classroom time frames.

EDU 141 Techniques for Teaching Science K-12 /2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): None.

Techniques for teaching a classroom unit in science for the classroom instructor. Includes lab techniques and strategies, projects appropriate to grade level, utilizing resources in the community, preparing laboratory apparatus, introduction to computers and laboratory software, developing instructional strategies, interpreting results, and implementing ideas for classroom instruction.

EDU 150 Teaching Critical and Creative Thinking /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Background, theory and techniques of instruction to facilitate the development of critical and creative thinking skills. Includes locating prepared materials, developing content-specific exercises on various skill levels, integrating skills into general course content, and application to various teaching fields.

EDU 151 Teaching Developmental Education /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Teaching techniques for instructors of developmental education courses. Includes background theory and instructional techniques to support under-prepared students; by creating an environment that encourages critical thinking and responds to differences in learning style, age, gender, and culture. Also includes administrative issues affecting the delivery of developmental education.

EDU 161 The Arizona Community College /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Exploration of the philosophy and functions of the Arizona community college. Includes history, mission, goals, legislation, curriculum and instruction, board and administration functions, student development, and continuing education.

EDU 198 Special Topics in Education: /.5-4 cr. hrs./.5-12 periods (variable lec., variable lab)

Prerequisite(s): Consent of instructor.

Selected topics in education for classroom instruction. Includes current specialized materials to meet classroom needs for local educators.

ELECTRONICS**ETR 100 Exploring Electronics /4 cr. hrs./6 periods (3 lec., 3 lab)**

Prerequisite(s): None.

Survey of electronics. Includes identifying basic components, reading schematics, working with power supplies, signal generators, multimeters, and oscilloscopes. Also includes troubleshooting simple circuits, soldering components, and assessing the work quality. The construction of an electronics project is required.

ETR 101 Basic DC Electronic Circuit Analysis /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): MTH 115 or concurrent enrollment.

DC electronic circuits. Includes the analysis of DC circuits using superposition, loop and node analysis; Thevenin and Norton equivalents of circuits; introduction to multimeters and DC power supplies.

ETR 102 Basic AC Electronic Circuit Analysis /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): ETR 101, and MTH 125 or concurrent enrollment.

AC electronic circuits. Includes the mathematical treatment of AC circuit theory using transformers, resonant circuits and various electronic filters. Voltage, frequency, and phase shift measurements are performed using an oscilloscope.

ETR 104 Introduction to Microelectronics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to all areas of microelectronics technology. For students interested in working in the microelectronics industry. Includes employment opportunities; historical development, economic rationale and current state of the art. Also includes an overview of technical areas, including thick and thin film materials and processes, monolithic integrated circuits, hybrid assembly and packaging, art work and design, quality control and reliability. (Same as MRE 104.)

ETR 105 Electronic Circuits /6 cr. hrs./8 periods (4 lec., 4 lab)

Prerequisite(s): ETR 102 or concurrent enrollment.

Active devices. Includes transistor circuit analysis, power supplies, regulators, amplifiers (class A, B, AB and C) and introduction to feedback amplifiers.

ETR 110 Digital Electronics /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): MTH 115.

Digital electronics. Includes binary, octal, hexadecimal arithmetic, digital logic, discrete and integrated circuits.

ELECTRONICS

ETR 121 Electronic Solder Assembly /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): None.

Basic skills required to perform hand soldering on electronic equipment. Includes component preparation and insertion, terminal installation and soldering, wire interconnections and construction of a printed circuit board assembly. Also includes inspection methods and techniques. (Same as MRE 121.)

ETR 122 Electronics Construction and Assembly /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): ETR 102 or concurrent enrollment.

Basic skills required to work on electronic equipment. Includes assembly techniques, soldering and desoldering, printed circuit board fabrication, wire wrapping and cable construction. Also includes discussion of machine shop and power tools.

ETR 123 Electronic Fabrication and Processing /2 cr. hrs./ 3 periods (1 lec., 2 lab)

Prerequisite(s): None.

Basic skills required for manufacturing printed circuit boards and related electronic hardware. Includes printed circuit board artwork, patterning, lay-up, etching, plating, drilling, routing, and inspection methods and techniques. (Same as MRE 123.)

ETR 124 Electronic Measurements /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): ETR 105 or concurrent enrollment.

Techniques to perform AC and DC measurements on passive and active component circuits. Requires the use of a variety of measuring devices such as recorders, transducers, audio and radio frequency generators, frequency counters, spectrum analyzers and distortion analyzers, with emphasis on oscilloscope operation.

ETR 125 Printed Circuit Board Solder Assembly /3 cr. hrs./5 periods (1 lec., 4 lab)

Prerequisite(s): None.

Procedures and skills required for assembling components and for high reliability soldering of these components on printed circuit boards to appropriate military specifications. Includes defect recognition, component preparation, component recognition, installation and high reliability soldering of these components to a printed circuit board. (Same as MRE 125.)

ETR 130 Microcomputer Assembly and Testing /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): TEC 101B or consent of instructor.

Same as TEC 130.

ETR 132 Microcomputer Systems Servicing /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): ETR 130.

Servicing microcomputers, peripherals and software. Includes determining the operational status of monitors, printers, floppy disk drives, hard drives, installed operating systems, and application software.

ETR 133 Computer Aided Schematic Capture/PCB Development / 4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): ETR 100 or equivalent experience.

Concepts of circuit layout and documentation. Includes schematic capture, PC board layout of schematics and circuit documentation using the personal computer.

ETR 143 Television Theory and Servicing /6 cr. hrs./8 periods (4 lec., 4 lab)

Prerequisite(s): ETR 105 and 110.

Principles and techniques of television servicing. For students who wish to become troubleshooting television electronic technicians or those with other majors who wish to learn or sharpen troubleshooting skills on analog and linear circuitry. Includes tools of the trade, television standards, circuit analysis, alignment techniques, troubleshooting, signal tracing and signal substitution.

ETR 150 Home Entertainment Equipment Repair /6 cr. hrs./8 periods (4 lec., 4 lab)

Prerequisite(s): ETR 143.

Repair of home entertainment equipment other than television receivers. Includes theory and repair of audio amplifiers, AM-FM-MPX receivers, tape decks, cassette decks, turntables and Dolby and other noise reduction devices.

ETR 160 Microcomputers and Programming Techniques /3 cr. hrs./ 4 periods (2 lec., 2 lab)

Prerequisite(s): MTH 070.

Microcomputer operation, including terminology, reading and understanding specifications, system start up, disk operations, programming simple electronic problems. Also includes an introduction to assembly language and number systems.

ETR 210 Local Area Network (LAN) Servicing /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): CSC 108, ETR 130.

Installation and maintenance of LAN hardware and software. Includes setting up servers, workstations, and cabling between the units. Also includes installation and maintenance of the networking operating system, use of support software and hardware, and detection and replacement of faulty components within the system.

ETR 230 Linear Integrated Circuits /6 cr. hrs./8 periods (4 lec., 4 lab)

Prerequisite(s): ETR 105.

Theory and application of linear integrated circuits. Includes applications of operational amplifiers in linear and non-linear modes and analog systems; amplifier configurations, audio and radio frequency applications, and active filters. Also includes linear and switching voltage regulators, timers, and phase lock loop circuits.

ETR 235 Fundamentals of Electronic Communications /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): ETR 230.

Communications circuit fundamentals. Includes audio and radio frequency amplifiers, resonant and coupling circuits, modulation techniques (amplitude, frequency, and phase modulation), power supply, and system noise problems.

ETR 250 Digital Devices /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): ETR 105 and 110.

Digital integrated circuits, primarily TTL. Includes power requirements, propagation delay, input and output electrical characteristics, counters, latches, multiplexors, decoders, flip-flops and other digital devices. Also includes digital circuit troubleshooting.

ETR 251 Analog Circuits /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): ETR 230, and ETR 250 or concurrent enrollment.

Advanced analog circuits used in current digital systems. Includes power supplies, power failure, surge protection, and power amplifiers.

ETR 252 Microcomputer Repair /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): ETR 250 or TEC 124, and ETR 132 or TEC 132.

Same as TEC 234.

ETR 255 Microcomputer Systems I /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): ETR 160 and ETR 250 or concurrent enrollment.

Microcomputer operation, including operating systems, diagnostics, system monitor, assemblers, linking loaders and backup procedures. Also includes machine language, assembly language and subroutine calls from higher level languages.

ETR 256 Microcomputer Systems II /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): ETR 255.

In-depth study of microcomputer hardware to the component level. Includes microprocessors, bus structure and timing, memory, input/output, interrupt, DMA and troubleshooting.

ETR 265 Communications/RF Microwave /4 cr. hrs./6 periods (3 lec., 3 lab.)

Prerequisite(s): ETR 235.

Advanced circuit analysis, including RF amplifiers, transmission lines,

wave guides, microwave device theory and applications of RF and microwave circuits.

ETR 266 Fiber-Optics and Laser Communications /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): ETR 235 or concurrent enrollment.

Laser and fiber-optics communications systems. Includes laser and fiber-optic devices and components, system problems and system measurements.

ETR 270 Rotating Machines and Prime Movers /6 cr. hrs./8 periods (4 lec., 4 lab)

Prerequisite(s): ETR 105.

Theory and application of single and polyphase AC and DC motors and generators, stepper motors and linear actuators. Includes support equipment (i.e., starters, contractors, safety devices and speed controls).

ETR 276 Industrial Electronic Systems /6 cr. hrs./8 periods (4 lec., 4 lab)

Prerequisite(s): ETR 230.

Study of electronic control systems with emphasis on industrial applications. Several types of closed loop systems are analyzed with respect to errors, instability and frequency response. Both analog and digital computers are studied in the process control context.

ETR 290 General Radio/Telephone FCC License /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): ETR 230 or equivalent experience.

Preparation for FCC general radio/telephone certificate examination. Includes review of electronic circuit analysis, basic radio theory, laws and regulations.

ETR 294 Microcomputer Repair Internship /2 cr. hrs./10 periods (10 lab)

Prerequisite(s): ETR 132.

Computer Repair Technician volunteer work experience at an approved work site.

ETR 299 Co-op Related Class in ETR /1 cr. hr./1 period (1 lec.)

See Cooperative Education Section for description.

ETR 299 Co-op Work in ETR /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education Section for description.

EMERGENCY MEDICAL TECHNOLOGY

EMT 057 Review Topics in Basic EMT /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): EMT certificate.

Review course for the basic emergency medical technician pursuing recertification. Includes practice in the manipulative skills, mechanical aids to BLS, MAST, splinting and intravenous monitoring.

EMT 058 Refresher Training for EMT /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): EMT 151 and graduation from the basic program at least one year prior to enrollment.

For students in the Emergency Medical Services field who must meet refresher training requirements for recertification. May be taken nine times for a maximum of eighteen credit hours.

EMT 059 Emergency Cardiac Care /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): EMT 151.

Introduction to more advanced techniques for pre-hospital care of the cardiac patient. Includes anatomy and physiology of the heart, the conductive system, EKG recording and basic interpretation, physical assessment of the cardiovascular and respiratory systems and mechanisms of cardiovascular disease processes.

EMT 100 Basic Cardiac Life Support /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Principles and techniques of basic cardiac life support. Includes techniques of airway care and cardiopulmonary resuscitation, introduction to the common types of equipment used in basic cardiac life support, introduction to the pathogenesis of coronary artery disease, electric shock, drowning and sudden death. Designed to train and certify allied health personnel and other interested individuals. Upon course completion, the student may be eligible for basic life support certification by the American Heart Association.

EMT 101 Intermediate Emergency Medical Technology I /6 cr. hrs./7 periods (6 lec., 1 lab)

Prerequisite(s): EMT 151.

Continuation of training in techniques of pre-hospital emergency medical care and examination of aspects of human anatomy and physiology surveyed in EMT 151. Includes pharmacology; the respiratory, cardiovascular, and central nervous systems; soft tissue and musculoskeletal injuries; obstetrics/gynecological emergencies; rescue techniques; and communications.

EMT 102 Intermediate Emergency Medical Technology II /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): EMT 101.

Continuation of training in techniques of pre-hospital emergency medical care. The recognition, management and pathophysiology involved with the

respiratory, nervous and cardiovascular systems. Expands on disorders of hydration, including progression of shock. Also includes a study of blood and its components and techniques of management. Emphasis on patient assessment and the importance of report writing.

EMT 103 Intermediate Emergency Medical Technology III /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): EMT 102.

Continuation of training in techniques of pre-hospital emergency medical care. Includes methods used by the I-EMT for interviewing in a medical emergency; a survey of the eight clusters of a medical situation associated with medical emergencies with exposure to environmental extremes.

EMT 104 Intermediate Emergency Medical Technology IV /4 cr. hrs./5 periods (4 lec., 1 lab)

Prerequisite(s): EMT 103.

Continuation of training in techniques of pre-hospital emergency medical care. Includes techniques involved in rescue, communications and the systems approach to medical emergencies with emphasis on oral evaluation and skills evaluation. Also provides rotations through clinical settings, which allows for further exposure to I-EMT skills.

EMT 151 Basic Emergency Medical Technology /7 cr. hrs./9 periods (6 lec., 3 lab)

Prerequisite(s): None.

Techniques of pre-hospital emergency medical care for the emergency medical technician. Includes symptoms of illnesses, injuries, medical emergencies, appropriate medical techniques, and ambulance operations.

EMT 198 Special Topics in EMT: /1-4 cr. hrs./1-12 periods (0-4 lec., 0-12 lab)

Prerequisite(s): Consent of instructor.

Selected topics in Emergency Medical Technology which reflect current issues, trends, and technologies.

EMT 201 Introduction to Paramedicine /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.

Introduction to the paramedic career field. Includes medico-legal implications, psycho-social aspects and interpersonal communication skills for pre-hospital emergency medicine. Also includes shock and fluid therapy, anatomy and physiology, and medical terminology. Lab portion provides basic EMT skills application at the paramedic level.

EMT 202 Paramedicine: Pharmacology /2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.
Drug information and administration. Includes action of drugs, weights and measures and principles and techniques of drug administration for effective paramedical pre-hospital care.

EMT 203 Pathophysiology and Management of Respiratory Emergencies /2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.
Advanced techniques for life support in the pre-hospital setting. Includes airway management, oxygen therapy, respiratory system, pathophysiology and assessment.

EMT 204 Advanced Life Support: Cardiology /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.
Principles of cardiology and advanced cardiac life support skills for the paramedic. Includes cardiac disease states, electrocardiography and identification and field management of cardiac arrhythmias.

EMT 205 Pathophysiology and Management of Neurological Problem / 2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.
Advanced life support approaches to neurological injuries, including head trauma, spinal injury and other medical problems.

EMT 206 Pathophysiology and Management of Soft Tissue Injuries / 2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.
Advanced life support approaches to soft-tissue injuries, including patient assessment and techniques and management of soft tissue injuries.

EMT 207 Pathophysiology and Management of Musculoskeletal Injuries /2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.
Advanced life support approaches to traumatic injuries, including fractures, dislocations, sprains, strains and various splinting devices.

EMT 208 Pathophysiology and Management of Medical Problems / 2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.
Advanced life support approaches to emergency medical problems. Includes diabetic, anaphylactic reaction, environmental, alcoholism and drug abuse, poisoning, abdomen genitourinary aquatic and management of these problems.

EMT 209 Pathophysiology and Management of Gynecologic Emergencies /2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.
Advanced life support approaches to gynecologic emergencies. Includes complications and abnormal delivery, breech birth, multi-birth, postpartum hemorrhage and ruptured uterus.

EMT 210 Pathophysiology and Management of Pediatric and Neonatal Patient /2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.
Advanced life support approaches to the pediatric and neonatal patient under emergency situations, including SIDS, croup, epiglottitis and battered child.

EMT 211 Emotional Aspects of Illness and Injury /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.
Advanced life support skills approaches to emergency care of the emotionally disturbed, including psychiatric disorders, high anxiety and stress in emergencies.

EMT 212 Extrication/Rescue Techniques /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.
Advanced life support approaches to extrication and rescue. Includes devices used for extrication and aspects of rescue that directly relate to patient care.

EMT 213 Telemetry and EMS Communications /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.
Introduction to the capabilities of telemetry and communication systems used by the paramedic.

EMT 214 Paramedic Procedures: Hospital /3 cr. hrs./15 periods (15 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.

In-hospital clinical procedures for the paramedic.

EMT 215 Paramedic Procedures: Ambulance /5 cr. hrs./25 periods (25 lab)

Prerequisite(s): Acceptance into Advanced Paramedic Program.

Clinical procedures, on ambulance, for the paramedic.

ENGINEERING**ENG 102 Problem-Solving and Engineering Design /3 cr. hrs./5 periods (2 lec., 3 lab)**

Prerequisite(s): MTH 180 or concurrent enrollment and high school physics. Basic engineering principles. Includes problem solving techniques, software tools and the engineering design process culminating in a design project.

ENG 110 Construction Surveying /3 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MTH 110.

Principles and techniques of construction surveying. Includes use of surveying instruments, measurement of horizontal distances, leveling, angle measurements, traversing, locating details, stadia surveys, topographic mapping and grade staking.

ENG 120 Engineering Graphics /3 cr. hrs./7 periods (1 lec., 6 lab)

Prerequisite(s): MTH 090 or high school geometry.

Principles and techniques of engineering graphics. Includes freehand technical sketching, instrument working drawings, projection, descriptive geometry and applications to engineering space problems.

ENG 130 Elementary Surveying /3 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MTH 150 and 155, or 160.

Basic principles and techniques of surveying. Includes measurement of horizontal distances, use of surveying instruments, angle measurements, traverse surveys and computations, topographics, government land surveys and solar observations.

ENG 170 Problem-Solving Using Computers /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ENG 102.

Design of problem-solving algorithms. Includes implementation in a structured programming language and application to engineering.

ENG 210 Engineering Mechanics: Statics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PHY 210 and concurrent enrollment in MTH 215.

Engineering analysis of static mechanical systems. Includes vector algebra, equilibrium, momentum, couples, centroids, trusses, machines, friction and equivalent force systems.

ENG 220 Engineering Mechanics: Dynamics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ENG 210.

Engineering analysis of dynamic mechanical systems. Includes rectilinear motion, curvilinear motion, kinetics of rigid bodies, plane motion of rigid bodies and mechanical vibrations.

ENG 230 Mechanics of Materials /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ENG 210.

Analysis of mechanical properties of materials and their engineering applications. Includes material behavior, external forces on rigid and elastic bodies, stress, strain, load analysis and design factors.

ENG 240 Introduction to Digital Systems /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ENG 102.

Basic principles of digital systems. Includes digital coding of information, basic logic design, number systems, sequential circuit design and computer organization.

ENG 241 Microprocessors /3 cr. hrs./5 periods (2 lec., 3 lab.)

Prerequisite(s): ENG 240.

Introduction to microprocessor programming. Includes assembly language, input/output, stacks and interrupts.

ENG 250 Numerical Analysis for Engineers /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ENG 170 and MTH 185.

Applications of numerical methods and computer programming techniques for the creation of mathematical models of engineering systems.

ENG 260 Elements of Electrical Engineering /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PHY 216 and MTH 185.

Introductory survey of the electrical engineering discipline with emphasis on electrical power applications. Includes electrical quantities, components, meters, capacitors, inductors, and transients. Also includes DC resistive network analysis, magnetic circuits, transformers, motors, and generators.

ENG 261 Elements of Electronics /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ENG 260.

Introductory survey of the principles of electronics and instrumentation. Includes semiconductor devices, operational amplifiers, digital logic, microprocessors, transducers and analog, digital and hybrid applications.

ENG 274 Digital Logic /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ENG 102.

Introduction to the theory and design of digital logic circuits. Includes number systems, coding of information, Boolean algebra, combinational logic circuit design, sequential circuit design, and register transfer system design.

ENG 275 Computer Programming for Engineering Applications /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ENG 102.

Programming in C with emphasis on numerical applications in engineering. Includes fundamentals of C language, analysis of errors inherent in floating point representations and calculations, structured program design, and applications to solving engineering problems.

ENG 280 Introduction to Circuits and Electronics I /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): ENG 102 and concurrent enrollment in MTH 215.

Basic principles of electronics circuits and components. Includes analysis of resistive networks, nodal and mesh analysis, power, resistive two-ports, nonlinear two-ports, diode networks and bipolar and field-effect transistors in elementary configurations.

ENG 281 Introduction to Circuits and Electronics II /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): ENG 280 and concurrent enrollment in MTH 219.

Continuation of ENG 280. System functions, transient response, Laplace transforms, impedance concepts, network stability, sinusoidal steady-state, pole-zero concepts, power, op amp circuits, transistor amplifiers, power supplies and silicon controlled rectifier circuits.

ENGLISH AS A SECOND LANGUAGE

The ESL curriculum is designed for bilingual and foreign students to help them develop proficiency in oral and written English by practicing basic skills in listening to, speaking, reading and writing American English. Students will be placed in the program according to assessment test results and teacher evaluation.

ESL 040 English for Beginners /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Beginning level English for students with no previous knowledge of English. Includes survival skills in day-to-day situations, basic language skills, listening, reading, and writing.

ESL 061 Elementary Listening, Speaking and Pronunciation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Placement by ESL assessment test.

Basic skills in standard pronunciation of American English for beginning level students. Includes listening and speaking practice.

ESL 062 Elementary Grammatical Patterns I /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): Placement by ESL assessment test.

Basic listening, speaking, reading and writing skills in frequently used patterns of American English. Includes reading, writing and laboratory exercises to reinforce these patterns.

ESL 063 Elementary Grammatical Patterns II /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): Placement by ESL assessment test.

Continuation of ESL 062. Includes additional reading, writing and laboratory exercises.

ESL 064 Elementary Reading /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): Placement by ESL assessment test.

Basic reading skills for beginning ESL students. Includes vocabulary building, comprehension, analysis of the main idea and supporting details, and interpretation of different types of reading.

ESL 071 Intermediate Listening, Speaking and Pronunciation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ESL 061 or 063 or placement by ESL assessment test.

Listening and pronunciation skills to help in the acquisition of conversational ease. Includes speaking practice. May be taken two times for a maximum of six credit hours.

ESL 072 Intermediate Grammatical Patterns /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ESL 063 or placement by ESL assessment test.

Listening and speaking skills in the frequently used patterns of American English. Includes reading and writing to reinforce these patterns.

ESL 073 Intermediate Reading /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ESL 064 or placement by ESL assessment test.

Reading skills for intermediate ESL students. Includes vocabulary building, comprehension, analysis of the main idea and supporting details, and interpretation of different types of reading including selected modified readings from American and English literary classics.

ESL 074 Intermediate Writing /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ESL 063 or placement by ESL assessment test.

Writing skills for intermediate ESL students. Includes basic word order, usage, basic verb tenses, sentence patterns, paragraph development and punctuation.

ESL 081 Advanced Listening, Speaking and Pronunciation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ESL 071 or 072 or placement by ESL assessment test.

Listening and pronunciation skills to develop fluency in American English. Includes the use of oral reading, conversational practice and exercises.

ESL 082 Advanced Grammatical Patterns /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ESL 072 or placement by ESL assessment test. Listening and speaking skills in the frequently used patterns of American English. Includes reading and writing to reinforce these patterns.

ESL 083 Advanced Reading /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ESL 073 or placement by ESL assessment test. Reading skill for advanced ESL students. Includes speed and comprehension in reading through conscious analysis of paragraph structure and recognizing the progressive development of ideas.

ESL 084 Advanced Writing /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ESL 074 or placement by ESL assessment test. Writing skills for advanced ESL students. Includes grammar, sentence patterns, paragraph development and organization.

ESL 090 English with Ease /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ESL 072, 074 or satisfactory placement on ESL assessment test. Advanced conversational English. Includes vocabulary development, cultural contexts, listening and reading comprehension, fluency practice, and retention and production of idioms and set expressions in a variety of situations.

ESL 098 Topics in ESL: /1-3 cr. hrs./1-3 periods (1-3 lec.)

Prerequisite(s): Consent of instructor. Selected topics in ESL which reflect current issues, trends, and technologies.

ENVIRONMENTAL TECHNOLOGY**ENV 095 Basic Applied Environmental Technology /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None. Basic skills in Mathematics, chemistry, and biology for students entering the environmental technology programs.

ENV 100 Introduction to Environmental Technology /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): College reading requirement or concurrent enrollment in REA 100, and concurrent enrollment in WRT 100 and MTH 060. Overview and interrelationships of environmental resources. Includes environmental regulations, basic sciences, biological resources, water resources, air resources, toxic and hazardous materials, solids waste, geologic and soils resources. Technologies for resource management and protection are emphasized.

ENV 102 Hydraulics /3 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): ENV 100, MTH 070. Fundamentals of hydraulics as applied to water and wastewater management. Includes basic hydraulic concepts, pressure, fundamentals of pipe and open channel flow, friction loss, compound pipe system, flow measurement, pumps and pump types and characteristics.

ENV 104 Basic Operational Laboratory Skills /1 cr. hr./1.5 periods (.5 lec., 1 lab)

Prerequisite(s): None. Basic training in laboratory skills for water/wastewater plant operators and lab personnel. Designed to prepare the technician for safe and effective use of laboratory equipment and instruments as they relate to water/wastewater analysis. May be taken two times for a maximum of two credit hours.

ENV 105 Humanity and the Environment /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None. Technical, sociocultural, and political information on environmental science and technology for non-ENV majors. Includes ecosystems, population impacts, hydrological systems, air pollution, and environmental toxins. Also includes current topics such as the green house effect, acid rain, drinking water contamination, toxic waste spills, governmental regulation and enforcement, and future environmental trends. (Same as ANT 105.)

ENV 106 Chemistry of Water/Wastewater Treatment /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ENV 100 and concurrent enrollment in MTH 070. Basic concepts of inorganic and organic chemistry as applied to water and wastewater treatment. Includes classification and structure of matter, fundamental chemical principles and relationships, fundamental water quality analyses, identification of chemical reactions and their applications to the water treatment industry, and basic process control analyses. Laboratory principles and safety are emphasized.

ENV 108 Electrical and Mechanical Maintenance /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ENV 100 or concurrent enrollment, MTH 070 or concurrent enrollment. Water and wastewater equipment maintenance. Includes maintenance program development and recordkeeping, electricity and electrical equipment maintenance, mechanical maintenance as applied to prime movers, pumps and pumping stations, couplings, compressors, valves, chemical feeders and flow meters.

ENV 120 Introduction to Wastewater Treatment /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ENV 100 or concurrent enrollment, MTH 070 or concurrent enrollment.

Overview of wastewater treatment processes. Includes applicable regulations, wastewater characteristics, pretreatment, primary treatment, secondary treatment, tertiary treatment, and solids treatment and handling. Emphasis is placed on wastewater treatment systems, liquid/solid waste streams, and basic laboratory and mathematical process control.

ENV 122 Municipal Collection Systems /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ENV 100 and concurrent enrollment in MTH 070.

Operation and maintenance of collection systems. Includes municipal collection system management, components and design, principles of construction, inspections and testing, cleaning and maintenance, underground repair, lift stations, rehabilitation, application of mathematics, and safety programs.

ENV 140 Introduction to Water Treatment /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ENV 100 or concurrent enrollment, MTH 070 or concurrent enrollment.

Conventional processes involved in ground and surface water treatment. Includes raw water collection, pretreatment, coagulation/flocculation, sedimentation, filtration, disinfection and the relationships between water quality and public health.

ENV 142 Water Distribution Systems /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ENV 100, and concurrent enrollment in MTH 070.

Operation and maintenance of distribution systems. Includes water distribution system management, operation and maintenance, water quality considerations, disinfection, pipe installation, tapping, valves, fire hydrants, services and meters, cross-connection control, pumps and prime movers, storage facilities, instrumentation and control, map drawing and records, public relations, application of mathematics, and safety programs.

ENV 150 Introduction to Hazardous Materials /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ENV 100 or concurrent enrollment, MTH 070 or concurrent enrollment.

Basic concepts of hazardous materials management. Includes historical perspectives, past incidents, relationships to the environment, federal, state and local regulations, terminology, toxicology, personal protective equipment, waste minimization, underground storage tanks and site and facility safety.

ENV 153 Chemistry of Hazardous Materials /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ENV 150, 151, and concurrent enrollment in WRT 101.

Chemical principles as applied to hazardous materials handling. Includes basic chemical principles, nomenclature, equations, reactivity and hazards (radioactivity, organics, corrosives, combustibles, oxidizers, flammables, cryogenic materials and explosives).

ENV 155 Site Investigation I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ENV 150, 151, and concurrent enrollment in WRT 101.

Hazardous materials site investigation and clean up. Includes planning and organization, training and medical programs, site characterization, sampling and monitoring, site control, container handling and emergency response.

ENV 157 DOT-Transportation of Hazardous Materials /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ENV 150, 151, and concurrent enrollment in WRT 101.

Overview of regulations for transporting hazardous materials and substances. Includes Title 49 code of Federal Regulations, definitions, requirements for transportation and classes of hazardous materials.

ENV 158 Explosives Handling /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): Valid Arizona driver license, medical certificate, and SED 101 or lift truck operator permit.

Movement and storage of explosive components. Includes regulations, definitions, protective equipment, tools, handling and movement, safety and responsibility.

ENV 159 OSHA: Hazard Communication /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ENV 150, 151, WRT 101.

Principles of researching, designing and writing hazard communication programs for industry. Includes hazard determination, MSDS file preparation, development of training programs for employees and writing of a hazard communication program.

ENV 200 Industrial/Workplace Safety /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ENV 120 or 140 or 150, and concurrent enrollment in WRT 101.

Foundations, principles, regulations, and technologies of industrial safety. Includes job safety analysis, personal protective equipment, noise exposure, mechanical and electrical safety, trenching and shoring, respiratory protection, confined space, personal safety, back safety, heat stress, lab safety and traffic safety.

ENVIRONMENTAL TECHNOLOGY

ENV 202 Environmental Sampling and Monitoring /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): Advanced Certificate in Water, Wastewater or Hazardous Materials.

Principles of qualitative and quantitative sampling and monitoring. Includes water, wastewater, air and solid materials (soils, geology, solids and hazardous waste). Also includes flow measuring devices, sampling equipment, use of tables, calculations, chain of custody, and sample handling.

ENV 204 Advanced Laboratory Skills Seminar /1 cr. hr./1.5 periods (.5 lec., 1 lab)

Prerequisite(s): Basic knowledge of laboratory operations.

Designed to enhance operators' knowledge of laboratory operations, equipment and instruments as they relate to water/wastewater analysis. Includes advanced laboratory skills training for water/wastewater plant operators and lab personnel. May be taken two times for a maximum of two credit hours.

ENV 205 Environmental Law for Non-Lawyers /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of regulatory statutes which impact the field of environmental technology. Includes the evolution of key environmental legislation, the regulatory statutes and key precedencies that form the foundation of environmental law. The legislation includes NEPA, RCRA, CERCLA, TSCA, FIFRA, Clean Air Act, Clean Water Act.

ENV 206 Air Monitoring and Sampling /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ENV 100.

Principles of sampling, monitoring, and testing air samples. Includes identification of air contaminants, methods of monitoring and sampling each type of contaminant, instruments used in monitoring and sampling, and means of calculating exposure levels. Also includes an introduction to government regulations concerning air quality and industrial air pollution control devices.

ENV 208 Environmental Laboratory Analysis /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): Advanced Certificate in Water, Wastewater or Hazardous Materials.

Principles of environmental analysis and laboratory training. Includes chemical and biological laboratory analyses techniques, sample preparation, equipment use and maintenance, recordkeeping and report preparation, and laboratory management. Emphasis is placed on equipment and analyses commonly employed in environmental laboratory.

ENV 210 Environmental Technology Special Topics: /1-3 cr. hrs./ 1-3 periods (1-3 lec.)

Prerequisite(s): Advanced Certificate in Water, Wastewater or Hazardous Materials.

Variable content designed to respond to advances in the field of environmental technology, relationships between environmental technology and other related disciplines, specific student interests and needs and faculty expertise in special topics.

ENV 220 Biological Wastewater Treatment /3 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): ENV 106, 120 and concurrent enrollment in MTH 130.

Principles of biological treatment. Includes trickling filters, biological towers, rotating biological contactors, conventional and modified activated sludge systems, land treatment, solids treatment, and biological nutrient removal. Emphasis is placed on utilizing visual, laboratory, and mathematical techniques for process control and troubleshooting.

ENV 222 Physical-Chemical Treatment of Wastewater /3 cr. hrs./ 5 periods (3 lec., 2 lab)

Prerequisite(s): ENV 106, 120 and concurrent enrollment in MTH 130.

Physical/chemical methodologies to treat municipal and industrial wastewater. Includes use of chemicals, microscreens, and filters to remove solids from wastewaters, flotation processes, neutralization, coagulation and precipitation, activated carbon adsorption and process control utilizing laboratory techniques.

ENV 240 Advanced Water Treatment /3 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): ENV 106, 140 and concurrent enrollment in MTH 130.

Processes of ground and surface water treatment. Includes softening, manganese and iron removal, trihalomethane control, alternative disinfection, carbon treatment, air stripping, ion exchange, the principles of toxicology and process control utilizing laboratory techniques and results.

ENV 242 Cross-Connection Control /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ENV 102, 142.

Protection of potable water systems back flow. Includes theory of cross-connection control, regulations, plumbing codes, inspector and tester responsibilities, and repair and testing of backflow assemblies. Emphasis is placed on assembly testing, troubleshooting and repair. Helps prepare students for American Water Works and ASETT general tester examination.

ENV 250 Toxicology and Industrial Hygiene /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ENV 100.

Introduction to the basics of toxicology, toxic substances, how exposure can occur, what levels of exposure are harmful, and how to control workplace toxic hazards. Includes governmental regulations and standards for toxic substances. Also includes safe industrial practices for handling toxic chemicals and general industrial hygiene.

ENV 251 OSHA: Hazardous Materials - Health and Safety /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): ENV 100 or concurrent enrollment, MTH 070 or concurrent enrollment.

Protection of personnel in contact with hazardous materials. Includes basic toxicology, personal protection and safety, hazard identification systems, recognition and identification of hazardous materials, hazard classes and their properties, site emergencies, spill control and clean up. Meets OSHA requirements for business, industry, and government hazardous materials handlers.

ENV 258 Advanced Laboratory Analysis /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): ENV 208.

Principles of advanced environmental analysis. Includes EPA methodology, quality assurance/quality control, record-keeping, instrument maintenance, and sample preparation. Also includes emphasis on hands-on experience with methods and instrumentation commonly employed in environmental and other chemical laboratories.

ENV 299 Co-op Related Class in ENV /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Consent of instructor.

See Cooperative Education section for description.

ENV 299 Co-op Work in ENV /1-8 cr. hrs./5-40 periods (5-40 lab)

Prerequisite(s): Consent of instructor.

See Cooperative Education section for description.

EQUINE SCIENCE**EQS 101 Equine Anatomy and Physiology /3 cr. hrs./5 periods (2 lec., 3 lab)**

Prerequisite(s): None.

Basic instruction in the structure and function of the horse. Includes an introduction to the scientific method as it relates to the horse, anatomy and physiology of the equine species, and basics of conformation analysis. Prepares student for further science and equitation studies in equine science.

EQS 102 Equine Judging /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Introduction to the proper selection and judging of horse conformation and performance. Includes concepts of anatomy, condition, and way of going. Standards of equine judging will be emphasized. May be taken four times for a maximum of twelve credit hours.

EQS 120 Beginning Horsemanship /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Introduction to horsemanship. Includes horse handling, tack and equipment, introduction to riding and training, and training techniques.

EQS 130 Introduction to Farrier Science /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Basics of horseshoeing. Includes anatomy and physiology of the equine leg and foot, trimming, leveling and balancing of the hoof, shaping of shoes, and attaching shoes with the emphasis on soundness and performance.

EQS 200 Equine Animal Science I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic instruction in equine animal science. Includes equine conformation disorders, basic equine nutrition and disorders of nutrition, parasitology, infectious diseases, and injury induced lameness.

EQS 201 Equine Animal Science II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Advanced topics in equine animal science. Includes the anatomy and physiology of the equine nervous, endocrine and reproductive system, reproductive physiology of the mare and the stallion, breeding management practices, foaling and the neonatal period, foal management, advanced techniques in equine reproduction, business management for the mare owner and the stallion service manager.

EQS 210 Equine Business Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Practical management procedures of an equine facility. Includes setting up an equine business, facility requirements and maintenance, breeding versus training program requirements, and marketing.

EXPLORATORY**EXP 051 Social Science Survey /4 cr. hrs./4 periods (4 lec.)**

Prerequisite(s): None.

Units from the social or behavioral sciences selected by the student.

FASHION DESIGN AND CLOTHING

FDC 111 Clothing Construction (Beginning) 1/3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Fundamental principles of clothing construction. Includes selection of fabric and style and all techniques required for construction of clothing for men, women and/or children using commercial patterns. Proficiency test may be taken for level placement.

FDC 112 Alteration and Designing 1/3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Methods of altering commercial patterns and principles of fitting garments. Includes production of personal patterns for basic dress, shirt and pants.

FDC 121 Applied Dress Design 1/3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Flat pattern method of pattern making with emphasis on engineering.

FDC 122 History of Fashion 1/3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

History of clothing and personal decoration as a reflection of society and culture. Includes social, aesthetic, economic and philosophical expressions from 3000 B.C. to the 20th century. Also includes individual and group expression through the following as related to historical events and trends: fabric and decoration, silhouettes, garments, accessories, hairstyles and cosmetics.

FDC 126 Textiles 1/3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Technology of textile fibers, yarns, fabric construction and special finishes. Includes design projects applicable to interior design, fashion design and merchandising. Also includes selection, economics and care of fabrics.

FDC 131 Clothing Selection 1/3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Consumer analysis of clothing design, construction and cost based on social, aesthetic and individual needs. Includes selection of color and line. Designed for personal use or for those in the fields of fashion design, clothing consultation or merchandising.

FDC 132 Psychology of Dress 1/3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Human behavior in relationship to clothing and body image. Includes satisfaction of basic human needs, effect on individuals and groups, reflection of self-perception, evaluation of clothing trends and changing society and culture. Students pursue a research project.

FDC 141 Fashion Design I 1/3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Theory and practice of fashion design. Includes profile of the designer at work, basic fashion design sketching and the application of fine art principles to fashion design.

FDC 142 Alteration and Repair 1/3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Techniques for lengthening the life and increasing the usefulness of garments. Includes methods of altering, fitting, repairing, restyling, reconditioning and restoring clothes.

FDC 199 Co-op Related Class in FDC 1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

FDC 199 Co-op Work in FDC 1-3 cr. hrs./5-15 periods (5-15 lab)

See Cooperative Education section for description.

FDC 211 Clothing Construction (Advanced) II 1/3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): FDC 111 or satisfactory score on proficiency test.

Advanced clothing construction techniques. Includes selection of fabrics and patterns. Commercial patterns are used.

FDC 212 Clothing Construction (Tailoring) III 1/3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): FDC 211 or consent of instructor.

Custom and semi-commercial tailoring techniques. Includes experiments with recent developments in construction methods. Emphasis on use of natural fibers.

FDC 241 Fashion Design II 1/3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): FDC 111 and 141 or consent of instructor.

Application of fashion design principles. Students design and construct original garments by draping fabric on the dress form.

FINANCE

FIN 102 Principles of Bank Operations 1/3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Fundamentals of bank functions providing a comprehensive introduction to the diversified services offered by the banking industry. Includes bank accounting, pricing and profitability and personnel and security functions. Designed to help the beginning banker view his profession in a broad perspective.

FIN 106. Teller Operations /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Development of skills needed by tellers to provide accurate, efficient and effective service. Includes handling of cash and checks, savings accounts and account insurance.

FIN 108 Principles of Savings Institutions /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Role of savings institutions in the modern business world. Includes the historical development of savings institutions and their present-day dynamics and trends in business.

FIN 109 The Human Side of Savings Institutions /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Interpersonal relations as applied to the financial services professional. Includes customer and peer relations and techniques for applying human relations concepts on the job.

FIN 110 Communicating in a Savings Institution /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Interpersonal communication skills in a financial institution setting. Includes practical techniques for listening more effectively, persuading others, solving problems and managing conflicts with customers and co-workers.

FIN 111 Personal Investment Portfolios /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of various investment vehicles and portfolios. Includes strategies for achieving investment goals in view of risk and return relationships. Also includes common stocks, bonds, investment companies, types of speculative investments and a review of various portfolios with different investment objectives.

FIN 112 Economic Topics For Savings Institutions /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Relationship of economic behavior to savings institutions. Includes current economic issues, government's role in the economy, fiscal and monetary policies, and the current exchange system.

FIN 113 Deposit Accounts and Services /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Deposit accounts and services in a deregulated market. Includes the savings counselor's role in opening regular savings accounts, certificate accounts and access accounts.

FIN 114 Individual Retirement Accounts/Keogh Plans /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Eligibility requirements and contribution limits set by congressional acts for individual retirement accounts and Keogh plans. Includes retirement counseling, opening accounts and handling problem situations. Also includes record keeping and reporting requirements.

FIN 115 Savings Bank Data Processing /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Data processing principles as they apply to savings institutions. Includes computer systems, terminology, concepts and applications, and technological trends.

FIN 121 Introduction to Personal Financial Planning /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The financial planning process. Includes regulations affecting financial planners, developing personal financial statements and analyzing the client's financial position. Also includes understanding the economic cycles and concepts of time value of money. Helps the student prepare for the first IBCFP certification examination.

FIN 123 Personal Investment Strategies /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Investment techniques and analysis. Includes markets, taxation, risk analysis, and appropriate use. Also includes the interpretation of prospectus and corporate financial statements.

FIN 124 Tax Management and Planning /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Individual income, business, and tax sheltered investment techniques. Includes individual income and business taxation, case analysis, tax advantage investments, and planning.

FIN 131 Principles of Credit Unions /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Information and training to prepare persons as credit union executives. Includes credit union operations, preparing and conducting annual meetings and presenting the credit union concept at a public meeting.

FIN 136 Investments and Family Financial Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Overview of investment and family financial management concepts and practices. Includes yields, limited income securities, growth factors analysis of financial statements, family budgeting, property insurance, mutual funds, variable annuities and aspects of other investment media.

FIN 139 Credit Union Accounting /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Accounting systems used by credit unions for internal control, record keeping and report generation. Includes terms and procedures unique to credit unions.

FIN 140 Political Action Topics for Savings Banks /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Political and governmental effects on financial institutions. Includes analysis of political events and policies, political participation, the electoral process, lobbying and the media.

FIN 141 Savings Bank Supervisor I /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Skills and techniques for the new financial supervisor. Includes decision making, delegation, employee assessment, effective communications, time management and counseling.

FIN 142 Speaking for Financial Professionals /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Principles of public speaking designed to increase the confidence and effectiveness of a financial professional in both formal and informal situations. Includes practice in preparing and delivering presentations and in evaluating the presentations of others.

FIN 143 Savings Institution Operations /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Major operating areas of savings institutions. Includes deposit services, lending functions and accounting operations. Also includes marketing and other departments.

FIN 144 Funds Transfer Services /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): FIN 143.

Retail electronic services and electronic funds transfer. Includes automatic teller machines, bank credit cards, point of sale services, check truncation, automated clearing houses and home banking.

FIN 146 Techniques for Customer Counseling /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Customer needs, financial services and the relationship to both the financial institution and the customer. Includes many aspects of customer contact, drawing on sociology, psychology, economics and other disciplines. Also includes practical, job-related techniques and guidelines for meeting special challenges.

FIN 147 Effective Business Writing /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Writing effectively in the financial services business. Includes the use of writing resources, techniques used to write effective business letters and reports, writing persuasive messages and how modern technology is used for business communications.

FIN 150 Marketing for Financial Institutions /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Fundamentals of marketing as they apply to the problems and opportunities of the financial services business. Includes how to conduct market research, plan marketing strategies, monitor change and use personal selling techniques that work.

FIN 155 Accounting Practices for Savings Institutions /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): FIN 148.

Basic accounting practices as applied to savings institutions. Includes differences between four financial statements, depreciation, FASB rules, statement of cash flow, borrowed funds, investments and auditing.

FIN 157 Practical Business Math Procedures /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Review of basic arithmetic operations and their applications. Includes checking account procedures, calculating payroll and interest, estimating depreciation, calculating the price on stocks and bonds and explaining the present value concept.

FIN 158 Commercial Banking /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Commercial bank operations. Includes major banking functions, federal and state laws, organization, structure and management of commercial banks in today's deregulated financial environment.

FIN 161 Commercial Lending Basics /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Introduction to commercial lending. Includes terms, concepts and techniques in the commercial lending area.

FIN 162 Financial Institutions /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Financial services described in the context of the nation's financial system. Includes financial markets, how financial intermediaries channel funds through the economy, impact of interest rates on the economy and the role of the Federal Reserve System in determining monetary policy.

FIN 163 Mortgage Loan Servicing /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Procedures used in the operation of the loan servicing function. Includes organization; exceptions, recurring charges, accounting for escrow accounts, assessing, billing and paying real estate tax, insurance coverage, contract changes, delinquency on the lender and purposes, terms and characteristics of FHA and VA loans.

FIN 165 Real Estate Law II /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): FIN 151.

Real estate finance and forms of mortgages on lenders and borrowers. Includes fraud and deceit, fair housing laws, contract law, mortgage law, real estate purchase contracts, land installment contracts, default and foreclosure and the obligations and remedies of the landlord and the tenant.

FIN 166 Real Estate Principles I /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Real estate administration. Includes physical and legal characteristics of real estate resources, valuation principles, financing institutions and agencies and mortgage lending.

FIN 167 Real Estate Principles II /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): FIN 166.

Continuation of FIN 166. Includes the effective utilization and management of real estate resources. Also includes subdivision and land development, marketing, property management, income approach to valuation and the analysis of land uses.

FIN 199 Co-op Related Class in FIN /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

FIN 199 Co-op Work in FIN /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

FIN 205 Real Estate Finance /3 cr. hrs./3 periods (3 lec.)

Same as RLS 205.

FIN 208 Installment Credit /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Techniques of installment lending. Includes credit, obtaining and checking information, servicing the loan, collecting amounts due, inventory financing, special loan programs, business development, advertising and the public relations aspect of installment lending.

FIN 213 Business Finance /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ACC 102.

Basic methods of securing and managing fixed and working capital funds for individual business units. Emphasis on special problems encountered by minority enterprises in obtaining funds.

FIN 217 Analyzing Financial Statements /2-3 cr. hrs./2-3 periods (2-3 lec.)

Prerequisite(s): None.

Characteristics of financial statements and their analysis. Includes review of basic accounting principles for those who have studied accounting. For those who have not, minimum accounting background needed for financial statement analysis is provided.

FIN 226 Savings Bank Supervisor II /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): FIN 141.

Continuation of FIN 141. Responsibilities and techniques of supervision. Includes organizational options and hiring, orienting and appraising of employees.

FIN 227 Residential Appraising for Lenders /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): RLS 101.

Appraisal of residential property, emphasizing single-family units from a lender's perspective. Includes basic principles of appraising, specialized vocabulary, neighborhood and site analysis, and the three approaches to value.

FIN 228 Residential Mortgage Lending /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): FIN 108.

Procedures involved in originating, processing and servicing residential mortgage loans. Includes different types of residential mortgage loans that federally chartered institutions can make.

FIN 229 Statement Analysis for the Lender /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): ACC 100 or 101.

Analysis of financial statements submitted by business and self-employed borrowers. Includes financial statement construction and analytical techniques used in commercial lending.

FIN 230 Managing Deposit Accounts and Services /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): FIN 108.

Detailed coverage of deposit services. Includes the impact of federal regulation on managing deposit accounts and services.

FIN 231 Credit Union Operations /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): FIN 131.

Functions of teller transactions, loan granting, financial counseling and collections. Includes credit union advertising, budgeting, EFTs, ATMs and membership expansion.

FIN 238 Fundamentals of Estate Planning I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ACC 204.

Examination of the nature, valuation, disposition, administration and taxation of property. Includes the use of revocable and irrevocable trusts, testamentary trusts, life insurance, powers of appointment, wills, lifetime gifts and marital deductions. Prepares candidates for the American College National examination for estate planning and taxation.

FIN 239 Credit Union Financial Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): FIN 139 or ACC 101.

Principles of credit union financial management. Includes financial statement analysis, budgeting, liquidity management, financial planning, risk management, insurance, and investment procedures.

FIRE SCIENCE

FSC 149 Fire Operations I /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Specialized classroom and practical experience in the techniques of fire fighting. Includes the chemistry of fire, use of water and other agents, fire fighting equipment and its uses, fire fighting practices and safety.

FSC 150 Fire Operations II /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): FSC 149.

Specialized classroom and practical experience in the practices and techniques of fire fighting. Includes principles of community fire defense, methods of entry, rescue, tools, apparatus, equipment, salvage, hydraulics, and fire extinguishment. Completion of FSC 149 and 150 will help prepare the student for successful completion of State of Arizona Firefighter I practical evaluations.

FSC 151 Introduction to Fire Science /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Historical and scientific background on the fire protection field. Includes the development and future of the field in America; governmental, industrial and private fire protection organizations and agencies; and employment and promotional opportunities.

FSC 152 Fundamentals of Fire Prevention /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to the principles of fire prevention. Includes fire prevention surveys, "selling" the service to businessmen, helping the businessman to stay in business, public relations and the application of fire prevention codes.

FSC 153 Hazardous Materials I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic chemical concepts and their applications to the field of fire science. Includes classes and properties of hazardous materials; recognition and identification of materials; management of materials in transit, in use, and in storage; and management of hazardous materials incidents. Equivalent to State of Arizona's First Responder, 40-hour course.

FSC 154 Advanced Fire Prevention /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): FSC 152 and MTH 070 or consent of instructor.

Fire prevention in high risk and industrial occupancies. Includes overview of fire prevention, codes, occupancy classification, building construction, means of egress, fire safety, chemistry of fire, protection systems and appliances, hazardous materials, principles of electricity, inspection procedures and reports, arson, and publication education.

FSC 155 Fire Investigation: Arson III /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Advanced principles and techniques of fire investigation. Includes forensic lab services, incendiary devices and fuses, laws of arrest, search and seizure, scene photography and insurance fraud.

FSC 156 Fire Investigation: Arson IV /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Advanced techniques of arson investigation. Includes special topics on state of the art investigative techniques, including those involved in research, legal cases and arson scenes.

FSC 160 Wildland Firefighting /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Basic wildland firefighting. Includes locating and reporting the fire, incident operations and management, suppression equipment, fire behavior, size-up, methods of suppression, and safety.

FSC 161 Hazardous Materials II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): FSC 153.

Principles and techniques of dealing with flammable, explosive, reactive and toxic materials. Includes identification, classification, researching of such materials and handling them under both hazardous and safe conditions. Also includes information on the special problems they cause and where they are likely to be found, shipped and used.

FSC 162 Hydraulics and Fire Suppression /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 070. (PHY 101 recommended.)

Principles of hydraulics as applied to fire suppression. Includes physical laws affecting the movement of water through pipes, hydrants, pumpers, hoses, etc.; functions and limitations of mechanical equipment to over

come these restrictions; effect of friction loss; head and pressure; water system; fire flow requirements; and organization for fire suppression.

FSC 163 Fire Apparatus and Equipment /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): FSC 149.

Automotive apparatus (pumpers, aerial ladders, lift platforms, hose wagons, transports and utility vehicles), water towers, heavy auxiliary mechanical equipment and appliances, generators, compressors, rescue and forcible entry tools and cutting torches.

FSC 164 Fire Protection Systems /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): FSC 162.

Principles of fire protection systems. Includes portable and fixed fire extinguishing equipment, automatic sprinkler and deluge systems, rate of temperature rise and smoke detecting devices and alarm systems.

FSC 165 Building Construction for Fire Protection /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles of building design as related to fire protection. Includes fire travel, relation of fire load to propagation of flame, non-conforming structures and application of building codes.

FSC 166 Fire Suppression, Strategy and Tactics 3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): FSC 149.

Principles of planning fire suppression attacks. Includes planning an attack to fit the problem and revising the plan of attack to meet changing situations.

FSC 167 Rescue Practices and First Aid /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Application of rescue practices and first aid techniques to emergency situations.

FSC 168 Special Hazard Tactical Problems /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Tactical problems and specific hazards not normally encountered. Designed for experienced fire fighters. Includes hazard characteristics and hazardous materials under fire conditions.

FSC 175 Introduction to Fire Investigation: Origin and Recognition of Arson /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic principles of arson investigation. Includes an introduction to fire investigation, laws, fire causes, determining point of origin, evidence, fire setters, case investigation and preparation, and courtroom demeanor and testimony.

FSC 185 Advanced Fire Investigation: Arson /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

An advanced course designed for training in fire investigation for those private sector agencies, fire science and governmental agencies at state and local level, with or without police powers, who have direct responsibility for fire investigations.

FSC 190 Current Issues in Fire Science /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Selected topics in fire science which reflect current issues, trends, and technologies.

FITNESS AND RECREATION

FAR 105 Beginning Aerobics /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Aerobics for the beginning student. Includes a variety of exercises and dance routines to strengthen the cardiovascular system and tone muscles. Also, includes warm-ups and stretches for loosening muscles and joints and cool-down routines that stress relaxing and tapering off from the rigorous exercise program. This course is not intended for Fitness and Sports Science majors.

FAR 161 Beginning T'ai-chi Chuan /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): None.

Basic techniques of Yang style T'ai-chi Chuan, a form of martial arts. Includes an introduction to and principles of T'ai-chi; T'ai-chi for a healthier life style and self defense; and Yang Style Short Form. This course is not intended for Fitness and Sports Science majors.

FITNESS AND SPORT SCIENCES

GENERAL ACTIVITIES PROGRAM FOR ALL STUDENTS:

Individual & Dual Sports Courses

FSS 110 Beginning Golf /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to golf for the beginner. Includes grip, stance, swing, putting, and rules. May be taken four times for a maximum of four credit hours.

FSS 111 Intermediate Golf /1 cr. hr./2 periods (1 lec., 1 lab.)

Prerequisite(s): None.

Development of skills introduced in the beginning class. Includes grip, stance, swing, driving, chipping, rules, and etiquette. May be taken four times for a maximum of four credit hours.

FSS 112 Advanced Golf /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Advanced skills in golf and development of the mental aspects of the game. Includes techniques for playing hazards, difficult lies, and making special shots. May be taken four times for a maximum of four credit hours.

FSS 113 Beginning Racquetball /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to racquetball for the beginner and novice. Includes equipment, safety, game rules, techniques, and skill development. Also includes singles, cut-throat, and doubles play. May be taken four times for a maximum of four credit hours.

FSS 114 Intermediate Racquetball /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Intermediate level skill development and play. Includes a review of the beginning level skills. Also includes rules, etiquette, singles and doubles strategies, and tournament play. May be taken four times for a maximum of four credit hours.

FSS 115 Advanced Racquetball /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Techniques and skills for competitive game or tournament play. Includes strategies, shot selection and a review of all skills. May be taken four times for a maximum of four credit hours.

FSS 116 Beginning Tennis /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to the basic skills and rules of tennis. Includes forehand, backhand, serve, and volley. Also includes strategy, courtesy, selection of equipment, and general rules for playing singles and doubles. May be taken four times for a maximum of four credit hours.

FSS 117 Intermediate Tennis /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Refinement of tennis skills for the developing player. Includes running forehand drive, running backhand drive, service, volley, drop shot, overheads, strategies, and analysis of opponent's game. Also includes scoring, handling physical and mental stress, avoiding injury, and tournament play. May be taken four times for a maximum of four credit hours.

FSS 118 Advanced Tennis /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Progressive skill development for the advanced tennis player. Includes advanced strategies in singles and doubles play, poise in tournaments, analyzing your opponent, handling injury, and interpretation of rules. May be taken four times for a maximum of four credit hours.

FSS 119 Track and Field /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Fundamental techniques of track and field. Includes development of personal skills, rules, courtesies, safety, philosophy, and training. May be taken four times for a maximum of four credit hours.

FSS 122 Beginning Fencing /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to the skills basic to the sport of fencing. Includes rules, terminology, footwork, handwork, and a historical perspective. Also includes development of physical and mental agility. May be taken four times for a maximum of four credit hours.

FSS 123 Intermediate Fencing /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Fencing for students who have developed intermediate skills. Includes physical conditioning and strengthening program, the on-guard position, lunging, tactical action, and USFA rules. May be taken four times for a maximum of four credit hours.

FSS 124 Advanced Fencing /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Fencing for students who have developed intermediate skills. Includes physical conditioning and strengthening program, the on-guard position, lunging, tactical action, and USFA rules. May be taken four times for a maximum of four credit hours.

Team Sports Courses

FSS 125 Beginning Basketball /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to the fundamentals of basketball. Includes development of offensive and defensive skills, rules, team play, and strategy. May be taken four times for a maximum of four credit hours.

FSS 126 Intermediate Basketball /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Development of techniques for students with basic basketball skills. Includes footwork, jumping, rebounding, guarding, designed plays, and officiating techniques. May be taken four times for a maximum of four credit hours.

FSS 127 Advanced Basketball /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Advanced skills for basketball. Includes game-like conditions, special plays, and advanced game strategies. May be taken four times for a maximum of four credit hours.

FSS 128 Beginning Baseball /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to the fundamentals and basic skills of baseball. Includes infield, outfield, catching, pitching, offensive and defensive strategies. May be taken four times for a maximum of four credit hours.

FSS 129 Beginning Softball /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to slow and fast pitch softball. Includes defensive and offensive skills, strategies, pitching strategies, officiating, and rules. May be taken four times for a maximum of four credit hours.

FSS 130 Beginning Soccer /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to soccer for the beginner. Includes history of soccer, basic skills, strategies, terminology, and rules to be used in drill and game activities. May be taken four times for a maximum of four credit hours.

FSS 131 Beginning Volleyball /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to volleyball for the beginning player. Includes basic skills, rules, and team systems and strategies. May be taken four times for a maximum of four credit hours.

FSS 132 Intermediate Volleyball /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to volleyball for the player with previous volleyball experience. Includes refinement of basic skills, introduction of advanced skills, and team systems. May be taken four times for a maximum of four credit hours.

FSS 133 Advanced Volleyball /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Volleyball for the skilled and experienced player. Includes refining skills and introducing advanced techniques and team systems. May be taken four times for a maximum of four credit hours.

Combative Activities Courses**FSS 139 Beginning Tae Kwon Do /1 cr. hr./2 periods (1 lec., 1 lab)**

Prerequisite(s): None.

Introduction to the basics of Tae Kwon Do. Includes stretching techniques,

warm up exercises, self-defense techniques, and kicking techniques. Also includes skills sufficient to pass the yellow belt test. May be taken four times for a maximum of four credit hours.

FSS 140 Intermediate Tae Kwon Do /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): FSS 139 or consent of instructor.

Continuation of FSS 139. Includes combinations of punches, strikes, and kicks. Also includes skills necessary to pass the green belt test. May be taken four times for a maximum of four credit hours.

FSS 141 Advanced Tae Kwon Do /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): FSS 140 or consent of instructor.

Continuation of FSS 140. Includes advanced techniques and tournament type skill performance. May be taken four times for a maximum of four credit hours.

FSS 142 Defensive Tactics /2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): None.

The theory of rough and tumble fighting. Includes fundamentals and precaution, close-in defense and attack, control over the armed and unarmed opponent, chin maneuvers, prisoner handling and control, and physical fitness. May be taken four times for a maximum of eight credit hours.

FSS 143 Self Defense for Women /2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): None.

Introduction to the mental attitudes and physical skills needed to defend oneself against an attack. Includes recognizing potentially dangerous situations and how to avoid them. May be taken four times for a maximum of eight credit hours.

FSS 145 Beginning Karate /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to Okinawan Karate. Includes history and philosophy, basic techniques, performance categories, and self-defense strategies. May be taken four times for a maximum of four credit hours.

FSS 146 Intermediate Karate /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): FSS 145.

Continuation of FSS 145. Includes intermediate level katas (combinations of movements). May be taken four times for a maximum of four credit hours.

Fitness Related Courses

FSS 150 Fitness Activities /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to fitness activities for the beginner. Includes the importance of exercise, proper nutrition, effect of attitudes on health, and the basics of the physiology of exercise. Also includes participation in stretching exercises, walking, jogging, dancing, and biking. May be taken four times for a maximum of four credit hours.

FSS 151 Sports Conditioning /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): Concurrent enrollment in an athletic team class.

Conditioning class for athletes. Athletes work with their respective coaches with exercises and drills designed for their particular sport. May be taken four times for a maximum of four credit hours.

FSS 152 Independent Activity /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): At least one physical education activity class or consent of instructor.

Independent fitness activities designed for students who are actively engaged in a fitness activity, but are unable to meet regularly scheduled physical education classes. May be taken four times for a maximum of four credit hours.

FSS 160 Ballroom/Latin Dance /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Basic techniques of ballroom and Latin dancing. Includes foxtrot, waltz, swing, rumba, cha-cha, and tango. Also includes dance movement variations.

FSS 179 Bench Aerobics /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

High intensity, low impact aerobics. Includes developing skill in stepping onto a platform while simultaneously performing upper body movements. For both intermediate and advanced students. May be taken four times for a maximum of four credit hours.

FSS 185 Beginning Weight Training and Cardiovascular Fitness / 1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Basic, balanced fitness training program designed for the beginner. Includes the development of a personalized weight training and cardiovascular routine designed for growth in muscle endurance, strength, and cardiovascular fitness. May be taken two times for a maximum of two credit hours.

FSS 186 Intermediate Weight Training and Cardiovascular Fitness / 2 cr. hrs./4 periods (4 lab)

Prerequisite(s): None.

Exploration into the range and magnitude of weight and cardiovascular

training. Includes rules for weight training, body position when exercising, order of exercises, overloading, and cardiovascular assessment. Also includes current trends and issues. May be taken six times for a maximum of twelve credit hours.

FSS 187 Advanced Weight Training and Cardiovascular Fitness / 2 cr. hrs./4 periods (4 lab)

Prerequisite(s): None.

Intensive weight training and cardiovascular activities for physically qualified individuals. Includes advanced training techniques and development of higher degree skill techniques. May be taken six times for a maximum of twelve credit hours.

Dance Courses

FSS 158 Beginning Country Western Dance /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to country western dance for the beginner. Includes basic steps, turns, techniques, and skill development. May be taken four times for a maximum of four credit hours.

FSS 159 Intermediate Country Western Dance /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Country western dance techniques for the confident dancer. Includes dance patterns, styles and performance transformation. May be taken four times for a maximum of four credit hours.

FSS 161 Advanced Country Western Dance /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Advanced country western dance techniques. Includes dance patterns, dance execution, and performance techniques. May be taken four times for a maximum of four credit hours.

FSS 162 Beginning Tap Dance /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Introduction to tap dancing. Includes basic foot movement, body movements, simple steps, and a complete routine. May be taken four times for a maximum of four credit hours.

FSS 163 Intermediate Tap Dance /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Tap Dance for students with basic skills. Includes time steps, coordination skills, footwork, and more complex combinations and routines. May be taken four times for a maximum of four credit hours.

FSS 164 Advanced Tap Dance /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Advanced techniques and skills in tap dance. Includes time steps, footwork, and combinations and routines. May be taken four times for a maximum of four credit hours.

FSS 166 Beginning Modern Dance 1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Same as DNC 166.

FSS 167 Intermediate Modern Dance 1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Same as DNC 167.

FSS 168 Advanced Modern Dance /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Same as DNC 168.

FSS 169 Dance Ensemble /2 cr. hrs./3 periods (1 lec., 2 lab)

May be taken four times for a maximum of eight credit hours.

Same as DNC 169.

FSS 170 Introduction to Bailes Folklóricos Mexicanos /2 cr. hrs./3 periods (1 lec., 2 lab)

May be taken four times for a maximum of eight credit hours.

FSS 171 Folkloric Mexican Dance I: Oaxaca /2 cr. hrs./3 periods (1 lec., 2 lab)

May be taken four times for a maximum of eight credit hours.

FSS 172 Bailes Folklóricos Mexicanos: Vera Cruz /2 cr.hrs./3 periods (1 lec., 2 lab)

May be taken two times for a maximum of four credit hours.

FSS 173 Folkloric Mexican Dance II: Michoacan /2 cr. hrs./3 periods (1 lec., 2 lab)

May be taken two times for a maximum of four credit hours.

Aerobic Dance Exercise Courses**FSS 176 Low Impact Aerobics /1 cr. hr./2 periods (1 lec., 1 lab)**

Prerequisite(s): None.

Introduction to cardiovascular and muscular exercises. Includes walking, jogging, stretching, calisthenics, and muscle toning. Also includes cool down and relaxation exercises. May be taken four times for a maximum of four credit hours.

FSS 177 Medium Intensity Aerobics /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Moderate cardiovascular and muscular conditioning. Includes increasing stamina and exercise levels, and the development of individual workout routines. May be taken four times for a maximum of four credit hours.

FSS 178 High Intensity Aerobics /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Intensive aerobics designed for muscular and cardiovascular efficiency. Includes the development of a complete exercise program. May be taken four times for a maximum of four credit hours.

Special Interest Courses**FSS 193 Plus-Sized Exercise /2 cr. hrs./3 periods (1 lec., 2 lab)**

Prerequisite(s): Twenty-five pounds or more overweight.

Comprehensive approach to weight control involving exercise, nutrition and diet counseling, behavior modification and a support group of people with similar goals. Each class will consist of exercise followed by lecture discussion. May be taken four times for a maximum of eight credit hours.

FSS 195 Athletic-Academic Success /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Development of the student athlete's skills and attitudes to successfully make the transition from high school to college. Includes an examination of the similarities and differences between high school and college athletics, athletic-academic success skills and lifetime health and fitness. May be taken three times for a maximum of nine credit hours.

FITNESS AND SPORT SCIENCES COURSES**FSS 199 Co-op Related Class in FSS /1 cr. hr./1 period (1 lec.)**

Prerequisite(s): Concurrent enrollment in 199 Co-op Work.

See Cooperative Education section for description.

FSS 199 Co-op Related Work in FSS /1-3 cr. hrs./5-15 periods (5-15 lab)

Prerequisite(s): Concurrent enrollment in 199 Co-op Related Class.

See Cooperative Education section for description.

FSS 236 Motivation and Human Relations In Motor Performance /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Elements of human behavior which enable the professional and technician to motivate and relate to the physically active participant. Includes an examination of professional behavior in the fitness work place.

FSS 238 Introduction to Sports Injury Management /2 cr. hrs./ 2 periods (2 lec.)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Introduction to principles and techniques of preventing, treating and rehabilitating sports related injuries. Includes recognition of sports injuries, therapeutic methods, mechanisms of sports injuries, nutrition, and taping and wrapping techniques.

FSS 239 Introduction to Leisure Education /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of job careers in the leisure service field. Includes sports and recreation specialty, health, teaching, and coaching in the commercial, private, and public sector.

FSS 241 Nutrition and Body Composition /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Examination of the relationship between nutrition and the human body. Includes optimal nutrition, energy expenditure, body composition assessment, regulating the body through exercise, and recent research findings.

FSS 242 Elementary School Physical Education /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic skills in and knowledge of materials and methods for teaching physical activities, games and sports. Includes relays and theoretical basis of the movement education approach to physical education.

FSS 276 Designed Exercise /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Evaluation and interpretation of basic physiological responses. Includes exercise, nutrition, weight control, and the application of each to create a total fitness profile.

FSS 277 Personal Trainer /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): BIO 156, FSS 218, 276.

Principles and methods of training. Includes screening and evaluation, individual program design, injury prevention, first aid, and legal issues. Also includes an overview of anatomy, exercise physiology, biomechanics, weight training, and cardio-respiratory fitness.

FSS 279 Motor Development /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Examination of developmental changes in motor patterns for children and adults. Includes methods used in evaluating motor skill performance and the selection of appropriate movement experiences.

FSS 286 Sports Officiating /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Familiarization with and application of the rules of various sports from the standpoint of an official. Includes current methods and materials to develop competency in executing official rules. Also includes actual experience through service in the college's intramural program and other agencies.

FSS 288 History and Philosophy of Sport and Physical Education / 3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Historical development and philosophical foundations of contemporary sports and related activities. Includes ancient societies, the Middle Ages, European perspectives, and a chronicle of American athletic tradition and thought.

FSS 290 Independent Studies in Fitness and Sport Sciences /3 cr. hrs./ 9 periods (9 lab)

Prerequisite(s): Consent of instructor.

Students independently continue their development in health, physical education and recreation with the help of a faculty member. May be taken two times for a maximum of six credit hours.

FSS 299 Co-op Related Class in FSS /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Concurrent enrollment in 299 Co-op Work.

See Cooperative Education section for description.

FSS 299 Co-op Related Work in FSS /1-3 cr. hrs./5-15 periods (5-15 lab)

Prerequisite(s): Concurrent enrollment in 299 Co-op Related Class.

See Cooperative Education section for description.

PROFESSIONAL ACTIVITIES COURSES/FOR STUDENTS PLANNING A TEACHING MAJOR OR MINOR IN FITNESS AND SPORT SCIENCES

FSS 208 Professional Activities: Aerobics. /1 cr. hr./3 periods (3 lab)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Aerobic skills and teaching methods for the Fitness and Sport Sciences major. Includes proper posture, exercise considerations, importance of music, learning theory, and evaluation methods.

FSS 213 Professional Activities: Basketball /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Basketball skills and teaching methods for the Fitness and Sport Sciences major. Includes offense, defense, special situations, and teaching techniques. Also includes participation in the sport.

FSS 218 Professional Activities: Weight Training /1 cr. hr./3 periods (3 lab)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Weight training skills and teaching methods for the Fitness and Sport Sciences major. Includes basic techniques and methods, development of muscle groups, learning theory, and evaluation methods.

FSS 223 Professional Activities: Racquetball /1 cr. hr./3 periods (3 lab)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Racquetball skills and teaching methods for the Fitness and Sport Sciences major. Includes basic techniques and methods, offensive and defensive play, serve strategy, learning theory, and evaluation methods.

FSS 224 Professional Activities: Self Defense /1 cr. hr./3 periods (3 lab)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Self defense for the Fitness and Sport Sciences major. Includes skill to recognize, avoid, and eliminate potentially dangerous situations, defending yourself, reporting attacks, and support agencies for victims of attack.

FSS 225 Professional Activities: Soccer /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Soccer for the Fitness and Sport Sciences major. Includes methods of teaching skills, playing strategies, classroom management, disciplinary policies, and coaching philosophies.

FSS 227 Professional Activities: Softball /1 cr. hr./3 periods (3 lab)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Softball skills and teaching methods for the Fitness and Sport Sciences major. Includes equipment used, offensive and defensive play, strategy, and rules of the game.

FSS 230 Professional Activities: Tennis /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Principles of teaching and coaching the sport of tennis. Includes skill development, rules, strategies, and the singles and doubles game.

FSS 231 Professional Activities: Track and Field /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Track and field skills and teaching methods for the Fitness and Sport Sciences major. Includes conditioning, field events, performance, and strategy.

FSS 232 Professional Activities: Volleyball /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): WRT 100 or 106 or concurrent enrollment or satisfactory score on the writing assessment test.

Principles of teaching and coaching the sport of volleyball. Includes skill development, skill progressions, instructional methods, basic rules, and strategies.

FOOD SCIENCE AND NUTRITION**FSN 055 International Cuisine /2 cr. hrs./3 periods (1 lec., 2 lab)**

Prerequisite(s): None.

Study of international foods with lectures and food preparation by students. Includes history of foods studied. May be taken two times for a maximum of four credit hours.

FSN 056 Authentic Mexican Cookery /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Methods of utilizing home and commercial cooking facilities and resources to prepare authentic Mexican dishes. Includes selection and substitution of ingredients, cooking procedures and eye appeal. Also includes an appreciation of cultural aspects of Mexican people through the art of cooking.

FSN 057 Vegetarian Dietary Cookery /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): None.

The study of food combinations from vegetable sources which supply adequate nutrition. Includes demonstrations in the planning and preparation of foods from plants which supply essential nutrients.

FSN 113 Food Study /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

The composition of various types of food. Includes methods of preparing foods to be flavorful, attractive and nutritious. Emphasis on selection and utilization of proper nutrients for maintenance of health in persons of all ages.

FSN 114 Nutrition /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of nutrients and their use by the body for growth and development. Includes maintenance of health through proper diet. (Same as SSE 154.)

FSN 124 Nutrition for the Young Child /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

In-depth study of the nutritional needs of children. Emphasis on the total basic nutrient requirements for optimal health and development.

FOUNDATIONS FOR PERSONAL CHANGE

FPC 100 Family Living and Relationships /5-2 cr. hrs./5-2 periods (.5-2 lec.)

Prerequisite(s): None.

Strategies in dealing with family living and relationships. Includes the human anatomy and their biological function, communications in relationships, sexual behavior patterns, sexually transmitted diseases and sex and the law.

FPC 102 Rebuilding Personal Relationships /5-2 cr. hrs./5-2 periods (.5-2 lec.)

Prerequisite(s): None.

Study and analysis of family relationships at time of offense and the present time, study of factors that cause disenfranchisement, goal setting and development of a personal, self-help plan. Also includes building on family relationship strengths and making and keeping commitments.

FPC 104 Intimate Relationships /1-2 cr. hrs./1-2 periods (1-2 lec.)

Prerequisite(s): None.

Techniques for building relationships with age-appropriate partners. Includes strategies for finding the "right" partner, prospect evaluation, getting acquainted, courtship and maintaining the relationship.

FPC 106 Values Clarification /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Techniques for understanding, developing and clarifying values that lead to survival in prison and the free world.

FPC 108 Techniques for Self-Motivation /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Study of basic psychological theories of behavior, personality and personal development. Includes specific techniques for self-motivation from Carnegie to Pareto.

FPC 130 Offense Cycle /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Events that lead to the commission of sexual offenses. Includes childhood experiences, rejection, depression, narcotics, deviant fantasies, cruising and grooming and relapse prevention techniques.

FPC 132 Study of Sexual Misconduct /3-1 cr. hr./3-1 period (.3-1 lec.)

Prerequisite(s): None.

Sexual offenses and offenders and the behaviors that lead to sexual misconduct.

FPC 134 Survey of Sexual Behavior Research /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Survey and research relevant to sex offenders, sexually abused victims, and families of offenders.

FPC 140 Orientation for Families of Offenders /5-1 cr. hr./5-1 period (.5-1 lec.)

Prerequisite(s): None.

Orientation for the families of offenders. Includes review of deviant behaviors and theories of cause, the typical offense cycle, treatment and education, importance of family support, community and agency support and relapse prevention.

FPC 142 Sexual Victimology /5-1 cr. hr./5-1 period (.5-1 lec.)

Prerequisite(s): None.

Analysis of the trauma of the victims of sex offenders. Includes the dynamics of the offender, victim and spouse of the offender, victim emotional response and treatment strategies. Also includes issues of spousal anger, guilt and revulsion.

FRENCH

FRE 050 Conversational French I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Designed for persons with no previous knowledge of French. Primary focus on listening to and speaking elementary French.

FRE 051 Conversational French II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): FRE 050.

Designed for persons able to ask and respond to simple questions relevant to self and to the environment.

FRE 110 Elementary French I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Designed to provide proficiency in basic communication (listening, speaking, reading and writing), emphasizing an examination of French cultural traditions.

FRE 111 Elementary French II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): FRE 110 or equivalent.

Designed to provide increased proficiency in listening, speaking, reading and writing. Continued study of French cultural traditions.

FRE 210 Intermediate French I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): FRE 111 or two years of high school French.

Intensive review of grammar in addition to reading selected authors and writing short compositions. Continued practice in speaking French.

FRE 211 Intermediate French II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): FRE 210.

Continuation of FRE 210. Emphasis on efficient and contemporary language usage.

GENERAL BUSINESS**GEB 084 Public Relations /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

All categories of public relations problems and practices. Includes corporate, business, association, government, education and other agencies; good media relations; writing news releases, news letters, speeches and memos; step-by-step operation of a public relations campaign; and the place of public relations in an efficient organization.

GEB 091 Fund Raising From Private Sources /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic concepts, principles and process of successful fund raising. Includes a capital fund-raising program, sources of funds, deferred giving program and preparation of the fund raising proposal.

GEB 099 The Stock Market /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic principles of investing in the stock market. Includes stocks, bonds, speculative investments, mutual funds and commodities.

GEB 110 Self Management for Personal Productivity /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Techniques for enhancing personal productivity. Includes concepts of time and time management, goal setting, self management system, dealing with time wasters, conducting effective meetings, principles of daily planning, desk organization, and delegation.

GEB 120 Elements of Agency Management I /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Skill development in the problem-solving process to assist trainees in organizing their casework. For beginning social workers with limited casework experience.

GEB 142 Improving Human Relations /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Techniques for improving interpersonal relationships in the work environment. Includes enhancing one's self-image and the self-image of co-workers, communications, Maslow's hierarchy of human needs, appreciation of others' differences, cultural and religious awareness and appreciation for individual differences.

GEB 150 Management Update Techniques I /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Techniques of reviewing and improving management and supervisory skills. For first line managers. Includes management coordination, effective decision making, the planning process, organization control, staffing, terminations and sources of authority.

GEB 151 Management Update Techniques II /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Techniques of reviewing and improving management and supervisory skills. For first line managers. Includes interviewing, communication, effective presentations, time management and career advancement.

GEB 152 Management Update Techniques III /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Techniques of reviewing and improving management and supervisory skills. For first line managers. Includes self-image, working with others, group processes, motivation, personality and leadership.

GEB 153 Management Update Techniques IV /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Techniques of reviewing and improving management and supervisory skills. For first line managers. Includes leadership techniques, management training, coping with change, executive ethics, dealing with complaints and criticism, motivation, selling yourself, the habit of success and the laws of success.

GEB 154 Management Update Techniques V /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Techniques of revising and improving management and supervisory skills. For first line managers. Includes brownout, burnout, mental habits, body language, life choices, executive mid-life crisis, love and work and maintaining balance.

GENERAL TECHNOLOGY

GTC 068 General Welding /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): None.

Techniques and practices of joining metals by electric arc welding as applied in the ironworking trade.

GTC 090 Landscaping for the Southwestern Home /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles and practices of home gardening. Includes design, elementary botany, environmental considerations and commonly used materials. Emphasis on landscaping in the Southwest.

GTC 110 Basic Electricity /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Introduction to electrical principles. Includes electrical safety, DC currents, AC wiring systems, and electrical troubleshooting.

GTC 198 Special Topics in Integrated Technologies: /5-4 cr. hrs./ .5-12 periods (0-4 lec., 0-12 lab)

Prerequisite(s): Consent of instructor.

Selected topics in science, mathematics, and technologies which reflect current issues, trends, and student needs.

GTC 219 Industrial Data Acquisition and Control Systems /6 cr. hrs./ 8 periods (4 lec., 4 lab)

Prerequisite(s): ETR 105, ETR 110 and concurrent enrollment in ETR 276.

Familiarization with modern, computer-based data acquisition and industrial control systems. Includes integration into systems of various electronic components (i.e., analog to digital convertors, signal conditioning circuits and microcomputers). Integration of these components, discussed in lectures, will be explored in laboratory exercises.

GEOGRAPHY

GEO 101 Physical Geography: Weather and Climate /4 cr. hrs./ 6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Introduction to the physical elements. Includes weather, climate, vegetation, and soils. Also includes their importance to humans, their interrelationships, resulting patterns, and effects.

GEO 102 Physical Geography: Land Forms and Oceans /4 cr. hrs./ 6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Introduction to the surface of the earth and the forces of nature that shape it. Includes the study of volcanoes, earthquakes, glaciers, rivers, oceans, and the interrelation of these forces with humans.

GEO 103 Cultural Geography /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Examination of the human world from a geographic perspective. Includes an exploration of global issues such as population, food supply, geopolitics, and urbanization. Also includes industrialization as seen in the special combination of cultural, physical, historical, economic, and organizational qualities imprinted on the landscapes of the world.

GEOLOGY

GLG 101 Introductory Geology I /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

An introduction to the physical aspects of the earth's crust; rocks and minerals, their relationship to one another; and the surface and subsurface processes that operate on and in the earth.

GLG 102 Introductory Geology II /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

This course traces the history of the earth and life on earth as indicated by the sequence of rock layers, the distribution of surface sediments, former geographic relationships, the fossil record and the nature of ancient environments. (GLG 101 is strongly recommended.)

GLG 110 Environmental Geology and Natural Hazards /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): GLG 101 or equivalent.

A survey of geologic processes that interact with human activities with emphasis on rivers and floods, landslides, earthquakes and volcanic action. Problems of water quality, resource availability and toxic and radioactive waste disposal will also be considered.

GLG 209 Mineralogy and Introduction to Petrology /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): GLG 101.

This course deals with the relationships between crystal chemistry, atomic structure and the properties of minerals and teaches students how to use these relationships to make identifications. The students will also learn fundamental principles for the more detailed study of igneous, sedimentary and metamorphic rocks.

GLG 221 Structural Geology /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): Trigonometry and GLG 101 or equivalent required. (GLG 102 is recommended.)

Study of structures from formation and deformation of rocks, of the forces which cause such deformations and the geographic features which result. Field mapping techniques will be introduced in the lab portion of the course.

GLG 240 Geology of Selected Regions: /2-3 cr. hrs./2-3 periods (2-3 lec.)

Prerequisite(s): GLG 101 (GLG 102 also recommended).

Geologic survey of specific region, reviewing the stratigraphy, structure, historical geology and most important geologic processes operating today, in a selected region of interest. May be taken four times for a maximum of twelve credit hours.

GLG 244 Geological Field Excursions /1-3 cr. hrs./5 periods (0-1 lec., 1-5 lab)

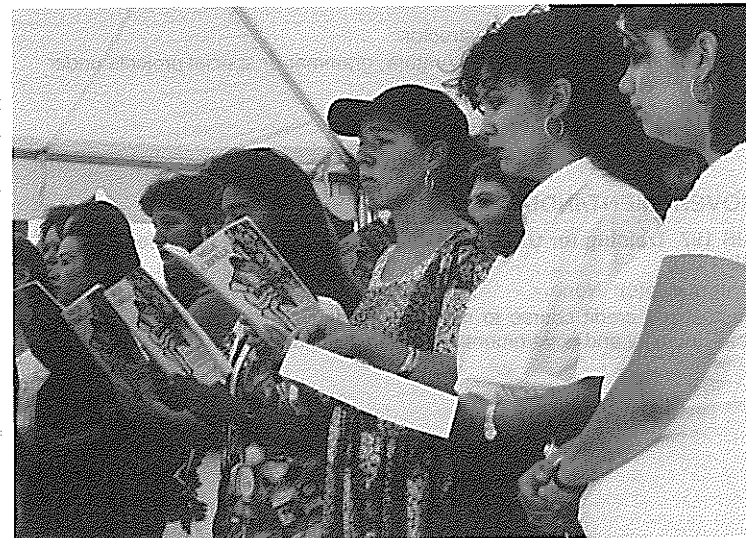
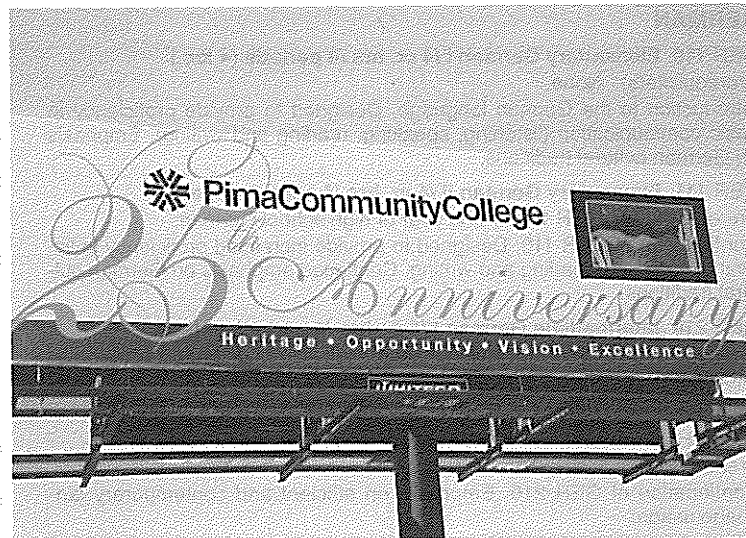
Prerequisite(s): Consent of instructor.

Field excursions to provide encounters with geologic features and processes. Overnight camping is usually involved, moderately strenuous overnight or day hikes may be undertaken. May be taken four times for a maximum of twelve credit hours.

GLG 280 Geology of Arizona /3 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): GLG 101 and GLG 102.

The stratigraphy, structure and geologic history of Arizona and adjacent areas. Lab will consist of multi-day field excursions. Emphasis will be on discovery of the stories behind today's often spectacular Arizona scenery.



GERMAN

GER 110 Elementary German I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Introduction to the German language. Designed to provide proficiency in basic communication (listening, speaking, reading and writing). Emphasis on German cultural traditions.

GER 111 Elementary German II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): GER 110 or one year of high school German.

Continuation of GER 110. Designed to provide increased proficiency in listening, speaking, reading and writing. Continued emphasis on German cultural traditions.

GER 210 Intermediate German I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): GER 111 or two years of high school German.

Intensive review of grammar, in addition to reading selected authors and writing short compositions. Emphasis on practice in speaking German.

GER 211 Intermediate German II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): GER 210.

Continuation of GER 210. Emphasis on efficient and contemporary language usage.

GER 240 Independent Study in German /1-4 cr. hrs./1-4 periods (1-4 lab)

Prerequisite(s): Consent of instructor.

Independent study in German literature, grammar or special projects under the supervision of an instructor.

GOVERNMENT/INDUSTRY/BUSINESS

GIB 197 Training for GIB: /1.25-4 cr. hrs./1.25-4 periods (.25-4 lec., .25-4 lab)

Prerequisite(s): None.

Customized credit course to meet the immediate training needs of business, industry and government within Pima County.

GRAPHIC TECHNOLOGY

GRA 101 Graphic Technology I /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): None.

Overview of the graphics communication industry and basic principles of graphic reproduction and their application. Includes setting type, paste-up, process camera work, stripping negatives, plate making and offset press operations.

GRA 102 Graphic Technology II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): GRA 101.

Continuation of GRA 101. Survey of technology in the graphic arts industry. Includes fundamentals of offset lithography, copy preparation, bindery operations, phototypographic techniques and composite paste-up for camera-ready copy.

GRA 103 Binding, Finishing and Estimating /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Cost determination in the printing and paper finishing processes. Includes printers system of measurement, paper estimating, cutter operations, binding, stitching, collating, padding, pricing paper, folding, and drilling.

GRA 104 Offset Photography: Stripping and Platemaking /3 cr. hrs. / 5 periods (2 lec., 3 lab)

Prerequisite(s): GRA 101 or consent of instructor.

Use of the process camera for offset photography. Includes the use of various light sensitive materials, darkroom chemistry, use of filters, stripping and platemaking techniques for offset duplicators.

GRA 105 Typesetting I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): GRA 101 and some keyboarding ability (speed not essential.)

Application of typesetting in the graphic arts industry. Includes photo and desktop typesetting techniques, paste-up, copy preparation, file management, typesetting functions, editing and tabular composition.

GRA 110 Computerized Photo-Copy Technology /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): GRA 101 and MTH 060 or assessment.

Principles and procedures of photo-copy operations. Includes photo-copier programming, finisher operations, optimizing productivity, troubleshooting and routine maintenance.

GRA 199 Co-op Related Class in GRA /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

GRA 199 Co-op Work in GRA /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

GRA 201 Color Theory and Practice /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): GRA 104.

Theory and practice of color process photography. Includes matching and mixing ink, selection of photographic filters and their darkroom application, working with difficult camera copy and production of uncorrected copy.

GRA 202 Offset Presswork /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): GRA 102.

Theory, operation and minor maintenance of small offset duplicators. Includes printing of line and halftone copy.

GRA 206 Typesetting II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): GRA 105.

Continuation of GRA 105. Advanced techniques in photo and desktop typesetting in the graphic arts industry. Includes multi-column layout and parameters, tabs, data input, unit measures, automatic kerning, layout at keyboard, non-counting mode, direct-entry keyboarding and foreground/background typesetting techniques.

GRA 221 Advanced Stripping and Platemaking for Color /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): GRA 201.

Techniques used in stripping and platemaking for color production. Includes the use of various types of impositions.

GRA 222 Advanced Offset Presswork /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): GRA 202.

Continuation of GRA 202. Includes printing of close register work, work and turn, work and tumble, multi-color jobs on 2-color press, color ink mixing, solving minor technical problems as they arise during the printing process and blanket and molleton cover replacement and care.

GRA 225 Offset Production /3 cr. hrs./9 periods (9 lab)

Prerequisite(s): GRA 103, 221, 222.

Production printing used in the graphic communications industry. Includes estimating, layout and typesetting, camera operations, stripping and platemaking, press operations, and binding and finishing techniques. May be taken two times for a maximum of six credit hours.

GRA 232 Offset Operations and Maintenance /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): GRA 202 or concurrent enrollment.

Principles and techniques of operating and maintaining large offset presses. Includes printing of close register work, halftones, multi-color; on 2-color press, color ink mixing and solving minor technical problems.

GRA 297 Graphic Technology Seminar: /25-4 cr. hrs./25-16 periods (.25-4 lec., .25-12 lab)

Prerequisite(s): Consent of instructor.

Graphic technology job-related training. Includes presentations and development of skills in a given area and topics of timely or limited interest.

GRA 299 Co-op Related Class in GRA /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

GRA 299 Co-op Work in GRA /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

HEALTH CARE**HCA 099 Independent Studies in Health Sciences /1-6 cr. hrs./3-18 periods (3-18 lab)**

Prerequisite(s): None.

Special health-related projects permitting students to do research and experimental work. Proposals for projects must be submitted to preceptor and results of projects are presented as agreed in individual written contract.

HCA 101 Here's To Your Health /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basics for developing a healthier lifestyle. Includes defining a healthy lifestyle, making knowledgeable decisions about health issues, improving lifestyle to enjoy optimal health and understanding the hazards that can jeopardize good health.

HCA 102 Drug Calculations /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Computation of medication dosage. Includes medical abbreviations related to medications, Roman numerals, physician's medication order and correct dosage calculation.

HCA 154 Introduction to Health Care /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of the health sciences field. Includes the health care delivery systems, health careers, health science fundamentals and how to relate to the patient as a person.

HCA 155 Introduction to Pharmacology /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to the action, dosage, side effects and adverse effects of drugs. Includes effects on the anatomy, physiology, pathogenic organisms and individual responses of the patient.

HCA 156 Psychotropic Medications /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Medication utilized in the treatment of psychiatric conditions. Includes drug actions, dosages, side effects, adverse reactions, interactions and responsibilities of the health care worker.

HEALTH CONTINUING EDUCATION**HCE 112 Drugs and Nursing Implications /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Practical knowledge of drug classifications, a review of physiology, and pathophysiology as bases for therapeutic use of drugs and implications of such use of drugs for nursing.

HCE 114 Beginning Physical Assessment Skills /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Current employment as an RN.

Basic interviewing and assessment skills as related to the head, chest, abdomen and integumentary, musculoskeletal and nervous systems. Does not cover critical care nursing.

HCE 120 Alternative Medicine in Today's Society /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

A look at alternatives to traditional medicine with an in-depth evaluation of the scientific validity of these methods and their impact on society.

HCE 214 Physical Assessment /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Skills development in interviewing, obtaining a health history, developing a problem-oriented medical record and conducting a systematic physical examination for health assessment. Emphasis on physical examination of the adult.

HEALTH EDUCATION**HED 136 Introduction to Health Science /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Students may select topics such as traumatic injuries, communicable diseases, nutrition, mental health, environmental health problems, or socio-medical problems including venereal diseases, drug use and abuse, alcoholism and abortion. The focus is on preventive health measures and public health services.

HED 137 Elementary School Health Education /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): HED 136 or consent of instructor.

Course assists the prospective teacher and health worker in developing learning activities, which focus on health information as it pertains to the elementary age student.

HED 140 First Aid and Cardiopulmonary Resuscitation /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Theory and practice in the following areas: Standard first aid and treatment of cardiopulmonary respiratory emergencies. (Same as HED 140A and B.)

HED 140A First Aid /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Standard first aid for the immediate care for victims of injuries or sudden illness. Includes further care if medical help is delayed or is not available and urgent care needed in life threatening situations, such as arrested breathing, heart attack, stroke, heavy bleeding, poisoning and shock.

HED 140B Cardiopulmonary Resuscitation (CPR) /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Emergency first aid for respiratory failure and cardiac arrest. Includes one and two rescuer techniques for conscious or unconscious adults and children. (Same as COA 140.)

HISTORY**HIS 076 Ghost Towns of the Southwest /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Survey of the social and cultural heritage of the Southwest through its past communities-mining, milling, smelting, lumbering, ranching, farming, rail-roading and military-between the years of 1854 and 1917.

HIS 084 Living History of the Western Frontier I /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

A living history approach to the cultural and social experience of the western frontier during its golden age (1820-1920), especially as found in the Southwest. Focuses on the daily life and times of Anglo, Mexican, Chinese, and Black ethnic groups, including such topics as prospecting, soldiering, stage coaching, food, ghost towns, Indian battlefields, cowboys, frontier women and saloons. Emphasis on firsthand participation, utilizing the senses of sight, sound, touch, taste and smell.

HIS 085 Living History of the Western Frontier II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Continuation of HIS 084. Includes such topics as mining, cavalry, campaigns, Apache wars, clothing, railroading, gunfighters, western trails, frontier tragedy sites, antique bottles and home remedies.

HIS 101-102 Introduction to Western Civilization I, II /3-3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): None.

Surveys the historic development of Western man, going through the pre-historic age, ancient Greece, Rome, early Middle Ages and Renaissance to the Twentieth Century.

HIS 105 Introduction to Chicano Studies I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The totality of Chicano life since 1848 and the struggle for self-determination.

HIS 113 Chinese Civilization /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introductory survey of the civilization of China from its origins to the present. Includes a focus on the historical development of the social, political, religious, military, and intellectual systems of China.

HIS 114 Japanese Civilization /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introductory survey of the civilization of Japan from its origins to the present. Includes a focus on the historical development of the social, political, economic, religious, military, and intellectual systems of Japan.

HIS 116 History of Islamic Civilizations: From the Emergence of Islam through the Classical Age /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of the history, religion, and culture of Muslim societies. Includes the emergence of Islam, classical age of the Caliphate, and Islam as a world civilization.

HIS 117 History of Islamic Civilizations: From the Mongol Conquest to Modern Times /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of the history, religion, and culture of the Islamic world from the thirteenth century through the modern period. Includes the Mongol conquest to the rise of the Ottomans, the Islamic world, and contemporary Islam.

HIS 122 Tohono O'Odham History and Culture /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Where have the Tohono O'Odham people been, who are they, where are

they going? In answering these questions, the class examines the history and culture of the Tohono O'Odham. (Same as ANT 122.)

HIS 124 History and Culture of the Yaqui People /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of the cultural heritage of the Yaqui people and the history of their struggles to protect Yaqui land and culture.

HIS 127 History and Culture of the Mexican-American in the Southwest /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Who is the Mexican-American? What is his cultural heritage and what has happened to it in the United States? (Same as ANT 127.)

HIS 135 Pre-Columbian Art /3 cr. hrs./3 periods (3 lec.)

Same as ANT 135 and ART 135. (See ART 135 for course description.)

HIS 136 Masks /3 cr. hrs./3 periods (3 lec.)

Same as ANT 136 and ART 136. (See ART 136 for course description.)

HIS 141-142 History of the United States I, II /3-3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of U.S. history from Jamestown to the present. Includes the founding and developing of American democracy, minority participation in making of the country and the role of the United States in world affairs.

HIS 143 American Civilization I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

A broad look, from an historical perspective, at the American experience with emphasis on the social and cultural aspects before the Civil War.

HIS 144 American Civilization II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Continuation of HIS 143. Carries the story from the Civil War to the present.

HIS 147 History of Arizona /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of Arizona history as a part of the Arizona-Sonora Desert area, moving from the pre-Columbian period through the Spanish conquest, Mexican Republic, U.S. Territory and statehood.

HIS 148 History of Indians of North America /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Origin and distribution of native populations of North America and the historical development and interrelations of cultures. (Same as ANT 148.)

HISTORY—HOME ECONOMICS

HIS 150 Afro-American History and Peoples /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

A history of Black people in American society. Their past, present and future are explored. Emphasis on their status and special problems as a minority group. (Same as ANT 150.)

HIS 160 History and Peoples of Latin America I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The history of Latin America from the pre-Columbian period to the present with emphasis on the evolution of nationalism through the struggles of economic, cultural, political and social freedoms. (Same as ANT 160.)

HIS 161 History and Peoples of Latin America II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The emergence of nationalism and the struggles to achieve economic, social, cultural and political freedoms.

HIS 165-166 History of Mexico I, II /3-3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The student moves from the pre-Columbian era, through the Spanish conquest and a century of political and social upheaval, to the nation of social and economic stability.

HIS 170 History and Peoples of Africa /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

A survey of the political and cultural history of Africa south of the Sahara. (Same as ANT 170.)

HIS 180 Women in Western History /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of the various roles women have had in the western world during the classic period, the medieval period and the modern age.

HIS 190 History of the American West /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of events and issues in the history of the American West from its beginnings to the present. Includes topics in social and cultural history.

HIS 201 Independent Studies in History /2-4 cr. hrs./6-12 periods (6-12 lab)

Prerequisite(s): Consent of instructor.

Independent history studies or projects arranged by the instructor.

HIS 205 The Adamases in U.S. History /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None. (Recommended: a first-year course in U.S. history.)

Social history of the United States from 1750 to 1900 centered around the lives of four generations of the Adams family, showing their role in the major events of the period.

HIS 227 Mexican-American Culture and Thought /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

A history of ideas of the Mexican-American from Nahua and Europe to the present. Brings out the evolution of the two into present day concepts such as "Raza de Bronce" and "Aztlán."

HOME ECONOMICS

HEC 127 Marriage and the Family /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Functions of the family. Emphasis on relationships within the family and how they affect the development of individuals in the home and community. Part I-Background: Kinship, family styles and tradition, sexuality, parenthood, working partners and the family today and tomorrow. Part II-The Dialogue: Relationships. (Same as SOC 127.)

HEC 137 Today's World /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of current issues on the international, national and local levels, and their relationship to the individual. Includes the following research topics: the individual versus the group, the family, the economy, entertainment as an influence and a reflection, housing, clothing, politics, health, food, medicine, employment and the media. Also includes guest speakers on topics to be chosen by class members.

HEC 197 Independent Studies in Home Economics /1-4 cr. hrs./3-12 periods (3-12 lab)

Prerequisite(s): Consent of instructor.

Independent readings or special projects. Content to be determined by conference between student and instructor.

HONORS**HON 200 Honors Independent Study Project /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): Acceptance in the Honors Program.

Exploration of special interest areas for Honors students. Content to be determined jointly by student and faculty mentor. May be taken four times for a maximum of twelve credit hours.

HON 201 Introductory Honors Course /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Acceptance in the Honors Program.

An introduction to the Honors Program with emphasis on the evolution of higher education from Plato's Academy to the modern trade school. Course methodology will include the extensive application of seminar skills, with special emphasis on problem-solving strategies.

HON 202 Critical Thinking Across the Curriculum /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): Acceptance in the Honors Program.

An interdisciplinary, team-taught course for Honors students, exploring critical thinking skills appropriate to the major areas of academic study: science/mathematics, social sciences, humanities, and technology.

HON 203 Honors Seminar /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Acceptance in the Honors Program.

Exploration of a specialized area of interest. Involves participation in discussions with students and faculty members from various fields of study in order to develop skills in critical and integrative thinking. May be taken four times for a maximum of four credit hours.

HON 204 Occupational Honors Seminar /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Acceptance in the Honors Program.

Introduction to the Honors Program for students in an occupational program. Includes creative and critical thinking techniques, problem solving strategies, and research exploration. Also includes extensive analysis developed through student projects and presentations.

HON 210 Advisory Student Planning Board /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Acceptance in the Honors Program.

The Advisory Student Planning Board (ASPB) is a selected group of six to eight students who function as an advisory group to the Honors Program coordinator and to the Honors Program Committee. The functions of the board include conducting student surveys on Honors courses to offer, recruiting qualified honors students at campuses and/or high schools, developing publicity and working with guest speakers. Campus representatives to the board will serve as Honors aides to the Campus Honors Chairs. Aides will answer general questions, help plan and organize campus meetings and social events and bring campus student views to the ASPB meetings. May be taken four times for a maximum of four credit hours.

HON 250 Honors Special Topics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Acceptance in the Honors Program.

Advanced class on a special topic in a particular discipline. Cross listed with courses in specific subject areas. May be taken three times for a maximum of nine credit hours.

HOSPITALITY**HOS 100 Introduction to the Hospitality Industry /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Overview of the hospitality industry. Includes history, trends, marketing, front of the house, back of the house, food and beverage, operational analysis and control, and management and communication.

HOS 101 Front Office Procedures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles and procedures of innkeeping. Includes guest services, creating a pleasant atmosphere, salesmanship, accounting, control, and legal aspects.

HOS 102 Hospitality Financial Accounting /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 060 or equivalent score on assessment.

Basic accounting principles and procedures. Includes posting transactions, payroll computations, journalizing, financial statements, and computer applications.

HOS 104 Hotel Food and Beverage Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Hotel food and beverage operations and management. Includes purchasing, receiving, issuing supplies, food production, budgeting and cost control, sanitation, and equipment selection and maintenance.

HOS 110 Restaurant/Banquet Service /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Same as RCF 110.

HOS 111 Hospitality Management Law /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): HOS 100.

Examination of the legal aspects of hospitality management. Includes contracts, torts, liability and employee law. Also includes hospitality industry-related legislation and landmark cases.

HOSPITALITY

HOS 112 Hospitality - Alcohol Intervention Procedures /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Procedures by which servers of alcoholic beverages can deal with alcohol abuse in their businesses. Includes effects of alcohol on the body, behavioral cues, effective responses, marketing, profitability, and Arizona liquor laws.

HOS 120 Meetings and Convention Management I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic principles of the meetings, convention, and trade show industry. Includes types of meetings, meetings as a social phenomenon, economic impact, suppliers and servicers to the industry, and the role of the meeting planner.

HOS 130 Meetings and Convention Management II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): HOS 120.

Principles for the professional meeting manager. Includes site selection, convention and visitors bureau, negotiations, contracts and lease agreements, program planning, budgeting and financial management, liability and insurance, housing, facilities, food and beverage arrangements, transportation, audio-visual equipment, and exhibition arrangements.

HOS 131 Meetings and Convention Management III /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): HOS 130.

Continuation of HOS 130. Includes participant needs, recreation, contracted services, promotion, printing, registration, mailing and shipping, support staff and suppliers, on-site communications, emergencies, evaluation techniques, wrap-up, and alternative meeting environments.

HOS 150 Executive Housekeeping I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles of housekeeping management. Includes planning, organizing, staffing, directing, and controlling housekeeping operations.

HOS 151 Executive Housekeeping II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): HOS 150.

Continuation of HOS 150. Includes methods for efficient and economical use of the housekeeping staff, and the maximum production of personnel and resources currently available.

HOS 199 Co-op Related Class in HOS /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Concurrent enrollment in 199 Co-op Work.
See Cooperative Education section for description.

HOS 199 Co-op Work in HOS /1-8 cr. hrs./5-40 periods (5-40 lab)

Prerequisite(s): Concurrent enrollment in 199 Co-op Related Class.
See Cooperative Education section for description.

HOS 201 Catering and Banquet Sales and Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): HOS 110 and/or one year's experience in the hospitality-tourism industry.
Same as RCF 201.

HOS 202 Hospitality Managerial Accounting /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): HOS 102.

Concepts and principles of advanced accounting. Includes financial statements, ratio analysis, cost concepts, cost-volume-profit-analysis, cost approaches to pricing, forecasting methods, operations budgeting, cash management, internal control, capital budgeting, lease accounting, and income taxes.

HOS 206 Hospitality Human Resource Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): HOS 100.

Examination of personnel issues. Includes recruitment, selection, orientation, training, wage and benefit, legal issues, and employee appraisal.

HOS 211 Hospitality Sales and Marketing Application I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Minimum of one year's experience working in the hospitality industry.

Principles and techniques of sales and marketing. Includes office organization, sales techniques, advertising, public relations, publicity and a marketing plan.

HOS 212 Hospitality Sales and Marketing Application II /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): HOS 211 or a minimum of one year's experience working in the hospitality industry.

Development of a one-year marketing plan for a full-service property. Includes situation analysis, evaluation, research, revenue and budget projections.

HOS 297 Hospitality Seminar: / .25-4 cr. hrs./ .25-16 periods (.25-4 lec., .25-12 lab)

Prerequisite(s): Consent of instructor.

Hospitality job-related training. Includes presentations by specialists in a given area and topics of timely or limited interest.

HOS 299 Co-op Related Class in HOS /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Concurrent enrollment in 299 Co-op Work, and a minimum of 12 credit hours of Hospitality prefix courses or one year of related industry work experience.

See Cooperative Education section for description.

HOS 299 Co-op Work in HOS /1-8 cr. hrs./5-40 periods (5-40 lab)

Prerequisite(s): Concurrent enrollment in 299 Co-op Related Class, and a minimum of 12 credit hours of Hospitality prefix courses or one year of related industry work experience.

See Cooperative Education section for description.

HUMAN DEVELOPMENT EDUCATION**HDE 050 Approaching Mathematics Positively /1 cr. hr./1 period (1 lec.)**

Prerequisite(s): None.

Designed for students who avoid taking mathematics courses or who have anxiety in mathematics courses. Mathematics anxiety defined, underlying causes discussed and anxiety reduction techniques practiced. Includes mathematics study and test-taking. (Same as MTH 050.)

HDE 100 College Success Skills /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Development of educational goal setting skills to increase opportunities for success. Includes college and community resources and skill development in problem solving.

HDE 100A How To Study /.25 cr. hr./.25 period (.25 lec.)

Prerequisite(s): None.

Instruction and practice in techniques required for being an "efficient" student. Includes time management, goal setting, organizational skills, and specific study techniques.

HDE 100B Memory and Concentration /.25 cr. hr./.25 period (.25 lec.)

Prerequisite(s): None.

Strategies for improving memory and concentration. Includes short and long-term memory, principles and characteristics of learning, and application of principles to academics.

HDE 100C Notetaking Tips /.25 cr. hr./.25 period (.25 lec.)

Prerequisite(s): None.

Systematic instruction and practice in taking notes from lectures and print material. Includes recognizing and recording main ideas, details, and organization. Also includes specific tips for making notetaking easier and instruction in editing and studying notes.

HDE 100D Testing Tips /.25 cr. hr./.25 period (.25 lec.)

Prerequisite(s): None.

Instruction and practice in preparing for and taking tests. Includes types of tests and specific techniques for preparing for each, test anxiety and suggestions for reducing test anxiety.

HDE 101 Becoming A Master Student /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Development of personal and academic skills to maximize learning and success in a college setting. Includes personal skills, library skills, learning styles, study skills and critical thinking skills.

HDE 104 Career and Self-Management Skills /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Acceptance into the Women in Progress program. Techniques for developing academic, personal, and professional skills of the single parent/homemaker. Includes college success tools, skills, community resources, personal, academic and financial aid goals, time management, self-esteem, stress management, career exploration, gender awareness, assertiveness training, critical thinking, and job development. (Same as OED 104.)

HDE 105 Transfer Strategies /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Transitioning to a college or university. Includes planning for successful transferring, community college/university resources, and transition procedures. Also includes policies and applications activities for transferring to a university or college of choice.

HDE 106 Advanced Career and Self-Management Skills /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): HDE 104.

Advanced techniques for developing academic, personal and professional skills of the single parent/homemaker. Includes assessing and setting personal, academic, professional, and financial aid goals, college success skills, co-dependency, self-esteem, communication techniques for positive results, lifestyle wellness, emerging career exploration, job development, personal budgeting, time and stress management, and money management and investments. (Same as OED 106.)

HDE 110 Developing Self-Esteem /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Exploration and assessment of student's current self-esteem level. Includes strategies and tools for developing thoughts, feelings and behaviors that can enhance self-esteem at school, work and in personal life.

HUMAN DEVELOPMENT EDUCATION—HUMANITIES

HDE 120 Personal Development /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Development of self-awareness for students desiring a better understanding of themselves and others. Includes assessment of personal strengths, values, feelings and attitudes and development of skills needed for improving self-confidence, relationships with others, problem solving, decision making and goal setting. Separate sections may be taught for special groups.

HDE 125 Overcoming Co-Dependency /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Exploration of behavior patterns associated with co-dependency and their origins. Development of self-awareness in this area and support for initiating change of self-defeating behaviors.

HDE 130 Stress Management /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Principles and techniques for understanding and dealing with stress in daily life. Includes information and experiential activities applicable to students and the learning process. Emphasis on the interrelation of physical, mental and emotional health.

HDE 135 Wellness /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Exploration of the concept of wellness and the individual as a holistic system. Includes information and experiential activities to increase understanding of physical, mental, emotional, social and spiritual factors in creating wellness.

HDE 140 Assertiveness Training /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Development and strengthening of assertive skills, including improving self confidence and ability to relate to others. Emphasis on the integration of these skills into daily life. Separate sections may be taught for special groups.

HDE 150 La Mujer: The Mexican-American Woman /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Culture and current issues of the Mexican-American woman. Includes history, values, discrimination, family relationships, La Envidia Syndrome, self-esteem, mentoring, and personal success.

HDE 170 Dynamics of Leadership /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Supervised practical training for advanced students involved in leadership positions. Provides opportunities to strengthen leadership skills developed in previous courses. May be taken two times for a maximum of four credit hours.

HDE 190 Career Exploration /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Development of skills necessary to make a career choice. Includes identification of personal strengths, values and motives for making career decisions. Also includes exploration of current and future job opportunities.

HDE 195 Securing a Job /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Development of the skills and confidence necessary to get a job. Includes locating job openings, resume writing, interview techniques, effectiveness on the job and improving employment opportunities.

HDE 298 Special Topics: /25-3 cr. hrs./25-3 periods

Prerequisite(s): None.

Customized course designed for special student interests, needs and faculty expertise in human development area. Consult current class schedule for specific content. May be taken two times for a maximum of two credit hours.

HUMANITIES

HUM 060 Early Chinese Views of Social Change /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

A study of the I Ching and Taoism in early China.

HUM 110 Humanities I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Introduction to man's expressions in art, architecture, drama, music, literature, religion and philosophy. Man's ideas and art from the rise of civilization through the Renaissance and Reformation.

HUM 111 Humanities II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Introduction to man's expressions in art, architecture, drama, music, literature, religion and philosophy. Man's ideas and art from the rise of modern science through the present.

HUM 130 Independent Studies in Humanities /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Reading and research projects to be arranged with instructor.

HUM 131 Great Ideas: /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Topics in humanities. Past studies have included Zen meditation, mythology and mysticism.

HUM 251 Western Humanities I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Major ancient cultures, from the Sumerian through the Roman, with emphasis on the classical Greek. May include such readings as *The Epic of Gilgamesh*, *Hammurabi's Code*, Hebrew scriptures, *The Odyssey*, *Oedipus Rex*, selections from Aristotle, *On the Nature of the Universe* and *The Aeneid*.

HUM 252 Western Humanities II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Western culture from the early Christian period through the seventeenth century. May include such readings as selections from *The New Testament*, *Inferno*, *The Prince*, *Don Quixote*, *Paradise Lost*, *Discourse on Method* and *Tartuffe*.

HUM 253 Western Humanities III /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Western Culture in the modern world: eighteenth, nineteenth and twentieth centuries. May include such readings as *Candide*, *An Enquiry Concerning Human Understanding*, *Metaphysics of Morals*, *Faust*, *Mrs. Dalloway*, *Walden*, *The Communist Manifesto*, *The Origin of Species* and *No Exit*.

HUM 260 Intercultural Perspectives /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Literary and artistic works of American Indians and Asian, Black, and Hispanic Americans, both men and women. Includes traditional and modern works and contributions to American civilization.

HUM 270 Meditation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles, techniques, and practice of meditation. Includes information and experiential activities to increase understanding of physical, mental, emotional, social, and spiritual factors in meditation and stress reduction. (Same as PSY 270.)

INSTITUTIONAL FOODSERVICE**IFS 101 Institutional Food Sanitation /1 cr. hr./1 period (1 lec.)**

Prerequisite(s): None.

Principles and practices of food safety and sanitation. Includes sanitary food handling, contamination and food-borne illnesses, purchasing and storing food, sanitation of facilities and equipment, and safety.

IFS 102 Institutional Food Safety /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Principles and practices of food safety and sanitation. Includes employee safety, accident prevention techniques, fire safety, pest control, house-keeping management, and the functions of the local health department and the Center for Disease Control.

IFS 103 Institutional Foods Preparation: Salad Making /1 cr. hr./1.5 periods (1 lec., .5 lab)

Prerequisite(s): None.

An introduction to the creation, display and storage of salads. Includes eye appeal, texture, color contrast, artistic touch and harmony of combinations. Also includes the cost-out and preparation of a salad bar.

IFS 104 Institutional Foods Preparation: Sandwich Making /1 cr. hr./1.5 periods (1 lec., .5 lab)

Prerequisite(s): None.

An introduction to the creation, display and storage of sandwiches. Includes sandwich fillings, eye appeal, color contrast, artistic touch and harmony of combinations. Also includes the cost-out and preparation of a sandwich buffet.

IFS 106 Institutional Foods Preparation: Bread Making /1 cr. hr./1.5 periods (1 lec., .5 lab)

Prerequisite(s): None.

Essentials of bread making. Includes preparation of yeast rolls and breads. Emphasis on use and care of equipment, sanitation, safety and hygiene.

IFS 107 Institutional Foods Preparation: Dessert Making /1 cr. hr./1.5 periods (1 lec., .5 lab)

Prerequisite(s): None.

Essentials of dessert making. Includes preparation of cakes, cookies, tarts, doughnuts and pies. Emphasis on use and care of equipment, sanitation, safety and hygiene.

IFS 110 Basic Nutrition for Foodservice Personnel /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic principles of nutrition and their application to human needs, including the role of normal nutrition throughout the life cycle.

IFS 125 Special Nutritional Needs /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): IFS 110.

Nutritional requirements for various disease states such as diabetes, obesity, hyperactivity and malnutrition. Also includes feeding problems of the handicapped.

IFS 180 Menu Planning and Food Purchasing for Institutions / 3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): IFS 110 or concurrent enrollment.

Principles and procedures for menu planning and food purchasing for institutions. Includes basic nutrition review, determining necessary specifications and yields of foodstuffs to be purchased, writing a menu plan and modifying a menu plan for special needs. Also includes budgeting and guidelines for purchasing foodstuffs for therapeutic menus.

IFS 216 Quantity Food Production /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Methods of quantity food production in an institutional environment. Includes principles of food preparation, cooking methods, equipment sanitation and safety. Emphasis on techniques for retention of maximum nutrients, flavor, and appearance.

INTERNATIONAL BUSINESS STUDIES

IBS 120 Cultural Similarities and Differences Between the United States and the Foreign Country /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of the cultural values of the foreign country in comparison to those of the United States. Includes social and religious customs, roles of men and women, attitudes toward time, humor, drugs and alcohol, and patterns of communication. Also includes political, educational and legal structures, health care values, attitudes toward shopping and conducting business, business structure, ethics, and values.

IBS 130 Living in the Foreign Country /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Entry requirements and basic information for living in a foreign country. Includes passport and immunization, taxes, driving and importation regulations, the monetary, transportation, and telephone systems, local housing, medical facilities, support services, and entertainment possibilities. Also includes types of foods available, special food preparation, and appropriate dress.

IBS 135 The International Career /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

International complexities of the work force within American businesses. Includes global changes for an international work force, skills and cross-cultural training necessary for the international job market, requirements for support staff and middle management, profiles of international complexes offering employment, and suggestions and processes for employment in the international field.

IBS 136 Global Economy /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Fundamental principles of the global economy. Includes a survey of international trade, currency exchange rate, balance of payment, price levels and currency depreciation and policy recommendations available to governments. Also includes methods of limiting imports and eliminating trade barriers.

IBS 140 Basic Techniques of International Trade /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles of international trade. Includes political and legal factors, export documentation, customs regulations, financial considerations, trade zones, trading companies, communications, exporting techniques, and case studies.

IBS 150 Cultural Shock Management /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Examination of cultural shock. Includes stages, symptoms, coping skills, finding a support system, maintaining a perspective, and methods of acculturation and re-acculturation.

IBS 160 Hosting Foreign Business Personnel /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Training in routine hosting considerations with sensitivity to the culture of the visitor. Includes the initial greeting, orientation, assistance with legal documents, locating a support system, housing, and transportation.

IBS 170 Doing Business with Mexico /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

United States and Mexico conducting business together. Includes current conditions, categories of business, financial arrangements, maquiladoras, the bureaucracy, culture, and communication.

IBS 298 Advanced Topics in International Business: /.25-4 cr. hrs./ .25-4 periods (.25-4 lec.)

Prerequisite(s): None.

Advanced topics in international business which reflect current issues, trends, and technologies. May be taken three times for a maximum of eight credit hours.

INTERPRETER TRAINING

ITP 105 Expressive/Receptive Fingerspelling and Numbers /2 cr. hrs./ 2 periods (2 lec.)

Prerequisite(s): SLG 101.
Same as SLG 105.

ITP 110 Introduction to Disabilities and Audiology /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SLG 101 or consent of instructor.
Introduction to special populations and hearing. Includes basic audiometry, functional impact of disabilities, deafness, and the community. (Same as SLG 110.)

ITP 120 History of Deafness /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SLG 101.
Same as SLG 120.

ITP 180 Psychosocial Aspects of Deafness /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SLG 101.
Focus on the impact of deafness upon individuals. Includes developmental issues examined through psychological and sociocultural perspectives. Also includes an in-depth analysis of Deaf culture and real life needs of the deaf population.

ITP 201 American Sign Language III /4 cr. hrs./6 periods (3 lec., 3 lab)

Same as SLG 201.

ITP 202 American Sign Language IV /4 cr. hrs./6 periods (3 lec., 3 lab)

Same as SLG 202.

ITP 203 American Sign Language V /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): ITP 202 or concurrent enrollment.
Introduction to the linguistic structure of American Sign Language (ASL). Includes a comparison of semantics, morphology, phonology, syntax, as well as other components of ASL to English in light of current research. Also includes integration of linguistic information introduced in earlier ASL courses into an applied linguistic framework.

ITP 220 Interpreting I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): ITP 202.
Introduction to theories, principles, and special settings of interpreting. Includes code of ethics, role playing, and simulated interpreting. Students will be required to perform additional lab hours outside of classroom schedule.

ITP 250 Interpreting II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): ITP 220.
Continuation of ITP 220. Development of expressive and receptive interpreting skills in educational and community situations. Includes an empha-

sis on specialized situations such as platform, interview, television, medical, legal, and deaf-blind interpreting. Students will be required to perform additional lab hours outside of classroom schedule.

ITP 270 Sign to Voice /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): ITP 202.
Interpreting sign language into the spoken word. Includes enhancement of vocabulary selection and improvement of technical skills. Students will be required to perform additional lab hours outside of the regular classroom schedule.

ITP 290 Interpreter Training Field Experience /2 cr. hrs./ 6 periods (1 lec., 5 lab)

Prerequisite(s): ITP 220 or consent of instructor.
Supervised interpreting opportunities in community settings. Includes practicum experience, observations, and classroom discussions focusing on job preparation and current issues.

ITALIAN

ITA 110 Elementary Italian I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.
Introduction to the Italian language. Designed to provide proficiency in basic communication (listening, speaking, reading and writing). Emphasis on Italian cultural traditions.

ITA 111 Elementary Italian II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): ITA 110.
Continuation of ITA 110. Designed to provide increased proficiency in listening, speaking, reading and writing. Continued emphasis on Italian cultural traditions.

ITA 210 Intermediate Italian I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): ITA 111.
Continuation of ITA 111. Includes the review of grammar, in addition to reading and writing short compositions, and oral practice in the Italian language. Also includes Italian cultural traditions and customs.

ITA 211 Intermediate Italian II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): ITA 210.
Continuation of ITA 210. Includes advanced grammar usage, in addition to reading and writing short compositions, and oral practice in the Italian language. Also includes Italian cultural traditions and customs.

JAPANESE

JPN 105 Conversational Japanese /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Elementary Japanese conversation. Includes the development of speaking, listening and communication skills needed by business people and travelers in Japan. Also prepares students for JPN 110 and 111.

JPN 110 Elementary Japanese /5 cr. hrs./5 periods (5 lec.)

Prerequisite(s): None.

Introduction to the Japanese language. Designed to provide proficiency in basic communication (listening, speaking, reading and writing). Emphasis on Japanese cultural traditions.

JPN 111 Elementary Japanese II /5 cr. hrs./5 periods (5 lec.)

Prerequisite(s): JPN 110.

Continuation of JPN 110. Basic listening, speaking, reading and writing skills, using elementary Japanese vocabulary and grammatical structures.

JPN 210 Intermediate Japanese I /5 cr. hrs./5 periods (5 lec.)

Prerequisite(s): JPN 111.

Continuation of Japanese 111. Further development of conversational, writing and reading skills. Cultural values and differences form an integral part of discussions in the target language.

JPN 211 Intermediate Japanese II /5 cr. hrs./5 periods (5 lec.)

Prerequisite(s): JPN 210.

Continuation of Japanese 210 with emphasis on student development of competencies through oral presentations, journals and continued acquisition of Japanese characters.

LANDSCAPE TECHNICIAN PROGRAM

LTP 100 Landscape Today and Tomorrow /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Overview of the landscape contracting industry: its history, current status and projection for the future. Special attention to career opportunities within various specialties.

LTP 120 Plant Pathology, Pests and Controls /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): BIO 184.

In-depth study of the pests, insects and diseases which damage shrubs, flowers, ornamental trees, turf grass and interior foliage. Emphasis on identification, control and treatment of the above problems as well as on the theory of utilizing chemicals, pesticides, herbicides and biological control.

LTP 130 Soils Management /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): None.

Analysis of soil types and fertility requirements of plants. Includes derivation, classification and evaluation of soils and the chemical, biological and physical requirements for plant growth.

LTP 150 Landscape Equipment Repair and Maintenance /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Introduction to power equipment used in the field of landscaping. Includes small engine repair and maintenance, general repair procedures for equipment using small engines, fleet maintenance, small loader maintenance, troubleshooting techniques and economics of preventive maintenance.

LTP 160 Plant Usage and Identification /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Principles and techniques of plant usage and identification. Designed to familiarize the student with where and how to use plants, plant identification, and a short history of plant taxonomy. Emphasis on the one hundred and fifty most common landscape plants and interior plants used in the southwest.

LTP 199 Co-op Related Class in LTP /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

LTP 199 Co-op Work in LTP /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

LTP 200 Landscape Management Systems /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles of planning and implementing landscape projects. Includes management information systems, foreman duties, customer relations and contract laws. Also includes at least one site visit. Prepares the student to manage all phases of a landscape project.

LTP 205 Irrigation Design I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Design of turf, ornamental and drip (emitter) irrigation systems. Includes establishment of design criteria, selection and application of system components, preparation of irrigation plans and specifications and basic estimating procedures. Intended for students and professionals interested in irrigation systems.

LTP 206 Irrigation Design II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LTP 205.

Covers the design of large-scale irrigation systems, such as apartment complexes, parks and roadway projects, using both conventional sprinkler and drip systems. Establishing design criteria, selection and application of system components, preparation of irrigation plans and specifications will be included in the course.

LTP 210 Irrigation Installation /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Introduction to irrigation systems for technicians in the landscape and irrigation industries. Includes turf, ornamental, and drip (emitter) systems. Also includes materials, equipment, installation techniques, blueprint reading, and basic maintenance and repair procedures.

LTP 215 Interior Plantscape Design /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Design and maintenance of the total interior horticultural environment. Includes principles of design, design procedures, and horticultural and business practices. Also includes working with interior landscapers, interior designers, architects and clients, with an emphasis on the creative aspects of the process. (Same as DES 215.)

LTP 230 Landscape Maintenance /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of management and technical skills required to operate and maintain southwestern landscapes. Includes water management, pests and disease controls.

LTP 240 Nursery Operations and Maintenance /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Technical and management factors involved in producing and marketing nursery stock and supplies.

LTP 260 Basic Landscape Design /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Designing residential and light commercial landscape sites. Includes drafting tools and techniques, site planning, preparation of working drawings and specifications, and construction cost estimating.

LTP 294 Current Topics in Landscape Technology /1-4 cr. hrs./1-16 periods (0-4 lec., 0-12 lab)

Prerequisite(s): Consent of instructor.

Selected topics which reflect the most current trends and concepts in Landscape Technology. May include water management, pest and disease control, regulations, operations, and management. May be taken three times for a maximum of twelve credits.

LTP 299 Co-op Related Class in LTP /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

LTP 299 Co-op Work in LTP /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

LATIN**LAT 110 Elementary Latin I /4 cr. hrs./4 periods (4 lec.)**

Prerequisite(s): None.

Introduction to the Latin language. Designed to develop proficiency in Latin-to-English reading skills and vocabulary building. Also includes background in Roman cultural traditions.

LAT 111 Elementary Latin II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): LAT 110.

Continuation of LAT 110. Designed to provide increased proficiency in Latin-to-English reading skills and vocabulary building. Continued emphasis on Roman cultural traditions.

LAW ENFORCEMENT ACADEMY**LEA 102 Peace Officer Certification I /4 cr. hrs./4 periods (4 lec.)**

Prerequisite(s): None.

Part A of basic entry level training program for reserve peace officers leading to certification by Arizona Law Enforcement Officers Advisory Council (ALEOAC) Governor's Office as limited reserve officers (LRO). Includes introduction to law enforcement, law and legal matters and police proficiency skills. For admission to program, student must comply with ALEOAC employment standards for peace officers and be sponsored by a law enforcement agency recognized by ALEOAC.

LEA 103 Peace Officer Certification II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): LEA 102 or concurrent enrollment.

Part B of basic entry level training program for reserve peace officers leading to certification by the Arizona Law Enforcement Officers Advisory Council (ALEOAC) Governor's Office as limited reserve officers (LRO). Includes basic patrol procedures, basic traffic control, basic accident investigation and police proficiency skills. For admission to program, student must comply with ALEOAC employment standards for peace officers and be sponsored by a law enforcement agency recognized by ALEOAC.

LEA 104 Peace Officer Certification III /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): LEA 103 or concurrent enrollment.

Part C of basic entry level training program for reserve peace officers leading to certification by the Arizona Law Enforcement Officers Advisory Council (ALEOAC) Governor's Office as limited reserve officers (LRO). Includes basic criminal investigation, basic community and police relations, records, reports and police proficiency skills. For admission to program, students must comply with ALEOAC employment standards for peace officers and be sponsored by a law enforcement agency recognized by ALEOAC.

LEGAL ASSISTANT PROGRAM

LAS 101 Introduction to Legal Assistant Careers /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Role, responsibilities and ethical standards of legal assistant employment and regulation. Includes an overview of: ethical rules, law office administration and systems, communication, interviewing, investigation, evidence, legal research, legal analysis, state and federal judicial systems, litigation, and specialty areas of law.

LAS 102 Civil Litigation Procedures I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles and procedures for commencement of civil litigation. Includes rules of civil procedure, subject matter jurisdiction, personal jurisdiction, venue, statutes of limitations, parties, pleading format, preparation of complaint and answer, counterclaims, crossclaims, and third party practice. Also includes the causes of action, remedies, and potential defenses in contract and tort law.

LAS 103 Legal Research /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 101 and WRT 101 or employment in the legal or a related field.

Principles and techniques of legal research. Includes categories of research materials, citing legal material, finding and using secondary authority, finding tools, Shepard's Citators, case law, constitutions, statutes and administrative law, analyzing research problems, and preparing research reports.

LAS 104 Judgment, Analysis and Ethics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 101 and 103.

Basic rules and principles of judgment, analysis and ethics. Includes judgment and decision making, analysis of factual situations and ethical problems in specific areas of law practice.

LAS 106 Civil and Criminal Evidence /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 103 or concurrent enrollment.

Federal and Arizona rules of evidence, their use in preparing for trial, and their application during civil and criminal litigation. Includes the application of the rules and procedures involving witnesses, exhibits and demonstrative evidence.

LAS 197 LAS Seminar: /25-4 cr. hrs./25-4 periods (.25-4 lec.)

Prerequisite(s): None.

Legal Assistant job-related training. Includes presentations by specialists in a given area and topics of timely or limited interest. May be taken three times for a maximum of twelve credit hours.

LAS 199 Co-op Related Class in LAS /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

LAS 199 Co-op Work in LAS /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

LAS 201 Consumer Law Procedures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 101, BUS 220.

Legal procedures between consumers and business entities/governmental agencies. Includes consumer claims arising from the sale of merchandise, warranties, consumer rights, defective construction claims, consumer credit reports, collection practices, towing and repossession of motor vehicles, and consumer rights under form contracts/contracts of adhesion.

LAS 202 Civil Litigation Procedures II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 102.

Continuation of LAS 102. Includes discovery procedures in Federal Court, disclosure procedures in Arizona Superior Court, file organization and document control, pre-trial motions and proceedings, gathering and organizing evidence, preparation of witnesses, alternative resolutions without trial, trial procedures, post-trial and appellate procedures.

LAS 203 Tort Law Procedures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 101, BUS 220.

Concepts and procedures used in tort law cases. Includes tort litigation procedures and tort case law in the areas of negligence, professional negligence, strict liability, product liability, liability issues, and insurance coverage. Also includes interviewing and investigation techniques for the legal assistant in tort cases.

LAS 204 Wills, Trusts, and Estates /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 101 or employment in a legal related field.

Preparation to assist a lawyer in estate planning. Includes an introduction to wills, trusts and estates, intestate succession, guardianships, will related documents, will drafting and executing, estate administration, probate related legal action, trusts and administration, and fiduciary duties.

LAS 206 Criminal Trial Procedures I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 101 or employment in a legal related field.

Criminal trial process from first court appearance through pre-trial procedures. Includes plea bargaining, ethical considerations, initial appearance, probable cause, discovery and pre-trial motions.

LAS 207 Criminal Trial Procedures II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 206.

Criminal trial process from jury selection through appellate procedures. Includes motions in limine, jury selection, opening statements, direct and cross examinations, objections, closing arguments and post-trial and appellate procedures.

LAS 208 Domestic Relations and Family Law /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Employment in the legal or a related field or enrollment in the Legal Assistant Program.

Legal procedures related to domestic matters and family relationships. Includes dissolution of marriage, community property, adoption and other family law procedures.

LAS 209 Bankruptcy Procedures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 101 or employment in the legal or a related field.

Procedures for individual and business bankruptcy proceedings. Includes preparation of basic bankruptcy documents and review of creditor and debtor remedies under the bankruptcy laws.

LAS 210 Administrative Law and Procedures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 101 or employment in a legal related field.

Laws and procedures relating to the powers and controls of agencies which administer governmental services. Includes agency purposes, procedures, rights of private parties, legal issues, quasi-judicial decisions and appeals.

LAS 211 Legal Writing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 101, LAS 101, 103, 202, or consent of instructor.

Practical application of the principles and techniques of legal writing. Includes application of research and analytical skills in preparation of office, litigation and appellate documents.

LAS 212 Law Office Computerization /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 101 or concurrent enrollment, or employment in the legal or a related field.

Applications of computer software in the legal field. Includes computer hardware and software, word processing applications, database management systems, spreadsheet software, law office management, automated

litigation support, telecommunications, and specialized legal software for the preparation of legal documents and document organization.

LAS 213 Computer Assisted Legal Research /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 103 or concurrent enrollment.

Computer assisted legal research systems. Includes search techniques, display elements, database menus, special services regarding citation methods, advanced search techniques, and cost effective usage.

LAS 215 Corporate Law Procedures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): BUS 220 (or concurrent enrollment) or LAS 101 or employment in the legal or related field.

The role and responsibilities of a legal assistant regarding the procedures and document drafting necessary for incorporation and the requirements for maintaining corporate legal status. Includes incorporation and maintenance, corporate power theories and defenses, stocks, voluntary dissolution and takeovers.

LAS 217 Real Estate Legal Procedures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): LAS 101 (or concurrent enrollment) or employment in the legal field or a Real Estate License.

Legal procedures and requirements in real estate transactions and litigation. Includes real estate principles and legal concepts, recording and constructive notice, and real property taxes. Also includes an analysis of real estate contracts/purchase agreements, escrows and closings, deeds, co-ownership, legal descriptions, leases, encumbrances, liens, and foreclosures.

LAS 250 Legal Assistant Internship /4 cr. hrs./16 periods (1 lec., 15 lab)

Prerequisite(s): WRT 101, BUS 220, and a minimum of 45 credit hours in the Legal Assistant Program including two specialty elective courses, and LAS 104 and 202. Enrollment and placement contingent upon earned grade point average in LAS courses. Application and acceptance required. Volunteer legal assistant field experience at an approved work site. Includes communications, positive work attitudes, ethics, progress review, law office systems, professional development, employment strategies, and final evaluation within a classroom seminar setting. Designed for students in their final semester of course work in the Legal Assistant Program.

LAS 299 Co-op Related Class in LAS /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

LAS 299 Co-op Work in LAS /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

LIBRARY SKILLS**LIB 100 Basic Library Skills /1 cr. hr./1 period (1 lec.)**

Prerequisite(s): None.

Introduction to basic college-level library skills. Includes defining a topic, designing a search strategy, locating information, developing a thesis and compiling a bibliography. Also includes research process, problem resolution and critical evaluation of information.

LITERATURE**LIT 085 Reading For Pleasure /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Exploration of a wide variety of popular writing in order to develop the attitudes, habits and skills which make reading enjoyable.

LIT 120 Literary Visions /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basics of reading and writing about literature. Includes an introduction to the major genres of literature: fiction, poetry, and drama. Also includes the elements of these genres: plot and structure, character, setting, style, symbolism and myth, and theme.

LIT 231 Introduction to Shakespeare /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102.

Familiarization with a number of Shakespeare's major dramas. Includes relevant history, social conditions and literary background. Some attention is given to plays as stage vehicles.

LIT 237 Women in Literature /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102.

Survey of literature by and/or about women. Includes issues concerning women in literature and the changing images of women. Also includes a literary analysis of selected writings.

LIT 260 Major British Writers /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102.

Representative selection of works by major authors. Includes a range of periods and types of literature.

LIT 261 Modern Literature /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102.

Readings in modern fiction, drama and poetry.

LIT 262 Major Literary Themes: /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102.

Exploration of a variety of literary treatments of a single theme or literary type. Possible areas of study include women in literature, folklore in literature, death and dying, science fiction and mystery fiction. Emphasis on works of high literary merit.

LIT 265 Major American Authors /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102.

Survey of selected works by major American authors from the colonial period to the present.

LIT 266 World Literature: Dramatic /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102.

Major dramatic works of western culture. Includes literary forms, historical context, psychological and moral implications of the literature, and cultural significance of plays.

LIT 267 World Literature: Narrative /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102.

Great narrative works of literary tradition with emphasis on form, theme and cultural context.

LIT 268 Introduction to the Literature of the Americas /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102.

Major literary works and movements from Pre-Columbian America as well as the English, Spanish, French and Portuguese Americas.

LIT 275 Ethnic Literature: /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102.

Exploration of the experience of various ethnic groups as reflected in literature by and about them.

LIT 286 Themes in American Literature /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102.

Exploration of a single theme in American literature such as individualism, nature or the outsider. Includes works of major authors plus a variety of genres appropriate to the theme, including novels, drama and poetry.

LIT 291 Children's Literature /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): College-level reading and writing skills strongly recommended.

Survey of the major genres of children's literature: child lore, fables, folk tales, poetry, tall tales, the picture book, the adolescent novel and fictional, historical and non-fictional prose.

LIT 296 Literature and Film /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102.

Investigation of the relationship between written literature and the moving image of film and video. Includes birth of film, comparative approaches, performed drama, and critical analysis.

MACHINE TOOL TECHNOLOGY**MAC 101 Machine Tool Laboratory Training I /3 cr. hrs./9 periods (9 lab)**

Prerequisite(s): None.

Laboratory training for Machine Tool Technology Block Program.

MAC 103 Machine Shop Mathematics I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 060 or equivalent.

Practical mathematics as applied to machine tool technology problems.

MAC 104 Machine Shop Mathematics II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MAC 103.

Continuation of MAC 103. Practical mathematics as applied to advanced problems in machine tool technology.

MAC 110 Machine Shop for Technicians I /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): None.

Introduction to basic machine shop practices. Includes safety, tooling, equipment and applications of general machine shop practices.

MAC 120 Machine Shop for Technicians II /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): MAC 103 and 110.

An in-depth, hands-on course in the application of modern machine practices and procedures as found in today's machine shops.

MAC 130 Fundamentals of Metallurgy /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic principles of metallurgy. Includes steel classifications, heat treatment procedures, properties of ferrous and nonferrous metals and nondestructive testing.

MAC 199 Co-op Related Class in MAC /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

MAC 199 Co-op Work in MAC /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

MAC 201 Machine Tool Laboratory Training II /3 cr. hrs./9 periods (9 lab)

Prerequisite(s): MAC 101.

Advanced laboratory training for Machine Tool Technology Block Program. Designed to give students job oriented, hands-on training and skill development in the application and operation of machine tools.

MAC 210 Jig and Fixture Designing I /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): MAC 120, DFT 150.

Design and application of tools, jigs and fixtures for basic metalworking. Includes application of fixture components and electrical discharge processes.

MAC 225 Manufacturing Concepts /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MAC 130.

Processes and concepts involved in modern manufacturing and automated production.

MAC 250 Computer Numerical Control I /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MAC 104 or MTH 120, MAC 120, OED 011 or equivalent or concurrent enrollment.

Numerical control and computer numerical control machining systems. Includes positioning, coordinate systems and part programming.

MAC 255 Computer Numerical Control II /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MAC 250.

Continuation of MAC 250. Includes diagnosis and correction of programming errors, advanced programming techniques used in production and prototype machining, lathe and macro programming and computer aided machining.

MAC 257 Computer Aided Machining I /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): DFT 180, MAC 255.

Operation and programming of an automated machine tool. Includes safety, creating a Computer Aided Machine (CAM) program, CAM programming systems, and RS-232 communications.

MAC 258 Computer Aided Machining II /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MAC 257.

Continuation of MAC 257. Includes safety, advanced features of a Computer Aided Machining (CAM) programming system, and creation and set-up of a CAD/CAM programming center.

MAC 260 Computer Numerical Control III: Lathe /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MAC 255.

Continuation of MAC 255. Includes Computer Numerical Control (CNC) lathe applications, programming geometry, programming techniques, and production machining techniques.

MAC 265 Computer Numerical Control IV: Production Techniques / 4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MAC 260.

Continuation of MAC 260. Includes production machining techniques for mills and other Computer Numerical Control (CNC) equipment, four and five axis programming, and computer integrated machining and flexible machining systems.

MAC 270 Robotics and Automated Systems: Mechanical /4 cr. hrs./ 5 periods (3 lec., 2 lab)

Prerequisite(s): PHY 101, 102 or 115.

Classification and overview of hardware found in robotic workcells and material handling systems. Includes hydraulic systems, pneumatic systems, electrical motors, digital logic, switches and relays, converters, memories and microprocessors, servo systems and industrial robots. (Same as ROB 270.)

MAC 271 Programmable Logic Controllers /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): MAC 270 or ROB 270.

Concepts and applications of programmable controllers. Includes number systems, logic concepts, central processors, input/output system, peripheral services and programming languages. (Same as ROB 271.)

MAC 275 Applied Metallurgy /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): None.

Procedures and practice for metallurgical testing. Includes structural materials, alloy classification systems, industrial and manufacturing concepts, processes and applications, properties and testing, and structure of metals and alloys.

MAC 280 Machine Shop for Technicians III /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): MAC 120.

Advanced shop practice in machine tool setup and operations which completes the student's preparation for employment in the machine tool industry.

MAC 285 Physical Metallurgy /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): MAC 130.

The behavior of metals as used in industry during heating, cooling, shaping, forming and stress. Includes mechanical properties and tests to determine

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values, heat treatment of steel, pure metals and manner of crystallization, theory of alloys, nonferrous metals and quality control procedures involving magnaflux, magnaglow, dye penetrants and x-ray techniques.

MAC 296 Machine Tool Independent Projects /1-4 cr. hrs./3-12 periods (3-12 lab)

Prerequisite(s): Consent of instructor.

Self-directed laboratory projects. Includes establishing objectives, procedures and a method of evaluation. May be taken 16 times for a maximum of 16 credit hours.

MAC 297 Machine Tool Seminar: /.25-4 cr. hrs./ .25-16 periods (.25-4 lec., .25-12 lab)

Prerequisite(s): Consent of instructor.

Machine tool job-related training. Includes presentations and development of skills in a given area and topics of timely or limited interest.

MAC 299 Co-op Related Class in MAC /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

MAC 299 Co-op Work in MAC /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

MANAGEMENT

MAN 110 Human Relations in Business and Industry /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): None.

Organizational structure and how its functioning is affected by many human factors. Includes motivation, problem solving techniques, group process and organization environment.

MAN 122 Supervision /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles of personnel supervision. Historical development; recruitment, training and evaluation of employees; decision making; and the role of labor unions.

MAN 124 Small Business Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Analysis of the practical problems of organizing and managing a successful small business. Includes practical problems in quantitative analysis, causes of business failure, record keeping, sales promotion, marketing, budgeting, employee relations and small business case studies. Emphasis on the managerial activities of the entrepreneur and their application to good business practice.

MAN 130 Quality Systems Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 070.

Contemporary quality-system philosophies. Includes methods and technical operations for quality management in product and service organizations.

MAN 180 The Business of Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

A study of the role of management in business and other human endeavors; management as a total system of functions utilizing resources within constraints imposed by society; the body politic, technology and ideology.

MAN 199 Co-op Related Class in MAN /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

MAN 199 Co-op Work in MAN /3-6 cr. hrs./15-30 periods (15-30 lab)

See Cooperative Education section for description.

MAN 270 Computer Applications for Managers /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): BUS 105 or consent of instructor.

Development of management skills in computer applications for business. Includes maximizing computer services, history of data processing as viewed by management, advancement in reporting tools, efficient computer utilization via corporate management direction and related concerns.

MAN 276 Personnel Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): BUS 100.

Practical aspects of managing personnel. For the practitioner in personnel management as well as the general manager. Includes recruiting, selection, testing, rating systems, promotion, discipline, training, labor relations, job evaluation and manpower planning.

MAN 278 Labor/Management Relations /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): BUS 100.

Examination of basic principles and current status of labor/management relations in the United States. History, development of American unionism, government of trade unions, collective bargaining, public policy and bargaining power. Reviews legal framework regulating labor/management relations. Emphasis on contemporary issues and problems involved in building a sound relationship between management and labor.

MAN 280 Business Organization and Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): BUS 100 and any other MAN course.

Nature and functions of business organization and management. The role of management in business and other human endeavors; management as a total system within constraints imposed by society, government, technology and ideology; management as a practical integration of diverse philosophies.

MAN 298 Budgeting for Managers: Special Topics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles, procedures and skills for budget formulation and financial management for the operating manager. Specific attention to environmental and market conditions in the specific industry. The particular industry being studied may vary from semester to semester.

MAN 299 Co-op Related Class in MAN /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

MAN 299 Co-op Work in MAN /3-6 cr. hrs./15-30 periods (15-30 lab)

See Cooperative Education section for description.

MARKETING**MKT 111 Marketing /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Basic principles of moving goods and services from producer to consumer. Functions of marketing in relation to manufacturing, wholesaling and retailing.

MKT 113 Salesmanship /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic principles and techniques of selling and their practical application. Types of customers, products, presentation of information, determination of customer's wants and needs, meeting customer objections, and opportunities in selling.

MKT 125 Advertising /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic principles of the various aspects of advertising including its planning and creation.

MKT 130 Direct Response Marketing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles of developing and implementing a targeted direct response program. Includes selection of appropriate products/services, one-step versus two-step marketing, elements of costing and pricing, effective creative designs, and methods for evaluation and measurement.

MKT 139 Retailing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The organization and operation of a retail store. Includes trends in the field and problems involved in the retailing of goods and services.

MKT 150 Physical Distribution Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

In-depth study of methods of distributing goods. Physical warehousing, inventory control, materials handling, industrial packaging, order processing and location analysis. Includes managerial responsibilities and recent transportation regulation actions. (Same as TTM 204 and PIM 150.)

MKT 160 Marketing for Nonprofit Organizations /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Applies marketing principles to agencies other than for profit business and industry. Use of case studies and discussions. Each student will prepare an integrated marketing plan for a nonprofit organization.

MKT 199 Co-op Related Class in MKT /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

MKT 199 Co-op Work in MKT /3-6 cr. hrs./15-30 periods (15-30 lab)

See Cooperative Education section for description.

MKT 299 Co-op Related Class in MKT /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

MKT 299 Co-op Work in MKT /3-6 cr. hrs./15-30 periods (15-30 lab)

See Cooperative Education section for description.

MATHEMATICS

All students enrolling in their first mathematics course with the college and all new, full-time students are required to take the mathematics assessment tests. Students with an earned degree or advanced certificate from an accredited college are not required to take the tests, unless they fit the above categories. (A satisfactory assessment test score may be requested in lieu of, or in addition to, the listed prerequisites for any course. Students who have credit in any college mathematics course equivalent to or above MTH 060 will not receive credit for MTH 060 or any of its components without permission of the mathematics area.)

MTH 040 Basic Mathematics /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Development of skills necessary to prepare for and pass the General Education Development (GED) mathematics test, which is a part of the High School Equivalency Examination.

MTH 050 Approaching Mathematics Positively /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Same as HDE 050.

MTH 060 Introductory Mathematics /3 cr. hrs./3 periods (3 lec.)

Mathematics 060A through 060C together constitute MTH 060.

MTH 060A Introductory Mathematics-Whole Numbers /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Introduction to whole numbers. Includes practice with the four basic arithmetic operations and exploration of the principles of place value, order of operations, divisibility, prime factorization and least common multiple.

MTH 060B Introductory Mathematics-Fractions and Decimals /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 060A or concurrent enrollment.

Introduction to decimals and fractions. Includes practice with the four basic arithmetic operations using decimals and fractions.

MTH 060C Introductory Mathematics-Percent, Ratio and Measurement /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 060B or concurrent enrollment.

Introduction to percent, ratio, measurement and signed numbers. Includes exploration of the principles of proportion, measures (including the metric system) and their applications, and signed numbers.

MTH 064 Prealgebra /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 060B or satisfactory score on mathematics assessment test.

Transition from arithmetic to algebra. Includes basic operations on fractions, decimals, signed numbers, percents, ratio, and applications. Also includes order of operations, solving linear equations, and inequalities in one variable. MTH 064A, 064B, and 064C together constitute MTH 064.

MTH 064A Prealgebra: Module A /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 060B.

Module A constitutes approximately the first one-third of MTH 064.

MTH 064B Prealgebra: Module B /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 064A.

Module B constitutes approximately the second one-third of MTH 064.

MTH 064C Prealgebra: Module C

Prerequisite(s): MTH 064B.

Module C constitutes approximately the third one-third of MTH 064.

MTH 065 Health Careers Mathematics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Mathematical skills for nursing and chemistry. Includes fractions, decimals, scientific notation, dosages, concentrations, logarithms and conversions in apothecary, metric and household measures.

MTH 070 Algebra I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 060 or 064 or satisfactory score on the mathematics assessment test.

Introduction to basic algebra. Includes the real number system, algebraic expressions, linear equations and inequalities, integer exponents, polynomials, simple rational expressions, and square roots. MTH 070A, 070B, and 070C together constitute MTH 070.

MTH 070A Algebra I - Module A /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 060 or 064 or satisfactory score on mathematics assessment test.

Module A constitutes approximately the first one-third of MTH 070.

MTH 070B Algebra I - Module B /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 070A or concurrent enrollment.

Module B constitutes approximately the second one-third of MTH 070.

MTH 070C Algebra I - Module C /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 070B or concurrent enrollment.

Module C constitutes approximately the third one-third of MTH 070.

MTH 090 Elementary Geometry /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 070.

Introduction to geometry. Primarily for students who lack credit in high school geometry. Includes angles, parallel and perpendicular lines, triangles, quadrilaterals, circles, congruence, similar figures, geometric constructions and deductive proofs.

MTH 110 Technical Mathematics I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 060 or satisfactory score on mathematics assessment test.

Mathematics 110A through 110C together constitute MTH 110.

MTH 110A Technical Mathematics I: Arithmetic and Geometry /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 060 or concurrent enrollment in MTH 060C or satisfactory score on mathematics assessment test.

Technical arithmetic and geometry. Includes a review of arithmetic operations, percent, measurements, and basic geometry involving perimeters, areas and volumes.

MTH 110B Technical Mathematics I: Algebra, Part I /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 110A or concurrent enrollment.

Introduction to technical algebra. Includes basic algebraic operations, linear equations and factoring.

MTH 110C Technical Mathematics I: Algebra, Part II /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 110B or concurrent enrollment.

Continuation of MTH 110B. Includes algebraic fractions, graphs of equations and systems of linear equations.

MTH 115 Electronics Mathematics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 070.

Basic algebra review, electrical units and powers of ten, solving equations, Ohm's law, series and parallel circuits, Kirchhoff's laws and simultaneous equations, trigonometry, some AC circuit analysis, common logarithms and the decibel, natural logarithms, and RLC circuits.

MTH 120 Technical Mathematics II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 110.

Mathematics 120A through 120C together constitute MTH 120.

MTH 120A Technical Mathematics II: Exponents and Radicals /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 110 or concurrent enrollment in MTH 110C.

Exponents and radicals for technical applications. Includes area review of graphing and scientific notation.

MTH 120B Technical Mathematics II: Roots, Radicals and Quadratic Equations /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 120A or concurrent enrollment.

Roots, radicals and quadratic equations for technical applications.

MTH 120C Technical Mathematics II: Basic Trigonometric Functions /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 120B or concurrent enrollment.

Trigonometric functions for technical applications. Includes graphs, vectors, and solutions of right and oblique triangle problems.

MTH 125 Electronics Mathematics Applications /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 115.

Advanced AC circuit analysis, special products, factoring, algebraic fractions, fractional equations, trigonometric identities and equations, elementary plane vectors, phasor algebra, rate of change, limits, integration, differentiation, fourier series, and wave forms.

MTH 130 Algebra II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 070 or satisfactory score on mathematics assessment test.

Intermediate algebra. Includes the language of sets, lines in the plane, systems of linear equations, rational expressions and equations, radical expressions and equations, quadratics, exponents, and logarithms. MTH 130A, 130B, and 130C together constitute MTH 130.

MTH 130A Algebra II - Module A /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 070 or concurrent enrollment in MTH 070C or satisfactory score on the mathematics assessment test.

Module A constitutes approximately the first one-third of MTH 130.

MTH 130B Algebra II - Module B /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 130A or concurrent enrollment

Module B constitutes approximately the second one-third of MTH 130.

MTH 130C Algebra II - Module C /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 130B or concurrent enrollment.

Module C constitutes approximately the third one-third of MTH 130.

MTH 150 College Algebra /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 130 or satisfactory score on mathematics assessment test.

Introduction to college-level algebra. Includes equations, functions, systems of equations and inequalities, exponential and logarithmic functions, graphing of higher order polynomial and rational functions, and sequences and series. MTH 150A, 150B, and 150C together constitute MTH 150.

MTH 150A College Algebra - Module A /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 130 or concurrent enrollment in MTH 130C or satisfactory score on the mathematics assessment test.

Module A constitutes approximately the first one-third of MTH 150.

MTH 150B College Algebra - Module B /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 150A or concurrent enrollment.

Module B constitutes approximately the second one-third of MTH 150.

MTH 150C College Algebra - Module C /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 150B or concurrent enrollment.

Module C constitutes approximately the third one-third of MTH 150.

MTH 152 Topics in College Mathematics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 130 or satisfactory score on Math assessment exam. Survey of mathematical topics and applications. Includes application of mathematics to the social services, management science, growth, and probability and statistics.

MTH 155 Trigonometry /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 150 or concurrent enrollment.

Introduction to trigonometric functions. Includes graphs, identities, angle measure, vectors, polar coordinates, and conic sections. MTH 155A, 155B, and 155C together constitute MTH 155.

MTH 155A Trigonometry - Module A /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 150 or concurrent enrollment.

Module A constitutes approximately the first one-third of MTH 155.

MTH 155B Trigonometry - Module B /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 155A or concurrent enrollment.

Module B constitutes approximately the second one-third of MTH 155.

MTH 155C Trigonometry - Module C /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MTH 155B or concurrent enrollment.

Module C constitutes approximately the third one-third of MTH 155

MTH 160 Precalculus /5 cr. hrs./5 periods (5 lec.)

Prerequisite(s): MTH 130 or satisfactory score on mathematics assessment test.

College-level algebra and trigonometry. Includes all topics in MTH 150 and 155. Recommended for students planning to take analytic geometry and calculus. For P.C.C. degree, credit is allowed for MTH 150 and 155, or MTH 160, but not for all three.

MTH 170 Finite Mathematics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 150.

Mathematics for students majoring in business. Includes set theory, partitions, permutations, combinations, probability, Bernoulli trials, Markov chains and the simplex method of linear programming.

MTH 175 Topics in Calculus /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 150.

Calculus for students majoring in business. Includes limits, continuity, differentiation and integration of algebraic functions and separable differential equations.

MTH 180 Analytic Geometry and Calculus I /5 cr. hrs./5 periods (5 lec.)

Prerequisite(s): MTH 155 or 160.

Introduction to analytical geometry and calculus. Includes limits, continuity, differentiation and integration of algebraic and basic trigonometric functions, and applications of differentiation and integration.

MTH 185 Analytic Geometry and Calculus II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): MTH 180.

Continuation of MTH 180. Includes differentiation and integration of logarithmic and exponential functions, techniques and applications of integration and infinite series.

MTH 198 Special Topics in Mathematics /1-4 cr. hrs./1-10 periods (1-4 lec., 0-9 lab)

Prerequisite(s): Consent of instructor.

Introduction to the techniques of research in mathematics. Includes topics concerned with procedures, experimental design, and current research.

MTH 210 Introductory Statistics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 130 or satisfactory score on mathematics assessment test.

Introduction to statistics. Includes sampling; data display; measures of central tendency, variability, and position; random variables; probability; probability distributions; confidence intervals; hypothesis testing; and regression.

MTH 215 Analytic Geometry and Calculus III /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): MTH 185.

Continuation of MTH 185. Includes conic sections, polar coordinates, solid geometry, two and three dimensional vectors, moments, partial derivatives and multiple integration.

MTH 219 Differential Equations /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 215.

Introduction to differential equations. Includes differential equations of the first order with exact solutions, numerical approximations and systems, explicit methods for solving equations of higher order including series and Laplace transforms, and physical applications of first and second order differential equations.

MTH 225 Introduction to Linear Algebra /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 215.

Introduction to vector spaces and linear transformations. Includes matrices, Gaussian Elimination, Gram-Schmidt process, eigenvalues, and eigenvectors.

MTH 230 Discrete Mathematics in Computer Science /3-4 cr. hrs./3-4 periods (3-4 lec.)

Prerequisite(s): MTH 150.

Mathematical concepts applicable to course work in computer science. Includes logic, sets, proof techniques, induction, graphs, formal languages, and basic application of discrete mathematics to computer science. Basic applications of discrete mathematics are omitted for the three-credit class.

MTH 297 Independent Research in Mathematics /1-4 cr. hrs./3-12 periods (3-12 lab)

Prerequisite(s): Consent of instructor.

Experience in mathematical research. Specific content to be determined by student and instructor. May be taken three times for a maximum of twelve credit hours.

MEDIA COMMUNICATION

MEC 101 Introduction to Reporting and Media Writing /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): Writing 100 recommended.

Introduction to news reporting. Includes evaluation of news, news gathering methods, writing leads, organization of stories, interviewing and writing various types of news stories. Also includes a considerable amount of writing using computers.

MEC 102 Survey of Media Communications /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of theory, nature, function, and impact of today's mass media. Includes a review and evaluation of important journalists' work and of various media and auxiliary industries, such as book and magazine publishing, newspapers, radio, television, film, recordings, advertising and public relations. Also includes an overview of related career options.

MEC 124 Writing for Film and Television /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MEC 102 or concurrent enrollment.

Screenwriting for students who are interested in writing a screenplay. Includes screenplay narrative, plots, story structure, conflict, writing dialogue, techniques of developing a character, purpose of script form, and relationships between the writer and director. Also includes writing a feature script, potential markets, and the realities of selling your script.

MEC 125 Beginning Video Production /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): MEC 124.

Principles and techniques of video production. Includes operation and application of all the basic tools, equipment, and techniques used in television production. Also includes practical experience as part of a production team.

MEC 145 Equipment Repair and Maintenance /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Electrical and mechanical repair and maintenance of instructional media technology equipment, including tape recorders, projectors and mechanical graphic arts devices.

MEC 155 Instructional Media I /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): MEC 125.

Functions and responsibilities of the media specialist in education or industry. Includes ordering, inventory, maintenance, budgeting, equipment evaluation, facilities design, copyright law, and career opportunities.

MEC 170 Journalism Workshop /3 cr. hrs./9 periods (9 lab)

Prerequisite(s): MEC 101.

Laboratory course in which students produce the college's weekly student newspaper. Includes news gathering, writing, editing, photography, advertising and other publication activities.

MEC 175 Cinematography /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): MEC 124 or concurrent enrollment.

Basic techniques of motion picture production. Includes camera operation, animation application, film editing, and motion picture lab processes. Also includes the creation and production of super 8 films.

MEC 180 Newspaper Business Procedures /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Principles and practice of newspaper advertising, sales, circulation, record keeping and accounting.

MEC 188 Desktop Publishing for Journalism and Media Communication /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): Word processing or keyboard skills recommended.

Desktop publishing for media communications. Includes basic principles of page layout using text and graphics applied to journalistic and electronic media. Also includes designing and editing tabloid newspapers, brochures, newsletters, storyboards, slide presentations, and transparencies.

MEC 190 Newspaper Graphics /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Principles and techniques of basic newspaper art work, typography and photography.

MEC 196 Independent Studies in Media /1-4 cr. hrs./3-12 periods (6 lec., 6 lab)

Prerequisite(s): 6 credit hours of MEC classes and consent of instructor.

Students independently continue their development in media communications with the help of a faculty member. May be taken three times for a maximum of twelve credit hours.

MEC 198 Special Topics in Media: /1-4 cr. hrs./1-4 periods (1-4 lec.)

Prerequisite(s): Consent of instructor.

Selected topics in media which reflect current issues, trends, and technologies.

MEC 199 Co-op Related Class in MEC /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

MEC 199 Co-op Work in MEC /1-3 cr. hrs./5-15 periods (5-15 lab)

See Cooperative Education section for description.

MEC 211 Lighting for Film and Video /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MEC 124, and MEC 125 or 175.

Creative lighting techniques, practices, and use of equipment. Includes lighting theory, color theory, and technical and artistic lighting methods used in feature film, commercials, and video production. Also includes working as part of a film or video lighting production team.

MEC 215 Advanced Cinematography /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MEC 175.

Tools, techniques, and procedures involved in professional film production. Includes the film proposal, script breakdown, pre-production and post-production of one 16mm film, and laboratory experience with film production equipment.

MEC 225 Advanced Video Production /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MEC 125.

Production of a variety of television programs. Includes the utilization of television equipment in remote and on-location sites as well as in studio operation. Also includes the production of special programs for the arts, education, and industry.

MEC 230 Advanced Reporting /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MEC 101.

Advanced news writing and related activities. Includes investigative reporting, feature and editorial writing, copy-editing, headline writing, make-up and advertising. A required course for journalism majors.

MEC 235 Broadcast Journalism /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MEC 101.

Survey of radio and television journalism. Includes broadcast news media, electronic journalism and the broadcast news process.

MEC 240 Editing, Layout, and Design /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): MEC 101.

Principles and techniques of publication editing, layout, and design. Includes newsroom and other settings, copy and electronic editing, proof-reading, headline writing, electronic page layout, typography and design, copyflow, and problems and responsibilities of editors. Also involves the extensive use of computers in the editing process.

MEC 255 Instructional Media II /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): MEC 155.

Principles and techniques of instructional media technology. Includes still projection, motion picture projection, graphic arts, record players, tape recorders, broadcast sound systems, educational TV, programmed instruction, supporting equipment for instructional media, and non-projected instructional media materials.

MEC 260 Magazine and Feature Writing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MEC 101.

Writing magazine and newspaper feature articles for publication. Each student is required to research, write and attempt to market an article or series of features.

MEC 265 Implications of Media Technology /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The effects of media technology on the individual and his society. Includes multimedia systems, computer managed instruction, computer assisted instruction, audio-tutorial systems, television, radio, film, programmed instruction, dial-access systems and man-machine relationships in learning systems.

MEC 270 Media Advertising and Public Relations /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): MEC 101.

Principles and techniques of media advertising and public relations. Includes planning, sales and production. Students work in groups to produce a national and local advertising campaign and a public relations campaign.

MEC 271 Film/Video Production Financing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MEC 124.

Strategies of production financing for independent film/video projects. Includes positioning media projects in the marketplace, writing fundable proposals, and identifying funding sources. Also includes developing a prospectus for a media project.

MEC 275. Basic Audio Production /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MEC 124.

Fundamental tools, techniques, and procedures for multitrack recording. Includes application to film, television, radio, and the recording industry. Also includes using multi-track recording and mixing techniques to produce original production soundtracks.

MEC 276 Advanced Audio Production /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MEC 275.

Production of audio for film, television, radio, and the recording industry. Includes utilization of professional audio equipment on location as well as in studio operation. Also includes post-production of audio for film and video, and audio production for special problems in the arts, education, and industry.

MEC 280 Photojournalism /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): MEC 101.

Reporting and interpreting news through pictures. Includes application of

basic photography techniques to mass media, analysis of photographs, some layout, and writing outlines and captions.

MEC 281 News and Feature Program Production /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MEC 225.

Techniques and procedures involved in producing television news feature programs for cablecasting or broadcasting. Includes procedures, cameras, lenses, audio, and graphics for in-field productions. Also includes lighting, visual expression, producing, directing, interviewing techniques, and the completion of three, thirty-minute news/feature video programs for cablecasting.

MEC 285 Documentary Television and Film Production /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): MEC 215, 225.

Fundamentals of nonfiction film/video production. Includes script writing, research techniques, camera, lenses, audio approach, recording techniques, working methods, and production problems. Also includes the production of a television documentary.

MEC 290 Applied Photojournalism /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Practical application of photojournalistic techniques. Includes news value, pictorial quality, handling assignments and the picture story.

MEC 296 Advanced Independent Studies in Media /1-4 cr. hrs./3-12 periods (6 lec., 6 lab)

Prerequisite(s): 12 credit hours of MEC courses, completion of MEC 196 and consent of instructor.

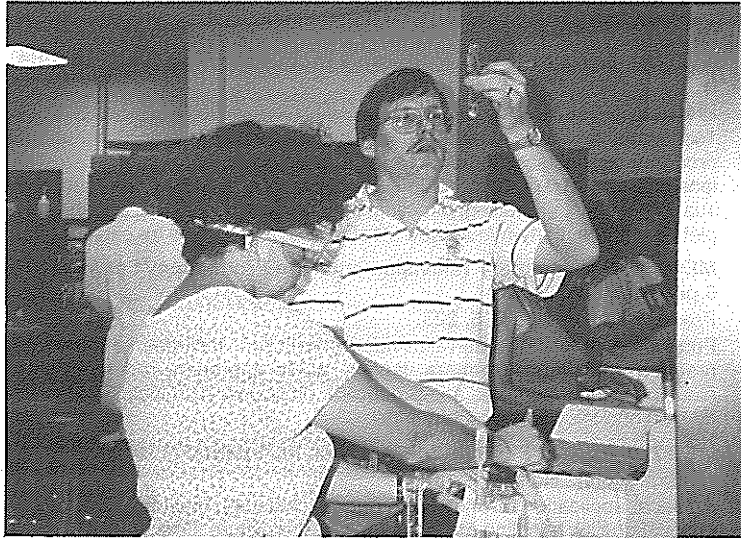
Students independently continue their development in media communications with the help of a faculty member. May be taken three times for a maximum of twelve credit hours.

MEC 299 Co-op Related Class in MEC /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

MEC 299 Co-op Work in MEC /1-3 cr. hrs./5-15 periods (5-15 lab)

See Cooperative Education section for description.



MENTAL HEALTH TECHNICIAN

MHT 101 Mental Health Technician I /7 cr. hrs./12 periods (4 lec., 8 lab)

Prerequisite(s): Acceptance into mental health technician program.

Care of the patient with physical and psychiatric disorders. Includes etiology, normal and abnormal changes in the life cycle, legal-ethical considerations, therapeutic care, holistic care, nursing process, physical and psychological care and a clinical experience.

MHT 201 Mental Health Technician II /6 cr. hrs./10 periods (4 lec., 6 lab)

Prerequisite(s): MHT 101.

Continuation of MHT 101. Includes the theory of multiple treatment modalities such as somatic treatments, milieu therapy, crisis intervention, short-term psychotherapy, group therapy and family therapy. Also includes admission, transfer, and discharge of a psychiatric client; writing a care plan; behavior modification and functioning as a team member.

MICROCOMPUTER APPLICATIONS

MAP 106 Introduction to Microcomputers /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Microcomputer uses with emphasis on hardware, specific microcomputer uses and evaluation of application software.

MAP 207 Developing Microcomputer Applications /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): MAP 106 or equivalent experience.

Principles and techniques of developing microcomputer applications. Includes software review and evaluation, authoring systems, introduction to popular programming languages (e.g., PILOT and LOGO) and production of software.

MAP 267 Microcomputer Center Operations /3 cr. hrs./15 periods (15 lab)

Prerequisite(s): MAP 207 or equivalent experience.

In-depth microcomputer applications experience. Intended for those whose major responsibility will be maintenance of a microcomputer laboratory.

MUSIC**MUS 027 Introduction to Ear Training /1 cr. hr./2 periods (1 lec., 1 lab)**

Prerequisite(s): It is recommended that students who are thinking of pursuing music as a major take MUS 027 and 102 concurrently.

Ear training for individuals with little or no musical background. Includes learning to perform what is written and identify what is heard through simple melodies and rhythms.

MUS 036 Singing/Movement for the Stage /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): None.

Singing and movement experience for the singer and/or actor. Music will be selected for each student's skill level. Course work will culminate in student performance. May be taken four times for a maximum of eight credit hours.

MUS 041 Piano Class I-Non-Music Major /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Basic principles and techniques of piano playing in a group situation. Designed for non-music majors.

MUS 042 Piano Class II-Non-Music Major /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Continuation of MUS 041. Expansion and refinement of piano playing techniques. Designed for non-music majors.

MUS 043 Piano Class III-Non-Music Major /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): MUS 042.

Continuation of MUS 042. Group piano for non-music majors.

MUS 045 Applied Music-Private Instruction /2 cr. hrs./5 periods (.5 lec.)

Prerequisite(s): None.

Private weekly lessons in the sections listed below. Course of study jointly determined by the instructor and student. Development of performance skills is stressed. May be taken four times for a maximum of eight credit hours. Section 1-Brass; Section 2-Guitar; Section 3-Organ; Section 4- Percussion; Section 5-Piano; Section 6-Strings; Section 7-Voice; Section 8-Woodwinds. May be taken four times for a maximum of eight credit hours.

MUS 050 Rhythmic Performance /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Analysis and performance of rhythmic notation. Emphasis on rhythmic reading skills, terminology, group performance and notation.

MUS 054 Jazz Improvisation /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): MUS 102.

Techniques of jazz improvisation on various instruments. Includes rhythmic, melodic and harmonic aspects of jazz styles. Emphasis on progressive development of musical skills through interpretation of musical literature. Enrollment determined by audition with instructor. May be taken two times for a maximum of two credit hours.

MUS 060 Musical Theater Workshop /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Movement and singing to enhance projection and communication capabilities. Includes exploring the musical theater as a way to communicate, auditioning techniques, and live accompaniment.

MUS 061 Opera Workshop /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): Students chosen by audition.

Introduction to the techniques of opera. Includes stage movement, character development, and acting. Also includes arias, duets, ensembles, and auditioning techniques.

MUS 091 Introduction to Guitar /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Basic instruction and development of guitar playing skills for those who have little or no background in music with emphasis on both classical and popular guitar styles. Includes study of note reading, finger picking, chord strumming and basic right and left hand techniques.

MUS 095 Contemporary Guitar Styles /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Basic training in the essential elements of a variety of popular American guitar styles. Includes folk, country/western, blues, rock, and jazz. Also includes rhythm accompaniment, improvising solos, fretboard theory/harmony, memorization, and tablature reading.

MUS 100 Guitar I /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Development of the principles of guitar playing with emphasis on a variety of styles and guitar repertoire.

MUS 101 Guitar II /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): MUS 100 or consent of instructor.

Continuation of MUS 100 with more detailed development of guitar skills including basic musicianship, sight-reading, repertoire development, ensemble playing and improvisation.

MUSIC

MUS 102 Introduction to Music Theory /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): It is recommended that students who are thinking of pursuing music as a major take MUS 027 and 102 concurrently.

Introduction to fundamentals of music designed to develop basic literacy in music for non-majors. Includes study of notation, melody, harmony, rhythm and musical terminology.

MUS 105 Jazz Band II /1 cr. hr./3 periods (1 lec., 2 lab)

Prerequisite(s): Students chosen by audition.

Membership selected primarily from southern Arizona high schools. Rehearsal and performance of many styles of music in the jazz idiom. Continued emphasis on progressive development of musical skills through interpretation of advanced literature. May be taken four times for a maximum of four credit hours.

MUS 108 Pima Jazz Band I /1 cr. hr./3 periods (1 lec., 2 lab)

Prerequisite(s): Students chosen by audition.

Rehearsal and performance of many styles of music in the jazz idiom. Emphasis on progressive development of musical skills through interpretation of literature. May be taken four times for a maximum of four credit hours.

MUS 109 Pima Jazz Band II /1 cr. hr./3 periods (1 lec., 2 lab)

Prerequisite(s): Students chosen by audition.

Rehearsal and performance of many styles of music in the jazz idiom. Continued emphasis on progressive development of musical skills through interpretation of literature. May be taken four times for a maximum of four credit hours.

MUS 111 Exploring Music Through Piano /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Keyboard application skills and music fundamentals. Includes beginning improvisation, playing by ear, harmonizing melodies, music reading, and repertory pieces. Also includes aural application to music regarding form, style, and structure.

MUS 112 Community Jazz Band I /1 cr. hr./3 periods (1 lec., 2 lab)

Prerequisite(s): Students chosen by audition.

Membership selected primarily from Tucson's adult community. Rehearsal and performance of many styles of music in the jazz idiom. Emphasis on progressive development of musical skills through interpretation of professional literature. May be taken four times for a maximum of four credit hours.

MUS 113 Community Jazz Band II /1 cr. hr./3 periods (1 lec., 2 lab)

Prerequisite(s): Students chosen by audition.

Membership selected primarily from Tucson's adult community. Rehearsal and performance of many styles of music in the jazz idiom. Continued

emphasis on progressive development of musical skills through interpretation of professional literature. May be taken four times for a maximum of four credit hours.

MUS 116 Philharmonia Orchestra I /1 cr. hr./3 periods (1 lec., 2 lab)

Prerequisite(s): Students chosen by audition.

Participation in regular rehearsals and performances. Emphasis on progressive development of musical skills through interpretation of orchestral literature. May be taken four times for a maximum of four credit hours.

MUS 117 Philharmonia Orchestra II /1 cr. hr./3 periods (1 lec., 2 lab)

Prerequisite(s): Students chosen by audition.

Participation in regular rehearsals and performances. Continued emphasis on progressive development of musical skills through interpretation of orchestral literature. May be taken four times for a maximum of four credit hours.

MUS 120 Concert Band I /3 cr. hrs. /5 periods (2 lec., 3 lab)

Prerequisite(s): Students chosen by audition.

Participation in regular rehearsals and performances. Emphasis on progressive development of musical skills through interpretation of literature. May be taken four times for a maximum of twelve credit hours.

MUS 121 Concert Band II /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): Students chosen by audition.

Participation in regular rehearsals and performances. Continued emphasis on progressive development of musical skills through interpretation of literature. May be taken four times for a maximum of twelve credit hours.

MUS 125 The Structure of Music I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): It is recommended that students who are music majors take MUS 125 and 127 concurrently.

Basic structures of music and fundamental musical terminology. Includes scales, intervals, keys, chords, notation, tonality, form and part writing.

MUS 126 The Structure of Music II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MUS 125.

Structure and terminology of modal and contrapuntal music. Includes modal harmony, non-western music, analysis and 18th century counterpoint.

MUS 127 Aural Perception I /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): It is recommended that students who are music majors take MUS 125 and 127 concurrently.

Development of aural techniques through dictation and performance of intervals and melodic and simple rhythmic structures. Also includes general techniques of listening to music.

MUS 128 Aural Perception II /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): MUS 127.

Continuation of MUS 127. Development of aural techniques through dictation and performance of intervals, chord progressions and melodic and rhythmic structures. Includes general techniques of listening to music. Required of all music majors.

MUS 130 Chorale (SATB) /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): Students chosen by audition.

Selected group of mixed voices for interpretation of a wide variety of styles of music in concerts throughout the academic year. Emphasis on progressive development of musical skills through interpretation of literature. May be taken four times for a maximum of twelve credit hours.

MUS 131 College Singers (SATB) /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): Students chosen by audition.

Small choral ensemble. Repertory and performance throughout the academic year includes best literature from all styles and periods. Emphasis on progressive development of musical skills through interpretation of literature. May be taken four times for a maximum of twelve credit hours.

MUS 134 Vocal Ensemble /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): Students chosen by audition.

Rehearsal and performance of literature for various combinations of voices. Emphasis on progressive development of musical skills through interpretation of literature. May be taken four times for a maximum of four credit hours.

MUS 136 Voice Class I /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Practical training in basic skills and singing without specialization. Includes breathing, diction, tone, rhythm and sight singing.

MUS 137 Voice Class II /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): MUS 136.

Continuation of MUS 136. Practical training in basic skills and singing without specialization. Includes breathing, diction and interpretation of song literature.

MUS 141 Piano Class I-Music Majors /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): None.

Beginning piano instruction and techniques employing group and individual practice in an electronic lab. For music majors. Includes development of keyboard technique, musical notation, key signatures and other basic theoretical concepts.

MUS 142 Piano Class II-Music Majors /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): MUS 141.

Continuation of MUS 141. Intermediate piano instruction utilizing group and individual practice in an electronic lab. For music majors. Focus on more advanced theoretical and technical applications to the piano.

MUS 143 Piano Class III-Music Majors /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): MUS 142.

Continuation of MUS 142. Advanced intermediate piano instruction utilizing group and individual practice in an electronic lab. For music majors. Focus on further study of theoretical and applied techniques at the piano.

MUS 144 Piano Class IV-Music Majors /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): MUS 143.

Continuation of MUS 143. Advanced piano instruction utilizing group and individual practice in an electronic lab. For music majors. Advanced application of theory and technique, including scales, arpeggios, harmonizations, transpositions and an in-depth study of repertoire and style.

MUS 145 Applied Music-Private Instruction /2 cr. hrs./5 period (.5 lec.)

Prerequisite(s): None.

Private weekly lessons in the sections listed below. Includes participation in student recitals and jury exams. Students chosen by audition. Section 1-Brass; Section 2-Guitar; Section 3-Percussion; Section 4-Piano; Section 5-Strings; Section 6-Voice; Section 7-Woodwinds.

MUS 146 Applied Music-Private Instruction /2 cr. hrs. /5 period (.5 lec.)

Prerequisite(s): MUS 145.

Continuation of MUS 145. Private weekly instrumental lessons. Includes further development of performance skills and participation in student recitals and jury exams. (See MUS 145 for sections offered.)

MUS 151 Exploring Music /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to various musical styles with emphasis on listening and application of the basic elements of music (melody, rhythm, harmony, form and timbre) to each style.

MUS 160 Popular Music in America /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Study of the history of popular music culture in America beginning with the foundations of music in colonial America through current trends in today's society. Includes ragtime, blues, jazz, country, Broadway musical, folk, and rock.

MUS 201 History and Literature of Music I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MUS 102.

Music literature from the ancient Greek period through the Baroque with emphasis on specific works as representative of musical evolution.

MUS 202 History and Literature of Music II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MUS 102.

Music literature from the end of the Baroque period through the present day with emphasis on specific works as representative of musical evolution.

MUS 207 Music Composition I /1 cr. hr./1 period (1 lec.)

Prerequisite(s): MUS 125.

Study of compositional techniques, notation, and twentieth-century models. Development of compositional skills. Problems in performance and the practice of writing music.

MUS 225 The Structure of Music III /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MUS 125.

Chromatic harmony, melody and associated contrapuntal and rhythmic structure. Includes Schenkerian analysis, advanced tertian harmonies, chromatic modulation and in-depth analysis of selected works.

MUS 226 The Structure of Music IV /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MUS 125.

Twentieth century musical structure. Includes analysis of and composition with atonality, serialism, polymodality, polymeter, microtones, improvisation, chance, instrument exploration, new harmonic structures, new scales and new aesthetics.

MUS 227 Aural Perception III /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): MUS 127.

Continuation of MUS 128. Development of aural techniques through dictation and performance of tonal and atonal melodies, chord progressions and rhythmic structures. Includes general techniques of listening to music. Required of all music majors.

MUS 228 Aural Perception IV /1 cr. hr./2 periods (1 lec., 1 lab)

Prerequisite(s): MUS 127.

Continuation of MUS 227. Development of aural techniques through dictation and performance of tonal and atonal melodies, chord progressions and rhythmic structures. Emphasis on 20th century musical contexts. Required of all music majors.

MUS 247 Applied Music-Private Instruction /2 cr. hrs./5 period (.5 lec.)

Prerequisite(s): MUS 146.

Continuation of MUS 146. Private weekly instrumental lessons. Includes further development of performance skills and participation in student recitals and jury exams. (See MUS 145 for sections offered.)

MUS 248 Applied Music-Private Instruction /2 cr. hrs./5 period (.5 lec.)

Prerequisite(s): MUS 247.

Continuation of MUS 247. Private weekly instrumental lessons. Includes further development of performance skills and participation in student recitals and jury exams. (See MUS 145 for sections offered.)

MUS 290A-C Independent Studies in Music /1 cr. hr./3 periods (1 lec., 2 lab)

Prerequisite(s): MUS 102.

Composition and/or in-depth study in an area of the student's choice with approval by the supervising instructor. Each course may be taken four times for a maximum of four credit hours.

NURSING**NRS 101 Nursing Process I for PN /8 cr. hrs./16 periods (4 lec., 12 lab)**

Prerequisite(s): Admission granted by the Allied Health Services Selection Committee.

Introduces the nursing process as a systematic approach to decision making in nursing. Includes content related to maintenance of homeostasis and role of adaptation through meeting basic needs. Introduces concepts of communication, pharmacology, growth and development with emphasis on aging. Presents laboratory and clinical application of selected nursing skills to adults. Emphasis is on the role of the practical nurse in relationship to the nursing process.

NRS 102 Nursing Process II for PN /9 cr. hrs./19 periods (4 lec., 15 lab)

Prerequisite(s): NRS 101.

Continues the application of the nursing process to basic care of medical/surgical clients and families in the maternity cycle and health of children. Includes emphasis on growth and development through the life cycle. Presents laboratory and clinical application of selected nursing skills to the care of adults and children. Emphasis is on the role of the practical nurse in relationship to the nursing process.

NRS 103 Trends and Issues I /1 cr. hr./1 period (1 lec.)

Prerequisite(s): NRS 101 or 104. Concurrent enrollment in NRS 102 or 105.

A nonclinical course that introduces the nursing role with emphasis on beginning legal and ethical concerns. Explores the rights of individuals in all aspects of life.

NRS 104 Nursing Process I for ADN /8 cr. hrs./16 periods (4 lec., 12 lab)

Prerequisite(s): Acceptance into the Associate Degree Nursing program. Concurrent enrollment in WRT 101 and BIO 201.

Introduction to the application of the nursing process and to the concepts of nurse, health, person and environment. Includes communications, growth and development, basic human needs and pharmacology. Also includes laboratory and clinical skills and knowledge related to adult and elderly clients.

NRS 105 Nursing Process II for ADN /9 cr. hrs./19 periods (4 lec., 15 lab)

Prerequisite(s): NRS 104, BIO 201 and WRT 101. Concurrent enrollment in BIO 202, WRT 102 and NRS 106.

Continuation of NRS 104. Application of the nursing process and expansion on the concepts of nurse, health, person, and environment. Includes a focus on clients experiencing normal growth and development, normal pregnancy and delivery and common health alterations occurring throughout the life span. Also includes additional laboratory and clinical application of selected nursing skills and knowledge to adults and children.

NRS 106 Pharmacology for Associate Degree Nursing /1 cr. hr./ 1 period (1 lec.)

Prerequisite(s): NRS 104 and concurrent enrollment in NRS 105.

Application of the nursing process to medication categories, uses, and effects for Associate Degree Nursing students. Includes classifications, actions, uses, contraindications, doses, routes of administration, side effects, interactions, and incompatibilities. Also includes application of the nursing process to the study of medications and their safe administration.

NRS 190 Transition to the Associate Degree Nursing Program / 3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): Graduate of Pima Community College Practical Nurse (PN) program after May, 1990 or hold a current valid Licensed Practical Nurse (LPN) license. Must meet all admission criteria for the Associate Degree Nursing Program. Students graduating from an open entry/open exit Practical Nursing (PN) program will be individually evaluated.

Facilitate the transition of Practical Nurse (PN) graduates from Pima Community College (PCC) and Licensed Practical Nurses (LPN's) in the PCC Associate Degree Nursing (ADN) program. Includes an assessment of basic nursing care, stresses role transition through the application of nursing process and orientates the student to the philosophy and organizing framework of the ADN Program. Also includes 1) nursing communication process and 2) demonstration of selected competencies and skills.

NRS 201 Nursing Process III for ADN /11 cr. hrs./23 periods (5 lec., 18 lab)

Prerequisite(s): NRS 106, BIO 202, and WRT 102. Concurrent enrollment in BIO 205 and PSY 101.

Continuation of NRS 105. Application of the nursing process and expansion on the concepts of nurse, health, person, and environment with an emphasis on family development throughout the life span. Includes growth and development of the childbearing and child rearing family encompassing increasingly complex health alterations. Also includes additional laboratory and clinical application of selected nursing skills and knowledge to the family.

NRS 202 Nursing Process IV for ADN /11 cr. hrs./23 periods (5 lec., 18 lab)

Prerequisite(s): NRS 201, BIO 205, and PSY 101. Concurrent enrollment in NRS 203, Humanities or Fine Arts elective and Social and Behavioral Science elective.

Continuation of NRS 201. Application of the nursing process and concepts of nurse, health, person and environment in the care of clients experiencing multiple and complex alterations in psychological or physiological health. Includes the roles of the nurse in caring for clients with multiple needs. Also includes laboratory and clinical application of complex skills and knowledge in the care of clients throughout the life span.

NRS 203 Trends and Issues II /1 cr. hr./1 period (1 lec.)

Prerequisite(s): NRS 201. Concurrent enrollment in NRS 202.

Exploration of the nursing role. Includes current issues and trends in nursing and health care delivery and the role of the nurse as a member of the profession.

NURSING ASSISTANT**NRA 101 Nursing Assistant I /5 cr. hrs./11 periods (2 lec., 9 lab)**

Prerequisite(s): Acceptance into the nursing assistant program.

Basic client care nursing skills. Includes theory base for direct client care and fundamental and advanced psychomotor skills at the nursing assistant level.

NRA 102 Nursing Assistant II /3 cr. hrs./7 periods (1 lec., 6 lab)

Prerequisite(s): BIO 160, HCA 154 or concurrent enrollment, and NRA 101, and reading assessment at 10th grade level. Certified Nurse Aides who have not taken NRA 101 must pass an assessment test.

Multi-skilled approach to patient care. Includes legal and ethical responsibility, asepsis, dressing changes, catheterization, electrocardiograms, phlebotomy, tube feeding, and communication skills.

NURSING CONTINUING EDUCATION

NCE 101 Review for NCLEXPN /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Completion of Practical Nursing Program.

Licensure exam preparation. Includes test taking techniques specific to NCLEX format, mock licensure examination and question analysis.

NCE 111 LPN Update: Nursing Process /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Current LPN License.

Care of medical surgical clients. Includes the nursing process application, homeostasis, pharmacology, nutrition, and the care plan.

NCE 112 LPN Update: Maternal/Child Nursing /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Current LPN License.

Care of clients in the maternity cycle. Includes normal growth and development, medications, nutritional considerations, common complications, treatment modalities, and the care plan.

NCE 113 LPN Update: Pediatric Nursing /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Current LPN License.

Care of children and adolescents. Includes normal growth and development, common medications, common complications, pathological conditions, treatment modalities, and the care plan.

NCE 114 LPN Update: Mental Health Nursing /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Current LPN License.

Care of clients experiencing alterations in mental health. Includes normal stages of psychosocial development, coping mechanisms, management techniques, selective pathological conditions, treatment modalities, and the care plan.

NCE 160 Intravenous Therapy for Licensed Practical Nurses /3 cr. hrs./7 periods (1 lec., 6 lab)

Prerequisite(s): Licensed Practical Nurse and one year current work experience.

Theory and practice needed to administer intravenous fluids and selected premixed medications. Includes assessment of client, pharmacological actions of drugs and fluids, effects on body systems, calculations, prevention and treatment of complications, psychological preparation, alterations to the nursing care plan, and skills acquisition.

NCE 217 Fundamental Hemodialysis /6 cr. hrs./10 periods (2 lec., 8 lab)

Prerequisite(s): LPN or RN license.

Principles and purpose of hemodialysis related to vascular access, initiation and termination of hemodialysis. Includes the administration of intravenous solutions.

NCE 280 The Nurse As Manager I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): RN or consent of instructor.

Transition between nurse clinician and nurse manager. Includes managing change in health care, problem solving and decision making in health care, motivation, communication, quality standards, staffing, budgeting, interviewing, planning and current issues in health care.

OFFICE EDUCATION

Administrative Support Career Courses

OED 011 Computer Keyboarding /1 cr. hr./1.5 periods (.5 lec., 1 lab)

Prerequisite(s): None.

Training on the computer keyboard. Includes function keys, alphabetic keys, numeric 10-key pad and basic formatting.

OED 050 Fundamentals of Business English and Vocabulary /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

English basics in business. Includes business terminology, definitions, spelling, pronunciation, word usage, simple sentence structure, grammar, and dual language similarities and comparisons. Designed primarily for the unique needs of the Spanish-speaking student, but open to all students.

OED 091 Upgrading Office Skills /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): OED 111 or keyboarding knowledge.

New techniques and personal improvement in office skills and human relations. Includes assessment, evaluation, new technology and review.

OED 101 Shorthand I /3 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): OED 111, and OED 151 or concurrent enrollment.

An abbreviated system of writing. Includes the shorthand alphabet, English skills, shorthand speed, and transcription techniques.

OED 102 Shorthand II /3 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): OED 101 or one year high school shorthand or dictation speed of 50 words per minute, and OED 151 or concurrent enrollment.

Continuation of OED 101. Includes shorthand theory, English skills, and mailable transcription techniques.

OED 103 Shorthand Refresher /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): OED 101 or equivalent proficiency.

Review of an abbreviated system of writing. Includes shorthand theory, English usage, and transcription techniques.

OED 104 Career and Self-Management Skills /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Acceptance into the Women in Progress program.
Same as HDE 104.

OED 106 Advanced Career and Self-Management Skills /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): OED 104.
Same as HDE 106.

OED 107 Notehand /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Shorthand system for personal notetaking. Includes practice in taking useful, well-organized lecture and conference notes.

OED 108 Stenograph I /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): Keyboarding knowledge.

Basic system of alphabetic shorthand. Includes theory, brief forms, phrasing, vocabulary, grammar, punctuation, letter styles, and transcription techniques.

OED 109 Stenograph II /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): OED 108, and OED 111 or keyboarding knowledge.

Advanced system of alphabetic shorthand. Includes theory, brief forms, phrasing, vocabulary, grammar, punctuation, letter styles, and transcription techniques.

OED 110 Typing Refresher /3 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): OED 111 or equivalent proficiency.

Review of touch typing. Includes keyboard mastery, typewriter/computer parts, touch keyboarding, proofreading techniques, and simulation. Also includes technique, speed, and accuracy.

OED 110A Typing Refresher: Skill Building /1 cr. hr./1 period (.7 lec., .3 lab)

Prerequisite(s): OED 111 or equivalent proficiency.

Review of touch typing. Includes keyboard mastery, typewriter/computer parts, touch keyboarding, and proofreading techniques. Also includes technique, speed, and accuracy.

OED 110B Typing Refresher: Formatting /1 cr. hr./1 period (.7 lec., .3 lab)

Prerequisite(s): OED 110A.

Continuation of OED 110A. Includes simulation and exercises in the following: procedures manual, staff meetings, filling a staff vacancy, research project, and newsletter. Also includes technique, speed, and accuracy.

OED 110C Typing Refresher: Special Applications /1 cr. hr./1 period (.7 lec., .3 lab)

Prerequisite(s): OED 110B.

Continuation of OED 110B. Includes simulation and exercises in the following: applying for a job, correspondence, convention arrangements, and ordering supplies. Also includes technique, speed, and accuracy.

OED 111 Typing I /3 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): None.

Theory and practice of touch typing. Includes keyboarding, skill development, correspondence, reports, tables, and forms. Also includes technique, speed, and accuracy.

OED 111A Typing I: Keyboarding /1 cr. hr./1.7 periods (1 lec., .7 lab)

Prerequisite(s): None.

Theory and practice of touch typing. Includes keyboarding, skill development, alphabet, and numbers. Also includes technique, speed, and accuracy.

OED 111B Typing I: Basic Correspondence and Centering (Five-Week Module) /1 cr. hr./1.7 periods (1 lec., .7 lab)

Prerequisite(s): OED 111A.

Continuation of OED 111A. Includes keyboarding, symbols, correspondence, reports, and tables. Also includes technique, speed, and accuracy.

OED 111C Typing I: Correspondence and Manuscripts (Five-Week Module) /1 cr. hr./1.6 periods (1 lec., .6 lab)

Prerequisite(s): OED 111B.

Continuation of OED 111B. Includes correspondence, reports, forms, and skill refinement. Also includes technique, speed, and accuracy.

OED 112 Typing II /3 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): OED 111.

Continuation of OED 111. Includes skill development, correspondence, reports, tables, forms, specialized correspondence, word processing applications, and in-basket exercises. Also includes technique, speed, and accuracy.

OED 112A Typing II: Skill Development/Production Review /1 cr. hr./1.7 periods (1 lec., .7 lab)

Prerequisite(s): OED 111 or equivalent proficiency.

Continuation of OED 111. Includes correspondence, reports, and tables. Also includes technique, speed, and accuracy.

OED 112B Typing II: Specialized Formatting /1 cr. hr./1.7 periods (1 lec., .7 lab)

Prerequisite(s): OED 112A or equivalent proficiency.

Continuation of OED 112A. Includes specialized correspondence, forms and tables, and word processing applications. Also includes technique, speed, and accuracy.

OED 112C Typing II: Simulated Office Projects /1 cr. hr./1.6 periods (1 lec., .6 lab)

Prerequisite(s): OED 112B or equivalent proficiency.

Continuation of OED 112B. Includes in-basket exercises. Also includes technique, speed, and accuracy.

OED 121 Calculating Machines /2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): BUS 151.

Operation of electronic calculator. Includes mathematics review, touch system for ten-key office machines, calculator operations, percent applications, and problems in sales, retailing, insurance, banking, business, industry, and real estate. Also includes the international system of units.

OED 123 Beginning WordPerfect /1 cr. hr./1.5 periods (1 lec., .5 lab)

Prerequisite(s): OED 011 or equivalent proficiency.

Applications of WordPerfect computer software for the beginner. Includes a basic overview of the personal computer, creating and formatting documents, entering and editing text, file management, and spell-checking documents.

OED 124 Intermediate WordPerfect /1 cr. hr./1.5 periods (1 lec., .5 lab)

Prerequisite(s): OED 123.

Continuation of OED 123. Includes merging, sorting, file management, footnotes and endnotes, columns, macros, outlines, tables, and miscellaneous editing and formatting.

OED 130 Word Processing /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): OED 112, or keyboarding speed of 45 wpm and the ability to format letters, manuscripts and tables.

Word processing software. Includes creating, editing, formatting documents, word processing features, manuscripts, desktop publishing, and file maintenance.

OED 141 Legal Terms /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Language used in a legal setting. Includes pronunciation, spelling, and definitions.

OED 142 Legal Secretarial Procedures I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): OED 211.

Basic law office procedures and terminology. Includes client intake to disposition of a case in courts of limited or special jurisdiction, human relations, and code of ethics.

OED 143 Legal Secretarial Procedures II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): OED 142 or consent of instructor.

Continuation of OED 142. Includes domestic relations, probate, corporations, arbitration, real estate, criminal law, the code of ethics, and human relations.

OED 151 Business English /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Assessment at the WRT 100 level.

English fundamentals essential for modern business communication. Includes foundational skills, parts of speech, punctuation, capitalization, sentence structure, spelling, and vocabulary.

OED 161 Medical Office Procedures /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): OED 112 or equivalent proficiency or concurrent enrollment, and OED 162.

Services and procedures used in a medical office. Includes human relations, telephone and electronic communication, financial activities, word processing, administrative support, filing, machine transcription, mail processing, patient records, insurance, and medical and business terms.

OED 162 Medical Terms I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Terminology used in the medical field. Includes word parts and forms, anatomy and physiology, diseases, and reference materials.

OED 164 Medical Transcription I /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): OED 162 or experience in the medical field.

Terms and format for transcribing medical reports. Includes ethics and legal responsibility, preparation of medical reports, transcription of medical records, rules, and medical terminology.

OED 199 Co-op Related Class in OED /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

OED 199 Co-op Work in OED /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

OED 201 Shorthand III /3 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): OED 102 or two years of high school shorthand or dictation speed of 70 words per minute.

Continuation of OED 102. Includes shorthand skill development, English skills, and mailable transcription techniques. Also includes speed development.

OED 202 Shorthand IV /3 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): OED 201.

Continuation of OED 201. Includes additional development of shorthand and English skills, and transcription techniques. Also includes speed development, proofreading, and editing skills.

OED 211 Typing III /3 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): OED 112 or two years of typing or typing speed of 40 wpm. OED 151 recommended.

Continuation of OED 112. Includes correspondence, production, long reports, and integrated office projects for insurance, banking, travel, government, energy, electronics, legal and medical areas. Also includes technique, speed, and accuracy.

OED 211A Typing III: Correspondence/Production Review /1 cr. hr./ 1.7 periods (1 lec., .7 lab)

Prerequisite(s): OED 112 or equivalent proficiency.

Continuation of OED 112. Includes correspondence, production, long reports, and an integrated office project for insurance. Also includes technique, speed, and accuracy.

OED 211B Typing III: Integrated Office Projects /1 cr. hr./1.7 periods (1 lec., .7 lab)

Prerequisite(s): OED 211A or equivalent proficiency.

Continuation of OED 211A. Includes integrated office projects for banking, travel, government, and energy areas. Also includes technique, speed, and accuracy.

OED 211C Typing III: Mailable Production /1 cr. hr./1.6 periods (1 lec., .6 lab)

Prerequisite(s): OED 211B or equivalent proficiency.

Continuation of OED 211B. Includes integrated office projects for electronics, legal and medical areas, and mailable production. Also includes technique, speed, and accuracy.

OED 219 Word Processing Software /2 cr. hrs./3 periods (2 lec., 1 lab)

Prerequisite(s): OED 112, or typing speed of 45 wpm and ability to type letters, manuscripts, and tables.

Word processing software. Includes creating, editing, spell checking, and merging documents. Also includes macros, columns, sorting, manuscripts, tables, equations, fonts, and graphics. May be taken four times for a maximum of eight credit hours.

OED 222 Desktop Publishing For Business and Industry /2 cr. hrs./ 3 periods (2 lec., 1 lab)

Prerequisite(s): OED 219.

Desktop publishing for business and industry. Includes the use of a variety of popular desktop publishing software to create typeset quality business documents, such as newsletters, fliers, manuscripts, forms, and reports.

OED 224 Beginning Machine Transcription /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): OED 112, or typing speed of 45 wpm and ability to type letters, manuscripts, and tables. OED 151 recommended.

Beginning machine transcription. Includes development of vocabulary, punctuation, grammar, spelling, proofreading, and typing skills through transcription of business documents.

OED 226 Advanced Machine Transcription /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): OED 224.

Continuation of OED 224. Includes transcribing techniques, skill and speed development, and transcription from dictation.

OED 230 Desktop Publishing for Administrative Support Personnel / 3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): OED 130.

Desktop publishing for administrative support personnel. Includes a variety of desktop publishing software, terms and concepts, text, graphics, page format, other features, and basic design.

OED 242 Legal Secretarial Procedures III /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): OED 143 or consent of instructor.

Continuation of OED 143. Includes fundamental principles for both general and specialized areas of legal practice.

OED 243 Legal Secretarial Procedures IV /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): OED 242 or consent of instructor.

Continuation of OED 242. Includes file management, legal writing and research, administrative agencies, and business organizations.

OED 251 Business Communications /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): OED 151.

Principles of effective writing and listening skills. Includes the foundations of business communications, the writing of letters, memos, messages, resumes, applications, reports and proposals, oral communications, and intercultural concepts in business.

OED 252 Bilingual Commercial Correspondence /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): Speaking and writing proficiency in Spanish and English.

Business correspondence in Spanish and English. Includes business terminology, mechanics of letter formatting and composing, translation of letters, styles and types of letters, business vocabulary, and reading and writing business material.

OED 262 Medical Terms II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): OED 162.

Continuation of OED 162. Includes advanced work with word parts and forms, anatomy and physiology, diseases, and reference materials. Also includes therapeutic drugs and medical reports.

OED 264 Medical Transcription II /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): Keyboarding at 50 wpm, OED 164, 219, 262.

Continuation of OED 164. Includes punctuation, capitalization, numbers, figures, abbreviations, business letter transcription, proofreading, spelling, word division, and reference books.

OED 266 Medical Transcription III /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): Keyboarding at 60 wpm, OED 264.

Continuation of OED 264. Includes advanced training in punctuation, capitalization, rules, medical correspondence, proofreading, prefixes and suffixes, transcription, and medical terms.

OED 271 Office Procedures /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): OED 112.

Functions and procedures used in a wide range of office activities in both the national and international business environment. Includes analysis of the office education professions, information processing, transmittal services, planning travel and conferences, preparing business and statistical data, financial and legal tasks, and placement and advancement in employment.

OED 297 Office Education Seminar: /25-4 cr. hrs./25-16 periods (.25-4 lec., .25-12 lab)

Prerequisite(s): Consent of instructor.

Office education job-related training. Includes presentations and development of skills in a given area and topics of timely or limited interest.

OED 298 Special Topics in Office Education: /5-3 cr. hrs./5-3 periods (.5-3 lec.)

Prerequisite(s): Consent of instructor.

Selected topics in office education which reflect current issues, trends, and technologies.

OED 299 Co-op Related Class in OED /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

OED 299 Co-op Work in OED /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

PHARMACY TECHNOLOGY**PHT 170 Introduction to Pharmacy Technology /2 cr. hrs./2 periods (2 lec.)**

Prerequisite(s): None.

Overview of the allied health professions including the role of pharmacy support personnel, pharmacy law, medical terminology and pharmaceutical abbreviations. Emphasis on the roots, prefixes and suffixes needed to build a medical vocabulary.

PHT 171 Pharmaceutical Calculations /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Mathematical computations needed in the practice of pharmacy technology.

PHT 172 Drug Therapy I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

The relationship between anatomy and physiology, disease states, and pharmaceutical therapy. Includes origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the central nervous system, and the autonomic nervous system.

PHT 174 Pharmacy Operations /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): PHT 171 or concurrent enrollment.

Technical aspects of drug distribution in both inpatient and outpatient settings, including bulk compounding, packaging, quality control, inventory control, drug storage and drug distribution systems.

PHT 178 Pharmacy Microcomputers /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Basic concepts of computer operation. Emphasis on software designed for use in pharmacy.

PHT 180 Sterile Products /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): PHT 174.

Application of aseptic techniques and use of the laminar flow hood in the preparation of sterile products.

PHT 181 Interprofessional Relations in Pharmacy /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): PHT 170 and 174.

Skills necessary for the pharmacy technician to communicate effectively in the following ways: 1) as a representative of the profession of pharmacy, 2) as an intermediary between the pharmacist and the patient, and 3) as an intermediary between the pharmacist and other health care professionals.

PHT 182 Drug Therapy II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

The relationship between anatomy and physiology, disease states, and pharmaceutical therapy. Includes origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the cardiovascular, circulatory, renal, endocrine, respiratory, digestive, reproductive, and integumentary systems.

PHT 190 Pharmacy Technician Internship /4 cr. hrs./16 periods (16 lab)

Prerequisite(s): Completion of the core curriculum for the basic certificate program.

On-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist.

PHT 191 Pharmacy Technician Administration /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Completion of the basic certificate program or consent of instructor.

A comprehensive presentation of practical management techniques for pharmacy technician supervisors and managers. Focus on administration skills in both the hospital and retail pharmacy settings.

PHT 193 Clinical Seminar /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): Concurrent enrollment in PHT 190.

Topics and discussions of importance to the pharmacy technician. Includes employment search preparation, research reports, and technical papers. Also includes a review of the Arizona Pharmacy Association Pharmacy Technician Certification Exam.

PHILOSOPHY

PHI 101 Introduction to Philosophy I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles of abstract reasoning and their application to life. Provides a thorough foundation through some of the main themes and figures in the history of Western philosophy.

PHI 102 Introduction to Philosophy II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Course seeks to provide the student with a sound grasp of the principles of abstract reasoning and instances of their application to life. For the prospective philosophy major, it offers a thorough foundation through some of the main themes and figures in the history of Western philosophy.

PHI 120 An Introduction to Logic /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The basic requirements and processes of valid thinking, decision making and communication. Emphasis on "informal" logic (i.e., the fallacious reasoning encountered in daily life). Includes recognizing and countering logical fallacies. Also includes use of Venn diagrams and truth tables. Real-life arguments are analyzed so the tools of logic can be better understood.

PHI 130 Introductory Studies in Ethics and Social Philosophy / 3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to the study of principles and standards of conduct and morality. Includes such matters as judgments of approval and disapproval, the rightness and wrongness of our acts and the desirability or wisdom of our actions. Emphasis on classical and contemporary meanings of ethical statements, their truth and falsity, their objectivity and subjectivity.

PHI 140 Philosophy of Religion /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to Western philosophical methods as applied to religion. Includes nature and meaning of religion and God, classical arguments, the impact of religious belief on ethics, psychology, and law in the West, faith and reason, theodicy, and mysticism. This is not a world religions class. (Same as REL 140.)

PHYSICS

PHY 061 Problem Solving for Physics 121 /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Concurrent enrollment in PHY 121.

Strategies and techniques used to solve problems encountered in Physics 121. Includes mathematical skills, error analysis, and graphing, with an emphasis on analysis and solution of word problems.

PHY 062 Problem Solving for Physics 122 /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Concurrent enrollment in PHY 122.

Strategies and techniques used to solve problems encountered in Physics 122. Includes mathematical skills, error analysis, and graphing, with an emphasis on analysis and solution of word problems.

PHY 063 Problem Solving for Physics 210 /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Concurrent enrollment in PHY 210.

Strategies and techniques used to solve problems encountered in Physics 210. Includes mathematical skills, error analysis, and graphing, with an emphasis on analysis and solution of word problems.

PHYSICS

PHY 064 Problem Solving for Physics 216 /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Concurrent enrollment in PHY 216.

Strategies and techniques used to solve problems encountered in Physics 216. Includes mathematical skills, error analysis, and graphing, with an emphasis on analysis and solution of word problems.

PHY 065 Problem Solving for Physics 221 /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Concurrent enrollment in PHY 221.

Strategies and techniques used to solve problems encountered in Physics 221. Includes mathematical skills, error analysis, and graphing, with an emphasis on analysis and solution of word problems.

PHY 066 Problem Solving for Physics 230 /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Concurrent enrollment in PHY 230.

Strategies and techniques used to solve problems encountered in Physics 230. Includes mathematical skills, error analysis, and graphing, with an emphasis on analysis and solution of word problems.

PHY 101 Technical Physics I /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): MTH 060 or concurrent enrollment is suggested.

Designed for the technician. Covers the application, to the various technology fields, of forces in liquids, gases and the equilibrium of bodies; concepts of motion, work and machines; heat energy, and weather and climate. The math used is briefly explained.

PHY 102 Technical Physics II /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): MTH 070 or concurrent enrollment is suggested.

Designed for the technician. Covers the application, to the various technology fields, of acoustics, electricity, light, optics, and electronics. The math used is briefly explained.

PHY 105 Introduction to Optics /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): High school algebra.

Introduction to optics and light. Intended for students of ophthalmic dispensing and others interested in light and its physical properties.

PHY 115 Physical Science /4 cr. hrs./ 6 periods (3 lec., 3 lab)

Prerequisite(s): MTH 130 or equivalent.

Basic concepts of mechanics, heat, light, sound, electricity and energy. Included are properties of matter, the atomic theory of matter, and discussion of the impact of modern physics on society.

PHY 121 Introductory Physics I /5 cr. hrs./7 periods (5 lec., 2 lab)

Prerequisite(s): MTH 070 or satisfactory score on the mathematics assessment test.

Introduction to general physics for programs requiring a one-year, non-calculus based physics course. Includes mechanics and heat.

PHY 122 Introductory Physics II /5 cr. hrs./7 periods (5 lec., 2 lab)

Prerequisite(s): PHY 121.

Continuation of PHY 121. Includes waves, electricity, magnetism, optics, relativity, and modern physics.

PHY 197 Introduction to Research in Physics /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): Consent of instructor.

Introduction to the methods of research in physics. Includes scientific laboratory procedures, experimental design, scientific writing, scientific ethics, and current research in working laboratories.

PHY 198 Special Topics in Physics: /1-4 cr. hrs./1-10 periods (1-4 lec., 0-9 lab)

Prerequisite(s): Consent of instructor.

Introduction to the techniques of laboratory research in physics. Includes topics concerned with scientific laboratory procedures, experimental design, ethics, and current research in working laboratories.

PHY 210 Introductory Mechanics /5 cr. hrs./7 periods (5 lec., 2 lab)

Prerequisite(s): MTH 180 and high school physics.

Calculus-based introduction to mechanics for physics, engineering, and mathematics majors. Includes kinematics, dynamics, and conservation of energy, linear, and angular momentum.

PHY 216 Introductory Electricity and Magnetism /5 cr. hrs./7 periods (5 lec., 2 lab)

Prerequisite(s): PHY 210 and MTH 185.

Calculus-based introduction to electricity and magnetism for physics, mathematics, and engineering majors. Includes electric and magnetic field theory, Gauss's Law, potential theory, capacitance, circuit theory, Ampere's Law, Faraday's Law, and Maxwell's equations.

PHY 221 Introduction to Waves and Heat /4 cr. hrs./6 periods (4 lec., 2 lab)

Prerequisite(s): PHY 210 and MTH 185.

Calculus-based introduction to waves and heat for physics, mathematics, and engineering majors. Includes fluid statics and dynamics, heat and thermodynamics, simple harmonic motion, wave theory, physical and geometric optics.

PHY 221A Introduction to Waves and Heat /3 cr. hrs./3 periods (3 lec)

Prerequisite(s): PHY 210 and MTH 185.

Calculus-based introduction to waves and heat for physics, mathematics, and engineering majors. Includes fluid statics and dynamics, heat and thermodynamics, simple harmonic motion, wave theory, physical and geometric optics. PHY 221A and 221B together constitute PHY 221.

**PHY 221B Introduction to Waves and Heat Laboratory /1 cr. hr./
3 periods (1 lec., 2 lab)**

Prerequisite(s): PHY 221A or concurrent enrollment.

Laboratory for calculus-based introduction to waves and heat for physics, mathematics, and engineering majors. Includes laboratory experiments in fluid statics and dynamics, heat and thermodynamics, simple harmonic motion, wave theory, physical and geometric optics. PHY 221A and 221B together constitute PHY 221.

PHY 230 Introduction to Modern Physics /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PHY 210 and 216, or PHY 221 and MTH 185.

Calculus-based introduction to modern physics from the theory of relativity to the origins of quantum mechanics. Includes the classical theory of relativity, inertial reference frames, the special theory of relativity, and relativistic kinematics and dynamics. Also includes the quantization of energy, wave particle duality, early quantum theory, atomic physics and the hydrogen atom, nuclear, and elementary particle physics.

**PHY 297 Independent Research in Physics /1-4 cr. hrs./3-12 periods
(3-12 lab)**

Prerequisite(s): One semester of physics and consent of instructor.

Experience in scientific laboratory research. Specific content to be determined by student and instructor. May be taken three times for a maximum of twelve credit hours.

POLITICAL SCIENCE**POS 100 Introduction to Politics /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Basic issues, principles, and methods of contemporary political science. Includes the nature of politics and political science, the role of ideas and goals in creating political change, the different forms of government and political behaviors, and modes of international influence and control.

**POS 105 Fundamentals of Arizona Government /1 cr. hr./1 period
(1 lec.)**

Prerequisite(s): None.

Study of the government of Arizona. Includes its history and politics, the Constitution, the legislature, the executive branch, fiscal and personnel, the judiciary system, trial rights, elections and voting, local governments, urbanization, and intergovernmental relations.

**POS 110 American National Government and Politics /3 cr. hrs./
3 periods (3 lec.)**

Prerequisite(s): None.

Survey of the institutions of American government and the evolution of our political system. Includes the nature of politics and power, constitutional democracy, federal systems, public opinion, political parties and interest groups, electoral system, congress, the presidency, federal bureaucracy, judiciary, civil liberties, and civil rights. Also includes the positions of economic, ethnic, and religious minorities in American society.

POS 112 National and State Constitutions /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles and procedures of the national and state constitutions. Includes an examination of the historical and legal environments, and organization and functions of the national, state, and local governments based on the national and state constitutions. Satisfies the requirements for teacher certification. For P.C.C. degree, credit is allowed for either POS 110 or POS 112, but not for both.

**POS 120 Introduction to International Relations /3 cr. hrs./3 periods
(3 lec.)**

Prerequisite(s): None.

Examination of contemporary international relations. Includes an overview of various frameworks for the analysis of international relations, the concept of power, formation of foreign policy, international law, international and regional organizations, and the economic, social and political determinants of global political behavior.

**POS 130 American State and Local Governments and Politics /
3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Examination of state and local government and politics. Includes a survey of state constitutions, political parties, interest groups, elections, major institutions of state and local government, and policy making.

**POS 140 Introduction to Comparative Politics /3 cr. hrs./3 periods
(3 lec.)**

Prerequisite(s): None.

Basic concepts and methods of comparative political analysis. Includes the study of both specific countries and of general concepts used to interpret the key political relationships found in virtually all national politics.

**POS 149 Independent Study in Political Science /2-4 cr. hrs./
2-4 periods (2-4 lec.)**

Prerequisite(s): None.

Independent readings or special projects in political science. Content to be determined by conference between student and instructor.

POS 160 Introduction to Political Ideas /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic concepts in political theory. Includes historical and contemporary views on justice and the good society, authority and obligations of political leaders and citizens, the tension between liberty and equality, and tenets of feminism and cultural criticism.

POS 230 Minority Groups and the Political Process /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Investigation of the position of various minority groups in the American political system. Includes general political attitudes, voting behavior, and patterns of political organization. Also includes party activity and the minority role in the formation of public policy.

POS 250 Political Science Internship /3 cr. hrs./15 periods (15 lab)

Prerequisite(s): WRT 101 and 6 credit hours in political science.

Internship with the City of Tucson or other local governmental unit, designed to give students practical experience in government.

PORTUGUESE

POR 110 Elementary Portuguese I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Basic linguistic skills of the Portuguese language. Designed to provide proficiency in speaking, reading, writing and understanding Portuguese. Emphasis on Portuguese cultural traditions.

POR 111 Elementary Portuguese II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): POR 110 or equivalent.

Continuation of POR 110. Designed to provide increased proficiency in listening, speaking, reading and writing. Includes continued study of cultural traditions of Portugal and Brazil.

POSTAL SERVICE MANAGEMENT

PSM 100 Postal History and Organization /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of postal history and organization. Includes delivery of written communication and merchandise from earlier eras to the present; comparison of private, corporate and governmental agencies responsible for mail service; and postal organization, philosophies, policies, procedures, rules and regulations.

PSM 120 Postal Service Labor-Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Overview of laws and practices related to Postal Service management of labor. Includes development and current status of the postal labor union, problems and issues, national and local agreements, bargaining units and associations, grievance and disciplinary procedures, and the National Labor Relations Board.

PSM 130 Postal Employee Services /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of postal personnel office services, policies and practices. Includes selection, placement, training, promotion, self-development, equal employment, insurance and retirement benefits, salary schedules, awards, and safety and health programs.

PSM 140 Mail Processing I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles and practices of mail processing. Includes mail classification and rates, service standards, postal terminology, mail processing functions, distribution systems, objectives, responsibilities, mail preparation, manual distribution, revenue protection and bulk mail centers.

PSM 200 Postal Service Finance /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles of Postal Service finance. Includes sources, receipt and control of postal revenue; procedures of the Board of Governors and the Postal Rate Commission; budgeting; financial accounting and reporting; time keeping; travel regulations; the Postmaster General's annual report; and Administrative Services.

PSM 210 Mailroom Procedures and Mailing Techniques /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

In-depth study of business mailroom procedures and techniques. Includes mailroom setup, equipment, personnel administration, time management and U.S. Postal Service requirements for all classes of mail. Prepares student for employment in a business mailroom.

PSM 240 Mail Processing II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PSM 140.

Continuation of PSM 140. Survey of mail processing. Includes postal mechanization, machine distribution, human resources management, reporting systems, data analysis, operational planning, scheduling, staffing, budgeting and functional coordination with customer services.

PSM 250 Postal Service Delivery and Collection /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Functional study of mail delivery and collection systems within the U.S. Postal Service. Includes duties, responsibilities and skills needed in carrier crafts; management of rural delivery service; and Fair Labor Standards Act requirements. Emphasis on methods of improvement, standard operating procedures, and route inspections and evaluations.

PSM 260 Postal Problems Analysis /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Analysis and solution of actual postal problems using systematic approaches. Includes problem identification, determination and analysis of dimensions, probable causes, adverse consequences, alternative solutions, and specification and defense of best solution.

PSM 270 Postal Customer Services /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

In-depth study of all services for postal customers. Includes customer relations, retailing postal products, non-postal services and duties of customer service representatives. Emphasis on means to achieve and manage a professional window service operation.

PSM 280 Management of Small Post Offices /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

In-depth study of the management of small post offices within the U.S. Postal Service. Includes duties, responsibilities and skills necessary to manage these offices in a productive and responsive manner.

PRODUCTION INVENTORY MANAGEMENT

PIM 100 Master Planning for Manufacturing /1 cr. hr./ 1 period (1 lec.)

Prerequisite(s): None.

Survey of master planning for manufacturing. Includes business planning, product forecasting and master production scheduling.

PIM 105 Inventory Planning Control for Manufacturing /1 cr. hr./ 1 period (1 lec.)

Prerequisite(s): None.

Management techniques for inventory levels. Includes reorder point systems, economic order quantity, physical inventory control and aggregate inventory management.

PIM 110 Production Activity Control for Manufacturing /1 cr. hr./ 1 period (1 lec.)

Prerequisite(s) None.

Techniques used in manufacturing for Production Activity Control (PAC) of the shop floor. Includes concepts of shop orders, detailed scheduling, data collection and monitoring, control and feedback and order disposition. Candidates for APICS Production Activity Control certification examination will find this course valuable.

PIM 115 Material and Capacity Requirements Planning for Manufacturing /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Techniques and concepts used in Material and Capacity Requirements Planning (M&CRP) for manufacturing planning control systems. Includes concepts of M&CRP and their relationship to the total field of production and inventory control, inputs and outputs to the system, and system selection and design. Candidates for APICS Material and Capacity Requirements Planning certification examination will find this course valuable.

PIM 120 Just-In-Time for Manufacturing /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Techniques used in manufacturing for Just-In-Time (JIT) inventory control. Includes concepts of JIT for manufacturing, total quality, setup in a JIT equipment/inventory/lead time setting, pull systems, cellular manufacturing, supplier/transportation networks, implementation and measurement of JIT.

PIM 125 Systems and Technologies for Manufacturing /1 cr. hr./ 1 period (1 lec.)

Prerequisite(s): None.

Techniques for establishing planning and control systems in manufacturing. Includes concepts of appropriate technologies, the relationship of systems and technologies to the functions of production and inventory management. Candidates for the APICS Systems and Technologies certification examination will find this course valuable.

PIM 150 Physical Distribution Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Same as TTM 204 and MKT 150. (See MKT 150 for course description.)

PIM 200 Production Planning /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Master planning techniques used for production management and inventory. Includes business planning, production forecasting, master production scheduling, and techniques in materials management. Candidates for APICS Master Planning certification examination will find this course valuable.

PIM 203 Purchasing for Production/Inventory Management /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): None.

Techniques for purchasing and inventory management. Includes the purchasing function, department organizations, order control, and the integration of purchasing with a closed-loop Material Requirements Planning (MRP) system.

PIM 205 Inventory Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Techniques used for the management of inventory levels within a manufacturing environment. Includes reorder point and reorder/quantity systems, economic order quantity, physical inventory control and aggregate inventory management. Candidates for the APICS Inventory Management certification examination will find this course valuable.

PIM 210 Production Control /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles of production activity control and capacity management. Includes scheduling and controlling the shop floor, capacity requirements planning, resource requirements planning and closed loop Material Requirements Planning (MRP). Candidates for APICS Production Activity Control certification examination will find this course valuable.

PIM 215 Material and Capacity Requirements Planning /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): None.

Beginning and advanced methods of time-phased Material and Capacity Requirements Planning (M&CRP). Includes bills of material, data-requirements, phased inventory requirements, the planner's interface to the MRP system, and methods of capacity planning. Candidates for APICS Material and Capacity Requirements Planning certification examination will find this course valuable.

PIM 225 Systems and Technologies /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Techniques and concepts used in manufacturing planning and control systems. Includes a focus on the relationship of systems and technologies to the strategic environment for manufacturing and to the functions of production and inventory management. Candidates for the APICS Systems and Technologies certification examination will find this course valuable.

PROFESSIONAL FIRE SCIENCE

PFS 191 Fire Chief Training /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Preparation for professional fire personnel to become chief officers. Includes incident command, communications and disaster management.

PSYCHOLOGY

PSY 095 Understanding Human Behavior /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The scientific approach to the study of psychology, surveying the physiological, intrapsychic and social-behavioral views of human thought and behavior. Includes sensation and perception, motivation, learning and memory, maturation and development, personality theory and psychotherapy.

PSY 100A Psychology I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of psychology. Growth of the individual, behavior disorders, social psychology, learning and history of the field.

PSY 100B Psychology II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of psychology. Biological bases of behavior, sensation, perception, motivation, emotion and stress.

PSY 101 Introduction to Psychology /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Survey of general psychology, including history and systems, physiology, sensation and perception, learning, motivation, cognition, development, personality, social and psychopathology. Content is a combination of elements of PSY 100A and 100B. Twelfth grade reading level or above is strongly recommended.

PSY 140 Introduction to Applied Behavior Analysis /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PSY 100A or 101 or consent of instructor.

Introduction to the field of behavior change using client-centered positive approaches. Includes teaching, psychotherapy, personal behavior change programs, law enforcement, addiction, business management, treatment of juvenile offenders, and sports psychology.

PSY 210 The Brain /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PSY 100B or 101.

The study of the anatomy and functioning of the brain and its relationship to thought and behavior. Includes sensing and moving, rhythms and drives, stress and learning and other related topics.

PSY 211 The Mind /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The nature of the mind and its relation to the human body. Includes development of the mind, addictions, healing, depression, language processing, thinking and the violent mind.

PSY 214 Abnormal Psychology /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PSY 100A or 101, or consent of instructor.

Examination of primary patterns of behavior disorders, including different perspectives on the causes and treatment approaches.

PSY 215 Human Sexuality /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of human sexual experience throughout the life cycle, viewed from sociological and psychological perspectives. (Same as SOC 215.)

PSY 216 Psychology of Gender /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PSY 100A or 101 or consent of instructor.

Biological and social explanations of gender development and behavior. Includes consequences of gender related attitudes and expectations and implications of human liberation.

PSY 218 Health Psychology /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PSY 100A or 101 or consent of instructor.

An overview of the area of health psychology, including mind-body relationships, behavioral risk factors and psychosocial aspects of specific disorders.

PSY 220 The Psychology of Death and Loss /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): PSY 100A or 101.

Adjustment to death and loss. Current social and attitudinal considerations are reviewed.

PSY 228 Introduction to Psychodrama /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Practical application of psychodramatic methods. Includes use of warm-up, action, sharing, scene setting, auxiliaries, role reversal, mirror, double, soliloquy, and aside.

PSY 230 Psychological Measurements and Statistics /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): PSY 100A, 100B and MTH 130.

Measurement, quantitative description and statistical inference as applied to psychological variables. Designed for students planning to major or minor in psychology.

PSY 231 Introduction to Individual Differences and Testing /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): PSY 100A or 101 or consent of instructor.

Survey of individual differences and related assessment techniques (how to interpret test results and what they reveal and don't reveal).

PSY 242 Futures: A Psychological Perspective /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PSY 100A or 101 or consent of instructor.

Psychological processes of designing, planning, and thinking about the future. Includes mind/brain in worldmaking, evolution of socio/cultural systems, theories of change, and action and organization. Also includes the tools for personal futures thinking with an emphasis on the exploration of alternative futures.

PSY 250 Introduction to Social Psychology /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PSY 100A or 101 or consent of instructor.

Basic theories and concepts of social psychology and the individual's experience in group situations.

PSY 265 Normal Personality I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PSY 100A or 101 or consent of instructor.

Psychological functioning and coping behaviors for normal personality development.

PSY 266 Normal Personality II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PSY 265.

Continuation of PSY 265. Further study of normal personality through participation in groups. A variety of approaches for self-understanding and personal growth are available, depending on the instructor and the class. For further information regarding specific semester offerings, contact the behavioral sciences area.

PSY 270 Meditation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Same as HUM 270.

PSY 290 Research Methods /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): PSY 230.

Introduction to scientific methodologies used in psychological research. Students will gain experience in using a range of psychological research methods. Designed for students planning to major or minor in psychology.

PSY 294 Special Topics in Psychology: /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): PSY 100A and 100B, or 101, or consent of instructor.

Variable content designed to respond to advances in psychology, relationships between psychology and other areas, special student interests and needs and faculty expertise in special topics. (Consult current class schedule for specific content.)

PSY 296 Individual Studies in Psychology /1-6 cr. hrs./ 1-6 periods (1-6 lec.)

Prerequisite(s): PSY 100A or 101 or consent of instructor.

Exploration of special interest areas. Content to be determined by student and facilitator-instructor. May be taken two times for a maximum of six credit hours.

PSY 298 Social Psychology Practicum /1-6 cr. hrs./3-18 periods (3-18 lab)

Prerequisite(s): PSY 100A or 101 or consent of instructor.

Familiarization with specific areas of social psychology. Includes pertinent research, directed observation, and personal participation in relevant experimental or natural settings. May be taken two times for a maximum of six credit hours.

PUBLIC ADMINISTRATION

PAD 105 Introduction to Public Administration /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Major issues, problems and options facing public sector policy-makers and administrators.

PAD 204 Introduction to the Analysis of Data for Decision Making / 3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Informal and exploratory approaches to the analysis of empirical data in a managerial decision making context.

QUALITY CONTROL TECHNOLOGY

QCT 101 Quality Control I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 070 or satisfactory score on math assessment test.

Introduction to the concepts of quality control. Includes basic statistics, use of control charts for attributes and variables, linear correlation, and assigned experiments. Also includes specialized concepts of reliability and maintainability.

QCT 102 Quality Control II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): QCT 101.

Introduction to the concepts of quality control management. Includes quality department organization, quality systems and procedures, procurement quality control, standards and calibration, inspection principles and practices, internal quality audits and the economics of quality control.

QCT 105 Quality Management for the Receiving Area /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): REA 073, MTH 060, OED 011.

Analysis of quality management for the receiving area in the manufacturing environment. Includes product acceptance types and methods, configuration control and traceability, hardware disposition, and qualification of supplies and verification of hardware.

QCT 106 Quality Specialist: Receiving Area Inspection /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): QCT 105.

Principles and procedures of quality management in the receiving area of a manufacturing environment. Includes inspection tasks common to all shipments; receiving and processing of source and in-house inspected materials such as electrical, mechanical, sister division, raw, and certified supplier materials; and documenting nonconforming material.

QCT 110 Nondestructive Inspection /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): DFT 101, MAC 285, MTH 110.

Parts inspection for production defects. Includes types of discontinuities, principles of nondestructive inspection methods, equipment and test procedures, applicable specifications and standards, interpretation and evaluation of test results.

QCT 230 Machine Shop Inspector Skills /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Application of inspection techniques in the machine shop. Includes inspection requirements, measurement principles, mathematics, inspection equipment, threads and special applications of inspection.

QCT 235 Quality Control Certification Refresher /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Background and experience in quality control engineering. Refresher course in preparation for the Quality Control Engineer certification offered through the American Society for Quality Control.

QCT 250 Introduction to Statistical Quality Control /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 210.

Overview of quality assurance in the modern business and manufacturing environments. Emphasizes statistical methods used in quality assurance, statistical process control, reliability, simple experimental design and sampling methods of acceptance.

RADIOLOGIC TECHNOLOGY

RAD 171 Medical Imaging Fundamentals /4 cr. hrs./ 6 periods (3 lec., 3 lab)

Prerequisite(s): Admission into program.

Principles of radiographic imaging. Includes medical imaging equipment, positioning the upper extremities, abdomen, and chest, image formation, patient care, and radiation protection.

RAD 172 Medical Imaging Technology I /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): RAD 171 and consent of department chairperson.

Radiographic image production and evaluation. Includes image quality, quality assurance, radiation protection, and film processing.

RAD 173 Radiographic Positioning I /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): RAD 171 and consent of department chairperson.

Routine and special radiographic positioning of the skeletal system, exclusive of the skull. Includes anatomy, pathology, and radiographic evaluation.

RAD 174 Clinical Education I /4 cr. hrs./16 periods (16 lab)

Prerequisite(s): RAD 171 and consent of department chairperson.

Application of general radiographic procedures in a clinical education center under the supervision of a certified radiographer.

RAD 175 Clinical Education II /6 cr. hrs./24 periods (24 lab)

Prerequisite(s): RAD 172, 173, 174.

Continuation of RAD 174. Includes mobile and emergency radiographic procedures.

RAD 181 Medical Imaging Technology II /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): RAD 175.

Principles of x-ray production. Includes radiation physics, radiographic equipment, and radiation safety.

RAD 182 Radiographic Positioning II /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): RAD 175.

Routine radiographic positioning for mammography and fluoroscopic procedures. Includes upper/lower gastrointestinal tract, biliary, genitourinary systems. Also includes anatomy and contrast media, patient care and management.

RAD 183 Clinical Education III /6 cr. hrs./24 periods (24 lab)

Prerequisite(s): RAD 175.

Continuation of RAD 175. Includes fluoroscopic and surgical radiographic procedures.

RAD 184 Medical Imaging Technology III /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): RAD 181, 182, 183.

Specialized and advanced medical imaging systems. Includes mobile radiography, tomography, image intensification, special procedures, Nuclear Medicine, Ultrasound, CT Scanning, and Magnetic Resonance Imaging.

RAD 185 Radiographic Positioning III /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): RAD 181, 182, 183.

Routine and specialized radiographic positioning for examination of the skull. Includes radiographic critique, vascular imaging, radiation biology, aseptic technique, and management of acute situations.

RAD 186 Clinical Education IV /6 cr. hrs./24 periods (24 lab)

Prerequisite(s): RAD 181, 182, 183.

Continuation of RAD 183. Includes special radiographic procedures and skull radiography.

RAD 188 Clinical Education V /6 cr. hrs./24 periods (24 lab)

Prerequisite(s): RAD 184, 185, 186.

Continuation of RAD 186. Includes procedures in Computerized Tomographic Scanning, and Magnetic Resonance Imaging.

RAD 191 Clinical Education VI /6 cr. hrs./24 periods (24 lab)

Prerequisite(s): RAD 188 and concurrent enrollment in RAD 192.

Continuation of RAD 188. Includes general, surgical, special and advanced medical imaging procedures.

RAD 192 Clinical Seminar /1 cr. hr./1 period (1 lec.)

Prerequisite(s): RAD 188 and concurrent enrollment in RAD 191.
Presentations on radiographic procedures. Includes patient care, radiation protection, equipment operation, and image production.

RAD 210 Sectional Anatomy of the Head and Neck /1 cr. hr./1 period (1 lec.)

Prerequisite(s): American Registry of Radiologic Technologists certification or permission of instructor.

Three dimensional anatomy presented in sagittal, transverse, and coronal planes of the head and neck. Includes structure identification and anatomic relationships of the bones, organs, muscles, nerves, and cavities.

RAD 211 Sectional Anatomy of the Abdomen /1 cr. hr./1 period (1 lec.)

Prerequisite(s): American Registry of Radiologic Technologists certification or permission of instructor.

Three dimensional anatomy presented in sagittal, transverse, and coronal planes of the abdomen. Includes structure identification and anatomic relationships of the bones, organs, muscles, nerves, and cavities.

RAD 212 Sectional Anatomy of the Thorax /1 cr. hr./1 period (1 lec.)

Prerequisite(s): American Registry of Radiologic Technologists certification or consent of instructor.

Three dimensional anatomy presented in sagittal, transverse, and coronal planes of the thorax. Includes structure identification and anatomic relationships of the bones, organs, muscles, nerves, and cavities.

READING

REA 040 Basic Reading /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.
Development of skills necessary to prepare for and pass the General Education Development (GED) test.

REA 068 Techniques of Vocabulary /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.
Vocabulary improvement through a variety of methods such as structural analysis and context clues. Emphasis on understanding word roots and derivatives to enable students to expand their existing vocabularies and use words correctly. May be taken four times for a maximum of four credit hours.

REA 071 Spelling /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.
Improvement of spelling skills through application of spelling principles. May be taken four times for a maximum of four credit hours.

REA 073 Understanding What You Read /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.
Methods and techniques for reading with greater understanding. Various levels of comprehension are explained and applied to diverse reading materials. Emphasis on following directions, recognizing main ideas and supporting details, recognizing sequence, making inferences, drawing conclusions and differentiating between fact and opinion. May be taken four times for a maximum of eight credit hours.

REA 077 Study Skills /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.
Development of skills in listening, remembering, note taking, outlining, applying study methods and interpreting pictorial aids. May be taken four times for a maximum of eight credit hours.

REA 078 Test-Taking Techniques /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.
Techniques of preparing for and taking various types of tests as found in a college setting. May be taken four times for a maximum of four credit hours.

REA 100-120 Reading Series /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): College reading assessment test scores.
Students recommended for Reading should register for REA 100. Specific placement in one of the six courses below is determined by diagnostic testing and teacher evaluation after enrollment. Group and individual instruction in vocabulary, comprehension, study skills and reading speed are included in each of the six courses. Students may register in each of the REA 100 Series courses up to four times for credit. Non-native speakers of English who are not fluent in English should enroll in the English as a Second Language courses.

REA 100 Reading Fundamentals

May be taken four times for a maximum of sixteen credit hours.

REA 101 Reading Improvement

May be taken four times for a maximum of sixteen credit hours.

REA 110 Reading Techniques

May be taken four times for a maximum of sixteen credit hours.

REA 111 Developmental Reading I

May be taken four times for a maximum of sixteen credit hours.

REA 112 Developmental Reading II

May be taken four times for a maximum of sixteen credit hours.

REA 120 Critical Reading

May be taken four times for a maximum of sixteen credit hours.

REA 125 Speed Reading /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): Comprehension score of 12.0 on the college reading assessment test.

Improvement of reading rate. Emphasis on comprehension and analysis of written passages using various visual perception techniques.

REAL ESTATE**RLS 101 Introduction to Real Estate Principles /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Introduction to real estate, including associated rules and regulations. The Arizona Department of Real Estate will accept this course as satisfying forty-five (45) of the ninety (90) hour pre-licensing educational requirements.

RLS 102 Real Estate Practices /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): RLS 101 or Arizona Real Estate Salesman's License.

Real estate practices and government involvement as they affect individuals and business firms. Includes urban redevelopment, urban planning, property rights, ownership, financing, brokerage and evaluation.

RLS 105 Principles of Real Estate/License Preparation /6 cr. hrs./6 periods (6 lec.)

Prerequisite(s): None.

Introduction to real estate, including associated rules and regulations. The Arizona Department of Real Estate accepts this course as satisfying the 90 hour pre-licensing educational requirements. RLS 105 covers the same material as RLS 101, but more in-depth.

RLS 120 Real Estate Escrow Principles /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The concept and fundamental principles of real estate escrow. Includes opening, processing and closing escrow accounts.

RLS 133 Property Management /.25 cr. hr./25 period (.25 lec.)

Prerequisite(s): None.

Property management for the real estate professional. Topics covered include leases, types of property management, income property investments, overview of the National Institute of Real Estate Management and types of certifications available to property managers.

RLS 201 Real Estate Law /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic principles and application of real estate law. Includes freehold estates, landlord and tenant, concurrent ownership, easements, profits, licensing, deeds and conveyances, and recording.

RLS 202 Real Estate Appraisals /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic principles and practical application of real estate appraisals. Includes valuation terms, market analysis, classification of data and income and cost factors.

RLS 205 Real Estate Finance /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Overview of real estate finance from the viewpoint of the home mortgage loan officer. Includes the mortgage market, acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing and duties of the mortgage loan officer. (Same as FIN 205.)

RLS 252 Advanced Appraisal Techniques /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): RLS 202 or consent of instructor.

Provides understanding of the mathematical procedures used to analyze data and derive value estimates for income-producing properties. Includes the theory and application of the income capitalization approach to appraisal. Also includes discounted cash flow analysis.

RECORD AND INFORMATION MANAGEMENT**RIM 121 Introduction to Medical Record Science /1 cr. hr./1 period (1 lec.)**

Prerequisite(s): None.

Overview of organization and analysis of the health record, health record systems and the relationship of the medical record department to the health institution.

RIM 131 Records Management: Development of a Program /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

General survey of all types of record control within an organization, from creation to final disposition. Includes guidelines for the establishment, implementation and maintenance of records control programs.

RIM 132 Records Management: Filing Systems/3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles and procedures of basic filing systems. Includes methods of storing and retrieving information and plans for retention, transfer, and disposal of records.

RIM 132A Records Management: Filing Systems A /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

The indexing, coding, cross-referencing and alphabetizing of personal and business, government agency and other names.

RIM 132B Records Management: Filing Systems B /1 cr. hr./1 period (1 lec.)

Prerequisite(s): RIM 132A.

Alphabetical rules of filing applied to geographic, subject and numeric filing. Also deals with methods of storing and retrieving information and plans for retention, transfer and disposal of records.

RIM 132C Records Management: Filing Systems C /1 cr. hr./1 period (1 lec.)

Prerequisite(s): RIM 132B.

Filing procedures used in subject, numeric and/or geographic filing.

RIM 221 Medical/Health Record Coding /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): OED 262, BIO 204, RIM 121 or equivalent.

Overview of coding classification systems, indices, the prospective payment system and how DRG's are assigned.

RIM 231A Records Management: Forms Management /1 cr. hr./1 period (1 lec.)

Prerequisite(s): RIM 131.

Analysis of current forms, design of new forms, and the establishment of a forms management program.

RIM 231B Records Management: Micrographics /1 cr. hr./1 period (1 lec.)

Prerequisite(s): RIM 131.

The photographic process, selection and operation of equipment, selection of supplies, use of indexing systems, design of micrographic systems and standards, legality, trends and integration of micrographics in records management.

RIM 231C Records Management: Automated Retrieval /1 cr. hr./1 period (1 lec.)

Prerequisite(s): RIM 131.

Non-computerized information management systems. Includes practice in using the computer to create, maintain and report information.

RIM 232 Records Management: Supervision /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): RIM 131.

A practical approach to office organization and administrative management. Emphasizes management of administrative services, physical resources, human resources, systems and procedures.

RECREATION

REC 225 Fieldwork /4-8 cr. hrs./20-40 periods (20-40 lab)

Prerequisite(s): Completion of coursework in program.

Field experience providing the opportunity to apply coursework in a planned and supervised recreational setting. May be taken two times for a maximum of eight credit hours.

RELIGION

REL 119 Western Religions /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to Judaism, Christianity, and Islam. Includes historical development, teachings, festivals, and rituals. Also includes common heritage, emphasis and variations in Judaism, Christianity, and Islam.

REL 120 Old Testament /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Major books of the Old Testament. Includes literary forms, historical context, moral implications of the literature, and religious significance.

REL 121 New Testament /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Major books of the New Testament. Includes literary forms, historical context, moral implications of the literature, and religious significance.

REL 130 Asian Religions /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Religions of India and the Far East. Includes Hinduism, Buddhism, and East Asian religions.

REL 140 Philosophy of Religion /3 cr. hrs./3 periods (3 lec.)

Same as PHI 140.

REL 234 Islam /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

History and literature of Islam. Includes texts of the Qur'an, life of the Prophet Mohammed, basic tenets and practices of Islam, poetry and practices of the Sufi poets, and the historical development of Islam from the eighth century to the present.

REL 273 Judaism /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to the Jewish religion. Includes the nature and central themes of Judaism, Days of Awe, Shabbat, Pesach, Shavuot, Lots, Hanukkah, institutions, and life cycle events.

REL 294 Special Topics in Religious Studies: /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Variable content designed to study specific topics in religious studies. Consult current class schedule for semester offerings.

RESERVE OFFICER TRAINING CORPS-ROTC-AIR FORCE**MLA 100A Air Force Today I /2 cr. hrs./2 periods (2 lec.)**

Prerequisite(s): None.

Review of the history, functions, and organization of the Air Force, Air Force doctrine, national strategy, and strategic offensive forces. Includes leadership building activities such as professional training and orientation, fitness training, and drill and ceremony training. (Course offered in cooperation with the University of Arizona.)

MLA 100B Air Force Today II /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Strategic defensive forces, U.S. general purpose forces, and the support commands and operating agencies of the Air Force. Includes leadership building activities such as professional training and orientation, fitness training, and drill and ceremony training. (Course offered in cooperation with the University of Arizona.)

MLA 200A History of Air Power I /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Review of chronological development of air power from the advent of the air age through World War II. Includes leadership building activities such as professional training and orientation, fitness training, and drill and ceremony training. (Course offered in cooperation with the University of Arizona.)

MLA 200B History of Air Power II /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

The development of the Air Force from 1946 to the present. Includes leadership building activities such as professional training and orientation, fitness training, and drill and ceremony training. (Course offered in cooperation with the University of Arizona.)

RESERVE OFFICER TRAINING CORPS-ROTC-ARMY**MLS 100 Introduction to Leadership /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Organization of the Army. Includes principles and techniques of applied leadership, customs, traditions and military courtesy. (Course offered in cooperation with the University of Arizona.)

MLS 101 Leadership Principles /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles and techniques of military leadership. Includes customs, basic marksmanship, first aid, land navigation, small-unit tactics and practicum. (Course offered in cooperation with the University of Arizona.)

MLS 200 Army Composition/Function and Leadership Development I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Military staff organization and operation. Includes procedures and conduct of military briefings and benefits. (Course offered in cooperation with the University of Arizona.)

MLS 201 Army Composition/Function and Leadership Development II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Responsibilities and obligations of a commissioned officer. Includes small unit leadership, motivation and practicum. (Course offered in cooperation with the University of Arizona.)

RESERVE OFFICER TRAINING CORPS-ROTC-NAVY**NSP 100 Naval Laboratory I /1 cr. hr./2 periods (2 lab)**

Prerequisite(s): None.

Applied exercises in naval ship systems, navigation, naval operation, naval administration and military justice. For freshman NROTC students at the University of Arizona. Includes such topics as drill and ceremonies, physical fitness, cruise preparation, sail training, safety awareness, personal finance and applied exercises. May be taken two times for a maximum of two credit hours.

NSP 101 Introduction to Naval Science /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

An introduction to the Naval profession and to concepts of sea power. Includes an emphasis on missions, organizations and warfare components of the Navy and Marine Corps, Naval courtesy and customs, military justice, leadership, and nomenclature. (Course offered in cooperation with the University of Arizona.)

NSP 102 Naval Ship Systems I: Engineering /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Ship characteristics and types. Includes ship design, hydrodynamic forces, stability compartmentation, propulsion, electrical and hydraulic systems, interior communications, ship control and damage controls. Also includes theory and design of steam, gas turbine and nuclear propulsion. (Course offered in cooperation with the University of Arizona.)

NSP 200 Naval Laboratory II /1 cr. hr./2 periods (2 lab)

Prerequisite(s): None.

Continuation of NSP 100. For sophomore NROTC students at the University of Arizona. May be taken two times for a maximum of two credit hours.

NSP 201 Naval Ship Systems II: Weapons /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Theory and employment of weapons systems. Includes the processes of detection, evaluation, threat analysis, selection, delivery and guidance. Physical aspects of radar and underwater sound are also covered. Field trip. (Course offered in cooperation with the University of Arizona.)

NSP 202 Sea Power and Maritime Affairs /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

U.S. Naval history from the American Revolution to the present. Includes a discussion of the theories of Mahan, political issues of merchant marine commerce, and a comparison of U.S. and Soviet naval strategies. Field trip. (Course offered in cooperation with the University of Arizona.)

RESPIRATORY THERAPY**RTH 171 Introduction to Respiratory Care /4 cr. hrs./6 periods (3 lec., 3 lab)**

Prerequisite(s): Admission to the RTH program or consent of instructor.

An overview of respiratory therapy as it is currently practiced. A brief history of medicine as it relates to respiratory therapy and concepts in respiratory physiology. Included is an introduction to basic nursing arts, medical terminology and utilization of the medical record. Students will learn and demonstrate interpersonal skills, discuss aspects of death and dying as well as legal and ethical aspects of delivering health care. Students will also learn CPR techniques and may receive AHA basic CPR certification.

RTH 173 Pharmacology for Respiratory Therapists /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): RTH 171, CHM 130.

General principles of pharmacology, drug dose calculations and methods of administration. Specific emphasis on drugs used by respiratory therapists as well as discussion of other drugs used in the treatment of cardiopulmonary disorders.

RTH 180 Microbiology for Respiratory Therapists /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Acceptance into RTH program and BIO 160.

Principles of microbial systems. Includes microorganisms, microbial disease process, control of infectious agents and infection control procedures specific for respiratory care.

RTH 181 Infection Control for Respiratory Care /1 cr. hr./1 period (1 lec.)

Prerequisite(s): BIO 205.

Principles of infection control employed in the hospital's respiratory care department. Includes discussion of organisms responsible for contamination in respiratory care and techniques for preventing contamination.

RTH 182 Respiratory Physiology /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): BIO 160, RTH 171.

In-depth study of the cardiopulmonary system, associated structures and principles involved in ventilation and gas transport.

RTH 183 Basic Therapeutics in Respiratory Care /5 cr. hrs./7 periods (4 lec., 3 lab)

Prerequisite(s): RTH 171.

Basic respiratory care therapeutics, equipment used and their clinical indication to include medical gas administration, humidity and aerosol therapy, IPPB therapy and its alternatives, chest physiotherapy, advanced life support techniques, blood sampling and gas analysis.

RTH 184 Critical Care Therapeutics /5 cr. hrs./7 periods (4 lec., 3 lab)

Prerequisite(s): RTH 173, 182, 183.

Principles of critical care procedures to include airway management, continuous mechanical ventilation of the adult, monitoring techniques and associated equipment used for ventilation and monitoring.

RTH 185 Diagnostic Studies /3 cr. hrs./4 periods (3 lec., 1 lab)

Prerequisite(s): RTH 182.

Diagnostic procedures and testing techniques employed in the detection, monitoring and treatment of adult and pediatric cardiorespiratory disorders.

RTH 186 Cardiorespiratory Disorders I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): RTH 173, 182, 183.

A study of commonly encountered respiratory disorders in the adult patient. Case studies of specific disorders will be presented by students.

RTH 187 Advanced and Specialty Therapeutics /5 cr. hrs./7 periods (4 lec., 3 lab)

Prerequisite(s): RTH 184 and concurrent enrollment in RTH 189 and 193.

Basic and advanced respiratory care for the pediatric and neonatal patient, pulmonary rehabilitation and home care procedures, practical aspects of respiratory therapy department function and recent advances in respiratory therapy equipment.

RTH 189 Cardiorespiratory Disorders II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): RTH 186 and concurrent enrollment in RTH 187 and 193.

A continuation of the study of pathophysiology of cardiorespiratory disorders and treatment. Case studies of specific disorders will be presented by students.

RTH 191 Clinical Procedures I /4 cr. hrs./16 periods (16 lab)

Prerequisite(s): RTH 173, 182, 183.

Clinical application of all prerequisite respiratory care course work with emphasis on basic respiratory care therapeutics.

RTH 192 Clinical Procedures II /4 cr. hrs./16 periods (16 lab)

Prerequisite(s): RTH 191 and concurrent enrollment in RTH 184, 185 and 186.

Clinical application of all prerequisite respiratory care course work with emphasis on adult critical care therapeutics.

RTH 193 Clinical Procedures III /6 cr. hrs./24 periods (24 lab)

Prerequisite(s): RTH 192 and concurrent enrollment in RTH 187 and 189.

Clinical practice in hospitals and selected health related agencies with emphasis on adult and pediatric critical care therapeutics and monitoring; specialty therapeutics to include rehabilitation, home care and management techniques.

RESTAURANT, CULINARY AND FOOD MANAGEMENT**RCF 100 Basic Foodservice Skills /3 cr. hrs./4 periods (2 lec., 2 lab)**

Prerequisite(s): None.

Kitchen and dining room preparation skills. Includes foodservice sanitation and hygiene, safety, kitchen equipment and knives, food storage, inventory control, recipe usage, dining room service and skills, and dish room and kitchen preparation skills.

RCF 101 Principles of Restaurant Operations /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Fundamentals of operating and managing small and large restaurants. Includes work stations, food preparation equipment, personnel, sanitation, safety, costs, and food and beverage service.

RCF 102 Foodservice Specialties I /Culinary Preparation /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Preparation of cuisine specialties. Includes meat, fish, seafood, poultry, vegetables, soups, sauces and gravies. Also includes organizing, planning and writing menus.

RCF 103 Foodservice Specialties II /Baking /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): None.

Essentials of baking. Includes preparation of yeast rolls, breads, cakes, cookies, tarts, doughnuts, and desserts. Emphasis on use and care of equipment, sanitation, safety and hygiene.

RCF 104 Foodservice Specialties III /Garde-Manger /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): RCF 102.

Creation and storage of salads, sandwiches, and appetizers. Includes eye appeal, texture, color contrast, artistic touch and harmony of combinations.

RCF 105 Advanced Techniques in Garde-Manger /3 cr. hrs./4 periods (2 lec., 2 lab)

Prerequisite(s): RCF 104.

Techniques for preparing aspics, pates, terrines, gâteaux and carvings. Includes the use of tallow, salt and sugar. Manipulation of garde-manger tools is stressed.

RCF 106 Advanced Techniques in Gourmet Food Preparation /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): RCF 105 or concurrent enrollment.

Preparation of haute cuisine. Includes proper flavorings, spirits, garnishes and flambé in gourmet food preparation.

RCF 107 Restaurant Sanitation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of techniques for controlling sanitation in the foodservice operation. Includes product quality, and time and cost management. Pima County Food Sanitation Certification test given at midterm.

RCF 109 Food and Beverage Control /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): BUS 151, HOS 102.

Principles and procedures for food and beverage systems. Includes planning, control systems design, cost analysis and control of sales income and labor costs.

RCF 110 Restaurant/Banquet Service /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): None.

Concepts and duties of a table server. Includes creative selling, basic etiquette and styles of service, electronic service, teamwork, basics of generic and varietal wines, wine and food affinities, bar service, sanitation and safety, and review/performance appraisals. (Same as HOS 110.)

RCF 115 Meat Cutting for the Foodservice Industry /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Butchering of meat for quantity food preparation. Includes history, purchasing guidelines, government regulations, cuts, and usage for pork, lamb/veal, and beef.

RCF 120 Nutrition in Foodservice /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Principles of culinary nutrition. Includes scientific aspects, life-style impact on food consumption and production, and nutrition applications in foodservice.

RCF 201 Catering and Banquet Sales and Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): RCF 101 and/or one year's experience working in the hospitality-tourism industry.

Techniques of food and beverage sales and service operation. Includes functions of marketing, marketing plan, operations, menu planning, and advertising and promotion. (Same as HOS 201.)

RCF 297 Restaurant, Culinary, and Foodservice Seminar: / .25-4 cr. hrs./ .25-16 periods (.25-4 lec., .25-12 lab)

Prerequisite(s): Consent of instructor.

Restaurant, culinary, and foodservice job-related training. Includes presentations and development of skills in a given area and topics of timely or limited interest.

ROBOTICS

ROB 270 Robotics and Automated Systems: Mechanical /4 cr. hrs./5 periods (3 lec., 2 lab)

Same as MAC 270.

ROB 271 Programmable Logic Controllers /4 cr. hrs./5 periods (3 lec., 2 lab)

Same as MAC 271.

RUSSIAN

RUS 110 Elementary Russian I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Introduction to the Russian language. Designed to provide proficiency in basic communication (listening, speaking, reading and writing). Emphasis on Russian cultural traditions.

RUS 111 Elementary Russian II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): RUS 110.

Continuation of RUS 110. Designed to provide increased proficiency in listening, speaking, reading, and writing. Continued emphasis on Russian cultural traditions.

SAFETY EDUCATION

SED 101 Lift Truck Operations /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): Valid Arizona driver license.

Principles and procedures for operating lift trucks. Includes electric, diesel and gasoline lift trucks, pre-operational checks, starting, operating and safety.

SED 110 Sit-down Lift Truck Operations /3 cr. hrs./7 periods (1 lec., 6 lab)

Prerequisite(s): Current Arizona driver license.

Principles and procedures for sit-down lift truck operations. Includes pre-operational safety check, starting, driving, and safety techniques.

SED 115 Stand-Up, Narrow-Aisle Lift Truck Operations /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): Current Arizona driver license.

Principles and procedures for stand-up, narrow-aisle lift truck operations. Includes pre-operational safety check, starting, driving, and safety techniques.

SHEET METAL**SML 101 Sheet Metal and Pattern Layout I /4 cr. hrs./6 periods (3 lec., 3 lab)**

Prerequisite(s): None.

Basic sheet metal and pattern layout techniques. Includes safe use of sheet metal hand tools and machines, soldering, riveting, spot welding, parallel-line development and geometric construction.

SML 102 Sheet Metal and Pattern Layout II /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): SML 101.

Continuation of SML 101. Sheet metal practices and radial-line development. Includes duct fabrication and duct connections, pattern layout of such forms as cones, pyramids and transition pieces. Also includes triangulation methods.

SML 103 Precision Sheet Metal I /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): SML 102 or MAC 110.

Precision sheet metal layout and construction. Includes precision layout tools and construction of precision parts holding close tolerances.

SIGN LANGUAGE**SLG 050 Conversational Sign Language I /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Conversational sign language skills. Includes intermediate vocabulary, deaf culture, and other signing modes of communicating with the deaf.

SLG 055 Conversational Sign Language II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SLG 050.

Conversational sign language skills. Includes intermediate vocabulary, deaf culture, and other signing modes of communicating with the deaf.

SLG 101 American Sign Language I /4 cr. hrs./6 periods (3 lec., 3 lab.)

Prerequisite(s): None.

Introduction to American Sign Language. Includes principles, methods and techniques for communicating with deaf individuals who sign. Also includes a brief history of sign, introduction to Deaf culture, development of expressive and receptive sign skills, manual alphabet, numbers and sign vocabulary. Students will be required to spend a minimum of ten hours per semester in the sign language laboratory outside of regularly scheduled classroom hours. This class is conducted primarily without voice.

SLG 102 American Sign Language II /4 cr. hrs./6 periods (3 lec., 3 lab.)

Prerequisite(s): SLG 101.

Continuation of SLG 101. Includes sign vocabulary, numbers, finger-spelling, and culture. Also includes an emphasis on enhancement of receptive sign skills, further development of expressive sign skills, and application of rudimentary syntactical and grammatical structure. Students will be required to spend a minimum of ten hours per semester in the sign language laboratory outside of regularly scheduled classroom hours. This class is conducted primarily without voice.

SLG 105 Expressive/Receptive Fingerspelling and Numbers /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): SLG 101.

Refinement of receptive and expressive sign language skills with the manual alphabet and numbers. Includes methodology, theory, and application. Students will be required to spend a minimum of five hours per semester in the sign language laboratory outside of regularly scheduled classroom hours. (Same as ITP 105.)

SLG 110 Introduction to Disabilities and Audiology /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SLG 101 or consent of instructor.

Same as ITP 110.

SLG 120 History of Deafness /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SLG 101.

Status of deaf individuals in Western cultures from early civilizations to the present. Includes treatment, education, legal status, and political and philosophical stances supporting each. (Same as ITP 120.)

SLG 199 Co-op Related Class in SLG /1 cr. hr./1 period (1 lec.)

Prerequisite(s): SLG 201 or consent of instructor.

See Cooperative Education section for description.

SLG 199 Co-op Work in SLG /1-8 cr. hrs./5-40 periods (5-40 lab)

Prerequisite(s): SLG 201 or consent of instructor.

See Cooperative Education section for description.

SLG 201 American Sign Language III /4 cr. hrs./6 periods (3 lec., 3 lab.)

Prerequisite(s): SLG 102.

Continuation of SLG 102. Includes an integration of ASL expressive and receptive skills using bilingual techniques. Also includes vocabulary expansion, idioms, manual and non-manual aspects of ASL, ASL linguistics, cross-cultural communication, and cultural knowledge. Students will be required to spend a minimum of ten hours per semester in the sign language laboratory outside of regularly scheduled classroom hours. This class is conducted primarily without voice. (Same as ITP 201.)

SLG 202 American Sign Language IV /4 cr. hrs./6 periods (3 lec., 3 lab.)

Prerequisite(s): SLG 201.

Continuation of SLG 201. Includes continued expansion of sign vocabulary, sharpening of fingerspelling and number skills, and review of and instruction in linguistic knowledge of ASL. Also includes an emphasis on conversational techniques and skills in ASL in a cross-cultural framework. Students will be required to spend a minimum of ten hours per semester in the sign language laboratory outside of regularly scheduled classroom hours. This class is conducted primarily without voice. (Same as ITP 202.)

SOCIAL SERVICES**SSE 110 Introduction to Social Welfare /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Introduction to the social welfare system. Includes approaches to service delivery, community resources, bureaucratic structures, welfare myths and realities, special populations, and cultural awareness. Also includes local community agencies and resources, welfare policies and case histories.

SSE 111 Group Work /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of group dynamics. Includes communication patterns, leadership, decision-making, conflict resolution, problem solving, and personal growth within groups. Also includes application of concepts through observation, group exercises, and case studies.

SSE 112 Casework Methods I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Theory and practice of casework within the context of the Southwest. Includes case management, interviewing, case history and review, treatment planning, and development of helping relationships. Also includes major helping theories and strategies, and examination of case examples from various social service settings.

SSE 120 Drugs in American Society /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to the drug problem in the United States. Includes classification of drugs, historical review of drug law, theories of addiction, treatment strategies, cultural perspectives, and treatment interventions. Also includes an examination of drug use from the philosophical and social viewpoints.

SSE 122 Introduction to Alcohol Abuse /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to the historical use and abuse of alcohol. Includes identification and treatment, treatment alternatives, ethical issues, special populations, education, and resources available to abusers, alcoholics, and their families.

SSE 130 Gerontology: Casework Practice /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SSE 112 recommended.

Development of casework management skills specializing on the elderly. Includes intake, assessment, referral, care planning, communication within a professional team setting, and the wellness of elders living in the community.

SSE 132 Aging: Health and Physiology /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SSE 130 recommended.

Overview of the health and physiology of the elderly. Includes disabilities, nutrition, medication and drugs, chronicity, sensory loss, and other aspects of the normal aging process. Also includes recognition of health problems and making appropriate referrals.

SSE 140 Domestic Violence: Causes and Cures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Survey of historical and contemporary causes of domestic violence. Includes the examination of abused populations: spouse, sibling, adult child-to-parent, children, and victims of dating violence. Also includes diagnosis, prevention, and treatment of domestic violence, and identification of and need for treatment programs.

SSE 146 Child Abuse Intervention and Protection /3 cr. hrs./3 periods (3 lec.)

Same as AJS 146.

SSE 150 Introduction to Eating Disorders /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

History, dynamics, prevalence, and treatment approaches to eating disorders. Includes anorexia nervosa, bulimia, and obesity. Also includes the history and background of attitudes toward these disorders and biological, psychoanalytic, behavioral, and other theoretical perspectives.

SSE 151 Treatment Modalities for Eating Disorders /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Dynamics and approaches to the treatment of eating disorders. Includes diagnosis, psychological assessment, forms of intervention including psychotherapeutic, and clinical issues encountered in treatment.

SSE 152 Medical Aspects of Eating Disorders /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to the classification, epidemiology, and physiology of obesity, anorexia, compulsive overeating, and bulimia. Includes weight control and fad diets, endocrinology, psychopharmacology, and nutritional assessment. Also includes treatment and recovery.

SSE 154 Nutrition /3 cr. hrs./3 periods (3 lec.)

Same as FSN 114.

SSE 191 Field Placement Gerontology I /4 cr. hrs./16 periods (1 lec., 15 lab)

Prerequisite(s): SSE 110, 130.

Supervised placement in a gerontologic social service setting.

SSE 210 Community Organization and Development /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SSE 110.

Principles and techniques of organizing to effect change. Includes role of the professional organizer, nature of institutions, causes of change or failure to change, and strategies for effective change.

SSE 211 Group Technique Applications /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SSE 111.

Application of advanced concepts in group dynamics. Includes skill development through in-class experiential learning and group facilitation. Also includes community-group case studies, ethical standards, and multicultural issues.

SSE 212 Casework Methods II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SSE 112.

Advanced techniques in interviewing, recording, client evaluation, case management, strategies for intervention, and special populations. Also includes the application of advanced skills through a variety of interviewing settings.

SSE 220 Treatment of the Substance Abuser /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SSE 120. SSE 122 recommended.

Principles and techniques of treating the substance abuser. Includes therapeutic communities, day care programs, methadone maintenance, detoxification, and psychotherapy.

SSE 222 Political and Legal Aspects of Drug Use /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SSE 120. SSE 122 recommended.

Overview of drug abuse and the law. Includes the influence of politics, economics, civil liberties, court decisions, and public opinion. Also includes consideration of international trafficking, gangs, and money laundering.

SSE 242 Crisis Intervention, Theory and Techniques /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SSE 112.

Principles and practice of crisis intervention. Includes techniques of intervention, referrals, and diagnosis utilized in resolving crisis situations encountered in social service settings.

SSE 290 Social Services Field Experience /4 cr. hrs./16 periods (1 lec., 15 lab)

Prerequisite(s): SSE 112 and consent of instructor.

Supervised placement in community social services agencies. Includes classroom seminars which discuss pertinent theory and issues raised through the field experience. May be taken two times for a maximum of eight credit hours.

SSE 291 Field Placement Gerontology II /3 cr. hrs./15 periods (15 lab)

Prerequisite(s): SSE 191.

Continuation of SSE 191. Includes in-depth working relations with the elderly within a supervised placement.

SSE 298 Topics in Community Involvement /1-6 cr. hrs./1-6 periods (1-6 lec.)

Same as SOC 298.

SOCIOLOGY**SOC 101 Introduction to Sociology /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Introduction to the basic concepts of sociology and sociological analysis with emphasis on group, status, personality, role, socialization, social processes, institutions, social organization, and social change.

SOC 103 Explorations in Prejudice /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SOC 101.

Why we hate each other. What we, as participants in this course, do about our own prejudice and prejudice in the community.

SOC 110 Introduction to Cities and Community Planning /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SOC 101.

Introduction to the study of the urban environment, including its history, structure and dynamics. Special emphasis on understanding the function of cities on the local level.

SOC 120 Current United States Social Problems /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SOC 101.

Analysis of such forms of social disorganization as crime, mental illness and urban problems as they relate to modern American society. Problems are studied within the context of the international community.

SOC 127 Marriage and the Family /3 cr. hrs./3 periods (3 lec.)

Same as HEC 127.

SOC 166 Social Gerontology I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to the bio-cultural and holistic study of aging, dying and death. The bio-social process of aging, factors in longevity and the social meaning of death.

SOC 201 Minority Relations and Urban Society /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Analysis of minority relations and urban society. Emphasis on minority socialization, social order and conflict and current social trends.

SOC 203 Sociology of Utopia /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

An exploration of life in the ideal society. Includes "alternative lifestyles" and the history of the communal movement in America with special emphasis on the literature of Utopia and modern communal experimentation.

SOC 204 Women in Society /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of the status of women in society. Includes the legal, social, economic, religious and psychological factors affecting their status.

SOC 215 Human Sexuality /3 cr. hrs./3 periods (3 lec.)

Same as PSY 215.

SOC 289 Individual Studies in Sociology /1-6 cr. hrs./1-6 periods (1-6 lec.)

Prerequisite(s): Consent of instructor.

Exploration of special interest areas. Content to be determined by conference between student and instructor.

SOC 298 Topics in Community Involvement /1-6 cr. hrs./1-6 periods (1-6 lec.)

Prerequisite(s): Consent of instructor.

Direct, constructive student involvement in community problems. Includes working individually or in small teams through guidance and periodic consultations with faculty advisors. Also includes special activities to be determined by the advisors. Students employed or working as volunteers with

agencies or groups may get credit for those activities under this course. (Same as SSE 298.)

SOLAR ENERGY TECHNOLOGY

SET 101 Solar Energy Fundamentals /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Basic solar collector systems. Includes residential heating and cooling systems, refrigeration and evaporative cooling systems, solar system sizing and energy costs.

SPANISH

SPA 050 Conversation for Beginners I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Listening to and speaking elementary Spanish, emphasizing prevailing local and regional terminologies. Designed for persons with no previous knowledge of Spanish.

SPA 050A Conversation for Beginners-Pronunciation /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Listening to and speaking elementary Spanish, emphasizing pronunciation, cognates and proper grammar. Includes greetings, enquiries, numbers up to 100, dates and telling time.

SPA 050B Conversation for Beginners-Directions, Weather, Numbers /1 cr. hr./1 period (1 lec.)

Prerequisite(s): SPA 050A.

Listening to and speaking elementary Spanish, emphasizing grammatical patterns, directions, weather terms and regular verbs. Includes using numbers up to 1,000 to express distance and prices.

SPA 050C Conversation for Beginners-Numbers, Colors, Clothing /1 cr. hr./1 period (1 lec.)

Prerequisite(s): SPA 050B.

Listening to and speaking elementary Spanish, emphasizing irregular verbs in the present tense, command forms of verbs, colors and clothing. Includes using numbers greater than 1,000 for prices and distance.

SPA 050D Conversation for Beginners-People, Things, Dining, Furniture, Body /1 cr. hr./1 period (1 lec.)

Prerequisite(s): SPA 050C.

Listening to and speaking elementary Spanish, emphasizing vocabulary describing people, things, food, the body and furniture. Includes common expressions related to the above.

SPA 051 Conversation for Beginners II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): SPA 050 or equivalent.

Designed for persons able to ask and respond to simple questions relevant to self and to the environment.

SPA 052 Advanced Conversational Spanish /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): SPA 051 or 111.

Continued practice in listening to and speaking Spanish. Designed for persons with essential knowledge of Spanish. Classes are conducted in Spanish.

SPA 070 Spanish for Medical Personnel /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Conversational practice in a medical context. Designed to develop speaking and listening techniques essential for basic medical situations, stressing expressions of courtesy and medical terminology.

SPA 110 Elementary Spanish I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Skill development to provide proficiency in basic communication (listening, speaking, reading and writing), emphasizing an examination of Spanish cultural traditions.

SPA 111 Elementary Spanish II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): SPA 110 or equivalent.

Continuation of SPA 110. Designed to provide increased proficiency in listening, speaking, reading and writing. Includes continued study of Spanish cultural traditions.

SPA 201 Spanish for Native Speakers I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): Ability to speak Spanish.

Skill development designed to prepare native speakers for composition and Spanish literature courses through grammatical review, and comprehensive reading and writing in Spanish.

SPA 202 Spanish for Native Speakers II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): SPA 201.

Intensified continuation of SPA 201. Major emphasis on literature and grammar.

SPA 205 Creative Literature I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles and practice of creative writing. Includes study and application of literary techniques used in works of local and other authors. Also includes the oral tradition of local legends. Students' best works are published in Lluève Tlaloc, the bilingual literary magazine.

SPA 206 Creative Literature II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): SPA 205.

Continuation of SPA 205. Further study of literary techniques and development of students' writing abilities. The best writings are published at the end of the school year in Lluève Tlaloc, the bilingual literary magazine.

SPA 210 Intermediate Spanish I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): SPA 111 or two years of high school Spanish.

Continuation of SPA 111. Intensive review of grammar in addition to reading selected authors and writing short compositions. Emphasis on continued practice in speaking Spanish.

SPA 211 Intermediate Spanish II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): SPA 210.

Continuation of SPA 210. Intensive review of grammar in addition to reading selected authors and writing short compositions. Emphasis on efficient and contemporary language usage.

SPA 217 Spanish for Business Communications /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): SPA 210 or equivalent and BUS 100 or equivalent, or consent of instructor.

Spanish for general use in business. Business terminology, situations and correspondence in Spanish, including cultural differences that can affect business transactions. Provides contact with bilingual business people who lecture throughout the semester in Spanish in their area of expertise.

SPA 230 Introduction to Literature in Spanish /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): SPA 102, 211.

Survey of literature written in Spanish. Designed to give students a broader knowledge of the language through literature selected from representative Spanish, Latin American and Chicano writers.

SPA 240 Independent Study in Spanish Language /1-4 cr. hrs./1-4 periods (1-4 lec.)

Prerequisite(s): Consent of instructor.

Independent Spanish readings or other projects under the supervision of an instructor. May be taken four times for a maximum of sixteen credits.

SPEECH COMMUNICATION

SPE 102 Introduction to Oral Communication /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to the function, basic concepts, and skills of oral communication in interpersonal and public address situations. Includes listening, communication styles, communication barriers, and methods to help eliminate barriers.

SPE 105 Voice and Diction /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Study and training in basic voice production. Includes proper breathing techniques, sound production, kinesics, general speech standards, common voice problems, and methods to overcome problems.

SPE 110 Public Speaking /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Study and training in public speaking and audience adaptation. Includes developing skills in the areas of research, logic, analysis, organization, and delivery.

SPE 120 Business and Professional Communication /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Study and training in communication within work situations. Includes oral reports, interviewing, persuasion, listening, and group problem-solving and decision-making.

SPE 124 Argumentation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles and practice of argumentation. Includes basic forms of analysis, evidence, proof, reasoning, and refutation.

SPE 125 Forensics /1 cr. hr./1 periods (1 lec.)

Prerequisite(s): None.

Individualized instruction and practice in speech competition/public performance skills. Includes oral interpretation, readers' theatre, and informative, persuasive, extemporaneous, and impromptu speaking. Student must participate in at least one intercollegiate speech tournament/public performance. May be taken four times for a maximum of four credit hours.

SPE 130 Small Group Discussion /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Study and training in group process. Includes the nature and functions of groups, norms of group participation and interaction, and group leadership. Also includes a special focus on communication in group decision-making.

SPE 136 Oral Interpretation of Literature /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Study and training in the oral presentation of literature. Includes literary conventions, analysis techniques, role of the interpreter, use of voice and body, characterization, and oral interpretation modes. Also includes a special focus on analyzing and experiencing literature as human discourse.

SPE 249 Independent Study in Speech /1-4 cr. hrs./1-4 periods (1-4 lec.)

Prerequisite(s): Six credit hours in speech.

Under individual guidance of an instructor, student researches an aspect of communication not available through regular course offerings.

TECHNICAL ILLUSTRATION

TIL 102 Technical Illustration I /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): DFT 101, 150.

Drawing techniques and use of specialized instruments in producing technical illustrations.

TECHNOLOGY EDUCATION

TEC 101A Principles of Technology IA /3 cr. hrs./5 periods (2 lec., 3 lab.)

Prerequisite(s): None.

Introductory experimentation and study of applied mechanical, fluid, electrical, and thermal systems. Includes the physical constructs of force, work, rate, and resistance.

TEC 101B Principles of Technology IB /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): TEC 101A.

Continuation of TEC 101A. Includes experimentation and study of applied mechanical, fluid, electrical, and thermal systems within the physical constructs of energy, power, and force transformation.

TEC 102 Principles of Technology II /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): MTH 115 and TEC 101B.

Continuation of TEC 101B. Includes experimentation and study of applied momentum, waves, and vibrations. Also includes transient responses to physical stimuli, energy converters and transducers, electromagnetic and nuclear radiation, light, and optical systems.

TEC 111 Applied Math I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to the mathematical concepts of algebra and geometry. Includes problem-solving techniques, measurement, graphs and graphing, tables, charts, ratio and proportion, and basic algebra and geometry.

TEC 112 Applied Math II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TEC 111.

Continuation of TEC 111. Includes statistics, probability, and trigonometry as applied in work-related problems. Also includes systems of equations, quadratics, and inequalities.

TEC 117 Foundations of Improvement Technology /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): MTH 115.

Introduction to principles and methods for the continuous improvement of processes in technician training. Includes techniques for identifying and prioritizing improvement opportunities, analyzing important processes, and identifying ways to achieve improvement and excellence in the classroom and workplace. Also includes important topics of electronics math, measurements, and principles of technology.

TEC 121 Basic Electric and Magnetic Properties /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): MTH 115 or concurrent enrollment, and TEC 101B or concurrent enrollment or consent of instructor.

Introductory AC, DC, and magnetic circuit theory focused on passive devices. Includes terminology, measurement, units, electronic circuit applications, and electrical safety.

TEC 122 Applied Semiconductor Devices /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): TEC 121.

Basic semiconductor theory and applications. Includes measurement, component selection, effects of the environment on components, component protection, and applications. Also includes diodes, transistors, integrated circuits with operational amplifiers, and regulated power supplies.

TEC 123 Digital Circuits and Computers /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): TEC 122.

Introduction to digital devices that implement digital arithmetic, algebra, and logic in contemporary mainframe and personal computers. Includes computer subsystems and their integration, operating systems with emphasis on DOS, and computer programming using BASIC.

TEC 124 Electronic Data and Communications /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): TEC 122.

Contemporary data and communications system components. Includes theory, measurement, function, and application.

TEC 130 Microcomputer Assembly and Testing /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): TEC 101B or consent of instructor.

Microcomputer system assembly, set-up, and start-up. Includes building a personal computer, installing the circuit boards, power supply, and disk drives. Also includes system testing and trouble shooting, configuring for different operating systems, tools and equipment safety, use of diagnostic and support software, peripheral connections, and component replacement. (Same as ETR 130.)

TEC 132 Microcomputer Systems Servicing /4 cr. hrs./8 periods (2 lec., 6 lab)

Prerequisite(s): ETR 130 or TEC 130.

Servicing microcomputers, peripherals and software. Includes determining the operational status of monitors, printers, floppy disk drives, hard drives, installed operating systems, and application software.

TEC 230 Peer-To-Peer Networking /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): TEC 132 or consent of instructor.

Introduction to basic networking concepts. Includes network topologies, configuration, protocols, and technologies. Also includes inter-networking concepts and experiential learning.

TEC 232 Dedicated Server Networks /4 cr. hrs./6 periods (3 lec., 3 lab)

Prerequisite(s): TEC 230.

Dedicated file server networking technology using industry standard network operating systems. Includes installation, setup, administration, setting of network interface card, interrupts, I/O base address, and memory configurations. Also includes using technical literature to make user accounts, directories, permissions, printer servers, printer queues, printer definitions, printer configurations, and remote printing.

TEC 234 Microcomputer Repair /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): ETR 250 or TEC 124, and ETR 132 or TEC 132.

Repair and replacement of microcomputer components. Includes microprocessors and system architecture. Also includes tools, test equipment, handshaking, and troubleshooting. (Same as ETR 252.)

TEC 290 Technology Education Field Experience /1-6 cr. hrs./ 5-30 periods (5-30 lab)

Prerequisite(s): Consent of instructor.

Participation in a high technology placement to provide experience in the practical application of classroom instruction. Includes practical experience, observation of business practices, job skills preparation, and an emphasis on work-place behaviors. May be taken two times for a maximum of six credit hours.

TEC 298 Advanced Topics in Technology: /1-4 cr. hrs./1-10 periods (1-4 lec., 0-9 lab)

Prerequisite(s): None.

Advanced topics in technology which reflect current issues and trends.

TOHONO O'ODHAM

THO 050 Conversational Tohono O'Odham I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Designed for persons with no previous knowledge of Tohono O'Odham. Primary focus on listening to and speaking elementary Tohono O'Odham.

THO 051 Conversational Tohono O'Odham II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): THO 050 or equivalent.

Designed for persons able to ask and respond to simple questions relevant to self and to the environment.

THO 110 Elementary Tohono O'Odham I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Skill development to provide proficiency in basic communication (listening, speaking, reading, and writing), emphasizing an examination of Tohono O'Odham cultural traditions.

THO 111 Elementary Tohono O'Odham II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): THO 110.

Continuation of THO 110. Designed to provide increased proficiency in listening, speaking, reading, and writing. Includes continued study of Tohono O'Odham cultural traditions.

TOTAL QUALITY MANAGEMENT

TQM 100 Introduction to Total Quality Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Fundamental concepts of Total Quality Management (TQM). Includes required operations in mathematics; the use of symbols to represent abstract quantities; graphical representation of quantitative information; fundamental notions of probability; and the use of statistical tables.

TQM 101 Basic Statistics and Methods of Process Control /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): MTH 070 or consent of instructor.

Introduction to the techniques and tools of statistical process control in Total Quality Management (TQM). Includes basic statistical methods of collecting and describing data, control charting, capability analyses, acceptance sampling and the utilization of software for quality.

TQM 102 Experimental Design: Classical Techniques /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): TQM 101 or consent of instructor.

Basic assumptions and approaches that underlie statistical experimental design in Total Quality Management (TQM). Includes review of basic statistical concepts, construction of simple experimental designs and the interpretation of analytical results, one-way Analysis of Variance (ANOVA), full factorial designs, fractional factorial designs, and the application of computers in experimental designs.

TQM 106 Reliability, Maintainability, and Safety of Products and Services /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TQM 101 or consent of instructor.

Reliability, Maintainability, and Safety (RMS) in the Total Quality Management of products and services. Includes quantitative methods and concepts of RMS, methods of experimental design and basic statistical calculations used in RMS, the reliability "bathtub" curve, Failure Mode Effects and Criticality Analysis (FMECA), fault tree analysis, testing, and the application of computer software to RMS.

TQM 200 Experimental Design: Recent Trends /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TQM 102 or consent of instructor.

Recent trends in statistical experimental design for Total Quality Management (TQM). Includes an introduction to pre-experimental design techniques, Taguchi and Shainin concepts and methods of experimental design, response methodology, and the application of computers in experimental design.

TQM 210 Total Quality Management: Tools and Methodology /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TQM 102 or consent of instructor.

Tools, techniques, and methods essential for an effective Total Quality Management (TQM) program. Includes planning and organizing for customer satisfaction, selection, evaluation and management of quality improvement projects, human factors, and auditing of the results achieved.

TQM 220 Total Quality Management: Implementation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TQM 210 or consent of instructor.

Implementing Total Quality Management (TQM) in the manufacturing and service environments. Includes planning and preparing for implementation, training of the participants, motivating and measuring TQM activities and the use of improvement teams.

TQM 298 Special Topics: /1-3 cr. hrs./1-3 periods (1-3 lec.)

Prerequisite(s): Consent of instructor.

Customized credit course for current quality management topics in manufacturing, services and the health related industries.

TRAINING FOR SPECIAL EDUCATION**TSE 101 Orientation to the Exceptional Child /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Introduction to the physical and mental characteristics of children in special education. Includes disability categories such as mental retardation, emotionally handicapped, hearing and visually impaired, orthopedically impaired, traumatic brain injury, autism, and multiple handicapped. Also includes a historical perspective, future populations, and laws that impact special education.

TSE 105 Techniques for Working with Developmentally-Disabled People /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): None.

Basic skills and knowledge for the entry-level habilitation technician. Includes the basic characteristics of mental retardation, epilepsy, cerebral palsy and autism; safety procedures related to client activities; intervention techniques; and the continuum of services available to clients.

TSE 110 Management Skills for Habilitation Supervisors /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Management principles for first line supervisors of residential and vocational environments for persons with developmental disabilities. Includes quality assurance, service planning, and staff training and development.

TSE 115 Positive Behavior Management for Developmentally-Disabled People /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Techniques for program development for adult home and foster care providers. Includes designing teaching environments, teaching techniques, positive behavior management strategies, and client instruction techniques.

TSE 120 Home and Community Based Services for the Handicapped Person /2 cr. hrs./3 periods (1 lec., 2 lab)

Prerequisite(s): None.

Process and procedures for delivering services to families and individuals needing assistance in their homes or community. Includes developing effective relationships with families, teaching techniques, assessment tools, client intervention techniques, personal care and hygiene, assisting the physically handicapped, and provider information.

TSE 130 Techniques for Teaching Students with Multiple Disabilities /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Techniques for designing and implementing functional programs for students with multiple disabilities. Includes appropriate tasks and materials, behavior control, adaptive equipment, and therapeutic motor training.

TSE 132 Behavior Modification Techniques for Special Education I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Behavior theories and strategies for changing inappropriate behavior through the use of positive reinforcement principles. Includes data collection, principles of reinforcement, schedules of reinforcement, token economies, contracts, modeling, generalization, and program evaluation.

TSE 142 Special Speech and Language Techniques /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Overview of speech and language disorders and their remediation. Includes components involved in normal speech and language development.

TSE 150 Behavior Modification Techniques for Special Education II / 3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TSE 132.

Continuation of TSE 132. Methods of changing inappropriate behavior through the use of behavior modification techniques, including positive, extinction and aversive contingency systems.

TSE 198 Current Topics in Special Education: /5-4 cr. hrs./ .5-12 periods (0-4 lec., 0-12 lab)

Prerequisite(s): None.

Selected topics in special education for classroom instruction. Includes current specialized materials to meet classroom needs for local educators and classroom aides.

TSE 238 Characteristics of Learning Disabilities /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Principles of learning as related to learning disabilities. Includes definition of learning disabilities, characteristics of specific learning disabilities, and diagnostic procedures for remediation of learning disabilities.

TSE 240 Techniques for Teaching Students with Mental Retardation / 3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Techniques and procedures for teaching students with mental retardation. Includes definitions of the educable/trainable mentally retarded person, etiologies, characteristics, and educational methodologies and teaching techniques.

TSE 245 The Young Child with Disabilities /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Causes, characteristics, and intervention techniques for children with disabilities (birth through five). Includes characteristics and stages of learning of the normal child and the identification and educational programming for the child with disabilities.

TSE 255 Characteristics of Behavioral Disorders /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Overview of techniques and procedures for teaching students who display behavioral disorders. Includes evaluation strategies and intervention models for managing behaviors.

TSE 260 Issues and Trends in Special Education /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Exploration of current issues and trends in special education which impact the education of special needs students. Includes laws that impact special

education, least restrictive environment, disciplinary measures, court cases, categorical issues, graduation, extended school year, school health concerns, preschool requirements, transition services, and community trends.

TSE 265 Adaptive Technology in Special Education /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): None.

Overview of mechanical and electrical adaptive devices and their application with special needs students. Teaches and facilitates communication, self-help skills and environmental control independence.

TRANSPORTATION AND TRAFFIC MANAGEMENT

TTM 101 Fundamentals and Economics of Transportation I /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): None.

Principles and practices of commercial transportation systems. Includes the relevance of transportation, carrier management and strategy, logistics and traffic management, government participation, freight railroad economics, pricing and management issues, intercity passenger train transportation, domestic and international water transportation, and pipeline transportation.

TTM 102 Fundamentals and Economics of Transportation II /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): None.

Philosophic basis and management of today's commercial transportation systems. Includes an introduction to highway transportation, general commodity and specialized trucking, air transportation, coping with change, specialized aviation sectors, personal transportation management, strategy and decision making, competition in the industry, and transportation's greatest challenges.

TTM 104 Rates and Tariffs /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

In-depth study of transportation costs and freight rates. Includes the following topics relating to rates and tariffs: economic and legal aspects, regulation, application, terminology and structures.

TTM 201 Principles of Air Transportation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Introduction to the commercial airline industry, its managerial practices and regulatory policies. Includes historical developments, industry structure, economics, marketing, finance, aircraft selection, scheduling, labor relations, route regulations, pricing, international aviation, and regulatory policies and procedures.

TTM 202 Principles of Motor Transportation /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Managerial and economic aspects of motor transportation as conducted under the auspices of state and federal regulations. Includes highways and highway financing, labor, management and operations, administration of claims, insurance and rates, federal regulations and passenger operations.

TTM 204 Physical Distribution Management /3 cr. hrs./3 periods (3 lec.)

Same as MKT 150 and PIM 150. (See MKT 150 for course description.)

TRAVEL INDUSTRY OPERATIONS**TVL 101 Principles of the Travel/Tourism Industry /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Overview of the industry, including modes, motives and effects of travel/tourism and examination of specific duties performed by a variety of specialists.

TVL 102 Travel Agent Methods and Procedures /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TVL 101 or concurrent enrollment.

Examination of the duties of a travel agent. Includes booking procedures for hotels, cruises, tours and all modes of transportation. Also includes the use of ARC Travel Agent Handbook, Official Airline Guide (OAG), other airline guides and practical experiences in ticketing procedures.

TVL 103 Geography for Travel Professionals I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of major tourist destinations. Includes physical geography, and North and South America.

TVL 104 Geography for Travel Professionals II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Examination of major tourist destinations. Includes physical geography, Europe, Africa, Asia and Oceania.

TVL 105 Airline Reservation System I /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): None.

Principles and techniques of an airline computer reservation system. Includes motivational and customer service training, sales techniques, using an online computerized reservation system to create, change and cancel an itinerary, quote fares and travel restrictions and accept passengers for travel. Also includes application of domestic and international travel.

TVL 110 Airline Reservation System II /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): TVL 105.

Continuation of TVL 105. Includes using an online computerized reservation system to ticket, build passenger records, order meals, rent cars, check baggage, accept pets for travel, and utilization of the frequent flier program.

TVL 115 Airline Reservation System III /4 cr. hrs./5 periods (3 lec., 2 lab)

Prerequisite(s): TVL 110.

Continuation of TVL 110. Includes travel agency booking, phone system, paging procedures, manual fallback reservation procedures, and using an online computerized reservation system to access prepaid ticket advice, flight and passenger information, cloning and non-revenue travel.

TVL 120 Airline Reservation System IV /1 cr. hr./3 periods (1 lec., 2 lab)

Prerequisite(s): TVL 115.

Continuation of TVL 115. Includes sales techniques practicum and application of an online computerized reservation system.

TVL 125 Cruise Ship Marketing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TVL 101.

Mechanics of ocean travel. Includes history, travel agency sales, executive crew, individual cruise client, group sales, cruise only agencies, and cruise ships and cruise lines.

TVL 199 Co-op Related Class in TVL /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Concurrent enrollment in 199 Co-op Work, and a minimum of 12 credit hours of Travel Industry (TVL) courses or one year of related work experience.

See Cooperative Education section for description.

TVL 199 Co-op Work in TVL /1-8 cr. hrs./5-40 periods (5-40 lab)

Prerequisite(s): Concurrent enrollment in 199 Co-op Related Class, and a minimum of 12 credit hours of Travel Industry (TVL) courses or one year of related work experience.

See Cooperative Education section for description.

TVL 201 Travel Industry Applications /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TVL 102.

Continuation of the duties of a travel agent. Includes sales actions, financing, recordkeeping, credit, airline requirements and development of ethical relations with the traveling public.

TVL 202 Travel Industry Computer Applications /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TVL 201 or concurrent enrollment.

Practical applications of computers in the travel industry. Includes practice in resolving current problems within the travel/tourism business, airline computer reservation systems, and automatic ticketing.

TVL 205 Tourism Marketing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TVL 101.

Concepts of hospitality and travel marketing. Includes consumer behavior, research and environment, strategies, and marketing elements.

TVL 211 Tour Group Development, Sales and Management /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TVL 101 and/or one year of experience working in the hospitality-tourism industry.

Development, management and marketing of tours. Includes sales techniques, packaging, tour-guide skills and relationships with other destination services.

TVL 214 Destination Development /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): TVL 101 and 205 or concurrent enrollment.

Principles of tourism planning. Includes demographics, supply components, infrastructure, superstructure and hospitality resources, marketing, planning, and tourism demand components.

TVL 297 Travel Industry Seminar: / .25-4 cr. hrs./ .25-16 periods (.25-4 lec., .25-12 lab)

Prerequisite(s): Consent of instructor.

Travel industry job-related training. Includes presentations and development of skills in a given area and topics of timely or limited interest.

TVL 299 Co-op Related Class in TVL /1 cr. hr./1 period (1 lec.)

Prerequisite(s): Concurrent enrollment in 299 Co-op Work, and a minimum of 15 credit hours of Travel Industry (TVL) courses or one year of related work experience.

See Cooperative Education section for description.

TVL 299 Co-op Work in TVL /1-8 cr. hrs./5-40 periods (5-40 lab)

Prerequisite(s): Concurrent enrollment in 299 Co-op Related Class, and a minimum of 15 credit hours of Travel Industry (TVL) courses or one year of related work experience.

See Cooperative Education section for description.

WELDING**WLD 115 Blueprint Reading /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Interpretation of welding drawings as applied to metal fabrication. Includes purpose and makeup of blueprints, sketching, specifications, dimensions, structural shapes, views, sections, abbreviations and symbols, and fillet and groove welds.

WLD 118 Welding and Fabrication Estimating /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WLD 115, and MTH 060 or concurrent enrollment.

Steel fabrication bidding and contracts. Includes general and subcontractor estimating procedures, types of bids, the contract documents, types of agreements, bonds and insurance, material specifications, estimate process, subcontracting, labor, structural steel systems, and steel fabrication checklist.

WLD 119 Pattern Layout for Metal Fabrication /3 cr. hrs./5 periods (2 lec., 3 lab)

Prerequisite(s): MTH 060 or satisfactory score on math assessment.

Pattern layout techniques for welding. Includes drawing equipment, basic mathematic concepts, parallel, radial, and triangulation line development, and special problems.

WLD 150 Oxyacetylene Welding /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): None.

Set up, procedures, and operation of oxyacetylene welding equipment. Includes safety, mild steel welding, equipment, joints, flame cutting, pipe and braze welding, expansion and contraction, hardfacing, cast and galvanized iron, stainless steel and silver soldering.

WLD 160 Arc Welding /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): None.

Principles and techniques of joining metals with an electric arc as the source. Includes arc welding uses, safety, techniques, flame cutting, joint design, welding costs, power sources, carbon arc cutting, filler metal selection, hard facing, and metal identification.

WLD 161 Plate Certification Welding /2 cr. hrs./4 periods (1 lec., 3 lab)

Prerequisite(s): WLD 150 and 160, or two years of equivalent experience in all-position welding.

Advanced procedures in test plate welding certification using the American Welding Society Code D1.1. Includes preparation, assembly, defects and limitations of test plates. Also includes types of tests given and their period of effectiveness.

WLD 199 Co-op Related Class in WLD /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

WLD 199 Co-op Work in WLD /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

WLD 250 Pipe Welding /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): WLD 119, 150, 160.

Principles and techniques of pipe welding. Includes classifications on performance testing, types of pipe, methods and preparation of pipe and miter joints, methods of joining, and preparation and methods of welding test plate.

WLD 261 Gas Metal Arc Welding /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): WLD 150, 160.

Principles and techniques of metal inert gas (GMAW) welding and flux-core arc welding. Includes procedures, safety, wire selection, and control settings for MIG and flux-core welding.

WLD 262 Gas Tungsten Arc Welding /4 cr. hrs./6 periods (2 lec., 4 lab)

Prerequisite(s): WLD 150, 160.

Principles and techniques of the Gas Tungsten Arc Welding (GTAW) process. Includes safety, equipment, tooling, setup and procedures for different types of metals.

WLD 297 Welding Seminar: /25-4 cr. hrs./25-16 periods (.25-4 lec., .25-12 lab)

Prerequisite(s): Consent of instructor.

Welding job-related training. Includes presentations and development of skills in a given area and topics of timely or limited interest.

WLD 299 Co-op Related Class in WLD /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

WLD 299 Co-op Work in WLD /1-8 cr. hrs./5-40 periods (5-40 lab)

See Cooperative Education section for description.

WRITING**WRT 040 Basic English /1 cr. hr./1 period (1 lec.)**

Prerequisite(s): None.

Development of skills necessary to prepare for and pass the General Education Development (GED) writing test, which is a part of the High School Equivalency Examination.

WRT 070 Developmental Writing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Training in the fundamental skills, including grammar, usage, organization and development. Includes practice in writing sentences and short paragraphs.

WRT 070A Developmental Writing: Basic Skills /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

Basic skills in use of sentences, paragraphs, grammar, punctuation and spelling, including writing simple and compound sentences and simple paragraphs.

WRT 070B Developmental Writing: Intermediate Skills /1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 070A or concurrent enrollment.

Intermediate skills in use of sentences, paragraphs, grammar, punctuation and spelling, including topic sentences, paragraph structure and practice in correcting common sentence errors.

WRT 070C Developmental Writing: Advanced Skills /1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 070B or concurrent enrollment.

Advanced skills in use of sentences, paragraphs, grammar, punctuation and spelling, including paragraph development, coherence and usage.

WRT 072 Sentence Patterns /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

A mini-course in identifying various types of sentence structure and writing various types of sentences. Includes training in distinguishing between dependent and independent clauses, identifying essential sentence elements and correcting common sentence errors.

WRT 073 Punctuation /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

A mini-course in the mechanics of writing, including punctuation, capitalization, numbers and abbreviations.

WRITING

WRT 075 Developmental Writing for International Students /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): ESL 084 or satisfactory score on the writing assessment test.

Training in the fundamental skills, including grammar, usage, organization and development. Includes methodologies appropriate for international students. Also includes idiomatic expressions and problems common to non-native speakers of English. (Equivalent to WRT 070.)

WRT 077 Paragraphs /1 cr. hr./1 period (1 lec.)

Prerequisite(s): None.

A mini-course providing practice in planning and writing effective paragraphs as basic units for essays. Emphasis on topic sentences, patterns of development and clear transitions.

WRT 100 Writing Fundamentals /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 070 or satisfactory score on writing assessment test.

Review of sentence structure, mechanics and usage. Includes paragraph development and short essay organization.

WRT 100A Sentence Development /1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 070 or satisfactory score on writing assessment test.

Review of sentence structure and mechanics and usage with practice in writing and punctuating various sentence patterns.

WRT 100B Paragraph Development /1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 100A.

Improvement of skills in writing various types of paragraphs. Includes practice in developing appropriate topic sentences, supporting ideas, clear transitions and coherence.

WRT 100C Essay Development /1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 100B.

Practice in writing short, well-organized essays on a variety of subjects.

WRT 101 Writing I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 100 or satisfactory score on writing assessment test.

Principles of good writing with emphasis on the technique and practice of description, explanation and argumentation.

WRT 101A Writing IA /1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 100 or satisfactory score on writing assessment test.

Practice in structuring college-level essays. Includes the writing process, rhetorical analysis, and narrative and descriptive strategies.

WRT 101B Writing IB /1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 101A.

Practice in writing essays on selected themes. Includes the following strategies: illustration, comparison and contrast, definition and analysis.

WRT 101C Writing IC /1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 101B.

Practice in writing argumentative essays. Includes principles of argumentation, library research and writing from sources. Also includes writing an in-class essay.

WRT 102 Writing II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 101.

Practice in writing analytical compositions, including a research paper or annotated papers. Includes readings in fiction, poetry, drama or non-fiction as a basis for writing.

WRT 106 Writing Fundamentals for International Students /3 cr. hrs./ 3 periods (3 lec.)

Prerequisite(s): WRT 075 or satisfactory score on the writing assessment test.

Review of sentence structure, mechanics and usage. Includes paragraph development, short essay organization, and revising for clarity, coherence and organization. Also includes methodologies appropriate for international students. (Equivalent to WRT 100.)

WRT 107 Writing I for International Students /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 106 or satisfactory score on the writing assessment test.

Introduction to the principles of good writing with emphasis on the techniques and practice of narration, description, explanation and argumentation. Includes the writing process, paragraph and essay writing, and reading and analysis of prose models. Also includes methodologies appropriate for international students. (Equivalent to WRT 101.)

WRT 108 Writing II for International Students /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 107.

Practice in writing analytical compositions, including a research paper or annotated papers. Includes readings in fiction, nonfiction, drama and poetry as a basis for writing. Also includes methodologies appropriate for international students. (Equivalent to WRT 102.)

WRT 109 Analyzing Syntax /1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 101 or consent of instructor.

Analysis of sentence structure and the relationship between sentence parts. Includes parts of speech, diagraming, sentence structure, and composing sentences.

WRT 125 Poetry Writing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 101.

Techniques of poetry writing. May be taken three times for a maximum of nine credit hours.

WRT 126 Short Story Writing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Techniques of writing short fiction. May be taken three times for a maximum of nine credit hours.

WRT 150 Practical Communications /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Practice in effective everyday communication. Emphasis on writing and speaking skills necessary in specific career fields.

WRT 154 Technical Communications I /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 100 or 101.

Practice in writing and speaking skills needed in technical fields. Includes writing formal and informal reports, form completion, letters, abstracts and reviews. Also includes presentation of oral reports and other communication skills as prescribed by vocational areas.

WRT 154A Technical Communications I: Technical Writing Principles / 1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 100 or 101.

Basic technical writing skills, including the writing process, basic writing strategies and technical writing style.

WRT 154B Technical Communications I: Technical Correspondence / 1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 154A.

Writing of memos, letters and resumes. Also includes form completion and technical illustrations.

WRT 154C Technical Communications I: Basic Technical Reports / 1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 154B.

Writing of informal reports and other applications, including activity reports and technical descriptions, instructions and processes.

WRT 162 Literary Magazine Workshop /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

Literary magazine publication. Includes application of editing, design, layout and production techniques. Laboratory work includes at least one literary publication of student work in each semester. It is recommended that this course be taken for credit for two consecutive semesters. May be taken two times for a maximum of six credit hours.

WRT 180 The Story of English /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): None.

The history of the English language from its Germanic origins to its present position of global importance. Includes current English usage worldwide with special emphasis on American English. Provides students with an understanding of concepts and tools for the study of language; overall structure of modern English; earlier forms of the English language; ways language changes in response to new social, political and cultural influences; and techniques for writing the language.

WRT 196 Independent Studies in Writing /1-4 cr. hrs./3-12 periods (3-12 lab)

Prerequisite(s): None.

Independent projects in writing to be arranged with the instructor. May be taken four times for a maximum of sixteen credit hours.

WRT 205 Poetry Writing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 101 and 102.

Introduction to the techniques used in contemporary poetry. Includes study of selected poems as examples and practice in applying techniques by writing and discussing original poetry. May be taken three times for a maximum of nine credit hours.

WRT 206 Short Story Writing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 101 and 102.

Introduction to the techniques used in contemporary short fiction. Includes study of selected short fiction as examples and practice in separate elements of technique through short exercises as well as writing and discussion of original manuscripts. May be taken three times for a maximum of nine credit hours.

WRT 207 Sophomore Composition /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 102 and consent of instructor.

Practice in exposition and some narrative. Includes study of satire, the personal essay, introduction to the use of fiction techniques in nonfiction, and class discussion of original manuscripts. May be taken four times for a maximum of twelve credit hours.

WRT 215 Advanced Poetry Writing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 125 or 205.

Continuation of poetry writing with increased emphasis on craft. Candid peer and instructor criticism of both published models and student poems.

WRT 216 Advanced Fiction Writing /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): Consent of instructor.

Advanced techniques of fiction writing. Includes writing, critiquing and revising original fiction and preparing manuscripts for publication. May be taken four times for a maximum of twelve credit hours.

WRT 217 Creative Nonfiction /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 207 or consent of instructor.

Nonfiction writing with an emphasis on using narrative elements and devices. Includes writing, critiquing, and revising original manuscripts as well as the preparation of manuscripts for publication. Also includes the personal essay and memoir as literary forms. May be taken four times for a maximum of twelve credit hours.

WRT 254 Technical Communications II /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): WRT 154 or 102.

Techniques of writing long and short reports, proposals and other forms required in scientific and technical occupations. Designed to allow students to work on writing required in courses and in future occupations. WRT 154 is recommended as preparation.

WRT 254A Technical Communications II: Brief Technical Reports / 1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 154 or 102.

Advanced technical writing skills, including writing various types of brief formal reports.

WRT 254B Technical Communications II: Formal Technical Reports / 1 cr. hr./1 period (1 lec.)

Prerequisite(s): WRT 254A.

Writing of longer advanced technical reports, including evaluation reports, feasibility studies and technical proposals.

WRT 254C Technical Communications II: Technical Research /1 cr. hr./ 1 period (1 lec.)

Prerequisite(s): WRT 254B.

Technical research techniques and the writing of a formal research report.

WRT 280A Beginning Workshop in Tutoring Composition /1 cr. hr./ 3 periods (3 lab)

Prerequisite(s): WRT 101 and 102.

Introductory workshop in tutoring composition. Instruction and practice in tutoring techniques.

WRT 280B Intermediate Workshop in Tutoring Composition /1 cr. hr./ 3 periods (3 lab)

Prerequisite(s): WRT 280A.

Continued improvement of tutoring skills acquired in WRT 280A. Additional instruction and practice in tutoring techniques.

WRT 285 Pima Writers' Workshop /2 cr. hrs./2 periods (2 lec.)

Prerequisite(s): None.

Writing of fiction and poetry. Includes presentations by professional authors on plot and character development, writing techniques, and marketing. Also includes the opportunity for participants to have their writing critiqued by professional writers. May be taken three times for a maximum of six credit hours.

YAQUI

YAQ 110 Elementary Yaqui I /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): None.

Introduction to the Yaqui language. Includes instruction in the grammar and writing system of the language and is intended to help the student acquire skills in speaking, reading, and writing Yaqui. Also includes an overview of Yaqui traditional culture as a background for the use of the language.

YAQ 111 Elementary Yaqui II /4 cr. hrs./4 periods (4 lec.)

Prerequisite(s): YAQ 110.

Continuation of YAQ 110. Includes development of skills in speaking, understanding, reading, and writing the language. Also includes study of the Yaqui traditional culture as a background for language use.

YOUTH CARE**YCA 163 Introduction to Youth Care /3 cr. hrs./3 periods (3 lec.)**

Prerequisite(s): None.

Survey of the rights, roles and responsibilities of a youth care specialist in the supervision and treatment of children in 24-hour care outside the home, e.g., in detention, residential facilities for youth and foster care. Includes the concept of youth care work, understanding the child's behavior, communication skills, problem solving, effective discipline, interviewing and counseling skills, and structuring recreation and creative programs. (Same as AJS 163.)

YCA 263 Youth Care Methods /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): YCA 163.

Specific methods of youth care. Includes building positive relationships, problem solving, and observing and recording behavior. Also available in modularized format.

YCA 263A Building Youth Care Relationships: Methods /1 cr. hr./1 period (1 lec.)

Prerequisite(s): YCA 163.

Building positive relationships with youth in alternative care settings.

YCA 263B Problem-Solving Methods /1 cr. hr./1 period (1 lec.)

Prerequisite(s): YCA 163.

Problem-solving methods applicable to youth care situations.

YCA 263C Observing and Recording Methods /1 cr. hr./1 period (1 lec.)

Prerequisite(s): YCA 163.

Methods of observing and recording the behavior of youth in a youth care setting.

YCA 264 Issues in Youth Care /3 cr. hrs./3 periods (3 lec.)

Prerequisite(s): YCA 163.

Issues commonly experienced in the youth care field. Includes health and safety, stress, and the special needs child. Also available in a modularized format.

YCA 264A Health and Safety Issues /1 cr. hr./1 period (1 lec.)

Prerequisite(s): YCA 163.

Health and safety issues in youth care work. Includes health awareness, daily development and behavior, signs of illness, medication, record keeping, and environmental and legal safety issues.

YCA 264B Stress Issues in Youth Care Work /1 cr. hr./1 period (1 lec.)

Prerequisite(s): YCA 163.

Stress in youth care and its impact on the worker, the youth and the setting.

YCA 264C The Special Needs Child /1 cr. hr./1 period (1 lec.)

Prerequisite(s): YCA 163.

The special needs child in a youth care setting. Includes the following special needs categories: learning disabled, physically disabled, emotionally disabled, mentally retarded, dangerous delinquent, autistic and others. One topic will be chosen for emphasis in a given session.

YCA 290 Field Experience /3 cr. hrs./16 periods (1 lec., 15 lab)

Prerequisite(s): Consent of instructor.

Participation in community administration of justice and youth care agencies to provide experience in the practical application of classroom instruction. Biweekly seminars are conducted to discuss theory and practice pertinent to the agency experience. May be taken two times for a maximum of six credit hours.

YCA 299 Co-op Related Class in YCA /1 cr. hr./1 period (1 lec.)

See Cooperative Education section for description.

YCA 299 Co-op Work in YCA /1-3 cr. hrs./5-15 periods (5-15 lab)

See Cooperative Education section for description.

Apprentice Related Instruction

Before students may enroll for apprentice related instruction, they must be tested, selected, signed up (indentured) and registered with the U.S. Department of Labor's Bureau of Apprenticeship and Training, and the organization operating a specific training program. Apprentice related instruction at Pima Community College is presently offered in these areas:

CARPENTRY

- CRP 101 Concrete Formwork: Building Layout /1 cr. hr./1 period (1 lec.)
- CRP 102 Concrete Formwork: Residential Footing Form /1 cr. hr./1 period (1 lec.)
- CRP 103 Concrete Formwork: Footing Forms and Bolt Layout /1 cr. hr./1 period (1 lec.)
- CRP 104 Concrete Formwork: Basic Wall Forms /1 cr. hr./1 period (1 lec.)
- CRP 105 Concrete Formwork: Circular Wall Form /1 cr. hr./1 period (1 lec.)
- CRP 106 Concrete Formwork: Column Form /1 cr. hr./1 period (1 lec.)
- CRP 107 Concrete Formwork: Spandrel Beam /1 cr. hr./1 period (1 lec.)
- CRP 108 Concrete Formwork: Deck Forms and Shoring /1 cr. hr./1 period (1 lec.)
- CRP 109 Concrete Formwork: Concrete Stair Forms /1 cr. hr./1 period (1 lec.)
- CRP 110 Concrete Formwork: Tilt-up Construction I /1 cr. hr./1 period (1 lec.)
- CRP 111 Concrete Formwork: Tilt-up Construction II /1 cr. hr./1 period (1 lec.)
- CRP 112 Concrete Formwork: Bridge Pier Column /1 cr. hr./1 period (1 lec.)
- CRP 113 Concrete Formwork: Flatwork /1 cr. hr./1 period (1 lec.)
- CRP 114 Concrete Formwork: Culverts, Headwall and Wingwalls /1 cr. hr./1 period (1 lec.)
- CRP 115 Concrete Formwork: Concrete Wall Blockouts /1 cr. hr./1 period (1 lec.)
- CRP 116 Concrete Formwork: Gang Forms /1 cr. hr./1 period (1 lec.)
- CRP 117 Concrete Formwork: Retaining Wall Footing Form /1 cr. hr./1 period (1 lec.)
- CRP 118 Framing: Basic Wall Framing /1 cr. hr./1 period (1 lec.)
- CRP 119 Framing: Wall Layout, Plating and Detailing /1 cr. hr./1 period (1 lec.)
- CRP 120 Framing: Floor Joist /1 cr. hr./1 period (1 lec.)
- CRP 121 Framing: Gable Roof /1 cr. hr./1 period (1 lec.)

- CRP 122 Framing: Hip Roof /1 cr. hr./1 period (1 lec.)
- CRP 123 Framing: Intersecting Roof /1 cr. hr./1 period (1 lec.)
- CRP 124 Framing: Wood Stairs /1 cr. hr./1 period (1 lec.)
- CRP 125 Framing: Framing Square /1 cr. hr./1 period (1 lec.)
- CRP 126 Framing: Advanced Framing Square Application /1 cr. hr./1 period (1 lec.)
- CRP 127 Framing: Residential Layout /1 cr. hr./1 period (1 lec.)
- CRP 128 Exterior Finish: Canopy /1 cr. hr./1 period (1 lec.)
- CRP 129 Exterior Finish: Roof Covering /1 cr. hr./1 period (1 lec.)
- CRP 130 Exterior Finish: Commercial Display /1 cr. hr./1 period (1 lec.)
- CRP 131 Interior Finish: Standard Door Installation /1 cr. hr./1 period (1 lec.)
- CRP 132 Interior Finish: Running Trim /1 cr. hr./1 period (1 lec.)
- CRP 133 Interior Finish: Door Hardware /1 cr. hr./1 period (1 lec.)
- CRP 134 Interior Finish: Metal Partitions /1 cr. hr./1 period (1 lec.)
- CRP 135 Interior Finish: Soffit Panel /1 cr. hr./1 period (1 lec.)
- CRP 136 Interior Systems: Metal Frame Walls /1 cr. hr./1 period (1 lec.)
- CRP 137 Interior Systems: Dry Wall Application /1 cr. hr./1 period (1 lec.)
- CRP 138 Interior Systems: Dry Wall Estimation of Material /1 cr. hr./1 period (1 lec.)
- CRP 139 Interior Systems: Suspended Lay-in Ceiling /1 cr. hr./1 period (1 lec.)
- CRP 150 Carpentry History: Tools and Materials /5 cr. hrs./6 periods (4 lec., 2 lab)
- CRP 151 Carpentry: Foundations and Forms /5 cr. hrs./6 periods (4 lec., 2 lab)
- CRP 152 Carpentry: Exterior Finish /5 cr. hrs./6 periods (4 lec., 2 lab)
- CRP 153 Reinforced Concrete and Heavy Construction /5 cr. hrs./6 periods (4 lec., 2 lab)
- CRP 154 Carpentry: Interior Finish /5 cr. hrs./6 periods (4 lec., 2 lab)
- CRP 155 Carpentry: Roof Framing /5 cr. hrs./6 periods (4 lec., 2 lab)
- CRP 156 Carpentry: Stair Building /5 cr. hrs./6 periods (4 lec., 2 lab)
- CRP 157 Blueprint Reading and Estimating /5 cr. hrs./6 periods (4 lec., 2 lab)

CUSTODIAL DEVELOPMENT

- CUA 101 Custodial Development I: Chemicals and Equipment Used in Cleaning /1 cr. hr./1 period (1 lec.)
- CUA 102 Custodial Development I: Area Cleaning Techniques /1 cr. hr./1 period (1 lec.)
- CUA 103 Custodial Development I: Safety and Floor Care /1 cr. hr./1 period (1 lec.)

- CUA 104 Custodial Development I: Floor Coverings /1 cr. hr./1 period (1 lec.)
- CUA 105 Custodial Development I: Floor Cleaning Techniques /1 cr. hr./1 period (1 lec.)
- CUA 106 Custodial Development I: Carpet Cleaning Techniques /1 cr. hr./1 period (1 lec.)
- CUA 201 Custodial Development II: Furniture Cleaning Techniques /1 cr. hr./1 period (1 lec.)
- CUA 202 Custodial Development II: Special Area Cleaning Techniques /1 cr. hr./1 period (1 lec.)
- CUA 203 Custodial Development II: Employee Relations /1 cr. hr./1 period (1 lec.)
- CUA 204 Custodial Development II: Custodial Scheduling /1 cr. hr./1 period (1 lec.)
- CUA 205 Custodial Development II: Supervisory Skills /1 cr. hr./1 period (1 lec.)
- CUA 206 Custodial Development II: Housekeeping Standards and Audit Procedures /1 cr. hr./1 period (1 lec.)

ELECTRICAL APPRENTICESHIP TRAINING

- ELT 101 Apprentice Inside Wireman I /6 cr. hrs./6 periods (6 lec.)
- ELT 102 Apprentice Inside Wireman II /6 cr. hrs./6 periods (6 lec.)
- ELT 103 Residential Wireman Trainee I /4 cr. hrs./4 periods (4 lec.)
- ELT 104 Residential Wireman Trainee II /4 cr. hrs./4 periods (4 lec.)
- ELT 201 Apprentice Inside Wireman III /6 cr. hrs./6 periods (6 lec.)
- ELT 202 Apprentice Inside Wireman IV /6 cr. hrs./6 periods (6 lec.)
- ELT 203 Residential Wireman Trainee III /4 cr. hrs./4 periods (4 lec.)
- ELT 204 Residential Wireman Trainee IV /4 cr. hrs./4 periods (4 lec.)
- ELT 205 Journeyman-Wireman Advancement Course I /6 cr. hrs./6 periods (6 lec.)
- ELT 206 Journeyman-Wireman Advancement Course II /6 cr. hrs./6 periods (6 lec.)
- ELT 231 Apprentice Inside Wireman V /6 cr. hrs./6 periods (6 lec.)
- ELT 232 Apprentice Inside Wireman VI /6 cr. hrs./6 periods (6 lec.)
- ELT 241 Apprentice Inside Wireman VII /6 cr. hrs./6 periods (6 lec.)
- ELT 242 Apprentice Inside Wireman VIII /6 cr. hrs./6 periods (6 lec.)
- ELT 251 Apprentice Inside Wireman IX /6 cr. hrs./6 periods (6 lec.)
- ELT 252 Apprentice Inside Wireman X /6 cr. hrs./6 periods (6 lec.)

IRONWORKING APPRENTICESHIP

- IWA 150 Introduction to Trade Science /3 cr. hrs./4 periods (3 lec., 1 lab)
- IWA 151 Reinforcing Blueprint Reading /3 cr. hrs./4 periods (3 lec., 1 lab)
- IWA 152 Basic Welding /3 cr. hrs./4 periods (3 lec., 1 lab)
- IWA 153 Advanced Welding /3 cr. hrs./4 periods (3 lec., 1 lab)
- IWA 154 Rigging and Safety /3 cr. hrs./4 periods (3 lec., 1 lab)
- IWA 155 Structural Blueprint Reading I /3 cr. hrs./4 periods (3 lec., 1 lab)
- IWA 156 Structural Blueprint Reading II /3 cr. hrs./4 periods (3 lec., 1 lab)
- IWA 157 Ornamental Iron I /3 cr. hrs./4 periods (3 lec., 1 lab)
- IWA 158 Steel Detailing and Fabrication /3 cr. hrs./4 periods (3 lec., 1 lab)
- IWA 159 Ornamental Iron II /3 cr. hrs./4 periods (3 lec., 1 lab)
- IWA 160 Post Tensioning /3 cr. hrs./4 periods (3 lec., 1 lab)
- IWA 161 Light Industrial Construction Methods and Materials /3 cr. hrs./4 periods (3 lec., 1 lab)
- IWA 164 Intermediate Combination Welding /3 cr. hrs./5 periods (2 lec., 3 lab)
- IWA 166 Advanced Combination Welding /3 cr. hrs./5 periods (2 lec., 3 lab)

MACHINE TOOL APPRENTICE

- MTA 101 Shop Theory I: Safety/Chip Formation/Cutting Fluids /.5 cr. hr./ .5 period (.5 lec.)
- MTA 102 Shop Theory I: Saws and Sawing /.5 cr. hr./ .5 period (.5 lec.)
- MTA 103 Shop Theory I: Drill Presses /1 cr. hr./1 period (1 lec.)
- MTA 104 Shop Theory I: Milling Machines /1 cr. hr./1 period (1 lec.)
- MTA 111 Blueprint Reading I /1 cr. hr./1 period (1 lec.)
- MTA 113 Machine Tool Mathematics I: Basic Math/Algebra /1 cr. hr./1 period (1 lec.)
- MTA 114 Machine Tool Mathematics I: Geometry/Trigonometry /1 cr. hr./1 period (1 lec.)

PAINTING AND DECORATING

- PNA 101 Spray Painting /6 cr. hrs./6 periods (6 lec.)
- PNA 102 Wood Finishing /6 cr. hrs./6 periods (6 lec.)
- PNA 103 Drywall Taping /6 cr. hrs./6 periods (6 lec.)
- PNA 104 Color Mixing and Matching /6 cr. hrs./6 periods (6 lec.)
- PNA 105 Special Decorative Finishes /6 cr. hrs./6 periods (6 lec.)
- PNA 106 Wallcovering /6 cr. hrs./6 periods (6 lec.)

APPRENTICE RELATED INSTRUCTION

PLUMBING AND PIPEFITTING

PFA	150A	Plumbing and Pipefitting I /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	150B	Plumbing and Pipefitting I /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	151A	Plumbing and Pipefitting II /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	151B	Plumbing and Pipefitting II /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	152A	Plumbing and Pipefitting III /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	152B	Plumbing and Pipefitting III /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	153A	Plumbing and Pipefitting IV /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	153B	Plumbing and Pipefitting IV /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	154A	Plumbing V /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	154B	Plumbing V /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	155A	Plumbing VI /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	155B	Plumbing VI /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	156A	Plumbing VII /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	156B	Plumbing VII /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	157A	Plumbing VIII /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	157B	Plumbing VIII /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	158A	Plumbing IX /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	158B	Plumbing IX /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	159A	Plumbing X /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	159B	Plumbing X /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	160A	Pipefitting V /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	160B	Pipefitting V /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	161A	Pipefitting VI /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	161B	Pipefitting VI /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	162A	Pipefitting VII /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	162B	Pipefitting VII /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	163A	Pipefitting VIII /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	163B	Pipefitting VIII /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	164A	Pipefitting IX /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	164B	Pipefitting IX /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	165A	Pipefitting X /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	165B	Pipefitting X /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	166A	Refrigeration I /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	166B	Refrigeration I /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	167A	Refrigeration II /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	167B	Refrigeration II /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	168A	Refrigeration III /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	168B	Refrigeration III /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	169A	Refrigeration IV /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	169B	Refrigeration IV /4.5 cr. hrs./4.5 periods (4.5 lec.)

PFA	170A	Refrigeration V /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	170B	Refrigeration V /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	171A	Refrigeration VI /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	171B	Refrigeration VI /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	172A	Refrigeration VII /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	172B	Refrigeration VII /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	173A	Refrigeration VIII /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	173B	Refrigeration VIII /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	174A	Refrigeration IX /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	174B	Refrigeration IX /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	175A	Refrigeration X /4.5 cr. hrs./4.5 periods (4.5 lec.)
PFA	175B	Refrigeration X /4.5 cr. hrs./4.5 periods (4.5 lec.)

ROOFING

ROF	101	Built-up Roofing I /5 cr. hrs./5 periods (5 lec.)
ROF	102	Built-up Roofing II /5 cr. hrs./5 periods (5 lec.)
ROF	103	Elasto-Plastic Roof Systems /5 cr. hrs./5 periods (5 lec.)
ROF	104	Steep Roofing /5 cr. hrs./5 periods (5 lec.)

SHEET METAL

SMA	111	Apprentice Sheet Metal I /5 cr. hrs./5 periods (5 lec.)
SMA	112	Apprentice Sheet Metal II /5 cr. hrs./5 periods (5 lec.)
SMA	121	Apprentice Sheet Metal III /5 cr. hrs./5 periods (5 lec.)
SMA	122	Apprentice Sheet Metal IV /5 cr. hrs./5 periods (5 lec.)
SMA	131	Apprentice Sheet Metal V /5 cr. hrs./5 periods (5 lec.)
SMA	132	Apprentice Sheet Metal VI /5 cr. hrs./5 periods (5 lec.)
SMA	141	Apprentice Sheet Metal VII /5 cr. hrs./5 periods (5 lec.)
SMA	142	Apprentice Sheet Metal VIII /5 cr. hrs./5 periods (5 lec.)
SMA	151	Apprentice Sheet Metal IX /5 cr. hrs./5 periods (5 lec.)
SMA	152	Apprentice Sheet Metal X /5 cr. hrs./5 periods (5 lec.)

THEORY AND PRACTICE OF ELECTRICITY APPRENTICESHIP

TEA	150	Electrical Theory I /6 cr. hrs./6 periods (6 lec.)
TEA	151	Electrical Theory II /6 cr. hrs./6 periods (6 lec.)
TEA	152	Electrical Theory III /6 cr. hrs./6 periods (6 lec.)
TEA	153	Advanced Apprenticeship Training I /1 cr. hr./1 period (1 lec.)
TEA	154	Advanced Apprenticeship Training II /1 cr. hr./1 period (1 lec.)
TEA	155	Advanced Apprenticeship Training III /1 cr. hr./1 period (1 lec.)
TEA	156	Advanced Apprenticeship Training IV /2 cr. hrs./2 periods (2 lec.)

- TEA 157 Advanced Apprenticeship Training V /1 cr. hr./1 period (1 lec.)
- TEA 158 Advanced Apprenticeship Training VI /6 cr. hrs./6 periods (6 lec.)
- TEA 159 Advanced Apprenticeship Training VII /6 cr. hrs./6 periods (6 lec.)
- TEA 160 Advanced Apprenticeship Training VIII /6 cr. hrs./6 periods (6 lec.)
- TEA 161 Advanced Apprenticeship Training IX /2 cr. hrs./2 periods (2 lec.)
- TEA 162 Advanced Apprenticeship Training X /3 cr. hrs./3 periods (3 lec.)
- TEA 163 Advanced Apprenticeship Training XI /1 cr. hr./1 period (1 lec.)
- TEA 164 Advanced Apprenticeship Training XII /1 cr. hr./1 period (1 lec.)
- TEA 165 Advanced Apprenticeship Training XIII /2 cr. hrs./2 periods (2 lec.)
- TEA 166 Advanced Apprenticeship Training XIV /6 cr. hrs./6 periods (6 lec.)
- TEA 167 Advanced Apprenticeship Training XV /6 cr. hrs./6 periods (6 lec.)
- TEA 168 Advanced Apprenticeship Training XVI /6 cr. hrs./6 periods (6 lec.)

WHEELS OF LEARNING

CARPENTRY

- WOL 101 Carpentry I /6 cr. hrs./6 periods (6 lec.)
- WOL 102 Carpentry II /6 cr. hrs./6 periods (6 lec.)
- WOL 103 Carpentry III /6 cr. hrs./6 periods (6 lec.)
- WOL 104 Carpentry IV /6 cr. hrs./6 periods (6 lec.)
- WOL 105 Carpentry V /6 cr. hrs./6 periods (6 lec.)
- WOL 106 Carpentry VI /6 cr. hrs./6 periods (6 lec.)
- WOL 107 Carpentry VII /6 cr. hrs./6 periods (6 lec.)
- WOL 108 Carpentry VIII /6 cr. hrs./6 periods (6 lec.)

HVAC

- WOL 111 HVAC I /6 cr. hrs./6 periods (6 lec.)
- WOL 112 HVAC II /6 cr. hrs./6 periods (6 lec.)
- WOL 113 HVAC III /6 cr. hrs./6 periods (6 lec.)
- WOL 114 HVAC IV /6 cr. hrs./6 periods (6 lec.)
- WOL 115 HVAC V /6 cr. hrs./6 periods (6 lec.)

- WOL 116 HVAC VI /6 cr. hrs./6 periods (6 lec.)
- WOL 117 HVAC VII /6 cr. hrs./6 periods (6 lec.)
- WOL 118 HVAC VIII /6 cr. hrs./6 periods (6 lec.)

MASONRY

- WOL 121 Masonry I /6 cr. hrs./6 periods (6 lec.)
- WOL 122 Masonry II /6 cr. hrs./6 periods (6 lec.)
- WOL 123 Masonry III /6 cr. hrs./6 periods (6 lec.)
- WOL 124 Masonry IV /6 cr. hrs./6 periods (6 lec.)
- WOL 125 Masonry V /6 cr. hrs./6 periods (6 lec.)
- WOL 126 Masonry VI /6 cr. hrs./6 periods (6 lec.)

SHEET METAL

- WOL 131 Sheet Metal I /6 cr. hrs./6 periods (6 lec.)
- WOL 132 Sheet Metal II /6 cr. hrs./6 periods (6 lec.)
- WOL 133 Sheet Metal III /6 cr. hrs./6 periods (6 lec.)
- WOL 134 Sheet Metal IV /6 cr. hrs./6 periods (6 lec.)
- WOL 135 Sheet Metal V /6 cr. hrs./6 periods (6 lec.)
- WOL 136 Sheet Metal VI /6 cr. hrs./6 periods (6 lec.)
- WOL 137 Sheet Metal VII /6 cr. hrs./6 periods (6 lec.)
- WOL 138 Sheet Metal VIII /6 cr. hrs./6 periods (6 lec.)

PLUMBING

- WOL 141 Plumbing I /6 cr. hrs./6 periods (6 lec.)
- WOL 142 Plumbing II /6 cr. hrs./6 periods (6 lec.)
- WOL 143 Plumbing III /6 cr. hrs./6 periods (6 lec.)
- WOL 144 Plumbing IV /6 cr. hrs./6 periods (6 lec.)
- WOL 145 Plumbing V /6 cr. hrs./6 periods (6 lec.)
- WOL 146 Plumbing VI /6 cr. hrs./6 periods (6 lec.)
- WOL 147 Plumbing VII /6 cr. hrs./6 periods (6 lec.)
- WOL 148 Plumbing VIII /6 cr. hrs./6 periods (6 lec.)

PAINTING

- WOL 151 Construction Painting I /6 cr. hrs./6 periods (6 lec.)
- WOL 152 Construction Painting II /6 cr. hrs./6 periods (6 lec.)

Industrial Continuing Education Training

Pima Community College strives to meet training needs and requirements requested by local companies. The following courses have been made available to meet specific company training needs. In most cases when the courses are offered, they are open to any students who meet prerequisite requirements. Consult the Schedule of Classes for availability. The industrial training courses are not a part of any specific certificate or degree requirements.

ASSEMBLY PRODUCTION

ASP 101	Assembly Production Processing /4 cr. hrs./6 periods (2 lec., 4 lab)
ASP 103	Hydraulic Systems /4 cr. hrs./6 periods (2 lec., 4 lab)
ASP 105	Pneumatic Systems /4 cr. hrs./6 periods (2 lec., 4 lab)
ASP 107	Vacuum Systems /4 cr. hrs./6 periods (2 lec., 4 lab)
ASP 109	Mechanical Assembly Tools and Machines /3 cr. hrs./5 periods (2 lec., 3 lab)
ASP 110	Assembly Tools and Instruments /2 cr. hrs./3 periods (1 lec., 2 lab)
ASP 112	Manufacturing Electronic Assemblies /3 cr. hrs./4 periods (2 lec., 2 lab)
ASP 114	Prototype and Electronic Test Equipment Construction /3 cr. hrs./5 periods (2 lec., 3 lab)
ASP 116	Electronic Component Preparation and Insertion Equipment /3 cr. hrs./5 periods (2 lec., 3 lab)
ASP 118	Physical Metrology /3 cr. hrs./5 periods (2 lec., 3 lab)
ASP 120	Metrology Measurement /3 cr. hrs./4 periods (2 lec., 2 lab)
ASP 123	Electrical Measurement /4 cr. hrs./6 periods (3 lec., 3 lab)
ASP 126	Waveform Generation /3 cr. hrs./4 periods (2 lec., 2 lab)
ASP 130	Waveform Analysis /3 cr. hrs./4 periods (2 lec., 2 lab)
ASP 140	Surface Mount Assembly /3 cr. hrs./4 periods (2 lec., 2 lab)

FABRICATION

FAB 101	Mechanical Calibration Inspection Techniques /4 cr. hrs./6 periods (2 lec., 4 lab)
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MACHINE TOOL

MAC 102	Deburring and Parts Finishing /1.5 cr. hrs./2 periods (1 lec., 1 lab)
MAC 125	Tool and Cutter Grinding /4 cr. hrs./8 periods (2 lec., 6 lab)

MAC 126	Tool and Cutter Grinding II /4 cr. hrs./8 periods (2 lec., 6 lab)
MAC 251	Numerical Control Troubleshooting /4 cr. hrs./5 periods (3 lec., 2 lab)
MAC 281	Machine Shop for Technicians IV /4 cr. hrs./8 periods (2 lec., 6 lab)
MAC 282	Gage and Fixture Construction /4 cr. hrs./8 periods (2 lec., 6 lab)

MAINTENANCE TECHNOLOGY

MNT 101	Custodial Procedures /4 cr. hrs./6 periods (3 lec., 3 lab)
MNT 104	Lubrication of Industrial Equipment /3 cr. hrs./4 periods (2 lec., 2 lab)
MNT 106	Heavy Equipment Operations /2 cr. hrs./4 periods (1 lec., 3 lab)
MNT 108	Water Treatment for HVAC Systems /1 cr. hr./2 periods (1 lec., 1 lab)
MNT 110	Industrial Air Compressors /3 cr. hrs./7 periods (1 lec., 6 lab)
MNT 112	Industrial Pumps /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 114	Chillers and Cascade Systems /4 cr. hrs./6 periods (3 lec., 3 lab)
MNT 116	Industrial Boilers /5 cr. hrs./7 periods (4 lec., 3 lab)
MNT 118	Industrial Air Treatment /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 120	Fundamentals of Carpentry /3 cr. hrs./3 periods (3 lec.)
MNT 122	Tools and Equipment for Carpentry /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 124	Industrial Carpentry: Foundations /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 126	Industrial Carpentry: Framing I /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 128	Industrial Carpentry: Finishing I /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 130	Industrial Carpentry: Framing II /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 132	Industrial Carpentry: Finishing II /3 cr. hrs./4 periods (2 lec., 2 lab)
MNT 140	Tools and Equipment for Industrial Painting /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 141	Industrial Painting Applications I /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 142	Industrial Painting Applications II /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 150	Rigging and Load Lifting /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 152	Industrial Bearings /2 cr. hrs./3 periods (2 lec., 1 lab)
MNT 154	Industrial Couplings, Clutches, and Brakes /2 cr. hrs./4 periods (1 lec., 3 lab)

MNT 155	Industrial Mechanical Drives /3 cr. hrs./4 periods (3 lec., 1 lab)
MNT 156	Fiberglass, Thermoplastic, and Metal Forming /3 cr. hrs./4 periods (2 lec., 2 lab)
MNT 160	Industrial Diesel Engine Maintenance and Repair /4 cr. hrs./6 periods (3 lec., 3 lab)
MNT 170	Industrial Plumbing and Piping Systems I /2 cr. hrs./3 periods (2 lec., 1 lab)
MNT 171	Industrial Plumbing and Piping Systems II /4 cr. hrs./6 periods (3 lec., 3 lab)
MNT 172	Industrial Plumbing and Piping Systems III /4 cr. hrs./6 periods (3 lec., 3 lab)
MNT 201	Direct Digital Controllers /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 210	Air Logic Control Systems /2 cr. hrs./4 periods (1 lec., 3 lab)
MNT 220	Scraping and Flaking of Metals /2 cr. hrs./4 periods (1 lec., 3 lab)
MNT 230	Electrical Storage Batteries /2 cr. hrs./3 periods (2 lec., 1 lab)
MNT 231	Industrial Fire Alarm Systems /5 cr. hrs./8 periods (4 lec., 4 lab)
MNT 232	Master Clock Control and Public Address Systems /3 cr. hrs./5 periods (2 lec., 3 lab)
MNT 234	Industrial Emergency Generators /2 cr. hrs./4 periods (1 lec., 3 lab)
MNT 238	Electrical Transformers I /4 cr. hrs./6 periods (3 lec., 3 lab)
MNT 239	Electrical Transformers II /3 cr. hrs./3 periods (3 lec.)
MNT 242	High Voltage Electrical Switchgear /4 cr. hrs./6 periods (3 lec., 3 lab)
MNT 244	Conduit Systems and Hardware /3 cr. hrs./5 periods (2 lec., 3 lab)

MATERIAL RECLAMATION

MRD 101	Material Reclamation and Disposal /1 cr. hr./1.5 periods (.5 lec., 1 lab)
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MICROELECTRONICS

MRE 104	Introduction to Microelectronics /3 cr. hrs./3 periods (3 lec.)
MRE 112	Electronics for Technical Careers /3 cr. hrs./5 periods (2 lec., 3 lab)
MRE 115	Thick Film Screen Printing /4 cr. hrs./6 periods (3 lec., 3 lab)
MRE 116	Microelectronic Assembly: Wire Bond /3 cr. hrs./4 periods (2 lec., 2 lab)
MRE 117	Microelectronics Assembly: Die and Header Attach /3 cr. hrs./4 periods (2 lec., 2 lab)
MRE 119	Microelectronic Assembly: Inspection /3 cr. hrs./5 periods (2 lec., 3 lab)

MRE 120	Microelectronics Device Screening Tests /3 cr. hrs./5 periods (2 lec., 3 lab.)
MRE 121	Electronic Solder Assembly /2 cr. hrs./3 periods (1 lec., 2 lab)
MRE 122	Automated Factory Test Procedures /3 cr. hrs./4 periods (3 lec., 1 lab)
MRE 123	Electronic Fabrication and Processing /2 cr. hrs./3 periods (1 lec., 2 lab)
MRE 125	Printed Circuit Board Solder Assembly /3 cr. hrs./5 periods (1 lec., 4 lab)
MRE 200	Microelectronic Photolithographic Processes /3 cr. hrs./4 periods (2 lec., 2 lab)
MRE 220	Microelectronics Packaging /3 cr. hrs./4 periods (2 lec., 2 lab)
MRE 230	Microelectronics Circuit Fabrication /4 cr. hrs./6 periods (2 lec., 4 lab)

PROCESS TECHNOLOGY

PRO 101	Production Processing of Circuit Boards I /4 cr. hrs./8 periods (2 lec., 6 lab)
PRO 102	Production Hardware Processing /3 cr. hrs./5 periods (2 lec., 3 lab)
PRO 103	Plastics Processing of Circuit Boards /3 cr. hrs./5 periods (2 lec., 3 lab)
PRO 104	Plastics Processing of Production Hardware /3 cr. hrs./5 periods (2 lec., 3 lab)
PRO 105	Silkscreening on Circuit Boards /3 cr. hrs./5 periods (2 lec., 3 lab)
PRO 106	Painting and Coating of Metals /4 cr. hrs./8 periods (2 lec., 6 lab)
PRO 107	Computer Numerical Control Concepts and Program Operation /4 cr. hrs./5 periods (3 lec., 2 lab)
PRO 108	Drilling Processes of Circuit Boards /3 cr. hrs./5 periods (2 lec., 3 lab)
PRO 109	Heat Treatment Processes /3 cr. hrs./5 periods (2 lec., 3 lab)
PRO 110	Surface Plating /3 cr. hrs./5 periods (2 lec., 3 lab)
PRO 111	Production Processing of Circuit Boards II /4 cr. hrs./8 periods (2 lec., 6 lab)
PRO 120	Mechanical Aspects of Circuit Board Manufacturing I /4 cr. hrs./6 periods (3 lec., 3 lab)
PRO 122	Mechanical Aspects of Process Facilities /3 cr. hrs./5 periods (2 lec., 3 lab)

SHEET METAL

- SML 104 Punch Press and Material Preparation /4 cr. hrs./5 periods (3 lec., 2 lab)
- SML 105 Stripit and Weideomatic Turret Punch Press /4 cr. hrs./ 5 periods (3 lec., 2 lab)

WELDING

- WLD 162 Resistance Spot Welding /4 cr. hrs./6 periods (2 lec., 4 lab)
- WLD 163 Automatic GTAW Spot Welding/Silver Brazing /4 cr. hrs./ 6 periods (2 lec., 4 lab)
- WLD 164 Laser Beam Welding /4 cr. hrs./6 periods (2 lec., 4 lab)

Contract Programs

Microcomputer Repair—Basic Certificate for Direct Employment

This certificate provides foundational training which permits advancement to higher levels in the job market. Basic reading and communication skills as well as good work habits are essential for success. Program courses and advising are available on the Downtown Campus and on the West Campus.

Required Courses (16 Credit Hours)

Course Number	Course/Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
CSC 100	Introduction to Computers and Information Systems	3	MTH 070*
CSC 105	Survey of Microcomputer Uses	3	
CSC 108	Microcomputer Operating Systems	3	
ETR 130	Microcomputer Assembly and Testing	4	*
WRT 150	Practical Communications	3	

Suggested Course Sequence (Read down.)

- WRT 150
- CSC 100
- CSC 105
- ETR 130
- CSC 108

*For additional prerequisite information, check course section.

Microcomputer Repair—Technical Certificate for Direct Employment

This certificate provides the necessary skills for entry level microcomputer installation and servicing job opportunities. Basic reading, math and study skills as well as good work habits are essential for success in this program.

Required Courses (33-34 Credit Hours)

Course Number	Course/Title	Credit Hours	Prerequisites
Core Courses - A grade of C or better is required for graduation.			
CSC 100	Introduction to Computers and Information Systems	3	MTH 070*
CSC 105	Survey of Microcomputer Uses	3	
CSC 108	Microcomputer Operating Systems	3	
ETR 101	Basic DC Electronic Circuit Analysis	3	MTH 115*
ETR 110	Digital Electronics	3	MTH 115
ETR 130	Microcomputer Assembly and Testing	4	*
ETR 132	Microcomputer Systems Servicing	3	ETR 130
ETR 210	Local Area Network (LAN) Servicing	3	CSC 108*

Support Courses

ETR 294	Microcomputer Repair Internship		ETR 132
or 299	Co-op Related Class in ETR		*
and 299	Co-op Work in ETR	2-3	*

General Educations Courses

Communication			
WRT 150	Practical Communications	3	
Science and/or Mathematics			
MTH 115	Electronics Mathematics	3	MTH 070

Suggested Course Sequence (Read down.)

WRT 150	CSC 105	ETR 132
CSC 100	ETR 110	ETR 210
MTH 115	CSC 108	ETR 294 or 299
ETR 101	ETR 130	

*For additional prerequisite information, check course section.



Governance and Faculty

State Board of Directors for Community Colleges of Arizona

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Vice Chairman: Dr. Robert J. McKenzie, Apache County	1998
Immediate Past Chairman: Dalton H. Cole, Jr., Pinal County	1999
Secretary: Lourdes Moreno-Jeong, Santa Cruz County	2000
Treasurer: Mary Kuzell-Babbitt, Coconino County	1996
Executive Committee	
Member-at-Large: Thava Freedman, Navajo County	2000
Members:	
Cochise County, Fred A. Dunsmore	1995
Gila County, Josephine Quesada-Alvarez	1996
Graham County, Gherald L. Hoopes, Sr.	1995
Greenlee County, Ruth Senne	1999
La Paz County, Evangelina "Conkie" Hoover	1998
Maricopa County, James A. Ullman	1997
Mohave County, Patrick Carlin	2001
Pima County, Robert L. Gugino	1998
Yavapai County, Dr. Joseph F. Russo	1997
Yuma County, T.O. Beach	2001
Superintendent of Public Instruction: Lisa Graham	
Arizona Board of Regents: Judith A. Gignac	

Pima County Community College District Board of Governors

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John L. Huerta, Jr.	District 2, Jan. 1997
Gerald Bishop	District 3, Jan. 2001
John R. Even	District 4, Jan. 1999
E. Marty Cortez-Terrazas	District 5, Jan. 2001

College District Administrators

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 Dr. Carol A. Gorsuch, Vice Chancellor
 Edward B. Acuña, Desert Vista Campus President
 Jana B. Kooi, Community Campus President
 Dr. Miguel A. Palacios, Downtown Campus President
 J. Graham Smart, West Campus President
 Dr. Wesley E. Soderquist, East Campus President

District Central Office

Office of the Chancellor

Dr. Johnas F. Hockaday, Chancellor
 B.S.—Atlantic Christian College
 M.Ed.—East Carolina University
 Ph.D.—Duke University

**Joseph E. Nevin, Executive Director,
Pima Community College Foundation**
 B.S.—University of Montana

**Dr. Philip J. Silvers, Senior Assistant to the Chancellor
for Research and Planning**
 B.A.—St. Paul Seminary
 M.A.—St. Paul Seminary
 Ph.D.—University of Arizona

**Margaret A. Sprague, Equal Employment
Opportunity/Affirmative Action Officer**
 B.Ph.—Grand Valley State College
 M.Ed.—University of Arizona

Office of the Vice Chancellor

Dr. Carol A. Gorsuch, Vice Chancellor
 B.A.—University of Arizona
 M.A.—University of Arizona
 Ed.D.—(Honoris Causa) Tucson University

**Robert K. Baker, Senior Assistant to the Vice Chancellor
for Policy and Library Technology**
 B.A.—California State University, Northridge
 M.A.—University of California, Los Angeles
 M.L.S.—University of California, Los Angeles

**Eva A. Cota, Director of Minority and
Interdisciplinary Education**
 B.A.—University of Arizona
 M.A.—University of Arizona

**Jean Y. Dowdy, Assistant Vice Chancellor
for Human Resources**
 B.A.—Gustavus Adolphus College

**Dr. Doris Jeffries Ford, Acting Assistant Vice Chancellor
for Educational Development and Services**
 B.S.—Wayne State University
 M.Ed.—Wayne State University
 Ph.D.—University of Illinois - Champaign

**Dr. John Gabusi, Assistant Vice Chancellor
for Economic Development**

B.A.—University of Arizona
Ph.D.—(Honoris Causa) Lincoln University

**Dr. Linda Gail Gonzales, Interim Director,
Professional Development and Evaluation**

B.A.—Southwest Texas State University
M.A.—University of Texas
Ph.D.—University of Texas

**Dr. Mary Lou Ferrer Schmidt, Special Assistant to the
Vice Chancellor for Institutional Effectiveness**

B.A.—Washington State University
M.Ed.—Washington State University
Ed.D.—Seattle University

**Paul F. Smith, Assistant Vice Chancellor
for Administrative Services and Facilities**

B.S.—University of Arizona
M.S.—Georgia College

**Kenneth M. Sternstein, Assistant Vice Chancellor
for Finance/Chief Fiscal Officer**

B.S.—University of Arizona

(vacant), Director of Enrollment Services/Registrar

Community Campus

Jana B. Kooi, Campus President

B.A.—Calvin College
M.A.—Western Michigan University

Dr. Harry Phillip Muir, Dean of Instruction

B.S.—University of Kansas
M.S.—University of Kansas
Ph.D.—Kansas State University

Juanita L. Chrysanthou, Dean of Student Development

B.S.—Loyola Marymount University
M.S.—Loyola Marymount University

Carolyn C. Christian, Associate Dean of Instruction

B.S.—Bowling Green State University
M.A.—Ball State University

**Doris J. Williams, Associate Dean
of Student Development**

A.A.—Pima Community College
B.S.—University of Arizona
M.S.—University of Arizona

**Sarah Jo Wantland, Associate Dean
of Corporate and Community Education**

B.S.—Indiana State University

Desert Vista Campus

Edward B. Acuña, Campus President

B.S.—University of Arizona
M.Ed.—University of Arizona

Dr. Angela Zerdavís, Dean of Instruction

Certificate—Beijing Normal University
B.A.—University of Illinois
M.A.—California State University
Ed.D.—Brigham Young University

Dr. Ignacio A. Garcia, Dean of Student Development

A.A.—College of the Sequoias
B.A.—Fresno State College
J.D.—Loyola University

Dr. Johnson Bia, Dean

Center for Training and Development

B.S.—University of Arizona
M.S.—University of Arizona
Ph.D.—Iowa State University

Downtown Campus

Dr. Miguel Palacios, Campus President

B.A.—University of Arizona
M.A.—University of Arizona
Ph.D.—University of Arizona

**R. Clifford Leftwich, Executive Assistant
to the Campus President**

B.A.—Indiana University
M.P.A.—Harvard University

Dr. Richard E. Durán, Dean of Instruction

B.A.—Adams State College
M.A.—Adams State College
Ed.D.—University of Northern Colorado

Alfred B. Montes, Dean of Student Development

B.A.—University of Arizona
M.Ed.—University of Arizona

**Rosemarie Schulz, Associate Dean
of Educational Services**

B.A.—University of Wisconsin
M.S.—University of Wisconsin

**Francisco Z. Fernandez, Associate Dean
of Student Development**

B.A.—University of Arizona
M.Ed.—University of Arizona

East Campus

Dr. Wesley E. Soderquist, Campus President

B.S.—Illinois Institute of Technology
M.B.A.—University of Chicago
Ed.D.—Loyola University

Dr. Stanley P. Witt, Dean of Instruction

B.A.—University of Arizona
M.A.—University of Arizona
Ph.D.—University of Arizona

Barbara C. Ganz, Dean of Student Development

B.A.—Arizona State University
M.A.—Arizona State University

Dr. Suzanne L. Miles, Associate Dean of Instruction

B.S.—Northwestern University
M.A.—Arizona State University
Ph.D.—University of Arizona

West Campus

J. Graham Smart, Campus President

B.S.—Appalachian State University
M.A.—Appalachian State University

**Dr. Kathleen E. Assar, Vice President,
Dean of Educational Services**

B.S.—West Chester University
M.A.—George Washington University
Ed.D.—Catholic University of America

**Dr. Elizabeth Q. Gonzalez, Dean
of Student Development**

B.A.—University of Arizona
M.Ed.—University of Arizona
Ed.D.—University of Arizona

**Lucy A. Brajevich, Associate Dean,
Health Related Professions**

B.S.—Northern Arizona University
M.Ed.—University of Arizona

**Dr. Colin E. Campbell, Associate Dean,
Mathematics and Sciences Division**

B.S.—University of Arizona
Ph.D.—University of Arizona

**Michael B. Curry, Associate Dean,
Business, Computer and Human Sciences Division**

B.S.—Wheeling College
M.M.—Utah State University

**Michael S. Engs, Associate Dean
of Student Development**

B.A.—College of William and Mary
M.Ed.—University of Arizona

**Dr. Louise S. Haugh, Associate Dean
of Instructional Support Services**

B.A.—University of Kentucky
M.Ed.—University of Arizona
Ed.D.—Brigham Young University

**Carl C. Wachsman, Associate Dean
Arts Division**

B.S.—Dickinson State University
M.A.—Arizona State University

**Lawrence R. Toledo, Director
Athletics/Community Recreation Program**

B.A.—California Western University
M.Ed.—University of Arizona

Emeritus Status

The Board of Governors confers *Emeritus* status on distinguished individuals, retired from the College, to signify honor and respect for outstanding accomplishments and contributions to the College. This distinction is a tribute to the special relationship that will expand well into the future as the College periodically calls upon the services of these highly regarded colleagues for the benefit of the College community. Faculty and administrators receiving such an award exemplify the characteristics of ideal community college educators who, through their professional careers at Pima Community College, have contributed significantly to disciplines or services, professional organizations, their campuses, the Central Office, the college district, and the Pima community.

James E. Gibson, Ed.D., Provost Emeritus	1991
Edward M. Duperret, M.Ed., Faculty Emeritus	1992
Leland H. Scott, Ph.D., Faculty Emeritus	1992
Henry "Hank" Oyama, M.Ed., Vice President Emeritus	1992
Robert Longoni, M.A., Faculty Emeritus	1993
Jamie Trainer, M.S., Faculty Emerita	1993
Constance Howard, M.S., Dean Emerita	1993

Pima Community College Faculty

Cynthia A. Adams, Fitness & Sports Sciences (1990)

B.S.—Salem College
M.S.—State University of New York at Cortland

Alice L. Adamson, Mathematics (1992)

B.S.—Maryville College
M.S.—California State University-Hayward

Javier Alcaraz, Spanish-French (1978)

B.A.—Montezuma Pontifical College
M.A.—Universidad Jaime Balmes
M.Ed.—St. Mary's College

Delfina B. Alvarez, Counselor (1971)

B.A.—University of Arizona
M.Ed.—University of Arizona

Barbara M. Anderson, Office Education (1970)

A.A.—Cochise College
B.S.—University of Arizona
M.Ed.—University of Arizona

Emilia Andujo, Dental Hygiene Education (1991)

A.A.—Rio Hondo Community College
A.S.—Cerritos Community College
B.S.—California State University-Long Beach
M.S.—California State University-Los Angeles

Cynthia P. Arcala, Nursing (1988)

B.S.N.—Phillipine Women's University
M.S.—University of Michigan

Dr. Cynthia A. Arem, Counselor (1975)

B.A.—City University of New York-Brooklyn
M.S.—City University of New York-City College
Ph.D.—University of Arizona

Barbara C. Armenta, Mathematics (1991)

A.S.—Pima Community College
B.S.—Indiana University of Pennsylvania
M.Ed.—University of Arizona

Gun E. Bailey, Speech (1973)

B.A.—University of Arizona
M.A.—University of Arizona

Kay S. Baker, Nursing (1978)

B.S.N.—Arizona State University
M.Ed.—University of Arizona
M.S.N.—University of Arizona

Pamela A. Barnes, Counselor (1974)

B.A.—Cedar Crest College
M.A.—Seton Hall University
M.Ed.—University of Arizona

Stewart F. Barr IV, Humanities and Philosophy (1986)

A.A.—Pima Community College
B.A.—University of Arizona
M.A.—University of Arizona

Marie I. Barrentine, Nursing (1990)

B.S.N.—State University of New York-Plattsburgh
M.R.C.—Arkansas State University
M.S.N.—University of Colorado

Dr. Tori R. Basford, Computer Science (1978)

B.S.E.E.—University of Texas-Austin
M.S.E.E.—New York University
Ph.D.—Columbia University

Dan L. Beeson, Electronics (1985)

B.S.—Southeast Missouri State University

Robert P. Beitz, Psychology (1979)

A.S.—Mercer County Community College
B.A.—University of Arizona
M.Ed.—University of Arizona
Ed.S.—University of Arizona

Sandra M. Bejarano, Environmental Technology (1993)

B.S.—University of Arizona

Philip S. Bellomo, Ceramics (1975)

B.F.A.—University of Arizona
M.F.A.—University of Arizona

Dr. Theria M. Beverly, Reading (1975)

B.A.—Clark College
M.Ed.—University of Arizona
Ed.D.—University of Sarasota

Kathleen A. Blicharz, Computer Science (1982)

A.A.S.—Pima Community College

B.S.—University of Phoenix

M.Ed.—University of Phoenix

Charles A. Bollong, Anthropology/Archaeology (1992)

B.A.—Simon Fraser University

M.A.—University of Otago

M.A.—Southern Methodist University

C. Lynn Bonner, Speech (1971)

B.A.—Western Michigan University

M.A.—Western Michigan University

M.A.—Northern Arizona University

Samuel P. Borah, Mathematics (1987)

B.S.—Hardin Simmons University

M.A.—Appalachian State Teachers College

Dr. Johnny W. Bowens, Sociology (1970)

B.A.—Dillard University

M.Ed.—University of Arizona

Ph.D.—Union Institute

Dr. Aristeo Brito, Spanish (1970)

B.A.—Sul Ross State College

M.A.—University of Arizona

Ph.D.—University of Arizona

Monica J. Brito, Spanish (1992)

B.A.—St. Francis College

M.A.—University of Arizona

Dr. Fé Carol P. Brittain, Languages (1977)

B.A.—Florida State University

M.A.—Middlebury College

Ph.D.—University of Arizona

Dr. Dillard S. Broderick, Computer Science (1974)

B.S.—Brigham Young University

M.S.—Brigham Young University

Ph.D.—Arizona State University

Dr. Richard L. Brodesky, Writing (1978)

B.A.—Brandeis University

M.A.—Harvard University

Ph.D.—Harvard University

Dr. Louise F. Bronson, Psychology and Sociology (1969)

B.A.—University of Rochester

M.A.—University of Florida

Ph.D.—University of Arizona

Otis F. Bronson, Writing, Humanities and Art (1969)

B.S.—University of Florida

M.A.—University of Florida

Cynthia A. Brown, Nursing (1980)

B.S.N.—Catholic University

M.S.—University of Arizona

Gigi D. Brown, Design (1990)

B.S.—University of Arizona

Yvonne M. Brown, Mathematics (1992)

B.S.—University of Southern Colorado

M.A.—University of Arizona

David K. Bruce, Administration of Justice (1975)

B.S.—Central Missouri State University

M.S.—California State University-San Jose

Kelly F. Brumbaugh, Automotive (1992)

A.S.—Pima Community College

B.S.—Northern Arizona University

M.A.—Chapman University

Nancy E. Buchanan, Librarian (1974)

B.A.—University of Arizona

M.L.S.—University of Arizona

M.A.—University of Arizona

Ellyn E. Bulikowski, Nursing (1991)

B.S.N.—University of Massachusetts

M.S.N.—Emory University

Nicholas C. Busch, Biology (1969)

B.A.—Sonoma State College

Fred M. Bustamante, Humanities (1990)

B.A.—University of Arizona

M.A.—University of Arizona

Ellen F. Caldwell, Mathematics (1983)

B.A.—Randolph-Macon Women's College

M.A.—University of Wyoming

Dr. Jefferson M. Carter, Writing (1977)

B.A.—Pomona College

M.A.—University of Arizona

Ph.D.—University of Arizona

P. Michael Carter, Respiratory Therapy (1977)

B.A.—University of Arizona

R.T.—Tucson Medical-Respiratory Therapy

M.Ed.—Northern Arizona University

- Guadalupe Castillo, History (1991)**
B.A.—University of Arizona
M.A.—University of Arizona
- Neil D. Catone, Electronics (1983)**
A.S.—Community College of the Air Force
B.S.E.E.—University of Hawaii
M.A.—Northern Arizona University
- Sandra J. Chan, Librarian (1982)**
A.A.—Pima Community College
B.A.—University of Arizona
M.L.S.—University of Arizona
- Anthony M. Chana, Counselor (1971)**
A.A.—Phoenix College
B.A.—Arizona State University
- Shirley J. Chann, Computer Science (1970)**
B.A.—Wellesley College
M.Ed.—University of Arizona
- Gustavo A. Chavez, Counselor (1982)**
A.A.—Mesa Community College
B.A.—Arizona State University
M.A.—Arizona State University
- Dr. Kenneth R. Chiaro, Political Science and History (1975)**
B.A.—University of Arizona
M.A.—University of Arizona
Ph.D.—University of Arizona
- Dr. Ann A. Christensen, Biology (1992)**
D.C.E.—Mariapolis College
B.S.—Concordia University
M.S.—Concordia University
Ph.D.—Queens University
- Dr. Nancy G. Christie, Psychology (1993)**
B.A.—University of Arizona
M.S.—University of Arizona
Ph.D.—University of Arizona
- Bruce C. Clark, Art (1992)**
B.F.A.—University of Georgia
M.F.A.—University of Arizona
- Christine Clifford, Biology (1975)**
B.A.—Bowling Green State University
M.S.—University of Colorado
- John J. Clifford, Automotive (1974)**
B.Ed.—Colorado State University
- Robert C. Coleman, Computer Science (1985)**
B.S.—University of Arizona
M.P.A.—University of Arizona
- J. Scott Collins, Mathematics (1994)**
B.S.—Virginia Polytechnic Institute
M.S.—Virginia Polytechnic Institute
- Martha L. Connolly, Reading (1990)**
B.S.—University of Dayton
M.Ed.—University of Arizona
- Alan E. Coons, Mathematics (1983)**
A.A.—Cochise Community College
B.S.—Northern Arizona University
M.S.—Northern Arizona University
M.B.A.—University of Arizona
- Dr. Al L. Cooper, Spanish (1994)**
A.A.—Bakersfield College
B.A.—University of Nevada
M.A.—University of Arizona
Ph.D.—University of Arizona
- Dr. Joseph D. Cortez, Mathematics (1975)**
B.S.—University of Arizona
M.A.—University of Denver
Ed.D.—University of Denver
- Timothy M. Cote, Aviation Structural Repair (1992)**
- Ronald D. Crabtree, Humanities (1970)**
B.A.—Washington University
M.A.—Washington University
- Barbara J. Crowley, Dental Assisting Education (1975)**
CDA—Certified Dental Technician
B.A.—University of Arizona
M.Ed.—University of Arizona
- Kathleen F. Curley, Librarian (1991)**
B.A.—University of Arizona
M.A.—University of Arizona
M.L.S.—University of Arizona
- John P. Dailey, Hospitality (1992)**
B.S.—Bryant College
M.A.—University of Phoenix
- Dr. Arnold C. Davidson, Writing (1978)**
B.A.—Emporia State University
M.A.—Emporia State University
Ed.S.—University of South Dakota
Ph.D.—Florida State University

Carolyn L. Davidson, Reading (1993)

B.A.—University of Arizona
M.A.—Eastern Kentucky University

Dr. Daniel Davidson, Physics (1971)

B.S.—University of Rochester
Ph.D.—University of Arizona

Dr. June F. Davidson, Counselor (1981)

B.S.—University of Rochester
M.Ed.—University of Arizona
Ph.D.—University of Arizona

Dr. Patricia J. Davis, Writing and Literature (1971)

B.A.—University of Texas
M.A.—University of Wisconsin
Ph.D.—University of Wisconsin

Dr. James De La Rosa, Biology (1994)

B.S.—University of Southern California
M.S.—Cornell University
Ph.D.—Cornell University

Francisco O. Delgado-Duran, Landscape Technology (1991)

B.S.—University of Chihuahua
M.S.—University of Arizona

Margaret R. Denfeld, Writing (1992)

A.A.—Southeast Iowa Area Community College
B.A.—Iowa Wesleyan College
M.A.—Western Illinois University
M.A.—Iowa State University

Robert C. Douglas, Dental Laboratory Technology (1975)

C.D.T.—National Assn. of Dental Laboratories

Allan E. Doyle, Accounting and Business (1977)

B.A.—John Hopkins University
M.B.A.—New York University
M.A.—University of Arizona

Roggie H. Edberg, Counselor (1989)

B.A.—Mills College
M.Ed.—University of Arizona

Mary E. Elasowich, Nursing (1975)

R.N.—St. Vincent's Hospital School of Nursing
B.A.—University of Massachusetts
B.S.N.—University of Phoenix
M.A.—Assumption College

Michael A. Enis, Welding (1970)

Cert.—American Welding Society
A.A.—Pima Community College

Vernone H. Erickson, Nursing (1992)

B.S.N.—Gustavus Adolphus College
M.S.—University of Arizona

Ruben C. Estrada, Accounting/Business/Management/Marketing (1976)

B.S.—University of Arizona
M.B.A.—University of Arizona

Donald W. Evans, Drama (1990)

B.A.—Southern Illinois University
M.F.A.—University of Arizona

J. Phillip Evans, Counselor (1990)

B.A.—University of Arizona
B.A.—University of Arizona
M.Ed.—University of Arizona

Roxane Fenicle-Funckes, Sign Language (1992)

B.A.—Gallaudet University
M.A.—Western Maryland College

Julia B. Fiello, Biology (1994)

B.A.—Oberlin College
M.A.—University of Arizona

Brad C. Fiero, Biology (1990)

B.S.—Colorado State University
M.S.—Oregon State University
D.A.—Idaho State University

Maria L. Figueroa, Spanish and ESL (1979)

B.A.—University of Arizona
M.A.—Southern Illinois University
M.A.—University of Arizona

Margaret K. Files, Writing (1987)

B.A.—Kalamazoo College
M.A.—University of Illinois

Georgeanne R. Fimbres, Fashion Design (1971)

B.S.—University of Arizona
M.Ed.—University of Arizona

Susan S. Finch, Computer Science (1969)

B.S.—University of California
M.B.A.—University of Arizona

Teresa M. Fiske, Computer Science (1990)

B.S.—Colorado State University
B.A.—University of Arizona

Paul A. Flasch, Mathematics (1994)

B.S.—St. John's University
M.S.—North Dakota State University

Rita V. Flattley, Faculty Resources & Educational Development (1991)
A.A.—Pima Community College
B.A.—University of Arizona
M.Ed.—University of Arizona

Joyce A. Fieger, Dental Hygiene Education (1991)
B.S.P.H.—University of Southern California
M.P.H.—University of Michigan

D. Joan Forbes, Radiologic Technology (1974)
B.S.—Creighton University
A.R.R.T.—Registered Radiologic Technologist

Sally J. Ford, Fitness and Sport Sciences (1989)
B.A.—McKendree College
M.S.—Eastern Illinois University

Vicci L. Fox, Reading (1993)
B.S.—North Texas State University
M.Ed.—University of Arizona

Richard H. Fridena, Social Services (1981)
B.A.—University of Arizona
M.S.W.—Arizona State University

M. Mary Fried, Nursing (1982)
B.S.N.—College of St. Teresa
M.A.—University of Washington

Richard J. Frontain, Writing (1976)
B.A.—Iona College
M.Ed.—University of Arizona

Sotero V. Fuentesvilla, Accounting (1970)
B.A.—University of Havana
M.S.—University of Havana

Mary B. Furlow, Writing (1978)
B.A.—University of Tennessee
M.Ed.—University of Tennessee
M.A.—Governors State University
C.A.S.—University of Chicago

David W. Gallagher, Psychology (1971)
B.A.—University of Arizona
M.Ed.—University of Arizona

Dr. Rosemary Garcia, Sociology, Business and Administration of Justice (1972)
B.A.—University of California
M.A.—University of California
J.D.—Loyola University

Kenneth N. Gardiner, Advertising Art (1976)
B.A.—California State University-Long Beach

Sharon Gardlund, Chemistry (1994)
B.S.—Chestnut Hill College
M.S.—University of Arizona

Barbara M. Garrett, Counselor (1975)
B.A.—Sonoma State College
M.A.—California State University, San Francisco

Daniel P. Giaquinto, Radiologic Technology (1970)
A.R.R.T.—Registered Radiologic Technologist
A.R.R.T.—Registered Radiation Therapist
B.S.—Northern Arizona University
B.S.A.S.—Northern Arizona University
M.Ed.—Northern Arizona University

Joan C. Gilbert, Nursing (1989)
B.S.—Skidmore College
M.A.—New York University

Dr. Mary K. Gilliland, Anthropology (1989)
B.A.—Bryn Mawr College
M.A.—University of California-San Diego
Ph.D.—University of California-San Diego

James R. Goff, Physics (1971)
B.A.—Nebraska Wesleyan University
M.S.—Case Western Reserve University

Bonnie J. Golden, Counselor (1987)
A.A.—Southwest College
B.S.—University of Illinois
M.Ed.—University of Arizona

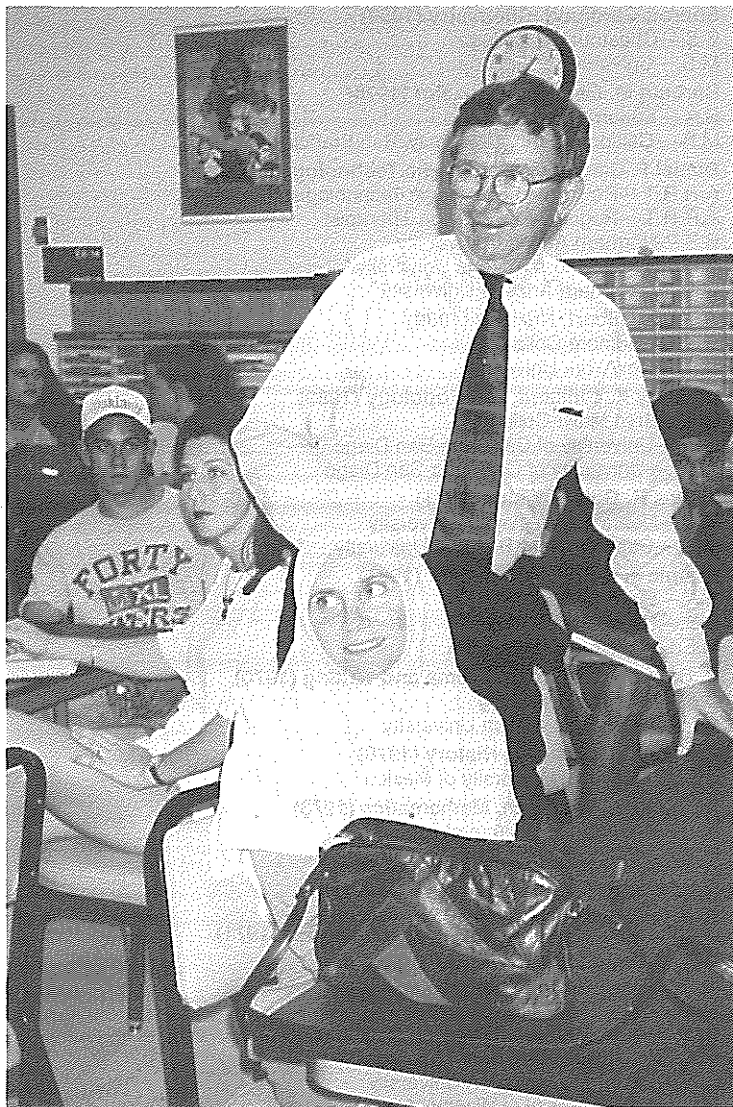
C. Barclay Goldsmith, Drama and Writing (1970)
B.A.—Stanford University
M.F.A.—Carnegie-Mellon University

Raquel R. Goldsmith, History (1970)
L.L.M.—National University of Mexico

Dr. Allan S. Goodman, Mathematics (1973)
B.S.—Polytechnic Institute of Brooklyn
M.Ed.—University of Arizona
M.S.—University of Arizona
Ph.D.—University of Arizona

Donald A. Graham, Writing and Humanities (1971)
B.A.—Yale University
M.A.—University of California
M.Phil.—Yale University

Gretchen A. Graham, Librarian (1990)
B.A.—University of Nevada-Las Vegas
B.A.—Eastern Washington University
M.Lib.R.—University of Washington



Lisa M. Grenier, Mathematics (1979)

B.A.—Kutztown State College
M.A.—University of Arizona

Thomas C. Grissom, Marketing and Management (1981)

B.S.—University of Arizona
M.Ed.—University of Arizona

Joan Groff, Mathematics (1983)

B.S.—Millersville State College
M.S.—Purdue University

Anthony S. Guglielmino, Aviation Mechanics and Metallurgy (1971)

B.A.—Prescott College
Cert.—A.P., I.A., D.M.E., W.T.E., A.P.C.
A.T.—Northrop Institute of Technology

Guadalupe A. Gutierrez, Nursing (1989)

B.S.—University of Arizona

Clare Hamlet, Computer Science (1971)

B.A.—University of Arizona
M.Ed.—University of Arizona

Roxanne S. Harley, Advising & Counseling (1980)

B.A.—Grand Valley State University
M.Ed.—University of Arizona

Paul W. Harlos, Counselor (1989)

B.S.—University of Wisconsin-La Crosse
M.Ed.—University of Arizona

Betty G. Harris, Art (1977)

B.S.—Pratt Institute
M.F.A.—University of Arizona

Clinton J. Harrold, Business (1987)

B.S.—University of Arizona
C.P.A.
C.M.A.
M.Ed.—Northern Arizona University

Dr. Donald S. Hayes, Astronomy (1991)

B.A.—Pomona College
M.A.—University of California-Los Angeles
Ph.D.—University of California-Los Angeles

Lester G. Hays, Computer Science (1968)

B.S.—Washington University
M.Ed.—University of Arizona

Susan L. Heinrich, Fitness and Sports Sciences (1993)

B.S.—University of Arizona
M.S.—University of Wisconsin-La Crosse

Dr. Andrea K. Henderson, Librarian (1993)

B.S.—Wayne State University
M.Ed.—University of Arizona
Ed.D.—Northern Arizona University

Margaret A. Holleman, Library Services (1976)

A.A.—St. Petersburg Junior College
B.A.—University of South Florida
M.A.—Arizona State University
M.L.S.—University of Arizona

Mark S. Homan, Social Services (1978)

B.A.—University of Arizona
M.S.W.—Arizona State University

Lloyd J. Homewood, Mathematics (1988)

B.A.—University of Oregon
B.S.—Portland State University
M.S.—Portland State University

Pamela A. Horch, Dental Assisting Education (1989)

A.A.—Pima Community College
A.A.—Phoenix College
B.S.—Northern Arizona University
M.Ed.—Northern Arizona University

Ann W. Houck, Computer Science (1982)

A.A.S.—Pima Community College
B.S.—University of Arizona
M.Ed.—University of Phoenix

Patricia G. Houston, Spanish (1989)

B.A.—Syracuse University
M.A.—Universidad de las Americas

Patricia M. Hruby, Physics (1969)

B.S.—College of Mount St. Vincent
M.S.T.—Cornell University

Dr. David G. Iadevaia, Physics and Astronomy (1984)

A.S.—Community College of Rhode Island
B.A.—University of Rhode Island
M.A.T.—Rhode Island College
Ph.D.—Pacific Western University

Madeleine Irell, Reading (1979)

B.A.—University of Arizona
M.Ed.—University of Arizona

Dr. Roger D. Irwin, Sociology, Psychology and Religion (1970)

B.A.—Wichita State University
M.S.—Kansas State College
Ph.D.—Paideia
Ed.D.—Brigham Young University
F.S.A.—Society of Antiquaries of Scotland

Kathryn L. Iverson, Biology (1988)

B.A.—California State University
M.A.—California State University

Carol G. Jacques, Art (1976)

B.F.A.—University of Denver
M.F.A.—University of Massachusetts

John F. Jarchow, Construction (1978)

B.Arch.—University of Arizona
A.I.A.—American Institute of Architects

Susan T. Jensen, Mathematics (1992)

B.Math.—University of Minnesota
M.Ed.—University of Minnesota

Joe C. Jimenez, Administration of Justice (1989)

B.S.—California State University-Fresno
M.S.—California State University-Fresno

Beth A. Johnson, Early Childhood Education (1992)

B.A.—University of South Carolina
M.Ed.—University of Arizona

Dr. Karl B. Johnson, Librarian (1977)

B.A.—University of Arizona
M.A.—University of Denver
Ph.D.—Arizona State University

Paul C. Johnson, Biology (1975)

B.A.—University of Iowa
M.S.—University of Iowa

T. Wendell Johnson, Chemistry (1978)

B.S.—Oklahoma State University
M.S.T.—University of Arizona

Mary A. Jones, Biology (1991)

B.A.—University of Arizona
M.S.—Texas Tech University

Mary A. Jordan, Pharmacy Technology (1990)

B.S.—University of Colorado
R.Ph.—Registered Pharmacist

Sharon A. Jordan-Sita, Counseling (1992)

A.A.—Pima Community College
B.A.—Prescott College
M.A.—Vermont College of Norwich University

Bruce G. Karam, Counseling and Business (1986)

B.A.—University of Arizona
M.Ed.—University of Arizona

Dr. Margaret Kenski, Political Science (1969)

B.S.—Georgetown University
M.A.—Georgetown University
Ph.D.—Georgetown University

Randall M. Kimmens, Student Development Coordinator (1993)

A.A.—Williams Rainey Harper College
B.S.—Illinois State University
M.A.—Western State College of Colorado

Julia A. King, Advising Coordinator (1989)

B.S.—Purdue University
M.Ed.—University of Arizona

M. Brian King, Computer Assisted Drafting (CAD) (1983)

B.Arch.—University of Arizona
M.A.—Northern Arizona University
Registered Architect

Dr. James R. Kluger, History (1975)

B.A.—St. Ambrose College
M.A.—University of Arizona
Ph.D.—University of Arizona

Cecilia V. Knauss, Literature and Writing (1976)

B.A.—Silliman University
M.A.—Silliman University

James L. Knight, Writing (1991)

A.A.—Corning Community College
B.A.—Amherst College
M.Ed.—University of Massachusetts

Alan K. Krieg, Automotive (1971)

B.S.—University of Arizona

Alan E. Kruse, Chemistry (1974)

B.S.—Massachusetts Institute of Technology
M.S.—Iowa State University

Joseph K. Labuda, Librarian (1990)

B.A.—State University of New York-Plattsburgh
M.L.S.—University of Arizona

Charles A. Land, Mathematics (1978)

B.S.—Morehouse College
M.Ed.—University of Arizona

Charlotte D. Langford, Literature and Writing (1990)

B.A.—University of New Mexico
M.A.—University of Arizona

Kathryn L. Larch, Humanities, Religious Studies (1989)

A.A.—Maricopa Technical College
B.A.—University of Arizona
M.A.—University of Arizona

Dr. Michael N. Leeming, Technology Education (1990)

A.A.S.—Westchester Community College
B.E.E.—Union College
M.S.—University of Vermont
Ph.D.—University of Arizona

Moses A. Leon, Administration of Justice (1970)

A.A.—San Jose City College
B.A.—San Jose State College
M.S.—California State University-San Jose

Mickey Levendusky, Mathematics (1991)

B.A.—University of Arizona
B.A.—University of Arizona
M.A.—University of Arizona

Jean M. Lindeberg, Biology (1974)

B.S.—Montana State University
M.S.—University of Arizona

Jo Ann B. Little, Writing and Humanities (1976)

B.A.—University of Arizona
M.Ed.—University of Arizona

Charles S. Lochner, Jr., Chemistry (1969)

B.S.—New Jersey State College
M.S.T.—University of Arizona
M.S.—Colorado State University

Dr. James A. Lowell, Biology (1969)

B.S.—University of Arizona
M.S.—University of Arizona
Ph.D.—University of Arizona

Linda B. Lynn, Economics and Business (1989)

B.S.—University of Arizona
B.A.—University of Arizona
M.A.—Indiana University
M.B.A.—University of Arizona

Paul Malanga, Writing (1987)

B.A.—University of Arizona
M.A.—University of Arizona

Dr. Linda Y. Maluf, Biology (1993)

B.S.—University of Arizona
M.S.—University of Arizona
Ph.D.—University of Arizona

Sharin E. Manion, Sign Language (1992)

B.A.—State University of New York-Potsdam
M.S.—Gallaudet College
M.Ed.—University of Arizona

Adolfo P. Marquez, Welding (1976)

Cert.—Welding - Engineers Testing Laboratory

A.A.—Pima Community College

D. Jim Martin, Jr., Geology (1969)

B.S.—Colorado State University

M.Ed.—University of Florida

M.A.—University of California-Davis

William B. Martin, Mathematics (1984)

B.A.—Western Michigan University

M.S.—Western Michigan University

Evelyn L. Martinez, Counselor (1989)

B.A.—University of Arizona

M.Ed.—George Mason University

Darla J. Masterson, Art (1970)

A.A.S.—Amarillo Junior College

B.F.A.—University of Arizona

M.A.—University of Arizona

M.F.A.—Indiana University

Shelley A. Maxfield, Biology (1982)

B.S.—Central State University

M.S.—University of Arizona

David L. May, Engineering (1971)

B.S.E.E.—University of Arizona

M.A.—University of Arizona

Jane L. McCabe, Reading (1993)

B.A.—Michigan State University

M.Ed.—University of Arizona

Mark J. McCabe, Counselor (1984)

B.A.—Michigan State University

M.Ed.—University of Arizona

Dr. Kenneth E. McColester, Chemistry (1970)

B.S.—Rollins College

M.S.—North Carolina State University

Ph.D.—University of Arizona

Larry W. McHolland, Humanities and Philosophy (1971)

B.A.—University of Arizona

M.A.—University of Arizona

Dr. Gary E. Mechler, Astronomy (1984)

B.S.—University of Pittsburgh

M.S.—Case Western Reserve University

Ph.D.—Case Western Reserve University

Philip D. Melton, Art (1992)

B.F.A.—University of Arizona

M.F.A.—University of Arizona

Mary Memedova, Political Science (1975)

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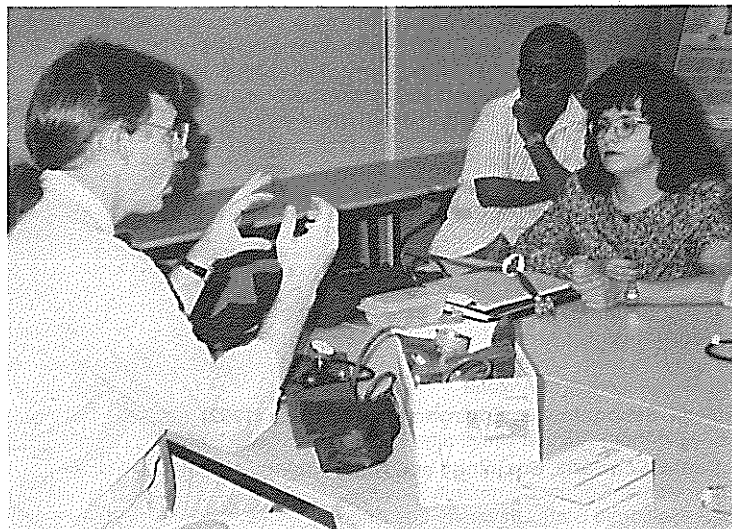
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The Board of Governors of Pima County Community College District has affirmed that the College is an equal educational opportunity institution.

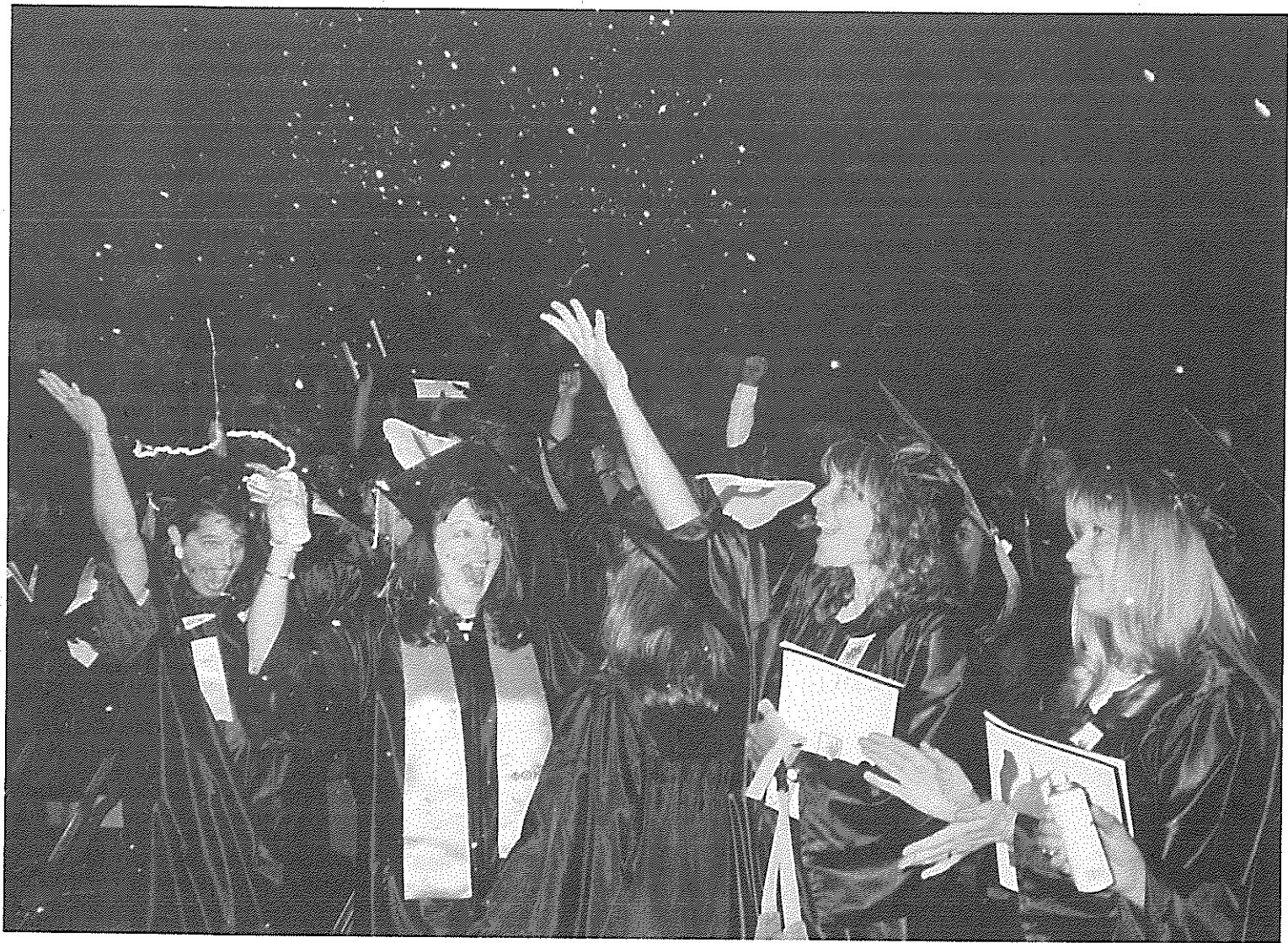
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The College has policies relative to nondiscrimination on the basis of sex, sexual orientation, race, religion, color, national origin, age, disability, or on the basis of membership as set forth in USERRA, or any other basis which is proscribed by law. Such policies apply to all educational programs, services, activities, and facilities, and to all terms and conditions of employment.

To inquire about filing a discrimination complaint, contact an intake interviewer designated to serve your campus:

Community Campus		Mike Rom	884-6085
JoAnn Lovett	884-6559	East Campus	
Nancy Thompson	884-6867	Sue Olshevski	722-7824
Desert Vista Campus		Juan Soto	722-7676
Karen Engelsen	295-5099	West Campus	
Penny Lee	295-5142	Cindy Dooling	884-6970
Downtown Campus		Kendall Fielder	884-6512
Sandra Paulick	884-6564	Lloy Ratkevich	884-6819

For general information related to the above policies, the College's discrimination/sexual harassment complaint procedure, or the rights and protections afforded by the ADA, contact Margaret Sprague, Affirmative Action Officer, District Central Office, 4905-C East Broadway, Tucson, Arizona, 85709-1010, (520) 748-4539 or see the College's Affirmative Action Plan available in all campus libraries. Every effort will be made to maintain the highest level of confidentiality.



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