

**LEGEND**

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

**AGRICULTURE****Agribusiness Sales and Service**

Pest Management Aide	MC
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**Agricultural Production and Management**

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>	

**Equine Training and Management**

Equine Science	SC
Veterinary Technician/Animal Health	MC

**Horticulture**

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>	

**BUSINESS****Accounting**

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

**Business Administration**

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
International Business	GW, MC, PC, PV, SC

**Computer Science**

Computer Applications Technology	EM
Computer Hardware and Desktop Support	CG, EM, GW, MC, PC, SC
Computer Hardware and Network Support	SC
Computer Information Systems	GC, MC, PC, PV, SC, SM
Computer Programming and Analysis	SM
Information Technology	SM
Helpdesk Specialist	GC
Linux Systems Administration	SM
Oracle Applications Developer	EM
Oracle Database Operations	CG
Oracle Database Administration	GC, EM
Personal Computer Applications	SC
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
Information Assurance	MC
Internet/Intranet Web Development Technology	MC
Internet Design and Development	SM
Linux Associate	EM, GC, GW, MC, SM
Linux Networking Administration	CG, EM, GC, GW, MC, SM
Linux Professional	CG, EM, GC, GW, MC, PV, SM
Microcomputer Applications	GC
<i>(See Office Occupations section for additional programs and related areas)</i>	
Microcomputer Applications: Office Specialist/ Core Level	CG
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	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, GW, MC, PC, PV, SC
Microsoft Systems Administration	CG, GC, EM, GW, PC, PV, SC, SM
Microsoft Systems Engineer	CG, EM, GC, GW, PV, SC
Network Administration	SC

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

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

<b>SERVICE OCCUPATIONS</b>		
<b>Administration of Justice</b>		
Administration of Justice	EM, GC, MC, PC	Hospitality/Hotel Management
Administration of Justice Comprehensive	PC	Hospitality and Tourism/Golf Management
Administration of Justice Fundamentals	PC	Hospitality and Tourism/Hotel Management
Administration of Justice Studies	SC	Hospitality and Tourism/Restaurant Management
Adult Corrections	PC	Travel Industry Technology
Advanced Corrections	RS	
Basic Corrections	RS	<b>Library Media Technology</b>
Corrections	RS	Library Information Technician
Correctional Program Officer Training	PC	Library Information Technician: Advanced
Correctional Service Officer Training	PC	Library Information Technician: Basic
Corrections Supervision/Management	PC	
Crime and Accident Scene Photography	PC	<b>Mortuary Science</b>
Crime and Intelligence Analysis	CG	Mortuary Science
Criminal Justice Studies	CG	
Crime Scene Technology	SC	<b>Parks, Recreation, Leisure and Fitness Studies</b>
Detention Services	RS	Recreational Resources and Facilities Management
Evidence Technology	PC	Recreational Resources and Facilities
Fingerprint Classification and Identification	PC	Management: Horticulture
Judicial Studies	MC	Recreational Resources and Facilities
Justice Agencies Support	MC, PC	Management: Equipment Maintenance and Repair
Justice Agencies Support Level I	MC, PC	Recreational Resources and Facilities
Justice Agencies Support Level II	MC, PC	Management: Pesticides
Justice Studies	SC	Recreational Resources and Facilities
Law Enforcement	SC	Management: Pro Shop Management
Law Enforcement Investigator	GC	Recreational Resources and Facilities
Law Enforcement Supervision	SC	Management: Turf and Irrigation
Law Enforcement Field Training	RS	
Law Enforcement Technology	RS	<b>Health and Physical Education/Fitness</b>
Law Enforcement Training Academy	GC	Group Fitness Instructor
Parole Officer Training	PC	Personal Trainer
Police Academy Preparation Level I	SC	Teaching, Healing, Meditation & Stress Management
Police Science	MC, SC	Therapeutic Massage
Police Science I	MC	
Police Science II	MC	<b>Social Sciences</b>
Police Science III	MC, SC	Chemical Dependency
Police Supervision	GC	Chemical Dependency Level I
Public Safety Technology	RS	Chemical Dependency Level II
		Clinical Research Coordinating
		Interpreter Preparation
		Professional Addictions Counseling
		Sign Language Communication Pre-Employment
		<b>Social Services</b>
		Advanced Aging Services Management and
		Administrative Training
		Aging Services Management and Administrative
		Training
		Assisted Living: Directed Care Services
		Assisted Living: Management
		Assisted Living: Personal Care Services
		for Certified Nursing Assistants
		Assisted Living: Personal Care Services
		Assisted Living: Supervisory Care Services
		Gerontology
		Human Services
<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	
Culinary Arts	SC	

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

**Engineering**

Civil Engineering Technology PC  
 Surveying Technology PC

**Manufacturing**

Aerospace Manufacturing Technology GW  
 Automated Manufacturing Systems CG  
 Manufacturing CNC MC  
 Manufacturing Engineering Technology MC  
 Manufacturing Machining MC  
 Manufacturing Management MC  
 Manufacturing Technology GW, MC  
 Manufacturing Welding MC

*(See Welding Technology section for additional programs and related areas)*

**Machinist**

Machinist, Tool and Die MC  
 Machinist, Tool and Die Level I MC  
 Machinist, Tool and Die Level II MC  
 Tractor-Trailer Driving GC

**Welding Technology**

Welding Technology MC  
 Welding Certification MC  
*(See Manufacturing section for additional programs and related areas)*  
 Welding PC

**MARICOPA SKILL CENTER**

The **Maricopa Skill Center (MSC)**, 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):

**Auto Body**

Auto Body Basic Refinishing and Metal Repair  
 Auto Body Metal Repair  
 Auto Body Basic Refinishing  
 Auto Body Repair Helper  
 Auto Body Sander  
 Auto Body Masker and Taper  
 Auto Body Special Projects  
 Industrial Spray Painter

**Banking/Retail**

**Banking**

Bank Operations/Encoder  
 Bank Operations/Data Entry  
 Bank Operations  
 Operations Clerk  
 Principles of Banking  
 Proof Encoder  
 Ten Key/Keyboard Operator  
 Ten-Key Operator  
 Ten-Key Skills Builder  
 Understanding and Selling Bank Products

**Call Center Communication**

Incoming/Outgoing Calls

**Computer Software Courses**

Microsoft Office User Specialist (MOUS) Certification

**Retail**

Retail Cashier  
 Supermarket Cashier

**Computerized Office Programs**

**Office Assistant**

Computer Keyboard Operator  
 Computer Keyboard Operator/File Clerk  
 Computerized Office Procedures Special Projects  
 General Office Clerk  
 General Office Clerk with Data Entry  
 Office Associate

**Medical Office**

Medical Filing  
 Medical Terminology  
 Medical Terminology w/Transcription  
 Office Associate with Medical Applications  
 Office Associate with Medical Filing  
 Office Associate with Medical Insurance Applications  
 Office Associate with Medical Terminology  
 Office Associate with Medical Terminology and Transcriptions

**Medical Insurance Office**

Medical Insurance  
 Medical Insurance with Billing Codes  
 Medical Procedures Coding

**Law Office**

Legal Terminology  
 Legal Terminology w/Transcription  
 Office Associate with Legal Applications

**Introduction to Paralegal Careers**

Introduction to Paralegal Studies  
 Legal Terminology w/Intro Paralegal Studies  
 Office Associate/Intro Paralegal Studies

**Receptionist**

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  
 Introduction to Paralegal Studies  
 Legal Office Simulation  
 Legal Terminology  
 Legal Transcription  
 Machine Transcription  
 Medical Procedures Coding

Medical Insurance  
 Medical Terminology  
 Medical Transcription  
 Microcomputer Software Operator  
 Microsoft Access  
 Microsoft Access Overview  
 Microsoft Excel  
 Microsoft Excel Overview  
 Microsoft Powerpoint  
 Microsoft Powerpoint Overview  
 Microsoft Word  
 Microsoft Word Overview  
 Microsoft Word and Excel<sup>1</sup>  
 Ten-Key by Touch  
 Travel Agent  
 Windows Operations

**Facilities Maintenance**

Facilities Maintenance with Introduction to HVAC  
 Facilities Maintenance Helper  
 Facilities Maintenance Overview/City of Phoenix  
 Facilities Maintenance Special Projects  
 Maintenance Carpentry Helper  
 Maintenance Electrician Helper  
 Maintenance Electrician Helper with Introduction to HVAC  
 Maintenance Plumbing Helper

**Food Preparation**

Baker's Helper  
 Cook's Apprentice  
 Cook's Helper  
 Dining Room Attendant  
 Food Preparation Special Projects  
 Food Service Assessment DES/BEP<sup>2</sup>  
 Kitchen Helper  
 Machine Dishwasher  
 Pantry Goods (Salad) Maker

**Medical Assistant****Machine Trades**

CNC Machining Center Operator  
 CNC Turning Center Operator  
 CNC Turning and Machining Center Operator  
 Drill Press Operator  
 Manual Lathe Operator  
 Manual Machine Operator  
 Manual Milling Operator  
 Machine Trades Special Projects  
 Saw Operator  
 Upgrade to CNC

**Meat Cutting**

Apprentice Meat Cutter  
 Meat and Deli Counter Person  
 Meat Cutting Special Projects  
 Meat Room Cleanup  
 Meat Room Helper  
 Portion Control Cutter  
 Poultry Processor  
 Self-Service Meat Wrapper

**Nursing**

Nursing Assistant<sup>3</sup>  
 Practical Nursing

**Printing Trades**

Bindery Worker  
 Job Shop Printer  
 Offset Press Operator  
 Printing Trades Special Projects  
 Quick Print Shop Worker

**Welding**

Combination Welder (Arc, MIG, Flux Core)  
 Combination Welder with Intro to Pipe Welding  
 TIG Welder/TIG Fingertip Welder  
 Welder Fitter-Helper  
 Welding Special Projects

<sup>1</sup> With Beginning Keyboard Skills OR with Medical/Legal Applications or Machine Transcription.

<sup>2</sup> A partnership with ADES/Business Enterprise Program (BEP) for blind students.

<sup>3</sup> Includes Health Core Curriculum (HCC) & two NUR courses.

**SOUTH WEST SKILL CENTER**

The **South West Skill Center** at Estrella Mountain Community College, located at 3000 North Dysart Road, Avondale, offers entry-level courses and programs for hands-on job training at 1245 E. Buckeye Road, Phoenix. The non-credit South West Skill Center certificates are open-entry /open-exit, and self-paced.

**Business Technology Programs (Certificate Programs)**

Data Entry Clerk  
 File Clerk  
 File Clerk with/10 Key by Touch  
 Introduction to Computers  
 Introduction to Computer Skills  
 Introduction to the Internet  
 Introduction to Windows XP  
 Microsoft Office Suite  
 Office Clerk  
 Office Assistant  
 Office Assistant with Microsoft Office Access  
 Office Assistant with Introduction to the Internet  
 Office Assistant with Basic Accounting Skills  
 Office Assistant with Microsoft Office Suite  
 Office Assistant with Microsoft and Basic Accounting  
 Receptionist  
 Receptionist with Elective

**Medical Assistant (Level II)**

Medical Assistant Front Office/Back Office  
 Medical Assistant Front Office  
 Medical Assistant Back Office  
 Medical Terminology/Transcription  
 Medical Terminology (Spanish)

**C-TECH**

Copper-Based Fiber Optics Cabling

**Nursing (Level II and III)**

Nursing Assistant  
 Vocational Practical Nursing