

## Glendale Community College

Glendale Community College keeps pace with the constant growth of the West Valley, offering increasing breadth and depth of educational opportunity. Each year, more than 40,000 students enroll in dozens of degree and certificate programs at one of three GCC locations, making the College's enrollment the second largest in the Maricopa Community College District. Almost 302,133 completed students—primarily from the GCC service areas—have earned associate degrees, university transfer, certificates, and diverse industry-specific training. The College boasts of many "claims to fame," including some of the highest-ranking test scores in the U.S., internationally acclaimed technology for student use, and athletic teams that have won multiple national championships. Many student services, ranging from testing to career counseling, are tailored to the realities of students' lifestyles. GCC focuses on success and prepares students for their success in transferring to universities and other institutions; to get jobs and enhance employment; and to pursue their interests through lifelong learning.

### GCC North

GCC has grown with the communities it serves and reaches out aggressively to where students live. A good example is GCC North, a campus extension at 57th Avenue and Happy Valley Road. GCC North opened in fall 2000 with 839 students. Enrollment in spring 2003 exceeded 1,500. GCC North was created to meet higher education needs in the Northwest Valley, and it offers a variety of high-demand degree and certificate programs.

GCC North is also home to the Northwest Education Center (NEC), a career pathway program for high school juniors and seniors from the Deer Valley Unified School District. NEC students complete high school diplomas with the option of taking special high-tech programs that lead to careers in high demand, such as Computer Graphic Design, Architectural Drafting, Nursing Assistant, Health Care Technology, Automotive Technology, and computer networking. Dual or concurrent enrollment in specific community college classes is also available to NEC students.



### GCC Main

Located on one of the busiest intersections in the West Valley at 59th Avenue and Olive, the GCC Main Campus spans 147 acres and serves as a focal point for diverse community activities. The College offers a friendly, welcoming environment for learning. Founded in 1965, the beautifully landscaped, palm tree-lined campus has expanded and improved its facilities throughout its history, most notably with funds from a 1994 bond election. New buildings include the Enrollment Center, Humanities, Music and Physical Sciences; recently remodeled buildings include Fine Arts, Counseling and Career Services, and the award-winning Library Media Center. A dynamic, future-oriented Facilities Master Plan guides the ongoing development of GCC Main to accommodate the changing needs and interests of thousands more students and community members.



### University-College Center (UCC)

Since 1997, GCC has worked closely with ASU West in one of the most innovative public university-community college partnerships of its type in the U.S.—the University-College Center (UCC). Through the UCC, students may take a range of GCC classes—at Maricopa District tuition rates—on the ASU West campus. Enrollment in the UCC has exploded from its initial 271 students. The award-winning UCC allows students full access to university resources and expertise, while making university transfer easier than ever. ASU West is located at 51st Avenue and Thunderbird Road.



**General Information**

Academic Calendar 2003-2004.....**Inside Cover**  
 About Glendale Community College.....4  
 Associate Degree Programs and Certificates.....6  
 MCCCD Occupational Programs .....8

**Maricopa Community Colleges**

General Statement .....16  
 Nondiscrimination Policy .....16  
 Equal Opportunity Statement .....16  
 Affirmative Action Policy Statements.....16  
 Vision, Mission and Values Statements .....19  
 General Regulation .....20

**Admission and Registration**

Admission Policy.....22  
 Admission Classifications .....22  
 Admission Information.....24  
 Other Admission Information.....27  
 Credit for Prior Learning .....28  
 Student Assessment and Course Placement .....36  
 Academic Advising .....38  
 Registration .....38  
 Emissions Control Compliance .....38  
 Transcripts for Transfer .....38  
 Tuition and Fees .....38  
 Refund Policy .....41  
 Student Financial Assistance .....42  
 Veterans Services .....44

**Scholastic Standards**

Academic Load .....46  
 Schedule Changes .....46  
 Attendance .....46  
 Grading .....47  
 Academic Probation (Progress) .....50  
 Student Grievance - Academic Process .....50  
 Withdrawal .....51  
 Academic Renewal .....52  
 Honors Program .....52  
 President's Honor List.....52

**Graduation Requirements**

Catalog Under Which a Student Graduates .....54  
 General Graduation Requirements .....55  
     Associate in Arts (AA).....56  
     Associate in Business (ABus).....64

Associate in Science (AS) .....68  
 Associate in General Studies (AGS) .....73  
 Associate in Applied Science (AAS).....75  
 Associate in Transfer Partnership (ATP) .....77  
 MCCCD AZ General Education Curriculum (AGEC)  
     AGEC A .....78  
     AGEC B .....78  
     AGEC S .....78  
 AGECE Course Matrix .....83

**College Environment**

Sexual Harassment Policy .....100  
 Petition Signature Solicitation .....101  
 Solicitation .....101  
 Children on Campus .....102  
 Crime Awareness and Campus Security Act ....102  
 Workplace Violence Prevention .....102  
 Student Right to Know .....102

**Student Rights and Responsibilities**

Copyright Act Compliance.....104  
 Computing Resource Standards .....104  
 Hazing Prevention Regulation .....106  
 Abuse-Free Environment .....107  
 Academic Misconduct .....110  
 Disciplinary Standards.....110  
 Student Disciplinary Code .....111  
 Student Records .....115

**Program and Course Descriptions .....118**

**Services and Activities**

Services .....316  
 Activities .....324

**Administration and Faculty .....326r**

**Course/Subject Index .....Inside Back Cover**

**Indexes**

Glossary .....337  
 General Index .....338  
 Degree and Certificate Index .....344

**Course/Subject Index .....Inside Back Cover**

**College Map .....Back Cover**

## GCC Vision

Glendale Community College will be an innovative educational provider of quality lifelong learning experiences for all members of the community.

## GCC Mission

The mission of Glendale Community College (GCC) is to address the higher education needs of its community. Through its diverse programs and services, GCC assists students in meeting their educational goals.

We fulfill this mission as an institution of higher education by preparing students:

- To participate responsibly in a culturally diverse, technological and global society.
- For successful transfer to colleges and universities.
- For employment and advancement within their chosen careers.

## College-wide Outcomes for Students

The following outcome statements represent the college-level skills, qualities and attributes we desire our students to acquire as a result of their experience with the college to provide for college preparedness, university transfer, certification and or employment.

### Core Outcomes

- **Writing** — communicates thoughts, ideas, information and messages.
- **Critical Reading** — interprets and synthesizes a variety of written information.
- **Critical Reasoning** — thinks creatively and critically; acquires and applies new knowledge and skills. Applies mathematical techniques to problem solving, analyses and exposition.

### Secondary Outcomes

- **Speaking** — organizes and communicates ideas and information.
- **Information and Technology Literacy** — uses a variety of resources to locate, evaluate and use information to solve a problem or make a decision.

## College Profile

Since opening in 1965, over 306,000 students have enrolled in credit courses at GCC. Students, including teens, business employees, community residents, and retirees, are attracted by the small classes, professional instructors, ideal location, affordable tuition and flexible course offerings. GCC is hall-marked by its High Tech Complex and sophisticated technology used to enhance student learning.

Glendale Community College is located at Olive and 59th Avenues in Glendale, Arizona. The mild climate enables students to enjoy informal outdoor social and study areas and open intimate courts surrounded by flowering gardens. The 147-acre campus is distinguished by its southwestern architecture and beautiful palm-lined walkways.

**Glendale Community College North (GCC North)** opened its doors the Fall 2000 semester. GCC North, an extension of Glendale Community College, is dedicated to serving the higher educational needs of the Northwest Valley. The 10,000 square foot facility consisting of classrooms, study areas, and student support services is located at 59th Avenue and Happy Valley Road. For more information about GCC North call 623.845.4000 or e-mail [gcn@gc.maricopa.edu](mailto:gcn@gc.maricopa.edu).

**GCC** is accredited by The Higher Learning Commission and a member of the North Central Association, website: [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org), telephone: 312.263.0456.

**University-College Center (UCC)** The University-College Center offers Glendale Community College freshman and sophomore courses on the ASU West campus. This unique partnership allows university-bound students to take lower-division community college courses that transfer toward ASU West degree programs at one location. Students get all the benefits of both campuses and a great education. The ASU West campus is located just west of I-17 at 43<sup>rd</sup> Avenue and Thunderbird Road. For more information call the University-College Center at ASU West, 602.543.GCCC. To register, call 623.845.3333.

## Institutional Effectiveness and Assessment

GCC evaluates the effectiveness of our institution, especially student academic achievement, through assessment. We ask questions like "What should students think, know, and do upon completing a course or program?", "Are we meeting student expectation?", and "What can we do better?"

Assessment is the first step in the process of "plan – do – check – improve" which utilizes data as the basis for decision-making and continuous improvement. The "umbrella" for assessment at GCC is our institutional effectiveness (IE) plan.

## Assessment Objectives for Academic Success

- Evaluate student preparedness for employment and work.
- Evaluate student preparedness for transfer to a four-year college or university.
- Evaluate the effectiveness of college-wide general education.
- Evaluate the effectiveness of academic programs, including transfer and developmental education.
- Track retention and degree and certificate trends.
- Measure student success in goal achievement.
- Improve instruction and curricular offerings through collaborating and sharing of assessment results.

## Assessment Objectives for Student Services

- To evaluate progress by students in:
  - Student success, specifically the completion of educational goals, retention, and the transfer to further education and employment;
  - Student development, specifically the improvement of skills for life-long learning and decision-making through student activities;
  - Student-centered access to campus information and services, specifically convenient and efficient one-stop student services delivery and implementation of a new student information system.

Glendale Community College is the second-largest unit of the Maricopa County Community College District (MCCCD). MCCCD serves over 3.3 million residents in the 9,200 square miles of Maricopa County. Growth is characteristic of the Maricopa Community Colleges — expanding from one community college and 7,000 students in 1963 to a present enrollment of over 258,502 at ten colleges, an educational center and two skill centers. Currently MCCCD is the largest community college district in the United States.





## Associate in Applied Science (AAS)

The AAS degree programs prepares students to immediately enter specific careers or occupations. These career programs are not designed to transfer to a university, although individual courses may transfer.

<u>Program</u>	<u>Page</u>	<u>Program</u>	<u>Page</u>
<b>Accounting:</b>			
Paraprofessional Accounting .....	118	<b>Computer Networking:</b>	
<b>Administration of Justice:</b>		Microsoft Networking Technology .....	190
Administration of Justice .....	121	Microsoft Solutions Development .....	191
<b>Agribusiness &amp; Urban Horticulture:</b>		Networking Technology: Cisco .....	187
Agribusiness .....	130	<b>Emergency Medical Technology:</b>	
Urban Horticulture .....	130	Advanced Emergency Medical Techn (Paramedic) ..	202
<b>Art/Animation/Computer Graphics:</b>		<b>Fire Science Technology</b> .....	
Computer Graphic Design .....	139	219	
Multimedia .....	140	<b>General Business</b> .....	
<b>Automotive Technology</b> .....		230	
146		<b>Human Services</b> .....	
<b>Business and Personal Computers:</b>		240	
Microcomputer Business Applications .....	154	<b>Management:</b>	
<b>Child and Family Studies:</b>		Middle Management .....	246
Early Childhood Education .....	161	Retail Management .....	246
<b>Computer-Aided Drafting/Design:</b>		<b>Nursing R.N.</b> .....	
Architectural CAD Technology .....	170	263	
Civil CAD Technology .....	170	<b>Office Automation Systems:</b>	
Manufacturing Design Technology .....	171	Administrative Office Coordinator .....	270
<b>Computer Information Systems:</b>		<b>Public Relations</b> .....	
Computer Information Systems .....	178	285	
Programming and Systems Analysis .....	179	<b>Real Estate</b> .....	
		287	
		<b>Technology Systems:</b>	
		Computer and Networking Technology .....	294
		Electronics Manufacturing Technology .....	298
		Power Plant Technology .....	302
		<b>Video Production Technology</b> .....	
		309	

## Certificate of Completion (CCL)

The Certificate of Completion programs require fewer courses than degree programs and are a good choice if you seek immediate entry into the work force or on-the-job advancement. Certificate programs can lead to an Associate in Applied Science Degree, but courses do not necessarily transfer to a university.

<u>Certificate</u>	<u>Page</u>	<u>Certificate</u>	<u>Page</u>
<b>Administration of Justice:</b>			
Law Enforcement Investigator .....	122	<b>Computer Networking (cont):</b>	
Police Academy .....	122	Microsoft Systems Engineer .....	189
Police Supervision .....	122	Networking Administration: Cisco .....	188
<b>Agribusiness &amp; Urban Horticulture:</b>		Networking Technology: Cisco .....	188
Landscape Design and Installation .....	131	<b>Emergency Medical Technology:</b>	
Landscape Management .....	132	Advanced Emergency Medical Technology .....	203
Nursery Operations .....	132	Basic Emergency Medical Technology .....	203
<b>Art/Animation/Computer Graphics:</b>		<b>Fire Science:</b>	
Computer Graphic Design .....	140	Fire Academy .....	220
Multimedia Imaging and Animation .....	141	Fire Science .....	220
Multimedia Web Design .....	142	Recruit Firefighters .....	220
<b>Automotive Technology:</b>		<b>Health/Physical Education/Recreation:</b>	
Automotive Chassis .....	148	Group Fitness Instructor .....	224
Automotive Engines & Drive Trains .....	148	Personal Trainer .....	224
Automotive Engine Performance, Diagnosis, & Air Conditioning .....	148	<b>Interior Design:</b>	
<b>Business &amp; Personal Computers:</b>		Home Furnishings and Materials .....	242
Microcomputer Applications .....	155	<b>Management:</b>	
<b>Child and Family Studies:</b>		Small Business Entrepreneurship .....	248
Early Childhood Education .....	162	Supervision .....	247
<b>Computer Aided Drafting/Design:</b>		<b>Nursing:</b>	
CAD-Based Design Documentation .....	172	Nurse Assisting .....	262
<b>Computer Information Systems:</b>		Practical Nursing .....	262
Help Desk Specialist .....	180	<b>Office Automation Systems:</b>	
Oracle Applications Developer .....	180	Data Entry Clerk .....	270
Oracle Database Administration .....	180	General Office Secretary .....	271
Programming and Systems Analysis .....	179	Office Coordinator .....	271
Web Design .....	180	Receptionist .....	271
Web Developer .....	179	<b>Psychology:</b>	
<b>Computer Networking:</b>		Developmental Disabilities Specialist .....	282
Microsoft Product Specialist .....	188	<b>Technology Systems:</b>	
Microsoft Solutions Development .....	191	Electronics Manufacturing Technology .....	299
Microsoft Systems Administration .....	189	Local Area Network Servicing .....	299
		Microcomputer Servicing .....	299
		<b>Tractor-Trailer Driving</b> .....	
		308	

LEGEND		AREAS/PROGRAM	COLLEGES
CG	=	Chandler Gilbert Community College	
EM	=	Estrella Mountain Community College	
GC	=	Glendale Community College	
GW	=	GateWay Community College	
MC	=	Mesa Community College	
PC	=	Phoenix College	
PV	=	Paradise Valley Community College	
RS	=	Rio Salado Community College	
SC	=	Scottsdale Community College	
SM	=	South Mountain Community College	
AREAS/PROGRAM		COLLEGES	
<b>AGRICULTURE</b>			
<b>Agribusiness Sales and Service</b>			
Pest Management Aide		MC	
<b>Agricultural Production and Management</b>			
Agribusiness		GC, MC	
<i>(See Agribusiness Sales and Service and Horticulture sections for additional programs and related areas)</i>			
Ranch and Livestock Management Aide		MC	
Ranch and Livestock Management Specialist		MC	
Urban Horticulture		GC, MC	
<i>(See Horticulture section for additional programs and related areas)</i>			
<b>Equine Training and Management</b>			
Equine Science		SC	
<b>Horticulture</b>			
Landscape Aide		MC	
Landscape Design and Installation		GC	
Landscape Management		GC	
Landscape Specialist		MC	
Nursery Operations		GC	
<i>(See Agricultural Production and Management section for additional programs and related areas)</i>			
<b>BUSINESS</b>			
<b>Accounting</b>			
Accounting		PC	
Accounting - Specialized Para-Professional		PV	
Bookkeeping		SC	
Bookkeeping/Accounting		GW	
Microcomputer Accounting		GW, PC, PV	
<i>(See Business Administration for additional programs and related areas)</i>			
Paraprofessional Accounting		GC	
<b>Business Administration</b>			
Business		MC, SC	
Business (Fastrack)		SC	
General Business		CG, GC, GW, PC, PV	
<i>(See Management section for additional programs and related areas)</i>			
Import / Export Trade		GW, MC, PV	
		<b>Business Administration (continued)</b>	
		International Business	GW, MC, PC, PV, SC
		<b>Computer Science</b>	
		Computer Applications Technology	EM
		Computer Hardware & Desktop Support	CG, EM, GW, MC, PC, SC
		Computer Hardware and Network Support	SC
		Computer Information Systems	GC, GW, MC, PC, PV, SC, SM
		Helpdesk Specialist	GC
		Oracle Applications Developer	GC, EM
		Oracle Database Operations	EM
		Oracle Database Administrator	GC, EM
		Web Design	GC, GW, PV
		Web Design and Development	SC
		Web Developer	GC, GW, PC, PV, EM
		Computer Networking Technology	PV
		Computer Systems Maintenance	PV
		Computer Technology	EM, RS
		Computer Usage and Applications	RS
		Desktop Publishing	EM, RS
		Network Professional	RS
		Web Master	RS
		Database Development	SC
		Education Technology	GW
		Geographic Information Systems	MC
		Internet Design and Development	SM
		Internet/Intranet Web Development Technology	MC
		Linux Information Systems	SM
		Microcomputer Applications	GC
		<i>(See Office Occupations section for additional programs and related areas)</i>	
		Microcomputer Applications: Office Specialist/Expert Level	CG
		<i>(See Office Occupations section for additional programs and related areas)</i>	
		Microcomputer Business Applications	CG, GC
		<i>(See Office Occupations section for additional programs and related areas)</i>	
		Microsoft Applications Specialist/Core	SM
		Microsoft Applications Specialist/Expert	SM
		Microsoft Database Administration	CG
		Microsoft Networking Technology	CG, EM, GC, GW, PV, SC
		Computer Applications: Microsoft Office Specialist/Advanced	MC
		Computer Applications: Microsoft Office Specialist/Basic	MC
		Microsoft Product Specialist	CG, EM, GC, GW, PC, PV, SC
		Microsoft Solutions Development	CG, EM, GC, GW, MC, PC, PV, SC
		Microsoft Systems Administrator	SM
		Microsoft Systems Administration	CG, EM, GW, PV, RS, SC
		Microsoft Systems Engineer	CG, EM, GC, GW, PV, SC
		Network Administration	GW, SC
		Network Administration: CISCO	MC

<u>AREAS/PROGRAM</u>	<u>COLLEGES</u>	<u>AREAS/PROGRAM</u>	<u>COLLEGES</u>
<b>Computer Science (continued)</b>		<b>Media Technology</b>	
Network Administration: Microsoft Windows NT	MC	Motion Picture/Television Production	SC
Network Administration: Novell	MC	Broadcast Production	SC
Network Administration: UNIX-Solaris	MC	Editing	SC
Network Administration: Microsoft Windows 2000	MC	Film Production	SC
Network Professional	RS	Screenwriting	SC
Network Security	MC	Media Arts: Computer Art/Illustration	CG, MC, PC, PV
Networking	RS	Media Arts: Desktop Publishing	PC, MC
Networking Administration: Cisco	CG, EM, GC, GW, PC, SM	Media Arts: Digital Animation	PC, MC
Networking System Administration	MC	Media Arts: Digital Imaging	CG, PC, MC
Networking Technology: Cisco	CG, EM, GC, GW, SC, PC	Media Arts: Music Technology	PC, MC
Programming	RS	Media Arts: Web Page Design	PC, MC
Programming Methodology	MC	Video Production Technology	GC
Programming and System Analysis	EM, GC, GW, MC, PC, PV, SC	<b>Middle Management</b>	
Software Development	SC	Public Relations	MC
Technology Helpdesk Support	RS	<i>(See Management section for additional programs and related areas)</i>	
Technology Troubleshooting and A+ Preparation	RS	<b>Office Occupations</b>	
<b>Finance</b>		Administrative Information Management Support	PV
Banking and Finance	PC	Administrative Office Coordinator	GC
Real Estate	GC, MC	Administrative Office Professional	MC
<b>Management</b>		Computer Software Applications	PV
Business Management	SM	Court Reporting	GW
Credit Union Management	PC	Data Entry Clerk	GC
General Business	GW, PC	General Office Secretary	GC
Management	PC, MC, SC	Legal Assisting	PC
Management I	PC	Legal Secretarial	PC
Management II	PC	Medical Office Support	PC
Middle Management	GC, PV	Medical Office Support: Basic Clerical	PC
Public Administration	RS	Medical Office Support: Basic Transcription	PC
Public Administration: Legal Services	RS	Office Automation Systems	PV, SC, SM
Public Relations	GC	Office Coordinator	GC
<i>(See Middle Management section for additional programs and related areas)</i>		Office Fundamentals	SC
Retail Management	GC	Office Specialist: Computer Applications	GW
Small Business	MC	Office Support	PC
Small Business Entrepreneurship	GC, SM	Office Support I	PC
Small Business Management	EM	Office Support II	PC
Supermarket Management	SM	Receptionist	GC
Supervision	GC	Scoping	GW
Supervision and Management I	SM	Word Processing	SC
Supervision and Management II	SM	<b>Total Quality Management</b>	
Supply Chain and Operations Management	GW	Organizational Leadership	EM, GW, MC, PC, PV, RS
Tribal Development	SC	Quality Customer Service	GW, MC, PC, RS
Wholesale Food Management	SM	Automobile Insurance: Customer Service	RS
<b>Marketing</b>		Credit Counseling: Customer Service	RS
Marketing	MC, PC, SC	Credit Card: Customer Service	RS
Marketing II	PC	Human Services - Assistance: Customer Service	RS
Retail Marketing and Management	SC	Human Services-Long Term Care: Customer Svc	RS
Retail Merchandising/Marketing	PC	Human Services-Specialist: Customer Service	RS
Salesmanship	MC	Insurance-Customer Service	RS
		Telecommunications: Customer Service	RS
		Travel Agency: Customer Service	RS
		Utilities Customer Service	RS
		Quality Process Leadership	GW, MC, RS
		Total Quality Management	EM

<u>AREAS/PROGRAM</u>	<u>COLLEGES</u>	<u>AREAS/PROGRAM</u>	<u>COLLEGES</u>
<b>HEALTH OCCUPATIONS</b>		<b>HOME ECONOMICS</b>	
<b>Allied Health</b>		<b>Early Childhood Education</b>	
Advanced Behavioral Health Sciences	SM	Adolescent Studies	PC
Basic Behavioral Health	SM	Child Care	MC
Community Health Advocate, Diabetes	MC, SC	Child Care Administration	PC
Developmental Disabilities Specialist	GC, CG	Child Development	MC
Diagnostic Medical Ultrasound Technology	GW	Classroom Management for Infants, Toddlers and Preschool Children	PC
Direct Care Practice	MC	Early Childhood Development	SC, SM
EKG/Telemetry Technician	PC	Early Childhood Education	GC, PV
Health Information	PC	Early Childhood Small Business Management	SC
Health Information Technology	PC	Family Resources	PC
Health Services Management	GW	Family Support	PC
Health Unit Coordinating	GW	Infant/Toddler Development	SC
Hospital Central Service Technology	GW		
Laboratory Assisting	PC		
Medical Assisting	PC	<b>Education</b>	
Medical Billing	PC	Instructional Assistance	MC, PC
Medical Coding: Hospital-Based	PC	Bilingual Endorsement	MC, PC
Medical Coding: Physician Based	PC	English as a Second Language (ESL)	
Medical Front Office	PC	Endorsement	MC, PC
Medical Radiography	GW	Reading Endorsement	MC, PC
Medical Transcription	GW	Teacher Assisting	EM
Nuclear Medicine Technology	GW		
Patient Care Technician	PC	<b>Food and Nutrition</b>	
Perioperative Nursing	GW	Basic Culinary Studies	EM
Phlebotomy	PC	Commercial Food Preparation	PC
Physical Therapist Assisting	GW	Culinary Studies	EM, PC
Radiography	SC	<i>(See Hospitality section for additional programs and related areas)</i>	
Respiratory Care	GW	Dietetic Technology	CG, PV
Respiratory Care Technology	GW	Food Service Administration	PC
Speech Language Pathology	SC	Professional Food and Beverage Service	PC
Surgical Technician First Assistant	GW		
Surgical Technology	GW	<b>Home Economics</b>	
		Fashion Design	PC
<b>Dental</b>		Apparel Construction	PC
Clinical Dental Assisting	RS	Fashion Design Level I	PC
Dental Assisting	PC	Fashion Design Level II	PC
Dental Hygiene	PC, RS	Fashion Illustration Level I	PC
Dental Office Management	PC	Fashion Illustration Level II	PC
		Fashion Illustration Level III	PC
<b>Emergency Medical Technology</b>		Pattern Design Level I	PC
Advanced Emergency Medical Technology (Paramedic)	GC, PC, SC	Pattern Design Level II	PC
Basic Emergency Medical Technology	GC, MC, PC, PV, SC	Interior Design	MC, PC, SC
Emergency Communications and Deployment	PC	Advanced Interior Design	MC, PC
Intermediate Emergency Medical Technology	MC, PC	Home Furnishing and Materials	GC, MC, PC
<i>(See Allied Health section for additional programs and related areas)</i>		Interior Design: Professional Level	SC
Paramedicine	MC		
		<b>Merchandising</b>	
<b>Nursing</b>		Apparel Merchandising	MC
Nursing	GC, GW, MC, PC, PV, SC, RS	Fashion Merchandising	PC
Nurse Assisting	GC, GW, MC, PC, PV, SC, RS		
Fast Track Practical Nursing	GW		
Practical Nursing	GC, GW, MC, PC, PV, SC, RS		

<u>AREAS/PROGRAM</u>	<u>COLLEGES</u>	<u>AREAS/PROGRAM</u>	<u>COLLEGES</u>
<b>SERVICE OCCUPATIONS</b>			
<b>Administration of Justice</b>		<b>Hospitality (continued)</b>	
Administration of Justice	EM, GC, MC, PC	Culinary Arts	SC
Administration of Justice Comprehensive	PC	<i>(See Food &amp; Nutrition section for additional programs and related areas)</i>	
Administration of Justice Fundamentals	PC	Hospitality/Hotel Management	EM
Administration of Justice Studies	SC	Hospitality and Tourism/Golf Management	SC
Adult Corrections	PC	Hospitality and Tourism/Hotel Management	SC
Advanced Corrections	RS	Hospitality and Tourism/Restaurant Management	SC
Basic Corrections	RS	Travel Industry Technology	PC
Corrections	RS		
Correctional Program Officer Training	PC	<b>Library Media Technology</b>	
Correctional Service Officer Training	PC	Library Information Technician	MC
Corrections Supervision/Management	PC	Library Information Technician: Advanced	MC
Crime and Intelligence Analysis	CG	Library Information Technician: Basic	MC
Crime Scene Technology	SC		
Detention Services	RS	<b>Mortuary Science</b>	
Evidence Technology	PC	Mortuary Science	MC
Fingerprint Classification and Identification	PC		
Judicial Studies	MC	<b>Parks, Recreation, Leisure and Fitness Studies</b>	
Justice Agencies Support	MC, PC	Recreational Resources and Facilities Management	PC
Justice Agencies Support Level I	MC, PC	Recreational Resources and Facilities Management: Horticulture	PC
Justice Agencies Support Level II	MC, PC	Recreational Resources and Facilities Management: Equipment Maintenance and Repair	PC
Justice Studies	SC	Recreational Resources and Facilities Management: Pesticides	PC
Law Enforcement	SC	Recreational Resources and Facilities Management: Pro Shop Management	PC
Law Enforcement Investigator	GC	Recreational Resources and Facilities Management: Turf and Irrigation	PC
Law Enforcement Supervision	SC		
Law Enforcement Technology	RS	<b>Health and Physical Education/Fitness</b>	
Law Enforcement Field Training	RS	Group Fitness Instructor	GC
Parole Officer Training	PC	Personal Trainer	GC
Police Academy	GC	Teaching, Healing, Meditation & Stress Management	PV
Police Academy Preparation Level I	SC	Therapeutic Massage	CG, PC
Police Science	GC, MC, SC		
Police Science I	GC, MC	<b>Social Sciences</b>	
Police Science II	GC, MC	Chemical Dependency	RS
Police Science III	GC, MC, SC	Chemical Dependency Level I	RS
Police Supervision	GC	Chemical Dependency Level II	RS
Public Safety Technology	RS	Clinical Research Coordinating	GW
Tribal Court Advocacy	PC	Interpreter Preparation	MC, PC
Tribal Court Advocacy I	PC	Professional Addictions Counseling	RS
Tribal Court Advocacy II	PC	Sign Language Communication Pre-Employment	PC
<b>Fire Science</b>		<b>Social Services</b>	
Basic Firefighter	MC	Advanced Aging Services Management and Administrative Training	PC
Driver Operator	MC	Aging Services Management and Administrative Training	PC
Fire Academy	GC, SC	Assisted Living: Directed Care Services	PC
Fire Officer I	MC	Assisted Living: Management	PC
Fire Science	GC, PC, RS	Assisted Liv: Medications for Personal Care Services	PC
Fire Science Technology	GC, MC, SC	Assisted Living: Personal Care Services	PC
Recruit Firefighters	GC	Assisted Living: Supervisory Care Services	PC
		Gerontology	PC
		Human Services	GC
<b>Hospitality</b>			
Airline Operations	RS		
Airline Operations: Ground Operations	RS		
Airline Operations: Initial Flight Attendant	RS		
Airline Operations: Passenger Services	RS		
Airline Operations: Reservations	RS		
Airline Operations: Vacations	RS		

<u>AREAS/PROGRAM</u>	<u>COLLEGES</u>	<u>AREAS/PROGRAM</u>	<u>COLLEGES</u>
<b>TECHNOLOGY AND TRADE INDUSTRIAL</b>			
<b>Air Conditioning and Refrigeration</b>		<b>Building and Construction (continued)</b>	
Air Conditioning/Refrigeration/Facilities	GW	Home Improvement Retail Operations: Flooring	GW
Heat and Frost Insulation	GW	Home Improvement Retail Operations: Kitchen	GW
		Home Improvement Retail Operations: Millworks	GW
		Planning and Development Technology	SC
<b>Apprenticeship Related Instruction</b>		<b>Commercial Art/Advertising Art</b>	
Bricklaying	GW	Computer Graphic Design	GC, PC
Carpentry	GW	<i>(See Media Technology section for additional programs and related areas)</i>	
Construction Trades: Bricklaying	GW	<b>Drafting Technology</b>	
Construction Trades: Carpentry	GW	Applied Technology-Electro/Mechanical Drafting	MC
Construction Trades: Millwright	GW	Architectural CAD Technology	GC
Construction Trades: Sheet Metal	GW	Architectural Drafting	PC
Electricity	GW	Architectural Technology	SC
Ironworking	GW	Architecture	MC
Millwright	GW	CAD-Based Design Documentation	GC
Painting	GW	Civil CAD Technology	GC
Plumbing	GW	Computer Aided Drafting	MC, PC
Roofing	GW	Construction Drafting Technology	MC
Sheet Metal	GW	Construction Drafting I	MC
Steamfitting	GW	Construction Drafting II	MC
		Construction Drafting III	MC
<b>Aviation and Aeronautics</b>		Manufacturing Design Technology	GC
Aircraft Construction Technology	CG	Mechanical Drafting	MC
Aircraft Maintenance Technology	CG	Micro Circuit Mask Design	MC
Aircraft Maintenance Technology (Part 147)	CG	Microcomputer Servicing	GC
Airframe Maintenance (Part 147)	CG	Process Technology Level I	MC
Airway Science Technology, Flight Emphasis	CG	Process Technology Level II	MC
Automated Manufacturing Systems	CG		
Aviation Electronics Maintenance Technology	CG	<b>Electronics/Electrical Technology</b>	
Avionics Technology	CG	Cable Telecommunications	SM
Composite Technology	CG	Computer and Networking Technology	GC
Flight Technology	CG	Electrical Technology	GW
Powerplant Maintenance (Part 147)	CG	Electromechanical Automation Technology	MC
Sheet Metal Structures Technology	CG	Electromechanical Automation Technology I	MC
		Electromechanical Automation Technology II	MC
<b>Automotive Technology</b>		Electronic Industries Technology I	MC
Air Conditioning	MC	Electronics Engineering Technology	MC
Air Conditioning and Electrical Accessories	GW	Electronics Manufacturing Technology	GC
Automotive Chassis	GC	Electronics Technology	MC
Automotive Drive Trains	GW	Electronics Technology I	MC
Automotive Electrical Systems	MC	Electronics Technology II	MC
Automotive Engines and Drive Trains	GC	General Telecommunications	SM
Automotive Performance Technology	MC	Industrial Operations	EM, GW
Automotive Suspension, Steering and Brakes	GW	Industrial Operations Technology	EM, GW
Automotive Technology	GC, GW	Local Area Networks Servicing	GC
Brakes, Alignment, Suspension and Steering	MC	Telecommunications Technology	SM
Caterpillar Technician Training	MC		
Engine Performance and Diagnosis	GW, MC	<b>Environmental Technology</b>	
Transmissions and Power Trains	MC	Biotechnology	MC
		Environmental Health and Safety Technology	PV
<b>Building and Construction</b>		Hydrologic Studies	GW
Building Safety Technology	SC	Occupational Safety and Health Technology	GW
Building Safety and Construction Technology	PC	Safety, Health and Environmental Studies	PV
Building Safety & Planning Technology	SC	Wastewater Treatment	GW
Carpentry	GW	Water Distribution and Collection	GW
Civil Engineering Technology	PC		
Construction Management	GW, PC		

AREAS/PROGRAM	COLLEGES	AREAS/PROGRAM	MSC
<b>Environmental Technology (continued)</b>		<b>Banking/Retail (continued)</b>	
Water, Wastewater & Industrial Treatment Technology	GW	Ten Key/Keyboard Operator	
Water Purification Technology	GW	Ten-Key Operator	
Water Treatment	GW	Ten-Key Skills Builder	
Water/Wastewater Technology	GW	Understanding and Selling Bank Products	
<b>Engineering</b>		Call Center Communication	
Civil Engineering Technology	PC	Incoming/Outgoing Calls	
<b>Manufacturing</b>		Computer Software Courses	
Aerospace Manufacturing Technology	GW	Microsoft Office User Specialist (MOUS) Certification	
Manufacturing CNC	MC	Retail	
Manufacturing Engineering Technology	MC	Retail Cashier	
Manufacturing Machining	MC	Supermarket Cashier	
Manufacturing Management	MC	<b>Computerized Office Programs</b>	
Manufacturing Technology	GW, MC	Office Assistant	
Manufacturing Welding	MC	Computer Keyboard Operator	
<i>(See Welding Technology section for additional programs and related areas)</i>		Computer Keyboard Operator/File Clerk	
<b>Machinist</b>		Computerized Office Procedures Special Projects	
Machinist, Tool and Die	MC	General Office Clerk	
Machinist, Tool and Die Level I	MC	General Office Clerk with Data Entry	
Machinist, Tool and Die Level II	MC	Office Associate	
<b>Welding Technology</b>		Medical Office	
Applied Technology - Welding	MC	Medical Filing	
Welding Certification	MC	Medical Terminology	
<i>(See Manufacturing section for additional programs and related areas)</i>		Medical Terminology w/Transcription	
Welding	PC	Office Associate with Medical Applications	
<b>The Maricopa Skill Center (MSC)</b> , a division of GateWay Community College, offers entry-level courses and programs for hands-on job training at 1245 E. Buckeye Road, Phoenix. The more than 150 non-credit Maricopa Skill Center certificates are open-entry /open-exit, and self-paced (with the exception of nursing):		Office Associate with Medical Filing	
<b>Auto Body</b>		Office Associate with Medical Insurance Applications	
Auto Body Basic Refinishing and Metal Repair		Office Associate with Medical Terminology	
Auto Body Metal Repair		Office Associate with Medical Terminology and Transcriptions	
Auto Body Basic Refinishing		Medical Insurance Office	
Auto Body Repair Helper		Medical Insurance	
Auto Body Sander		Medical Insurance with Billing Codes	
Auto Body Masker and Taper		Medical Procedures Coding	
Auto Body Special Projects		Law Office	
Industrial Spray Painter		Legal Terminology	
<b>Banking/Retail</b>		Legal Terminology w/Transcription	
Banking		Office Associate with Legal Applications	
Bank Operations/Encoder		Introduction to Paralegal Careers	
Bank Operations/Data Entry		Introduction to Paralegal Studies	
Bank Operations		Legal Terminology w/Intro Paralegal Studies	
Operations Clerk		Office Associate/Intro Paralegal Studies	
Principles of Banking		Receptionist	
Proof Encoder		Office Associate with Receptionist	
		Call Center Representative	
		Call Center & Customer Service Representative	
		Short Term Custom Courses	
		Alpha/Numeric Filing	
		Computer Keyboarding	
		Customer Service Representative	
		Data Entry Keypad	
		Hands on Telephone Training	
		Introduction to Computers	

