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**GATEWAY  
COMMUNITY COLLEGE**  
A MARICOPA COMMUNITY COLLEGE

# **STUDENT CATALOG**

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## President's Welcome

Welcome to GateWay Community College, home of the Geckos, and one of the ten colleges in the Maricopa County Community College District. In 2025, GateWay celebrated its 57th Anniversary of serving the community and helping thousands of students like you achieve your educational and career goals.

GateWay offers over 160 high-quality programs in various modalities across the Valley at four different locations. Whether you want to go directly into the workforce, transfer to a university, or take classes for your personal interest, you can enroll in courses, certificates and degrees offered at the following sites:

- Washington Street campus (40th Street and Washington)
- Central City (13th Street and Buckeye)
- 18th Street (18th Street and Van Buren)
- Deer Valley (Bell and 29th Avenue)



To ensure that you are ready to enter the workforce or start your own business, GateWay offers a variety of experiential learning opportunities for students in virtual reality and simulation lab spaces, the free community healthcare HUG Clinic, salon and spa service sites, automotive training facilities, a student business incubator, as well as the largest makerspace in the southwest: The Phoenix Forge.

I encourage you to become involved with the college outside your specific educational goal. Through service learning, volunteer opportunities, participating in a club, or attending an event, you will benefit from engaging with the college in ways that you are passionate about. You can also support GateWay's four athletics teams (men's and women's soccer, men's baseball, and women's softball) and student leadership organizations.

At GateWay, we truly believe that you are the primary reason we exist. On behalf of the faculty and staff, I thank you for choosing GateWay. We feel honored that you have selected GateWay among the many other choices. I assure you that friendly and knowledgeable faculty and staff members stand ready to assist you in your pursuit of higher education.

Go Geckos!

Fondly,

Dr. Amy S. Diaz  
President

## About GateWay



### GateWay History

It all began in the shoe department of the former Korrick's Department Store. Passersby gawked through the large display windows where mannequins had been replaced by live keypunch operators. Coat racks and cash registers made way for school desks and lecture podiums as Maricopa Technical College began to build a name for itself in 1968. Student orientation was held in a nearby movie theater. In 1987, the name changed to GateWay Community College to better convey the comprehensive curricular offerings of the College and to reflect the physical location change to 40th and Washington streets in the GateWay corridor.

Around the same time the Maricopa Skill Center became a division of the newly named GateWay Community College after being a division of Rio Salado College for nearly 20 years. The Maricopa Skill Center offered several clock hour programs that provided students with training for quick entry into the workforce.

By 2016, GateWay Community College and Maricopa Skill Center fully aligned operations, Maricopa Skill Center adopted the GateWay Community College name and created a unit called Workforce Innovation and Strategic Partnerships, with the instructional pieces of the former Maricopa Skill Center renamed to Trade and Technical Training Division. In 2018, the operational leadership of SouthWest Skill Center (SWSC) came under GateWay. Formerly, SWSC was aligned with Estrella Mountain Community College. GateWay now has five campuses or sites it manages:

- 18th Street at 555 N. 18th Street
- Central City Campus at 1245 E. Buckeye Road (formerly Maricopa Skill Center)
- Deer Valley Campus at 2931 W. Bell Road (formerly Maricopa Skill Center-Northwest)

- SouthWest Skill Center at 3000 N. Dysart Road
- Washington Campus at 108 N. 40th Street

## Growth

Program offerings have grown to include more than 150 degree, certificate and workforce training options in a wide variety of industries, allowing us to emerge as a leading institution in meeting the needs of business and industry throughout our community.

We now enroll more than 11,000 students annually. We strive to continuously provide a high quality of education with support from student service areas and career training through innovation and state-of-the-art technology.

Programs designed to reach out to the community include GateWay Community High School, the Johnson Controls Institute, the HUG Clinic, workforce development partnerships, healthcare and nursing continuing education and proactive ties with neighborhood schools, utilizing service-learning and other volunteer activities.

As we continue to address the needs of the healthcare and technology industries, our general education (transfer) programs are growing tremendously as well.

## Celebrating 50 Years of Educating, Engaging and Connecting

2018-2019 marked our 50th Anniversary. Learn more about our history by clicking on the link to a short video <https://www.youtube.com/watch?v=xpgKo2AU0qE&t=1s> or browsing through the timeline here: <https://www.gatewaycc.edu/about-gateway/gateway-history>. If you would like to share historical images, please send to [community@gatewaycc.edu](mailto:community@gatewaycc.edu). Thank you for sharing.

## Vision, Mission, Core Values, and Strategic Priorities

GateWay Community College is a public institution of higher learning offering Associate Degrees, Bachelor's Degrees, Certificates of Completion, Certificates of Competency, continuing education courses and other educational services. Located in metropolitan Phoenix, the college has been serving the citizens of Maricopa County and Arizona since 1968. GateWay Community College is governed by the [Maricopa County Community College District Governing Board](#).

### Vision

GateWay Community College will... Educate and innovate to prepare tomorrow's workforce

### Mission

GateWay Community College serves every member of the community by providing access to meaningful learning opportunities that empower students to succeed in an ever-changing global society.

## Core Values

As a [College of Well-Being](#), we strive to cultivate an environment of meaningful learning and engagement through the following core values:

- **Character** - developing strengths of character that enable us to be and do our best
- **Care** - taking care of emotional, physical & environmental needs to cultivate conditions for flourishing
- **Connection** - fostering and maintaining close, positive relationships; a sense of belonging
- **Contribution** - being a part of something bigger than ourselves; finding a purpose for learning and for life
- **Career** - making decisions that contribute both to career and life success

## Strategic Priorities

GateWay Community College and GateWay Early College High School, in achieving the mission of the College, is committed to the following strategic priorities:

### Strategic Priority 1:

GateWay Community College will be unwavering in our commitment to our community and to student learning, access, success, and post-completion impacts.

### Strategic Priority 2:

GateWay Community College will be the preferred leader in workforce development through our in-demand and innovative mix of programs leading to the workforce or transfer.

### Strategic Priority 3:

GateWay Community College will be effective stewards of resources through mission and operational discipline.

### Strategic Priority 4:

GateWay Community College will serve students and produce graduates who are critical thinkers, problem solvers, and civically engaged members of their communities who have care and compassion for humanity.

## Institutional Learning Outcomes

GateWay Community College is committed to student success through assessment for student learning. It is the aspiration of all faculty and staff that graduates of GateWay Community College will demonstrate proficiency in our three Institutional Learning Outcomes: *Effective Communication*, *Critical Thinking and Problem Solving*, and *Personal Responsibility and Civic Engagement*.

We believe that these three Institutional Learning Outcomes are beneficial to students as they transition to the workforce or continue their academic studies, and endeavor to become engaged global citizens.

## Effective Communication

Learners will communicate effectively in a range of social, academic, and professional contexts as defined by five competency areas: emotional intelligence, active listening, written, oral and visual modes, effective use of technology, and collaboration skills.

## Critical Thinking and Problem Solving

Learners will develop the mindset to gather, organize, synthesize, analyze, and evaluate information to solve problems and make evidence-based decisions as defined by four competency areas: metacognition, decision making, information literacy, and analytical inquiry/quantitative reasoning.

## Personal Responsibility and Civic Engagement

Learners will demonstrate personal growth and responsibility to others by addressing diverse cultural, civic, social, and global issues.

# Accreditation

## College Accreditation

GateWay Community College is accredited by the [Higher Learning Commission](https://www.gatewaycc.edu/about-gateway/accreditation). Visit <https://www.gatewaycc.edu/about-gateway/accreditation> for additional information on the accreditation process.

Accreditation is a review process used in higher education to ensure that institutions and programs of higher education meet acceptable levels of quality. GateWay Community College's accreditation was last reaffirmed in 2020 with an update in 2023 through an assurance review process. Such assurance reviews provide colleges that are fully accredited and on the HLC's Open Pathway model an opportunity to demonstrate that they continue to meet the HLC's criteria in year four of the standard 10-year accreditation period.

- Criterion 1 - Mission and Integrity
- Criterion 2 - Preparing for the Future
- Criterion 3 - Students Learning and Effective Teaching
- Criterion 4 - Acquisition, Discovery and Application of Knowledge
- Criterion 5 - Engagement and Service

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
[inquiry@hlcommission.org](mailto:inquiry@hlcommission.org) | (800) 621-7440

## Program Accreditation

## Healthcare

- **[Diagnostic Medical Sonography](#)**

**Commission on Accreditation of Allied Health Education Programs**

9355 - 113th St. N. #7709

Seminole, FL 33775

Phone: (727) 210-2350 | [www.caahep.org](http://www.caahep.org)

[Vascular Accreditation Award Letter](#)

[Adominal-Extended, Obstetrics and Gynecology Accreditation Award Letter](#)

- **[Electroneuro-diagnostic \(END\) Technology](#)**

Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Education in Neurodiagnostic Technology.

**Commission on Accreditation of Allied Health Education Programs**

9355 - 113th St. N. #7709

Seminole, FL 33775

Phone: (727) 210-2350 | [www.caahep.org](http://www.caahep.org)

[Accreditation Award Letter](#)

- **[Medical Assisting](#)**

Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB).

**Commission on Accreditation of Allied Health Education Programs**

9355 - 113th St. N. #7709

Seminole, FL 33775

Phone: (727) 210-2350 | [www.caahep.org](http://www.caahep.org)

[Accreditation Award Letter](#)

- **[Medical Radiography](#)**

**Joint Review Committee on Education in Radiologic Technology**

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300 | Fax: (312) 704-5304 | [mail@jrcert.org](mailto:mail@jrcert.org) | [www.jrcert.org](http://www.jrcert.org)

[Accreditation Award Letter](#)

- **[Nuclear Medicine Technology](#)**

**Joint Review Committee on Education in Nuclear Medicine Technology**

2000 W. Danforth Rd., Ste 130 #203

Edmond OK 73003

Phone: (405) 285-0546 | [www.jrcnmt.org](http://www.jrcnmt.org)

[Accreditation Award Letter](#)

- [Occupational Therapy Assistant](#)

**Accreditation Council for Occupational Therapy Education (ACOTE®) of the American Occupational Therapy Association (AOTA)**

6116 Executive Boulevard, Suite 200

North Bethesda, MD 20852-4929

Phone: (301) 652-8682 | [accred@aota.org](mailto:accred@aota.org) | [www.acoteonline.org](http://www.acoteonline.org)

[Accreditation Award Certificate](#)

- [Physical Therapist Assisting](#)

**Commission on Accreditation in Physical Therapy Education (CAPTE)**

1111 N. Fairfax Street

Alexandria, VA 22314-1488

Phone: (703) 706-3245 | [accreditation@apta.org](mailto:accreditation@apta.org) | [www.capteonline.org](http://www.capteonline.org)

[Accreditation Award Letter](#)

- [Polysomnographic Technology](#)

Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation for Polysomnographic Technologist Education.

**Commission on Accreditation of Allied Health Education Programs**

9355 - 113th St. N. #7709

Seminole, FL 33775

Phone: (727) 210-2350 | [www.caahep.org](http://www.caahep.org)

[Accreditation Award Letter](#)

- [Respiratory Care](#)

**Commission on Accreditation for Respiratory Care (CoARC)**

264 Precision Blvd.

Telford, TN 37690

Phone: (817) 283-2835 | [www.coarc.com](http://www.coarc.com)

[Accreditation Award Letter](#)

- [Surgical Technology](#)

Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

**Commission on Accreditation of Allied Health Education Programs**

9355 - 113th St. N. #7709

Seminole, FL 33775

Phone: (727) 210-2350 | [www.caahep.org](http://www.caahep.org)

[Accreditation Award Letter](#)

## Industrial Technology

- [Automotive Technology](#)

**National Institute for Automotive Service Excellence - Education Foundation**

1503 Edwards Ferry Road, N.E., Suite 401

Leesburg, VA 20176

Phone: (703) 669-6650 | [www.ase.com](http://www.ase.com) and [www.aseeducationfoundation.org](http://www.aseeducationfoundation.org)

[ASE General Master Automobile Service Technology Accreditation Letter](#)

[ASE Honda General Master Automobile Service Technology Accreditation Letter](#)

[ASE Toyota General Master Automobile Service Technology Accreditation Letter](#)

## Nursing

- [Nurse Assisting](#)

**The Nurse Assisting Program is approved by the Arizona State Board of Nursing**

4747 North 7th Street, Suite 200

Phoenix, AZ 85014-3655

Phone: (602) 771-7800 | [www.azbn.gov](http://www.azbn.gov)

[Accreditation Award Letter & Certificate](#)

- [Practical Nursing](#)

**The Practical Nursing Program is approved by the Arizona State Board of Nursing**

4747 North 7th Street, Suite 200

Phoenix, AZ 85014-3655

Phone: (602) 771-7800 | [www.azbn.gov](http://www.azbn.gov)

[Accreditation Award Certificate](#)

- [Associate of Applied Science in Nursing - Registered Nurse](#)

The Maricopa Nursing Program at GateWay Community College is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).

**Accreditation Commission for Education in Nursing (ACEN)**

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

Phone: (404) 975-5000 | [www.acenursing.org](http://www.acenursing.org)

[Accreditation Award Certificate](#)

# Academic Calendar

## MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT 2025-2026 ACADEMIC CALENDAR

*Dates are subject to change\* / The most up to date calendar information can be found at <https://district.maricopa.edu/regulations/admin-regs/section-2/academic-calendars>*

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

**Links to ASU, GCU, NAU, and U of A calendars are incorporated on the last page for reference only and are subject to change without notice.**

### SUMMER SEMESTER – 2025

Mon	May 12	Final Grades Due for Spring 2025 Semester
Mon	May 19	Tuition Due for Summer 2025 Semester
<b>Mon</b>	<b>May 26</b>	<b>Memorial Day (Colleges Closed)</b>
Tue	May 27	Summer Semester Begins
<b>Thu</b>	<b>Jun 19</b>	<b>Juneteenth National Independence Day (Colleges Closed)</b>
<b>Mon-Sat</b>	<b>Jun 30-Jul 5</b>	<b>Summer Break for Clock Hour Programs Only</b>
<b>Thu</b>	<b>Jul 3</b>	<b>Independence Day (Colleges Closed)</b>
Thu	Jul 31	Summer Semester Ends
Mon	Aug 4	Final Grades Due for Summer 2025 Semester

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

Wed	Aug 13	Tuition Due for Fall 2025 Semester
Fri	Aug 15	First Day of Faculty Accountability
Sat	Aug 23	Fall Semester Begins
<b>Mon</b>	<b>Sep 1</b>	<b>Labor Day (Colleges Closed)</b>
Mon	Sep 22	Find A Class Opens for Spring 2026 Semester
Mon	Oct 6	Spring 2026 Priority Registration Begins for Currently Enrolled Students
Sat+	Oct 11	Last Day for Withdrawal without Instructor's Signature
Mon++	Oct 13	Student Withdrawal with Instructors Signature Begins
Mon	Oct 13	Spring 2026 Open Registration Begins
*		Application for December 2025 Graduation
<b>Tue</b>	<b>Nov 11</b>	<b>Veterans Day (Colleges Closed)</b>
<b>Thu-Sun</b>	<b>Nov 27-30</b>	<b>Thanksgiving Holiday (Colleges Closed)</b>
Sun	Dec 14	Last Day of Regular Classes
Mon-Fri**	Dec 15-19	Final Exam Week
Fri	Dec 19	Fall Semester Ends / Last day of Faculty Accountability
Sat	Dec 20	Mid-Year Recess Begins for Students
Mon	Dec 22	Final Grades Due for Fall 2025 Semester
Thu-Thu	Dec 25-Jan 1	<b>Mid-Year Recess (Colleges Closed)</b>

### SPRING SEMESTER - 2026

Fri	Jan 2	Employees Return to Campus
Mon	Jan 5	Clock Hour Student Classes Begin
Mon	Jan 7	Tuition Due for Spring 2026 Semester
Mon	Jan 12	First Day of Faculty Accountability
Sat	Jan 17	Spring Semester Begins
<b>Mon</b>	<b>Jan 19</b>	<b>Martin Luther King Jr. Birthday (Colleges Closed)</b>
<b>Mon</b>	<b>Feb 16</b>	<b>Presidents' Day (Colleges Closed)</b>
Tue	Feb 17	Summer/Fall 2026 Semesters - Find A Class Opens

Mon	Mar 2	Summer/Fall 2026 - Priority Registration Begins for Currently Enrolled Students
*		Application for 2026 May Graduation
Sat+	Mar 7	Last Day for Withdrawal without Instructor's Signature
Mon++	Mar 9	Student Withdrawal w/ Instructors Signature Begins
<b>Mon-Sun</b>	<b>Mar 16-22</b>	<b>Spring Break for Students &amp; Faculty &amp; Employees (Campus closed)</b>
Mon	Mar 23	2026 Summer/Fall Semesters - Registration Opens
Sun	May 10	Last Day of Regular Classes
Mon-Fri**	May 11-15	Final Exam Week
Fri	May 15	Commencement
Fri	May 15	Spring Semester Ends / Last day of Faculty Accountability
Mon	May 18	Final Grades Due for Spring 2026 Semester
<b>SUMMER SEMESTER 2026</b>		<b>Note: Subject to the 2026-2027 Catalog</b>
Mon	May 18	Tuition Due for Summer 2026 Semester
<b>Mon</b>	<b>May 25</b>	<b>Memorial Day (Colleges Closed)</b>
Tue	May 26	Summer Semester Begins
<b>Thu</b>	<b>Jun 18</b>	<b>Observance of Juneteenth National Independence Day (Colleges Closed)</b>
Mon-Sat	Jun 29-Jul 4	Summer Break for Clock Hour Programs Only
<b>Thu</b>	<b>Jul 2</b>	<b>Observance of Independence Day (Colleges Closed)</b>
Thu	Jul 30	Summer Session Ends
Mon	Aug 3	Final Grades Due for Summer 2026 Semester

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

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

+ Through the 7th week, students may initiate an official withdrawal from course(s) without instructor signature (see Appendix S-7 in [Catalog Common Pages](#)).

++ After the 7th week, students must initiate an official withdrawal request from instructor and obtain their signature (see Appendix S-7 in [Catalog Common Pages](#)).

### Calendars from Universities in Arizona:

- [Arizona State University \(ASU\)](#)
- [Northern Arizona University \(NAU\)](#)
- [Grand Canyon University \(GCU\)](#)
- [University of Arizona \(UA\)](#)

# Academic Locations

## Discover GateWay Community College

We're excited to welcome you to GateWay Community College. Whether you're considering in-person academic programs or plan to attend classes online, you'll know that GateWay is the right choice for you when you see our state-of-the-art classrooms, hands-on learning opportunities, and warm, collaborative community in action.

### WASHINGTON CAMPUS

**(602) 286-8000**

**108 North 40th Street, Phoenix, AZ 85034**

Our Washington Campus is centrally located in Phoenix, next to Sky Harbor Airport. Featuring our award-winning Integrated Education building, you'll soon discover why GateWay Community College has been consistently ranked the top community college in Arizona.



### 18TH STREET

**(602) 286-8000**

**55 North 18th Street, Phoenix, AZ 85006**

Our 18th Street Campus provides hands-on training for many healthcare degree and certificate programs. It is also home to the Healthcare United at GateWay Clinic, or HUG clinic, and the Safe Patient Handling Education Lab, or SaPHE (SAFE) Lab, for Nursing and Allied Health students. These state-of-the-art facilities and our programs help train the next generation of healthcare professionals to fill critical job openings in Arizona's healthcare system.



## CENTRAL CITY

**(602) 704-2784**

**1245 East Buckeye Road, Phoenix, AZ 85034**

Our Central City Campus is home to many of our trade and technical training programs. With quick certifications that take as little as six months to complete, our knowledgeable instructors and state-of-the-art facilities will ensure you receive hands-on training and take the most direct path to land your dream career.



## DEER VALLEY

**(602) 392-5000**

**2931 West Bell Road, Phoenix, AZ 85053**

GateWay is the only Maricopa Community College that offers a suite of Beauty & Wellness programs – aesthetics, cosmetology, hair styling, massage, nail technician and a specialized program for practitioners who wish to eventually become beauty and wellness instructors. These programs are considered clock hour programs, which are non-credit training programs that provide skills for quick entry into the workforce. All have specific year-round start dates, and you attend classes four days a week, Monday-Thursday.



You will learn your skills by practicing on each other and/or eventually serving actual clients, all with instructor supervision. Instructors supervise and receive feedback from clients to make sure you are providing adequate service. The school has a salon open to the public and holds clinics often.

## PHOENIX FORGE

**(602) 286-8599**

**535 West Van Buren Street, Phoenix, AZ 85003**

Our Phoenix Forge location offers a variety of short classes on a rotating schedule. Classes teach basic concepts and applied practice on how to use the wide variety of equipment and tools we have available.

Phoenix Forge is a makerspace powered by GateWay Community College on behalf of the Maricopa County Community College District. It is open to the public, MCCCDC students, staff and faculty



Membership to the makerspace is open to everyone over 18 years old. Members can enjoy access to all areas of the makerspace.

# Student Services

## Admissions and Records

**Email:** [enroll@gatewaycc.edu](mailto:enroll@gatewaycc.edu) or [clockenroll@gatewaycc.edu](mailto:clockenroll@gatewaycc.edu)

### **Websites:**

- <https://www.gatewaycc.edu/enroll>
- [Virtual Lobby Credit Programs](#)
- [Virtual Lobby Clock Programs](#)

Admissions and Records oversees important parts of your student experience at GateWay Community College from the early admissions steps to the exciting graduation processes. We can help you receive assistance with becoming a student, registering for classes, obtaining records, residency questions, and submitting eForms.

### **Becoming a Student**

We are excited that you are choosing GateWay Community College to pursue your education and training. To enroll, please follow the steps found here: <https://www.gatewaycc.edu/enroll>

### **Forms**

Log in to your Student Center to view the documents being requested from you. A list of available admissions and registration forms is found here: <https://www.gatewaycc.edu/students/registration-forms>

### **Graduation**

GateWay provides graduation specifically for students completing a degree and/or certificates in Occupational and University Transfer education (Credit) or Trade and Technical Training (Clock) programs. More information is found here: <https://www.gatewaycc.edu/students/graduation>

### **Residency and Citizenship**

As a student at GateWay Community College it is important to establish residency, citizenship or lawful presence. All new students are considered out-of-state until the proper documentation has been submitted and processed. It is the student's responsibility to submit all necessary documentation prior to the start of the term. More information is found here:

<https://www.gatewaycc.edu/students/residency-and-citizenship>

### **Transcripts**

For new or current students to GateWay Community College, who wish to transfer coursework completed at a previous college/university for credit, more information is found here:

<https://www.gatewaycc.edu/students/transfer-course-credits>

### **Transfer Course Credits**

For new or current students to GateWay Community College, who wish to transfer coursework completed at a previous college/university for credit, more information is found here:

<https://www.gatewaycc.edu/students/transfer-course-credits>

## Tuition and Fees

Tuition is calculated by the number of credits earned. Students pay tuition and fees per semester credit hour according to their Residency Classification. Persons must be domiciled in Arizona for one year (12 full months) and be domiciled in Maricopa County for at least 50 days to qualify as a Maricopa County resident.

Tuition and fees are subject to change without notice. More information is found here:

<https://www.gatewaycc.edu/pay-college/tuition-and-fees>

## Academic Advising

**Website:** <https://www.gatewaycc.edu/students/academic-advising>

Academic advising is more than selecting courses for an upcoming semester or making a plan to graduate. Students should initiate and maintain contact with advisors to discuss situations and issues affecting academic performance, including:

- Enrolling in [Gecko Gear Up](#)
- Determining [class selection](#)
- [Prior Learning Assessment Evaluation](#)
- Academic, professional and technical programs
- Exploration of educational and life goals
- Information on campus resources and services
- Selection and sequencing of courses
- University transfer options
- Work and family commitments

Advisors will listen and respond to personal interests and concerns, suggest useful college resources, share college and departmental policies and procedures, make appropriate referrals for student support services and provide guidance and assistance with academic, career, and life goals.

In order to see an advisor, you must have completed the [Admissions Process](#).

## Alumni

At GateWay Community College, we aim to always be engaged with our community and responsive to its cultural, educational and training needs. Whether you desire to pursue a degree, attend one of our many public events or just enjoy an oasis amid the hustle of city life, GateWay wants to be your community asset.

Our commitment to you doesn't end when you graduate. GateWay Community College is always evolving and building its Alumni Association. Stay connected to campus, friends and faculty. By enrolling at GateWay you are immediately eligible to become a member. Membership is free.

### **Join Us and Benefit**

GateWay provides opportunities for alumni to stay connected through communications, programs and services that foster a lifetime relationship with the college. Click here to Join us today!

### **Give Back**

You are an invaluable ambassador for GateWay. There are many opportunities to give back to our students and make a difference.

### **Alumni Spotlight**

Meet some of our proud Alumni and celebrate their Success Stories. New jobs, degrees, honors and awards are things to celebrate. Tell us your Success Story and you may be featured on our website or alumni e-newsletter.

### **Stay Connected with Alumni**

Connecting with Community is achieved by nurturing lines of communication and engaging residents and partners to ensure we're meeting your needs.

Keep up with what is happening at GateWay through our Alumni Resources.

## **Assessment Policies and Procedures**

Please see [Testing & Essential Skills Center](#) section.

## **Bookstore - Follett**

**Locations:** Washington Campus// Main Building, Room MA-1200

**Phone:** (602) 286-8400

**Email:** [0179mgr@follett.com](mailto:0179mgr@follett.com)

**Website:** <https://www.gatewaycc.edu/bookstore>

**Hours:** please visit website - <https://www.gatewaycc.edu/bookstore>

We have been hard at work serving the GateWay Community. Here is how we can help make the most of your semester:

### **Serving Students Online:**

- Order Online, Ship to Location - Early ordering and shipping direct will help you be prepared for your new learning environment ahead of your class start date
- Please visit [Order Online](#) to place an online order
- Online Textbook Rental - At checkout, you will be prompted to select "rent" for eligible textbooks. Register for text rental at: [Rental Registration/Create Account](#) or during your checkout process

- No Contact Rental Check-In - Always available online through eFollett account under rentals or watch for your rental return reminder email for instructions
- Buyback - Want to sell your books online? Please follow this link: [Sell Your Textbooks Online](#)
- Credit, Debit, PayPal, PayPal Credit, and Apply Pay are available

### **Course Materials and Digital:**

- Many course materials have digital versions; same content just a digital format
- Digital course materials are available immediately after checkout and arrive in your email. You can also access your digital purchases in your bookstore online account under history
- Course materials are refund eligible with seven calendar days from the semester start date. You may be asked to provide a copy of your class schedule. Proof of purchase is required. Shipping costs for refunds is at your expense. Digital refunds dependent on content downloaded and publisher restriction. For full refund policy click here: [Course Material Refund/Exchange Policy](#)

### **Rent-a-Text**

GateWay, along with Maricopa Community Colleges, participates in the Follett book rental program. This means you may save money by renting course textbooks. For rental details, stop by the campus bookstore or visit [Rent-a-Text](#) online.

### **Online Bookstore**

Browse the [GateWay Bookstore](#) online to find many of the same items that are available on campus, including:

- Textbooks
- GateWay clothing and apparel (T-shirts, sweatshirts, shorts, fan gear, etc.)
- Computer products
- Classroom supplies & course materials
- Gifts & accessories
- Announcements
- Textbook rental information & account registration

## **Campus Dining**

### **Locations:**

- Washington Campus, Main (MA) Building: Gecko Café
- Washington Campus, Integrated Education (IE) Building: Gecko Espresso
- Central City Campus

**Phone:** (602) 286-8308

**Email:** [jacob.ruelas@sodexo.com](mailto:jacob.ruelas@sodexo.com)

**Website:** <https://www.gatewaycc.edu/dining>

**Hours:** please visit website - <https://www.gatewaycc.edu/dining>

Vending machines are available, with beverages and select food items, at most locations.

While at GateWay, come grab a bite at the Gecko Café or a quick jolt of caffeine at Gecko Espresso both managed by Sodexo. You will find a variety of dining selections and catering services on campus to choose from.

### **Washington - Gecko Café**

**Location:** Main (MA) Building, Room MA 1114

The Gecko Café is located in the Main Building, near the student lounge and offers a variety of menu items at reasonable prices. At the cafeteria, you can choose from burgers and fries, Crust pizza, salads, soups, sandwiches, and an assortment of drinks, snacks, desserts, and sides. Breakfast and lunch are served. Vending options are also available.

### **Gashington - Gecko Espresso**

**Location:** Integrated Education (IE) Building, Room IE 1140 - next to library

Gecko Espresso is located on the first floor of the IE building, near the Library, and offers coffee drinks, bagels, pastries, sandwiches, and more.

### **Central City**

**Location:** B Building, Room Portal 8 - use center courtyard entrance

Canteen provides a vending area in the cafeteria area on the Central City Campus. You are able to select items and pay for them using cash or credit cards. Disputes are handled through the phone number on the machine. The area is under camera surveillance monitored by Public Safety.

## **Career Services**

**Phone:** (602) 286-8500

**Email:** [careercenter@gatewaycc.edu](mailto:careercenter@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/career-services>

**Hours:** Virtually: Monday-Thursday 8:00 a.m. - 5:00 p.m. & Friday 10:00 a.m. - 5:00 p.m.

### **Plan Ahead for Career Success**

The Career Center is open to all students, alumni and community members. Up-to-date resources and individualized assistance is offered in career assessment, career planning, resume development, interview preparation, job search resources, employer contacts, and internships. Our goal is to assist you with your career and job search needs, no matter if you are in the early stages of exploration or the later stages of interviewing.

In order to help you build effective job searching skills, we provide:

- Internet access to find potential employment with local, state and national employers
- On campus employer recruitment
- Workshops to develop job searching, resume writing, interviewing and employable skills
- Internships
- Job search resources
- Search assistance in finding hundreds of jobs by career field and other categories where you can apply online and submit your resume

- An annual job fair connecting employers with job seekers by industry

### **Not Sure What You Want to Study?**

You can discover majors and in-demand careers based on your interests by using [Career Coach](#). This quick assessment helps you explore potential future jobs, which helps guide your educational journey.

### **Alumni**

Reach back and support Student Success through Connect with Alumni found here:

<https://www.gatewaycc.edu/alumni>

## **Center For Student Life and Leadership**

**Website:** <https://www.gatewaycc.edu/student-life>

### **Get Involved at GateWay**

College is about more than what happens in the classroom. GateWay's Office of Student Life and Leadership offers opportunities for you to get involved, so you can connect with other students and faculty, follow your passion, contribute to the community, and grow as an individual. Explore your opportunities and enjoy the student life!

### **Student Organizations**

College is the perfect time to develop vital leadership, social and communication skills through club interactions. Our Student Life Office offers many opportunities for students to participate in athletics, join student leadership groups or simply get to know another fellow Gecko.

Whether you're interested in exploring different cultures, advocating for student issues or playing a round of chess with friends, our many student organizations provide opportunities for everyone.

- [Anime Club](#)
- [Esports](#)
- [Hispanic Student Organization](#)
- [Inter-Tribal Club](#)
- [LGBTQIA+ Club](#)
- [Male Empowerment Network \(MEN\)](#)
- [Phi Theta Kappa](#)
- [Student Association of Radiologic Technologists \(StART\)](#)
- [Student Nurses Association](#)
- [Veterans Club](#)
- [Women Rising](#)

## **College Police / Parking**

### **Locations:**

- Washington Campus, College Police Building

- 18th Street, 1st Floor Lobby
- Central City, A-Building, Room A113
- Deer Valley, Room 151
- Phoenix Forge480

**Phone:**

- Emergencies 24 hours/day: (480) 784-0911
- Non-Emergencies: (480) 784-0900

**Website:** <https://www.gatewaycc.edu/students/college-police-and-emergency-information>

**Hours:**

- Washington Campus: College Police staff is on-site 24 hours a day, seven days a week
- 18th Street: operational hours
- Central City: operational hours
- Deer Valley: operational hours
- Phoenix Forge: operational hours

**Office Hours for Parking Permits and Other Requests:**

- Washington Campus: Monday-Thursday 6:00 a.m. - 7:00 p.m.
- Deer Valley (in the Business Services office): Monday-Thursday 8:00 a.m. - 5:00 p.m.
- Central City (in the Business Services office): Monday-Thursday 8:00 a.m. - 5:00 p.m.

The Maricopa Community Colleges Police Department at the GateWay Community College Washington Campus is located in the College Police Building. The campus is manned 24/7/365. The telephone number is (480) 784-0900. The primary role of the Department is to provide assistance and protection of people on campus and the protection of District and personal property.

**Areas of Refuge**

Areas of Refuge for disabled persons are located in the following areas at the Washington Campus :

- In the Main Building, second floor (southwest side) in the vicinity of Room MA2305
- In the Center for Health Careers Education on the opposite side of Room CH2035 in the south wing
- In the Center for Health Careers Education, west of Room CH2153 in the north wing
- In the Integrated Education Building, second floor (east side) by the elevators near the Learning Center
- In the Integrated Education Building, second floor (west side) in the vicinity of Room IE2214
- In the Integrated Education Building, third floor (east side) by the elevators near the faculty offices
- In the Integrated Education Building, third floor (west side) in the vicinity of Room IE3209
- In the Main Building, second floor (southeast side) in the vicinity of Room MA2111

During evacuations, disabled persons should be assisted to these locations for evacuation by College Police, Fire Personnel, Faculty, Staff, or anyone else who can be of assistance.

**Assistance with Disabled Motor Vehicles**

Reasonable attempts will be made to assist persons that are experiencing vehicle problems, such as a dead battery, or a low tire. Persons experiencing such problems should proceed to the College Police Department or contact us at (480) 784-0900.

Students, faculty and staff are encouraged to report all criminal activity and emergencies that occur on campus. A report may be filed through a College Police officer. In case of emergency, individuals may utilize (480) 784-0911 or 9-1-1 if exceptional circumstances exist. Dialing 9-1-1 will go to the Phoenix Police Department, not College Police, and College Police may be unaware of the call. Reports of a non-emergency nature may be reported via the phone or made in person at the College Police Office.

### **Safety Escorts**

A safety escort is available to students, faculty and staff who wish to be accompanied to any location on campus. Anyone may request an escort in person at the College Police Building or by calling (480) 784-0900. A College Police employee will accompany you to your on-campus destination.

### **Smoking**

In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke-free and tobacco-free environment, effective July 1, 2012. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks common areas, grounds, athletic facilities and libraries.

### **Student Responsibility in Crime Prevention**

The cooperation and personal support of students is crucial to the success of safety and security programs with regard to the campus community. Students must assume some responsibility for their own safety and the security of their personal property. By taking common sense precautions and adopting an awareness of their surroundings and environment, students can greatly reduce the probability of becoming a victim of a crime. To assist the student in becoming better informed, the College Police Department provides the following information:

- Certain types of crimes may pose an on-going threat to the campus community.
- Notification of an immediate or on-going threat may be disseminated through text messaging and email through the use of the emergency notification system commonly referred to as RAVE Notification, public address system or face-to-face. The College Police Department may use any or all means available to make the necessary notifications.
- The College Police Department publishes an annual report identifying the types of crime that have occurred on campus during the fiscal year. The type of crime reported is defined by the FBI in the Uniform Crime Reporting System.
- The report is prepared annually and is available on the GateWay web site at: <https://www.gatewaycc.edu/students/college-police-and-emergency-information>

## **Copy / Mail Center - Pacific Office Automation**

### **Location:**

- Washington Campus, Main Building (MA) MA 1210

**Phone:** (602) 286-8313

**Website:** <https://www.gatewaycc.edu/copy-services>

Copy services are provided by [Pacific Office Automation](#). The Pacific Office Automation (POA) Copy Center is conveniently located in the center of campus in the Main building, room MA1210.

Click on [Digital Store Front](#) to place an order.

We provide complete copy services, including:

- High Speed Black & White Copying
- Color Copies
- Coil Binding
- Digital Copying
- Personal Copying
- Cutting and 3-Hole Punching
- Oversize Copying
- NCR Forms
- Padding
- Laminating
- Tabs
- Folding
- Campus Copier Support

## **Counseling**

**Location:** Washington Campus, Main Building, MA 1372

**Phone:** (602) 286-8900

**Email:** [counseling@gatewaycc.edu](mailto:counseling@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/counseling>

### **Emergency Resources:**

In the event of an emergency, dial 9-1-1 or if on campus the College Police at: (480) 784-0911.

### **Additional Emergency Resources:**

- EMPACT Local 24-hour Crisis Hotline: (480) 784-1500
- EMPACT Toll Free 24-hour Crisis Hotline: (855) 785-1500
- Substance Abuse and Mental Health Service Administration (SAMHSA) National Suicide and Crisis Line: 9-8-8 (call or text)

### **Counseling Services:**

Counseling Faculty at GateWay Community College are a talented and diverse team of highly trained professionals who have years of experience and are ready to help you address life management challenges related to your college experience. Our team offers a wide variety of services designed to help students with assessing issues and concerns, problem solving, and decision making as it pertains to attaining academic, career and personal goal achievement such as:

- Navigating college, transitions, and next steps
- Career counseling
- Academic concerns (test anxiety, time management, stress management, etc).
- Goal setting and personal support
- Eliminating self-defeating behavior
- Support during a crisis
- Referrals to campus and community resources

*\*Please note: Counseling faculty do not provide clinical mental health services. If a student is seeking clinical care, diagnosis, or treatment, counseling faculty can provide community referrals.*

Individual counseling services are voluntary, private, and free to currently enrolled students at GateWay Community College. In addition, students can benefit from programs and initiatives that promote well-being and success such as:

- Wellness Labs are held on a monthly basis in the 5C Student Success Center to promote campus community connection, wellness, mindfulness, and strategies for relaxation, self care and stress management.
- Visits with our certified therapy dogs (The GateWay Canine Counselors), who provide a calming presence on campus.
- NOW (No Opportunity Wasted) Program, which offers personalized support and financial assistance to help students overcome barriers to college retention.
- Student Emergency Fund, to help students in additional financial crises.

Please see our website for more information and hours of operation.

## **Disability Resources**

### **Locations:**

- Washington Campus, Integrated Education Building, Room IE 1202
- Central City, A 102A
- Deer Valley

**Phone:** (602) 286-8171

**Email:** [DRS@gatewaycc.edu](mailto:DRS@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/disability-resources>

**Hours:** please visit website - <https://www.gatewaycc.edu/disability-resources>

The DRS team is available to assist you and can be reached at (602) 286-8171 and [DRS@gatewaycc.edu](mailto:DRS@gatewaycc.edu).

The Disability Resources and Services (DRS) Department endeavors to empower all students, advance their independence and develop a sense of self-advocacy. We strive to create a learning environment that assists students in reaching their full potential with reasonable accommodations.

Important Reminder: It is the student's responsibility to inform the DRS Office of his or her need for accommodation(s) each time he or she registers for a new course. All accommodations and academic adjustments are course and semester specific and do not carry over from course to course or semester to semester. If you are a returning student, please contact DRS Office for an accommodation renewal at the start of each new course or each semester.

### **About Disability Resources**

If you are in need of accommodations such as an American Sign Language Interpreter or captioning for these purposes, please contact DRS Office.

The [Americans with Disabilities Act](#) requires institutions of higher education to provide reasonable accommodations to those with documented disabilities.

A reasonable accommodation is the provision of an auxiliary aid, or modification to the course or program, that will allow access to the educational program, material, activity, or degree. Examples include:

- Ensuring classroom and campus spaces are accessible
- Providing academic accommodations/adjustments in the classrooms
- Securing accessible materials
- Providing resources and services to ensure access

It is the responsibility of the student to inform the institution of his or her need for accommodations.

### **Disability Resources and Services**

New to GWCC?

After you have been admitted as a student at GateWay Community College, your first step in applying for disability services is to complete the online New Student Application. Click on the DRS Connect icon on the upper right of the webpage to complete the application. Please include your phone number that you can be reached at and your Maricopa student email. The DRS team ONLY utilizes Maricopa student emails to communicate with students. You will need to check your Maricopa student email on a regular basis so the DRS Team can guide you through your next steps of the DRS application process. You must provide disability documentation to DRS. Learn more about the MCCCCD policy regarding [disability documentation](#).

Disability documentation may be provided to the DRS Office in several ways:

- Upload disability documentation at the end of the DRS Connect application online.
- Email disability documentation to [disability.services@gatewaycc.edu](mailto:disability.services@gatewaycc.edu)
- Bring in person to the GateWay Washington Campus IE Bldg. Room IE 1202 First Floor.

The DRS Manager or a DRS Advisor may recommend resources and/or services. The DRS Manager or DRS Advisor may recommend services if you have a disability as defined by federal law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Amendments Act (ADAAA) of 2008).

Sample Resources and Services may include:

- Alternative format textbooks
- Testing accommodations

## **Enrollment Services**

**Website:** <https://www.gatewaycc.edu/enroll>

We are excited that you are choosing GateWay Community College to pursue your education and training. Please follow the steps below, depending on the types of classes you are interested in.

### **Credit Programs**

With our credit-based degree and certificate programs, you can earn a certificate, associate degree, or start your bachelor's degree in your desired field. GateWay offers affordable tuition, convenient locations, and so much more!

### **Trade and Technical Training**

With our trade and technical training programs, also known as clock programs, you can earn a certification in your desired field in as little as six months. You will learn by doing and receive hands-on training from industry professionals.

### **Choose A Program**

See which path could be right for you. Learn more about our fields of interest, and review the degree and certificate options available for each.

### **Paying For College**

Paying your tuition shouldn't be complicated. Learn about the multiple payment options that make it easy.

Once you register for your classes, you will need to pay your tuition. There is no single best way to pay your college tuition, but knowing your options will help you create a plan that works best for you. Take action early if you plan to apply for financial aid or need to set up a payment plan. Be sure to monitor your Maricopa student email and Student Center regularly for new payment balances, due dates, and other updates, such as financial aid awards.

### **Financial Aid and Scholarships**

Concerned about education costs? Learn about financial aid and other scholarships you may qualify for.

A student's goal of attaining higher education shouldn't be out of reach because of cost. GateWay Community College Financial Aid Office's goal is to provide resources for students to find the funding needed to help pay for their educational expenses, including tuition, fees, and books.

## **HLC Student Guide**

The HLC and external experts have identified questions to help students be more informed, to think about what they should ask before, during, and after college. The intent of [Ask the Right Questions: A Student Guide to Higher Education](#) is to give students and others a roadmap to the choices available within higher education.

This resource was developed through collaboration with several higher education organizations that work directly with students. In addition, HLC conducted focus groups and received feedback from high school students, student veterans, and adult learners.

## **Financial Aid**

**Location:** Washington Campus - IE Building - Enrollment Service area

**Phone:** (480) 731-8900 Maricopa Contact Center

Hours for Financial Aid Answer Service:

1. Fall and Spring: Monday-Thursday 8:00 a.m. - 6:00 p.m. & Friday 10:00 a.m. - 5:00 p.m.
2. Summer: Monday-Wednesday 8:00 a.m. - 7:00 p.m. & Friday 10:00 a.m. - 7:00 p.m.

**Online Chat & Virtual Meetings:** <https://www.gatewaycc.edu/pay-college/financial-aid>

**Email:** [finaid@gatewaycc.edu](mailto:finaid@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/pay-college/financial-aid>

**Hours:**

- Fall and Spring: Monday-Thursday 8:00 a.m. - 5:00 p.m. (5:00 p.m. to 6:00 p.m. Virtual services only) & Friday 10:00 a.m. - 5:00 p.m.
- Summer: Monday-Thursday 8:00 a.m. - 6:00 p.m.

GateWay Community College offers financial aid to eligible students through a variety of options, including grants, scholarships, federal work-study, and federal student loans. Students may receive aid from a single source or as part of a comprehensive financial aid package that includes multiple funding types. Award amounts are determined by several factors, including financial need, enrollment level, eligibility criteria, packaging policies, and available funding.

Per federal regulations, students are primarily responsible for financing their education. For dependent students, parents also share this responsibility. All financial aid is awarded based on demonstrated financial need, as determined by the Student Aid Index (SAI) from the student and, when applicable, their parents. The federal criteria for dependency status can be found on the [Free Application for Federal Student Aid \(FAFSA\)](#).

### **Eligibility**

To qualify for federal student aid at GateWay Community College, students must meet all of the following requirements:

Students must be U.S. citizens or eligible non-citizens. They must be admitted as a regular student in an eligible program and enrolled only in classes required for that program. Students are also required to maintain satisfactory academic progress, as outlined in the Satisfactory Academic Progress (SAP)

policy. Applicants must have a high school diploma, GED, or have completed an approved home school program. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) using their legal name and valid Social Security number. Federal regulations require students to demonstrate financial need for need-based aid, such as grants and federal work-study. In addition, students cannot be concurrently enrolled in high school and must not be in default on any Title IV student loan or owe repayment on any Title IV grant. All requested documentation must be submitted in a timely manner, and any funds received must be used for educational purposes. Students should also be aware that there are annual and lifetime limits to the amount of federal grants and loans they may receive. Federal student aid can only be awarded through one institution at a time. Finally, students must be enrolled and actively attending credit or clock hours before any Title IV financial aid funds can be disbursed.

Disbursement of aid will occur when the disbursement process begins for the semester/payment period or shortly after the start of the first class, whichever comes later. Students awarded a loan for one semester or payment period will receive their loan disbursements in two separate but equal amounts, with the second disbursement paid out no sooner than halfway through the semester or payment period. To receive the second disbursement, both the clock and credit hour student must be in good academic status currently attending, and the credit hour student must be enrolled in a minimum of six (6) credit hours (with no less than six (6) viable hours (viable hours are hours that have not been withdrawn or dropped from, and or graded with a failed grade of F, Z, or Y)). If the student's level of enrollment is reduced after financial aid has been disbursed, the award must be recalculated, and the student may be required to repay the amount.

### **How to Apply**

Students are strongly encouraged to apply for financial aid as early as possible. Priority consideration for limited funding may be given to those who complete the full application process by **March 1**. Continuing students must reapply for financial aid each academic year. New students enrolling for the first time in the **spring** or **summer** semesters should apply well in advance of the semester or payment period they plan to attend.

To begin the process, students must complete the **Free Application for Federal Student Aid (FAFSA)** online at [studentaid.gov](https://studentaid.gov). When applying, be sure to use the correct school code:

- **GateWay Community College (Credit Hour Programs):** 008303
- **GateWay Community College (Skill Center/Clock Hour Programs):** E00701

After submitting the FAFSA, students will receive a **Student Aid Report (SAR)** by email. GateWay Community College will also receive the FAFSA results electronically and begin processing the student's financial aid eligibility.

After applying online, students must frequently check their Student Center account at <https://www.maricopa.edu/students> and their Maricopa Gmail account, as additional documents may be required to complete their application or resolve any inconsistencies. Student financial aid applications can only be reviewed once all requested documents have been received. Review of documents submitted initially sometimes triggers the need for additional information, which could require further documentation or clarification. The student needs to apply early. It is also essential that students ensure

their current phone numbers, email addresses, and mailing addresses are always correct, as they may receive emails, texts, or phone calls from the financial aid office. Aid applications may be denied if the mail is returned due to a bad mailing address.

## **Grants**

Grants are funds that typically do not have to be repaid as long as the class is required for the completion of the student's Program of Study and the student finishes the courses for which the grant was received. Students who withdraw or cease attending may be required to repay some or all of the grant.

### **Federal Pell Grant**

Eligibility for Pell Grant must be determined first. Pell Grant awards are based on need, with amounts dependent on congressional appropriations and cost of attendance. Their enrollment intensity percentage determines the amount of the student's award in a credit-hour program. The amount of the Pell Grant awarded to students enrolled in a clock-hour program is similar, although it is determined by prorating the hours in the program against the hours found in an academic year. As of July 1, 2012, students have a lifetime limitation of 600% Pell Grant, equivalent to 12 full-time semesters/payment periods. Reaching the lifetime maximum may affect eligibility for assistance in other federal student aid programs.

### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

FSEOG awards are subject to fund availability, student need, packaging policy, and enrollment status. Per federal regulation, priority is given to students with exceptional financial needs and students who are also eligible for a Pell Grant. Award amounts may vary according to fund availability, student need, packaging policy, and enrollment status.

### **Leveraging Educational Assistance Partnership (AzLEAP)**

LEAP recipients must be Arizona state residents and enrolled at least half-time. Award amounts will vary depending on fund availability, student need, packaging policy, and enrollment status. Students who receive FSEOG will not receive LEAP.

## **Scholarships**

Scholarships generally do not require repayment. Scholarships come from a variety of sources and are awarded based on criteria specific to a particular scholarship. Scholarships are typically competitive, and no student should assume funds are guaranteed until either notified by a donor of their award or funds have been awarded to the student's account and are viewable. Per federal regulations, scholarships must be considered a resource in determining eligibility for federal student aid. Receipt of a scholarship could cause a reduction in federal funds already awarded. Students are responsible for reporting any scholarships received. Students are encouraged to apply for any and all scholarships for which they meet qualifications. Information on Scholarships can be found at <https://www.gatewaycc.edu/scholarships>. New scholarships become available throughout the year, so students should monitor this site on a regular basis. Free scholarship information and searches are also available at this site.

## **Employment**

Students who are looking for employment at GateWay Community College may be offered part-time employment on campus, with work hours structured around the student's class schedule. Students looking for part-time jobs on campus should begin their search with the job postings in Career Services.

## **Federal Work-Study (FWS)**

FWS awards are based on fund availability, student need, and enrollment status. Students must apply online for positions through the Maricopa Community Colleges Careers site. There is no guarantee that every student will be placed or that they will earn the entire amount of their awards.

## **Non-Work Study Employment**

Some departments on campus may have institutional funds to hire student employees. Positions for these work opportunities may be posted in Career Services or the Maricopa Community Colleges Careers site.

## **Federal Loans - William D. Ford Federal Direct Loan Program (Direct Loan)**

Direct Loans are low-interest loans for students to help pay for the cost of their education after high school. The lender is the U.S. Department of Education rather than a bank or financial institution. With the Direct Loan, eligible students borrow directly from the federal government and have a single contact - their loan servicer - for everything related to the repayment of their loans. Additionally, the student will have online access to their Direct Loan account information at <https://studentaid.gov/h/apply-for-aid>. Awarding is subject to student eligibility, program of study, and existing debt level (as well as subject to terms of a default management plan). All student borrowers must attend an entrance counseling session to fully understand their rights and responsibilities associated with a student loan. The student must still be enrolled in their program and eligible for the loan at the time of disbursement (for Credit programs, the student must be enrolled in six or more viable credit hours; classes graded with a grade of F, Y, Z, W are no longer viable). An exit interview must also be completed when a student withdraws or graduates from a program. The interest rate on Direct Loans is variable but will never exceed 8.25%. Accepting all loans offered may negatively affect eligibility for need-based scholarships and federal work-study opportunities. Loans always require repayment, so students are encouraged to take a loan only after exploring all other funding possibilities.

## **Subsidized Loan**

Eligible students who meet the federal definition of "need" may receive subsidized loans. The federal government pays interest on the loan until the student enters repayment. No interest is charged as long as the student is enrolled at least half-time and during deferment periods.

## **Unsubsidized Loan**

Students who are otherwise eligible for loans but do not qualify for the subsidized loan may receive Unsubsidized loans. Interest immediately begins accruing on the unsubsidized loan, and the student is responsible for the interest from the moment the loan is disbursed until it is paid in full.

## **Treatment of Title IV Aid When a Student Withdraws**

The law specifies how your school must determine the amount of Title IV program assistance you earn if you withdraw. The Title IV programs that are covered by this law are the following: Federal Pell Grants, National SMART Grants, TEACH Grants, Direct Loans, and the Federal Supplemental Educational Opportunity Grants (FSEOGs). When you withdraw during your payment period or period of enrollment (you may contact the Financial Aid office to define these for you and tell you which one applies; the amount of Title IV program assistance you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount you earned, you may receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance you were scheduled to receive. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. You will be offered the funds if you do not give your permission. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. Some Title IV funds you were scheduled to receive cannot be disbursed to you once you withdraw because of other eligibility requirements.

For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you (or your school) receive excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of the following: your institutional charges multiplied by the unearned percentage of your funds, OR the entire amount of excess funds. The school must return this amount even if it did not keep this amount of your Title IV program funds.

Any amount of unearned grant funds you must return is called an overpayment. The maximum amount of a grant overpayment you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds. When you withdraw, the requirements for Title IV program funds are separate from any refund policy your school may have in place. Therefore, you may still owe the school funds to cover unpaid institutional charges. You will be charged for any Title IV program funds you received that GateWay Community College was required to return.

### **Satisfactory Academic Progress**

## **Credit Hour / Maricopa Community Colleges Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility**

To remain eligible for federal and state aid programs, students must meet all of MCCCDC's Satisfactory Academic Progress (SAP) standards regardless of whether they have received financial aid in the past. These standards apply to a student's entire academic record at any MCCCDC college, including transfer credit hours accepted by the college.

1. Definitions and Terminology Pertaining to this Policy:
  - a. Summer: Summer enrollment includes all courses scheduled within the summer enrollment period and all coursework counts in the SAP evaluation.
  - b. Non-Standard Session/ Clock Hour: Sessions that do not follow the semester's traditional start and end dates.
  - c. Attempted Credit: Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, Y, or Z is received, and courses not yet graded.
  - d. CGPA [Cumulative Grade Point Average]: The MCCCDC grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.
  - e. Financial Aid Warning: status assigned to an eligible payment period for the next enrolled semester after failing SAP GPA (2.0) and/or Completion Pace (1/3). Students not meeting the maximum time frame evaluation are not eligible for a warning period.
  - f. Appeal: A process by which a student who is not meeting the institution's satisfactory academic progress standards is eligible to appeal to the institution for reconsideration of the student's eligibility for Title IV HEA program assistance based on extenuating circumstances. All appeals at GateWay Community College must go through the N.O.W. (No Opportunity Wasted) committee process. N.O.W. program committee contact information:

Phone: (602) 286-8250, Email: [gwcnow@gatewaycc.edu](mailto:gwcnow@gatewaycc.edu)

- g. Extenuating Circumstance: A one-time (not ongoing) circumstance that is beyond the reasonable control of the student
    - h. Financial Aid Probation: A status assigned by an institution to a student who fails to make satisfactory academic progress and has appealed and had eligibility for aid reinstated. A student in this status may not receive Title IV HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student meets the requirements specified by the institution in the academic plan for the student.
    - i. Academic Plan - A plan developed through the SAP Appeal Process will help a student qualify for further Title IV HEA program funds and complete the program within 150% of the published program length.
    - j. Financial Aid Suspension - The status assigned upon failing to meet the minimum SAP standards or the terms of probationary status. Students in this status are not eligible to receive Title IV HEA assistance.
2. Federal regulations (CFR 668.32(f) and 668.34) require institutions of higher education to evaluate Satisfactory Academic Progress (SAP) using qualitative (GPA) and quantitative (pace of progression) standards.

3. Qualitative and quantitative measures of SAP are required to ensure students receiving Federal Student Aid are progressing toward the completion of a degree or certificate within an eligible program.

4. Specific requirements for academic progress for Federal Student Aid recipients are applied differently than Scholastic Standards. Federal regulations state that SAP Standards must include a review of a period of enrollment, regardless of whether aid was received. Standards are applicable for all enrolled payment periods, including all levels of enrollment (full-time or part-time enrollment). Students will be evaluated using the standards described below.

5. Failure to meet any of the minimum standards outlined below will result in a student's loss of HEA, Title IV Federal Student Aid

### **Evaluation Period**

1. Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each payment period. A credit hour program payment period is a semester (Fall, Spring, and Summer). For clock hour programs, a payment period/evaluation period depends on the hours required in the program. Standards of Satisfactory Academic Progress (SAP) are evaluated based on qualitative (GPA), quantitative (pace or progression), and maximum time frame. Failure to meet any of these standards may result in the loss of eligibility for financial aid. Grades of F, I, N, W, X, Y, Z, and courses not yet graded are considered attempted, but not completed in evaluating SAP. Late grades will be recalculated and may change eligibility.

- a. Grade Point Average Qualitative Measurement: Students must maintain a 2.0 cumulative Grade Point Average in order to meet SAP GPA requirements.
- b. The Pace of Progression Quantitative Measurement: Students must successfully complete 2/3 (66.67%) of all attempted coursework. For clock hour programs, please refer to program attendance requirements.
- c. Maximum Time Frame Measurement: (For Credit hour) Students must be able to complete their program within 150% of the published program length. Once students have attempted 150% of the published program length, they are no longer eligible for Federal Student Aid. For example, a 16-credit certificate program will allow up to 24 credit hours to complete the program. A 60-credit Associate's Degree will allow up to 90 credit hours to complete the program. (For Clock hour) The time frame for clock hour students is 100% of the published program length.

2. Courses included in SAP evaluation:

- a. All attempted coursework, regardless of enrollment status
- b. Courses funded through a Consortium Agreement
- c. All attempted remedial credits, including English as a Second Language (ESL) courses.
- d. Repeated course work
- e. All transferred coursework
- f. Grades attempted, but not completed (F, I, N, W, X, Y, Z)

3. Coursework included in the Maximum Time Frame evaluation:
  - a. All of those included in the Pace of Progression evaluation
  - b. Any Bachelor's degree (or higher) earned will be considered to have exhausted the maximum time frame for eligibility.
  - c. All coursework forgiven through the Academic Renewal Process.
4. Coursework not included in SAP evaluation:
  - a. Audited courses
  - b. Non-credit courses
  - c. Credit by examination
  - d. Credit for prior learning option (as outlined in the college general catalog)

### **Notification**

Students who have applied for Federal Student Aid but are not meeting Satisfactory Academic Progress requirements will be notified via email of their FA Warning or ineligibility for financial aid. The notification will direct students to information regarding available college resources during the Warning Period and the appeal process in cases of extenuating circumstances.

### **Financial Aid Warning**

Students are allowed a warning period upon failing Qualitative and/or Quantitative SAP standards. The warning period allows one (1) payment period (semester) of Federal Student Aid eligibility upon failing SAP. The warning period will follow the semester for which SAP was not met, meaning the next semester for which the student registers for classes. In order to receive the Warning period, students must meet the Maximum Time frame requirements.

### **SAP Appeal**

Any student who has lost federal student aid eligibility due to a resolved, one-time extenuating circumstance may appeal to reinstate their financial aid by completing a Satisfactory Academic Progress Appeal Form. The form must address:

1. What caused the student's work to fail and supporting documentation.
2. Each incomplete/failed course.
3. Below acceptable standards-specific explanations must be provided, including how the extenuating circumstance has been resolved and
4. If the appeal is granted, how will the student maintain good academic standards and progress toward the degree?

The outcome of the appeal will depend upon:

1. The nature of the extenuating circumstances (if the stated circumstance qualifies as such),
2. The quality of the documentation provided, and
3. How well has the student demonstrated the ability to progress toward degree completion within a reasonable time period?

The documentation submitted is confidential. All decisions are final and cannot be appealed. For assistance in completing SAP appeal paperwork, including examples of supporting documentation, visit your college's Financial Aid Office.

Students will be notified of the results of their appeal within 14 business days of filing the appeal. Notification will include any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary period. Appeals granted longer than one payment period must include an academic plan, which must be followed. Failure to follow an approved academic plan will immediately suspend Federal Student Aid. Students are responsible for any and all debt incurred as a result of this adjustment to financial aid. Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of future financial aid eligibility.

### **Regaining Eligibility**

A student who has lost financial aid eligibility can regain it by meeting the minimum SAP standards. In some instances, coursework transferred from other colleges may be considered for reinstatement purposes.

### **GateWay Community College Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility (Clock Hour Students)**

As part of Federal law and regulations, GateWay Community College requires that all students receiving financial aid maintain Satisfactory Academic Progress (SAP) according to both qualitative and quantitative measures established by the College following Federal guidelines.

The following policy represents the standards adopted by the College and the Financial Aid Office. To receive financial aid, students enrolled at GateWay Community College must be enrolled in a financial aid-eligible program and meet the qualitative and quantitative SAP requirements toward a certificate. Progress standards for students enrolled in an eligible program who receive Title IV Aid are the same as or stricter than the institutional standards for students enrolled in the same program who are not receiving Title IV Aid.

1. **Qualitative (GPA):** This is determined through a student's ability to demonstrate competency in the course or subject matter. Program or course syllabi provide the student with information regarding the predefined measure for determining successful course completion per the college's Student Grading and Performance Policy. Students must maintain a 2.0 cumulative Grade Point Average to meet SAP GPA requirements.

2. **Maximum Time Frame:** Students are expected to complete their certificate within the scheduled time frame of the program. However, a maximum time frame in terms of program completion for Financial Aid students is equal to 1-1/2 times the length of the overall program (otherwise known as time and a half). For example, if a program is 900 hours, the student may be allowed to take up to 1350 hours to complete the program. In this example, the student does not receive additional funding for the extra 450 hours. Students who cannot complete within the time

and half allotment will be dropped from the program and lose Financial Aid eligibility. Student-completed credit hours will not be converted to Clock hours for this SAP measurement.

3. **Repeated Courses:** Students are expected to pass all courses within a certificate program and are responsible for paying all charges related to repeated courses.
4. **Transferred Coursework:** Coursework transferred in by a student will be counted towards the maximum timeframe. The maximum time frame is reduced for transfer students based on the remaining program length for which they are enrolled. For example, if a student transfers 200 hours towards a 900-hour program and is enrolled for 12 hours a week, the student will be required to complete the remaining 700 hours in approximately 58 weeks (700/12 hours per week = approximately 58 weeks). This example's maximum time frame is 58 weeks \* 1.5 = an 87-week maximum time frame to complete the 700 initial requirements.
5. **Period of Evaluation: Qualitative (GPA)** progress is evaluated at the end of each payment period. **Maximum Time Frame progress** is evaluated before the student's file is reviewed for an award. Students fail the maximum timeframe measure when it is determined that they cannot complete their program within the maximum timeframe, not when they actually reach the maximum timeframe.
6. **Financial Aid Warning:** Students who do not meet the Qualitative (GPA) measurement of satisfactory academic progress as defined by this policy are immediately placed on Financial Aid Warning but are still eligible to receive financial aid for the next payment period. Students under Financial Aid Warning must meet with the N.O.W. program to develop an academic plan. A copy of the signed plan will be electronically filed in the student's financial aid record.
7. **Suspension:** Students with a financial aid warning status who do not make satisfactory academic progress toward their academic plan will be placed on financial aid suspension. Students on financial aid suspension are not eligible for financial aid for their next payment period. Students placed on suspension are notified via email through their official Maricopa Student email. Students are allowed to continue enrollment without the benefit of financial aid until they meet the requirements of this policy. The student is responsible for paying all charges acquired while on financial aid suspension.
  - a. **Maximum Time Frame:** Students who reach their 150% program hour length will no longer be eligible for financial aid. Students are allowed to continue enrollment without the benefit of financial aid. The student is responsible for paying all charges acquired while on financial aid suspension.
  - b. **Inability to Meet Program Requirements within Maximum Time Frame:** If the financial aid office determines that students cannot meet the program's qualitative requirement within the maximum time frame, they will no longer be eligible for financial aid. Students are allowed to continue enrollment without the benefit of financial aid. The student is responsible for paying all charges acquired while on financial aid suspension.

c. **Disbursement of Financial Aid Funds for Students in Warning Status:** Students in warning status will receive their financial aid disbursement within the standard 14-day disbursement period.

d. **Appeal Process:** A student who is placed on financial aid suspension has the right to submit an appeal to the N.O.W. program. Financial Aid appeals may be submitted for extenuating circumstances such as the death of a relative, an injury or illness of the student, or other extenuating circumstances. The form and any supporting documentation are forwarded to the N.O.W. program. The N.O.W. Program Committee will review the appeals and supporting documentation, and students will be notified of the committee's decision through their official Maricopa Email.

e. **Re-entry upon Acceptance of an Appeal:** Students who re-enter based on an accepted appeal are awarded financial aid for their next enrollment period, placed on financial aid probation for that payment period, and required to meet with the N.O.W program committee to develop an academic plan. Their contact information: Phone: (602) 286-8250, Email: [gwcnow@gatewaycc.edu](mailto:gwcnow@gatewaycc.edu).

## **International Students**

**Location:** Washington Campus

**Phone:** (602) 286-8063

**Email:** [iso@gatewaycc.edu](mailto:iso@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/students/international-students>

We greatly enjoy having international students on our campus, and we look forward to welcoming you in person. The International Student Office determines F-1 international student admissions and assists admitted students with registration, on-campus employment, off-campus employment, health insurance, immigration, academic and cultural adjustment needs.

This school is authorized under Federal Law to enroll non-immigrant students.

All F-1 international students are encouraged to stop by and visit, exchange and share multicultural and life experiences with our diverse student community.

### **Concurrent Enrollment for F-1 International Students**

The International Student Office at GateWay Community College provides International F-1 students the opportunity to take courses at two approved institutions at the same time. Get started by filling out the Student Admissions Application, and submitting the Concurrent Enrollment Form.

### **Admissions Process**

To apply for admission to GateWay Community College, you will need to provide the following documentation. Please download the [International Admissions Application](#) and follow the instructions

OR please [click here](#) to complete the International Admissions Application and submit the required documentation online.

Important: Please verify that your application package is complete before you send it and that you have followed all the instructions as described above. Failure to submit the documents as required will result in delay of the processing of your application. Please email or call if you need clarification of the application instructions. Please allow at least two to three weeks for review and processing of your application package.

Please send the completed application form and all required documents to:

Attn: International Admissions

GateWay Community College

108 N. 40th St., Phoenix, Arizona 85034 USA

Do not send bank documents or school certificates by email as we require official, original documents.

When you have received your acceptance letter and SEVIS I-20 Form, please make an appointment to apply for the F-1 Student Visa at the US Consulate in your home country. To locate the US Consulate closest to you, please visit the US Embassy site at <https://www.usembassy.gov/>.

## **Learning Center**

**Location:** Washington Campus, Integrated Education (IE) Building, Room IE 2108

**Phone:** (602) 286-8800

**Email:** [lctutoring@gatewaycc.edu](mailto:lctutoring@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/students/learning-center>

**Hours:** please visit website - <https://www.gatewaycc.edu/students/learning-center>

The Learning Center provides free academic support services for GateWay Community College students. Listed below are some of the services offered by the Learning Center.

### **Tutoring**

In-person and virtual tutoring is available for currently enrolled GateWay Community College students in, but not limited to, the following subject areas:

- Accounting
- Anatomy and Physiology
- Biology
- Chemistry
- Communications
- English/Reading
- English as a Second Language
- Math
- Physics
- Writing for any course (including healthcare and clock programs)

- Math for any course (including healthcare and clock programs)
- Healthcare programs (subject to tutor staffing & availability)

Click the Free Tutoring link in Canvas or visit our website for more information.

### **Study Tips & Tricks**

Consultation and instructional materials are available to assist students in the development and refinement of effective strategies for:

- Memorization
- Note taking
- Test preparation
- Test taking
- Textbook reading
- Time management

### **Learning Tools**

The following learning tools are available for student use in the Learning Center:

- Anatomical models
- Microscopes and slides
- Calculators
- Supplemental textbooks

### **Open Computer Use**

Desktop and laptop computers are available for student use in the Learning Center. They are equipped with Microsoft Office software, including Word, Excel, Access, and PowerPoint. All computers are connected to the internet. Students can print for free in black and white.

### **Private and Group Study Rooms**

The Learning Center houses three small study rooms for private or group use and four large study rooms for group use. These rooms can be reserved for two hours at a time.

Contact the Learning Center to learn how to access these services.

## **Library**

**Location:** Washington Campus, Integrated Education (IE) Building, IE 1115 - next to Gecko Espresso

**Phones:**

- (602) 286-8454 Circulation/Account Information
- (602) 286-8458 Reference/Research Assistance

**Chat:** <https://libguides.gatewaycc.edu/AskALibrarian>

**Email:** [library@gatewaycc.edu](mailto:library@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/students/library>

**Hours:**

- Are subject to change and may vary when classes are not in session.

- Please check our website for up to date hours of service.

### **Get Connected!**

The GateWay Library supports the college's educational programs and culturally diverse community by providing responsive service and accessible resources in a learner-centered environment.

### **Library Services:**

- Reference and research assistance in person, by phone, email, or "Ask A Librarian" 24/7 chat
- Computer access, including laptops available for in-library use
- Group and individual study spaces and rooms
- Printers, photocopiers and scanner. Unlimited black and white printing for students.
- Course reserves (textbooks for in-library use)
- Wi-Fi hotspots and scientific calculators available for checkout
- Culture Passes for free access to museums and cultural institutions.
- Locate and check out books, DVDs and more.
- My Account to see your loans/due dates/make requests and more\*
- Full-text databases of magazines, journals, newspapers, encyclopedias, and images\*
- Try One Search! to search across multiple databases at once
- Full-text eBooks\*
- Streaming media\*
- Maricopa Native Seed Library

\*Off-campus access to these services requires login with MEID and my.maricopa password.

## **Student Tech Support**

**Location:** Washington Campus, Integrated Education (IE) Building, booth outside the Library

**Phones:**

- (602) 286-8413 x6
- (888) 994-4433 (MCCCD 24/7 Support)

**Chat:** [gatewaycc.edu/chat](https://gatewaycc.edu/chat)

**Email:** [studenttechsupport@gatewaycc.edu](mailto:studenttechsupport@gatewaycc.edu)

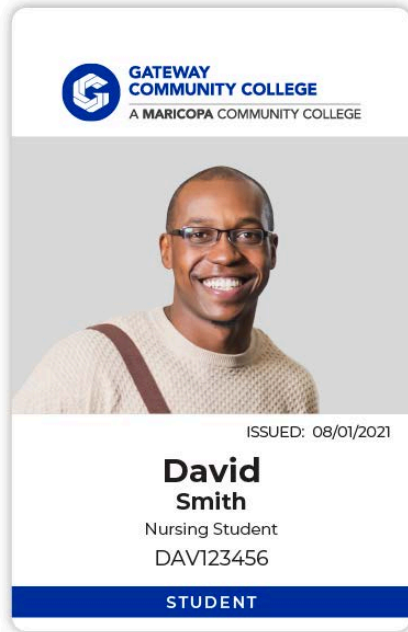
**Website:** <https://www.gatewaycc.edu/student-tech-support>

**Hours:** please visit website - <https://www.gatewaycc.edu/student-tech-support>

Student Tech Support provides technical support for GateWay Community College students. Listed below are some of the services offered by Student Tech Support:

- Technical support for personal devices
- Navigating courses in Canvas
- DUO two-factor authentication
- Using Google apps, including your student email and Google Drive
- Connecting to campus wifi
- Password and account issues
- Downloading Lockdown Browser, and more!

## Student ID Cards



We issue identification cards to all students and college employees. Identification cards help us in facilitating many processes and procedures, including building security and business transactions. There is no fee for the first identification card issued to you.

At this time, we are issuing IDs remotely, so all IDs will be mailed once you complete this [form and submit a photo for the ID](#).

When the form is filled out, a photo of yourself will need to be uploaded..

### Photo ID Requirements

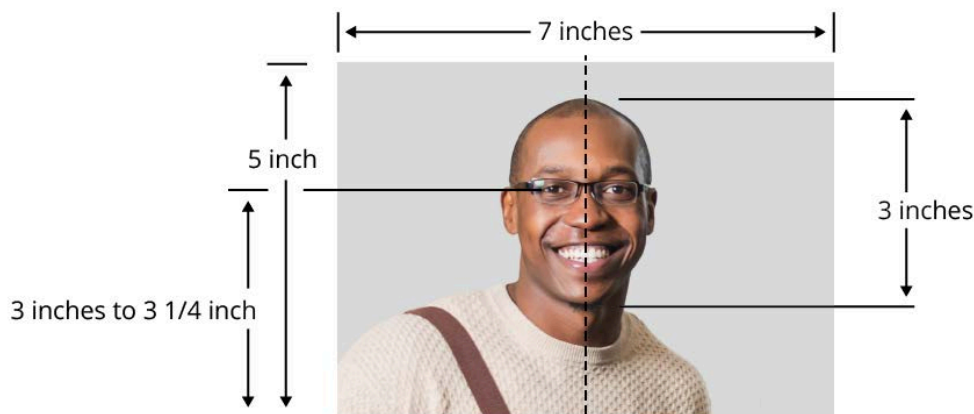
Image Quality:

Your form may be rejected if the image does not meet requirements. We have the right to refuse any document or ask for additional documentation.

Please ensure that your uploaded photo meets the following requirements to avoid delays in obtaining your student ID card:

- Format: correct image file formats (.jpeg, .jpg, or .png)
- Background: Photos need to be taken against a white or off-white, plain background.
- Head position: Photo subjects must be fully facing the camera in their pictures.
- Expression: Individuals must display neutral smiles or expressions.
- Photo: does not have bad contrast, a bad crop, or goofy expression.
- Subject: does not have a hat, sunglasses, busy background, or is too dark.
- Digitally altered photos will not be accepted.

The following measurements are suggested:



## **Student Success Center**

**Location:** Washington Campus, Integrated Education (IE) Building, IE 1115 - next to Gecko Espresso

GateWay is committed to the success of its students by providing an environment conducive to teaching and learning. To ensure that every student takes full advantage of the educational opportunities, the College has developed a series of student success services to help you succeed.

## **ACE Program**

**Phone:** (602) 286-8195

**Email:** [ace@gatewaycc.edu](mailto:ace@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/ace>

Achieving a College Education (ACE) is a nationally recognized program that targets high school students who traditionally would not consider going to college. ACE students are enrolled in concurrent college courses as high school juniors and seniors. They attend college classes during the summer and on Saturdays during the fall and spring semesters. Students can earn up to 24 college credits by the time they graduate from high school.

## **Campus Tours**

**Phone:** (602) 286-8178

**Email:** [gwccampustours@gatewaycc.edu](mailto:gwccampustours@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/tour>

Campus tours introduce students to all the resources we have to succeed. In addition to showing the various buildings and support offices around campus, we provide basic enrollment process information and advice on any next steps the students may need to take. We also have a virtual tour option as well.

## **Dual Enrollment**

**Phone:** (602) 286-8195

**Email:** [dual@gatewaycc.edu](mailto:dual@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/students/dual-enrollment>

Dual Enrollment is an opportunity for high school students to get an early start on college. Dual Enrollment courses allow students to earn both high school and college credit simultaneously during regular school hours at their high school. Dual Enrollment courses are high school courses taught at a college level for Maricopa Community College credit. The credit earned may be transferred to a community college or university upon high school graduation.

### **Gecko GearUp (GGU)**

**Phone:** (602) 286-8178

**Email:** [geckogearup@gatewaycc.edu](mailto:geckogearup@gatewaycc.edu)

**Website:**

<https://www.gatewaycc.edu/students/gecko-gear-new-student-orientation-advising-and-registration>

Gecko Gear Up is the next required step to becoming an official GateWay Gecko and completing the enrollment process. During a Gecko Gear Up session, students will learn about tools designed to help discover their academic and/or career path, practice navigating the Student Center, receive initial academic advising, and begin enrolling in classes. Students will also learn about future financial aid workshops, payment plan options, and other success tips.

### **Honors Program**

**Location:** Washington Campus, Administration & Faculty (AF) Building, Room AF 106

**Phone:** (602) 286-8722

**Email:** [honors@gatewaycc.edu](mailto:honors@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/honors-program>

Participating in the Honors Experience gives students the following benefits:

- Honors designation (Honors) on your academic transcript next to all applicable courses.
- Opportunities to qualify for Honors only scholarships.
- Achievement Awards (based on successful completion of honors obligations and total credits enrolled for the semester)

The Honors program is designed to enhance students' college experience and readiness by offering challenging opportunities to increase their academic, personal and professional potential. The program offers:

- Collaboration with faculty mentors
- Financial stipends and scholarships
- Engaging cultural and social activities
- Special recognition on transcripts and diplomas
- Individualized instruction through special projects•

At GateWay we offer flexibility in the selection of Honors credits as long as they meet a minimum of 3 credits (or more), the selected course is 100 level (or higher), and students obtain instructor permission.

Our Honors program also offers two scholarship options:

- Presidents' Honors Scholarship is for students who graduated from a Maricopa County high school, earned an unweighted high school GPA of 3.25 or higher, apply for the honors program, and begin as a full-time honors student within three academic semesters of their high school graduation date. Students earn a tuition waiver for up to 15 credits per semester for a total of four semesters.
- Honors Achievement Award is for students enrolled in college credit courses who have a GPA of 3.25 (or higher) and have successfully earned 12 credits at any Maricopa college.

### **Hoop of Learning Program**

**Phone:** (602) 286-8195

**Email:** [hoop@gatewaycc.edu](mailto:hoop@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/hoop-learning-program>

The Maricopa Hoop of Learning (HOL) Program is an early high school-to-college bridge program that is designed to increase high school retention, graduation rates and enrollment into Maricopa Community Colleges for American Indian students. In addition, the program fosters educational resilience and career development. It's also designed to develop strong positive cultural identities and personal integrity and offers a culturally relevant curriculum for urban American Indian students.

### **TRIO Student Support Services**

**Phone:** (602) 286-8199

**Email:** [trioss@gatewaycc.edu](mailto:trioss@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/students/trio-student-support-services-sss>

TRIO SSS assists students with basic college requirements, motivates them toward the successful completion of their post-secondary education, and aids students in all aspects of the transfer process to a four-year institution. The program provides assistance with navigating the online student center, developing an Individual Education Plan, tutoring & mentoring, visiting college campuses, attending cultural events and community service, and applying for scholarships. The program is funded by the US Department of Education.

### **TRIO Upward Bound**

**Phone:** (602) 286-8201

**Email:** [upwardbound@gatewaycc.edu](mailto:upwardbound@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/upward-bound>

This program serves 67 eligible HS students preparing them for higher education helping them advance into and succeed at the college level. We provide academic advising, assessment, summer school

programs, college/university campus visits, testing preparation, career workshops, tutoring/mentoring, cultural enrichments, and more. The goal is to increase college enrollment for first-generation and low-income students. This program is also funded by the US Department of Education.

## **Testing and Essential Skills Center**

**Location:** Washington Campus, Integrated Education (IE) Building, IE 1252

**Phone:**

- (602) 286-8160
- (602) 286-8172 Testing Center Manager, Lisa Ford

**Email:** [testing@gatewaycc.edu](mailto:testing@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/students/testing-center/testing-essential-skills-center>

**Hours:**

- Fall and Spring: Monday-Thursday: 8:00 a.m. - 5:00 p.m. and Friday 10:00 a.m. - 5:00 p.m.
- Summer: Monday-Thursday: 8:00 a.m. - 5:00 p.m.

The testing center is currently BY APPOINTMENT ONLY for all in-person exams. However, [Maricopa EdReady.org](https://www.maricopa.edu/edready) provides an online preparation tool to get you ready to take your placement assessments once we re-open. For additional info about placement, also visit:

- [Maricopa EdReady Support Page](#)
- [Student-facing instructions](#) for using EdReady for placement
- [District Placement website](#)
- [Faculty Guidelines & Information](#)
- [Maricopa Prior Learning Assessment \(PLA\)](#)
- [MCCCD Course Placement Chart](#)

The Student Testing Center at the Washington campus provides academic testing to help students accomplish their educational goals. If you do not have a high school diploma or [GED \(https://ged.com/\)](https://ged.com/) and you are planning on applying for financial aid, you must take the Reading, Writing and Math assessments in the same testing session.

The Testing Center at the Washington campus is an [Authorized Pearson VUE Testing Site](#), an [Authorized Kryterion Testing Site](#), and an Authorized ISO-Quality Testing Site, as well. For special accommodations, contact Disability Resources and Services (DRS) at (602) 286-8171, [disability.services@gatewaycc.edu](mailto:disability.services@gatewaycc.edu), or visit <https://www.gatewaycc.edu/disability-resources>.

### **Assessment Policies and Procedures**

- [Faculty Guidelines & Information](#)
- Tests are not administered within TWO hours of closing.
- Referrals to the Assessment Center are made by program advisors, counselors or faculty members.

- Complete and submit a Student Admission Application prior to testing. Forms are available at Enrollment Services.
- A current picture ID is required.
- No children may be left unattended while a student is testing.
- [testing@gatewaycc.edu](mailto:testing@gatewaycc.edu) or call us at (602) 286-8160 for further information.
- Submit the optional Customer Satisfaction Evaluation by the end of the semester.

## **Veterans Services**

**Location:** Washington Campus, Main (MA) Building, Room MA 1220

**Phone:** (602) 286–8076

**Email:** [veterans@gatewaycc.edu](mailto:veterans@gatewaycc.edu)

**Website:** <https://www.gatewaycc.edu/students/veterans-services>

GateWay’s Veterans Services Center assists military members, veterans, and dependent students take advantage of the numerous educational opportunities by connecting them to their VA Education Benefits, scholarships, and other support services necessary for their academic, professional, and personal success.

### **GateWay’s Veterans Services Center is here to help:**

- Veterans
- Active Duty Military Members
- Reserve and National Guard Military Members
- Military/Veteran Dependents

### **Veterans Services Center assists students with:**

- Registration for classes
- Connection to scholarship opportunities
- Access and utilization of VA Education Benefits
- Utilization of Military Tuition Assistance
- Utilization of MyCAA Program for Military Spouse Career Advancement
- Deferment of tuition
- And many other accommodations

# Instructional Divisions / Departments

## Allied Health

Chair: Ahmad Pardazi - (602) 286-8514



- EEG** - Electroneurodiagnostic (END) Technology
- HCC** - Health Core Curriculum
- HCS** - Hospital Central Service Technology
- HRC** - Healthcare Regulatory Compliance
- HSM** - Health Services Management
- OTA** - Occupational Therapy Assistant
- PON** - Operating Room Nursing
- PSG** - Polysomnographic Technology
- PTA** - Physical Therapist Assisting
- SGT** - Surgical Technology

## Apprenticeships

Program Manager: Stephanie Stewart - (602) 238-0072



**ELC** - Electrical

## Arts, Humanities, Social & Behavioral Sciences

Chair: Joseph Swaba - (602) 286-8374



**AJS** - Administration of Justice Studies  
**ARH** - Art Humanities  
**ART** - Art  
**ASB** - Anthropology (Soc/Behav Sci)  
**ASM** - Anthropology (Science/Math)  
**AVC** - Art and Visual Communication  
**CFS** - Child/Family Studies  
**COM** - Communication  
**EDU** - Education  
**HIS** - History  
**HUM** - Humanities  
**PHI** - Philosophy  
**POS** - Political Science  
**PSY** - Psychology  
**REL** - Religious Studies  
**SOC** - Sociology  
**STO** - Storytelling  
**SWU** - Social Work

## Business and Information Technologies

Chair: Wyatt Johnson - (602) 286-8587



**ACC** - Accounting  
**BPC** - Business-Personal Computers  
**CIS** - Computer Information Systems  
**CLD** - Cloud Computing  
**CNT** - CISCO Networking Technology  
**CSC** - Computer Science  
**ECN** - Economics  
**GBS** - General Business  
**ITS** - Information Technology Security  
**MGT** - Management  
**MKT** - Marketing  
**MST** - Microsoft Technology  
**SBS** - Small Business Management  
**SBU** - Society and Business  
**TQM** - Total Quality Management

## Counseling

Chair: Sarah Hanley - (602) 286-8179



**AAA** - Advancing Academic Achievement  
**CAP** - Counseling and Applied Psychology  
**CPD** - Counseling/Personal Development  
**EXS** - Exercise Science  
**FYE** - First Year Experience  
**HES** - Health Science  
**PED** - Physical Activities/Lifetime Fitness  
**WED** - Wellness Education

## Industrial Technology

Chair: Cody Metcalf - (602) 286-8036



**ASE** - Automotive Services  
**CON** - Construction Management  
**FAC** - Facilities Maintenance Technology  
**HVA** - Heating, Ventilating, Air Conditioning and Refrigeration  
**MPT** - Manufacturing Production Technology  
**OSH** - Occupational Safety and Health  
**WRT** - Environmental Science and Water Resources Technology

## Literacy, Language and Literature

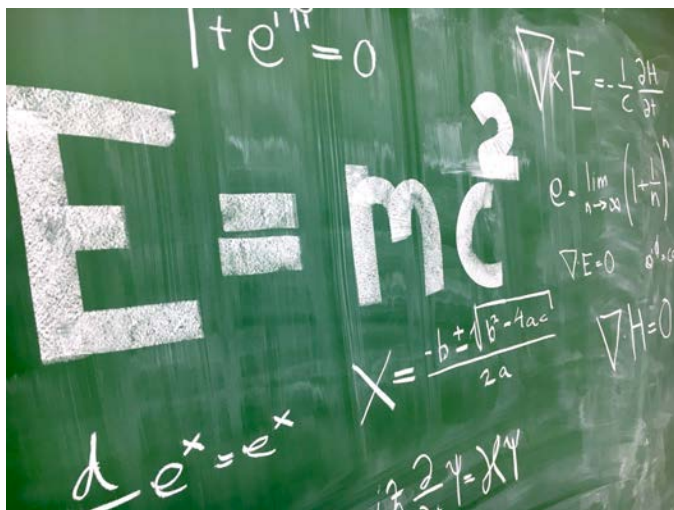
Chair: Shannon McGrath - (602) 286-8731



**ALT** - Academic Literacy  
**CRE** - Critical Reading  
**CRW** - Creative Writing  
**ENG** - English  
**ENH** - English Humanities  
**ESL** - English as a Second Language  
**HON** - Honors  
**RDG** - Reading  
**SPA** - Spanish

## Math & Sciences

Chair: Douglas Walker - (602) 286-8711



**BIO** - Biology  
**CHM** - Chemistry  
**ECE** - Engineering Science  
**FON** - Food and Nutrition  
**GLG** - Geology  
**GPH** - Physical Geography  
**MAT** - Mathematics  
**PHY** - Physics

## Medical Imaging and Cardiopulmonary Sciences

Chair: Tabatha Hatfield - (602) 286-8483



**DMS** - Diagnostic Medical Sonography  
**HSE** - Health Services Education  
**ICE** - Computed Tomography  
**ICE** - Magnetic Resonance Imaging  
**NUC** - Nuclear Medicine Technology  
**RAD** - Radiologic Technology  
**RES** - Respiratory Care

## Nursing

Director: Jeri Lastine - (602) 286-8560



**HCR** - Health Care Related  
**NCE** - Nursing - Continuing Education  
**NUR** - Nursing

# Trade & Technical Training Instructional Divisions

## Beauty & Wellness

Program Manager: Aimee Blackman - (602) 392-5245



**COS** - Cosmetology  
**EST** - Aesthetician  
**NLT** - Nail Technician  
**PMP** - Professional Massage

## Clock Healthcare

Program Manager: Michael Tapscott - (602) 826-1149



**ECG** - EKG Technician  
**EMC** - Emergency Medical Tech  
**HLC** - Healthcare Core  
**HMC** - Medical Billing & Coding  
**MDC** - Medical Assisting  
**PHC** - Pharmacy Tech  
**PLC** - Phlebotomy

## Trades & Technology

Program Manager: Randall Kirby - (602) 268-8188



**ABO** - Collision Repair

**ELR** - Electrical

**HVC** - HVAC

**MFC** - CNC Machining

**WTO** - Welding Trades

# Fast Track Training

## Fast Track Certificates

The certificates listed below are designed to prepare students for professions with higher earning potential and more job opportunities. Some are also industry-recognized credentials that typically help qualify graduates for employment in specific fields.

### Applied Technology

Automotive Automatic Transmission and Transaxle

Automotive Brake Systems

Automotive Chassis

Automotive Drive Train

Automotive Electrical, Heating, Ventilation and Air Conditioning Systems

Automotive Electronic/Electrical Systems

Automotive Engine and Operations Management

Automotive Engine Repair

Automotive Heating, Ventilation and Air Conditioning Systems

Automotive Manual Drive Train and Axles

Automotive Steering and Suspension

Engine Performance and Diagnosis

### Business, Entrepreneurialism, and Management

Beauty and Wellness Instructor 

Entrepreneurial Studies Level I

Financial Services: Pre-licensure

Small Business Management Level I

## Computer and Information Technology

[Amazon Web Services Cloud Associate](#)

[Amazon Web Services Cloud Practitioner](#)

[Android App Development](#)

[Cisco Network Administration: CCNA](#)

[Computer System Configuration and Support](#)

[Computer System Configuration and Support, Linux](#)

[Computer System Configuration and Support, Network](#)

[Computer System Configuration and Support, Security](#)

[iOS App Development](#)

[Linux Associate](#)

[Microsoft Desktop Associate](#)

[Red Hat Linux Administrator](#)

[Red Hat Linux Engineer](#)

[VMware Foundations](#)

[Web App Development](#)

## Health Sciences

[Clinical Phlebotomy](#) 

[Electrocardiogram \(ECG\) Technician](#) 

[Emergency Medical Technology \(EMT\)](#) 

[Nurse Assisting](#)

[Nursing Refresher](#)

[Operating Room Nursing](#)

# Fields of Interest



## APPLIED TECHNOLOGY

### Applied Technology

Learn how to design, develop, or repair high-tech equipment and processes while getting hands-on, on-the-job experience.



## BEHAVIORAL SCIENCE AND HUMAN SERVICES

### Behavioral Science and Human Services

Help people, serve your community, and improve the lives of those in need with a rewarding career in healthcare, counseling, and more.



## BUSINESS, ENTREPRENEURIALISM, AND MANAGEMENT

### Business, Entrepreneurialism and Management

We've designed our Business, Entrepreneurialism, and Management pathway to give you the skills you need to be an economic and social leader.



## COMPUTER AND INFORMATION TECHNOLOGY

### Computer and Information Technology

Get the knowledge and real-world experience you need to excel in gaming, programming, tech support, web design, and more.



## CULTURE AND SOCIETY

### Culture and Society

Tackle complex global issues in a wide range of fulfilling career fields, from communication and sociology to history, economics, and beyond.



## EDUCATION

### Education

If you love learning and want to help students reach their potential, start your career as a teacher, instructional designer, administrator, and more.



## HEALTH SCIENCES

### Health Sciences

Help people live better, safer, healthier lives when you pursue a career as a nurse, EMT, physical therapist, personal trainer, and more.



## STEM

### Science, Technology, Engineering and Mathematics

Creatively solve problems and explore new frontiers with a challenging STEM career.



## VISUAL AND PERFORMING ARTS

### Visual and Performing Arts

Unleash your creativity while honing your craft as you pursue a career in visual art, design, dance, music, fashion, film, or theater.

# Field of Interest Matrix

## Description

The Maricopa County Community College Field of Interest Matrix identifies all programs currently available for offering within the ten (10) community colleges and skill centers of the district. The programs are grouped under Field of Interest as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

## Find a Class / Search for Credit Classes

Search for credit classes here: <https://classes.sis.maricopa.edu/> and then add them to your schedule in the [Student Center](#).

All new degree-seeking students are required to take a First Year Experience (FYE) course. [Discover which one is right for you!](#)

Tips for Finding Your Credit Classes at: <https://classes.sis.maricopa.edu/>

- Enter a course prefix and number combination to find that specific course. For example, "MAT151" will return College Algebra/Functions classes.
- You can enter a course prefix/subject to show class offerings for the group of courses that begin with that prefix. Entering "BIO" will return all biology classes.
- Providing search terms like "emergency medical" will find classes that include those words in the title or descriptions. This type of search matches whole words only.
- By default, the search limits to "Open" classes for the selected semester.
- Select a college to show only the college in which you are enrolled.
- Expand the More Search Options part of the form to further refine searches.

## Flexible Start Dates

Missed the start of the spring semester? You are in luck. GateWay has several courses and programs that start in January, February, and March! You may enroll in these options throughout the semester and are available in-person, online, and in a hybrid format. Learn more about these dynamic learning experiences by visiting: <https://www.gatewaycc.edu/enroll/flex-start>. Flexible start dates help you succeed in your academic endeavors.

## Shared Unique Number System (SUN)

The SUN is a college course numbering system designed to help Arizona students plan their education and ensure successful transfer of course credits. The SUN system is a special bank of courses that have direct equivalency at all Arizona public community colleges and universities. Tens of thousands of other Arizona college courses also transfer– check the [Course Equivalency Guide \(CEG\)](#) to search for additional transferable courses.

**How SUN Course Numbering Works:** <https://aztransfer.com/sun/>

SUN courses have a unique three-letter prefix and four-digit course number that represents direct course equivalency at all Arizona public community colleges and universities. Each institution retains its original course numbers but uses the SUN to indicate commonality.

Example:

College Algebra has several different prefixes and numbers at the community colleges and universities. Using SUN, all of the courses will share a unique number and a single prefix: SUN# MAT 1151. This unique number/prefix indicates course equivalency at all institutions! When students enroll in a SUN course, they know that your credit will be accepted at any Arizona college.

### **Find Sun Courses**

You can also use the [Course Equivalency Guide \(CEG\)](#) to find SUN courses at your community college or university. SUN courses are also listed in your community college catalogs online and in print.

## Explore Learning Options

### **8 Tips for Online Success**

Online, remote and hybrid classes are designed for your needs. If you work during the day or have a more complex schedule, you can complete your classes online. Classes are available in most fields of interest.

Do you need a challenge? Online classes are definitely more challenging than traditional classes as time management is key to your success.

Do you need extra support? Personal communication is very important, even more so in an online course. Please email your teacher or utilize the online free tutoring (Brainfuse), call the Learning Center at (602) 286–8800 to speak to a tutor, or call the HelpDesk (602) 286–8411, Ext. 2) still available in online courses. You don't have to sacrifice your life to get an education; learn more about online now!

Online students will be using [Canvas](#), our Learning Management System (LMS). Canvas allows online students access to course content, calendar, grade book, discussion boards, online quizzes, and other course materials. Current students can log in below or at <https://learn.maricopa.edu/> by entering their MEID and password.

### **In Person (Face-To-Face)**

Courses utilize the traditional method of classroom instruction with the class meeting at a specified day, time, and location.

### **Hybrid**

Courses are a combination of traditional in person and online instruction. Students and instructors will meet face-to-face in a classroom/lab setting for a portion of the required time as well as online for the remaining instructional time.

### **Live Online**

Courses have sessions that meet online on specific days and times. Similar to in person classes, the class times will be listed in the schedule, but will be held in an online environment.

### **Hybrid/Virtual**

Courses have part of the course online without a set time to attend. The other part will occur at the time listed in the class schedule using a virtual platform like webex, zoom, or google meets.

### **Online (Internet)**

Courses are conducted online via a course management system (currently Canvas) and flexible on your time.

### **Flexibility**

Busy schedule? Our online classes could give you the flexibility you need. Use our online assessment survey, view the orientation video and learn what you need to do to be successful.

- Within class schedules, complete work on your time
- Ideal for those with daytime commitments
- Accommodates students with changing schedules
- Good time management is critical

### **Quality**

GateWay offers you an affordable alternative to large universities while also delivering great value. With our highly qualified faculty and small classes, instructors are able to get involved and enrich your learning experience.

- Discover the advantages of our supportive faculty
- Student interaction promotes collaborative learning
- Online and on-campus classes are designed by the same instructor
- GateWay is fully accredited, which ensures students can transfer credits and obtain financial aid
- eLearning classes are as challenging as traditional classes

### **Support**

As a GateWay student, you will have a lot of support. We have a full-time Helpdesk to assist you as well as a variety of tools you can use. The library and learning center will also help you to find what you need, including access to tutoring.

## Free Online Learning Readiness Course

Are you ready for online classes or remote learning?

Take this survey to determine if you are better suited to learn on campus or online: [Class Readiness Survey](#).

To help you succeed in an online course, make sure you possess the following:

- Access to an up-to-date computer and high-speed internet
- Self-motivated and disciplined (commit to 6-9 hours a week per three-credit-hour class)
- Comfortable and confident with the written expression as it pertains to online course discussion, i.e. giving and receiving peer feedback

Be patient for feedback from instructors (especially over a weekend; check instructor's syllabus for turn-around time, etc.)

To aid in your online learning, the GateWay Online Learning Essentials course provides you with the basics you need to understand the intricacies of online courses. It covers technology, Canvas, student support and so much more. You may go to [Canvas](#) to self-enroll in this course.

## Need assistance?

Our Student Tech Support is available

- Virtually: Monday-Friday, 7:00 a.m. - 5:00 p.m.
- In-Person: (Located in IE Building - Outside of Library) Monday - Friday, 8:00 a.m. - 3:00 p.m.
- (602) 286-8413 x6
- For 24/7 Support: (888) 994-4433
- Email: [studenthelpdesk@gatewaycc.edu](mailto:studenthelpdesk@gatewaycc.edu)

## First-Year Experience (FYE)

Welcome to Maricopa Community Colleges! As of the Fall 2022 semester, all new students will be required to take a First Year Experience (FYE) course. These courses are a degree requirement for Maricopa Community Colleges students who are beginning any degree or transfer program.

Every Student Will Need to Pick From One of the Following Options:

### FYE101

FYE101 is a 1-credit course designed to help students learn how to succeed at your Maricopa Community College. You will explore your field of interest, confirm your program or degree pathway, understand the financial considerations for your career, and meet with your advising team.

Are you a student who:

- is returning to college and needs to focus on completing a degree or transferring to a 4-year university?
- is transferring from another college but new to Maricopa?

- is confident in your chosen program of study and would like to take a deeper dive into your respective field of interest?
- recently completed high school or another early college program and feels on track for your next steps in Maricopa?
- is paying out of pocket and needs to consider every option?

If the majority of the above apply to you, then FYE 101 is right for you!

### [Find FYE101 Classes](#)

## **FYE103**

FYE103 is a 3-credit course that is similar to FYE101, but it also helps students determine what program is best for them, provides strategies for school/life balance, assists in preparing students for work in a diverse world, and provides opportunities for students to build connections.

Are you a student who:

- is new to college and unsure/anxious around college expectations and available resources?
- is undecided on your major or field of interest and needs some help researching and considering the best options for you and your future?
- is concerned about taking math, English or other pre-requisite courses that align with your major and need to have additional information on how to be successful throughout the first year?
- has been out of school/college for more than 3 years and/or is concerned about your ability to manage work, school, family, and life?
- needs to meet full-time enrollment requirements for financial aid or scholarships and is concerned about taking more than 4 classes?
- would benefit from understanding of how you prioritize your finances while a college student and after you graduate?
- is interested in learning about resources available to support your academic pathway, like transportation, child care, housing, and/or additional financial assistance?
- is interested in understanding your own identity better and how to appreciate differences in your peers?

If the majority of the above apply to you, then FYE 103 is right for you!

### [Find FYE103 Classes](#)

# MCCCD Graduation and Degree Information

## Academic Policies - Academic Certificate (AC)

### Maricopa County Community College District (MCCCD) 2025-2026 Academic Certificate (AC)

#### Purpose of the Academic Certificate

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

#### Academic Policies that Govern the Academic Certificate:

- Although the program of study for an Academic Certificate (AC) does not have a mandated minimum number of credit hours, most ACs require approximately 12-39 credit hours in courses numbered 100 and above; students must have earned a minimum of 6 credits toward the certificate at the institution awarding the certificate. For certificates with less than 6 credit hours, all credits must be completed at the college granting the award.
- Students must earn a grade of C or better in each course in the program
- Follows the graduation policies listed in the college's general catalog for the appropriate catalog year
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward certificate requirements.
- Although ACs may include a subset of coursework required in particular transfer degrees, the intent of an AC is not to align with any specific university major. There is no presumption of block transfer to another college or university.
- May have admission criteria established by the college if and when appropriate.
- Generally offered at a limited number of colleges. For a listing of all ACs available in the district and their affiliated college(s) see the CCTA web site at [curriculum.maricopa.edu](http://curriculum.maricopa.edu)

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

**Maricopa County Community College District (MCCCD)  
2025-2026 Arizona General Education Curriculum (AGEC) – A, B, S**

**Description**

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit. In most cases, all courses used to satisfy the MCCCD AGEC will apply to graduation requirements of the university major for which the AGEC was designed. As described below, the AGECS are a component of most MCCCD associate degrees and comparable degrees at other Arizona public community colleges. The AGEC-A defines the general education requirements in the Associate in Arts (AA), Associate in Arts, Elementary Education (AAEE), and the Associate in Arts, Fine Arts (AAFA) degrees. The AGEC-B defines the general education requirements in the Associate in Business-General Requirements (ABUS-GR) and Associate in Business-Special Requirements (ABUS-SR) degrees. The AGEC-S defines the general education requirements in the Associate in Science (AS) degree. As described in more detail below, all AGECS require designated courses in First Year Composition [FYC], Literacy and Critical Inquiry [L], Mathematical Studies [MA], Social-Behavioral Sciences [SB], Humanities, Design and Fine Arts [HU], and Natural Science [SQ/SG]. Students must satisfy two Awareness areas as well: Cultural Diversity in the U.S. and either Global Awareness or Historical Awareness. In addition, the AGEC-A and AGEC-B require a Computer/Statistics/Quantitative Applications course [CS] that is not required for students pursuing the AGEC-S.

**Purpose of the AGECS**

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

1. The AGEC-A is designed to satisfy General Education requirements in many liberal arts majors as well as other majors that articulate with an Associate in Arts degree (e.g., social sciences, fine arts, humanities, elementary education). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement. 2. The AGEC-B is designed to satisfy requirements in business majors that articulate with the Associate in Business (ABUS-GR, ABUS-SR). AGEC-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement. 3. The AGEC-S is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements such as many in the sciences, technology, engineering and mathematics. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight (8) credits of either university chemistry, university physics, general biology for majors, or physical and historical geology to satisfy the Natural

Sciences [SQ/SG] requirement. In addition, students must select six (6)- to ten (10) additional credits of Subject Options composed of math and/or science appropriate to their major.

2. The AGEC-B is designed to satisfy requirements in business majors that articulate with the Associate in Business (ABUS-GR, ABUS-SR). AGEC-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.

3. The AGEC-S is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements such as many in the sciences, technology, engineering and mathematics. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight (8) credits of either university chemistry, university physics, general biology for majors, or physical and historical geology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six (6)- to ten (10) additional credits of Subject Options composed of math and/or science appropriate to their major.

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

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

## **Transfer Credit from Institutions Outside of MCCC**

- Credits transferred from outside of MCCC must be completed with a grade of “C” (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade (“P”) is equivalent to a “C” or better.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) at [aztransfer.com/tools/](http://aztransfer.com/tools/) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCC direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System composed of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCC equivalency. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Courses with different credit systems (quarter hours, trimester, units) are converted to semester credit hours. A deficiency in an AGEC category due to quarter-hour or other credit system application must be recovered by additional credits to a total of 35 AGEC credits overall (or 32 credits overall if a student transfers in a single course from an Arizona public university that fulfills the First Year Composition requirement).
- Credit awarded at a Maricopa Community College through prior learning assessment in a non-traditional setting is transferable to other colleges in the MCCC district but is not necessarily transferable to other colleges and universities outside of the MCCC system. No more than 20 such assessed semester credit hours may be applied toward AGEC.

## **Completion and Transfer**

- Completion of the AGEC with a minimum grade point average of 2.0 for Arizona residents and 2.50 for non-residents (on a 4.0 scale) meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.

Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree. For some majors, the

statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the AZTransfer website on [aztransfer.com/tools/](http://aztransfer.com/tools/) can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

## AGEC Requirements

Descriptions and definitions of the requirements for each of the three AGECS follow. The following website identifies the courses that apply to the different requirements within each AGECS for a given academic year: [AGEC matrix](#). AGECS designations are subject to change. It is important to verify a course's AGECS value in the semester it is taken. For convenience, this information is provided for the current and upcoming semester in the "Find a Class" tool on [maricopa.edu](http://maricopa.edu) and on each MCCC college's website as well as in the AGECS matrix provided by AZTransfer at [aztransfer.com/tools/](http://aztransfer.com/tools/). Note that for students pursuing an associate degree with a specific emphasis (for example: Associate in Arts, Emphasis in History; Associate in Arts, Fine Arts, Emphasis in Theatre; Associate in Science, Emphasis in Physics), the AGECS course requirements are usually more prescriptive. Students pursuing a major-specific pathway should consult the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) (click on Current Programs) for specific degree and AGECS requirements. Consultation with an academic advisor about course selection is always recommended.

<p><b><a href="#">8001 - Arizona General Education Curriculum--Arts (AGEC-A)</a></b>          The AGECS-A requires a minimum of 35 credits (32 if [FYC] is met by single transfer course)*; courses applied to meet AGECS-A requirements vary by emphasis. Refer to the program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> (click on Current Programs) for specific course requirements. The Required Courses and/or Restricted Electives for some areas of Emphasis may also have AGECS designations including one or more of the Awareness Areas ( [C], [G] and/or [H]). A single course may meet more than one requirement but its credits are only counted once toward the total for the degree. AGECS designations are subject to change. See AGECS matrix for each course's value(s) in the semester it is taken.</p>	35 (min.)*
<p><b><a href="#">8002 - Arizona General Education Curriculum - Business (AGEC-B)</a></b>          The AGECS-B requires a minimum of 35 credits (32 if FYC is met by single transfer course)*, The Required Courses and/or Restricted Electives for corresponding Associate's degree may also have AGECS designations including one or more of the Awareness Areas ([C], [G] and/or [H]). A single course may meet more than one requirement but its credits are only counted once toward the total for the degree.</p>	35 (min.)*
<p><b><a href="#">8003 - Arizona General Education Curriculum--Science (AGEC-S)</a></b>          The AGECS-S requires a minimum of 36 credits (33 if FYC is met by single transfer course)*; courses applied to meet AGECS-S requirements vary by emphasis. Refer to the program (Degree) Search at <a href="http://curriculum.maricopa.edu">curriculum.maricopa.edu</a> (click on Current Programs) for specific course requirements. The Required Courses and/or Restricted Electives for some areas of Emphasis may also have AGECS designations including one or more of</p>	36 (min.)*

<p>the Awareness Areas ( [C], [G] and/or [H]). A single course may meet more than one requirement but its credits are only counted once toward the total for the degree. Some courses have been approved for more than one AGECE designation (see AGECE matrix). For the AGECE-S only, a single course with an [L] designation may be used to satisfy a second AGECE requirement (as well as any approved Awareness Areas). Only courses with [L] designations may be shared in this way.</p>	
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**Description of AGECE Designations**

**First-Year Composition (FYC)**

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

**Literacy and Critical Inquiry [L]**

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

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

**Mathematical Applications [MA]**

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

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

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

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

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

**Social-Behavioral Sciences [SB]**

Social-Behavioral Sciences provide scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. This area of emphasis may include study of such

disciplines as anthropology, economics, history, political science, psychology, or sociology. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a complex and evolving world.

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

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

### **AWARENESS AREAS**

Students must satisfy two Awareness areas: Cultural Diversity in the U.S. and either Global Awareness or Historical Awareness. Courses can satisfy other AGEC requirements and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas provided courses selected are approved for those designations (see AGEC matrix).

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

The contemporary “culture” of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences of European immigrants and their descendants, American Indians, Hispanic Americans, African Americans and Asian Americans--all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view one. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

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

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

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

United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare. Courses that satisfy the global awareness option in the requirements are of one or more of the following types: 1. Area studies that are concerned with an examination of culture-specific elements of a region of the world 2. The study of a non-English language 3. Studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology 4. Studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

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

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

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

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

## **Academic Policies - Associate Degrees**

### **Associate in Applied Science (AAS) Degree**

#### **Maricopa County Community College District (MCCCD)**

#### **2025-2026 Associate In Applied Science (AAS) Degree and General Education Requirements**

#### **Description**

The Associate in Applied Science (AAS) degree requires at least 60 credits in its program of study. The exact number of credits for a specific degree is identified as part of the presentation of its requirements at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) click on Current Programs or search in the offering college(s) catalog.

#### **Purpose of the Degree**

The Maricopa County Community College District Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise in a particular workforce-related area of study. The AAS degree options vary at the different MCCCD colleges and can

be searched alphabetically (click on Current Programs) or by field of interest. Requirements for each degree can be found on the linked web pages and in the corresponding college(s)'s catalog.

**Academic Policies that Govern the AAS degree:**

\* Degree requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character or comma (/ or ,) between course numbers to signify options. An asterisk (\*) following the course number defines requirements with an effective begin term of spring;

\* All courses must be completed with a grade of C or higher; any additional requirements such as grades of B or higher or minimum grade point average requirements are listed on individual degrees and certificates

\* The graduation policies within the general catalog must be satisfied. (see General Graduation Requirements Administrative Regulation 2.3.9). First Year Experience is required (FYE 101 or FYE 103).

\* Some courses also have equivalent combinations of modular variants; all options are listed and completion of either the course or its modular equivalents will satisfy the AAS requirements.

\* Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog.

\* Industry-recognized credentials can be counted as general electives.

\* Courses with different credit systems (quarter hours, trimester, units) are converted to semester credit hours. The recovery of a deficiency in a requirement (Prerequisites, Required Courses, Restricted Electives, or General Education) category due to a quarter-hour or other credit system application will be determined by the college.

\* Any course that is cross referenced with that of another discipline/subject (for example EDU/ENH291, Children's Literature) covers identical contents. A course under

**AAS GENERAL EDUCATION CORE**

(12-15 credits)\*

Demonstrate college-level skills in the following areas:

**First-Year Composition (6 credits)\***

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

**Oral Communication (3 credits)**

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

**Critical Reading (3 credits)**

CRE Critical Reading 101 or Equivalent as indicated by assessment

**Mathematics (3 credits)**

MAT Mathematics 112,114,115,120,121,122,126,140,141,142,145,146,150,150&182,151,  
MAT151&182, 152, 152&182, 155, 155&182, 156, 156&182, 172, 187, 188, 206, 212, 213, 217, 218,  
220, 221, 225, 227, 230, 231, 240, 241, 256, 257, 276, 277, equivalent course/Satisfactory completion  
of a higher level mathematics course

**AAS GENERAL EDUCATION DISTRIBUTION AREAS (9-10 credits)****Humanities, Arts and Design (2-3 credits)**

AFR African American Studies 203

AHU Arabic Humanities 245

AIJ American Indian Studies 213

AJS Administration of Justice Studies 123

ARH Art Humanities Any ARH Course(s)

ART Art 131

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

AVC Art and Visual Communication 150

CCS Chicana and Chicano Studies 101

COM Communication 150, 241

CON Construction 101

DAH Dance Humanities 100/201/250/255

ECE Engineering Science 150

EDU Education 230/291/292/294

EED Early Education 225

ENG English 200/213/218

ENH English Humanities Any ENH Course(s)

FMT Film, Media, and Theatre 107

FRE French 265

GST Game Studies 202

HCR Health Care Related 210

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

HON Honors 190

HUM Humanities Any

HUM course(s) (except 120, 225)

INT Interior Design 115/120

JPH Japanese Humanities 245

LAT Latin 201/202

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

PHI Philosophy Any

PHI Course(s)

QST Queer Studies 200, 210

REL Religious Studies Any REL Course(s)

SLC Studies in Language & Culture 201/202  
SPA Spanish 241/242/265/266  
SPH Spanish Humanities 241, 245  
SSH Sustainability/Social Sciences and Humanities 111  
STO Storytelling 292/294, 295  
SWU Social Work 183  
TEC Textiles and Clothing 105, 125  
THE Theatre 111/220  
THF Theatre and Film 205/206/210  
THP Theatre Performance/Production 217, 241  
WST Women's Studies 209/284/285/290

**Social-Behavioral Sciences (3 credits)**

AFR African American Studies 202/203/204  
AIS American Indian Studies 101/140/141/160  
AJS Administration of Justice Studies 101/200/225/258/270  
ASB Anthropology 100/102/202/211/222/223/ 226/230/235/252  
ASM Anthropology 104/275  
BHS Behavioral Health Services Technology 150, 155, 175, 210  
CAP Counseling and Applied Psychology 120  
CCS Chicana and Chicano Studies 202  
CFS Child/Family Studies 112/157/159/176/205/235/259  
COM Communications 100/100AA&100AB&100AC/ 110/110AA&110AB & 110AC/ 163/230/250/263  
CPD Counseling and Personal Development 102AH, 180  
ECH Early Childhood Education 176  
ECN Economics Any  
ECN course(s)  
EDU Education 221/222  
EED Early Education 205/222  
EMT Emergency Medical Technology 258  
ENG English 213  
FSC Fire Science Technology 258  
GCU Cultural Geography 102/113/121WG/141/221  
HES Health Science 100, 120  
HIS History Any  
HIS course(s) (except 111,170, 173, 251, 252)  
HON Honors 201  
HUM Humanities 235  
IBS International Business 109  
IFS Information Studies 201, 210, 213  
MCO Mass Communications 120  
MGT Management 229/230  
PAD Public Administration 200  
POS Political Science Any POS course(s)

PSY Psychology 101/123/132/156/157/215/218/225/235/240/241/243/250/260/262/266/277/280/292  
 QST Queer Studies 200, 210  
 REC Recreation 120  
 SBU Society and Business 200  
 SLC Studies in Language & Culture 201  
 SOC Sociology Any SOC course(s) (except 143, 245, 253, 265)  
 SSH Sustainability/Social Sciences and Humanities 111  
 SUS Sustainability/Natural Sciences 110  
 SWU Social Work 171/182/250/258/295  
 TEC Textiles and Clothing 105  
 WST Women's Studies 100/161  
 YAQ Yaqui Indian History and Culture 100

### **Natural Sciences (4 credits)**

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

AGS Agricultural Science 164, 260  
 ASB Anthropology (Soc/Behv. Science) 231  
 ASM Anthropology (Science/Math) 104/265/275  
 AST Astronomy 101/106/111/112  
 BIO Biology 100/101/102/105/107/108/109/111/116/145/149AN/156/156XT/160/181/181XT/182/182XT/  
 201/201XT/202/205  
 CHM Chemistry 107&107LL/130&130LL/130AA, 140AA,  
 150AA/150&151LL/151AA/151&151LL/152AA/152&152LL/230AA/230&230LL  
 CON Construction 106  
 ENV Environmental Sciences 101  
 FON Food and Nutrition 241&241LL  
 FOR Forensic Science 105/106  
 GLG Geology Any combination of GLG course(s) meeting the minimums described above  
 GPH Physical Geography 111&112/113/211/212&214/213&215  
 PHS Physical Science 110/115/120  
 PHY Physics 101/111/112/121/131  
 PSY Psychology 275/290AB/290AC

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

## **[Associate in Arts \(AA\) Degree - 8400](#)**

**Maricopa County Community College District (MCCCD)**  
**2025-2026 Associate in Arts (AA) Degree**

## Description

The Maricopa County Community College District Associate in Arts (AA) degree requires a minimum of 60 semester credits for the program of study; minimum total credits vary by specific emphasis (for example, Associate in Arts, Emphasis in Psychology). Refer to [curriculum.maricopa.edu](http://curriculum.maricopa.edu) (click on Current Programs) to search for the corresponding area of emphasis for credit minimums. A minimum grade point average of 2.0 (4.0 scale) and grades of “C” or better are required in all courses to earn the degree. The AA degree is governed by the MCCCDC General Academic Policies for Degrees Designed for University Transfer.

The Associate in Arts degree includes the following components:

- I. Program Prerequisites (as specified by emphasis area)
- II. Required Courses
- III. Restricted Electives (as specified by area of emphasis)
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCCDC Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

## Purpose of the Degree

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

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

## Degree Requirements

The requirements for the Associate in Arts (AA) follow. The AA degree requires at least 60 credits; however, minimum credits for the AA vary for a specific area of emphasis. Refer to [curriculum.maricopa.edu](http://curriculum.maricopa.edu) and click on Current Programs to search for the corresponding area of emphasis and credit minimums; review course sequence at [maricopa.edu/degrees-certificates#programs](http://maricopa.edu/degrees-certificates#programs). The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#). Industry-recognized credentials can be counted as general electives.

## [Requirements](#)

## [Associate in Arts, Fine Arts \(AAFA\) Degree - 8310](#)

### **Maricopa County Community College District (MCCCD) 2025-2026 Associate in Arts, Fine Arts (AAFA) Degree**

#### **Description**

The Maricopa County Community College District Associate in Arts, Fine Arts (AAFA) degree requires a minimum of 60 semester credits for the program of study; however, minimum total credits for the AAFA vary by specific emphasis. Students must select one of the emphasis areas: Art, Dance, Music, Musical Theatre, or Theatre. If an emphasis area is not selected, this program is not eligible for Title IV Federal Financial Aid. Refer to [curriculum.maricopa.edu](http://curriculum.maricopa.edu) (click on Current Programs) to search for the corresponding area of emphasis for specific courses required and credit minimums for each emphasis. A minimum grade point average of 2.0 (4.0 scale) and grades of “C” or better are required in all courses to earn the degree. The AAFA degree is governed by the MCCCD General Academic Policies for associate degrees designed for university transfer.

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

- I. Program Prerequisites (as specified by emphasis area)
- II. Required Courses ( as specified by area of emphasis)
- III. Restricted Electives (as specified by area of emphasis)
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

#### **Purpose of the Degree**

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

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

[aztransfer.com/tools](http://aztransfer.com/tools)

#### [Degree Requirements](#)

The requirements for the Associate in Arts, Fine Arts (AAFA) follow. The Associate in Arts, Fine Arts degree requires at least 60 credits; however, minimum total credits for the AAFA vary by specific emphasis (Art, Dance, Music, Musical Theatre, or Theatre). Refer to [curriculum.maricopa.edu](http://curriculum.maricopa.edu) (click on Current Programs) to search for the corresponding area of emphasis for specific courses required and credit minimums; review course sequence at [maricopa.edu/degrees-certificates](http://maricopa.edu/degrees-certificates). The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “Find a Class” tool on [maricopa.edu](http://maricopa.edu) and on each MCCCDC college’s website. Industry-recognized credentials can be counted as general electives.

## **[Associate in Arts, Elementary Education \(AA-EE\) Degree - 8101](#)**

### **Maricopa County Community College District (MCCCDC) 2025-2026 Associate in Arts, Elementary Education (AA-EE) Degree**

#### **Description**

The Maricopa County Community College District Associate in Arts, Elementary Education (AAEE) degree requires a minimum of 60 semester credits for the program of study. A minimum grade point average of 2.0 (4.0 scale) and grades of “C” or better in all courses are required to earn the degree. The AAEE degree is governed by the MCCCDC General Academic Policies for Transfer Degrees. Refer to [curriculum.maricopa.edu](http://curriculum.maricopa.edu) (click on Current Programs) to search for the corresponding 8101 AAEE. A minimum grade point average of 2.0 (4.0 scale) and grades of “C” or better are required in all courses to earn the degree. The AA degree is governed by the MCCCDC General Academic Policies for Degrees Designed for University Transfer.

The Associate in Arts, Elementary Education degree includes the following components: I. Required Courses II. Restricted Electives III. Arizona General Education Curriculum for Arts (AGEC-A) IV. MCCCDC Additional Requirements (Oral Communication and Critical Reading) Purpose of the Degree The Associate in Arts, Elementary Education (AAEE) degree is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. Generally, the degree transfers as a block without loss of credit to Arizona’s public universities, and in most cases, its required courses apply to graduation requirements for these Education majors. The AAEE is also embedded within the Bachelor of Arts, Elementary Education and Special Education (BAEE/SPED) offered by the Maricopa Community Colleges. Degree Requirements The requirements for the Associate in Arts in Elementary Education follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC and the AGEC matrix report at [aztransmac2.asu.edu/cgi-bin/WebObjects/agec](http://aztransmac2.asu.edu/cgi-bin/WebObjects/agec). Courses available for both Areas during a current or upcoming semester can also be found using the “Find a Class” tool on [maricopa.edu](http://maricopa.edu) and on each MCCCDC college’s website. Course sequence is available at [maricopa.edu/degrees-certificates#programs](http://maricopa.edu/degrees-certificates#programs).

## [Requirements](#)

### **Associate in Business, General Requirements (ABUS-GR) - 8900**

#### **Maricopa County Community College District (MCCCD) 2025-2026 Associate in Business, General Requirements (ABUS-GR) Degree**

##### **Description**

The Maricopa County Community College District Associate in Business General Requirements (ABUS-GR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 (4.0 scale) and grades of C or better are required in all courses to earn the degree. The Associate in Business-General Requirements degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

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

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

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

##### **Purpose of the Degree**

The Associate in Business General Requirements (ABUS-GR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for the various business majors (except Computer Information Systems) at Arizona's public universities. Computer Information Systems majors should follow the Associate in Business Special Requirements (ABUS-SR) pathway instead. Generally, the ABUS-GR degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. It does not, however, guarantee acceptance into particular university majors/programs with a limited number of students. Students should consult with their transfer institution for any specific admission requirements (e.g., GPA, letters of reference, work experience)

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

- The ABUS-GR does not include any MCCCDC Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)

## **Degree Requirements**

The courses required for the Associate in Business General Requirements follow. The following websites identify the courses that apply to the different General Education Areas: AGEC-B and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the “Find A Class” tool on maricopa.edu or on each MCCCDC college’s website.

### [Requirements](#)

## **Associate in Business, Special Requirements (ABUS-SR) Degree - 8800**

### **Maricopa County Community College District (MCCCDC) 2025-2026 Associate in Business, Special Requirements (ABUS-SR) Degree**

#### **Description**

The Maricopa County Community College District Associate in Business, Special Requirements (ABUS-SR) degree requires a minimum of 62 semester credits for the program of study. A minimum grade point average of 2.0 (4.0 scale) and grades of “C” or better are required in all courses to earn the degree. The Associate in Business-Special Requirements degree is governed by the MCCCDC General Academic Policies for Transfer Degrees.

This degree provides the first two years of a four-year curriculum for students who wish to pursue Computer Information Systems majors at Arizona’s public universities. With a bachelor’s degree, students may pursue a number of careers, including but not limited to accountancy, business administration, business data analytics, computer information systems, economics, entrepreneurship, finance, marketing, management, retail management, and supply chain management.

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

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

#### **Purpose of the Degree**

The Associate in Business Special Requirements (ABUS-SR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Computer Information Systems majors at Arizona's public universities. Other Business majors should follow the Associate in Business General Requirements (ABUS-GR) pathway instead. Generally, the ABUS-SR degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. It does not, however, guarantee acceptance into particular university majors/programs with a limited number of students. Students should consult with their transfer institution for any specific admission requirements (e.g., GPA, letters of reference, work experience).

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

- The ABUS-SR does not include any MCCCDC Special Requirements for Oral Communication and/or Critical Reading like the other associate degrees. (However, some university programs have a speech requirement; consult your academic advisor or transfer guide to verify the specifics for your program.)

### [Requirements](#)

## **Associate in General Studies (AGS) Degree - 2000**

### **Maricopa County Community College District (MCCCDC)**

#### **2025-2026 Associate In General Studies (AGS) Degree and General Education Requirements**

### **Description**

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

#### **I. Required Courses (1-3 credits)**

First Year Experience (all courses completed with a grade of "C" or better)

#### **II. General Education (minimum of 35 credits)**

**Core Areas** (all courses completed with a grade of "C" or better)

- First-Year Composition
- Mathematics
- Computer Usage
- Oral Communication
- Critical Reading

**Distribution Areas** (all courses completed with a grade of "D" or better):

- Humanities, Arts and Design
- Social-Behavioral Sciences

- Natural Sciences
- Literacy and Critical Inquiry

**III. General Electives** (enough additional courses numbered 100 or above, completed with a grade of “D” or better, to bring total credits to at least 60)

### **Purpose of the Degree**

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

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

- The graduation policies within the general catalog must be satisfied. Students must complete FYE 101 (1) or FYE 103 (3) (see General Graduation Requirements Administrative Regulation 2.3.9).
- A single course can simultaneously count toward a Core Area and a Distribution Area requirement. Courses that meet this criterion are bold print and underscored in the Core areas and Distribution areas (on the course list at the conclusion of this document). For example, CRE101 may be used to satisfy both the Literacy and Critical Inquiry requirement of the Distribution area and the Core curriculum’s Critical Reading area. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.
- Credits transferred from outside of MCCCD must be completed with a grade of “C” (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be transferred if documentation collected by the community college indicates that this was the only grading option available to the student and that the Pass grade (“P”) is equivalent to a “C” or better.
- Courses with different credit systems (quarter hours, trimester, units) are converted to semester credit hours. The recovery of a deficiency in a requirement (Prerequisites, Required Courses, Restricted Electives, or General Education) category due to a quarter-hour or other credit system application will be determined by the college.

- Completion of the AGS with a minimum Grade Point Average (on a 4.0 scale) of at least 2.0 for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. However, meeting all AGS minimums does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment. Furthermore, because the AGS is not designed to align with the requirements for bachelor's degrees, not all credits may be transferable and students may have deficiencies in lower division (100- and 200-level) courses for a particular major.

## [Summary of Degree Requirements](#)

## [Associate in Science \(AS\) Degree - 8600](#)

### **Maricopa County Community College District MCCCDCD) 2025-2026 Associate In Science (AS) Degree**

#### **Description**

The Maricopa County Community College District Associate in Science (AS) degree requires a minimum of 60 semester credits for the program of study; minimum total credits vary by specific emphasis (for example, Associate in Science, Emphasis in Physics). Refer to [curriculum.maricopa.edu](http://curriculum.maricopa.edu) and click on Current Programs to search for the corresponding area of emphasis for credit minimums. A minimum grade point average of 2.0 (4.0 scale) and grades of "C" or better are required in all courses to earn the degree. The AS degree is governed by the MCCCDCD General Academic Policies for Degrees Designed for University Transfer.

The Associate in Science degree includes the following components:

- I. Program Prerequisites (as specified by emphasis area)
- II. Required Courses
- III. Restricted Electives (as specified by emphasis area)
- IV. Arizona General Education Curriculum for Science (AGEC-S)
- V. MCCCDCD Additional Requirements (Oral Communication and Critical Reading)
- VI. General Electives (if needed to reach minimum credits for degree)

#### **Purpose of the Degree**

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

It does not, however, guarantee acceptance into particular university majors/programs with a limited number of students. Students should consult with their transfer institution for any specific admission requirements (e.g., GPA, letters of reference, work experience). In most cases, courses used to satisfy the MCCC Associate in Science (AS) will apply to general university graduation requirements of the majors that align with the AS degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AS with majors at the Arizona public universities can be accessed via the following website: [aztransfer.com/tools](http://aztransfer.com/tools)

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

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

- The AGEC-S does not require a course with [CS] Computer/Statistics designation.
- Unlike the AGEC-A and AGEC-B, the same course is allowed to satisfy the ([L] and [HU]) or ([L] and [SB]) areas for the AGEC-S. The credits for such a “shared” course are only counted once toward the required minimum for the degree.

### Degree Requirements

The requirements for the Associate in Science (AS) follow. The AS degree requires at least 60 credits; however, minimum credits for the AS may vary for a specific area of emphasis. Refer to [curriculum.maricopa.edu](http://curriculum.maricopa.edu) and click on Current Programs to search for the corresponding area of emphasis and credit minimums. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-S and the AGEC Matrix at <https://aztransmac2.asu.edu/cgi-bin/WebObjects/agec> Industry-recognized credentials can be counted as general electives.

### [Requirements](#)

## Associate Degrees Designed for University Transfer

### Maricopa County Community College District (MCCC)

#### 2025-2026 General Academic Policies for Associate Degrees Designed For University Transfer

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

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

### **General Education Requirements:**

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

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

#### **Coursework beyond General Education:**

- For some degree types, the additional coursework required to complete the degree is specified while others offer the student more latitude. See degree checksheets for more complete description. Consultation with an academic advisor about course selection is always recommended.
- Oral Communication and Critical Reading are MCCCDC Additional Requirements required for Associate in Arts; Associate in Arts, Elementary Education; Associate in Arts, Fine Arts; and Associate in Science degrees. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for acceptable options to meet these requirements for individual degree programs.
- Within the Restricted Electives, course recommendations are made for specific transfer institutions. Students should select a transfer plan (group of courses) based on their intended transfer institution. However, not all transfer institutions are reflected in these recommendations. Therefore, students may instead meet the minimum number of Restricted Elective credits using a combination of courses from the transfer plans listed. Restricted Electives should be selected in consultation with an academic, faculty, or program advisor.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language. Students should consult with an academic advisor to discuss options to complete these requirements.

- General Electives may need to be selected to meet the minimum total credits required for the degree. Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: [aztransfer.com/tools](http://aztransfer.com/tools), [curriculum.maricopa.edu](http://curriculum.maricopa.edu), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward requirements.

#### **Transfer Credit from Institutions Outside of MCCCCD:**

- Credits transferred from outside of MCCCCD must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better. • External courses evaluated either as equivalent to an MCCCCD course or as elective credit may be applied toward the minimum credits for degree completion.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCCD direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System composed of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCCCD equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Courses with different credit systems (quarter hours, trimester, units) are converted to semester credit hours. A deficiency in an AGEC category due to quarter-hour or other credit system application must be recovered by additional credits to a total of 35 AGEC credits overall (or 32

credits overall if a student transfers in a single course from an Arizona public university that fulfills the First Year Composition requirement).

- Credit awarded at a Maricopa Community College through prior learning assessment is transferable to the other colleges in the district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGECE, and no more than 30 credits (including up to 20 toward AGECE) may be applied toward a degree.

### **Completion and Transfer:**

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

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

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

## **Academic Policies - Bachelor's Degrees**

The Maricopa County Community College District (MCCCDC) offers bachelor's degrees designed for students to complete their undergraduate studies in high demand workforce areas as outlined in [A.R.S. §15-1444.01](#)

### **Bachelor of Applied Science (BAS) Degree**

A Bachelor of Applied Science (BAS) is an undergraduate college degree that focuses on integrating hands-on experiences and job-related skills into a comprehensive plan of study. BAS programs provide opportunities primarily for students who have earned Associate of Applied Science (AAS) degrees or the equivalent to advance their education with minimal loss of credit. The upper division requirements

typically build on the foundational applied sciences courses of a related AAS degree to add contextual, theoretical, analytical and/or managerial perspective to a specific field of study. The BAS degree requires completion of a minimum of 120 credits. The Bachelor of Applied Science degree is designed to prepare students for employment and career advancement and can provide the educational foundation for graduate studies.

### **Bachelor of Science (BS) Degree**

A Bachelor of Science is an undergraduate college degree that requires students to complete a core of general education courses as well as requirements and electives that have an emphasis on an aspect of mathematics and/or the sciences. The BS degree requires completion of a minimum of 120 credits. The BS prepares students to continue their education in pursuit of a graduate degree, complete requirements for disciplinary certification, and/or pursue careers in a wide variety of related fields.

### **Bachelor of Arts (BA) Degree**

A Bachelor of Arts is an undergraduate college degree that requires students to complete a core of general education courses along with requirements and electives related to a major such as fine arts, humanities, social sciences, business, or education. The BA degree requires completion of a minimum of 120 credits. The Bachelor of Arts degree prepares students to continue their education at the graduate level, complete requirements for disciplinary certification, and/or pursue a wide variety of careers.

## **Bachelor of Arts (BA) Degree**

### **Maricopa County Community College District (MCCCD) 2025-2026 Bachelor of Arts (BA) Degree**

#### **Description**

The Maricopa County Community College District Bachelor of Arts (BA) degree requires a minimum of 120 semester credits for the program of study; minimum total credits vary by specific major. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for individual degree programs. A minimum grade point average of 2.0 and course grades of C or higher are required to earn the degree.

The Bachelor of Arts degree includes the following components:

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

## Purpose of the Degree

The Bachelor of Arts (BA) degree is an undergraduate college degree that requires students to complete a core of general education courses and then focus remaining coursework on a core and electives in a major such as fine arts and humanities, business, or education. The Bachelor of Arts degree prepares students to continue their education at the graduate level, complete requirements for disciplinary certification, and/or pursue a wide variety of careers.

## Degree Requirements

The requirements for the Bachelor of Arts (BA) follow. No versions of the Bachelor of Arts require fewer than a minimum of 120 credits; however, minimum credits for a BA may vary by specific major. Additionally, a minimum of 30 credits of coursework must be completed at the upper-division (300/400 level). Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums by major. Industry-recognized credentials can be counted as general electives.

The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#) at [aztransmac2.asu.edu/cgi-bin/WebObjects/agec](http://aztransmac2.asu.edu/cgi-bin/WebObjects/agec). Courses available for both Areas during a current or upcoming semester can also be found using the “[Find a Class](#)” tool on [maricopa.edu](http://maricopa.edu) and on each MCCCDC college’s website.

## [Requirements](#)

## Bachelor of Science (BS) Degree

### Maricopa County Community College District (MCCCDC) 2025-2026 Bachelor of Science (BS) Degree

## Description

The Maricopa County Community College District Bachelor of Science (BS) degree requires a minimum of 120 semester credits for the program of study; minimum total credits vary by specific major. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for individual degree programs. A minimum grade point average of 2.0 and course grades of C or higher are required to earn the degree.

The Bachelor of Science degree includes the following components:

- I. Program Prerequisites (if applicable)
- II. Required Courses
- III. Restricted Electives

- IV. Arizona General Education Curriculum for Arts (AGEC-A) OR Arizona General Education Curriculum for Science (AGEC-S) (refer to the Program (Degree) Search at curriculum.maricopa.edu for the specific AGEC requirements by major)
- V. MCCCDC Additional Requirements (Oral Communication)
- VI. General Electives (if needed to reach minimum credits for degree)

## **Purpose of the Degree**

A Bachelor of Science (BS) is an undergraduate college degree that requires students to complete a core of general education courses and then includes remaining coursework on requirements and electives that have an emphasis on math and science. The Bachelor of Science prepares students to continue their education in pursuit of a graduate degree, complete requirements for disciplinary certification, and/or pursue careers in a variety of fields.

## **Degree Requirements**

The requirements for the Bachelor of Science (BS) follow. No versions of the Bachelor of Science require fewer than a minimum of 120 credits; however, minimum credits for a BS may vary by specific major. Additionally, a minimum of 30 credits of coursework must be completed at the upper-division (300/400 level). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major. Industry-recognized credentials can be counted as general electives.

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

The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#), [AGEC-S](#), and the [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the "[Find a Class](#)" tool on [maricopa.edu](#) and on each MCCCDC college's website.

## [Requirements](#)

## **Bachelor of Applied Science (BAS) Degree**

### **Maricopa County Community College District (MCCCDC) 2025-2026 Bachelor of Applied Science (BAS)**

#### **Description**

The Maricopa County Community College District Bachelor of Applied Science (BAS) degree requires a minimum of 120 semester credits for the program of study; minimum total credits vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual

degree programs. A minimum grade point average of 2.0 and course grades of C or higher are required to earn the degree.

The Bachelor of Applied Science degree includes the following components:

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

### **Purpose of the Degree**

A Bachelor of Applied Science is an undergraduate college degree that focuses on providing hands-on experiences and incorporating job-related skills into the classroom. It is designed to be flexible in order to accommodate and meet the unique demands of industry in specific workforce sectors. Bachelor of Applied Science degrees typically build on the curriculum requirements for an Associate of Applied Science (AAS) degree, meaning that all of the requirements for the AAS degree are either included in, or receive full recognition and credit within, the BAS program requirements. Students in the BAS take a majority of their courses in the applied sciences, specializing in a specific area and the degree is designed to prepare students for employment and career advancement, as well as can provide the foundation for graduate school.

### **Degree Requirements**

The requirements for the Bachelor of Applied Science (BAS) follow. No versions of the Bachelor of Applied Science require fewer than a minimum of 120 credits; however, minimum credits for a BAS may vary by specific major. Additionally, a minimum of 30 credits of coursework must be completed at the upper-division (300/400 level). Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums by major. Industry-recognized credentials can be counted as general electives.

The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#) at <https://aztransmac2.asu.edu/cgi-bin/WebObjects/agec.woa/3/wa/agecMatrixReport?inst=001075>. Courses available for both Areas during a current or upcoming semester can also be found using the “[Find a Class](#)” tool on [maricopa.edu](http://maricopa.edu) and on each MCCCDC college’s website.

### [Requirements](#)

## **[Registered Nurse \(RN\) to the Bachelor of Science in Nursing \(BSN\) - 9307](#)**

**Maricopa County Community College District**

## **(MCCCD) 2025-2026 Registered Nurse (RN) to the Bachelor of Science in Nursing (BSN)**

### **Description**

The Maricopa County Community College District Registered Nurse (RN) to the Bachelor of Science in Nursing (BSN) degree requires a minimum of 120 semester credits for the program of study. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for credit minimums for individual degree programs. A minimum grade point average of 2.0 and course grades of C or higher are required to earn the degree.

The Bachelor of Nursing degree includes the following components:

- I. Program Prerequisites
- II. Required Courses
- III. Arizona General Education Curriculum for Arts (AGEC-A)
- IV. General Electives (if needed to reach minimum credits for degree)

### **Purpose of the Degree**

The Registered Nurse (RN) to the Bachelor of Science in Nursing (BSN) degree is a post-licensure program that allows nurses with the Associate in Applied Science (AAS) in Nursing or the Diploma in Nursing to advance their credentials or prepare for graduate nursing study. Focus on leadership, evidence-based practice, health promotion, public health issues, patient safety and risk reduction, ethical issues, and healthcare needs of diverse populations.

### **Degree Requirements**

The requirements for the Registered Nurse (RN) to the Bachelor of Science in Nursing (BSN) follow. No versions of the BSN require fewer than a minimum of 120 credits. Additionally, a minimum of 30 credits of coursework must be completed at the upper-division (300/400 level). Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for information on how credit minimums are met for the RN to BSN degree.

The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “[Find a Class](#)” tool on [maricopa.edu](http://maricopa.edu) and on each MCCCD college’s website.

### [Requirements](#)

## **Associate Degrees - Emphasis In...**

[Associate in Arts, Emphasis in Communication - 8124](#)

[Associate in Arts, Emphasis in Counseling and Applied Psychological Science - 8137](#)

[Associate in Arts, Emphasis in Economics - 8111](#)

[Associate in Arts, Emphasis in Humanities - 8143](#)

[Associate in Arts, Emphasis in Mathematics - 8125](#)

[Associate in Arts, Emphasis in Philosophy - 8135](#)

[Associate in Arts, Emphasis in Psychology - 8122](#)

[Associate in Arts, Emphasis in Spanish - 8129](#)

[Associate in Arts, Fine Arts, Emphasis in Art - 8311](#)

[Associate in Science, Emphasis in Biochemistry - 8610](#)

[Associate in Science, Emphasis in Biological Sciences - 8602](#)

[Associate in Science, Emphasis in Chemistry - 8603](#)

[Associate in Science, Emphasis in Computer Science - 8601](#)

[Associate in Science, Emphasis in Engineering - 8607](#)

[Associate in Science, Emphasis in Physics - 8606](#)

## **GWCC Degrees and Certificates**

### **Bachelor's Degrees**

Start Your Bachelor's Degree at GateWay...

Starting your college career at GateWay is a smart move. If you plan to transfer to a four-year college or university, we can help you get there! Take advantage of our transfer services, including:

- [Transfer](#) partnerships with ASU, UA, NAU, GCU, and 40+ public, private, and online institutions across the country
- Opportunities to meet with representatives from Arizona's universities on campus
- Special events, like Transfer Fairs, workshops, and more
- Help with the transfer process

- Direct course equivalency and the seamless transfer of credits\*

\*Speak with an Academic Advisor or visit AZ Transfer's [Course Equivalency Guide](#) for more information: <https://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG>

## **Nuclear Medicine Technology and Computed Tomography** **9305 - Bachelor of Applied Science (BAS) - (124-133 Credits)**

Field of Interest: **Health Sciences**

For Information: Julie Bolin

Phone: (602) 286-8574

### **Description:**

The Bachelor of Applied Science (BAS) in Nuclear Medicine Technology and Computed Tomography is designed to develop competent entry-level technologists through a variety of didactic, clinical, and laboratory experiences. Upon graduation, students will be eligible for national certifications in Nuclear Medicine Technology and Computed Tomography and may pursue additional stackable post-primary certifications with the Nuclear Medicine Technology Certification Board (NMTCB) and American Registry of Radiologic Technologists (ARRT).

### **Program Notes:**

Students must complete the following general education and introductory courses with a 3.0 GPA to be added to the queue of those waiting for an available cohort space to begin the core curriculum: BIO201, BIO202, [(CHM130 and CHM130LL) or CHM130AA or (CHM138 and CHM138LL)], (ENG101 or ENG107), (ENG102 or ENG108), (MAT15+ or equivalent course or satisfactory completion of a higher-level algebra mathematics course), NUC100, [PHY101 or (PHY111 and PHY112)].

Students must earn a grade of C or better in each course in the program.

### **Admission Criteria:**

1. Formal application and admission to the program.
2. Background Check Requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check Standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC Background Check Policy.
3. Clinical health and safety requirements must be met prior to enrollment in any program of study course. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC Clinical Health and Safety Policy and drug testing protocols.
4. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes or during the program may result in cancellation of enrollment.
5. There are limited spaces available in the NMT program. Only students who have completed all the general education and introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort.

6. As long as all general education and introductory courses have been completed, potential students residing outside of the state of Arizona can seek permission from the Program Director to be placed on the waitlist, granted a position number, and agree to take NUC100 in the semester prior to formal program admission.

**Readmission Criteria:**

The Program reserves the right to deny acceptance of an admission application if the applicant was dismissed from any program for issues relating to academic integrity and/or unsafe patient care.

**Program Prerequisites: None****Required Courses (92-94 Credits):**

- FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3  
+ BIO201 Human Anatomy and Physiology I 4  
+ BIO202 Human Anatomy and Physiology II 4  
COM263 Elements of Intercultural Communication 3  
+ ICE/NUC291 Computed Tomography Registry and Board Exam Preparation 1  
NUC100 Introduction to Nuclear Medicine Technology 1  
+ NUC101 Essentials of Nuclear Medicine Technology 1  
+ NUC103 Nuclear Medicine Image Evaluation I 1  
+ NUC110 Introduction to Radiation Physics and Biology for Nuclear Medicine 3  
+ NUC112 Nuclear Medicine Quality Control Laboratory 1  
+ NUC113 Nuclear Medicine Clinical Applications Laboratory 1  
+ NUC116 Nuclear Medicine Procedures I 3  
+ NUC130 Professionalism and Patient Care 1  
+ NUC180 Nuclear Medicine Physics and Instrumentation 4  
+ NUC202 Nuclear Medicine Clinical Practicum I 3  
+ NUC203 Nuclear Medicine Image Evaluation II 1  
+ NUC216 Nuclear Medicine Procedures II 3  
+ NUC220 Sectional Anatomy for Nuclear Medicine 3  
+ NUC259 Fundamentals of Research in Nuclear Medicine 3  
+ NUC276 Nuclear Cardiology 3  
+ NUC303 Nuclear Medicine Image Evaluation III 1  
+ NUC316 Nuclear Medicine Procedures III 3  
+ NUC322 Nuclear Medicine Clinical Practicum II 3  
+ NUC350 Fundamentals of Computed Tomography and Elements of Magnetic Resonance Imaging 3  
+ NUC359 Research Methods and Design 3  
+ NUC372 Cardiac Practicum 1.5  
+ NUC382 PET/CT Practicum 1.5  
+ NUC392 Computed Tomography Clinical Practicum I 3  
+ NUC402 Computed Tomography Clinical Practicum II 3  
+ NUC403 Nuclear Medicine Image Evaluation IV 1  
+ NUC416 Nuclear Medicine Procedures IV 3

- + NUC422 Nuclear Medicine Clinical Practicum III 3
- + NUC432 Capstone Practicum 3
- + NUC434 Nuclear Medicine Department Administration 3
- + NUC444 Nuclear Medicine Radiopharmacy 3
- + NUC450 Computed Tomography and Hybrid Imaging Case Analysis 3
- + NUC459 Nuclear Medicine Research Presentation and Publication 3
- + NUC490 Nuclear Medicine Seminar 3

## **Arizona General Education Curriculum (AGEC)**

### **AGEC-A - Credits: 32-39**

A single course with an [HU], [SB], [L], or [SG]/[SQ] designation may also be used to satisfy the Oral Communication, Critical Reading, or Awareness Area ([C], [G] and/or [H]) requirement(s). See the AGEC matrix on [aztransfer.com](http://aztransfer.com) for course designations.

### **First-Year Composition [FYC] - Credits: 6**

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

### **Literacy and Critical Inquiry [L] - Credits: 3**

Any approved general education course in the Literacy and Critical Inquiry [L] area. 3

### **Mathematics [MA] - Credits: 3-6**

- + MAT150 College Algebra/Functions (5) OR
  - + MAT151 College Algebra/Functions (4) OR
  - + MAT152 College Algebra/Functions (3) OR
  - + MAT155 College Algebra/Functions with Review (5) OR
  - + MAT156 College Algebra/Functions with Review (6) OR
- Higher level course in the Mathematical Applications [MA] area (3-6) 3-6

### **Computer/Statistics/Quantitative Applications [CS] - Credits: 3**

Any approved general education course in the Computer/Statistics/Quantitative Applications [CS] area.  
3

MAT206, PSY230, or SWU225 are recommended.

### **Humanities, Arts and Design [HU] - Credits: 6**

Any approved general education courses in the Humanities, Arts and Design [HU] area. 6

### **Social-Behavioral Sciences [SB] - Credits: 3**

Met by COM263 in Required Courses AND

Any approved general education courses in the Social-Behavioral Sciences [SB] area. 3

**Natural Sciences [SG]/[SQ] - Credits: 8-12**

- + CHM130 Fundamental Chemistry (3) AND
- + CHM130LL Fundamental Chemistry Laboratory (1)
- OR
- + CHM130AA Fundamental Chemistry with Lab (4)
- OR
- + CHM138 Chemistry for Allied Health (3) AND
- + CHM138LL Chemistry for Allied Health Laboratory (1) 4
  
- + PHY101 Introduction to Physics (4) OR
- + PHY111 General Physics I (4) AND
- + PHY112 General Physics II (4) 4-8

**Awareness Areas - Credits: 0**

These requirements may be shared with Core Requirements.

**Cultural Diversity in the US [C] - Credits: 0**

Met by COM263 in Required Courses.

**Historical/Global Awareness [H]/[G] - Credits: 0**

Met by COM263 in Required Courses.

**MCCCD Additional Requirements - Credits: 0**

Courses in this area may also be applied to the AGEC Core Requirements. To minimize total credits required for degree and maximize transferable credits, it is recommended that courses be selected that meet more than one requirement wherever possible.

**Oral Communication (COM) - Credits: 0**

Met by COM263 in Required Courses.

**MCCCD Governing Board Approval Date: August 23, 2022**

**[Nursing \(RN to BSN\)](#)****9307 - Bachelor of Science in Nursing (BSN) - (120 Credits)**

Field of Interest: **Health Sciences**

For Information: Ellen Cummings

Phone: (602) 286-8552

**Description:**

The Bachelor of The Registered Nurse (RN) to the Bachelor of Science in Nursing (BSN) degree is a post-licensure program that allows nurses with the Associate in Applied Science (AAS) in Nursing or the Diploma in Nursing to advance their credentials or prepare for graduate nursing study. Focus on leadership, evidence-based practice, health promotion, public health issues, patient safety and risk reduction, ethical issues, and healthcare needs of diverse populations.

**Program Notes:**

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

The Bachelor of Science in Nursing (BSN) Program is requesting candidacy with the Accreditation Commission for Education in Nursing (ACEN).

**Health and Safety Requirements for the Maricopa Nursing program:**

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to a Nursing or Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check Policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC Background Check Policy.

**Course Fee Information:**

Please see class schedule for information regarding course fees.

**Admission Criteria:**

1. Application and admission to the program is required.
2. The application process is open to any RN who holds a current, active, unrestricted, and unencumbered RN license. The license must remain current and unrestricted throughout program enrollment. Transcripts are not required to verify nursing course completion and the degree does not have to be from a regionally accredited institution. The RN license will be verified. When credit is awarded for a license or credential, an official transcript is not required from that education, so the source of that education and the accreditation of that source does not apply. When credit is awarded for the pre-and co-requisite coursework, for the general education courses, the official transcripts for the general education courses will need to be received.
3. The RN-BSN program will recognize and transfer a total of 62-75 block credit hours for the AAS Nursing Degree/Diploma and RN license for applicants coming from an accredited institution. For review of general education courses, as stated above, official transcripts showing the general education courses that are required for the program must be sent to the Admissions and Records office of the college the student plans to attend and coursework will need to have been completed from an institution accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education. Transcripts will need to be evaluated by the college. If a course does not transfer, the student may need to complete the undergraduate course at the institution they are attending concurrently with their BSN program of study. This only applies to general education courses.
4. Background Check Requirements: Admission to a Nursing or Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check

Standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCCD Background Check Policy.

5. Clinical health and safety requirements must be met prior to enrollment in any program of study course. Upon conditional program enrollment, the student must comply with all requirements of the MCCCCD Clinical Health and Safety Policy, fingerprint clearance, and drug testing protocols. Drug testing timelines will be addressed during orientation to the program.

6. All students must meet health and safety and background check requirements prior to beginning courses in the MaricopaNursing program.

7. Students who have met all admission requirements will be admitted on a first come, first admitted basis. A waitlist will be maintained through the Maricopa County Community College District office and students will have the ability to select placement at any college that is currently offering the program.

8. Graduates of the MaricopaNursing AAS program will be given preferential placement consideration up to a percentage of total enrollment.

### **Progression Criteria:**

1. Students must earn a grade of C or better in each course in the program.

2. Three courses in the program of study include in-person lab/simulation/clinical. Both didactic and lab/simulation/clinical components must be successfully completed to achieve a passing grade in the course. If a student does not successfully complete one component, both the didactic and simulation/clinical must be repeated.

3. Courses may be repeated depending on space available.

### **Readmission Criteria:**

1. The program reserves the right to deny acceptance of an admission application if the applicant was dismissed from any program for issues relating to academic integrity and/or unsafe patient care.

2. If the student's nursing license is restricted or the student is under a Board order, the student will need to resolve any licensure issues prior to entering the program.

3. All applicants holding a license as a Registered Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the license is valid and unrestricted.

4. All readmissions are subject to space available and are at the discretion of the college Nursing Director.

### **Program Prerequisites (63-73 Credits):**

+ BIO156 Introductory Biology for Allied Health (4) OR

+ BIO181 General Biology (Majors) I (4) OR

One year of high school biology (0) 0-4

+ BIO201 Human Anatomy and Physiology I 4

+ BIO202 Human Anatomy and Physiology II 4

+ BIO205 Microbiology 4

+ CHM130 Fundamental Chemistry (3) AND  
+ CHM130LL Fundamental Chemistry Laboratory (1) OR  
+ CHM130AA Fundamental Chemistry with Lab (4) OR  
Satisfactory completion of higher level college-level chemistry course and corresponding lab OR  
One year of high school chemistry (0) 0-4

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

+ ENG102 First-Year Composition (3) OR  
+ ENG108 First-Year Composition for ESL (3) 3

+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
Satisfactory completion of higher level math course 3-5

+ NUR152 Nursing Theory and Science I 9  
+ NUR172 Nursing Theory and Science II 9  
+ NUR252 Nursing Theory and Science III 9  
+ NUR283 Nursing Theory and Science IV 9

PSY101 Introduction to Psychology 3

Any approved general education courses in the Humanities, Arts and Design [HU] area. 3

**Required Courses (37 Credits):**

+ HCR240 Human Pathophysiology 4

+ MAT206 Elements of Statistics (3) OR  
+ PSY230 Introduction to Statistics (3) OR  
+ SWU225 Statistics for Social Research/Justice and Government (3) 3

+ NUR301 Role of the Professional Nurse 3  
+ NUR302 Health Assessment and Promotion 4  
+ NUR303 Nursing Research and Evidence-Based Practice 3  
+ NUR304 Public and Community Health Nursing 4  
+ NUR305 Legal and Ethical Topics in Nursing 3  
+ NUR401 Systems-Based Thinking in Nursing 3  
+ NUR402 Healthcare Technology and Informatics 3  
+ NUR403 Nursing Leadership and Management 3  
+ NUR404 Advanced Nursing Capstone 4

**Arizona General Education Curriculum (AGEC)**

**AGEC-A - Credits: 9-15**

A single course with an [HU], [SB], [L], designation may also be used to satisfy the Awareness Area ([C], [G] and/or [H]) requirement(s). See the AGECEC matrix on aztransfer.com for course designations.

**First-Year Composition [FYC] - Credits: 0**

First Year Composition requirements met by (ENG101 OR ENG107) AND (ENG102 OR ENG108) in the Program Prerequisites.

**Literacy and Critical Inquiry [L] - Credits: 3**

Any approved general education course in the Literacy and Critical Inquiry [L] area. 3

**Mathematics [MA] - Credits: 0**

Mathematics requirements met by MAT140 OR MAT141 OR MAT142 OR satisfactory completion of higher-level math course in the Program Prerequisites.

**Computer/Statistics/Quantitative Applications [CS] - Credits: 0**

Computer/Statistics/Quantitative Reasoning requirements met by MAT206 OR PSY230 OR SWU225 in the Required Courses area.

**Humanities, Arts and Design [HU] - Credits: 3**

Met by Humanities, Arts and Design [HU] in the Program Prerequisites AND Any approved general education course in the Humanities, Arts and Design [HU] area. 3

**Social-Behavioral Sciences [SB] - Credits: 3**

Met by PSY101 in the Program Prerequisites AND Any approved general education courses in the Social-Behavioral Sciences [SB] area. 3

PSY240 recommended.

**Natural Sciences [SG]/[SQ] - Credits: 0**

Natural Sciences requirements met by ((CHM130 and CHM130LL [SQ]) OR CHM130AA [SQ] OR BIO181 [SQ]) AND BIO202 [SG] in the Program Prerequisites.

OR

Natural Sciences requirements met by BIO202 [SG] AND BIO205 [SG] in the Program Prerequisites.

Note: Eight (8) credits of SG-Science General will satisfy the requirements for the BSN but will not satisfy the requirement for an AGECEC-A certificate.

**Awareness Areas - Credits: 0-6**

The same course(s) may be used to satisfy one or more Awareness Area(s) as well as other AGEC Requirements. (See the AGEC matrix on [aztransfer.com](http://aztransfer.com) for course designations.) Credits for such shared courses may only be counted once.

**Cultural Diversity in the US [C] - Credits: 0-3**

Any approved general education course in the Cultural Diversity in the U.S. [C] area.

**Historical/Global Awareness [H]/[G] - Credits: 0-3**

Any approved general education course in the Historical [H] and Global Awareness [G] area.

**MCCCD Additional Requirements - Credits: 0**

Courses in this area may also be applied to the AGEC Core Requirements. To minimize total credits required for degree and maximize transferable credits, it is recommended that courses be selected that meet more than one requirement wherever possible.

**Oral Communication (COM) - Credits: 0**

Waived.

**General Electives (0-12 Credits):**

Select courses 100-level or higher to complete a minimum of 120 semester credits. Consult with a Faculty Advisor, Program Director, and/or Academic Advisor to identify coursework that best aligns with academic and professional goals.

Recommended:

World Language Courses:

ARB+++ Any ARB Arabic course(s)

ASL+++ Any ASL American Sign Language course(s)

CHI+++ Any CHI Chinese course(s)

FRE+++ Any FRE French course(s)

GER+++ Any GER German course(s)

ITA+++ Any ITA Italian course(s)

JPN+++ Any JPN Japanese course(s)

NAV+++ Any NAV Navajo course(s)

SPA+++ Any SPA Spanish course(s)

Health Care Courses:

+ HCR210 Clinical Health Care Ethics 3

+ HCR220 Introduction to Nursing and Health Care Systems 3

+ HCR230 Culture and Health 3

Nursing Continuing Education Courses:

NCE165 Legal Aspects of Nursing 1

+ NCE203 Interpretation of Laboratory Diagnostic Examinations 0.5

+ NCE204 Hemodynamics 1

- + NCE207 Recognition and Nursing Management of the Deteriorating Patient 0.5
- + NCE210 School Nurse Emergency Assessment Skills 1
- + NCE214CA Basic Electrocardiogram Interpretation 1
- NCE214MM Math Methods of Drug Calculation 1
- + NCE216AA School Health Update: Assessment Skills 0.5
- + NCE218 Ventilator Management for Critical Care and Emergency Room Nurses 0.5
- + NCE219 Advanced First Aid for School Health Staff 0.5
- + NCE220 Advanced IV Therapy Skills for RNs 0.5
- + NCE226 Pediatric Nursing Clinical Skills 1
- + NCE249 Basic Critical Care Nursing 4
- + NCE274 Industry Telemetry Nursing 4
- + NCE278 Critical Care Nursing 4
- + NCE291 Nursing Skills and Patient Care in Simulation 1
- + NUR187 Pharmacology and Medication Administration 1.5

**MCCCD Governing Board Approval Date: May 23, 2023**

## Associate Degrees

### Accounting

#### **3149 - Associate in Applied Science (AAS) - (62-73 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

#### **Description:**

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

#### **Program Notes:**

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

Consultation with an Academic Advisor is recommended for course selection.

#### **This program replaces:**

AAS/3130 Accounting-Specialized Para-Professional

AAS/3131 Accounting Paraprofessional

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

#### **Required Courses (34-39 Credits):**

ACC111 Accounting Principles I (3) AND

+ ACC230 Uses of Accounting Information I (3) AND

+ ACC240 Uses of Accounting Information II (3)

OR

ACC111 Accounting Principles I (3) AND

+ ACC112 Accounting Principles II (3) AND

+ ACC212 Managerial Accounting (3)

OR

ACC211 Financial Accounting (3) AND

+ ACC212 Managerial Accounting (3) 6-9

ACC105 Payroll, Sales and Property Taxes (3) OR

+ ACC222 Payroll Accounting (3) 3

ACC115 Computerized Accounting 3

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

+ ACC219 Intermediate Accounting I 3  
CIS114DE Excel Spreadsheet 3  
CIS105 Survey of Computer Information Systems 3

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

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

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

**Restricted Electives (6 Credits):**

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

ACC+++ Any additional ACC Accounting course(s) except ACC111, ACC112, ACC211, ACC212,  
ACC230, ACC240 0-6

GBS131 Business Calculations 3  
+ GBS220 Quantitative Methods in Business 3  
+ GBS221 Business Statistics 3  
GBS261 Investments I 3  
MGT101 Techniques of Supervision (3) OR  
MGT175 Business Organization and Management (3) OR  
MGT229 Management and Leadership I (3) 3

**General Education Requirement - Credits: 22-28**

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

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

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

**Oral Communication - Credits: 3**

COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3

**Critical Reading - Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent by assessment 0-3

**Mathematics - Credits: 3-6**

Any approved general education course from the Mathematics area. 3-6

**General Education Distribution - Credits: 10****Humanities, Arts and Design - Credits: 3**

Any approved general education course from the Humanities, Arts and Design [HU] area. 3

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

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

**Natural Sciences - Credits: 4**

Any approved general education course from the Natural Sciences area.

**MCCCD Governing Board Approval Date: June 28, 2022**

**[Air Conditioning/Refrigeration/Facilities](#)****3211 - Associate in Applied Science (AAS) - (68.5-79.5 Credits)**

Field of Interest: **Applied Technology**

For Information: Larry Bruce Martz

Phone: (602) 286-8643

**Description:**

The Associate in Applied Science (AAS) in Air Conditioning/Refrigeration/Facilities program is designed to provide training in the areas of heating, ventilation, air conditioning and refrigeration (HVAC/R) systems, electricity, electronic controls and instrumentation, hydronics, electro-mechanical devices, and general repair. Students will have an opportunity to learn skills necessary to assess and solve problems quickly, based upon an understanding of regulatory guidelines. The program provides students an opportunity to develop written and verbal communication skills through general education courses.

**Program Notes:**

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

**Program Prerequisites: None****Required Courses (46.5-51.5 Credits):**

CON105 Construction Calculations 1.5  
CON107 Construction Drawings Introduction 1  
CON/HVA131 Electrical Systems 3.5

CON235 Motors: Theory and Application (4) OR  
ELC/FAC115 Motors, Controls and Wiring Diagrams (3) AND  
ELC/FAC115LL Motors, Controls and Wiring Diagrams Lab (1) 4

CON271 Construction Safety (3) OR  
OSH105AA Construction Safety (3) OR  
OSH106AC Industrial Safety (3) OR  
Proof of OSHA 30 hour card (0) 0-3

FAC186 Electro-Mechanical Devices 3  
FAC/HVA210 Facilities Air Conditioning Systems 4  
FAC220 Controls and Instrumentation 4  
FAC/HVA231 Codes 3  
FAC235 Commercial Air and Water Test and Balance 4  
FAC/HVA101 HVAC for Residential Systems I 4

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

HVA102 HVAC for Residential Systems II 5  
HVA104 EPA Section 608 Technician Preparation and Certification 0.5  
HVA120 HVAC Installation 4  
HVA130 HVAC Troubleshooting 4

**General Education Requirement - Credits: 22-28**

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

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

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

**Oral Communication - Credits: 3**

COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3

**Critical Reading - Credits: 0-3**

CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment (0) 0-3

**Mathematics - Credits: 3-6**

+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
+ MAT145 College Mathematics with Review (5) OR  
+ MAT146 College Mathematics with Review (6) OR  
Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

**General Education Distribution - Credits: 10****Humanities, Arts and Design - Credits: 3**

Any approved general education course from the Humanities, Arts and Design [HU] area. 3

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

Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

**Natural Sciences - Credits: 4**

+ CHM130 Fundamental Chemistry (3) AND  
+ CHM130LL Fundamental Chemistry Laboratory (1) OR  
+ PHY101 Introduction to Physics (4) 4

**MCCCD Governing Board Approval Date: June 28, 2022**

## Automotive Service

### **3180 - Associate in Applied Science (AAS) - (64-77 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

**Description:**

The Associate in Applied Science (AAS) in Automotive Service prepares individuals to apply technical knowledge and skills to repair, service, and maintain automobiles. Instruction is in both the theoretical and practical aspects of automotive repair, service and maintenance, and includes brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drivetrains, and heating and air conditioning systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile Certification Tests (A1 - A8).

See program advisor for additional certificate offerings.

**Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (43-45 Credits):**

ASE100 Introduction to Automotive Service 2

ASE110 Engine Fundamentals (4) OR

ASE110AU Engine Fundamentals (4) 4

ASE120 Automatic Transmission and Transaxle (4) OR

ASE120AU Automatic Transmission and Transaxle (4) 4

ASE130 Manual Drive Trains and Axles (4) OR

ASE130AU Manual Drive Trains and Axles (4) 4

ASE140 Automotive Steering, Suspension and Alignment (4) OR

ASE140AU Automotive Steering, Suspension and Alignment (4) 4

ASE150 Automotive Brake Systems (4) OR

ASE150AU Automotive Brake Systems (4) 4

ASE160 Introduction to Automotive Electrical (4) OR

ASE160AU Introduction to Automotive Electrical (4) 4

ASE170 Automotive Heating, Ventilation and Air Conditioning Systems (4) OR

ASE170AU Automotive Heating, Ventilation and Air Conditioning Systems (4) 4

ASE180 Introduction to Engine Management (4) OR

ASE180AU Introduction to Engine Management OR (4) 4

+ ASE260 Advanced Automotive Electrical (4) OR

+ ASE260AU Advanced Automotive Electrical (4) 4

ASE280 Engine Management (4) OR

ASE280AU Engine Management (4) 4

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

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

**Restricted Electives (3-8 Credits):**

+ ASE240 Advanced Driver Assistance Systems 2

+ ASE265 Introduction to Electric and Hybrid Vehicles 2

ASE290++ Automotive Service Internship (any suffixed courses) 1-4

ASE296++ Cooperative Education (any suffixed courses) 1-4

ASE298++ Special Projects (any suffixed courses) 1-3

**General Education Requirement - Credits: 18-24**

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

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

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

**Oral Communication - Credits: 3**

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- + COM225 Public Speaking (3) OR
- COM230 Small Group Communication (3)

**Critical Reading - Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent as indicated by assessment 0-3

**Mathematics - Credits: 3-6**

- GTC107 Technical Mathematics I (3) OR
- + MAT140 College Mathematics (5) OR
- + MAT141 College Mathematics (4) OR
- + MAT142 College Mathematics (3) OR
- MAT145 College Mathematics with Review (5)
- MAT146 College Mathematics with Review (6)
- + Any approved general education course from the Mathematics area 3-6

**General Education Distribution - Credits: 6**

**Humanities, Arts and Design - Credits: 3**

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

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

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

**Natural Sciences - Credits: 0**

Area Waived

**MCCCD Governing Board Approval Date: February 28, 2023**

**[Banking and Finance](#)**

**3091 - Associate in Applied Science (AAS) - (62-69 Credits)**

Field of Interest: **Business, Entrepreneurialism and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

**Description:**

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

**Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (31-33 Credits):**

ACC111 Accounting Principles I 3  
+ ACC112 Accounting Principles II 3  
CIS105 Survey of Computer Information Systems 3  
FYE101 Introduction to College, Career and Personal Success (1) OR  
FYE103 Exploration of College, Career and Personal Success (3) 1-3  
GBS103 Principles of Banking 3  
GBS120 Workplace Communication Skills 3  
GBS131 Business Calculations 3  
GBS151 Introduction to Business 3  
GBS205 Legal, Ethical, and Regulatory Issues in Business 3  
GBS294 Consumer Credit 3  
MGT126 Customer Service Skills and Strategies 3

**Restricted Electives (9 Credits):**

Students must select nine (9) credits from the list below:

+ ACC212 Managerial Accounting 3  
+ ACC270AC Accounting Internship (3) OR  
+ GBS270AC Business Internship (3) 3  
CIS114DE Excel Spreadsheet 3  
GBS206 Business Law (UCC) 3  
GBS207 Business Law (General Corporate) 3  
GBS261 Investments I 3  
MKT267 Principles of Sales (3) OR  
MKT271 Principles of Marketing (3) 3

**General Education Requirement - Credits: 22-27**

**General Education Core - Credits: 12-17**

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

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

**Oral Communication - Credits: 3**

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- + COM225 Public Speaking (3) OR
- COM230 Small Group Communication (3) 3

**Critical Reading - Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent as indicated by assessment. 0-3

**Mathematics - Credits: 3-5**

Any approved general education course from the Mathematics area. 3-5

**General Education Distribution - Credits: 10**

**Humanities, Arts and Design - Credits: 3**

Any approved general education course from the Humanities, Arts and Design area.

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

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

**Natural Sciences - Credits: 4**

Any approved general education course from the Natural Sciences area.

**MCCCD Governing Board Approval Date: June 28, 2022**

**Beauty and Wellness**

**3209 - Associate in Applied Science (AAS) - (61-70 Credits)**

Field of Interest: **Business, Entrepreneurialism and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

**Description:**

The Associate in Applied Science (AAS) in Beauty and Wellness promotes progressive thinking, skills, and experiences to enhance personal growth and professional success. This interdisciplinary AAS is designed to provide students with business and financial acumen, effective and collaborative communication skills, critical thinking techniques, and leadership qualities to be empowered professionals. Students who complete this AAS have fundamental strategies to effectively and successfully implement innovative principles in the beauty industry to serve consumers. The Associate in Applied Science (AAS) in Beauty and Wellness may transfer to a Bachelor of Applied Science (BAS) program for students who want to pursue a bachelor's degree.

**Admission Criteria:**

Entry into this program requires either a current, active license in one of the program prerequisite areas or actively participating in a training program that leads to licensure in a program prerequisite area.

Upon completion of this program students will be expected to have earned a license in one of the program prerequisite areas.

Credits for prior learning will be awarded for equivalent Beauty and Wellness (BAW) prefix courses based on licensure.

**Program Prerequisites (12-30 Credits):**

Entry into this program requires a current, active Aesthetician or Aesthetician Instructor; or Cosmetology or Cosmetology Instructor; or Hairstylist or Hairstylist Instructor, or Massage Therapist or Massage Therapist Instructor license. Credits for prior learning will be awarded for equivalent Beauty and Wellness (BAW) prefix courses based on licensure.

Aesthetician License/Aesthetician Instructor License Credits: 12

BAW102 Aesthetics Essentials 4

BAW110 Advanced Aesthetics 4

BAW115 Aesthetics Mastery 4

OR

Cosmetology License/Instructor Cosmetology License Credits: 30

BAW104 Hair Essentials I 4

BAW106 Hair Essentials II 4

BAW114 Student Salon I 4

BAW116 Student Salon II 4

BAW119 Nail Essentials 4

BAW212 Skin Essentials 4

BAW214 Student Salon III 4

BAW218 Cosmetology State Licensure 2

OR

Hairstylist License/Instructor Hairstylist License Credits: 20

BAW104 Hair Essentials I 4

BAW106 Hair Essentials II 4

BAW114 Student Salon I 4

BAW116 Student Salon II 4

BAW118 Hair Stylist State Licensure 4

OR

Nail Technician/Nail Technician Instructor License Credits: 12

BAW100 Nail Technology I 4

BAW105 Nail Technology II 4

BAW111 Nail Technology III 4

OR

Massage Therapist/Massage Therapist Instructor License Credits: 14

BAW120 Massage Therapy Basics 3.5

BAW121 Massage Therapy Advanced 3.5

BAW220 Massage Therapy Mastery I 3.5

BAW221 Massage Therapy Mastery II 3.5

**Required Courses (10-12 Credits):**

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

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

Select courses to complete a total of nine (9) credits:

BAW298++ Special Projects 1-3

GBS132 Personal and Family Financial Security 3

MGT253 Owning and Operating a Small Business 3

MKT110 Marketing and Social Networking 3

**General Electives - Credits: 0-17**

Select additional courses, 100-level or higher, to complete the minimum credits required for this degree. Consult with the Program Director or an Academic Advisor.

**General Education Requirement - Credits: 22-28**

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

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

+ ENG101 First-Year Composition (3) OR

+ ENG107 First-Year Composition for ESL (3) AND

+ ENG102 First-Year Composition (3) OR

+ ENG108 First-Year Composition for ESL (3) 6

**Oral Communication - Credits: 3**

COM100 Introduction to Human Communication (3) OR

COM110 Interpersonal Communication (3) OR

+ COM225 Public Speaking (3) OR

COM230 Small Group Communication (3) 3

**Critical Reading - Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR

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

**Mathematics - Credits: 3-6**

+ MAT140 College Mathematics (5) OR

+ MAT141 College Mathematics (4) OR

+ MAT142 College Mathematics (3) OR

MAT145 College Mathematics with Review (5) OR

MAT146 College Mathematics with Review (6) OR

Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

**General Education Distribution - Credits: 10**

**Humanities, Arts and Design - Credits: 3**

Any approved general education course from the Humanities, Arts, and Design area

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

Any approved general education course from the Social-Behavioral Sciences area

Recommended:

HES120 Principles of Physical Fitness and Wellness (3) OR

PSY101 Introduction to Psychology (3) OR

PSY132 Psychology and Culture (3) OR

SOC101 Introduction to Sociology (3) OR

SOC157 Sociology of Families and Relationships (3) OR

SWU250 Mindfulness for Stress Management (3) 3

**Natural Sciences - Credits: 4**

Any approved general education course from the Natural Sciences area

Recommended:

BIO160 Introduction to Human Anatomy and Physiology (4) OR

CHM107 Chemistry and Society (3) AND

CHM107LL Chemistry and Society Laboratory (1) 4 OR

CHM130 Fundamental Chemistry (3) AND

CHM130LL Fundamental Chemistry Laboratory (1) 4 OR  
FON241 Principles of Human Nutrition (3) AND  
FON241LL Principles of Human Nutrition Laboratory (1) 4

**MCCCD Governing Board Approval Date: December 10, 2024**

## **Clinical Neurodiagnostic Technology**

### **3215 - Associate in Applied Science (AAS) - (70.5-91.5 Credits)**

Field of Interest: **Health Sciences**

For Information: Bali Gill and Louisa Calvin

Phone: (480) 292-2360

#### **Description:**

The Associate in Applied Science (AAS) in Clinical Neurodiagnostic Technology (NDT) degree provides students with knowledge and practical skills in both electroneurodiagnostic technology and sleep medicine technology and prepares them to become neurodiagnostic technologists. Students will learn how to assess, provide treatment, and perform diagnostic procedures in the field of NDT, including both Electroencephalography (EEG) and Polysomnography (PSG) with introduction to other testing modalities.

Upon successful completion of the AAS degree in Clinical NDT, students will meet the requirements to sit for the American Board of Registered Electroneurodiagnostic Technologists (ABRET) examination to become a Registered EEG Technologist and the Board of Registered Polysomnographic Technologists examination to become a Registered PSG Technologist.

#### **Program Notes:**

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

HCC courses may be taken prior to admission or concurrently during enrollment in the program.

#### **Admission Criteria:**

1. Formal admission to the Clinical Neurodiagnostic Technology program is required.
2. Formal application can be made at any time.
3. Background check requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check Standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCD Background Check Policy.
4. Clinical health and safety requirements must be met. Upon conditional program enrollment, the student must comply with all requirements of the MCCCD Clinical Health and Safety Policy.
5. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes may result in cancellation of enrollment.
6. Proof of current American Heart Association Healthcare Provider CPR Certification.

**Program Prerequisites (10-21 Credits):**

BIO160 Introduction to Human Anatomy and Physiology (4) OR  
+ BIO201 Human Anatomy and Physiology I (4) AND  
+ BIO202 Human Anatomy and Physiology II (4) 4-8

Students selecting BIO201 must complete the prerequisite courses BIO156 or BIO181.

+ BIO156 Introductory Biology for Allied Health (4) OR  
+ BIO181 General Biology (Majors) I (4) OR

One year of high school biology with a grade of C or better (0) 0-4

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

+ MAT120 Intermediate Algebra (5) OR  
+ MAT121 Intermediate Algebra (4) OR  
+ MAT122 Intermediate Algebra (3) OR

Satisfactory completion of a higher-level mathematics course. 3-6

**Required Courses (48.5-55.5 Credits):**

+ EEG202 Intermediate Electroencephalography (EEG) 3  
+ EEG202LL Intermediate Electroencephalography (EEG) Laboratory 1  
+ EEG203 Advanced Electroencephalography (EEG) 2  
+ EEG215 Electroencephalography (EEG) Clinical Rotation I 3  
+ EEG225 Electroencephalography (EEG) Clinical Rotation II 3  
+ EEG235 Electroencephalography (EEG) Clinical Rotation III 3

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

HCC/RES109 CPR for Health Care Provider (0.5) OR  
Proof of Current Health Care Provider CPR Certification (0) 0-0.5

HCC130 Fundamentals in Health Care Delivery (3) OR  
Work experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator (0) 0-3

HCC145 Medical Terminology for Health Care Professionals (3) OR  
HCC146 Common Medical Terminology for Health Care Professionals (2) 2-3

+ HCC164 Pharmacology for Allied Health 0.5

+ HCC200 Basic Client Care for Allied Health (0.5) OR  
Work experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator (0) 0-0.5

- HRC101 Overview of Healthcare Compliance 1
- + NDT101 Introduction to Neurodiagnostics 3
- + NDT101LL Introduction to Neurodiagnostics Laboratory 1
- + NDT102 Applied Neuroanatomy and Physiology 3
- + NDT103LL Intermediate Neurodiagnostic Laboratory 1
- + NDT200LL Clinical Preparation Laboratory 1
- + NDT202 Introduction to Nerve Conductions and Evoked Potentials 3
- + NDT202LL Introduction to Nerve Conductions and Evoked Potentials Laboratory 1
- + NDT282 Volunteering for Clinical Neurodiagnostic Technology 0.5
- + PSG201 Fundamentals of Polysomnography 3
- + PSG202 Sleep Therapeutics 2
- + PSG202LL Sleep Therapeutics Laboratory 0.5
- + PSG203 Record Scoring 1
- + PSG215 Polysomnography (PSG) Clinical Rotation I 3
- + PSG225 Polysomnography (PSG) Clinical Rotation II 3
- + PSG235 Polysomnography (PSG) Clinical Rotation III 3

**General Education Requirement - Credits: 12-15**

**General Education Core - Credits: 6-9**

**First-Year Composition - Credits: 3**

Three (3) credits of First-Year Composition are met by ENG101 or ENG107 in Program Prerequisites area.

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

**Oral Communication - Credits: 3**

Any approved general education course from the Oral Communication area 3

**Critical Reading - Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent as indicated by assessment (0) 0-3

**Mathematics - Credits: 0**

Met by MAT120 or MAT121 or MAT122 or higher-level mathematics course in Program Prerequisites area.

**General Education Distribution - Credits: 6**

**Humanities, Arts and Design - Credits: 3**

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

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

PSY101 Introduction to Psychology 3

**Natural Sciences - Credits: 0**

Met by BIO160 or BIO201 and BIO202 in Program Prerequisite area.

**MCCCD Governing Board Approval Date: December 10, 2024**

## Cybersecurity

### **3197 - Associate in Applied Science (AAS) - (62-77 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

The Associate in Applied Science (AAS) in Cybersecurity is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. Certificates of Completion (CCLs) are also available in the following areas: Cybersecurity Fundamentals, Cyber Operations, Linux System Administration, Microsoft, Cisco Networking CCNA Security, Cyber Engineering, and Critical Infrastructure. Some of these programs are available at select colleges. Please check with your local college for program availability.

**Program Notes:**

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

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

**Program Prerequisites: None****Required Courses (25-28 Credits):**

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

MST150++ Any Microsoft Windows course (3) 3

(MST150++ required for Cloud System Administration specialization and Critical Infrastructure specialization)

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR  
ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4  
(CNT140AB required for Cisco Network Administration and Security specialization and Critical Infrastructure specialization)

+ CIS270 Essentials of Network and Information Security (3) OR  
+ ITS110 Information Security Fundamentals (3) 3  
(ITS110 required for Cyber Operations specialization; CIS270 required for Critical Infrastructure specialization)

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

+ ITS240 Ethical Hacking and Network Defense 3

**Restricted Electives (12-18 Credits):**

Students must complete 12-18 credits from the following list of courses. Courses that are required for a specialization in Cyber Operations, Linux System Administration, Cloud System Administration, Cisco Network Administration and Security, Cyber Engineering, and/or Critical Infrastructure are noted. Courses cannot be repeated for credit.

Specialization I: Cyber Operations

Credits: 17

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ CIS238DL Linux System Administration (3) OR  
+ CIS238RH Red Hat System Administration II (3) 3

+ CIS290AC Computer Information Systems Internship (3) OR  
+ CIS298AC Special Projects (3) 3

+ ITS291 Computer Forensics Foundations 4  
+ ITS292 Advanced Computer Forensics 4

Specialization II: Linux System Administration

Credits: 15

- + CIS238DL Linux System Administration (3) OR
- + CIS238RH Red Hat System Administration II (3) 3

+ CIS239DL Linux Shell Scripting 3

- + CIS240DL Linux Network Administration (3) OR
- + CIS240RH Red Hat System Administration III (3) 3

- + CIS271DL Linux Security (3) OR
- + CIS271RH Red Hat System Administration IV (3) 3

+ CIS275DL Linux Capstone 3

### Specialization III: Cloud System Administration

Credits: 15-16

- + BPC274 Advanced Server Computer Maintenance: Server+ Prep 3
- CIS121AH Microsoft PowerShell/Command Line Operations 3
- + CIS239DL Linux Shell Scripting 3

- + MST160 Azure Administrator (4), OR
- + CLD110 Amazon Web Services Cloud Foundations (3) 3-4

- + MST260 Microsoft Azure Cloud Development and Operations (3), OR
- + CLD120 Amazon Web Services Cloud Architect Associate (3) 3

### Specialization IV: Cisco Network Administration and Security

Credits: 12

- + CNT150AB Switching, Routing, and Wireless Essentials 4
- + CNT160AB Enterprise Networking, Security, and Automation 4
- + CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
- + CNT205 Cisco Certified Network Associate Security (4) 4

### Specialization V: Cyber Engineering

Credits: 18

- + CIS119DO Introduction to Oracle: SQL (3) OR
- + CIS276++ Any SQL Database course (3) 3
- + CIS162++ Any C Programming: Level I course 3  
(Students intending to transfer to U of A South should take CIS162 C Programming)
- + CIS227 Assembler Language 3
- + CIS238DL Linux System Administration (3) OR

+ CIS238RH Red Hat System Administration II (3) 3

+ CIS250 Management of Information Systems 3

+ CIS262++ Any C Programming: Level II course 3

#### Specialization VI: Critical Infrastructure

Credits: 16

+ CIS143 Introduction to Critical Infrastructure Protection 3

+ CIS201 Introduction to Operational Technology 3

+ CIS202 Introduction to Smart Grid Security 3

+ CIS203 Principles of the Risk Management Framework 3

+ CNT150AB Switching, Routing, and Wireless Essentials 4

#### **General Electives (0-3 Credits):**

Select additional courses 100-level or higher to complete the minimum total program credits required for this degree. It is recommended to select from the Restricted Elective options. Consult with a faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals.

#### **General Education Requirement - Credits: 22-28**

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

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

+ ENG101 First-Year Composition (3) OR

+ ENG107 First-Year Composition for ESL (3) AND

+ ENG102 First-Year Composition (3) OR

+ ENG108 First-Year Composition for ESL (3) 6

#### **Oral Communication - Credits: 3**

COM100 Introduction to Human Communication (3) OR

COM110 Interpersonal Communication (3) OR

+ COM225 Public Speaking (3) OR

COM230 Small Group Communication (3) 3

COM100 required for students intending to transfer to ASU West to earn a Bachelor of Science in Applied Computing (Cybersecurity).

#### **Critical Reading - Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR

Equivalent as indicated by assessment (0) 0-3

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

Any approved general education course in the Mathematics area. 3-6

#### **General Education Distribution - Credits: 10**

**Humanities, Arts and Design - Credits: 3**

Any approved general education course(s) in the Humanities, Arts and Design area.

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

Any approved general education course(s) in the Social-Behavioral Sciences area.

**Natural Sciences - Credits: 4**

Any approved general education course(s) from the Natural Sciences area.

**MCCCD Governing Board Approval Date: June 27, 2023**

**Diagnostic Medical Sonography****3656 - Associate in Applied Science (AAS) - (89.5-103.5 Credits)**

Field of Interest: **Health Sciences**

For Information: Danielle Terveen

Phone: (602) 286-8481

**Description:**

The Associate in Applied Science (AAS) in Diagnostic Medical Sonography (DMS) program is designed for students who wish to explore the field of sonography, as well as those who have made a career decision to seek certification from the American Registry of Diagnostic Medical Sonographers (ARDMS). Diagnostic medical sonographers are highly specialized members of the health care team who provide patient services using ultrasound under the direction of a physician. Sonographers provide care essential to diagnostic ultrasound imaging by operating equipment and performing examinations for medical diagnosis. Sonographers have an in-depth knowledge of physics, disease processes, physiology, cross-sectional anatomy, positioning and sonographic techniques necessary to create ultrasound images. Knowledge of darkroom techniques, equipment maintenance, record keeping, and film processing are also part of the job.

Careers in the field of diagnostic sonography can be found in hospitals, clinics, doctors' offices, and mobile imaging centers. Research, applications, teaching, and marketing may be available to sonographers who wish to explore careers in business or industry.

Educational information: Clinical affiliations include a cooperative effort with a number of area hospitals, clinics, and doctors' offices. Clinical training is required by the ARDMS prior to sitting for the registry examination. This program will prepare students for the American Registry of Diagnostic Medical Sonographer examinations in abdomen, obstetrics, and vascular technology.

**Program Notes:**

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

Students must complete the following general education and introductory courses with a 3.0 GPA to be added to the queue of those waiting for an available cohort space to begin the core curriculum. BIO160

or (BIO201 and BIO202); ENG101 or ENG107, MAT150 or MAT151 or MAT152 or MAT155 or MAT156; and (PHY101 or PHY111).

Due to the requirements of the program accrediting body, this course of study requires many hours of classroom and clinical time. Full-time day students must submit application materials and be accepted prior to registering for the courses in the core curriculum. The full-time program is 22 months in length.

**Admission Criteria:**

1. Formal application and admission to the program.
2. Background check requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check Standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC Background Check Policy and drug testing protocols.
3. Clinical health and safety requirements must be met. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC Clinical Health and Safety Policy.
4. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes may result in cancellation of enrollment.
5. There are limited spaces available in the DMS program. Only students who have completed all of the general education and introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort.

**Program Prerequisites: None**

**Required Courses (63.5-64.5 Credits):**

- + DMS/ICE220 Sectional Anatomy 3
- + DMS110 Introduction to Diagnostic Sonography 3
- + DMS120 Ultrasound Imaging: Abdominal Procedures I 3
- + DMS120LL Ultrasound Imaging: Abdominal Procedures I Laboratory 1
- + DMS121 Ultrasound Imaging: Abdominal Procedures II 3
- + DMS130 Ultrasound Imaging: OB/GYN Procedures 3
- + DMS130LL Ultrasound Imaging: OB/GYN Procedures Laboratory 1
- + DMS140 Ultrasound Case Studies: Part I 2
- + DMS150 Sonographic Principles and Instrumentation I 3
- + DMS150LL Sonographic Principles and Instrumentation Laboratory 1
- + DMS155 Introduction to Clinical Care for Sonography 1
- + DMS161 Clinical Practicum II-AA 1
- + DMS162 Clinical Practicum II-AB 2
- + DMS171 Clinical Practicum III-AA 2
- + DMS172 Clinical Practicum III-AB 2
- + DMS210 Concepts of Vascular Imaging 3
- + DMS210LL Concepts of Vascular Imaging Laboratory 1
- + DMS225 High Risk Obstetric/Gynecology Sonography 1
- + DMS240 Ultrasound Case Studies: Part II 2
- + DMS241 Ultrasound Case Studies: Part III 2

- + DMS255 Abdominal Extended Sonography 3
- + DMS261 Clinical Practicum IV-AA 2
- + DMS262 Clinical Practicum IV-AB 2
- + DMS263 Vascular Clinical Practicum I 2
- + DMS270 Clinical Practicum V-AA 2
- + DMS271 Clinical Practicum V-AB 2
- + DMS272 Clinical Practicum V-AC 2
- + DMS281 Ultrasound Registry Preparation Seminar: Physics and Instrumentation 1
- + DMS282 Ultrasound Registry Preparation Seminar: Abdominal and Small Parts Imaging 1
- + DMS283 Ultrasound Registry Preparation Seminar: Obstetrics and Gynecology 1
- + DMS284 Ultrasound Registry Preparation: Vascular Imaging 1
- + DMS286 Advanced Vascular Technology 3
- + DMS286LL Advanced Vascular Technology Laboratory 1
  
- + NUC120 Radiopharmaceutical/Pharmaceutical Administration for the Nuclear Medicine Technologist (1.5) OR
- + RAD206 Pharmacology and Venipuncture (1) OR
- + HCC218 Venous Access for Diagnostic Agents and Pharmaceuticals (0.5) 0.5-1.5

**Restricted Electives (0-3 Credits):**

Optional: Students seeking a specialty area in sonography may select zero (0) to three (3) credits from courses below.

- + DMS235 Ultrasound Breast Imaging 1
- + DMS250 Musculoskeletal Sonography and Small Parts 2

**General Education Requirement - Credits: 26-36**

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

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

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

**Oral Communication - Credits: 3**

Any approved general education course from the Oral Communication area 3

**Critical Reading - Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent as indicated by assessment 0-3

**Mathematics - Credits: 3-6**

- + MAT150 College Algebra/Functions (5) OR
- + MAT151 College Algebra/Functions (4) OR
- + MAT152 College Algebra/Functions (3) OR
- + MAT155 College Algebra/Functions with Review (5) OR
- + MAT156 College Algebra/Functions with Review (6) OR

Any approved general education course in the Mathematical Applications [MA] area for which MAT15+ is a prerequisite (3-6) 3-6

**General Education Distribution - Credits: 14-18**

**Humanities, Arts and Design - Credits: 3**

Any approved general education course from the Humanities, Arts and Design 3

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

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

**Natural Sciences - Credits: 8-12**

- BIO160 Introduction to Human Anatomy and Physiology (4) OR
- + BIO201 Human Anatomy and Physiology I (4) AND
- + BIO202 Human Anatomy and Physiology II (4) 4-8
- + PHY101 Introduction to Physics (4) OR
- + PHY111 General Physics I (4) 4

**MCCCD Governing Board Approval Date: April 22, 2025**

**Electrical Technology**

**3767 - Associate in Applied Science (AAS) - (62-69 Credits)**

Field of Interest: **Applied Technology**

For Information: Stephanie Stewart

Phone: (602) 238-0072

**Description:**

The Associate in Applied Science (AAS) in Electrical Technology is designed to provide students with a broadened educational background and leadership skills in electrical technology. This expertise will allow employment within the industry in the areas of management, sales, field service, business ownership or instruction. Students are admitted to the AAS in Electrical Technology only through the Electric League of Arizona.

**Program Notes:**

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

**Admission Criteria:**

Formal application and admission to the program by the Electric League of Arizona and a high school diploma, GED, or 6 months electrical industry or related experience.

**Program Prerequisites: None**

**Required Courses (40-42 Credits):**

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

Residential Wiring 15

ELC103 Electrical/Mechanical Calculations 3

ELC119 Concepts of Electricity and Electronics 3

ELC123 Residential Electrical Wiring and Codes 3

+ ELC160 Applied Electrical Codes I 3

ELC164 Grounding and Bonding 3

Commercial Wiring 12

ELC120 Solid State Fundamentals 3

+ ELC125 Commercial Electrical Wiring and Codes 3

+ ELC161 Applied Electrical Codes II 3

+ ELC217 Motor Controls 3

Industrial Wiring 12

+ ELC124 Industrial Electrical Wiring and Codes 3

+ ELC144 Basic Automated Systems Using Programmable Controllers 3

+ ELC210 AC Machinery and DC Machinery 3

+ ELC218 Variable Frequency Drives 3

**General Education Requirement - Credits: 22-27**

**General Education Core - Credits: 12-17**

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

+ ENG101 First-Year Composition (3) OR

+ ENG107 First-Year Composition for ESL (3) AND

+ ENG102 First-Year Composition (3) OR

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

+ ENG111 Technical and Professional Writing (3) 6

**Oral Communication - Credits: 3**

Any approved general education course from the Oral Communication area except COM225 Public Speaking.

**Critical Reading - Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment 0-3

**Mathematics - Credits: 3-5**

+ MAT120 Intermediate Algebra (5) OR  
+ MAT121 Intermediate Algebra (4) OR  
+ MAT122 Intermediate Algebra (3) OR  
equivalent course or satisfactory completion of a higher level mathematics course 3-5

**General Education Distribution - Credits: 10**

**Humanities, Arts and Design - Credits: 3**

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

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

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

**Natural Sciences - Credits: 4**

+ CHM130 Fundamental Chemistry (3) AND  
+ CHM130LL Fundamental Chemistry Laboratory (1) 4

**MCCCD Governing Board Approval Date: June 28, 2022**

**Environmental Science and Water Resources Technologies**

**3830 - Associate in Applied Science (AAS) - (62-83 Credits)**

Field of Interest: **Applied Technology**

For Information: Roman Diaz

Phone: (602) 286-8659

**Description:**

The Associate in Applied Science (AAS) in Environmental Science and Water Resources Technologies program is designed to prepare students in theoretical and practical hands-on training in the monitoring of water quality and quantity as well as in water, wastewater, and industrial wastewater treatment. The emphasis is on federal, state, county, and city regulations affecting water quality and quantity management in addition to water/wastewater treatment. The students take part in the operation, calibration, and maintenance of water monitoring field instruments and water and wastewater treatment monitor field equipment. The program assists students in their preparation for ADEQ examinations in both water and wastewater treatment.

**Program Notes:**

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

**Admission Criteria:**

Formal application and admission to the program is required. Placement into MAT120, MAT121, MAT122, MAT150, MAT151, MAT152 or higher level mathematics course for which College Algebra is a prerequisite.

**Program Prerequisites: None**

**Required Courses (40-50 Credits):**

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

Students must select one (1) of two (2) specializations:

Specialization I: Environmental Science Technology - Credits: 39

BIO105 Environmental Biology 4

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

- + WRT100 Introduction to Water Resources 3
- + WRT108 Fundamentals of Environmental Science Technology 3
- + WRT117 Geographic Information Systems (GIS) 3
- + WRT125 Surveying for Water Resources 2
- + WRT130 Groundwater Hydrology 3
  
- + WRT150 Introduction to Surface Water Data Collection 3
- + WRT152 Water Resources Field Investigations I: Groundwater and Surface Water 3
- + WRT153 Environmental Law and Regulations 3
- + WRT180 Environmental Sampling and Analysis 5
- WRT190AA Water Resources Technologies Seminar 1
- + WRT252 Water Resources Field Investigations II: Surveying and Surface Water 3

Specialization II: Water and Wastewater Treatment - Credits: 47

BIO105 Environmental Biology 4

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

- + WRT100 Introduction to Water Resources 3
- + WRT110 Principles of Water Treatment Plant Operations 3
- + WRT115 Water Technology Calculations 3
- + WRT121 Operation of Wastewater Treatment Plants 3
- + WRT131 Wastewater Collection Systems Operation and Maintenance 3

- + WRT134 Water Distribution System Operation and Maintenance 3
- + WRT140 Water Quality for Treatment Industry 5
- + WRT153 Environmental Law and Regulations 3
- WRT190AA Water Resources Technologies Seminar 1
- + WRT200 Industrial Pretreatment 3
- + WRT204 Water/Wastewater Mechanical Systems, Power, and Instrumentation 3
- + WRT221 Water and Wastewater Treatment Plants Administration 3
- + WRT240 Water Quality 3
- + WRT240LL Water Quality Field Techniques 1

**Restricted Electives (0-6 Credits):**

Students preparing to enhance their skill set in the water industry may complete zero (0) to six (6) credits with permission of the Water Resources Program Director. Credits: 0-6

WRT+++++ Any WRT Water Resource Technology course(s)

Students may select only ONE of the three internship courses below for a restricted elective. Internship courses may not be taken more than once.

- + WRT270AA Water Resources Internship (1) OR
- + WRT270AB Water Resources Internship (2) OR
- + WRT270AC Water Resources Internship (3) 1-3

**General Education Requirement - Credits: 22-27**

**General Education Core - Credits: 12-17**

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

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

**Oral Communication - Credits: 3**

Any approved general education course in the Oral Communication area.

**Critical Reading - Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent by Assessment 0-3

**Mathematics - Credits: 3-5**

- + MAT120 Intermediate Algebra (5) OR
- + MAT121 Intermediate Algebra (4) OR
- + MAT122 Intermediate Algebra (3) OR

+ MAT150 College Algebra/Functions (5) OR

+ MAT151 College Algebra/Functions (4) OR

+ MAT152 College Algebra/Functions (3) OR

Satisfactory completion of a higher level mathematics course for which College Algebra is a prerequisite 3-5

For students intending to transfer to a university, MAT15+ is recommended.

### **General Education Distribution - Credits: 10**

#### **Humanities, Arts and Design - Credits: 3**

Any approved general education course from the Humanities, Arts and Design area 3

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

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

#### **Natural Sciences - Credits: 4**

+ CHM130 Fundamental Chemistry (3) AND

+ CHM130LL Fundamental Chemistry Laboratory (1) OR

+ CHM130AA Fundamental Chemistry with Lab (4) OR

GLG110 Geological Disasters and the Environment (3) AND

GLG111 Geological Disasters and the Environment Lab (1) 4

**MCCCD Governing Board Approval Date: May 23, 2023**

## **General Business**

### **3148 - Associate in Applied Science (AAS) - (62-69 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

#### **Description:**

The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. A Certificate of Completion (CCL) in General Business is available.

#### **Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (22-24 Credits):**

ACC111 Accounting Principles I 3

CIS105 Survey of Computer Information Systems 3

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

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

GBS120 Workplace Communication Skills (3) OR

+ GBS233 Business Communication (3) 3

GBS151 Introduction to Business 3

GBS205 Legal, Ethical and Regulatory Issues in Business 3

MGT175 Business Organization and Management (3) OR

MGT251 Human Relations in Business (3) 3

MKT271 Principles of Marketing 3

**Restricted Electives (18 Credits):**

Students should select 18 credits from the following courses/subjects. Any 100/200 level courses in the following subjects can be used, except courses used to satisfy the Required Courses area.

ACC+++ Any ACC Accounting course(s)

CIS114DE Excel Spreadsheet 3

CIS117DM Microsoft Access: Database Management 3

CIS133DA Internet/Web Development Level I 3

EPS+++ Any EPS Entrepreneurial Studies course(s)

GBS+++ Any GBS General Business course(s)

IBS+++ Any IBS International Business course(s)

MGT+++ Any MGT Management course(s)

MKT+++ Any MKT Marketing course(s)

REA+++ Any REA Real Estate course(s)

SBS+++ Any SBS Small Business Management course(s)

TQM+++ Any TQM Total Quality Management course(s)

**General Education Requirement - Credits: 22-27**

**General Education Core - Credits: 12-17**

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

+ ENG101 First-Year Composition (3) OR

+ ENG107 First-Year Composition for ESL (3) AND

- + ENG102 First-Year Composition (3) OR
- + ENG108 First-Year Composition for ESL (3)

**Oral Communication - Credits: 3**

- COM100 Introduction to Human Communication (3)
- COM110 Interpersonal Communication (3)

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

**Critical Reading - Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent by assessment 0-3

**Mathematics - Credits: 3-5**

Any approved general education course from the Mathematics area.

**General Education Distribution - Credits: 10**

**Humanities, Arts and Design - Credits: 3**

Any approved general education course in the Humanities, Arts and Design area.

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

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

**Natural Sciences - Credits: 4**

Any approved general education course in the Natural Sciences area.

**MCCCD Governing Board Approval Date: June 28, 2022**

## [Health Services Management](#)

### **3336 - Associate in Applied Science (AAS) - (60-80 Credits)**

Field of Interest: **Health Sciences**

For Information: Ahmad Pardazi

Phone: (480) 620-0681

**Description:**

The Associate in Applied Science (AAS) in Health Services Management program prepares students to become supervisors and managers in all types of varied health care settings. Classroom experiences focus on the development of skills to be an effective leader and planner, capable of directing, coaching and developing motivated employees and employee teams. This is a program for current supervisors

and managers who would like to enhance their skills as well as other employees currently working in a health care discipline who would like to take on more responsibilities. It is also appropriate for individuals planning to enter healthcare fields who may wish to be candidates for promotional opportunities.

**Program Notes:**

Students must earn a grade of C or better in all courses within the program.  
HCC courses may be taken prior to admission or concurrently during enrollment in the program.

**Program Prerequisites: None**

**Required Courses (38-52 Credits):**

Two (2) options are available for students to enter the Health Services Management Program.

**Option I:**

**50-52 Credits**

For entry-level students with no prior healthcare experience.

ACC111 Accounting Principles I 3

CIS105 Survey of Computer Information Systems 3

CSM/TQM101 Quality Customer Service 3

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

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

+ GBS233 Business Communication 3

HCC130 Fundamentals in Health Care Delivery (3) OR

Work experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator (3) 3

HCC145 Medical Terminology for Health Care Professionals (3) OR

Work experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator (3) 3

HRC101 Overview of Healthcare Compliance 1

HRC228 Healthcare Industry Regulation 3

HRC230 Healthcare Corporate Compliance Program Design 3

HRC232 Health Care Regulatory Compliance Program Design 3

HRC234 Health Care Regulatory Enforcement Case Studies 3

HSM122 Health Services Supervision 3

HSM125 Current Issues in Health Services Management 3

HSM222 Health Services Management 3

HSM226 Ethics and Legalities of Health Services Management 3

HSM230 Healthcare Strategic Planning and Deployment 3  
MGT276 Human Resources Management 3

**Option II:**

**38-40 Credits**

For students who have completed a Certificate of Competency or Completion (CCT/CCL) OR equivalent program or industry credential in one of the following:

Medical Billing and Coding  
Electrocardiogram (ECG)  
Medical Assisting  
Pharmacy Technician/Technology  
Emergency Medical Technology/Services  
Hospital Central Service Technology

ACC111 Accounting Principles I 3  
CIS105 Survey of Computer Information Systems 3  
CSM/TQM101 Quality Customer Service 3

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

+ GBS233 Business Communication 3

HCC130 Fundamentals in Health Care Delivery (3) OR  
Work experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator (3) 3

HCC145 Medical Terminology for Health Care Professionals (3) OR  
Work experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator (3) 3

HRC101 Overview of Healthcare Compliance 1  
HSM122 Health Services Supervision 3  
HSM125 Current Issues in Health Services Management 3  
HSM222 Health Services Management 3  
HSM226 Ethics and Legalities of Health Services Management 3  
HSM230 Healthcare Strategic Planning and Deployment 3  
MGT276 Human Resources Management 3

**General Education Requirement - Credits: 22-28**

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

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

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

**Oral Communication - Credits: 3**

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- COM230 Small Group Communication (3) 3

**Critical Reading - Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent as indicated by assessment (0) 0-3

**Mathematics - Credits: 3-6**

Any approved general education course from the Mathematics area. 3-6

**General Education Distribution - Credits: 10****Humanities, Arts and Design - Credits: 3**

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

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

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

**Natural Sciences - Credits: 4**

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

**MCCCD Governing Board Approval Date: February 25, 2025**

**Industrial Design Technology****3204 - Associate in Applied Science (AAS) - (61-69 Credits)**

Field of Interest: **Applied Technology**

For Information: David Zamora

Phone: (602) 286-8656

**Description:**

The Associate in Applied Science (AAS) in Industrial Design Technology program prepares students for careers in the field of Industrial Design. This expertise will allow employment in a variety of hi-tech product development and medical device, consumer product, aerospace, and automotive manufacturing companies. The program includes courses designed to provide students with a working knowledge in the field of product design, product development and rapid part production. Competency

and technical expertise will be learned on industry specific three-dimensional (3D) Solid Design software and 3D printers. The core specialty of the program is hands-on experience with Computer Aided Design (CAD), and 3D printing. A Certificate of Completion (CCL) in Industrial Design Technology: Design Specialist is also available.

**Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (33-35 Credits):**

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

MPT101 Technical Documentation 3

MPT110 Inspection Techniques 3

MPT111 Geometric Dimensioning and Tolerance (GDT) 3

+ MPT113 Coordinate Measuring Machines I 3

+ MPT151 Solid Design I: Solidworks 3

+ MPT152 Solid Design: Certified SolidWorks Associate/Certified SolidWorks Professional Test Preparation (1) OR

MPT298AA Special Projects (1) 1

+ MPT214 3D Scanning and Reverse Engineering: Geomagic 3

+ MPT250 Solid Design II: Advanced Part Modeling: SolidWorks 3

+ MPT251 Solid Design: Documentation/GD&T: Solidworks 3

+ MPT252 Solid Design: Simulation: SolidWorks 3

+ MPT255 Solid Design 3D Printing 4

**Restricted Electives (6 Credits):**

Students should select 6 credits from the following courses.

+ MPT213 Coordinate Measuring Machines II 3

+ MPT218 Advanced Quality Process Methods 3

+ MPT253 Solid Design: Surface Modeling: SolidWorks 3

+ MPT254 Solid Design: Sheet Metal: SolidWorks 3

+ MPT298AC Special Projects 3

**General Education Requirement - Credits: 22-28**

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

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

+ ENG101 First-Year Composition (3) OR

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

**Oral Communication - Credits: 3**

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- + COM225 Public Speaking (3) OR
- COM230 Small Group Communication (3) 3

**Critical Reading - Credits: 0-3**

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

**Mathematics - Credits: 3-6**

- + MAT140 College Mathematics (5) OR
- + MAT141 College Mathematics(4) OR
- + MAT142 College Mathematics (3) OR
- + MAT145 College Mathematics with Review (5) OR
- + MAT146 College Mathematics with Review (6) OR
- Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

**General Education Distribution - Credits: 10**

**Humanities, Arts and Design - Credits: 3**

Any approved general education course from the Humanities, Arts and Design [HU] area. 3

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

Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

**Natural Sciences - Credits: 4**

Any approved general education course from the Natural Science [SG] or [SQ] area. 4  
 Recommend PHY111 General Physics I for students intending to transfer

**MCCCD Governing Board Approval Date: June 28, 2022**

**[Information Technology](#)**

**3196 - Associate in Applied Science (AAS) - (60-69 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

The Associate in Applied Science (AAS) in Information Technology (IT) program is designed to provide students with skills to meet information technology needs across industries. This program includes instruction in the principles of computer hardware components and business software, programming, databases, networking, customer service, web development, and information systems and project management. Coursework helps prepare students for a variety of industry-recognized examinations and certifications. This degree also provides students with the opportunity to earn one of the following Certificate of Completion (CCL): Cybersecurity Fundamentals, Database Development, Desktop Support, Foundations of Mobile App Development, Microsoft Office Professional, Microsoft System Administration, Programming and Systems Analysis Level I, Oracle Database Operations, Red Hat Linux Engineer, and Web Foundations.

**Program Notes:**

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

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

**Program Prerequisites: None****Required Courses (33-41 Credits):**

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

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

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

Specialization 1: Cybersecurity Fundamentals Credits: 33-34

Information Technology Core Credits: 24-25

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

Cybersecurity Fundamentals Credits: 9  
CIS111 Ethics in Information Technology (3) OR  
+ ITS120 Legal, Ethical and Regulatory Issues (3) 3

+ CIS270 Essentials of Network and Information Security (3) OR  
+ ITS110 Information Security Fundamentals (3) 3

+ ITS240 Ethical Hacking and Network Defense 3

Related Area Credits: 0-5

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++ Any CLD Cloud Computing courses

CNT+++++ Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++ Any MST Microsoft Technology courses

Specialization 2: Database Development 36-38

Information Technology Core Credits: 21-22

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) OR

MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3

+ CIS119DO Introduction to Oracle: SQL 3

CIS133DA Internet/Web Development Level I 3

+ CIS156 Python Programming: Level I (3) OR

+ CIS162++ Any C Programming: Level I course (3) OR

+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
CIS250 Management of Information Systems (3) 3

Database Development Credits: 15

CIS117DM Microsoft Access: Database Management (3) OR  
+ CIS154 Database Modeling and Design (3) 3

+ CIS150++ Programming Fundamentals 3

+ CIS164AB Oracle: PL/SQL Programming (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

+ CIS217AM Advanced Microsoft Access: Database Management (3) OR

+ CIS276DB SQL Server Database (3) 3

+ CIS225AB Object-Oriented Analysis and Design 3

Related Area Credits : 0-2

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++ Any CLD Cloud Computing courses

CNT+++++ Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++ Any MST Microsoft Technology courses

Specialization 3: Desktop Support Credits: 32-38

Information Technology Core Credits: 24-25

+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR

- + CIS156 Python Programming: Level I (3) OR
- + CIS162++ Any C Programming: Level I course (3) OR
- + CIS163AA Java Programming: Level I (3) 3

- + CIS190 Introduction to Networking (3) OR
- CNT140AB Introduction to Networks (4) 3-4

- CIS224 Project Management Microsoft Project for Windows (3) OR
- + CIS250 Management of Information Systems (3) 3

Desktop Support Credits: 6

- + BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3
- CIS102DA Customer User Support 3

Related Area Credits: 2-8

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

- BPC+++++ Any BPC Business-Personal Computers courses
- CIS+++++ Any CIS Computer Information Systems courses
- CLD+++++ Any CLD Cloud Computing courses
- CNT+++++ Any CNT Cisco Network Technology courses
- ITS+++++ Any ITS Information Technology Security courses
- MST+++++ Any MST Microsoft Technology courses

Specialization 4: Foundations of Mobile App Development Credits: 33-38

Information Technology Core Credits: 21-22

CIS105 Survey of Computer Information Systems 3

- + BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
- CIS126DL Linux Operating System (3) OR
- CIS126RH Red Hat System Administration I (3) OR
- MST150++ Microsoft Windows (3) 3

CIS117DM Microsoft Access: Database Management (3) OR

- + CIS119DO Introduction to Oracle: SQL (3) OR
- + CIS276DA MySQL Database (3) OR
- + CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3

- + CIS162++ Any C Programming: Level I course 3

- + CIS190 Introduction to Networking (3) OR
- CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

Foundations of Mobile App Development Credits: 12  
CIS120DF Introduction to Adobe Photoshop 3  
+ CIS165 Introduction to IOS Application Development 3  
+ CIS165DA Introduction to Android Application Development 3  
  
+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR  
+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

Related Area Credits: 0-5

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses  
CIS+++++ Any CIS Computer Information Systems courses  
CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

Specialization 5: Microsoft Office Professional Credits: 31-38

Information Technology Core Credits: 18-19

CIS105 Survey of Computer Information Systems 3  
CIS117DM Microsoft Access: Database Management 3  
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

MST150++ Microsoft Windows (3) OR  
BPC270 A+ Exam Prep: Operating System Configuration and Support (3) 3

Microsoft Office Professional Credits: 11-13  
BPC/OAS111AA Computer Keyboarding (1) OR  
Permission of Program Director (0) 0-1

CIS113DE Microsoft Word: Word Processing 3  
CIS114DE Excel Spreadsheet 3

CIS118DB Desktop Presentation: PowerPoint 3

CIS124AA Project Management Software: Level I (1) AND  
CIS124BA Project Management Software: Level II (1) OR  
CIS224 Project Management Microsoft Project for Windows (3) 2-3

Related Area Credits: 0-8

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++ Any CLD Cloud Computing courses

CNT+++++ Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++ Any MST Microsoft Technology courses

Specialization 6: Microsoft Server 36-38

Information Technology Core: 21-22

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR

+ CIS156 Python Programming: Level I (3) OR

+ CIS162++ Any C Programming: Level I course (3) OR

+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR

+ CIS250 Management of Information Systems (3) 3

MST150++ Microsoft Windows 3

Microsoft Server Credits: 15

CIS121AH Microsoft PowerShell/Command Line Operations 3

+ MST155DC Installation, Storage, and Compute with Windows Server 4

+ MST157DC Networking with Windows Server 4

+ MST158DC Identity Management with Windows Server 2016 4

Related Area Credits: 0-2

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++ Any CLD Cloud Computing courses

CNT+++++ Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++ Any MST Microsoft Technology courses

Specialization 7: Oracle Database Operations 32-38

Information Technology Core Credits: 21-22

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) OR

MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3

+ CIS119DO Introduction to Oracle: SQL 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR

+ CIS156 Python Programming: Level I (3) OR

+ CIS162++ Any C Programming: Level I course (3) OR

+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR

+ CIS250 Management of Information Systems (3) 3

Oracle Database Operations Credits: 9

+ CIS119DP Oracle: Database Administration 3

+ CIS154 Database Modeling and Design 3

+ CIS164AB Oracle: PL/SQL Programming 3

Related Area Credits : 2-8

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++ Any CLD Cloud Computing courses  
CNT+++++ Any CNT Cisco Network Technology courses  
ITS+++++ Any ITS Information Technology Security courses  
MST+++++ Any MST Microsoft Technology courses

Specialization 8: Programming and Systems Analysis Level 1 Courses: 32-38

Information Technology Core Credits: 21-22

CIS105 Survey of Computer Information Systems 3

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) OR

MST150++ Microsoft Windows (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR

+ CIS250 Management of Information Systems (3) 3

Programming and Systems Analysis Credits: 9

+ CIS159 Visual Basic Programming I (3) OR

+ CIS162++ Any C Programming: Level I course (3) OR

+ CIS163AA Java Programming: Level I (3) OR

+ CIS165++ Any Mobile Application Development course (3) 3

+ CIS166++ Any Web Scripting course 3

GBS151 Introduction to Business 3

Related Area Credits: 1-8

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++ Any CLD Cloud Computing courses

CNT+++++ Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++ Any MST Microsoft Technology courses

Specialization 9: Redhat Linux Engineer 32-38  
Information Technology Core Credits: 21-22  
CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR  
+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276DA MySQL Database (3) OR  
+ CIS276DB SQL Server Database (3) 3

CIS126RH Red Hat System Administration I 3  
CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR  
+ CIS250 Management of Information Systems (3) 3

Redhat Linux Engineer Credits: 6  
+ CIS238RH Red Hat System Administration II 3  
+CIS240RH Red Hat System Administration III 3

Related Area Credits: 5-11

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++ Any CLD Cloud Computing courses

CNT+++++ Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++ Any MST Microsoft Technology courses

Specialization 10: Web Foundations Credits: 36-38

Information Technology Core Credits: 21-22  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) OR

MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR

+ CIS119DO Introduction to Oracle: SQL (3) OR

+ CIS276DA MySQL Database (3) OR

+ CIS276DB SQL Server Database (3) 3

CIS133DA Internet/Web Development Level I 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR

+ CIS156 Python Programming: Level I (3) OR

+ CIS162++ Any C Programming: Level I course (3) OR

+ CIS163AA Java Programming: Level I (3) 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR

+ CIS250 Management of Information Systems (3) 3

Web Foundation Credits: 15

CIS120DF Introduction to Adobe Photoshop 3

CIS136 Content Management Systems: WordPress 3

+ CIS166AA Introduction to Javascript 3

+ CIS233DA Internet/Web Development Level II 3

+ CIS235 e-Commerce 3

Related Area Credits: 0-2

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++ Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++ Any CLD Cloud Computing courses

CNT+++++ Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++ Any MST Microsoft Technology courses

Specialization 11: A related Certificate of Completion (CCL) at the discretion of the Program Director (minimum of 11 credits) AND the following core courses with permission of the Program Director.

Information Technology Core Credits: 21-22

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR  
+ CIS119DO Introduction to Oracle: SQL (3) OR  
+ CIS276DA MySQL Database (3) OR  
+ CIS276DB SQL Server Database (3) 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) OR  
MST150++ Microsoft Windows (3) 3

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR  
+ CIS156 Python Programming: Level I (3) OR  
+ CIS162++ Any C Programming: Level I course (3) OR  
+ CIS163AA Java Programming: Level I (3) 3

CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

CIS133DA Internet/Web Development Level I 3

+ CIS224 Project Management Microsoft Project for Windows (3) OR  
CIS250 Management of Information Systems (3) 3

**General Education Requirement - Credits: 22-28**

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

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

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

**Oral Communication - Credits: 3**

COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3

**Critical Reading - Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment 0-3

**Mathematics - Credits: 3-6**

+ MAT140 College Mathematics (5) OR

+ MAT141 College Mathematics (4) OR

+ MAT142 College Mathematics (3) OR

MAT145 College Mathematics with Review (5) OR

MAT146 College Mathematics with Review (6) OR

Equivalent or higher level mathematics course in the Mathematical Applications [MA] area. 3-6

**General Education Distribution - Credits: 10****Humanities, Arts and Design - Credits: 3**

Any approved general education course from the Humanities, Arts and Design [HU] area. 3

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

Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

**Natural Sciences - Credits: 4**

Any approved general education course from the Natural Science [SG] or [SQ] area. 4

**MCCCD Governing Board Approval Date: June 27, 2023**

## Marketing and Sales

### **3094 - Associate in Applied Science (AAS) - (62-69 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

**Description:**

The Associate in Applied Science (AAS) in Marketing and Sales program is designed to develop competencies essential for success in marketing and personal selling. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations, including wholesaling, retailing, professional sales, and entrepreneurship. Certificates of Completion (CCL) in Marketing and Social Media Marketing are available.

**Program Notes:**

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

**Program Prerequisites: None****Required Courses (25-27 Credits):**

ACC111 Accounting Principles I 3

BPC110 Computer Usage and Applications (3) OR

CIS105 Survey of Computer Information Systems (3) 3

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

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

GBS151 Introduction to Business 3

GBS120 Workplace Communication Skills (3) OR

+ GBS233 Business Communication (3) 3

MKT110 Marketing and Social Networking 3

MKT263 Advertising Principles 3

MKT267 Principles of Sales 3

MKT271 Principles of Marketing 3

**Restricted Electives (15 Credits):**

Students should select 15 credits from the following courses in consultation with a Department Advisor.

CIS103 Introduction to Social Media 3

GBS205 Legal, Ethical, and Regulatory Issues in Business 3

IBS101 Introduction to International Business 3

MGT126 Customer Service Skills and Strategies 3

MGT251 Human Relations in Business 3

MKT+++ Any MKT Marketing courses except courses used to satisfy the Required Courses area. 3-15

**General Education Requirement - Credits: 22-27**

**General Education Core - Credits: 12-17**

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

Any approved general education courses from the First-Year Composition area.

**Oral Communication - Credits: 3**

COM100 Introduction to Human Communication (3) OR

COM110 Interpersonal Communication (3) OR

+ COM225 Public Speaking (3) OR

COM230 Small Group Communication (3) 3

**Critical Reading - Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR

Equivalent as indicated by assessment (0) 0-3

**Mathematics - Credits: 3-5**

Any approved general education course from the Mathematics area.

## **General Education Distribution - Credits: 10**

### **Humanities, Arts and Design - Credits: 3**

Any approved general education course from the Humanities, Arts and Design area.

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

SBU200 Society and Business 3

### **Natural Sciences - Credits: 4**

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

**MCCCD Governing Board Approval Date: June 28, 2022**

## **Network and Systems Administration**

### **3189 - Associate in Applied Science (AAS) - (61-74 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

#### **Description:**

The Associate in Applied Science (AAS) in Network and Systems Administration program provides students with a solid, hands-on skill set of computer, networking, and internetworking systems technology principles and desktop support. Students gain an understanding of the interaction between microcomputer software and hardware, network and internetworking operating systems software and hardware, local area network administration and management, the use of troubleshooting techniques, troubleshooting hardware and software tools, as well as interpersonal/customer service skills. Students have the opportunity to specialize in specific information technology areas based on their interests and professional goals and leading to industry recognized certifications through an embedded Certificate of Completion (CCL) including, but not limited to, Desktop (Desktop Support, Computer System Configuration and Support, Computer System Configuration and Support, Network, Computer System Configuration and Support, Security, Computer System Configuration and Support, Linux), Cisco (Cisco Network CCNA, Cisco Network CCNP, Cisco Network CCNA Security), Linux (Red Hat Linux Engineer, Linux Associate, Red Hat Linux Administrator, Linux System Administration), Microsoft (Microsoft System Administration, Microsoft Desktop Associate), and VMware (VMware Network Administrator, VMware Foundations, VMware System Administrator). Graduates may pursue employment in a variety of information technology environments and/or transfer to a university.

#### **Program Notes:**

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

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

Students may receive credit for courses within the program based on current industry certifications.

This program replaces:

AAS/3013 Linux Networking Administration  
AAS/3095 Information Technology: Cisco Networking  
AAS/3096 Information Technology: Network Server  
AAS/3208 Networking System Administration  
AAS/3312 Computer and Networking Technology  
AAS/3778 Microsoft Networking Technology  
AAS/3794 Network Administration  
AAS/3816 Networking Technology: Cisco

**Program Prerequisites: None**

**Required Courses (31-46 Credits):**

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3  
CIS102DA Customer User Support 3  
CIS105 Survey of Computer Information Systems 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4  
(CNT140AB is required for students on the Cisco specialization)

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

Students must also select from one of the following specializations based on their career goals.

Specialization 1: Cisco System Administration (CCNA) and Security  
Credits: 12

+ CNT150AB Switching, Routing, and Wireless Essentials 4  
+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR  
+ CNT205 Cisco Certified Network Associate Security (4) 4

Specialization 2: Cisco System Administration (CCNP)  
Credits: 24

+ CNT150AB Switching, Routing, and Wireless Essentials 4  
+ CNT160AB Enterprise Networking, Security, and Automation 4

- + CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR
- + CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND
- + CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8
  
- + CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR
- + CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4) AND
- + CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

### Specialization 3: Linux System Administration

Credits: 15

- + CIS238DL Linux System Administration 3
- + CIS239DL Linux Shell Scripting 3
- + CIS240DL Linux Network Administration 3
- + CIS271DL Linux Security 3
- + CIS275DL Linux Capstone 3

### Specialization 4: Red Hat Enterprise Linux Administration

Credits: 15

- + CIS238RH Red Hat System Administration II 3
- + CIS239DL Linux Shell Scripting 3
- + CIS240RH Red Hat System Administration III 3
- + CIS271RH Red Hat System Administration IV 3
- + CIS275DL Linux Capstone 3

### Specialization 5: Cloud System Administration

Credits: 15-16

- + BPC274 Advanced Server Computer Maintenance: Server+ Prep 3
- CIS121AH Microsoft PowerShell/Command Line Operations 3
- + CIS239DL Linux Shell Scripting 3
  
- + MST160 Azure Administrator (4) OR
- + CLD110 Amazon Web Services Cloud Foundations (3) 3-4
  
- + MST260 Microsoft Azure Cloud Development and Operations (3) OR
- + CLD120 Amazon Web Services Cloud Architect Associate (3) 3

### Specialization 6: VMware Network Administrator

Credits: 12

- + CIS293 VMware ESXI Server Enterprise 4
- + CIS294 VMware vSphere Operate, Scale and Secure 4
- + CIS295 VMware NSX: Install, Configure, Manage 4

**Restricted Electives (0-8 Credits):**

Students must select enough Restricted Elective credits to meet the minimum total program credits. Students may not select the same courses used to satisfy Required Courses or specializations within the Required Courses. Consult with an Academic, Program, or Faculty Advisor to pick courses that align with your career goals.

## Cisco Electives

CNT140AB Introduction to Networks 4

+ CNT150AB Switching, Routing, and Wireless Essentials 4

+ CNT160AB Enterprise Networking, Security, and Automation 4

+ CNT171 CCNA Exam Prep 1

+ CNT202 Cisco Secure Firewall Appliance Configuration (4) OR

+ CNT205 Cisco Certified Network Associate Security (4) 4

+ CNT206 Cisco Certified Network Associate Wireless 4

## Linux Electives

+ CIS238DL Linux System Administration (3) OR

+ CIS238RH Red Hat System Administration II (3) 3

+ CIS239DL Linux Shell Scripting 3

+ CIS240DL Linux Network Administration (3) OR

+ CIS240RH Red Hat System Administration III (3) 3

+ CIS275DL Linux Capstone 3

## Microsoft Electives

MST+++++ Any MST Microsoft Technology course

CIS121AB Microsoft Command Line Operations 1

CIS121AH Microsoft PowerShell/Command Line Operations 3

## Security Electives

+ CIS270 Essentials of Network and Information Security 3

+ ITS110 Information Security Fundamentals 3

## VMware Electives

+ CIS293 VMware ESXI Server Enterprise 4

+ CIS294 VMware vSphere Operate, Scale and Secure 4

+ CIS295 VMware NSX: Install, Configure, Manage 4

## Other Information Technology Electives

+ BPC171 Recycling Used Computer Technology 1-3

CIS111 Ethics in Information Technology 3  
CIS124AA Project Management Software: Level I 1  
+ CIS124BA Project Management Software: Level II 1  
+ CIS156 Python Programming: Level I 3  
+ CIS190 Introduction to Networking 3  
CIS224 Project Management Microsoft Project for Windows 3  
+ CIS250 Management of Information Systems 3  
+ CIS266 Network Integration Capstone 4  
+ CIS290++ Computer Information Systems Internship 1-3  
+ CIS296++ Cooperative Education 2-3  
+ CIS298++ Special Projects 1-3  
ITS120 Legal, Ethical, and Regulatory Issues 3

**General Education Requirement - Credits: 22-28**

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

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

+ ENG101 First-Year Composition (3) OR  
+ ENG107 First-Year Composition for ESL (3)  
AND  
+ ENG102 First-Year Composition (3) OR  
+ ENG108 First-Year Composition for ESL (3) OR  
+ ENG111 Technical and Professional Writing (3) 6  
(ENG111 does not count as an ENG Transfer option)

**Oral Communication - Credits: 3**

COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3

COM225 is recommended for students transferring to Northern Arizona University.

**Critical Reading - Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment 0-3

**Mathematics - Credits: 3-6**

+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) OR

Equivalent or higher level mathematics course in the Mathematical Applications area. 3-6

**General Education Distribution - Credits: 10**

**Humanities, Arts and Design - Credits: 3**

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

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

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

**Natural Sciences - Credits: 4**

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

**MCCCD Governing Board Approval Date: November 28, 2023**

**Nursing**

**3812 - Associate in Applied Science (AAS) - (62-75 Credits)**

Field of Interest: **Health Sciences**

For Information: Jeri Lastine

Phone: (602) 286-8560

**Description:**

The Associate in Applied Science (AAS) in Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Nursing Program graduates are eligible to apply for the national exam for the registered nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; (404-975-5000); email: [info@acennursing.org](mailto:info@acennursing.org).

Program offerings:

This program is offered at the following sites:

Chandler-Gilbert Community College

Estrella Mountain Community College

GateWay Community College

Glendale Community College

Mesa Community College

Paradise Valley Community College

Phoenix College

Scottsdale Community College

Waiver of Licensure/Certification Guarantee:

Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

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

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCDC Healthcare/Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602) 771-7800).

#### Health Declaration:

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

#### Health and Safety Requirements for the Maricopa Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

#### University Transfer Students:

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

## REGISTERED NURSE PATHWAY

### Associate in Applied Science Degree in Nursing Program

The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long term, and community-based healthcare settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

### **Program Notes:**

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

Students must complete the following general education and introductory courses with a 2.0 GPA to be added to the queue of those waiting for an available cohort space to begin the core curriculum. BIO156 or BIO181, BIO201, CHM130 and CHM130LL, CHM130AA, ENG101 or ENG107, MAT140 or MAT141 or MAT142.

### Course Fee Information:

Please see class schedule for information regarding course fees.

MaricopaNursing is aligned with Nurse of the Future Competencies: Person-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

### **Admission Criteria:**

High school diploma or GED is required for the Associate in Applied Science degree in Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the 'Declaration of High School Graduation or GED Completion.' In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required. There are limited spaces available in the Nursing program. Only students who have completed all of the general education and introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort. A passing score on a nursing program admission test is required to complete an application.

Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final placement decision rests with the Nursing Program Chair at the college to which the student is accepted. Advanced placement applications are maintained for two years from the date of application. After two years, the applicant is required to review, update, and resubmit the application.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate or license as a Nursing Assistant and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

**Program Prerequisites: None**

**Required Courses (40-48 Credits):**

+ BIO156 Introductory Biology for Allied Health (4) OR

+ BIO181 General Biology (Majors) I (4) OR

One year of high school biology (0) 0-4

+ BIO201 Human Anatomy and Physiology I 4

+ CHM130 Fundamental Chemistry (3) AND

+ CHM130LL Fundamental Chemistry Laboratory (1) OR

+ CHM130AA Fundamental Chemistry with Lab (4) OR

Satisfactory completion of higher level college-level chemistry course and corresponding lab OR

One year of high school chemistry (0) 0-4

+ NUR152 Nursing Theory and Science I 9

+ NUR172 Nursing Theory and Science II 9

+ NUR252 Nursing Theory and Science III 9

+ NUR283 Nursing Theory and Science IV 9

**General Education Requirement - Credits: 22-27**

**General Education Core - Credits: 9-14**

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

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

- + ENG102 First-Year Composition (3) OR
- + ENG108 First-Year Composition for ESL (3) 3

**Oral Communication - Credits: 0**

Waived

**Critical Reading - Credits: 0-3**

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

**Mathematics - Credits: 3-5**

- + MAT140 College Mathematics (5) OR
  - + MAT141 College Mathematics (4) OR
  - + MAT142 College Mathematics (3) OR
- Satisfactory completion of higher level math course 3-5

**General Education Distribution - Credits: 13**

**Humanities, Arts and Design - Credits: 2**

Any approved general education course in the Humanities, Arts and Design area.

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

PSY101 Introduction to Psychology 3

**Natural Sciences - Credits: 8**

- + BIO202 Human Anatomy and Physiology II (4) AND
- + BIO205 Microbiology (4) 8

**MCCCD Governing Board Approval Date: February 25, 2025**

**Occupational Therapy Assistant**

**3176 - Associate in Applied Science (AAS) - (72.5-82.5 Credits)**

Field of Interest: **Health Sciences**

For Information: Marla Pomeranz

Phone: (602) 286-8020

**Description:**

The Associate in Applied Science (AAS) in Occupational Therapy Assistant (OTA) program prepares students to use therapeutic modalities and procedures under the direction and supervision of an occupational therapist. The OTA provides rehabilitative services to people with physical, psycho-social and developmental impairments as well as helps people of all ages regain independence and participate in daily activities. Occupational therapy assistants blend science, creativity, and compassion to help their clients develop skills and strategies to participate fully in meaningful life activities.

Occupational therapy assistants are skilled health care workers who provide direct patient care under the supervision of an occupational therapist (OT). Work locations include but are not limited to rehabilitation centers, home health agencies, schools, skilled nursing facilities, hospitals, and outpatient clinics.

Program graduates will be eligible to take the National Occupational Therapy Certification Examination administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the examination, graduates are certified as occupational therapy assistants and are eligible to apply for state licensure.

**Program Notes:**

Students must earn a grade of B or better in all OTA courses.

Where selected as part of program completion, the following general education and introductory courses must be completed with a cumulative 3.0 GPA to be added to the queue of those waiting for an available cohort space to begin the core curriculum: BIO201, BIO202, CRE101, COM100, COM110, COM230, ENG101, ENG107, HCC146, OTA100, PSY101.

**Admission Criteria:**

1. Formal application for admission to the program.
2. Completion of 20 observation hours, 10 in pediatrics and 10 with adults as noted in the program information packet. Completion of observation hour form filled out and signed by supervisor and turned in with program application. The observation site supervising staff will complete a rubric based on students' professional behaviors, and students are required to have a passing score of 70% to enter the OTA program. Students with other related health care experiences not listed on the following program preparatory options may request an evaluation for course competency equivalence for work experience or equivalent education as evaluated by the Gateway Health Core Curriculum Coordinator.
3. Background check requirements: Admission to an Allied Health program requires that students comply with the Maricopa County Community College District Background Check Standards. Upon program enrollment, the student must comply with all requirements of the MCCCDC Background Check Policy.
4. Clinical health and safety requirements must be met prior to enrollment in any program of study course. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC Clinical Health and Safety Policy and drug testing protocols.

5. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes may result in cancellation of enrollment.
6. Current American Heart Association HealthCare Provider CPR Certificate.
7. There are limited spaces available in the OTA program. Only students who have completed all of the general education and introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort.

**Program Prerequisites: None**

**Required Courses (50.5-54.5 Credits):**

+ BIO202 Human Anatomy and Physiology II 4

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

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

HCC146 Common Medical Terminology for Health Care Professionals (2) OR

Work experience or equivalent education as evaluated by the Gateway Health Core Curriculum Coordinator (0) 0-2

OTA100 Introduction to Occupational Therapy Assistant Profession 2

+ OTA102 Psychosocial Health and Occupation 3

+ OTA105 Fieldwork Level I: Psychosocial 0.5

+ OTA107 Fundamentals of Occupational Therapy 3

+ OTA117 Physical Health and Occupations 3

+ OTA157 Occupational Therapy Assistant in Physical Rehabilitation 3

+ OTA201 Assistive Technology 2

+ OTA205 Fieldwork Level I: Adult 0.5

+ OTA207 Occupational Therapy Assistant in Geriatrics 3

+ OTA215 Fieldwork Level I: Pediatrics 0.5

+ OTA216 Occupational Therapy Assisting Pediatrics I 2

+ OTA217 Occupational Therapy Assisting Pediatrics II 3

+ OTA234 Occupational Therapy Assistant Professional Standards 2

+ OTA255 Fieldwork Level II: Adult 4

+ OTA256 Clinical Practicum Seminar II: Adult 1

+ OTA265 Fieldwork Level II: Pediatrics 4

+ OTA266 Clinical Practicum Seminar II: Pediatrics 1

+ OTA284 Occupational Therapy Assistant Professional Transition 2

+ PSY266 Psychological Disorders 3

SOC101 Introduction to Sociology 3

**General Education Requirement - Credits: 22-28**

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

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

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

+ ENG102 First-Year Composition (3) OR  
+ ENG108 First-Year Composition for ESL (3) 3

**Oral Communication - Credits: 3**

COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
COM230 Small Group Communication (3) 3

**Critical Reading - Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent by assessment (0) 0-3

**Mathematics - Credits: 3-6**

+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) OR  
+ MAT206 Elements of Statistics (3) 3-6

**General Education Distribution - Credits: 10****Humanities, Arts and Design - Credits: 3**

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

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

PSY101 Introduction to Psychology 3

**Natural Sciences - Credits: 4**

+ BIO201 Human Anatomy and Physiology I 4

**MCCCD Governing Board Approval Date: February 25, 2025**

**Organizational Management****3727 - Associate in Applied Science (AAS) - (61-68 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

**Description:**

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

**Program Notes:**

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

**Program Prerequisites: None****Required Courses (19-22 Credits):**

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

Certificate of Completion in Organizational Leadership (5731) - Requirements listed below

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

GBS110 Human Relations in Business and Industry (3) OR  
MGT251 Human Relations in Business (3) 3

GBS120 Workplace Communication Skills 3  
GBS151 Introduction to Business 3

MGT175 Business Organization and Management (3) OR  
TQM240 Project Management in Quality Organizations (3) 3

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

**Restricted Electives (20 Credits):**

Students must choose 20 industry/job related course credits from any MCCC occupational program and/or Academic Certificate.

Industry/job related course credits must include a minimum of 9 credits with a common subject or theme. Program of study must be approved by the business department chair or designee.

**General Education Requirement - Credits: 22-27****General Education Core - Credits: 12-17**

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

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

**Oral Communication - Credits: 3**

Any approved general education course from the Oral Communication area.

**Critical Reading - Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent by assessment 0-3

**Mathematics - Credits: 3-5**

Any approved general education course from the Mathematics area. 3-5

**General Education Distribution - Credits: 10****Humanities, Arts and Design - Credits: 3**

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

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

Any approved general education course from the Social-Behavioral Sciences [SB] area. 3

**Natural Sciences - Credits: 4**

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area. 4

**MCCCD Governing Board Approval Date: June 28, 2022**

**Physical Therapist Assisting****3675 - Associate in Applied Science (AAS) - (73.5-80.5 Credits)**

Field of Interest: **Health Sciences**

For Information: Laura Safa

Phone: (602) 286-8514

**Description:**

The Associate in Applied Science (AAS) in the Physical Therapist Assisting program prepares students to use therapeutic modalities and procedures under the direction and supervision of a physical therapist. The physical therapist assistant works with patients who have physical impairments requiring physical therapy services to relieve pain and heal damaged tissue; and to improve range of motion, strength, and functional mobility. Physical therapy treatments include but are not limited to the

application of therapeutic modalities; therapeutic exercise including stretching, range of motion, and strengthening; mobility skills including ambulation, transfers, and wheelchair mobility activities; balance exercises; and wound care management.

The Physical Therapist Assisting program is accredited by the Commission on Accreditation in Physical Therapy Education. Only graduates of an accredited training program may practice as a physical therapist assistant in the state of Arizona. Program graduates are eligible to apply for the certification examination administered by the Federation of State Boards of Physical Therapy. A passing score on this examination is required for licensure/certification to practice as a physical therapist assistant in Arizona and in many other states.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:**

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

If selected as part of program completion, the following general education courses must be completed with a B or higher to apply for an available space to begin the core curriculum: BIO160 or BIO201; ENG101 or ENG107; and ENG102 or ENG108.

Students with other related health care experiences not listed on the following program preparatory options may request an evaluation for course competency equivalence for work experience or equivalent education as evaluated by the GateWay Health Core Curriculum Coordinator. Once admitted to the program, students should plan to attend full time.

Required HCC courses may be taken prior to program admission or concurrent with required courses. HCC courses must be completed prior to clinical placement if taken concurrent with required courses.

**Admission Criteria:**

1. Formal application and admission to begin the core curriculum is determined by a point system. See point system description in Physical Therapist Assisting (PTA) program packet in the Health Sciences Division of college.
2. Background check requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District background check standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC background check policy and drug testing protocols.
3. Clinical health and safety requirements: Prior to placement in the clinical setting, the student must comply with all requirements of the MCCCDC clinical health and safety policy.
4. Inability to comply with background check requirements and/or clinical health and safety requirements prior to placement in the clinical setting may result in cancellation of enrollment.

5. Forty (40) hours of volunteer/work/observation in physical therapy practice settings supervised by a licensed physical therapist or physical therapist assistant are required to apply for admission into the PTA program. A minimum of 10 hours in an inpatient (hospital, skilled nursing facility, rehabilitation hospital) setting is required.

**Program Prerequisites: None**

**Required Courses (51.5-52.5 Credits):**

HCC145 Medical Terminology for Health Care Professionals (3) OR  
HCC146 Common Medical Terminology for Health Care Professionals (2) 2-3

- + PTA101 Survey of Physical Therapy 1.5
- + PTA103 Kinesiology 3
- + PTA104 Musculo-Skeletal Assessment Techniques 1.5
- + PTA200 Patient Mobility Techniques 4
- + PTA203 Clinical Pathology 3
- + PTA204 Preclinical Practicum I 0.5
- + PTA205 Communication in Physical Therapy 1.5
- + PTA206 Clinical Practicum I 3
- + PTA207 Clinical Practicum Seminar I 1
- + PTA208 Rehabilitation of Special Populations 5
- + PTA209 Orthopedics for the Physical Therapist Assistant 5
- + PTA215 Wound Care for the Physical Therapist Assistant 1
- + PTA216 Biophysical Agents in Physical Therapy 5
- + PTA217 Clinical Neurology 2
- + PTA230 Physical Therapy Seminar 2
- + PTA279 Preclinical Practicum II 0.5
- + PTA280 Clinical Practicum II 3
- + PTA281 Clinical Practicum Seminar II 1
- + PTA290 Clinical Practicum III 3
- + PTA292 Clinical Practicum Seminar III 1
- + PTA295 Physical Therapist Assistant Examination Review 2

**General Education Requirement - Credits: 22-28**

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

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

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

**Oral Communication - Credits: 3**

Any approved general education course from the Oral Communication area 3

**Critical Reading - Credits: 0-3**

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment 0-3

**Mathematics - Credits: 3-6**

Any approved general education course from the Mathematics area 3-6

Recommend the following courses for students who are interested in transferring to university:

- + MAT140 College Mathematics (5) OR
- + MAT141 College Mathematics (4) OR
- + MAT142 College Mathematics (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6) 3-6

**General Education Distribution - Credits: 10****Humanities, Arts and Design - Credits: 3**

Any approved general education course from the Humanities, Arts and Design area 3

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

PSY101 Introduction to Psychology 3

**Natural Sciences - Credits: 4**

BIO160 Introduction to Human Anatomy and Physiology (4) OR  
+ BIO201 Human Anatomy and Physiology I (4) 4

**MCCCD Governing Board Approval Date: March 25, 2025**

**Radiologic Technology****3582 - Associate in Applied Science (AAS) - (84-93.5 Credits)**

Field of Interest: **Health Sciences**

For Information: Brad Johnson

Phone: (602) 286-8502

**Description:**

The Associate in Applied Science (AAS) in Radiologic Technology is a full-time program providing educational activities preparing its graduates for certification, licensure, and employment as radiographers in the healthcare community. Graduates may also advance in their profession by pursuing continuing education, additional certifications, or a bachelor's and/or master's degree in a related field.

Radiologic technologists are the health care professionals who use medical imaging equipment to perform x-ray examinations in a variety of settings including, but not limited to, hospitals, physician's offices, clinics, medical imaging centers, surgical centers, and mobile imaging agencies. Technologists work in collaboration with other medical professionals to ensure high quality outcomes for the patient experience.

The Radiologic Technology program is an intensive, rigorous course of study with hands-on clinical experiences. Students will perform patient care and are educated in anatomy, physiology, math, physics, patient positioning, examination techniques, equipment protocols, radiation safety, and radiation protection. Students in the program will be exposed to blood-borne pathogens and infectious diseases.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and graduates are eligible to apply for admission to the certification exam administered by the American Registry of Radiologic Technologists (ARRT). Visit [www.jrcert.org](http://www.jrcert.org) for more information. Joint Review Committee on Education in Radiologic Technology 20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182 Phone: 312-704-5300 | Fax: 312-704-5304 | [mail@jrcert.org](mailto:mail@jrcert.org) | [www.jrcert.org](http://www.jrcert.org).

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:**

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

Students must complete the following general education and introductory courses with a 3.0 GPA to be added to the queue of those waiting for an available cohort space to begin the core curriculum: BIO201, BIO202, (COM100 or COM110 or COM230), (CRE101 or equivalent by assessment), (ENG101 or ENG107), (ENG102 or ENG108), any approved general education course in the Social-Behavioral Sciences area, any approved general education course in the Humanities, Arts, and Design area, (MAT15+ or any approved general education course in the Mathematics area for which MAT15+ is a prerequisite).

After acceptance into the program and before the start of required courses in the Fall semester, students must complete the following courses in the Spring:

- + RAD100 Introduction to Radiologic Science and Health Care 3
- + RAD101 Ethics and Law in the Radiologic Sciences 1

**Admission Criteria:**

1. Formal application and admission to the program.
2. Background check requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check Standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC Background Check Policy.
3. Clinical Health and Safety Requirements must be met prior to enrollment in any program of study course. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC Clinical Health and Safety Policy and drug testing protocols.
4. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes may result in cancellation of enrollment.
5. There are limited spaces available in the Radiologic Technology program. Only students who have completed all of the general education courses noted above may have their name added to the queue of those waiting for an available space in a cohort.

**Program Prerequisites: None.**

**Required Courses (62-62.5 Credits):**

+ BIO202 Human Anatomy and Physiology II 4

HCC/RES109 CPR for Health Care Provider (0.5) OR

Proof of Current American Heart Association Health Care Provider CPR Certification (0) 0-0.5

Students must maintain a current CPR certification throughout the program. Specific requirements for this certification will be shared as part of the program orientation.

- + RAD100 Introduction to Radiologic Science and Health Care 3
- + RAD101 Ethics and Law in the Radiologic Sciences 1
- + RAD102 Structured Diagnostic Medical Imaging Skills Enhancement I 1
- + RAD103 Radiation Biology and Health Physics I 2
- + RAD104 Image Production I 2.5
- + RAD105 Radiation Physics and Instrumentation 2
- + RAD106 Patient Care in Radiologic Sciences I 2.5
- + RAD107 Radiographic Procedures I 3
- + RAD109 Radiography Practicum I 3.5
- + RAD112 Structured Diagnostic Medical Imaging Skills Enhancement II 1
- + RAD114 Image Production II 2
- + RAD116 Patient Care in Radiologic Sciences II 2.5
- + RAD117 Radiographic Procedures II 3
- + RAD119 Radiography Practicum II 6
- + RAD203 Radiation Biology and Health Physics II 2
- + RAD206 Pharmacology and Venipuncture 1
- + RAD207 Radiographic Procedures III 3
- + RAD208 Image Analysis I 1
- + RAD209 Radiography Practicum III 5

- + RAD212 Structured Diagnostic Medical Imaging Skills Enhancement III 1
- + RAD214 Image Production III 2
- + RAD217 Radiographic Pathology and Additional Modalities 2
- + RAD218 Image Analysis II 1
- + RAD219 Radiography Practicum IV 5

**General Electives (0-3 Credits):**

Students have the option of taking one of the following courses during their last semester. Speak to the Program Director for more information.

- + DMS/ICE220 Sectional Anatomy 3
- + ICE223 Introduction to Computed Tomography (1) OR
- + ICE233 Fundamentals of Magnetic Resonance Imaging (MRI) (1) 1
- + ICE250 Mammography 3

**General Education Requirement - Credits: 22-28**

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

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

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

**Oral Communication - Credits: 3**

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- COM230 Small Group Communication (3) 3

**Critical Reading - Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent by assessment (0) 0-3

**Mathematics - Credits: 3-6**

- MAT150 College Algebra/Functions (5) OR
- MAT151 College Algebra/Functions (4) OR
- MAT152 College Algebra/Functions (3) OR
- MAT155 College Algebra/Functions with Review (5) OR
- MAT156 College Algebra/Functions with Review (6) OR
- Any approved general education course in the Mathematics area for which MAT15+ is a prerequisite (3-6) 3-6

## **General Education Distribution - Credits: 10**

### **Humanities, Arts and Design - Credits: 3**

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

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

Any approved general education course in the Social-Behavioral Sciences area. 3

### **Natural Sciences - Credits: 4**

+ BIO201 Human Anatomy and Physiology I 4

**MCCCD Governing Board Approval Date: April 22, 2025**

## **Respiratory Care**

### **3284 - Associate in Applied Science (AAS) - (80.5-96 Credits)**

Field of Interest: **Health Sciences**

For Information: Tracey Schartz

Phone: (602) 286-8523

#### **Description:**

The Associate in Applied Science (AAS) in Respiratory Care degree provides education in patient services in the cardiovascular and pulmonary fields. Students will learn how to assess, provide treatment, and perform diagnostic procedures. The program focuses on principles for respiratory therapists to utilize advanced technology in life support systems, administer medications, and perform many techniques to assist patients in the healing process. Curriculum includes experiences in the hospital critical care, trauma, emergency departments, and operating rooms, patient's home, physicians' offices, and out-patient clinics in preparation for employment.

Successful completion of the AAS degree in Respiratory Care enables the program graduates to take the National Board of Respiratory Care (NBRC) Therapist Multiple-Choice (TMC) Examination and Clinical Simulation Examination (CSE). Passing both of these exams is required to earn the RRT credential and make the graduate eligible to obtain their license to practice professionally.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

#### **Program Notes:**

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

Where selected as part of program completion, the following general education and introductory courses must be completed with a 3.0 GPA to be added to the queue of those waiting for an available cohort space to begin the core curriculum: BIO160, BIO201, BIO202, CHM130, CHM130LL, CRE101, ENG101, ENG107, HCC/RES109, and MAT15+, or any approved general education, algebra-based Mathematics course for which MAT15+ is a prerequisite.

**Admission Criteria:**

1. Formal application and admission to the program.
2. Background check requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check Standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC Background Check Policy.
3. Clinical health and safety requirements must be met prior to enrollment in any program of study course. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC Clinical Health and Safety Policy and drug testing protocols.
4. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes or during the program may result in cancellation of enrollment.
5. There are limited spaces available in the Respiratory Care program. Only students who have completed all of the general education and introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort.

**Program Prerequisites: None**

**Required Courses (58.5-61 Credits):**

CHM130 Fundamental Chemistry 3

CHM130LL Fundamental Chemistry Laboratory 1

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

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

HCC/RES109 CPR for Health Care Provider (0.5) OR

American Heart Association Health Care Provider CPR certification (0) 0-0.5

+ RES118 Vascular Access for Clinical Practice 1

+ RES130 Respiratory Care Fundamentals I 4.5

+ RES131 Infection Control for Respiratory Care 1

+ RES133 Respiratory Care Clinical Seminar 2

+ RES134 Respiratory Care Pharmacology I 2

+ RES136 Applied Biophysics for Respiratory Care 3

+ RES140 Respiratory Care Fundamentals II 5

+ RES142 Respiratory Care Clinical I 4

+ RES144 Introduction to Mechanical Ventilation 1

+ RES220 Respiratory Care Fundamentals III 4.5

+ RES224 Pathophysiology for Respiratory Care 2

- + RES226 Respiratory Care Clinical II 4
- + RES230 Respiratory Care Fundamentals IV 4.5
- + RES232 Respiratory Care Clinical III 4
- + RES235 Respiratory Care Pharmacology II 2
- + RES240 Respiratory Physiology 3
- + RES270 Neonatal and Pediatric Respiratory Care 2
- + RES280 Respiratory Care Review 2
- + RES291 Respiratory Care Advanced Life Support 1
- + RES292 Respiratory Care Pediatric Advanced Life Support 1

**Restricted Electives (0-3 Credits):**

Students seeking university transfer may select zero (0) to three (3) credits:

HES100 Healthful Living 3

**General Education Requirement - Credits: 22-32**

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

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

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

**Oral Communication - Credits: 3**

Any approved general education course from the Oral Communication area except COM225 Public Speaking. 3

**Critical Reading - Credits: 0-3**

CRE101 College Critical Reading and Critical Thinking  
or equivalent as indicated by assessment (0-3)

**Mathematics - Credits: 3-6**

- + MAT150 College Algebra/Functions (5) OR
- + MAT151 College Algebra/Functions (4) OR
- + MAT152 College Algebra/Functions (3) OR
- + MAT155 College Algebra/Functions with Review (5) OR
- + MAT156 College Algebra/Functions with Review (6) OR

Any approved general education, algebra-based Mathematics course for which MAT15+ is a prerequisite. (3-6) 3-6

**General Education Distribution - Credits: 10-14**

**Humanities, Arts and Design - Credits: 3**

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

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

PSY101 Introduction to Psychology 3

**Natural Sciences - Credits: 4-8**

BIO160 Introduction to Human Anatomy and Physiology (4) OR

+ BIO201 Human Anatomy and Physiology I (4) AND

+ BIO202 Human Anatomy and Physiology II (4) 4-8

**MCCCD Governing Board Approval Date: June 28, 2022**

## Surgical Technology

### **3673 - Associate in Applied Science (AAS) - (70.5-97 Credits)**

Field of Interest: **Health Sciences**

For Information: Brandy Thompson

Phone: (602) 286-8516

**Description:**

The Associate in Applied Science (AAS) in Surgical Technology is designed for students with an interest in working in the surgical setting and caring for patients that are undergoing a surgical procedure. Students will apply manual dexterity and knowledge of surgical technology under the direction of a surgeon and in conjunction with the surgical team. At the completion of the program, graduates may seek employment in a hospital, surgical center, other outpatient settings, or surgical equipment industry and veterinary services. In addition, the AAS degree includes common core classes with the Hospital Central Services certificate program. Upon completion of the Surgical Technology program, students take the national Certified Surgical Technologist exam (CST). Students also have the option within the program to complete the 400-hour Hospital Central Service Technology practicum to be eligible to sit for the Certified Registered Central Service Technician (CRCST) certification examination from the Healthcare Sterile Processing Association (HSPA).

**Program Notes:**

Students must earn a grade of C (defined as 75%) or better in all courses to successfully complete the program.

**Admission Criteria:**

1. Formal application and admission to the program.
2. Level One Fingerprint Clearance.
3. Background check requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check Standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCD Background Check Policy.

4. Clinical health and safety requirements must be met prior to enrollment in any program of study course. Upon conditional program enrollment, the student must comply with all requirements of the MCCCCD Clinical Health and Safety Policy and drug testing protocols.
5. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes or during the program may result in cancellation of enrollment.
6. There are limited spaces available in the Surgical Technology program. Only students who have completed all the general education and introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort.
7. The following general education and introductory courses must be completed with a 2.0 GPA to be added to the queue of those waiting for an available cohort space to begin the core curriculum: FYE (101 or 103), BIO201, BIO202, BIO205, (ENG101 or ENG107), (ENG102 or ENG108), (MAT150 or MAT151 or MAT152 or MAT155 or MAT156), and PHY101.
8. The program saves five seats on the waitlist for students who completed GWCC's HCS program in 2018 or later or who have current CRCST certification and are currently employed in the field.

**Program Prerequisites: None**

**Required Courses (44.5-58 Credits):**

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

+ BIO205 Microbiology 4

HCC130 Fundamentals in Health Care Delivery (3) OR  
 Permission of GateWay Health Core Curriculum Coordinator (0) 0-3

HCC145 Medical Terminology for Health Care Professionals (3) OR  
 HCC146 Common Medical Terminology for Health Care Professionals (2) OR  
 Work experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator (0) 0-3

HCC/RES109 CPR for Health Care Provider (0.5) OR  
 Proof of Current American Heart Association Health Care Provider CPR Certification (0) 0-0.5

+ HCS/SGT100 Fundamentals of Surgical Services (5) OR  
 Current CRCST certification through HSPA and proof of current employment working in the field. (0) 0-5

- + HCS/SGT102 Basic Surgical Instrumentation for Surgical Services 2
- + HCS/SGT107 Equipment and Supplies for Surgical Services 1
- + HCS/SGT152 Advanced Surgical Instruments for Surgical Services 2
- + PHY101 Introduction to Physics 4
- + SGT135 Instrument Handling I 3
- + SGT155 Instrument Handling II 1
- + SGT156 Hospital Central Service Practicum for Surgical Technology 0.5

- + SGT165 Surgical Procedures I 4
- + SGT180 Pharmacology for Surgical Technology I 2
- + SGT200 Operating Room Practicum I 1
- + SGT205 Operating Room Practicum II 2
- + SGT210 Surgical Procedures II 4
- + SGT220 Operating Room Practicum III 3
- + SGT225 Operating Room Practicum IV 3
- + SGT227 Operating Room Practicum V 3
- + SGT260 Surgical Procedures III 2
- + SGT275 Certification Examinations Preparation 2

**Restricted Electives (0-7 Credits):**

This course is optional and may be taken to meet eligibility for the exam for Certified Registered Central Service Technician (CRCST) certification from the Healthcare Sterile Processing Association (HSPA).

- + HCS154 Hospital Central Service Practicum 7

**General Education Requirement - Credits: 26-32**

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

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

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

**Oral Communication - Credits: 3**

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- COM230 Small Group Communication (3) 3

**Critical Reading - Credits: 0-3**

- + CRE101 College Critical Reading and Critical Thinking (3) OR
- Equivalent as indicated by assessment (0) 0-3

**Mathematics - Credits: 3-6**

- + MAT150 College Algebra/Functions (5) OR
- + MAT151 College Algebra/Functions (4) OR
- + MAT152 College Algebra/Functions (3) OR
- + MAT155 College Algebra/Functions with Review (5) OR
- + MAT156 College Algebra/Functions with Review (6) OR
- Equivalent course or satisfactory completion of a higher-level mathematics course 3-6

**General Education Distribution - Credits: 14**

**Humanities, Arts and Design - Credits: 3**

Any approved general education course in the Humanities, Arts and Design [HU] area. 3

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

SOC101 Introduction to Sociology (3) OR

PSY101 Introduction to Psychology (3) 3

**Natural Sciences - Credits: 8**

+ BIO201 Human Anatomy and Physiology I 4

+ BIO202 Human Anatomy and Physiology II 4

**MCCCD Governing Board Approval Date: June 25, 2024**

## Certificates of Completion

### Accounting

#### **5665 - Certificate of Completion (CCL) - (24-27 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

#### **Description:**

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

#### **Program Notes:**

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

Consultation with an Academic Advisor is recommended for course selection.

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

#### **Required Courses (24-27 Credits):**

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

OR

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

OR

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

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

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

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

**MCCCD Governing Board Approval Date: November 26, 2019**

## **Amazon Web Services Cloud Associate**

### **5330N - Certificate of Completion (CCL) - (3-6 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

#### **Description:**

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

#### **Program Notes:**

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

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

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

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

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

#### **Required Courses (3-6 Credits):**

CLD110 Amazon Web Services Cloud Foundations (3)

OR

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

OR

AWS Certified Cloud Practitioner certification badge (0)

OR

Permission of Program Director (0) 0-3

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

+ CLD120 Amazon Web Services Cloud Architect Associate 3

**MCCCD Governing Board Approval Date: March 25, 2025**

## **Amazon Web Services Cloud Practitioner**

### **5141N - Certificate of Completion (CCL) - (3 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

#### **Description:**

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

#### **Program Notes:**

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

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

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

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

**Program Prerequisites: None**

#### **Required Courses (3 Credits):**

CLD110 Amazon Web Services Cloud Foundations 3

**MCCCD Governing Board Approval Date: March 25, 2025**

## **Android App Development**

### **5834N - Certificate of Completion (CCL) - (9-12 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

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

**Program Notes:**

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

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

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

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

**Program Prerequisites: None****Required Courses (9-12 Credits):**

CIS105 Survey of Computer Information Systems (3) OR

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

+ CIS150 Programming Fundamentals (3) OR

+ CIS150AB Object-Oriented Programming Fundamentals (3) OR

+ CIS156 Python Programming: Level I (3) OR

+ CIS159 Visual Basic Programming I (3) OR

+ CIS162AD C# Level I (3) OR

+ CIS163AA Java Programming: Level I (3) 3

CIS150 or CIS150AB recommended for students with no programming experience or who plan to complete the AAS 3099 or CCL 5193 in Mobile App Development.

+ CIS165DA Introduction to Android Application Development 3

+ CIS265DA Advanced Android Application Development 3

**MCCCD Governing Board Approval Date: December 10, 2019**

**[Applied Bilingual Spanish Language Skills](#)****5247 - Certificate of Completion (CCL) - (25-69)**

Field of Interest: **Culture and Society**

For Information: Shannon McGrath

Phone: (602) 286-8742

**Description:**

The Certificate of Completion (CCL) in Applied Bilingual Spanish Language Skills will introduce students to the application of Spanish-English bilingual language skills in workplace settings.

**Program Notes:**

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

Upon completion of additional education, students can apply their bilingual language skills within focused settings, including allied health, administration of justice, business, or education.

**Admission Criteria:**

Some fluency in conversational Spanish is required for program admission and will be assessed by the Program Director and/or program faculty.

**Program Prerequisites: None**

**Required Courses (16 Credits):**

SPA101 Elementary Spanish I 4

+ SPA102 Elementary Spanish II (4) OR  
+ SPA111 Fundamentals of Spanish (4) 4

+ SPA201 Intermediate Spanish I 4  
+ SPA202 Intermediate Spanish II 4

**Restricted Electives (9-53 Credits):**

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor. Courses may not be used to fulfill both Required Courses and Restricted Electives areas.

Specialization 1: Behavioral Health

Credits: 9

BHS150 Introduction to Behavioral Health and Social Services (3) OR

BHS165 Applied Therapeutic Communication Skills (3) OR

BHS185 Cultural Competence in Behavioral Health (3) 3

+ SPA225 Intermediate Spanish Conversation I 3  
+ SPA226 Intermediate Spanish Conversation II 3

Specialization 2: Bilingual Nursing Fellowship Program

Credits: 35-53

Students who wish to seek admission to the Nursing program at Phoenix College or Gateway Community College should follow this specialization, which is a cohorted program available only at South Mountain Community College.

+ BIO156 Introductory Biology for Allied Health (4) OR

+ BIO181 General Biology (Majors) I (4) OR  
+ BIO181XT General Biology (Majors) I (4) OR  
One year of high school biology 0-4

+ BIO201 Human Anatomy and Physiology I 4  
+ BIO202 Human Anatomy and Physiology II 4  
+ BIO205 Microbiology 4

+ CHM130 Fundamental Chemistry (3) AND  
+ CHM130LL Fundamental Chemistry Laboratory (1) OR  
+ CHM130AA Fundamental Chemistry with Lab (4) OR  
One year of high school chemistry 0-4

+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment 0-3

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

+ ENG102 First-Year Composition (3) OR  
+ ENG108 First-Year Composition for ESL (3) 3

+ MAT140 College Mathematics (5) OR  
+ MAT141 College Mathematics (4) OR  
+ MAT142 College Mathematics (3) OR  
MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) OR  
Satisfactory completion of higher level math course 3-6

PSY101 Introduction to Psychology 3  
Any approved general education course in the Humanities, Arts and Design area. 2-3  
SPA117 Health Care Spanish I 3  
+ SPA118 Health Care Spanish II 3

+ SPA205 Spanish for Medical Interpretation I (3) OR  
Permission of Department or Division (0) 0-3

+ SPA206 Spanish for Medical Interpretation II 3

### Specialization 3: Business

Credits: 9

GBS151 Introduction to Business 3  
+ SPA225 Intermediate Spanish Conversation I 3  
+ SPA226 Intermediate Spanish Conversation II 3

Specialization 4: Education

Credits: 12

EDU230 Cultural Diversity in Education 3

SPA119 Spanish for Educational Settings I 3

+ SPA225 Intermediate Spanish Conversation I 3

+ SPA226 Intermediate Spanish Conversation II 3

Specialization 5: General

Credits: 9

COM263 Elements of Intercultural Communication 3

+ SPA225 Intermediate Spanish Conversation I 3

+ SPA226 Intermediate Spanish Conversation II 3

Specialization 6: Healthcare

Credits: 12-15

COM263 Elements of Intercultural Communication 3

SPA117 Health Care Spanish I 3

+ SPA118 Health Care Spanish II 3

+ SPA205 Spanish for Medical Interpretation I (3) OR  
Permission of Department or Division (0) 0-3

+ SPA206 Spanish for Medical Interpretation II 3

Specialization 7: Law Enforcement

Credits: 12

AJS101 Introduction to Criminal Justice 3

SPA109 Law Enforcement Spanish I 3

+ SPA225 Intermediate Spanish Conversation I 3

+ SPA226 Intermediate Spanish Conversation II 3

Specialization 8: Office and Administrative Support

Credits: 9

CIS105 Survey of Computer Information Systems 3

+ SPA225 Intermediate Spanish Conversation I 3

+ SPA226 Intermediate Spanish Conversation II 3

**MCCCD Governing Board Approval Date: February 27, 2024**

**[Automotive Automatic Transmission and Transaxle](#)**

**5930N - Certificate of Completion (CCL) - (4 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

**Description:**

The Certificate of Completion (CCL) in Automotive Automatic Transmission and Transaxle provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of automatic transmission and transaxle. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A2 Test.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

**Program Notes:**

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

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

**Program Prerequisites: None**

**Required Courses (4 Credits):**

ASE120 Automatic Transmission and Transaxle (4) OR  
ASE120AU Automatic Transmission and Transaxle (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

**Automotive Brake Systems**

**5936N - Certificate of Completion (CCL) - (4 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

**Description:**

The Certificate of Completion (CCL) in Automotive Brake Systems provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of brake systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A5 Test.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

**Program Notes:**

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

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

**Program Prerequisites: None**

**Required Courses (4 Credits):**

ASE150 Automotive Brake Systems (4) OR  
ASE150AU Automotive Brake Systems (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

**Automotive Chassis**

**5952 - Certificate of Completion (CCL) - (16 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

**Description:**

The Certificate of Completion (CCL) in Automotive Chassis provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of suspension, steering, brakes and electrical systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A4, A5 and A6 Tests.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

**Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (16 Credits):**

ASE140 Automotive Steering, Suspension and Alignment (4) OR  
ASE140AU Automotive Steering, Suspension and Alignment (4) 4

ASE150 Automotive Brake Systems (4) OR  
ASE150AU Automotive Brake Systems (4) 4

ASE160 Introduction to Automotive Electrical (4) OR  
ASE160AU Introduction to Automotive Electrical (4) 4

+ ASE260 Advanced Automotive Electrical (4) OR  
+ ASE260AU Advanced Automotive Electrical (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

## **Automotive Drive Train**

### **5950 - Certificate of Completion (CCL) - (16 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

#### **Description:**

The Certificate of Completion (CCL) in Automotive Drive Train provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of automatic and manual transmissions and drivetrains and electrical systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A2, A3 and A6 Tests.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

#### **Program Notes:**

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

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

#### **Required Courses (16 Credits):**

ASE120 Automatic Transmission and Transaxle (4) OR  
ASE120AU Automatic Transmission and Transaxle (4) 4

ASE130 Manual Drive Trains and Axles (4) OR  
ASE130AU Manual Drive Trains and Axles (4) 4

ASE160 Introduction to Automotive Electrical (4) OR  
ASE160AU Introduction to Automotive Electrical (4) 4

+ ASE260 Advanced Automotive Electrical (4) OR  
+ ASE260AU Advanced Automotive Electrical (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

## **Automotive Electrical, Heating, Ventilation and Air Conditioning Systems**

### **5948N - Certificate of Completion (CCL) - (12 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

#### **Description:**

The Certificate of Completion (CCL) in Automotive Electrical, Heating, Ventilation and Air Conditioning Systems provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of electrical systems and heating, ventilation and air conditioning. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A7 and A6 Tests.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

**Program Notes:**

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

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

**This program replaces: CCL/5860 Automotive Heating, Ventilation and Air Conditioning (HVAC)**

**Program Prerequisites: None**

**Required Courses (12 Credits):**

ASE160 Introduction to Automotive Electrical (4) OR  
ASE160AU Introduction to Automotive Electrical (4) 4

ASE170 Automotive Heating, Ventilation and Air Conditioning Systems (4) OR  
ASE170AU Automotive Heating, Ventilation and Air Conditioning Systems (4) 4

+ ASE260 Advanced Automotive Electrical (4) OR  
+ ASE260AU Advanced Automotive Electrical (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

**Automotive Electronic/Electrical Systems**

**5938N - Certificate of Completion (CCL) - (8 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

**Description:**

The Certificate of Completion (CCL) in Automotive Electronic/Electrical Systems provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of electronic/electrical systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A6 Test.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

**Program Notes:**

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

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

**This program replaces: CCL/5449 Automotive Electrical Systems**

**Program Prerequisites: None**

**Required Courses (8 Credits):**

ASE160 Introduction to Automotive Electrical (4) OR  
ASE160AU Introduction to Automotive Electrical (4) 4

+ ASE260 Advanced Automotive Electrical (4) OR  
+ ASE260AU Advanced Automotive Electrical (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

**Automotive Engine and Operations Management**  
**5942N - Certificate of Completion (CCL) - (8 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

**Description:**

The Certificate of Completion (CCL) in Automotive Engine and Operations Management provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of engine performance. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A8 Test.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

**Program Notes:**

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

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

**Program Prerequisites: None**

**Required Courses (8 Credits):**

ASE180 Introduction to Engine Management (4) OR  
ASE180AU Introduction to Engine Management (4) 4

ASE280 Engine Management (4) OR  
ASE280AU Engine Management (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

## **Automotive Engine Management and Repair** **5954 - Certificate of Completion (CCL) - (22 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

### **Description:**

The Certificate of Completion (CCL) in Automotive Engine Management and Repair provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of engine repair and performance and electrical systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A1, A6 and A8 Tests.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

### **Program Notes:**

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

### **Program Prerequisites: None**

### **Required Courses (22 Credits):**

ASE100 Introduction to Automotive Service 2

ASE110 Engine Fundamentals (4) OR  
ASE110AU Engine Fundamentals (4) 4

ASE160 Introduction to Automotive Electrical (4) OR  
ASE160AU Introduction to Automotive Electrical (4) 4

ASE180 Introduction to Engine Management (4) OR  
ASE180AU Introduction to Engine Management OR (4) 4

+ ASE260 Advanced Automotive Electrical (4) OR  
+ ASE260AU Advanced Automotive Electrical (4) 4

ASE280 Engine Management (4) OR  
ASE280AU Engine Management (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

## **Automotive Engine Repair**

### **5928N - Certificate of Completion (CCL) - (6 Credits)**

Field of Interest: Applied Technology

For Information: Jason Cooper

Phone: (602) 286-8629

#### **Description:**

The Certificate of Completion (CCL) in Automotive Engine Repair provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of engine repair. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A1 Test.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

#### **Program Notes:**

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

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

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

#### **Required Courses (6 Credits):**

ASE100 Introduction to Automotive Service 2

ASE110 Engine Fundamentals (4) OR

ASE110AU Engine Fundamentals (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

## **Automotive Heating, Ventilation and Air Conditioning Systems**

### **5940N - Certificate of Completion (CCL) - (4 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

#### **Description:**

The Certificate of Completion (CCL) in Automotive Heating, Ventilation and Air Conditioning (HVAC) Systems provides individuals with the technical knowledge and skills needed by automotive technicians

specializing in the area of HVAC systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A7 Test.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

**Program Notes:**

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

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

**Program Prerequisites: None**

**Required Courses (4 Credits):**

ASE170 Automotive Heating, Ventilation and Air Conditioning Systems (4) OR  
ASE170AU Automotive Heating, Ventilation and Air Conditioning Systems (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

**Automotive Maintenance and Light Repair**

**5946 - Certificate of Completion (CCL) - (22 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

**Description:**

The Certificate of Completion (CCL) in Automotive Maintenance and Light Repair provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of basic electrical and mechanical maintenance and repair. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification Tests.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

**Program Notes:**

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

**This program replaces:**

**CCL/5597N Workforce Development: Automotive Technology Level II**

**CCL/5856 Automotive Maintenance and Light Repair**

**Program Prerequisites: None**

**Required Courses (22 Credits):**

ASE100 Introduction to Automotive Service 2

ASE140 Automotive Steering, Suspension and Alignment (4) OR  
ASE140AU Automotive Steering, Suspension and Alignment (4) 4

ASE150 Automotive Brake Systems (4) OR  
ASE150AU Automotive Brake Systems (4) 4

ASE160 Introduction to Automotive Electrical (4) OR  
ASE160AU Introduction to Automotive Electrical (4) 4

ASE170 Automotive Heating, Ventilation and Air Conditioning Systems (4) OR  
ASE170AU Automotive Heating, Ventilation and Air Conditioning Systems (4) 4

ASE180 Introduction to Engine Management (4) OR  
ASE180AU Introduction to Engine Management (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

## **Automotive Manual Drive Train and Axles**

### **5932N - Certificate of Completion (CCL) - (4 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

#### **Description:**

The Certificate of Completion (CCL) in Automotive Manual Drive Train and Axles provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of manual drive train and axles. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A3 Test.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

#### **Program Notes:**

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

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

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

#### **Required Courses (4 Credits):**

ASE130 Manual Drive Trains and Axles (4) OR  
ASE130AU Manual Drive Trains and Axles (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

## **Automotive Service**

### **5956 - Certificate of Completion (CCL) - (45-48 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

#### **Description:**

The Certificate of Completion (CCL) in Automotive Service prepares individuals to apply technical knowledge and skills to repair, service, and maintain automobiles. Instruction is in both the theoretical and practical aspects of automotive repair, service and maintenance, and includes brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drivetrains, and heating and air conditioning systems. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile Certification Tests (A1 - A8).

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

#### **Program Notes:**

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

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

#### **Required Courses (42 Credits):**

ASE100 Introduction to Automotive Service 2

ASE110 Engine Fundamentals (4) OR

ASE110AU Engine Fundamentals (4) 4

ASE120 Automatic Transmission and Transaxle (4) OR

ASE120AU Automatic Transmission and Transaxle (4) 4

ASE130 Manual Drive Trains and Axles (4) OR

ASE130AU Manual Drive Trains and Axles (4) 4

ASE140 Automotive Steering, Suspension and Alignment (4) OR

ASE140AU Automotive Steering, Suspension and Alignment (4) 4

ASE150 Automotive Brake Systems (4) OR

ASE150AU Automotive Brake Systems (4) 4

ASE160 Introduction to Automotive Electrical (4) OR  
ASE160AU Introduction to Automotive Electrical (4) 4

ASE170 Automotive Heating, Ventilation and Air Conditioning Systems (4) OR  
ASE170AU Automotive Heating, Ventilation and Air Conditioning Systems (4) 4

ASE180 Introduction to Engine Management (4) OR  
ASE180AU Introduction to Engine Management (4) 4

+ ASE260 Advanced Automotive Electrical (4) OR  
+ ASE260AU Advanced Automotive Electrical (4) 4

ASE280 Engine Management (4) OR  
ASE280AU Engine Management (4) 4

**Restricted Electives (3-8 Credits):**

+ ASE240 Advanced Driver Assistance Systems 2  
+ ASE265 Introduction to Electric and Hybrid Vehicles 2  
ASE290++ Automotive Service Internship (any suffixed courses) 1-4  
ASE296++ Cooperative Education (any suffixed courses) 1-4  
ASE298++ Special Projects (any suffixed courses) 1-3

**MCCCD Governing Board Approval Date: February 28, 2023**

## **Automotive Steering and Suspension**

### **5934N - Certificate of Completion (CCL) - (4 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

**Description:**

The Certificate of Completion (CCL) in Automotive Steering and Suspension provides individuals with the technical knowledge and skills needed by automotive technicians specializing in the area of steering and suspension. The curriculum within this certificate aligns with the Automotive Service Excellence (ASE) Automobile and Light Truck Certification A4 Test.

See program advisor for additional certificate offerings. An Associate in Applied Science (AAS) in Automotive Service is also available.

**Program Notes:**

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

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

**Program Prerequisites: None**

**Required Courses (4 Credits):**

ASE140 Automotive Steering, Suspension and Alignment (4) OR  
ASE140AU Automotive Steering, Suspension and Alignment (4) 4

**MCCCD Governing Board Approval Date: February 28, 2023**

**Banking and Finance**

**5627 - Certificate of Completion (CCL) - (27 Credits)**

Field of Interest: **Business, Entrepreneurialism and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

**Description:**

The Certificate of Completion (CCL) in Banking and Finance program has been developed for entry or advancement in the banking profession. The program is designed to prepare students for the many challenges of the world of finance, since the role of the modern banker today demands specialized knowledge, flexible job performance, and customer service expertise. An Associate in Applied Science (AAS) in Banking and Finance is available.

**Program Notes:**

+ indicates course has prerequisite and/or corequisite.

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

**Program Prerequisites: None**

**Required Courses (27 Credits):**

ACC111 Accounting Principles I 3  
+ ACC112 Accounting Principles II 3  
CIS105 Survey of Computer Information Systems 3  
GBS103 Principles of Banking 3  
GBS131 Business Calculations 3  
GBS151 Introduction to Business 3  
GBS205 Legal, Ethical, and Regulatory Issues in Business 3  
GBS294 Consumer Credit 3  
MGT126 Customer Service Skills and Strategies 3

**MCCCD Governing Board Approval Date: October 22, 2019**

## **Basic Automotive Repair**

### **5029N - Certificate of Completion (CCL) - (10 Credits)**

Field of Interest: **Applied Technology**

For Information: Jason Cooper

Phone: (602) 286-8629

#### **Description:**

The Certificate of Completion (CCL) in Basic Automotive Repair prepares individuals to apply fundamental knowledge and skills to repair, service, and maintain automobiles. Instruction includes both the theoretical and practical aspects of automotive repair, service, and maintenance, and includes electrical systems, engine performance, and engine repair.

#### **Program Notes:**

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

Students must earn a grade of C or better in each course in the program.

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

#### **Required Courses (10 Credits):**

ASE100 Introduction to Automotive Service 2

ASE110 Engine Fundamentals 4

ASE160 Introduction to Automotive Electrical 4

**MCCCD Governing Board Approval Date: February 27, 2024**

## **Cisco Certified Network Professional: Enterprise**

### **5190 - Certificate of Completion (CCL) - (16 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

#### **Description:**

The Certificate of Completion (CCL) in Cisco Certified Network Professional: Enterprise builds the advanced knowledge and skills needed for professional-level networking technologies and architecture. This CCL includes fundamental concepts of virtualization, network assurance, security, automation, and the implementation and troubleshooting of advanced routing technologies, as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Cisco Enterprise Network Core Technologies (ENCOR) certification and Implementing Cisco Enterprise Network Advanced Routing and Services (ENARSI) exams aligned with the CCNP Enterprise, CCIE Enterprise Infrastructure, CCIE Enterprise Wireless, and Cisco Certified Specialist - Enterprise core, CCNP Enterprise, Cisco Certified Specialist - Advanced Infrastructure Implementation certifications.

**Multi-credential Award Opportunities** (Please check with your advisor for availability)

**Multi-credential Award(s):**

CCL/5037 Cisco Network Administration: CCNP

**Optional Additional Award(s):**

CCL/5187N Cisco Certified Network Professional: Enterprise Advanced Routing and Services

CCL/5189N Cisco Certified Network Professional: Enterprise Core

**Program Notes:**

This Certificate of Completion (CCL) is intended for industry professionals with the requisite skills aligned with the Cisco Certified Network Associate (CCNA) industry certification who are interested in expanding their knowledge in the area in professional-level networking or to enhance their employment opportunities. Speak to a program director for additional information.

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

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

**Admission Criteria:**

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the following prerequisites to the courses within the Required Course area as follows with a C or better OR have a Cisco Certified Network Associate (CCNA) industry certification OR receive permission of the Program Director:

CNT140AB Introduction to Networks 4

+ CNT150AB Switching, Routing, and Wireless Essentials 4

+ CNT160AB Enterprise Networking, Security, and Automation 4

Students also have the option to complete the full CCL in this program, Cisco Network Administration: CCNP (major code 5037), that includes the prerequisites and required courses.

**Program Prerequisites: None**

**Required Courses (16 Credits):**

+ CNT240 Cisco Certified Network Professional: Enterprise Core (8) OR

+ CNT240AA Cisco Certified Network Professional: Enterprise Core I (4) AND

+ CNT240AB Cisco Certified Network Professional: Enterprise Core II (4) 8

+ CNT250 Cisco Certified Network Professional: Enterprise Advanced Routing and Services (8) OR

+ CNT250AA Cisco Certified Network Professional: Enterprise Advanced Routing and Services I (4)  
AND

+ CNT250AB Cisco Certified Network Professional: Enterprise Advanced Routing and Services II (4) 8

**MCCCD Governing Board Approval Date: June 23, 2020**

## **Cisco Network Administration and Security**

### **5036 - Certificate of Completion (CCL) - (16-19 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

#### **Description:**

The Certificate of Completion (CCL) in Cisco Network Administration and Security provides training for those interested in working with Cisco network and Internet hardware with a particular emphasis on securing networks from threats and vulnerabilities. Knowledge and skills are developed to install, configure, and maintain Cisco routers and switches; configure routing protocols, and Local Area Networks (LANs); troubleshoot problems with various hardware and software configurations; perform administrative tasks in a network. Specific skills in maintaining integrity, accountability, and confidentiality of data are also developed. Taught by Cisco Certified professionals using the Cisco Network Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) and Security examinations. Students who complete this program may seek employment in a variety of environments. An additional Certificate of Completion (CCL) in Cisco Certified Network Professional (CCNP), as well as an Associate in Applied Science (AAS) in Network and Systems Administration are also available at select colleges. Please check with your local college for program availability.

#### **Program Notes:**

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

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

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

#### **Required Courses (16-19 Credits):**

CIS105 Survey of Computer Information Systems (3) OR

Permission of the Program Director (0) 0-3

CNT140AB Introduction to Networks 4

+ CNT150AB Switching, Routing, and Wireless Essentials 4

+ CNT160AB Enterprise Networking, Security, and Automation 4

- + CNT202 Cisco Secure Firewall Appliance Configuration (4) OR
- + CNT205 Cisco Certified Network Associate Security (4) 4

**MCCCD Governing Board Approval Date: December 10, 2019**

## **Cisco Network Administration: CCNA**

### **5969N - Certificate of Completion (CCL) - (12-15 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

#### **Description:**

The Certificate of Completion (CCL) in Cisco Network Administration: CCNA provides training for those interested in working with network and Internet hardware. Knowledge and skills are developed to install, configure, and maintain Cisco routers and switches; configure advanced routing protocols, and Local Area Networks (LANs); troubleshoot hardware and software configurations; perform administrative tasks in a network. Taught by Cisco Certified professionals using the Cisco Networking Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) examination. Students who complete this program may seek employment in a variety of environments. Additional Certificates of Completion (CCLs) in Cisco Network Administration and Security and Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available at select colleges. Please check with your local college for program availability.

#### **Program Notes:**

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

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

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

**This program replaces: CCL/5967 Networking Technology: Cisco**

**Program Prerequisites: None**

#### **Required Courses (12-15 Credits):**

CIS105 Survey of Computer Information Systems (3) OR

Permission of Program Director (0) 0-3

CNT140AB Introduction to Networks 4

+ CNT150AB Switching, Routing, and Wireless Essentials 4

+ CNT160AB Enterprise Networking, Security, and Automation 4

**MCCCD Governing Board Approval Date: May 24, 2022**

## **CNC Machine Operator**

### **5103N - Certificate of Completion (CCL) - (6 Credits)**

Field of Interest: **Applied Technology**

For Information: David Zamora

Phone: (602) 286-8656

#### **Description:**

The Certificate of Completion (CCL) in CNC Machine Operator prepares students for employment as entry level operators and technicians in the manufacturing industry. The program provides applied skills in the operation of manual/Computer Numeric Control (CNC) machines for current and future needs of the manufacturing industry. Certificates of Completion (CCLs) in CNC Machining I and CNC Machining II and an Associate in Applied Science (AAS) in Manufacturing Production Technology are also available.

#### **Program Notes:**

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

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

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

#### **Required Courses (6 Credits):**

MPT130 CNC Machine Operator (6) OR

MPT130MP CNC Machine Operator (6) 6

**MCCCD Governing Board Approval Date: November 26, 2019**

## **CNC Machining I**

### **5100 - Certificate of Completion (CCL) - (25 Credits)**

Field of Interest: **Applied Technology**

For Information: David Zamora

Phone: (602) 286-8656

#### **Description:**

The Certificate of Completion (CCL) in CNC Machining I prepares students for employment as entry-level operators and technicians in the manufacturing industry. The program provides applied skills in process planning, quality control, set-up and operation of manual/Computer Numeric Control (CNC) machines for current and future needs of the manufacturing industry. This program introduces students to manual data programming and Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM). A CCL in CNC Machining II and an Associate in Applied Science (AAS) in Manufacturing Production Technology are also available.

**Program Notes:**

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

**This program replaces:**

**CCL/5440 Production Technology: CNC Technology**

**CCL/5616 CNC Machining I**

**Program Prerequisites: None**

**Required Courses (25 Credits):**

MPT101 Technical Documentation (3) OR

MPT101MP Technical Documentation (3) 3

MPT110 Inspection Techniques (3) OR

MPT110MP Inspection Techniques (3) 3

MPT111 Geometric Dimensioning and Tolerance (GDT) (3) OR

MPT111MP Geometric Dimensioning and Tolerance (GDT) (3) 3

+ MPT113 Coordinate Measuring Machines I (3) OR

+ MPT140 Manual CNC Programming (3) 3

MPT120 Introduction to Manual Machining (4) OR

MPT120MP Introduction to Manual Machining (4) 4

MPT130 CNC Machine Operator (6) OR

MPT130MP CNC Machine Operator (6) OR

MPT131 CNC Machining Level I (6) OR

MPT131MP CNC Machining Level I (6) 6

+ MPT132 CNC Machining Level II (3) OR

+ MPT132MP CNC Machining Level II (3) 3

**MCCCD Governing Board Approval Date: November 26, 2019**

## **CNC Machining II**

### **5102 - Certificate of Completion (CCL) - (43-44 Credits)**

Field of Interest: **Applied Technology**

For Information: David Zamora

Phone: (602) 286-8656

#### **Description:**

The Certificate of Completion (CCL) in CNC Machining II prepares students for advanced employment opportunities as operators and technicians in the manufacturing industry. The program provides applied skills in process design as well as advanced knowledge in quality control, Computer Numeric Control (CNC), and Computer Aided-Design/Computer-Aided Manufacturing (CAD/CAM) programming for current and future needs of the manufacturing industry. An Associate in Applied Science (AAS) in Manufacturing Production Technology is also available.

#### **Program Notes:**

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

#### **This program replaces:**

**CCL/5647 CNC Machining II**

**CCL/5795 CAM Systems Programming**

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

#### **Required Courses (37 Credits):**

##### **Required Courses for CCL in CNC Machining I - Credits: 25**

MPT101 Technical Documentation (3) OR

MPT101MP Technical Documentation (3) 3

MPT110 Inspection Techniques (3) OR

MPT110MP Inspection Techniques (3) 3

MPT111 Geometric Dimensioning and Tolerance (3) OR

MPT111MP Geometric Dimensioning and Tolerance (3) 3

MPT113 Coordinate Measuring Machines I (3) OR

MPT140 Manual CNC Programming (3) 3

MPT120 Introduction to Manual Machining (4) OR

MPT120MP Introduction to Manual Machining (4) 4

MPT130 CNC Machine Operator (6) OR

MPT130MP CNC Machine Operator (6) OR

MPT131 CNC Machining Level I (6) OR

MPT131MP CNC Machining Level I (6) 6

- + MPT132 CNC Machining Level II (3) OR
- + MPT132MP CNC Machining Level II (3) OR 3

**Required Courses for CCL in CNC Machining II - Credits: 12**

Students interested in taking MPT250 are advised to take MPT151

MPT150 Introduction to SolidWorks (3) OR

- + MPT151 Solid Design I: SolidWorks (3) 3

- + MPT260 Computer Aided Manufacturing (CAM) I (3) OR
- + MPT260MP Computer Aided Manufacturing (CAM) I (3) 3

- + MPT262 Computer Aided Manufacturing (CAM) II (3) OR
- + MPT262MP Computer Aided Manufacturing (CAM) II (3) 3

- + MPT270 Tooling, Fixtures, and Gauges 3

**Restricted Electives (6-7 Credits):**

Students should complete 6-7 credits from the category below that best aligns with their academic and professional goals.

Quality and Inspection:

MPT215 Workplace Quality Systems 3

- + MPT216 Applied Statistical Process Control Methods 3
- + MPT217 Lean and Six Sigma Applied Concepts 3

Industrial Design:

- + MPT152 Solid Design: Certified SolidWorks Associate/Certified SolidWorks Professional Test Preparation 1
- + MPT250 Solid Design II: Advanced Part Modeling: SolidWorks 3
- + MPT255 Solid Design 3D Printing 4
- + MPT261 MasterCam Certified Programmer Mill Level I: Test Preparation: CPgM1 1

Manual Machining:

- MPT220 Manual Machining: NIMS Level I Certification 3
- MPT221 Manual Machining: NIMS Level II Certification 3

Related Experience:

- AIT100 Industrial Safety 1
- AIT105 Modern Maintenance Operations 3
- + MPT282++ Volunteerism for Manufacturing: A Service Learning Experience 1-3
- + MPT290++ Manufacturing Production Internship Fall 1-3
- + MPT296++ Cooperative Education 1-4
- WLD101 Welding I 3

**MCCCD Governing Board Approval Date: November 26, 2019**

## **Computed Tomography**

### **5461 - Certificate of Completion (CCL) - (19-21 Credits)**

Field of Interest: **Health Sciences**

For Information: Tabatha Hatfield

Phone: (602) 286-8483

#### **Description:**

The Certificate of Completion (CCL) in Computed Tomography program offers graduate Radiologic Technologists, Radiation Therapists, and graduate Nuclear Medicine Technologists the opportunity to complete both didactic coursework and clinical skills experience necessary to prepare to meet eligibility for the professional certification in this field. The program focuses on specific skills and knowledge necessary to become proficient in this field.

#### **Program Notes:**

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

Where selected as part of program completion, the following introductory courses must be completed, to be added to the queue of those waiting for an available cohort space to begin the core curriculum: DMS/ICE220, NUC220, ICE223, NUC250

#### **Admission Criteria:**

1. Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy, OR Certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine.
2. Formal application and admission to the program by the Program Coordinator.
3. Background check requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check Standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCD Background Check Policy.
4. Clinical health and safety requirements must be met prior to enrollment in any program of study course. Upon conditional program enrollment, the student must comply with all requirements of the MCCCD Clinical Health and Safety Policy and drug testing protocols.
5. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes or during the program may result in cancellation of enrollment.
6. There are limited spaces available in the Computed Tomography program. Only students who have completed all of the introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort.

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

**Required Courses (19-21 Credits):**

- + DMS/ICE220 Sectional Anatomy (3) OR
- + NUC220 Sectional Anatomy for Nuclear Medicine (3) 3
  
- + ICE223 Introduction to Computed Tomography (1) OR
- + NUC250 Fundamentals of Computed Tomography and Elements of Magnetic Resonance Imaging (3) 1-3
  
- + ICE248 Computed Tomography (CT) Multi-Planar Sectional Anatomy 2
- + ICE254 Advanced Imaging Practicum 1
- + ICE263 Computed Tomography Physics and Instrumentation 3
- + ICE265 Computed Tomography Procedure Protocols 3
- + ICE267 Computed Tomography Advanced Imaging Practicum 2
- + ICE273 Computed Tomography Pathology 3
- + ICE291 Computed Tomography Registry and Board Exam Preparation 1

**MCCCD Governing Board Approval Date: April 22, 2025**

## Computer Information Systems

### **5671 - Certificate of Completion (CCL) - (21 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

The Certificate of Completion (CCL) in Computer Information Systems program is designed to meet the needs of students who are planning to find employment using current computer applications. It is intended for students who may later want to pursue an Associate's Degree in Computer Information Systems, but who do not expect to go beyond the community college program. Students will get experience with a variety of operating systems, database management, and popular programming languages. An Associate in Applied Science (AAS) is also available at select colleges. Please check with your local college for program availability.

**Program Notes:**

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

Consultation with an Academic Advisor is recommended for course selection.

**Program Prerequisites: None****Required Courses (12 Credits):**

- CIS105 Survey of Computer Information Systems 3
- CIS133DA Internet/Web Development Level I 3

CIS126DL Linux Operating System (3) OR  
+ MST150++ Any Microsoft Windows course (3) 3

+ CIS150 Programming Fundamentals (3) OR  
+ CIS150AB Object-Oriented Programming Fundamentals (3) 3

**Restricted Electives (9 Credits):**

CIS+++ Any CIS Computer Information Systems course(s) except courses used to satisfy Required Courses area.

**MCCCD Governing Board Approval Date: June 27, 2017**

**Computer System Configuration and Support**  
**5038N - Certificate of Completion (CCL) - (6-9 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

The Certificate of Completion (CCL) in Computer System Configuration and Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on hardware installation, maintenance, mobile devices, hardware troubleshooting, proper use of tools, safety procedures, and professionalism. This program helps prepare students for the CompTIA A+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available at select colleges. Please check with your local college for program availability.

**Program Notes:**

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

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

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

**Program Prerequisites: None**

**Required Courses (6-9 Credits):**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

**MCCCD Governing Board Approval Date: November 26, 2019**

**Computer System Configuration and Support, Linux**

**5039N - Certificate of Completion (CCL) - (9-12 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

The Certificate of Completion (CCL) in Computer System Configuration and Support, Linux program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on Linux. The classes focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on the Linux Operating system including knowledge and skills required to install, configure and troubleshoot a Linux-based workstation. This program helps prepare students for the CompTIA A+ and Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes**

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

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

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

**Program Prerequisites: None**

**Required Courses (9-12 Credits):**

CIS105 Survey of Computer Information Systems (3) OR

Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3

**MCCCD Governing Board Approval Date: February 25, 2020**

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

### **5044N - Certificate of Completion (CCL) - (9-13 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

#### **Description:**

The Certificate of Completion (CCL) in Computer System Configuration and Support, Network program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on networking. The courses focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on elements of a data network, network components, and use of a network. This program helps prepare students for the CompTIA A+ and Network+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

#### **Program Notes:**

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

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the

required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

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

**This program replaces: CCL/5909 Computer Hardware and Network Support**

**Program Prerequisites: None**

**Required Courses (9-13 Credits):**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) 0-3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

**MCCCD Governing Board Approval Date: December 10, 2019**

## **Computer System Configuration and Support, Security** **5040N - Certificate of Completion (CCL) - (9-16 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

### **Description:**

The Certificate of Completion (CCL) in Computer System Configuration and Support, Security program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on security. The courses focus on the development of knowledge and skills in computer and security technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on preventing, identifying, and mitigating threats to the security of information systems and utilizing the basic tools for information security. This program helps prepare participants for the CompTIA A+, Security+, and certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. The Associate in Applied Science (AAS) in Network and Systems Administration is also available.

### **Program Notes:**

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

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

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

**Program Prerequisites: None**

**Required Courses (9-16 Credits):**

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

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3

Select from one of the following areas of specialization.

Specialization 1: Credits 3-6

+ CIS270 Essentials of Network and Information Security (3)

OR

+ ITS110 Information Security Fundamentals (3) AND

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3-6

Specialization 2: Credits 6-7

CNT140AB Introduction to Networks (4) OR

CIS190 Introduction to Networking (3) 3-4

+ CIS270 Essentials of Network and Information Security 3

**MCCCD Governing Board Approval Date: June 27, 2023**

**Cross-Platform App Development**

**5067 - Certificate of Completion (CCL) - (18-21 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

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

**Program Notes:**

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

Program requirements for CCL/5833N Windows App Development and CCL/5835N Web App Development may be taken in the CCL/5067 Cross-Platform App Development.

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

**Program Prerequisites: None****Required Courses (18-21 Credits):**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3

+ CIS133DA Internet/Web Development Level I 3

+ CIS162AD C#: Level I 3

+ CIS165DB C#/VB.NET: Windows 8 App Development (3) OR

+ CIS165DC Xamarin/C# Cross Platform Development (3) 3

+ CIS166AA Introduction to JavaScripting 3

+ CIS233DA Internet/Web Development Level II 3

+ CIS262AD C# Level II 3

**MCCCD Governing Board Approval Date: December 10, 2019**

## [Cyber Operations](#)

### **5165 - Certificate of Completion (CCL) - (41-42 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

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

**Program Notes:**

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

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

**Program Prerequisites: None**

**Required Courses (41-42 Credits):**

The following courses are required and included in CCL Cybersecurity Fundamentals.

+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR

MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR

ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR

CNT140AB Introduction to Networks (4) 3-4

+ ITS110 Information Security Fundamentals 3

+ ITS240 Ethical Hacking and Network Defense 3

The following courses are required in Cyber Operations

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3

+ CIS238DL Linux System Administration (3) OR

+ CIS238RH Red Hat System Administration II (3) 3

- + CIS290AC Computer Information Systems Internship (3) OR
- + CIS298AC Special Projects (3) 3

- + ITS291 Computer Forensics Foundations 4
- + ITS292 Advanced Computer Forensics 4

**MCCCD Governing Board Approval Date: February 25, 2025**

## **Cybersecurity Fundamentals**

### **5154 - Certificate of Completion (CCL) - (24-25 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

#### **Description:**

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

#### **Program Notes:**

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

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

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

#### **Required Courses (24-25 Credits):**

- + BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR
- MST150++ Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3) OR  
ITS120 Legal, Ethical and Regulatory Issues (3) 3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) 3

+ CIS156 Python Programming: Level I 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4

+ CIS270 Essentials of Network and Information Security (3) OR  
+ ITS110 Information Security Fundamentals (3) 3

+ ITS240 Ethical Hacking and Network Defense 3

**MCCCD Governing Board Approval Date: June 27, 2023**

## **Data Analytics**

### **5884 - Certificate of Completion (CCL) - (18-24 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

#### **Description:**

The Certificate of Completion (CCL) in Data Analytics is designed to prepare students to model, synthesize, analyze, and present large data sets for business decision making. Courses will focus on the techniques and computer software used in industry to extract data from various data sources, model and integrate that data, and then visualize this data for business decision making and intelligence gathering. This program prepares students for industry certification and is embedded (can be used to fulfill requirements) in the Associate of Applied Science (AAS) in Data Analytics available at MCCC.

#### **Program Notes:**

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

CIS214DE is not equivalent to CIS214DA for the purposes of this certificate and should not be used to complete program requirements. Students who have completed GBS221 can use this course in lieu of GBS220.

Computer Information System (CIS) courses required by this program are not applicable if taken more than eight (8) years prior to the completion of the program of study. Consult with an Academic Advisor for complete information.

**Program Prerequisites: None**

**Required Courses (18-24 Credits):**

CIS114DE Excel Spreadsheet 3  
CIS117DM Microsoft Access: Database Management 3  
+ CIS214DA Advanced Excel for Data Analytics 3

+ CIS217AM Advanced Microsoft Access: Database Management (3) OR  
+ CIS276DA MySQL Database (3) OR  
+ CIS276DB SQL Server Database (3) 3

GBS151 Introduction to Business 3

+ GBS220 Quantitative Methods in Business (3) OR  
+ GBS221 Business Statistics (3) 3

+ MAT150 College Algebra/Functions (5) OR  
+ MAT151 College Algebra/Functions (4) OR  
+ MAT152 College Algebra/Functions (3) OR  
+ MAT155 College Algebra/Functions with Review (5) OR  
+ MAT156 College Algebra/Functions with Review (6) OR  
Satisfactory District math placement (0) 0-6

**MCCCD Governing Board Approval Date: February 28, 2023**

## **Desktop Support**

### **5043 - Certificate of Completion (CCL) - (19-22 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

#### **Description:**

The Certificate of Completion (CCL) in Desktop Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer, network, and security technologies, as well as the interpersonal skills in customer service/technical support needed to be successful within the industry. Depending on course selection, this program helps prepare students for the CompTIA A+, CompTIA Network+, and/or CompTIA Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

#### **Program Notes:**

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

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

**Program Prerequisites: None**

**Required Courses (18-19 Credits):**

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support 3  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support 3  
CIS102DA Customer User Support 3  
CIS105 Survey of Computer Information Systems 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (4) 3-4  
(Note: CNT140AB is recommended for students interested in pursuing their Cisco Network Administration Certification)

**Restricted Electives (1-3 Credits):**

Students must select one to three (1-3) credits from the following:

BPC171 Recycling Used Computer Technology 1  
+ CIS290AA Computer Information Systems Internship 1  
+ CIS290AB Computer Information Systems Internship 2  
+ CIS290AC Computer Information Systems Internship 3  
+ CIS296WB Cooperative Education 2  
+ CIS296WC Cooperative Education 3  
+ CIS298AA Special Projects 1  
+ CIS298AB Special Projects 2  
+ CIS298AC Special Projects 3

**MCCCD Governing Board Approval Date: December 10, 2019**

## **Diagnostic Medical Sonography**

### **5656 - Certificate of Completion (CCL) - (77.5-88.5 Credits)**

Field of Interest: **Health Sciences**

For Information: Danielle Terveen

Phone: (602) 286-8481

**Description:**

The Certificate of Completion (CCL) in Diagnostic Medical Sonography (DMS) program is designed for students who wish to explore the field of sonography, as well as those who have made a career decision to seek certification from the American Registry of Diagnostic Medical Sonographers

(ARDMS). Diagnostic medical sonographers are highly specialized members of the health care team who provide patient services using ultrasound under the direction of a physician. Sonographers provide care essential to diagnostic ultrasound imaging by operating equipment and performing examinations for medical diagnosis. Sonographers have an in-depth knowledge of physics, disease processes, physiology, cross-sectional anatomy, positioning and sonographic techniques necessary to create ultrasound images. Knowledge of darkroom techniques, equipment maintenance, record keeping, and film processing are also part of the job.

Careers in the field of diagnostic sonography can be found in hospitals, clinics, doctors' offices, and mobile imaging centers. Research, applications, teaching, and marketing may be available to sonographers who wish to explore careers in business or industry.

Educational information: Clinical affiliations include a cooperative effort with a number of area hospitals, clinics, and doctors' offices. Clinical training is required by the ARDMS prior to sitting for the registry examination. This program will prepare students for the American Registry of Diagnostic Medical Sonographer examinations in abdomen, obstetrics, and vascular technology.

**Program Notes:**

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

Students must complete the following general education and introductory courses with a 3.0 GPA to be added to the queue of those waiting for an available cohort space to begin the core curriculum. BIO160 or (BIO201 and BIO202); ENG101 or ENG107, MAT150 or MAT151 or MAT152 or MAT155 or MAT156; and (PHY101 or PHY111).

Due to the requirements of the program accrediting body, this course of study requires many hours of classroom and clinical time. Full-time day students must submit application materials and be accepted prior to registering for the courses in the core curriculum. The full-time program is 22 months in length.

**Admission Criteria:**

1. Formal application and admission to the program.
2. Background check requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check Standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCCD Background Check Policy and drug testing protocols.
3. Clinical health and safety requirements must be met. Upon conditional program enrollment, the student must comply with all requirements of the MCCCCD Clinical Health and Safety Policy.
4. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes may result in cancellation of enrollment.
5. There are limited spaces available in the DMS program. Only students who have completed all the general education and introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort.

**Program Prerequisites: None**

**Required Courses (77.5-85.5 Credits):**

- BIO160 Introduction to Human Anatomy and Physiology (4) OR  
+ BIO201 Human Anatomy and Physiology I (4) AND  
+ BIO202 Human Anatomy and Physiology II (4) 4-8
- + DMS/ICE220 Sectional Anatomy 3  
+ DMS110 Introduction to Diagnostic Sonography 3  
+ DMS120 Ultrasound Imaging: Abdominal Procedures I 3  
+ DMS120LL Ultrasound Imaging: Abdominal Procedures I Laboratory 1  
+ DMS121 Ultrasound Imaging: Abdominal Procedures II 3  
+ DMS130 Ultrasound Imaging: OB/GYN Procedures 3  
+ DMS130LL Ultrasound Imaging: OB/GYN Procedures Laboratory 1  
+ DMS140 Ultrasound Case Studies: Part I 2  
+ DMS150 Sonographic Principles and Instrumentation I 3  
+ DMS150LL Sonographic Principles and Instrumentation Laboratory 1  
+ DMS155 Introduction to Clinical Care for Sonography 1  
+ DMS161 Clinical Practicum II-AA 1  
+ DMS162 Clinical Practicum II-AB 2  
+ DMS171 Clinical Practicum III-AA 2  
+ DMS172 Clinical Practicum III-AB 2  
+ DMS210 Concepts of Vascular Imaging 3  
+ DMS210LL Concepts of Vascular Imaging Laboratory 1  
+ DMS225 High Risk Obstetric/Gynecology Sonography 1  
+ DMS240 Ultrasound Case Studies: Part II 2  
+ DMS241 Ultrasound Case Studies: Part III 2  
+ DMS255 Abdominal Extended Sonography 3  
+ DMS261 Clinical Practicum IV-AA 2  
+ DMS262 Clinical Practicum IV-AB 2  
+ DMS263 Vascular Clinical Practicum I 2  
+ DMS270 Clinical Practicum V-AA 2  
+ DMS271 Clinical Practicum V-AB 2  
+ DMS272 Clinical Practicum V-AC 2  
+ DMS281 Ultrasound Registry Preparation Seminar: Physics and Instrumentation 1  
+ DMS282 Ultrasound Registry Preparation Seminar: Abdominal and Small Parts Imaging 1  
+ DMS283 Ultrasound Registry Preparation Seminar: Obstetrics and Gynecology 1  
+ DMS284 Ultrasound Registry Preparation: Vascular Imaging 1  
+ DMS286 Advanced Vascular Technology 3  
+ DMS286LL Advanced Vascular Technology Laboratory 1
- + ENG101 First-Year Composition (3) OR  
+ ENG107 First-Year Composition for ESL (3) 3
- + MAT150 College Algebra/Functions (5) OR  
+ MAT151 College Algebra/Functions (4) OR  
+ MAT152 College Algebra/Functions (3) OR

- + MAT155 College Algebra/Functions with Review (5) OR
- + MAT156 College Algebra/Functions with Review (6) 3-6

- + PHY101 Introduction to Physics (4) OR
- + PHY111 General Physics I (4) 4

- + NUC120 Radiopharmaceutical/Pharmaceutical Administration for the Nuclear Medicine Technologist (1.5) OR
- + RAD206 Pharmacology and Venipuncture (1) OR
- + HCC218 Venous Access for Diagnostic Agents and Pharmaceuticals (0.5) 0.5-1.5

**Restricted Electives (0-3 Credits):**

Optional: Students seeking a specialty area in sonography may select zero (0) to three (3) credits from the courses below.

- + DMS235 Ultrasound Breast Imaging 1
- + DMS250 Musculoskeletal Sonography and Small Parts 2

**MCCCD Governing Board Approval Date: April 22, 2025**

## [Electrical Technology - Commercial Wiring](#)

### **5904N - Certificate of Completion (CCL) - (12 Credits)**

Field of Interest: **Applied Technology**

For Information: Stephanie Stewart

Phone: (602) 238-0072

**Description:**

The Certificate of Completion (CCL) in Electrical Technology - Commercial Wiring is specifically designed to build upon knowledge and skills in residential electrical applications and provide greater depth in skills and commercial electrical applications. The Certificate of Completion (CCL) lays the framework for the International Code Council (ICC) and International Association of Electrical Inspectors (IAEI) certification exams. Students are admitted to the Certificate of Completion in Electrical Technology - Commercial Wiring program only through the Electric League of Arizona.

**Program Notes:**

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

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

**Admission Criteria:**

Formal application and admission to the program by the Electric League of Arizona and a high school diploma, GED, or 6 months electrical industry or related experience.

**Program Prerequisites: None**

**Required Courses (12 Credits):**

- ELC120 Solid State Fundamentals 3
- + ELC125 Commercial Electrical Wiring and Codes 3
- + ELC161 Applied Electrical Codes II 3
- + ELC217 Motor Controls 3

**MCCCD Governing Board Approval Date: February 27, 2018**

**Electrical Technology - Industrial Wiring****5906N - Certificate of Completion (CCL) - (12 Credits)**

Field of Interest: **Applied Technology**

For Information: Stephanie Stewart

Phone: (602) 238-0072

**Description:**

The Certificate of Completion (CCL) in Electrical Technology - Industrial Wiring is specifically designed to develop knowledge of advanced electrical skills typical of industrial applications. The Certificate of Completion (CCL) lays the framework for the International Code Council (ICC) and International Association of Electrical Inspectors (IAEI) certification exams. Students are admitted to the Certificate of Completion in Electrical Technology - Commercial Wiring program only through the Electric League of Arizona.

**Program Notes:**

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

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

**Admission Criteria:**

Formal application and admission to the program by the Electric League of Arizona and a high school diploma, GED, or 6 months electrical industry or related experience.

**Program Prerequisites: None****Required Courses (12 Credits):**

- + ELC124 Industrial Electrical Wiring and Codes 3
- + ELC144 Basic Automated Systems Using Programmable Controllers 3
- + ELC210 AC Machinery and DC Machinery 3
- + ELC218 Variable Frequency Drives 3

**MCCCD Governing Board Approval Date: February 27, 2018**

## **Electrical Technology - Residential Wiring**

### **5756N - Certificate of Completion (CCL) - (15 Credits)**

Field of Interest: **Applied Technology**

For Information: Stephanie Stewart

Phone: (602) 238-0072

#### **Description:**

The Certificate of Completion (CCL) in Electrical Technology: Residential Wiring is specifically designed to provide a foundation of fundamental electrical knowledge and skills in residential electrical applications. These include use of tools, applied calculations, theories and concepts of electricity and electronics, residential wiring and codes. The Certificate of Completion lays the framework for the International Code Council (ICC) and International Association of Electrical Inspectors (IAEI) certification exams. Students are admitted to the Certificate of Completion in Electrical Technology-Residential Wiring program only through the Electric League of Arizona.

#### **Program Notes:**

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

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

#### **Admission Criteria:**

Formal application and admission to the program by the Electric League of Arizona and a high school diploma, GED, or 6 months electrical industry or related experience.

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

#### **Required Courses (15 Credits):**

ELC103 Electrical/Mechanical Calculations 3

+ ELC119 Concepts of Electricity and Electronics 3

ELC123 Residential Electrical Wiring and Codes 3

+ ELC160 Applied Electrical Codes I 3

ELC164 Grounding and Bonding 3

**MCCCD Governing Board Approval Date: April 25, 2017**

## **Entrepreneurial Studies Level I**

### **5819N - Certificate of Completion (CCL) - (10-11 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

#### **Description:**

The Certificate of Completion (CCL) in Entrepreneurial Studies Level I program is designed to provide students with an introduction to the entrepreneurial process. Courses include a history of

entrepreneurship, current research into its impacts on society, types of business start-up opportunities, and creating a preliminary business plan, as well as securing a healthy financial future. A Certificate of Completion (CCL) in Entrepreneurial Studies Level II is also available.

**Program Notes:**

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

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

**Program Prerequisites: None**

**Required Courses (10-11 Credits):**

EPS150 Introduction to Entrepreneurship 3

EPS160 New Venture Creation 2

EPS162 Introduction to Social Entrepreneurship (3) OR

EPS195 Business Start-Up and Planning (2) 2-3

GBS132 Personal and Family Financial Security 3

**MCCCD Governing Board Approval Date: May 28, 2019**

**Entrepreneurial Studies Level II**

**5820 - Certificate of Completion (CCL) - (18-19 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

**Description:**

The Certificate of Completion (CCL) in Entrepreneurial Studies Level II program is designed to prepare students to acquire additional skills, tools and knowledge necessary for successful venture opportunities. A Certificate of Completion (CCL) in Entrepreneurial Studies Level I is also available and fully embedded in this program.

**Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (18-19 Credits):**

EPS150 Introduction to Entrepreneurship 3

EPS160 New Venture Creation 2

EPS162 Introduction to Social Entrepreneurship (3) OR

EPS195 Business Start-Up and Planning (2) 2-3

GBS132 Personal and Family Financial Security 3

EPS161 New Venture Law and Finance (3) OR

EPS180 Technology Business Planning (3) 3

EPS165 New Venture Feasibility Analysis 2

MGT253 Owning and Operating a Small Business 3

**MCCCD Governing Board Approval Date: May 28, 2019**

## **Environmental Science Technology**

### **5553 - Certificate of Completion (CCL) - (30 Credits)**

Field of Interest: **Applied Technology**

For Information: Roman Diaz

Phone: (602) 286-8659)

#### **Description:**

The Certificate of Completion (CCL) in Environmental Science Technology provides education in environmental research and investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population. Using knowledge of various scientific disciplines, may collect, synthesize, study, report, and recommend action based on data derived from measurements or observations of air, soil, and water in preparation for employment.

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations.

#### **Program Notes:**

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

#### **Admission Criteria:**

Formal application and admission to the program is required. A high school diploma OR GED equivalency is required. Student must be eligible to enroll in MAT12+ by satisfactory District placement OR satisfactory completion of a higher level mathematics course.

#### **Program Prerequisites:**

Admission into the Environmental Science Technology Program or permission of the Program Director.

#### **Required Courses (30 Credits):**

BIO105 Environmental Biology 4

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

- + WRT100 Introduction to Water Resources 3
- + WRT108 Fundamentals of Environmental Science Technology 3
- + WRT117 Geographic Information Systems (GIS) 3
- + WRT130 Groundwater Hydrology 3
- + WRT150 Introduction to Surface Water Data Collection 3
- + WRT153 Environmental Law and Regulations 3
- + WRT180 Environmental Sampling and Analysis 5

**MCCCD Governing Board Approval Date: June 25, 2019**

## **Fast Track Practical Nursing**

### **5114 - Certificate of Completion (CCL) - (22-27.5 Credits)**

Field of Interest: **Health Sciences**

For Information: Jeri Lastine

Phone: (602) 286-8560

#### **Description:**

The Certificate of Completion (CCL) in Fast Track Practical Nursing program provides students with the theory and skills required to practice as a practical nurse in acute care, extended care, and intermediate care settings. The program of study combines nursing theory lectures with planned patient care learning experiences in hospitals, nursing homes and health care agencies. Graduates are eligible to take the National Council Licensure Examination (NCLEX-PN) to become a licensed practical nurse (LPN). Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The Fast Track Practical Nursing Program is approved by the Arizona State Board of Nursing.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

#### **Program Notes:**

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

Waiver of Licensure/Certification Guarantee:

Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the

Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

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

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602) 771-7800).

#### Health Declaration:

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All students must provide documentation of compliance with all health and safety requirements. Only students in compliance with the mandatory health and safety requirements are permitted to remain enrolled in nursing courses.

#### Health and Safety Requirements for the Fast Track Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Admission to a nursing program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

#### Admission Criteria:

1. Application and acceptance into Fast-Track Practical Nursing Program.
2. A passing score on a nursing program admission test is required to complete an application.
3. Documentation of Health and Safety Requirements.
4. Fingerprint Clearance Card.
5. High school diploma or GED is required. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application

page containing the `Declaration of High School Graduation or GED completion.` In some instances, high school diploma/transcripts or proof of GED completion may be required.

**Program Prerequisites (0-4.5 Credits):**

Current Certified Nurse Assistant (CNA) (0) OR

Licensed Nurse Assistant (LNA) (0) OR

+ NCE150 Advanced Placement: Nurse Assisting (2) OR

+ NUR158 Nurse Assisting (4.5) OR

Equivalent (0-4.5) OR

Waived by Nursing Program Director for Military Veterans demonstrating equivalent work experience (0) 0-4.5

**Required Courses (22-23 Credits):**

Students should meet with Nursing Program Director to make appropriate course selection for NUR150 or NUR180PN.

+ NUR160PN Practical Nursing Theory and Science I 11

+ NUR150 Practical Nurse Bridge Course (12) OR

+ NUR180PN Practical Nursing Theory and Science II (11) 11-12

**MCCCD Governing Board Approval Date: May 24, 2022**

**Financial Industry**

**5223 - Certificate of Completion (CCL) - (21 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

**Description:**

The Certificate of Completion (CCL) in Financial Industry provides an introduction to the banking and financial industry with emphasis on the role of financial institutions, investments, consumer lending, and related terminology. This program leads to a Certificate of Completion (CCL) and/or Associate in Applied Science (AAS) in Banking and Finance.

**Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (21 Credits):**

CIS105 Survey of Computer Information Systems 3

CIS114DE Excel Spreadsheet 3

GBS103 Principles of Banking 3  
GBS151 Introduction to Business 3  
GBS261 Investments I 3  
GBS294 Consumer Credit 3  
MGT126 Customer Service Skills and Strategies 3

**MCCCD Governing Board Approval Date: February 27, 2024**

## **Financial Services**

### **5907 - Certificate of Completion (CCL) - (16 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

#### **Description:**

The Certificate of Completion (CCL) in Financial Services builds the industry knowledge and skills for individuals to prepare for careers in Financial Services. This CCL will introduce students new to or interested in financial services to the fundamental concepts of capital markets, types of products and their risks, trading, customer accounts, prohibited activities, and regulatory agencies and their functions. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of security industry jobs. This CCL also helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE). A Certificate of Completion (CCL) and Associate in Applied Science (AAS) in Banking and Finance are also available.

#### **Program Notes:**

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

This Certificate of Completion (CCL) is intended for current or prospective securities industry professionals who are interested in expanding their knowledge in the area of financial securities to enhance their employment opportunities.

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

#### **Required Courses (16 Credits):**

GBS120 Workplace Communication Skills 3  
GBS151 Introduction to Business 3  
GBS261 Investments I 3  
GBS261LL Securities Industry Essentials (SIE) Exam Prep 1

MGT126 Customer Service Skills and Strategies 3

MKT267 Principles of Sales (3) OR  
MKT271 Principles of Marketing (3) 3

Recommend MKT267 if career goal in the field of finance is sales.

**MCCCD Governing Board Approval Date: June 27, 2023**

## **Financial Services: Pre-licensure**

### **5931N - Certificate of Completion (CCL) - (4 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

#### **Description:**

The Certificate of Completion (CCL) in Financial Services: Pre-licensure is designed to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination required for entry-level positions in the security industry.

#### **Program Notes:**

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

Students must earn a grade of C or better in each course in the program.

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

#### **Required Courses (4 Credits):**

GBS261 Investments I 3

GBS261LL Securities Industry Essentials (SIE) Exam Prep 1

**MCCCD Governing Board Approval Date: June 27, 2023**

## **General Business**

### **5683 - Certificate of Completion (CCL) - (21 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

#### **Description:**

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

#### **Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (12 Credits):**

ACC111 Accounting Principles I 3  
CIS105 Survey of Computer Information Systems 3  
GBS151 Introduction to Business 3  
GBS205 Legal, Ethical and Regulatory Issues in Business 3

**Restricted Electives (9 Credits):**

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

ACC+++ Any ACC Accounting course(s)  
CIS114DE Excel Spreadsheet 3  
CIS117DM Microsoft Access: Database Management 3  
CIS133DA Internet/Web Development Level I 3  
EPS+++ Any EPS Entrepreneurial Studies course(s) 1-3  
GBS+++ Any GBS General Business course(s)  
MGT+++ Any MGT Management course(s)  
MKT+++ Any MKT Marketing course(s)  
IBS+++ Any IBS International Business course(s)  
REA+++ Any REA Real Estate course(s)  
SBS+++ Any SBS Small Business Management course(s)  
TQM+++ Any TQM Total Quality Management course(s)

**MCCCD Governing Board Approval Date: June 25, 2019**

**Health Science Education**

**5264 - Certificate of Completion (CCL) - (17 Credits)**

Field of Interest: **Health Sciences**

For Information: Tabatha Hatfield

Phone: (602) 286-8483

**Description:**

The Certificate of Completion (CCL) in Health Science Education is designed for clinical educators, clinical preceptors, or healthcare professionals who are interested in healthcare education. Students will develop and design health sciences curricula, become familiar with various technologies, conduct assessments of student learning, and learn the importance and relevance of research in healthcare education.

This program offers students opportunities to develop instructional practices in health sciences through the delivery and application of the foundations of teaching, learning, research, technology, and

educational effectiveness. Students will enhance their educational skills and increase their academic foundation to teach in a variety of settings.

**Program Notes:**

This program is designed for any healthcare worker who is interested in teaching. Students must earn a grade of C or better in all courses within the program.

**Admission Criteria:**

Current healthcare industry credential; or experience in healthcare education; or bachelor's, master's, or doctoral degree in a healthcare field; and permission from the Program Coordinator.

**Program Prerequisites: None**

**Required Courses (17 Credits):**

HSE101 Teaching Foundations in Healthcare Education 3  
HSE102 Ethics and Diversity in Healthcare Educational Settings 3  
HSE103 Curriculum Design and Teaching in Healthcare Education 2  
HSE104 Assessment and Evaluation in Clinical Education 3  
HSE105 Technology Integration and Design for Healthcare Education 2  
HSE107 Research Methods for Healthcare Education 1  
+ HSE108 Practicum in Healthcare Education 3

**MCCCD Governing Board Approval Date: February 28, 2023**

**[Health Services Management](#)**

**5336 - Certificate of Completion (CCL) - (19-25 Credits)**

Field of Interest: **Health Sciences**

For Information: Ahmad Pardazi

Phone: (480) 620-0681

**Description:**

The Certificate of Completion (CCL) in Health Services Management program prepares students to become candidates for leadership, supervisory and management positions in health services settings. The health services supervisor must develop skills to be an effective leader and planner, capable of coaching and developing motivated and committed employees and employee teams.

**Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (19-25 Credits):**

HCC130 Fundamentals in Health Care Delivery (3) OR

Work experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator (0) 0-3

HCC145 Medical Terminology for Health Care Professionals (3) OR  
Work experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator (0) 0-3

HRC101 Overview of Healthcare Compliance 1  
HSM122 Health Services Supervision 3  
HSM125 Current Issues in Health Services Management 3  
HSM222 Health Services Management 3  
HSM226 Ethics and Legalities of Health Services Management 3  
HSM230 Healthcare Strategic Planning and Deployment 3  
MGT276 Human Resources Management 3

**MCCCD Governing Board Approval Date: February 27, 2024**

## **Healthcare Regulatory Compliance**

### **5773 - Certificate of Completion (CCL) - (16-19 Credits)**

Field of Interest: **Health Sciences**

For Information: Ahmad Pardazi

Phone: (480) 620-0681

#### **Description:**

The Certificate of Completion (CCL) in Healthcare Regulatory Compliance is designed to provide academic preparation for health care professionals wishing to pursue a career in Healthcare Regulatory Compliance. This specialized field of healthcare administration is focused on the application and enforcement of federal and state laws. These regulations safeguard patient privacy, patient rights, and emergency access to care, appropriate healthcare billing and coding practices as well as appropriate contracting of related services, referrals, and payments for services provided by medical professionals.

#### **Program Notes:**

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

HCC courses may be taken prior to admission or concurrently during enrollment in the program.

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

#### **Required Courses (16-19 Credits):**

HCC130 Fundamentals in Health Care Delivery (3) OR  
Work experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator (0) 0-3

HRC101 Overview of Healthcare Compliance 1  
HRC228 Healthcare Industry Regulation 3  
HRC230 Healthcare Corporate Compliance Program Design 3  
HRC232 Health Care Regulatory Compliance Program Design 3  
HRC234 Health Care Regulatory Enforcement Case Studies 3  
HSM226 Ethics and Legalities of Health Services Management 3

**MCCCD Governing Board Approval Date: February 27, 2024**

## **Hospital Central Service Technology**

### **5311 - Certificate of Completion (CCL) - (18-26.5 Credits)**

Field of Interest: **Health Sciences**

For Information: Brandy Thompson

Phone: (602) 286-8516

#### **Description:**

The Certificate of Completion (CCL) in Hospital Central Service Technology program focuses on the types and names of instrumentation and equipment, decontamination of instrumentation, processing of instruments, a firm foundation in the process of sterilization of instrumentation, storage, quality assurance, instrument tracking systems and methods of delivery. Students will have hands-on skill labs to learn techniques used for building instrument trays, wrapping surgical supplies and familiarizing themselves with care and handling of instrumentation, operating sterilization machines, customer service, and communication techniques. Clinical experience is arranged to give the student working experience in all of the practical areas of this department and delivery to hospital floors, intensive care units, the emergency room, specialty clinics, labs and operating rooms.

Hospital Central Service students with the Certificate of Completion (CCL) are eligible to complete the Certified Registered Central Service Technician (CRCST) certification from the Healthcare Sterile Processing Association (HSPA) that prepares them for employment in hospitals, clinics, veterinary hospitals, out-patient hospital settings, endoscopy, manufacturing companies of surgical supplies, or bone and tissue banks.

#### **Program Notes:**

Students must earn a grade of C (defined as 75%) or better in all courses to successfully complete the program.

#### **Admission Criteria:**

1. Formal application and admission to the program.
2. Background Check Requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCD background check policy.

3. Clinical Health and Safety requirements must be met. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC clinical health and safety policy.
4. Inability to comply with Background Check requirements and/or Clinical Health and Safety requirements at the start of classes or at any time during the program will result in cancellation of enrollment.
5. Level One Fingerprint Clearance.

**Program Prerequisites: None**

**Required Courses (18-26.5 Credits):**

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

HCC130 Fundamentals in Health Care Delivery (3) OR  
Permission of GateWay Health Core Curriculum Coordinator 0-3

HCC145 Medical Terminology for Health Care Professionals (3) OR  
HCC146 Common Medical Terminology for Health Care Professionals (2) OR  
Permission of GateWay Health Core Curriculum Coordinator 0-3

HCC/RES109 CPR for Health Care Provider (0.5) OR  
Proof of Current American Heart Association Health Care Provider CPR Certification (0) 0-0.5

- + HCS/SGT100 Fundamentals of Surgical Services 5
- + HCS/SGT102 Basic Surgical Instrumentation for Surgical Services 2
- + HCS/SGT107 Equipment and Supplies for Surgical Services 1
- + HCS/SGT152 Advanced Surgical Instruments for Surgical Services 2
- + HCS154 Hospital Central Service Practicum 7

**MCCCDC Governing Board Approval Date: February 27, 2024**

**Human Resources: Compensation and Benefits**

**The Certificate of Completion in Human Resources: Compensation and Benefits is currently not Title IV Federal Financial Aid eligible.**

**5023 - Certificate of Completion (CCL) - (33 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

**Description:**

The Certificate of Completion (CCL) in Human Resources: Compensation and Benefits is designed to provide skills necessary for employment in the human resources field. The program provides coursework with an emphasis in the knowledge needed to work within compensation and benefits.

Upon completion of this program, possible entry-level positions include payroll clerk, compensation specialist, benefits specialist, benefits coordinator, payroll administrator, or payroll specialist. A CCL in Human Resources Management is also available.

**Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (33 Credits):**

The following courses are required and included in the CCL in Human Resources Management:

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

GBS131 Business Calculations (3) OR  
+ MAT112 Mathematical Concepts and Applications (3) OR  
Satisfactory completion of higher level Mathematics course (3) 3

GBS120 Workplace Communication Skills 3  
GBS205 Legal, Ethical, and Regulatory Issues in Business 3  
MGT229 Management and Leadership I 3  
MGT251 Human Relations in Business 3  
MGT276 Human Resources Management 3  
+ MGT286 Human Resource Employment Management 3

The following courses are also required for the CCL in Human Resources Compensation and Benefits:

ACC105 Payroll, Sales and Property Taxes 3  
CIS114DE Excel Spreadsheet 3  
MGT247 Compensation and Benefits 3

**MCCCD Governing Board Approval Date: December 12, 2023**

**[Human Resources Management](#)**

**5580 - Certificate of Completion (CCL) - (24 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

**Description:**

The Certificate of Completion (CCL) in Human Resources Management program is designed to provide skills necessary for careers in human resources management. The program is designed to provide students a series of courses with an emphasis in management and is designed to prepare students for an entry-level position in human resources. Graduates may be employed in employment (recruiting,

interviewing, and hiring), benefits administration, compensation, and employee relations. A Certificate of Completion (CCL) in Human Resources: Compensation and Benefits is also available.

**Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (24 Credits):**

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

GBS205 Legal, Ethical, and Regulatory Issues in Business 3

GBS131 Business Calculations (3) OR  
+ MAT112 Mathematical Concepts and Applications (3) OR  
Satisfactory completion of higher level Mathematics course 3

GBS120 Workplace Communication Skills 3  
MGT229 Management and Leadership I 3  
MGT251 Human Relations in Business 3  
MGT276 Human Resources Management 3  
+ MGT286 Human Resource Employment Management 3

**MCCCD Governing Board Approval Date: December 12, 2023**

**[HVAC Commercial Installation and Service Technician](#)**

**5242 - Certificate of Completion (CCL) - (45.5-51.5 Credits)**

Field of Interest: **Applied Technology**

For Information: Larry Bruce Martz

Phone: (602) 286-8643

**Description:**

The Certificate of Completion (CCL) in HVAC Commercial Installation and Service Technician is designed to provide entry-level training in the areas of heating, ventilation, air conditioning and refrigeration (HVAC/R) systems, electricity, electronic controls and instrumentation, hydronics, electro-mechanical devices, and general repair. Students will have the opportunity to learn skills necessary to assess and solve problems quickly, based upon an understanding of regulatory guidelines. An Associate in Applied Science (AAS) in Air Conditioning/Refrigeration/Facilities is also available.

**Program Notes:**

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

OSH105AA and OSH106AA must be completed in the in-person format.

**Program Prerequisites: None**

**Required Courses (45.5-51.5 Credits):**

CON105 Construction Calculations 1.5  
CON107 Construction Drawings Introduction 1  
CON/HVA131 Electrical Systems 3.5

CON235 Motors: Theory and Application (4) OR  
ELC/FAC115 Motors, Controls and Wiring Diagrams (3) AND  
FAC115LL Motors, Controls and Wiring Diagrams Lab (1) 4

CON271 Construction Safety (3) OR  
OSH105AA Construction Safety (3) OR  
OSH106AC Industrial Safety (3) OR  
Proof of OSHA 30-hour card (0) 0-3

FAC186 Electro-Mechanical Devices 3  
FAC/HVA210 Facilities Air Conditioning Systems 4  
FAC220 Controls and Instrumentation 4  
FAC/HVA231 Codes 3  
FAC235 Commercial Air and Water Test and Balance 4

FAC/HVA101 HVAC for Residential Systems I 4  
HVA102 HVAC for Residential Systems II 5  
HVA104 EPA Section 608 Technician Preparation and Certification 0.5  
HVA120 HVAC Installation 4  
HVA130 HVAC Troubleshooting 4

RDG100 Successful College Reading (3) OR  
Placement out of RDG100 as determined by multiple measures assessment (0) 0-3

**MCCCD Governing Board Approval Date: February 23, 2021**

**[H.V.A.C.r Residential Service](#)**

**An application for H.V.A.C.r Residential Service has been submitted to the accreditor and is pending HLC approval.**

**5241 - Certificate of Completion (CCL) - (16-20 Credits)**

Field of Interest: **Applied Technology**

For Information: Larry Bruce Martz

Phone: (602) 286-8643

**Description:**

The Certificate of Completion (CCL) in H.V.A.C.r Residential Service is designed to provide entry-level training in the areas of heating, ventilation, air conditioning and refrigeration (H.V.A.C.r) systems, electricity, electronic controls, and general repair. Students will have the opportunity to learn skills necessary to assess and solve problems quickly.

**Program Notes:**

Students must earn a grade of C or better in each course in the program.

**Program Prerequisites: None****Required Courses (16-20 Credits):**

CON102 Foundations of Construction Trades (6) OR

CON102AA Foundations of Construction Trades: Tools, Equipment, and Workspace (2) AND

CON102AB Foundations of Construction Trades: Construction Calculations (2) AND

CON102AC Foundations of Construction Trades: Construction Drawings and Materials (2) 6

CON103 Foundation of Construction Safety (1) OR

CON271 Construction Safety (3) 1-3

CON/HVA170 Construction Trades: H.V.A.C.r (9) OR

CON/HVA170AA Construction Trades: H.V.A.C.r for Residential Systems (3) AND

CON/HVA170AB Construction Trades: H.V.A.C.r Installation (4) AND

CON/HVA170AC Construction Trades: H.V.A.C.r Troubleshooting (4) 9-11

**MCCCD Governing Board Approval Date: May 28, 2024**

**[Industrial Design Technology: Design Specialist](#)****5184 - Certificate of Completion (CCL) - (26 Credits)**

Field of Interest: **Applied Technology**

For Information: David Zamora

Phone: (602) 286-8656

**Description:**

The Certificate of Completion (CCL) in Industrial Design Technology: Design Specialist provides foundational industrial design skills. The foundational skills gained will allow employment in a variety of hi-tech product development and medical device, consumer product, aerospace, and automotive manufacturing companies. The program includes courses designed to provide students with a working knowledge in the field of product design, product development and rapid part manufacturing. The core specialty of the program is hands-on experience with solid design. There is also an Associate in Applied Science (AAS) in Industrial Design available.

**Program Notes:**

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

**Program Prerequisites: None****Required Courses (26 Credits):**

MPT101 Technical Documentation 3

MPT110 Inspection Techniques 3

MPT111 Geometric Dimensioning and Tolerance (GDT) 3

+ MPT113 Coordinate Measuring Machines I 3

MPT151 Solid Design I: SolidWorks 3

+ MPT152 Solid Design: Certified SolidWorks Associate/Certified SolidWorks Professional Test Preparation (1) OR

+ MPT298AA Special Projects (1) 1

+ MPT250 Solid Design II: Advanced Part Modeling: SolidWorks 3

+ MPT251 Solid Design: Documentation/GD&T: SolidWorks 3

+ MPT255 Solid Design 3D Printing 4

**MCCCD Governing Board Approval Date: February 25, 2020**

## [iOS App Development](#)

### **5914N - Certificate of Completion (CCL) - (9-12 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

The Certificate of Completion (CCL) in iOS App Development prepares students for positions in app development for the Apple iPad, iPhone, and Apple Watch series. The program emphasizes knowledge and skills required to design, develop, test, and document structured and object-oriented programs utilizing Swift and Xcode. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCLs) in Native App Development and Mobile App Development.

**Program Notes:**

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

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

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

**Program Prerequisites: None**

**Required Courses (9-12 Credits):**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0) 0-3

- + CIS150AB Object-Oriented Programming Fundamentals 3
- + CIS165 Introduction to IOS Application Development 3
- + CIS265 Advanced iOS Application Development 3

**MCCCD Governing Board Approval Date: December 10, 2019**

**Linux Associate**

**5046N - Certificate of Completion (CCL) - (6-9 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

The Certificate of Completion (CCL) in Linux Associate program is designed to help prepare students for employment or to improve current professional skills. The program includes Linux operating system basics and management including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. This program helps prepare students for the Linux Professional Institute Certification (LPIC-1) and CompTIA Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:**

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

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

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

**This program replaces: CCL/5219 Linux Associate**

**Program Prerequisites: None**

**Required Courses (6-9 Credits):**

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) 0-3

CIS126DL Linux Operating System 3  
+ CIS238DL Linux System Administration 3

**MCCCD Governing Board Approval Date: November 26, 2019**

## **Magnetic Resonance Imaging**

### **5626 - Certificate of Completion (CCL) - (19 Credits)**

Field of Interest: **Health Sciences**

For Information: Tabatha Hatfield

Phone: (602) 286-8483

#### **Description:**

The Certificate of Completion (CCL) in Magnetic Resonance Imaging program offers graduate radiologic technologists, radiation therapists, nuclear medicine technologists, and diagnostic medical sonographers the opportunity to complete both didactic coursework and clinical skills experience necessary to prepare to meet eligibility for the professional certification in this field. The program focuses on specific skills and knowledge necessary to become proficient in this field.

#### **Program Notes:**

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

Where selected as part of program completion, the following introductory courses must be completed, to be added to the queue of those waiting for an available cohort space to begin the core curriculum: DMS/ICE220, ICE233, NUC220.

#### **Admission Criteria:**

1. Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy, OR Certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine, OR Certified by American Registry of Diagnostic Medical Sonography (ARDMS) or ARRT in Diagnostic Medical Sonography.
2. Formal application and admission to the program by the Program Coordinator.

3. Background check requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDCD background check policy.
4. Clinical health and safety requirements must be met prior to enrollment in any program of study course. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDCD Clinical Health and Safety Policy and drug testing protocols.
5. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes or during the program may result in cancellation of enrollment.
6. There are limited spaces available in the Magnetic Resonance Imaging program. Only students who have completed all of the introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort.

**Program Prerequisites: None**

**Required Courses (19 Credits):**

- + DMS/ICE220 Sectional Anatomy (3) OR
- + NUC220 Sectional Anatomy for Nuclear Medicine (3) 3
  
- + ICE229 Magnetic Resonance (MR) Multi-Planar Sectional Anatomy 2
- + ICE233 Fundamentals of Magnetic Resonance Imaging (MRI) 1
- + ICE254 Advanced Imaging Practicum 1
- + ICE264 MRI Physics, Instrumentation and Safety 3
- + ICE268 MRI Advanced Imaging Practicum 2
- + ICE269 Magnetic Resonance Procedure Protocols 3
- + ICE272 Magnetic Resonance Pathology 3
- + ICE292 MRI Board Exam Review Preparation 1

**MCCCDCD Governing Board Approval Date: April 22, 2025**

## **Marketing**

### **5094 - Certificate of Completion (CCL) - (21 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

**Description:**

The Certificate of Completion (CCL) in Marketing program meets students' needs by providing skills necessary for marketing careers. The program is designed to develop competencies essential for success in Marketing. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations including wholesaling, retailing, professional sales, and entrepreneurship. An Associate in Applied Science (AAS) in Marketing and Sales is available.

**Program Notes:**

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

**Program Prerequisites: None****Required Courses (18 Credits):**

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

GBS151 Introduction to Business 3  
GBS120 Workplace Communication Skills 3  
MKT263 Advertising Principles 3  
MKT267 Principles of Sales 3  
MKT271 Principles of Marketing 3

**Restricted Electives (3 Credits):**

Students should select from the following courses in consultation with Department Advisor.

CIS103 Introduction to Social Media 3  
MKT101 Introduction to Public Relations 3  
MKT110 Marketing and Social Networking 3  
MKT268 Merchandising 3

**MCCCD Governing Board Approval Date: June 25, 2019**

**Microsoft Desktop Associate****5030N - Certificate of Completion (CCL) - (3 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

The Certificate of Completion (CCL) in Microsoft Desktop Associate program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with how to effectively install and configure Windows operating systems. The course includes basic features of the Windows operating system, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. It is designed to prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification exams. An Associate in Applied Science

(AAS) in Network and Systems Administration is also available at select colleges. Please check with your local college for program availability.

**Program Notes:**

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

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

Students are encouraged, but not required, to complete CIS105, or CIS190, or CNT140AB prior to beginning this CCL. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105.

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

**Program Prerequisites: None**

**Required Courses (3 Credits):**

MST150WT Installing and Configuring Microsoft Windows 10 3

**MCCCD Governing Board Approval Date: November 26, 2019**

**Network and Cyber Fundamentals**

**5908 - Certificate of Completion (CCL) - (22 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

The Certificate of Completion (CCL) in Network and Cyber Fundamentals program is designed to focus on the necessary skills required to design and secure a network including the security of various systems and network devices. Emphasis is placed on developing the theoretical and practical skills needed to maintain security on mission-critical networking and server systems, elements of a data network, networking components, and use of a network. This program helps prepare students for the CompTIA Security+ and Network+ certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (16 Credits):**

CIS105 Survey of Computer Information Systems 3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS270 Essentials of Network and Information Security 3  
CNT140AB Introduction to Networks 4  
MST150++ Any Microsoft Technology course 3

**Restricted Electives (6 Credits):**

Select six (6) credits from the following (other than courses used to fulfill Required Courses area):

CIS+++ Any CIS Computer Information Systems course(s) 3  
BPC+++ Any BPC Business-Personal Computers course(s) 3  
CNT+++ Any CNT Cisco Network Technology course(s) 3

**MCCCD Governing Board Approval Date: February 27, 2024**

## [Nurse Assisting](#)

### **5963N - Certificate of Completion (CCL) - (2-4.5 Credits)**

Field of Interest: **Health Sciences**

For Information: Kristen Woods

Phone: (602) 286-8568

**Description:**

The Certificate of Completion (CCL) in Nurse Assisting prepares students for employment as a nurse assistant. The program combines classroom instruction with clinical laboratory practice and long-term care and/or acute care experiences. Students who complete the program are eligible to take a written and practical certification examination if desired to meet employment requirements to be a nurse assistant. Certification/licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The MCCCD Nurse Assisting program is approved by the Arizona State Board of Nursing.

**Waiver of Licensure/Certification Guarantee:**

Admission or completion from the MCCCD Nurse Assisting program does not guarantee obtaining a license or certificate to practice as a nurse assistant. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. §32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be

received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

All nurse assistant applicants for certification will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. All applicants with a positive history are investigated. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602) 899-5150).

#### Health Declaration:

It is essential that students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

#### Health and Safety Requirements for MCCC CD Nurse Assisting Program:

1. Students must meet and maintain health and safety requirements throughout the program.
2. Admission to a Maricopa County Community College District health program requires that students be in compliance with the MCCC CD Supplemental Background Check Policy. Evidence of a current Arizona Department of Public Safety Level One Fingerprint Clearance Card is required for program application.
3. Negative urine drug screen.

#### Grade Requirements:

Student must obtain a C grade or better in all courses.

#### University Transfer Students:

For students planning a university program:

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

#### THE NURSE ASSISTING PATHWAY

The nurse assisting pathway is designed to prepare students to complete the Nurse Assistant certification/licensure through the Arizona State Board of Nursing to practice in a health care agency as a nurse assistant. Completion of the Nurse Assistant program of study provides job ready skills as a nurse assistant.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:**

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

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

**Admission Criteria:**

Application and acceptance into the program, high school graduate or GED, and meet current health and safety course requirements.

**Program Prerequisites: None****Required Courses (2-4.5 Credits):**

+ NUR158 Nurse Assisting (4.5) OR

Advanced Placement course:

+ NCE150 Advanced Placement: Nurse Assisting (2) 2-4.5

**MCCCD Governing Board Approval Date: December 10, 2024**

## [Nursing Refresher](#)

### **5739N - Certificate of Completion (CCL) - (10 Credits)**

Field of Interest: **Health Sciences**

For Information: Jeanette Peterson

Phone: (602) 286-8484

**Description:**

The Certificate of Completion (CCL) in Nursing Refresher program provides registered nurses with a review and update of nursing theory and practice. The goal of the program is to update and refine theoretical and practical nursing knowledge and facilitate the nurse's transition back into professional practice. The Nursing Refresher program is approved by the Arizona State Board of Nursing. Successful program completion satisfies the Arizona State Board of Nursing RN license renewal requirement for applicants who do not meet the practice mandate as stated in The Nurse Practice Act, R4-19312 (B).

Health Declaration: It is essential that Nursing Refresher students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

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

agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:**

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

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

Massachusetts Nurse of the Future Core Competencies are integrated into the student learning outcomes/program competencies.

Course Fee Information: Please see class schedule for information regarding course fees.

**Admission Criteria:**

Formal application and admission to the program is required.

All applicants must have an active or inactive Registered Nurse (RN) license that is eligible for renewal per Regulatory Board requirements or has successfully passed the RN licensing examination, but has never worked as a registered nurse.

All applicants must be eligible for issuance of an active or temporary registered nurse license.

All applicants must be in good standing with the Regulatory Board. RN's with restricted licenses are not eligible for the program. Once enrolled, students receiving any disciplinary actions against their license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the license is valid and unrestricted.

Health and Safety Requirements for the Nursing Refresher Program:

1. Students must submit a Health and Safety Documentation verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Students must provide a copy of their current and valid Level One Fingerprint Clearance Card upon application.

**Program Prerequisites: None**

**Required Courses (10 Credits):**

NUR295 Registered Nurse Refresher 10

**MCCCD Governing Board Approval Date: December 9, 2014**

**[Operating Room Nursing](#)**

**5338 - Certificate of Completion (CCL) - (16 Credits)**

Field of Interest: **Health Sciences**

For Information: Brandy Thompson

Phone: (602) 286-8516

**Description:**

The Certificate of Completion (CCL) in Operating Room Nursing program is designed to provide a basic foundation of knowledge for the registered nurse interested in working in the operating room setting. Based on safety of patient care, the registered nurse will become knowledgeable of the "Association of Operating Room Nurses (AORN) Standards of Practice," perform operating room techniques in the scrub and circulator role and gain exposure to the general surgery arena. Clinical experience will allow the student to gain experience in the scrub and circulating role and learn the circulator's role in caring for the patient in pre-op holding, the operating room, and post-operative care environments. Upon meeting eligibility of the Competency & Credentialing Institute (CCI), students have the option to sit for CNOR certification.

**Program Notes:**

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

**Admission Criteria:**

1. Current unencumbered Arizona Registered Nurse (RN) license.
2. Formal application and admission to the program.
3. Background Check Requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDCD background check policy.
4. Clinical Health and Safety requirements must be met. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDCD clinical health and safety policy.
5. Inability to comply with Background Check requirements and/or Clinical Health and Safety requirements at the start of classes may result in cancellation of enrollment.

**Program Prerequisites: None**

**Required Courses (16 Credits):**

- + PON210 PeriOperative Principles I 3
- + PON212 PeriOperative Principles II 3
- + PON214 PeriOperative Laboratory 4
- + PON218 PeriOperative Clinical Practice I 3
- + PON220 PeriOperative Clinical Practice II 3

**MCCCDCD Governing Board Approval Date: November 26, 2019**

**[Organizational Leadership](#)**

**5731 - Certificate of Completion (CCL) - (18 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

**Description:**

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

**Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (18 Credits):**

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

GBS110 Human Relations in Business and Industry (3) OR  
MGT251 Human Relations in Business (3) 3

GBS120 Workplace Communication Skills 3  
GBS151 Introduction to Business 3

MGT175 Business Organization and Management (3) OR  
TQM240 Project Management in Quality Organizations (3) 3

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

**MCCCD Governing Board Approval Date: April 23, 2019**

**Quality Assurance**

**5771 - Certificate of Completion (CCL) - (33 Credits)**

Field of Interest: **Applied Technology**

For Information: David Zamora

Phone: (602) 286-8656

**Description:**

The Certificate of Completion (CCL) in Quality Assurance program is designed for students to obtain the skills required to be considered as a quality technician in a manufacturing environment.

**Program Notes:**

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

**Program Prerequisites: None****Required Courses (33 Credits):**

MPT101 Technical Documentation 3

MPT110 Inspection Techniques 3

MPT111 Geometric Dimensioning and Tolerance (GDT) 3

+ MPT113 Coordinate Measuring Machines I 3

+ MPT151 Solid Design I: SolidWorks 3

+ MPT213 Coordinate Measuring Machines II 3

+ MPT214 3D Scanning and Reverse Engineering: Geomagic 3

MPT215 Workplace Quality Systems 3

Select nine (9) credits from the following courses in consultation with the Program Director:

+ MPT216 Applied Statistical Process Control Methods 3

+ MPT217 Lean and Six Sigma Applied Concepts 3

+ MPT218 Advanced Quality Process Methods 3

+ MPT290AC Manufacturing Production Internship 3

+ MPT298AC Special Projects 3

**MCCCD Governing Board Approval Date: June 22, 2021**

## **Red Hat Linux Administrator**

### **5049N - Certificate of Completion (CCL) - (6-9 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

The Certificate of Completion (CCL) in Red Hat Linux Administrator program is designed to help prepare students for employment or to improve current professional skills. The program includes Red Hat Enterprise Linux system basics and management including sophisticated manipulation of file structures, backup systems, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, and system resource control. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:**

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

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

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

**Program Prerequisites: None****Required Courses (6-9 Credits):**

CIS105 Survey of Computer Information Systems (3) OR

Permission of program director (0) 0-3

CIS126RH Red Hat System Administration I 3

+ CIS238RH Red Hat System Administration II 3

**MCCCD Governing Board Approval Date: November 26, 2019**

## [Red Hat Linux Engineer](#)

### **5050N - Certificate of Completion (CCL) - (9-12 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

The Certificate of Completion (CCL) in Red Hat Linux Engineer program is designed to help prepare students for employment or to improve current professional skills. The program includes in depth Red Hat Enterprise Linux system networking including integrating Linux servers and workstations into a network environment with multi-platform network operating systems with a variety of open-standard and proprietary protocols. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) and Red Hat Certified Engineer (RHCE) certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:**

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

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

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

**Program Prerequisites: None**

**Required Courses (9-12 Credits):**

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

CIS126RH Red Hat System Administration I 3  
+ CIS238RH Red Hat System Administration II 3  
+ CIS240RH Red Hat System Administration III 3

**MCCCD Governing Board Approval Date: December 10, 2019**

## [Retail Management](#)

### **5286 - Certificate of Completion (CCL) - (24 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

**Description:**

The Certificate of Completion (CCL) in Retail Management is designed to prepare individuals working in the retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. An Associate in Applied Science (AAS) in Retail Management is also available.

**Program Notes:**

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

**Program Prerequisites: None**

**Required Courses (24 Credits):**

ACC111 Accounting Principles I (3) OR  
ACC211 Financial Accounting (3) 3

BPC110 Computer Usage and Applications (3) OR  
CIS105 Survey of Computer Information Systems (3) 3

COM100 Introduction to Human Communication 3

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

MGT251 Human Relations in Business 3  
MGT180 Retail Management 3  
MGT276 Human Resources Management 3  
MKT271 Principles of Marketing 3

**MCCCD Governing Board Approval Date: June 22, 2021**

## **Small Business Management Level I**

### **5153N - Certificate of Completion (CCL) - (10-12 Credits)**

Field of Interest: **Business, Entrepreneurialism and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

#### **Description:**

The Certificate of Completion (CCL) in Small Business Management Level I program is designed to meet the needs of individuals who wish to own and/or manage a small business. Prepares students to acquire the skills, tools and knowledge necessary for successful start-up and operations of a business.

#### **Program Notes:**

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

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

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

#### **Required Courses (10-12 Credits):**

EPS195 Business Start-Up and Planning (2) OR  
+ SBS216 Planning for a Small Business (2) OR  
MGT253 Owning and Operating a Small Business (3) 2-3

SBS200 Small Business Operations 2

SBS202 Small Business Bookkeeping and Tax Preparation (1) AND  
SBS203 Financing and Cash Management for a Small Business (1) OR  
SBS230 Financial and Tax Management for Small Business (2) 2

SBS204 Small Business Marketing and Advertising (2) OR  
SBS220 Internet Marketing for Small Business (2) OR  
MKT271 Principles of Marketing (3) 2-3

SBS213 Hiring and Managing Employees 1  
SBS214 Small Business Customer Relations 1

**MCCCD Governing Board Approval Date: May 28, 2019**

## **Small Business Management Level II**

### **5978 - Certificate of Completion (CCL) - (16-18 Credits)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Barbara Taylor

Phone: (602) 286-8572

#### **Description:**

The Certificate of Completion (CCL) in Small Business Management Level II program is designed to focus on aspects critical to a specific individual's small business. Prepares students to acquire additional skills, tools and knowledge necessary for successful start-up and operations of a business. A Certificate of Completion (CCL) in Small Business Management Level I is also available and fully embedded in this program.

#### **Program Notes:**

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

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

#### **Required Courses (10-12 Credits):**

EPS195 Business Start-Up and Planning (2) OR  
+ SBS216 Planning for a Small Business (2) OR  
MGT253 Owning and Operating a Small Business (3) 2-3

SBS200 Small Business Operations 2

SBS202 Small Business Bookkeeping and Tax Preparation (1) AND  
SBS203 Financing and Cash Management for a Small Business (1) OR  
SBS230 Financial and Tax Management for Small Business (2) 2

SBS204 Small Business Marketing and Advertising (2) OR  
SBS220 Internet Marketing for Small Business (2) OR  
MKT271 Principles of Marketing (3) 2-3

SBS213 Hiring and Managing Employees 1  
SBS214 Small Business Customer Relations 1

**Restricted Electives (6 Credits):**

Choose 6 credits from the restricted electives below. Courses cannot be shared with Required Courses.

EPS150 Introduction to Entrepreneurship 3  
EPS195 Business Start-Up and Planning 2  
MGT253 Owning and Operating a Small Business 3  
MKT271 Principles of Marketing 3  
SBS202 Small Business Bookkeeping and Tax Preparation 1  
SBS203 Financing and Cash Management For a Small Business 1  
SBS204 Small Business Marketing and Advertising 2  
+ SBS216 Planning for a Small Business 2  
SBS217 Starting/Managing a Home Business 1  
SBS220 Internet Marketing for Small Business 2  
SBS221 Social Media Marketing for Small Business 2  
SBS230 Financial and Tax Management for Small Business 2

**MCCCD Governing Board Approval Date: May 28, 2019**

**VMware Foundations**

**5035N - Certificate of Completion (CCL) - (4 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

**Description:**

The Certificate of Completion (CCL) in VMware Foundations program is designed to help students prepare for VMware industry certifications and work in a variety of information technology environments including software defined data centers. The program introduces vSphere and VMware ESXi servers in the enterprise and covers many aspects of virtualization for VMware ESXi server administration. It is designed to help prepare students for the VMware Certified Technical Associate (VCTA) certification exam. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:**

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

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

Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

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

**Admission Criteria:**

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the prerequisites to the courses within the Required Courses area as follows OR receive permission of the Program Director:

CIS105 Survey of Computer Information Systems 3

+ BPC170 A+ Exam Prep: Computer Hardware Configuration and Support (3) AND  
+ BPC270 A+ Exam Prep: Operating System Configuration and Support (3) OR  
MST150++ Any Windows Operation Course (3) 3-6

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

+ CIS190 Introduction to Networking (3) OR  
CNT140AB Introduction to Networks (3) 3

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

**Program Prerequisites: None**

**Required Courses (4 Credits):**

+ CIS293 VMware ESXI Server Enterprise 4

**MCCCD Governing Board Approval Date: November 28, 2023**

**[Water and Wastewater Treatment](#)**

**5136 - Certificate of Completion (CCL) - (27-32 Credits)**

Field of Interest: **Applied Technology**

For Information: Roman Diaz

Phone: (602) 286-8659

**Description:**

The Certificate of Completion (CCL) in Water and Wastewater Treatment program is designed to provide students with knowledge and skills to meet the challenges of working in a wastewater plant.

Students will understand the effective operation and maintenance of wastewater treatment, wastewater collection systems, and wastewater labs. The program assists students in their preparation for Arizona Department of Environmental Quality (ADEQ) examinations.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:**

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

**Admission Criteria:**

A high school diploma OR GED equivalency is required. Placement into MAT120, MAT121, MAT122, MAT150, MAT151, MAT152, or higher level mathematics course for which College Algebra is a prerequisite.

**Program Prerequisites: None**

**Required Courses (27-32 Credits):**

- + MAT120 Intermediate Algebra (5) OR
- + MAT121 Intermediate Algebra (4) OR
- + MAT122 Intermediate Algebra (3) OR
- + MAT150 College Algebra/Functions (5) OR
- + MAT151 College Algebra/Functions (4) OR
- + MAT152 College Algebra/Functions (3) OR
- Higher-level course with an [MA] general designation for which College Algebra is a prerequisite (3-5)
- OR
- Waiver of the math requirement by the Program Director. (0) 0-5

- + WRT100 Introduction to Water Resources 3
- + WRT110 Principles of Water Treatment Plant Operations 3
- + WRT115 Water Technology Calculations 3
- + WRT121 Operation of Wastewater Treatment Plants 3
- + WRT131 Wastewater Collection Systems Operation and Maintenance 3
- + WRT134 Water Distribution System Operation and Maintenance 3
- + WRT140 Water Quality for Treatment Industry 5
- WRT190AA Water Resources Technologies Seminar 1
- + WRT204 Water/Wastewater Mechanical Systems, Power, and Instrumentation 3

**MCCCD Governing Board Approval Date: November 26, 2019**

## Web App Development

### **5835N - Certificate of Completion (CCL) - (9-12 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

#### **Description:**

The Certificate of Completion (CCL) in Web App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on web apps. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in Mobile App Development and Cross-Platform App Development.

#### **Program Notes:**

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

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

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

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

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

#### **Required Courses (9-12 Credits):**

CIS105 Survey of Computer Information Systems (3) OR

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

+ CIS133DA Internet/Web Development Level I 3

+ CIS166AA Introduction to JavaScript 3

+ CIS233DA Internet/Web Development Level II 3

**MCCCD Governing Board Approval Date: December 10, 2019**

## Web Development

### **5988 - Certificate of Completion (CCL) - (39 Credits)**

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

For Information: Wyatt Johnson

Phone: (602) 286-8587

#### **Description:**

The Certificate of Completion (CCL) in Web Development prepares students to create and administer interactive and professional websites. The program provides students with knowledge and skills in developing dynamic websites, client and server side programs, database structures, and

object-oriented design. A Certificate of Completion (CCL) in Web Design and an Associate in Applied Science (AAS) in Web Design/Development are also available. Some of these programs are available at select colleges. Please check with your local college for program availability.

**Program Notes:**

Students must earn a grade of C or better in each course in the program.

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

**This program replaces:**

**CCL/5051 Web Developer**

**CCL/5060 Web Developer**

**CCL/5168 Web Development and Graphic Design**

**CCL/5346 Web Development**

**Program Prerequisites: None**

**Required Courses (36 Credits):**

The following courses are required and included in the CCL in Web Foundations:

- CIS105 Survey of Computer Information Systems 3
- CIS120DF Introduction to Adobe Photoshop 3
- CIS133DA Internet/Web Development Level I 3
- CIS136 Content Management Systems: WordPress 3
- + CIS166AA Introduction to Javascript 3
- + CIS233DA Internet/Web Development Level II 3
- + CIS235 e-Commerce 3

The following courses are required for the CCL in Web Development:

- + CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) 3
- + CIS119DO Introduction to Oracle: SQL (3) OR
- + CIS276++ Any Database Management Systems course (3) 3

- CIS126DL Linux Operating System (3) OR
- CIS126RH Red Hat System Administration I (3) 3

Programming Language: Select two courses for a total of 6 credits

- + CIS150AB Object-Oriented Programming Fundamentals 3
- + CIS156 Python Programming: Level I 3
- + CIS159 Visual Basic Programming I 3
- + CIS162++ Any C Programming course 3
- + CIS163AA Java Programming: Level I 3
- + CIS165++ Any Mobile Application Development course 3

- + CIS256 Python Programming: Level II 3
- + CIS262AD C# Level II 3
- + CIS263AA Java Programming: Level II 3
- + CIS265++ Any Advanced Application Development course 3

**Restricted Electives (3 Credits):**

Students should select any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems. 3

**MCCCD Governing Board Approval Date: February 23, 2021**

## Certificates of Competency

### Aesthetician (24 Hours Per Week) ⓘ

#### 1180 - Certificate of Competency (CCT) - (600 Clock Hours)

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Jennifer Swan

Phone: (602) 392-5250

#### **Description:**

The Certificate of Competency (CCT) in Aesthetician provides students with theoretical knowledge and practical skills needed to perform comprehensive professional aesthetics treatments including facial treatments, body treatments, skin resurfacing, and hair removal. The program also provides training in safety and infection control procedures and an overview of career and business planning. This program meets the requirements to apply for the Arizona Barbering and Cosmetology Board (BCB) aesthetics licensing exam.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

#### **Program Notes:**

Students must successfully pass each course with a minimum grade of 80% and complete 100% of the course hours required in order to continue on to the next course.

Students may apply for graduation from the Aesthetician program upon successful completion of their program hours and a score of 80% or higher.

Completion of the program does not guarantee students an Aesthetics license (in any state). The Arizona Barbering and Cosmetology Board (BCB) may deny a student's application if it is determined that the student does not meet citizenship and/or high school education requirements if under the age of 18. If students have concerns about their citizenship status and/or high school education requirements, they are strongly encouraged to immediately contact the BCB via its website: [HTTPS://BCB.AZ.GOV](https://BCB.AZ.GOV), give full disclosure of their situation, and save any written response.

GateWay Community College will not give refunds or be held liable for graduates who do not receive an Arizona Aesthetics license.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses (600 Clock Hours):**

- + EST102 Aesthetics Fundamentals 200
- + EST110 Advanced Aesthetics 200
- + EST115 Aesthetics Mastery 200

**Clock Curriculum Committee Approval Date: 1-5-2024**

## **Beauty and Wellness Instructor** ⓘ

### **1192N - Certificate of Competency (CCT) - (350 Clock Hours)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Toni Peoples

Phone: (602) 392-5263

#### **Description:**

The Certificate of Competency (CCT) in Beauty and Wellness Instructor program will prepare students to provide instruction for the Beauty and Wellness program students. Additionally, students will learn how to write and deliver a successful lesson plan, and will graduate from the program with the skills necessary for establishing and maintaining an effective classroom. Topics also include knowledge of laws pertaining to the Arizona Barbering and Cosmetology Board (BCB), safety and sanitation, and state board regulations. Upon completing the Beauty and Wellness Instructor program, students will be prepared to take the Arizona Barbering and Cosmetology Board Instructor licensing exam.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

#### **Program Notes:**

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

Students must successfully complete all required competencies and pass each course with a minimum grade of 80% and complete 100% of the course hours required in order to continue on to the next course.

Students may apply for graduation from the Cosmetology Instructor program upon successful completion of their program hours and a score of 80% or higher. Completion of this program is not a guarantee of employment.

Completion of the program does not guarantee students an Cosmetology Instructor license (in any state). Students must pass the Arizona state board licensing exam in order to teach in Arizona. The Arizona Barbering and Cosmetology Board (BCB) may deny a student's application if it is determined that the student does not meet citizenship and/or high school education requirements if under the age of 18. If students have concerns about their citizenship status and/or high school

education requirements, they are strongly encouraged to immediately contact the BCB via its website: <HTTPS://BCB.AZ.GOV>, give full disclosure of their situation, and save any written response.

GateWay Community College will not give refunds or be held liable for graduates who do not receive an Arizona Barbering and Cosmetology Board Instructor license.

**Admission Criteria:**

1. Must hold current Arizona Barbering and Cosmetology Board license in good standing.
2. Must have one year of industry work experience.

**Program Prerequisites: None**

**Required Courses (350 Clock Hours):**

- + COS250 Instructor In Training Orientation 80
- + COS251 Instructor In Training I 135
- + COS252 Instructor In Training II 135

**Clock Curriculum Committee Approval Date: 4-11-2025**

**Clinical Phlebotomy** 

**1403N - Clinical Phlebotomy (CCT) - (300 Clock Hours)**

Field of Interest: **Health Sciences**

For Information: Michael Tapscott

Phone: (602) 826-1149

**Description:**

The Certificate of Competency (CCT) in Clinical Phlebotomy program is designed to prepare a person to obtain blood specimens by skin puncture and venipuncture. The phlebotomist may find employment in hospitals, patient service centers, life insurance companies, doctors` offices, outreach services, and donor centers. Students in the Phlebotomy program will be in contact with potentially infectious blood, tissues, and body fluids. During this program, eligible students will have the opportunity to take the national certification exam.

**Program Notes:**

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

Students will be required to have a minimum of 50 successful live draws to sit for the national certification examination. Students are provided the opportunity to take this examination prior to going to clinical externship. The expense of the examination is the student's responsibility.

Students will be required to take a randomized urine drug screen and submit a negative result prior to being eligible to participate in clinical externship. The expense of the urine drug screen is the student's responsibility.

Students are required to complete 160 hours of clinical externship to complete this program. Externship hours are site specific and may require attendance any day of the week, including during unscheduled days and times.

Students must meet all required program competencies in order to receive a passing grade. This program is a P (pass) or Z (no pass) graded program.

**Admission Criteria:**

1. Background Check Requirements:

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student must comply with all requirements of the current MCCCDCD background check policy.

2. Submit current CPR/BLS Provider card (American Heart Association approved) and maintain current status throughout the practicum(s).

3. Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation, signed by a licensed healthcare provider.

4. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes may result in cancellation of enrollment.

5. 18 years of age at time of practicum. Must be 17 years and 9 months to enroll in the program.

**Program Prerequisites:** None.

**Required Courses (300 Clock Hours):**

+ PLC109 Phlebotomy Basic Skills 90

+ PLC111 Specimen Processing and Advanced Techniques in Phlebotomy 90

+ PLC122 Phlebotomy Practicum 120

**Clock Curriculum Committee Approval Date: 4-11-2025**

**CNC Machining I (Day)** 

**1101 - Certificate of Competency (CCT) - (798 Clock Hours)**

Field of Interest: **Applied Technology**

For Information: Dariyea Hollins

Phone: (602) 286-8633

**Description:**

The Level I Certificate of Competency (CCT) in CNC Machining I prepares students for employment as entry-level operators and technicians in the manufacturing industry. The program provides applied skills in process planning, quality control, setup and operation of manual/computer numeric control (CNC) machines for current and future needs of the manufacturing industry. This program introduces students

to manual data programming and CAD/CAM. A CCL in Machining II and an Associate of Applied Science (AAS) in Manufacturing and Production Technology are also available.

**Program Notes:**

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

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses (798 Clock Hours):**

MFC101 Technical Documentation 84  
MFC110 Inspection Techniques 72  
MFC111 Geometric Dimensioning and Tolerance 102  
MFC113 Coordinate Measuring Machines I (CMM) 84  
MFC120 Introduction to Manual Machining 168  
MFC131 CNC Machining Level I 216  
MFC140DC Manual CNC Programming 72

**Clock Curriculum Committee Approval Date: 6-13-2024**

**[Collision Repair Technician \(Day\)](#)** 

**1606 - Certificate of Competency (CCT) - (624 Clock Hours)**

Field of Interest: **Applied Technology**

For Information: Dariyea Hollins

Phone: (602) 286-8633

**Description:**

The Certificate of Competency (CCT) in Collision Repair Technician gives students the knowledge and hands-on experience to start a career in the automotive collision repair industry. Learn about metal and plastic repair, metal inert gas (MIG) welding, vehicle disassembly, refinishing, reassembly, estimate reading, coolant removal/replacement, and air conditioning (A/C) discharge/recharge and industry terminology.

**Program Notes:**

National certifications are obtained through the Inter-Industry Conference on Auto Collision Repair (I-CAR) for the following: Non-Structural Technician ProLevel 1, Refinish Technician ProLevel 1.

**Admission Criteria:**

Must be able to lift 50 pounds.

**Program Prerequisites: None**

**Required Courses (624 Clock Hours):**

ABO103 Introduction to Auto Body Repair 156

ABO104 Introduction to Automotive Refinishing 156

ABO203 Advanced Automotive Body Repair 156

ABO204 Advanced Refinishing Fundamentals 156

**Clock Curriculum Committee Approval Date: 2-11-2022**

**Cosmetologist (32 Hours Per Week)** **1193 - Certificate of Competency (CCT) - (1500 Clock Hours)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Toni Peoples

Phone: (602) 392-5263

**Description:**

The Certificate of Competency (CCT) in Cosmetologist program will prepare students with the skills and knowledge necessary for establishing and maintaining a clientele, state laws pertaining to cosmetologists, as well as business management skills to start and manage a salon. As a cosmetologist, students will provide beauty services such as shampooing and conditioning, cutting, coloring, perming, and styling hair. Additionally, students will braid, press, curl and relax hair, design hairstyles, and provide nail and skin services. All work will be performed safely using proper disinfection and sanitation techniques. Upon completing the Cosmetologist program, students will be prepared to sit for the Arizona Barbering and Cosmetology Board (BCB) licensing exam.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:**

Students must successfully pass each course with a minimum grade of 80% and complete 100% of the course hours required in order to continue on to the next course.

Students may apply for graduation from the Cosmetologist program upon successful completion of their program hours and a score of 80% or higher.

Completion of the program does not guarantee students a Cosmetology license (in any state).

The Arizona Barbering and Cosmetology Board (BCB) may deny a student's application if it is determined that the student does not meet citizenship and/or high school education requirements if under the age of 18. If students have concerns about their citizenship status and/or high school

education requirements, they are strongly encouraged to immediately contact the BCB via its website: <HTTPS://BCB.AZ.GOV>, give full disclosure of their situation, and save any written response.

GateWay Community College will not give refunds or be held liable for graduates who do not receive an Arizona Cosmetology license.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses (1500 Clock Hours):**

- + COS104 Hair Essentials I 200
- + COS106 Hair Essentials II 200
- + COS114 Student Salon I 200
- + COS116 Student Salon II 200
- + COS119 Nail Essentials 200
- + COS212 Skin Essentials 200
- + COS214 Student Salon III 200
- + COS218 Cosmetology State Licensure Focus 100

**Clock Curriculum Committee Approval Date: 1-5-2024**

## **Electrocardiogram (ECG) Technician**

### **1119N - Certificate of Competency (CCT) - (325 Clock Hours)**

Field of Interest: **Health Sciences**

For Information: Michael Tapscott

Phone: (602) 826-1149

#### **Description:**

The Certificate of Competency (CCT) in Electrocardiogram (ECG) Technician is a 325-hour program that prepares students to perform the daily duties and responsibilities related to cardiac monitoring and telemetry. This program introduces students to electronic patient records, record keeping, patient assessment, basic knowledge of medical terminology, anatomy and physiology of the cardiovascular system, cardiac conduction system, 12-lead ECG acquisition and rhythm interpretation, telemetry, Holter monitoring, conducting stress tests, and artificial pacemaker evaluation.

This program also serves as a stackable credential for students who have completed a Medical Assisting, Phlebotomy, EMT or CNA program and wish to acquire additional skills that may be suited for positions such as a patient monitor technician, ECG/cardiac technician, telemetry technician, and stress test technician.

#### **Program Notes:**

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

The Electrocardiogram (ECG) Technician program tuition and fees include the Certified ECG Technician (CET) exam by the National Healthcareer Association (NHA).

**Admission Criteria:**

1. Background Check Requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the externship(s). Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.
2. Submit current CPR/BLS Provider card (American Heart Association approved) and maintain current status throughout the practicum(s).
3. Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation, signed by a licensed healthcare provider.
4. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes may result in cancellation of enrollment.
5. 18 years of age at time of practicum. Must be 17 years and 9 months to enroll in the program.

**Program Prerequisites: None**

**Required Courses (325 Clock Hours):**

- + ECG100 Introduction to Healthcare; Medical, Legal, Ethics 25
- + ECG101 The Cardiovascular System: Anatomy & Physiology and Pathophysiology of Cardiovascular Disease 30
- + ECG102 Introduction to ECG 40
- + ECG103 Applied ECG: Atrial, Junctional, Ventricular Rhythms and Heart Blocks 50
- + ECG105 Advanced ECG with Basic Life Support: Diagnostic Procedures, Certification Prep and Exam 100
- + ECG106 Clinical Practicum 80

**Clock Curriculum Committee Approval Date: 3-7-2025**

**[Emergency Medical Technology \(EMT\)](#) **

**1300N - Certificate of Competency (CCT) - (220 Clock Hours)**

Field of Interest: **Health Sciences**

For Information: Michael Tapscott

Phone: (602) 826-1149

**Description:** The Certificate of Competency (CCT) in Emergency Medical Technology (EMT) program includes techniques of emergency care, stabilization, and immobilization of a victim's illness and injuries. Recognition and documentation of signs and symptoms of illness and injury, intervention, and evaluation of the intervention are integrated into the program. Techniques for assessment,

administration of oxygen, use of specific immobilization devices, and preparation for transportation are other areas of the program.

EMT students will be challenged daily in class as they learn the crucial skills needed to perform in emergency medicine. The EMT program will take students with minimal to zero medical knowledge and in 20 weeks have them trained and prepared to assist people in their most critical time of need. EMTs are trained to handle events such as heart attacks, strokes, internal bleeding, diabetic problems, and trauma patients.

The Emergency Medical Technology (EMT) program is the first step towards a career in emergency medical services. The techniques taught in the program are in accordance with the state and national curriculum. Successful completion of this program will make students eligible to sit for the National Registry of EMTs certification examination in order to gain state certification.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:**

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

Students must successfully complete 10 simulated clinical scenarios, the final cognitive exam and the NREMT Psychomotor Skills exam in order to complete the program.

EMC101 and EMC104 must be taken as a cohort and are not offered independently.

**Admission Criteria:**

1. 17 1/2 years of age to enroll.

**Program Prerequisites:** Admitted to program.

**Required Courses (220 Clock Hours):**

- + EMC101 CPR/Basic Cardiac Life Support 6
- + EMC104 Basic Emergency Medical Technology 214

**Clock Curriculum Committee Approval Date: 12-9-2022**

**[Hair Stylist \(32 Hours Per Week\)](#)** 

**1191 - Certificate of Competency (CCT) - (1000 Clock Hours)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Toni Peoples

Phone: (602) 392-5263

**Description:**

The Certificate of Competency (CCT) in Hair Stylist program will provide students with the skills necessary for establishing and maintaining a clientele. Topics also include knowledge of laws pertaining to hair stylists, as well as skills necessary for starting and managing a salon. As a hair stylist, students will provide beauty services such as shampooing and conditioning, cutting, coloring, perming, and styling hair. Additionally, students will braid, press, curl and relax hair and design hairstyles. All work will be performed safely using proper disinfection and sanitation techniques. Upon completing the Hair Stylist program, students will be prepared to sit for the Arizona Barbering and Cosmetology Board (BCB) hair stylist licensing exam.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:**

Students must successfully pass each course with a minimum grade of 80% and 100% of the course hours required in order to continue on to the next course.

Students may apply for graduation from the Hair Stylist program upon successful completion of the program hours and a score of 80% or higher.

Completion of the program does not guarantee students a Hairstyling license (in any state).

The Arizona Barbering and Cosmetology Board (BCB) may deny an application if it's determined that the student does not meet citizenship and/or high school education requirements if under the age of 18. If students have concerns about their citizenship status and/or high school education requirements, they are strongly encouraged to immediately contact the BCB via its website: [HTTPS://BCB.AZ.GOV](https://BCB.AZ.GOV), give full disclosure of their situation, and save any written response.

GateWay Community College will not give refunds or be held liable for graduates who do not receive an Arizona Hairstyling license.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses (1000 Clock Hours):**

- + COS104 Hair Essentials I 200
- + COS106 Hair Essentials II 200
- + COS114 Student Salon I 200
- + COS116 Student Salon II 200

+ COS118 Hairstylist State Licensure Focus 200

**Clock Curriculum Committee Approval Date: 1-5-2024**

## **HVAC Residential Installation and Service Technician (Day)** ⌵

### **1108 - Certificate of Competency (CCT) - (660 Clock Hours)**

Field of Interest: **Applied Technology**

For Information: Dariyea Hollins

Phone: (602) 286-8633

#### **Description:**

The Certificate of Competency (CCT) in HVAC Residential Installation and Service Technician is designed to provide entry-level training in the areas of heating, ventilation, air conditioning and refrigeration (HVAC) systems, electricity, electronic controls and general repair. Students will have the opportunity to learn skills necessary to assess and solve problems quickly. A Certificate of Completion in Commercial Air Conditioning/Refrigeration/Facilities and an AAS in Air Conditioning/Refrigeration/Facilities are also available.

#### **Program Notes:**

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

#### **Admission Criteria: None**

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

#### **Required Courses (660 Clock Hours):**

ELR131 Electrical Systems 140

HVC101 HVAC for Residential Systems I 130

HVC102 HVAC for Residential Systems II 130

HVC120 HVAC Installation 130

HVC130 HVAC Troubleshooting 130

**Clock Curriculum Committee Approval Date: 11-10-2022**

## **Massage Therapy (24 Hours Per Week)** ⌵

### **1184 - Certificate of Competency (CCT) - (700 Clock Hours)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Jackie Bauer

Phone: (602) 238-4374

#### **Description:**

The Certificate of Competency (CCT) in Massage Therapy program builds strong foundational skills for students, equipping them with the tools necessary to succeed in the massage therapy industry. Massage therapists use the professional art of therapeutic touch to facilitate healing in the body. The Massage Therapy Focus is placed on structural massage - the ability to couple and apply a deep understanding of anatomy with powerful tissue sculpting techniques in order to create radical change in the body. Students learn how to use hands, fingers, forearms, knuckles, fists and elbows when working with the soft tissues of the body. While the program centers heavily on anatomy, Swedish massage, and deep tissue massage, it rounds out students' education with exposure to Asian modalities, sports massage, pregnancy massage and business classes. This program provides the training necessary for success in the massage therapy industry regardless of the setting: private practice, spas, fitness centers, sports teams, hospitals, rehabilitation centers and chiropractic offices.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:**

Students must successfully pass each course with a minimum grade of 80% and complete 100% of the course hours required in order to continue on to the next course.

Students may apply for graduation from the Massage Therapy program upon successful completion of their program hours and a score of 80% or higher.

Completion of the program does not guarantee a Massage Therapy license (in any state).

Students should visit The Arizona State Board of Massage Therapy website at <https://massagetherapy.az.gov> for more information regarding licensure eligibility and application requirements.

GateWay Community College will not give refunds or be held liable for graduates who do not receive an Arizona Massage Therapy license.

**Admission Criteria:**

High school diploma or GED.

**Program Prerequisites: None**

**Required Courses (700 Clock Hours):**

- PMP120 Massage Therapy Basics 175
- + PMP121 Massage Therapy Advanced 175
- + PMP220 Massage Therapy Mastery I 175
- + PMP221 Massage Therapy Mastery II 175

**Clock Curriculum Committee Approval Date: 5-12-2023**

## **Medical Assisting**

### **1804 - Certificate of Competency (CCT) - (830 Clock Hours)**

Field of Interest: **Health Sciences**

For Information: Heather Barnes

Phone: (602) 238-0088

#### **Description:**

The Certificate of Competency (CCT) in Medical Assisting explores how Medical assistants are integral members of the administrative and clinical healthcare team in various healthcare settings. Medical assistants act as liaisons between the healthcare providers and patients, and are of vital importance to the success of the medical practice. The Certificate of Competency (CCT) in Medical Assisting provides education and training for employment as medical assistants. Upon successful completion of the program, students are eligible to take the national certification exam.

#### **Program Notes:**

Practicum hours are site specific and may require attendance any day of the week, including during unscheduled days and times.

Students must earn a grade of C or better in all courses within the program. This program is delivered in a fast-track format and the need for college-level skills in English, Reading, and Math is critical to successful completion of the program.

#### **Admission Criteria:**

1. Students must be at least 18 years of age to apply for admission.
2. Must be a high school graduate or equivalent.
3. Submit current CPR/BLS Provider card (American Heart Association approved) and maintain current status throughout the practicum(s).
4. Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation, signed by a licensed healthcare provider.

#### **5. Background Check Requirements:**

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student must comply with all requirements of the current MCCCDCD background check policy.

6. Students must have multiple measures assessment results or course placement test results that qualify students for entry into the following courses OR have completed the following courses with a C or better: English 101/107, CRE101, and MAT095.

**Program Prerequisites: Admission to the program.**

**Required Courses (830 Clock Hours):**

MDC103 Introduction to Medical Assisting 156  
MDC104 Fundamentals of Administrative Medical Assisting 159  
MDC105 Fundamentals of Clinical Medical Assisting I 141  
MDC106DC Fundamentals of Clinical Medical Assisting II 174  
MDC130 Medical Assisting Practicum 200

**Clock Curriculum Committee Approval Date: 4-14-2025**

## **Medical Billing and Coding: Physician Based** ⓘ **1852 - Certificate of Competency (CCT) - (700 Clock Hours)**

Field of Interest: **Health Sciences**

For Information: Michael Tapscott

Phone: (602) 826-1149

**Description:**

The Certificate of Competency (CCT) in Medical Billing and Coding: Physician Based program is designed to prepare individuals for entry-level medical billing and coding positions in ambulatory care treatment centers such as clinics, physician practices, managed care organizations, private billing services, and insurance companies. The Certificate of Competency (CCT) in Medical Billing and Coding: Physician Based program is designed to prepare individuals for entry-level medical billing and coding positions in ambulatory care treatment centers such as clinics, physician practices, managed care organizations, private billing services, and insurance companies.

**Program Notes:**

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

**Admission Criteria: None**

**Program Prerequisites: None.**

**Required Courses (700 Clock Hours):**

+ HLC130 Fundamentals in Health Care Delivery 20  
+ HLC145 Medical Terminology for Health Care Professionals 105  
+ HMC200DC Human Pathophysiology and Pharmacology for HMC 150  
+ HMC180 Introduction to Medical Billing and Reimbursement 40  
+ HMC181DC Medical Claims Processing 50  
+ HMC208DC ICD-CM Diagnostic Coding 100  
+ HMC213 CPT and HCPCS Coding 175  
+ HMC100 Medical Billing and Coding Examination Review 30  
+ HMC105 Computers in Healthcare and Health Record Systems 30

**Clock Curriculum Committee Approval Date: 5-2-2025**

## **Nail Technician**

### **1123 - Certificate of Competency (CCT) - (600 Clock Hours)**

Field of Interest: **Business, Entrepreneurialism, and Management**

For Information: Robin Diehl

Phone: (602) 392-5246

#### **Description:**

The Certificate of Competency (CCT) in Nail Technician prepares individuals to understand and apply techniques needed to successfully complete competencies in accordance with the Arizona Barbering and Cosmetology Board (BCB) as a nail technician, under the supervision of a licensed instructor. Students will learn proper steps in safety, sanitation, shaping of the fingernails and toenails with various nail files, remove unwanted cuticle skin, calluses, product application and use, massage, nail sculpture, nail enhancements, design art, customer service skills, laws and regulations, marketing, and business practices.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

#### **Program Notes:**

Students must successfully pass each course with a minimum grade of 80% and complete 100% of the course hours required in order to continue on to the next course.

Students may apply for graduation from the Nail Technician program upon successful completion of their program hours and a score of 80% or higher.

Completion of the program does not guarantee students a Nail Technology license (in any state).

The Arizona Barbering and Cosmetology Board (BCB) may deny a student's application if it is determined that the student does not meet citizenship and/or high school education requirements if under the age of 18. If students have concerns about their citizenship status and/or high school education requirements, they are strongly encouraged to immediately contact the BCB via its website: [HTTPS://BCB.AZ.GOV](https://BCB.AZ.GOV), give full disclosure of their situation, and save any written response.

GateWay Community College will not give refunds or be held liable for graduates who do not receive an Arizona Nail Technology license.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses (600 Clock Hours):**

NLT100 Nail Technology I 200  
+ NLT105 Nail Technology II 200  
+ NLT110 Nail Technology III 200

**Clock Curriculum Committee Approval Date: 5-12-2023**

**Pharmacy Technician** 

**1405 - Certificate of Competency (CCT) - (602 Clock Hours)**

Field of Interest: **Health Sciences**

For Information: Michael Tapscott

Phone: (602) 826-1149

**Description:**

The Certificate of Competency (CCT) in Pharmacy Technician program prepares students for entry-level pharmacy practice in retail, hospital, and institutional settings. Students will process and prepare medications, dispense medications, and learn inventory and quality control practices. The program includes instruction in medical and pharmaceutical terminology, legal and regulatory standard, customer service, prescription analysis and interpretation, mathematical calculations for dosing and solution preparation, safety procedures, and billing practices. The curriculum for this program includes a 200-hour practicum and meets the Pharmacy Technician Certification Board (PTCB) requirement for students to take the Pharmacy Technician Certification Exam (PTCE) or the National Healthcareer Association (NHA) Exam for the Certification of Pharmacy Technicians (ExCPT).

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:**

Students are required to apply and receive their temporary pharmacy technician trainee registration through the Arizona State Board of Pharmacy. This program has a 200-hour clinical practicum requirement with a scheduled meeting pattern that varies from the class schedule. Clinical practicum is off campus at an industry partner (hospital or retail pharmacy). Students are responsible for their own travel. Clinical practicum is unpaid. Students must complete all 200 hours of clinical practicum and pass each course with a grade of 75% or greater to pass the program.

**Admission Criteria:**

1. 18 years of age to enroll.

2. Background check requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check Standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCCD Background Check Policy.
3. Clinical health and safety requirements must be met. Upon conditional program enrollment, the student must comply with all requirements of the MCCCCD Clinical Health and Safety Policy.
4. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes may result in cancellation of enrollment.

**Program Prerequisites:** Program admission.

**Required Courses (602 Clock Hours):**

- + PHC150 Introduction to Pharmacy Practice 90
- + PHC153 Basic Pharmacy Practice 132
- + PHC155 Advanced Pharmacy Practice 150
- + PHC122 Pharmacy Technician Certification Review 30
- + PHC253DC Pharmacy Technician Practicum 200

**Clock Curriculum Committee Approval Date: 5-3-2024**

## [Welding: Fundamentals \(Day\)](#) ⓘ

### **1110 - Certificate of Competency (CCT) - (720 Clock Hours)**

Field of Interest: **Applied Technology**

For Information: Dariyea Hollins

Phone: (602) 286-8633

**Description:**

The Certificate of Competency (CCT) in Welding: Fundamentals prepares students to work in industry using oxy-fuel welding and cutting (OFW) (OFC) and shielded metal arc welding (SMAW) processes. This certificate provides an introduction to the knowledge and skills required to work with modern industrial welding equipment using advanced welding techniques including gas metal arc welding (GMAW), flux core arc welding (FCAW) and gas tungsten arc welding (GTAW). An AAS in Welding as well as certificates in the following areas of specialization are also available: Welding: Gas Metal/Flux Cored Arc Welding (GMAW)/(FCAW), Welding: Gas Tungsten Arc Welding (GTAW) Ferrous, Welding: Gas Tungsten Arc Welding (GTAW) Non-Ferrous, Welding: Shielded Metal Arc Welding (SMAW) Plate, and Welding: Shielded Metal Arc Welding (SMAW) Pipe.

**Program Notes:**

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

**Admission Criteria: None.**

**Program Prerequisites: None.**

**Required Courses (720 Clock Hours):**

WTO106AA Introduction to SMAW 180  
WTO206DA Introduction to GMAW/FCAW and GTAW 180  
WTO206DB Advanced GMAW/FCAW 180  
WTO208DB GMAW Code Welding 180

**Clock Curriculum Committee Approval Date: 11-10-2022**

## [Welding: Gas Tungsten Arc Welding \(GTAW\) Ferrous and Non-Ferrous \(Day\)](#)

### **1116 - Certificate of Competency (CCT) - (720 Clock Hours)**

Field of Interest: **Applied Technology**

For Information: Dariyea Hollins

Phone: (602) 286-8633

**Description:**

The Certificate of Competency (CCT) in Welding: Gas Tungsten Arc Welding (GTAW) prepares students for aerospace industry code certification testing in the gas tungsten arc welding process in carbon steel and stainless-steel (ferrous metals) and aluminum (non-ferrous). An AAS in Welding as well as certificates in the following areas of specialization are also available: Welding: Gas Metal / Flux Cored Arc Welding (GMAW)/(FCAW), Welding: Shielded Metal Arc welding (SMAW) Plate, Welding: Shielded Metal Arc Welding (SMAW) Pipe, and Welding: Shielded Metal Arc welding (SMAW) Plate and Pipe.

**Program Notes:**

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

**Admission Criteria: None.**

**Program Prerequisites: None.**

**Required Courses (720 Clock Hours):**

WTO206DA Introduction to GMAW/FCAW and GTAW 180  
WTO206AC Advanced GTAW Non-Ferrous 180  
WTO206AD Advanced GTAW Ferrous 180  
WTO208AE GTAW Code Welding 180

**Clock Curriculum Committee Editorial Date: 11-10-2022**

## [Welding: Shielded Metal Arc Welding \(SMAW\) Pipe \(Day\)](#) ⓘ

### **1130 - Certificate of Competency (CCT) - (720 Clock Hours)**

Field of Interest: **Applied Technology**

For Information: Dariyea Hollins

Phone: (602) 286-8633

#### **Description:**

The Certificate of Competency (CCT) in Shielded Metal Arc Welding (SMAW) Pipe prepares students to complete industry certification on carbon steel plate and pipe. An AAS in Welding as well as certificates in the following areas of specialization are also available: Welding: Gas Metal / Flux Cored Arc Welding (GMAW)/(FCAW), Welding: Gas Tungsten Arc Welding (GTAW) Ferrous, Welding: Gas Tungsten Arc Welding (GTAW) Non-Ferrous, Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous.

#### **Program Notes:**

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

#### **Admission Criteria: None**

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

#### **Required Courses (720 Clock Hours):**

WTO106AA Introduction to SMAW 180

WTO106AB SMAW 6010 Plate 180

WTO106AD SMAW Introduction to Pipe 180

WTO208AD SMAW Code Welding Pipe 180

#### **Clock Curriculum Committee Editorial Date: 11-10-2022**

# Maricopa Community College District

## Administration

**Chancellor - Dr. Steven Gonzales**

**Executive Vice Chancellor and Provost - Dr. Lisa Armour**

**Chief Operating Officer - Dr. Jess Evans**

**Interim Director of Public Stewardship; General Counsel - Janice Falkenberg, Esq.**

**Senior Vice Chancellor of External Affairs - Dr. Eddie Genna**

**Vice Chancellor of Business Services - Kimberly Brainard Granio**

**Chief of Staff - Dr. Cathleen Hernandez**

**Interim Chief Human Resources Officer - Dr. Gena Jones**

**Foundation President and Chief Executive Officer - Brian Spicker**

**Associate Vice Chancellor of the Center for Excellence in Inclusive Democracy - Deanna Villanueva-Saucedo**

**Interim Vice Chancellor/Chief Information Officer - Gordon Wishon**

## Governing Board

**Susan Bitter Smith - President - District 2**

**Tom Nerini, Ed.D. - Secretary District 5**

**Kelli Butler - At large**

**Donna Davis - District 4**

**Jacqueline Smith, J.D. - District 1**

**Marie Sullivan - District 3**

**Linda Thor, Ed.D. - At large**

**Temya Jackson Long** - Student

## College Presidents

Chandler-Gilbert Community College - **Dr. C. J. Wurster, Interim**

Estrella Mountain Community College - **Dr. Rey Rivera**

GateWay Community College - **Dr. Amy Diaz**

Glendale Community College - **Dr. Tiffany Hernandez**

Mesa Community College - **Dr. Richard Daniel**

Paradise Valley Community College - **Dr. Jana Schwartz**

Phoenix College - **Dr. Kimberly Britt**

Rio Salado Community College - **Dr. Kate Smith**

Scottsdale Community College - **Dr. Eric Leshinskie**

South Mountain Community College - **Veronica Hipolito**

## GateWay Administration

**Diaz, Amy** - President; B.S.Ed. in Secondary Math Education, University of Iowa; M.Ed. in Counseling for Student Development in Higher Education, Northern Illinois University; Ed.D. in Educational Psychology, Northern Illinois University

**Nevill, Tom** - Vice President of Academic Affairs; B.A. in Music, Eastern Illinois University; M.M. and D.M.A. in Percussion Performance, University of Nevada, Las Vegas

**Vize, Ed** - Vice President of Administrative Services; B.S. in Finance, Western Illinois University; M.B.A., Illinois State University; Ed.D. in Higher Education Administration, Illinois State University

**Wilson, Delfina Acosta** - Vice President of Student Affairs; B.S.I.S. in Multi/Interdisciplinary Studies, M.A.T. in Educational Psychology, Ph.D. in Higher Education Administration, Community College Education, Mississippi State University

**Ashcraft, Matt** - Associate Vice President of Research, Planning, and Effectiveness; B.A. in Psychology, Arizona State University; M.S. in Community Counseling, University of Phoenix

**Gubser, Kristin** - Associate Vice President of Workforce Strategies and External Affairs; B.A. in Communication, University of New Mexico; M.P.A., Arizona State University

**Brown, Terese** - Dean of Student Affairs; B.A. in English, Morgan State University; J.D., University of Maryland School of Law

**Fisher, Daniel** - Dean of Business Professions, Technology, and Trades; B.A. in Business Administration, M.A. in Secondary Education and Teaching, Westminster College; M.A. in Educational Leadership and Policy, University of Utah

**Greene, Kelly** - Dean of Liberal Arts and Learning Support; B.A. in Mass Communication/Media Studies, M.S.Ed. in Secondary Education and Teaching, University of South Florida; Ed.D. in Innovation and Leadership, Arizona State University

**Timmons, Lora** - Dean of Nursing and Healthcare; B.S. in Exercise Science, Iowa State University; M.A. in Public Health, Northern Illinois University; Doctorate of Health Professions Education (DHPE), Health/Health Care Administration/Management, Logan University

**Anderson, Ebony** - Interim Associate Dean of Student Engagement and Retention; B. A., Bowling Green State University; Master's in Management, University of Phoenix; Doctorate in Business Administration, Strategy, and Innovation, Capella University

## GateWay Faculty

**Alexander, Suzanne** - B.S.N. in Nursing, Brigham Young University; M.S.N.Ed. in Nursing with an Emphasis in Nursing Education, University of Phoenix

**Austin, Steve** - B.S., M.A. in Psychology, Arizona State University

**Black, Janelle** - A.A.S. in Medical Radiography, GateWay Community College; B.S. (DMIT), Northern Arizona University; M.Ed. (HR), Northern Arizona University; R.T. (R), American Registry of Radiologic Technologists

**Bolin, Julie** - B.S. in Biology, Missouri University of Science and Technology; M.S. in Biology, St. Joseph's University; N.M.T. Certificate of Completion, Research Medical Center, C.N.M.T., Nuclear Medicine Technology Certification Board

**Buensuceso, Monica** - B.A. in Spanish and Education, Montclair University; M.A. in Counselor Education, Kean University

**Calvin, Louisa Eve** - A.S. in Neurodiagnostic Technology; B.S. in Health Science, Arizona State University

**Cejka, Timothy** - D.C. in Biology, Palmer University

**Chamberlain, Kimberly** - B.A. in English, Northern Arizona University; M.T.E.S.L., Arizona State University

**Chang, Tsuhen** - B.A. in Chemistry, University of California, Berkeley; Ph.D., University of Arizona

**Chirravuri, Saroj** - B.S. in Biology, Microbiology, Delhi University; M.S. in Biotechnology, Jawaharlal Nehru University; M.S. in Microbiology, Arizona State University; Ed.D. in Higher Education, Grand Canyon University

**Clark, Michael** - B.S., Slippery Rock University

**Coleman, Tara** - B.S. in Chemistry, Ohio University; M.S., University of Akron

**Cooper, Jason** - B.S. in Automotive Technology, Northern Arizona University; Masters Certification, Automotive Service Excellence

**Crimando, James** - B.S. in Biology, Ph.D., Arizona State University

**Cummings, Ellen** - A.A.S. in Concurrent Enrollment Program/Nursing, Scottsdale Community College; B.S.N., M.S.N., University of Phoenix

**Daley, Hilary** - B.S.N., Arizona State University, M.S.N., Gonzaga University

**Darling, Courtney** - B.S.N., University of Arizona, M.S.N., Grand Canyon University

**Deever, Diana** - A.A.S., GateWay Community College; R.R.T.

**DeLeon, Tawny** - A.A.S. in Physical Therapist Assisting, GateWay Community College

**DeMain, Atami** - B.Sc., Concordia University; B.S.N., University of Alberta; M.H.S., Johns Hopkins University; Ph.D., University of Texas at Austin

**Dew, Michelle** - B.A. in Human Communication, Arizona State University; B.A. in Film and Media Studies, Arizona State University; M.A. in Communication Studies, Arizona State University

**Diaz, Roman** - B.S., University of Arizona; M.B.A., University of Phoenix

**Doss, Dominique** - B.A. in Counseling, University of Portland; M.A., Loyola University Chicago; Psy.D., Argosy University, Phoenix

**Dunphy, Elizabeth** - B.S. in Biology, University of Vermont; D.V.M., University of Minnesota; DACVECC., University of Missouri-Columbia

**Escobar, Elisabeth** - A.A.S. in Nursing, Rio Salado Community College; B.S.N., M.S., M.Ed., Grand Canyon University

**Fallon, Daniella** - A.D.N., Laboure College; B.S.N., Southern New Hampshire University; M.S.N. in Nursing with an Emphasis in Education, Grand Canyon University

**Fiala, Carol** - A.D.N. in Nursing, College of DuPage; B.S.N., Lewis University; M.S.N., Olivet Nazarene University

**Finch, Alyssa** - B.S. in Mathematics, Ferris State University; M.A., Central Michigan University

**Findler, Michael J** - Ph.D. in Human Factors Engineering, Wright State University; M.S. in Computer Engineering, Wright State University; M.S. in Computer Science, University of Dayton; B.S. in Chemistry, Loyola Marymount University

**Foltz-Sweat, Jennifer** - B.S. in Biology, University of Arizona; M.S., University of Massachusetts, Boston; Ph.D., University of California, Berkeley

**Fox, Renee** - B.S.N. in Nursing, Grandview College; M.A., University of Iowa; M.S.N., Grand Canyon University

**Gaberdiel, J.W.** - B.S. in Mathematics, B.A. in Communication, University of Arizona; M.A. in Education, Arizona State University; M.S. in Mathematics, Emporia State University

**Garneau, Ashley** - A.A.S. in Nursing, GateWay Community College; B.A., Arizona State University; M.S., Northern Arizona University; Ph.D., Capella University

**Gill, Baljeet** - M.B.B.S., Dayanand Medical College

**Goodrich, Gregory** - B.A. in Philosophy and Humanities, B.A. in History, Northern Arizona University; M.A. in Philosophy, Arizona State University

**Hammerschmidt, Soren** - B.A., M.A. in English, University of Edinburgh; Ph.D., University of California, Santa Barbara

**Hanley, Sarah** - Division Chair, Counseling; M.S.P.C. in Counseling, Grand Canyon University

**Hatfield, Tabatha** - Division Chair, Medical Imaging and Cardiopulmonary Sciences; A.A.S., B.S. in Diagnostic Medical Imaging, Fort Hays State University; M.A. in Leadership, Bellevue University; Diagnostic Medical Sonography Certificate; M.A., R.T.(R), R.D.M.S., R.V.T.

**Hightower, Nicolle** - A.A.S. in Medical Radiography, GateWay Community College; B.A.S., D.M.I.T., M.Ed., Northern Arizona University

**Hunter, Ferdinand** - B.A. in English, Emory University; M.F.A., Brown University; M.L.S., Arizona State University

**Hutchins, Heidi** - B.A. in Business, University of Utah; M.H.S.A., M.B.A., Arizona State University

**Jahnke, Lisa** - B.S.N., Northern Arizona University

**Jahnke, Megan** - A.A.S. in Nursing Continuing Education, GateWay Community College; B.S.N., Arizona State University

**Jha, Sanjiv** - B.Sc., M.Sc. in Physics, Tribhuvan University; M.S., Ph.D. in Physics, New Mexico University

**Johnson, Brad** - A.S., Rochester Community and Technical College; B.S., University of St. Francis; M.Ed., Northern Arizona University

**Johnson, Wyatt** - Division Chair, Business & Information Technologies; B.S., Grand Canyon University; M.Ed., Arizona State University

**Jolly, Matthew** - B.A. in English, Lycoming College; M.F.A., Arizona State University

**Kawasaki, Emi** - B.A. in Library, Tsuda College; M.Ed., Northern Arizona University; M.L.S., M.A., University of Arizona

**Kelly, John** - B.A.E. in Industrial Technology/Automotive, Arizona State University; M.Tech., Arizona State University

**Knudsen, Tiffany** - A.A.S. in Nursing, GateWay Community College; B.S.N., Grand Canyon University; R.N., M.S.N.Ed., Western Governors University

**Lastine, Jeri** - Division Chair, Nursing; B.S.N. in Nursing, Winona State University; M.S.N., University of Phoenix

**Leaf, Julia** - B.S.N. in Nursing; M.S.N.Ed, Arizona State University

**Marlies Keller-Mendora** - B.A. in English, Arizona State University; M.Ed. in Educational Leadership, Northern Arizona University

**Martz, Larry Bruce** - B.B.A., Georgia State University; M.B.A., University of Phoenix

**McGrath, Shannon** - Division Chair, Literacy, Language & Literature; B.A., Brigham Young University; M.A., Arizona State University

**Melenovich, Peter** - A.A.S. in Nursing, GateWay Community College; B.S.N., M.S., Arizona State University; Ph.D., Capella University

**Mendoza-Moreno, Patricia** - B.S.N. in Nursing, Arizona State University; M.S.N., University of Phoenix

**Metcalf, Cody** - Division Chair, Industrial Technology; A.O.S., Universal Technical Institute

**Miller, Joseph** - A.S. in Respiratory Care, Biosystems Institute; B.S., M.Ed., Ottawa University; R.R.T.

**Miller, Kathy** - B.S.N., M.S.N. in Nursing, University of Phoenix

**Mims, Christopher** - B.A., M.A. in Communication, Arizona State University; M.Ed., Northern Arizona University; Ph.D. in Communication, Arizona State University

**Miyoshi, Mitchell** - C.A. in Automotive Technology, Leeward Community College; ASE Certified Master Technician; Honda Certified Master Technician; Toyota Certified Master Technician; Nissan Certified Instructor

**Moneda, Manolo** - B.S.N. in Nursing, Arizona State University; M.B.A., Keller Graduate School of Management, DeVry University

**Murphy, Maureen** - A.A.S., GateWay Community College; C.S.T.

**Naughton, Ryan** - B.A. in English, Arizona State University; M.A. in Medieval History, University of York, UK; Ph.D., Purdue University

**Nolan, Lily** - B.S.N. in Nursing, University of Arizona

**Ornelas, Linda** - B.S.N. in Nursing, University of North Dakota; M.S., Arizona State University

**Pardazi, Ahmad** - Chair, Allied Health; B.S. in Biochemistry, University of Washington; M.H.S.M. in Health Sector Management, Arizona State University

**Permoda, Linda** - B.S.N. in Nursing, D'Youville College; M.S.N. in Nursing, University of Phoenix

**Peterson, Jeanette** - A.S., Mesa Community College; B.S., University of Hawaii at Manoa; M.S.N.Ed., University of Phoenix

**Pionk, Dana** - B.S.N., University of Detroit Mercy; M.S. in Exercise Science, California University of Pennsylvania, M.S.N., Capella University

**Pomeranz, Marla** - B.A. in Education, University of South Florida; Master and Doctorate in Occupational Therapy, A.T. Still University; M.Ed., Northern Arizona University; Master in Elementary Education; Endorsements in Special Education and Middle Level Education; OTO, OTR/L

**Revera, James** - B.S. in Recreation Management for Non-Profit Management, Arizona State University; Master of Arts in Education for Educational Counseling, University of Phoenix; Master of Arts in Education, Northern Arizona University

**Romero, Michele** - A.A.S., GateWay Community College; B.A., Truman State University; M.Ed., Northern Arizona University; CST, CRCST, CIS

**Rozell, Marie** - A.S., Loma Linda University; B.S., Regents College of the University of New York; M.C.C., Christian International University; M.S.N., Grand Canyon University

**Ruth, Shannon** - B.S. in Math, Gonzaga University; M.A., Northern Arizona University

**Safa, Laura** - A.A.S. in Physical Therapist Assisting, GateWay Community College; B.A. in Healthcare Management, Ottawa University; M.S. in Positive Psychology/Coaching, Life University

**Schartz, Tracey** - B.S., M.Ed. in Educational Leadership, Northern Arizona University; RRT, VA-BC

**Sheneman, Jennifer** - B.S.N., Grand Canyon University, M.S.N., Grand Canyon University

**Sheridan, Carolyn** - B.S.N., Grand Canyon University; M.S.N.Ed., Grand Canyon University

**Summus, Tara** - Division Chair, Library; B.A. in Hotel and Restaurant Management, Northern Arizona University; M.L.S., University of Arizona

**Swaba, Joseph** - Division Chair, Arts, Humanities, and Social & Behavioral Science; B.A. in Communication, Metropolitan State University; M.A.Ed., University of Phoenix; M.A., Ed.D., Northern Arizona University

**Terveen, Danielle** - Certificate in Radiology; North Memorial School of X-Ray Technique; A.S. in Sonography, St. Catherine University; B.S. in Health Arts, University of St. Francis; M.B.A. in Healthcare Administration, College of St. Scholastica

**Thimsen, Tyler** - A.S. in Nuclear Medicine Technology, Nuclear Medicine Certificate, University of Findlay; B.S. in Diagnostic Medical Imaging and Therapy, Northern Arizona University; M.S. in Healthcare, Grand Canyon University; D.H.Ed, A.T. Still University

**Thompson, Brandy** - A.A.S., GateWay Community College; B.S.N., Arizona State University; M.Ed., Northern Arizona University; R.N., CST, CNOR

**Torrey-Banks, Annette** - B.A., Capital University; M.Ed., University of Dayton

**Ventura, Ashley** - B.S.N., Grand Canyon University

**Vingochea, Danny** - B.S. in Mathematics, M.Ed., Arizona State University

**Walker, Douglas** - Division Chair, Math & Sciences; B.A. in Mathematics, Saint Olaf College; M.S., Iowa State University

**Washington, James** - A.A.S. in Physical Therapist Assisting, Pima Medical Institute; B.S. in Advanced Patient Care, Grand Canyon University

**Watson, Jennifer** - B.A. in Elementary Education; B.S.N., M.S.N., Northern Arizona University; M.Ed. in Educational Administration and Supervision

**Wenzel, Darren** - A.S. in Individual Studies, B.S. in Nuclear Medicine Technology, University of Findlay; CNMT, R.T.(N)(CT)

**Wiesner, Angelita** - A.A.S. in Occupational Therapy Assisting, Pima Medical Institute; B.A., Arizona State University

**Willey, Herbert** - B.S., M.S. in Biology, Northern Arizona University

**Wilding, Gina** - B.S.N., M.S.N., D.N.P., P.M.C., Frontier Nursing University

**Wilt, Michelle** - A.A., Bethany Lutheran College; A.S., Rochester Community and Technical College; B.S. in Biology, Minnesota State University, Mankato; M.H.A. in Health Administration, University of Phoenix; RT (R)(M)

**Woods, Kristen** - B.S.N., Methodist College of Nursing; M.N., University of Phoenix

**Yena, Lauren** - B.A. in English, University of Miami; M.A., University of Florida; Ph.D., Arizona State University

**Zamora, David** - A.A.S., Albuquerque Technical Vocational Institute; A.A.S., Mesa Community College; B.S., M.S. in Manufacturing Engineering, Arizona State University

**Zygowicz, Sharon** - Division Chair, Counseling; B.A., M.C., Ph.D. in Counseling, Arizona State University

## GateWay Faculty Emeritus

**Backus, Alex S.** (1972-2005) - Medical Radiography - B.S., Alderson-Broaddus College; M.S., State University of New York at Buffalo

**Berddahi, Kristen** (1999-2020) - Physical Therapy - B.S., M.Ed., Northern Arizona University

**Berg, Cheryl** (2001-2019) - Biology - B.S., University of Arizona, M.A., Northern Arizona University, Ph.D., Arizona State University

**Bienert, Martha** (1999-2019) - Communication, Sociology - A.A., San Joaquin Delta Community College B.A., Sonoma State University M.A., Sacramento State University Ph.D., Arizona State University

**Borze, Ilene** (1994-2018) - Nursing Continuing Education - B.S.N., M.S., Arizona State University

**Carrillo, Mary** (2003-2017) - Medical Radiography - A.A., DeAnza College; A.S., Foothill College; B.S., M.B.A., University of Phoenix

**Counts, Willie R.** (1978-2008) - Psychology - B.S., University of Arizona; Ph.D., Arizona State University

**Dial, Jeanne** (1998-2021) - Nuclear Medicine Technology - A.A., A.A.S., GateWay Community College; B.A., Ottawa University; M.Ed., Northern Arizona University

**Fenske, Marie A.** (1986-2009) - Respiratory Care - A.A.S., Kirkwood Community College; B.S., M.S., Ed.D., Arizona State University

**Garcia, Yvette** (2001-2018) - English - B.A., M.Ed., Arizona State University

**Hall, Donald** (1996-2020) - Humanities, Communication, Theatre - B.A., University of Michigan M.A., Arizona State University

**Hoewing, Bonnie** (2011-2024) - Program Coordinator, Reading and CRE B.A., M.Ed., University of Northern Iowa; Ph.D., University of Iowa

**Hoskins, Edward** (1995-2017) - Respiratory Care, Health Sciences - A.A., Maricopa Technical Community College; B.A., Ottawa University; M.Ed., Northern Arizona University

**Huffman, Vincent** (1981-2016) - Anthropology, Social Work - M.A., Ball State University

**Johnson, Nancy** (1992-2019) - Professional and Technical Education - A.A.S., Eastern Maine Vocational Technical Institute, B.A., Ottawa University, M.Ed., Northern Arizona University

**Kelly, John** (2007-2025) - B.A.E. in Industrial Technology/Automotive, Arizona State University; M.Tech., Arizona State University

**Komlodi, Candace** (2009-2024) - Reading; Honors Coordinator/PTK Advisor; B.S., Indiana University; M.Ed., University of Pittsburgh; Ed.D., Northern Arizona University

**Lampignano, John** (1982-2016) - Teaching and Learning - A.A., GateWay Community College; B.S., Weber State College; M.Ed, Arizona State University

**Lucius, Catherine** (1982-2008) - Nursing - B.S.N., M.S., Arizona State University

**Lynch, Kathy** (1993-2024) - Library - B.A., Hartwick College, M.L.S., University of Arizona

**Malapanes, Elizabeth** (2013-2024) - Library - B.A., M.L.S., University of Arizona

**Perry, Clyde** (1990-2012) - HVAC, Facilities - B.S., University of Southern Maine; M.Ed., Ed.D., Northern Arizona University

**Rasmussen, Geraldine A.** (1980-2008) - Liberal Arts - A.A., GateWay Community College; B.A., M.Ed., Arizona State University

**Rodriguez, Toni** (1982-2018) - Respiratory Care - A.S., Allegheny Community College; B.S., University of Pittsburgh; M.Ed., Ed.D., Arizona State University; FAARC, Fellow American Association/Respiratory Care

**Shay, Gail** (1987-2008) - Spanish, ESL, Communication - B.A., College of Wooster; M.A., Arizona State University

**Stover, Dean** (1996-2016) - English - B.A., M.F.A., Arizona State University

**Thiessen, Charlene** (1997-2017) - Medical Transcription, Health Sciences - M.Ed., Northern Arizona University

**Vrabel, Kerry S** (2001-2017) - English, ESOL - B.S., Benedictine University, Illinois; M.A., Hunter College of the City University of New York

**Wadsworth-Seibel, Monica** (1992-2022) - Health Unit Coordinating, Patient Care Associate - B.S., Arizona State University; M.Ed., Northern Arizona University

**Zamora, Frank** (1983-2022) - Counseling - B.S.W., Arizona State University, M.Ed., Northern Arizona University

**Zawicki, Peter** (1993-2022) - Physical Therapist Assistant - B.S., University of Illinois, M.S., DePaul University

## **GateWay Trade & Technology Training / Clock-Hour Instructors**

**Barnes, Heather** - COA, OSC, A.A. in General Studies, Coconino Community College

**Bauer, Jackie** - Licensed Massage Therapist, GateWay Community College

**Bismuth, Leia** - Certified EMS Instructor; NREMT; AZDHS Certified Emergency Advanced EMT; AHA Instructor for BLS for Healthcare Providers; B.S. in Professional Studies, West Chester University of Pennsylvania

**Blackman, Aimee** - Instructional Services Manager, Beauty & Wellness and Trades; Licensed Cosmetology Instructor; A.A.S. in Beauty and Wellness, GateWay Community College

**Blesh, Martin** - Diploma in Air Conditioning Services, RSI; Certificate in Electrical Technologies, Mechanical Principles, RSI; Trane Certified Hvac Mechanical Contractor; Certified Master Heat Pump Technician

**Bowman, Angelica** - NCMA: C.C.L. in X-Ray Technician/Medical Assistant, Modern Technology School; C.C.L., in Medical Assistant, Downey Adult School

**Brusuelas, Miguel** - Licensed Cosmetology Instructor, A.A.S. in Beauty & Wellness, GateWay Community College

**Castillo, Kia** - C.P.C.; A.A.S. in Organizational Management, Rio Salado Community College; B.S.Ed. in Career and Technical Education (CTE), Northern Arizona University

**Cazares, Monica** - R.M.A.; R.P.T., Bryman College; NCPT; NCMA; B.S.Ed., in CTE Northern Arizona University

**Davis, Daniel** - NREMT Paramedic; AZDHS Certified Emergency Paramedic; AHA Instructor; BLS; NAEMSE Instructor I; Firefighter 1 & 2, Arizona Western Community College; ACLS; PALS; NRP; EMT-B Certificate, Mohave Community College; A.A.S., Glendale Community College

**Diehl, Robin** - Licensed Cosmetology Instructor, Classic Beauty College

**Discua, Jessica** - NRP; Paramedicine Certificate, George E. Moerkirk Emergency Medicine Institute; A.A.S. in Paramedicine, Glendale Community College

**Escoto, Kelly** - Certified Electrocardiogram Technician; CCT with Cardiovascular Credentialing International; A.A. in General Studies, Glendale Community College; Medical Assisting Certification, Sanford Brown College

**Gaiser, Alan** - O.S.H.A. Trainer; N.C.C.E.R.

**Gould, Tricia** - Licensed Aesthetics Instructor

**Greiman, Annette** - Licensed Aesthetics Instructor

**Hayes, Timeka** - Licensed Cosmetology Instructor; A.A.S. in Beauty and Wellness, GateWay Community College

**Hernandez, Michael** - P.P.G. - Waterborne; P.P.G. - Solvent

**Hutchison, Lisa** - Medical Assisting Certification, M.Ed. in Secondary Education, Northern Arizona University

**Little, Kelly** - Licensed Cosmetology Instructor; A.A.S. in Beauty & Wellness, GateWay Community College

**Longoria, Erika** - Certified Medical Assistant, International Institute of Americas; R.M.A., American Medical Technologists, BLS Instructor

**Majcher, Teri** - Licensed Aesthetics Instructor; Licensed Massage Therapist; A.A.S. in Beauty and Wellness, GateWay Community College

**Miller, Sharon** - CPhT

**Moreno, Alejandra** - Certified Phlebotomy Technician; Phlebotomy Certificate, Estrella Mountain Community College

**Moreno, Paul** - AWS Certified Welder, AWS Section Officer

**Navarro, Oscar** - A.A.S. in Fire Science, Estrella Mountain Community College, AZEMT, Firefighter I & II, Hazmat Operations, Fire Instructor I, Wildland Firefighter Instructor

**Peoples, Toni** - Licensed Cosmetology Instructor; A.A.S. in Beauty and Wellness, GateWay Community College

**Rios, Courtney** - B.S. in Health Sciences, Arizona State University, AZEMT, AHA BLS Instructor, ASHI BLS Instructor

**Rodriguez, Maria (Mary)** - Licensed Cosmetology Instructor

**Rose, Sonya** - ECG Technician Instructor; A.S. in Nuclear Medicine Technology, Santa Fe Community College

**Smith, James (Jimbo)** - NIMS Machining Level 1

**Swan, Jennifer** - Licensed Cosmetology Instructor; Licensed Aesthetics Instructor; A.A.S. in Beauty and Wellness, GateWay Community College

**Tapscott, Michael** - Instructional Services Manager, Clock Healthcare; Licensed Massage Therapist

**Vallarta, Jessica** - Certified Pharmacy Technician Advanced (CPhT-Adv); Certified Medication Requisition Technician, A.A. in General Studies, South Mountain Community College

**Waite, Amy** - Licensed Massage Therapist; B.S.Ed in Elementary Education, Northern Arizona University

**Ybarra, Mark Anthony** - Licensed Massage Therapist

**Yohe, Christina** - B.S. in Exercise Physiology, University of Arizona; Firefighter I & II; Fire Instructor 1; Hazmat Technician; Fire Inspector 1; NREMT Paramedic; AZDHS Certified Emergency Paramedic; ASHI; BLS Instructor; NRP