

# 2025-2026 ACADEMIC CATALOG



**YOUR LOCAL COLLEGE**

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## President's Welcome

Dear Gila Hawks,

It is an honor and privilege to welcome you to the 2025-2026 academic year at Gila Community College! I'm thrilled to be your first president at Arizona's newest independent public community college. We are dedicated to empowering you as you navigate your educational and career paths!

We are excited you have chosen to attend GCC and we honor the faith and confidence you have put in our faculty, staff, administrators, and District Governing Board. From the moment you step into the Administrative Offices on the Gila Pueblo Campus in Globe in the southern part of the county or the Payson Campus in the northern part of the county, you will be greeted by friendly, dedicated staff who will help you achieve your personal and educational goals.

Within this catalog, you'll discover a wealth of opportunities crafted just for you. Whether you're pursuing a certificate, associate's degree, changing career fields, learning a new hobby or skill, or planning on transferring to a university, choices abound. We offer many different pathways to help you acquire career-ready skills, grow personally, and stay physically and mentally active. Our programs are designed to be flexible, cater to your unique needs, and include a robust distance education program. We're also proud to partner with Arizona universities to ensure easy transfer processes for you.

With personalized tutoring, test preparation, face-to-face library and online resources, we're here to help you excel. Our passionate faculty and staff are eager to inspire and guide you every step of the way. Stop by either campus to discover what your local community college can do for you.

Your community college is all about you – let us help you achieve your goals and build Gila Community College together!

YOU are the reason Gila Community College is here – come define your success.



Janice Lawhorn, Ph.D.  
President

## Campus Locations



**Gila Pueblo Campus**  
8274 S Six Shooter Canyon Road  
P.O. Box 2656



**Payson Campus**  
201 N Mud Springs Road  
P.O. Box 359



Globe, AZ 85502-2656  
 Phone: (928) 425-8481  
 Fax: (928) 425-8492

Payson, AZ 85547-0359  
 Phone: (928) 468-8039  
 Fax: (928) 468-8043

Visit our website: [gilacc.org](http://gilacc.org) for additional information

# The History of Gila Community College

## History of Gila Community College

In August 2022 the GCPCCD Governing Board hired Interim President, Dr. Janice Lawhorn, under the direction of Dr. Jan Broucker, President GCPCCD Board, with support from the Gila County Board of Supervisors. The goal was to transition the College from its provisional status to an independent College and to seek its own accreditation. In May 2023 the GCPCCD Board provided notice to EAC that it would not renew its nearly 20-year educational agreement. After some negotiation, EAC and GCPCCD mutually agreed to terminate the contract on June 30, 2025.

The GCPCCD Board, its consultants, and numerous volunteers worked diligently and steadfastly to secure its independence and in February 2024, began working with the Accrediting Commission for Community and Junior Colleges (ACCJC). The College's Eligibility Review Application was submitted in April 2024, the Institutional Self-Evaluation Report in August 2024, and a successful site visit was conducted by an ACCJC Peer Review Team in October 2024. Additionally, the GCPCCD Board voted in June 2024 to establish Gila County Community College District meeting all requirements of Arizona Revised Statute 15-1402-01, Alternative Organization for Community College Districts.

Gila Community College was officially granted Candidacy Status by the Accrediting Commission for Community and Junior Colleges (ACCJC) in a formal action letter dated January 21, 2025. Approved locations for instruction include the Gila Pueblo Campus in Globe, Payson Campus, Globe-Miami Regional Training Center, and the Arizona Department of Corrections Rehabilitation and Reentry facility in Globe. The Hayden Wellness Center is listed as an additional site.

On July 1, 2025, Gila Community College opened its doors to the residents of Gila County as Arizona's newest community college.

## History of Gila Pueblo Campus

Lying at the foot of the picturesque Pinal Mountains just 2.6 miles south of Globe, Arizona, Gila Pueblo is a 22-acre site containing reconstructed ruins of a 14<sup>th</sup> century Salado Indian pueblo. Rich in archaeological history, Gila Pueblo has been the source of many major contributions to the study of southwestern prehistory.

The Gila Pueblo Campus was excavated as a ruin in the 1920s and acquired by the National Park Service in 1952. The property transitioned to a college campus in 1972 when the property was declared surplus by the federal government and Eastern Arizona College (EAC) received a Quit Claim Deed for 30 years. However, in 1997 EAC Quit Claimed the property to the Arizona State Board of Directors for Community Colleges who then reassigned the property to the Gila County Board of Supervisors in 2005. In 2012, a Quit Claim Deed from the Gila County Board of Supervisors transferred final ownership to the Gila County Provisional Community College District (GCPCCD).

In 2005, GCPCCD contracted with EAC to provide Gila County residents with opportunities to pursue college transfer and vocational courses in the various workshops, laboratories and classrooms at the Gila Pueblo Campus.

Today, the Gila Pueblo Campus is made up of 12 buildings totaling almost 32,000 square feet. Approximately 4,572 square feet is devoted to faculty and administrative offices, with 22,378 square feet of space for academic support services, computer labs, library services, general classrooms, and specialized classrooms for Art, Business, and Physical Sciences. In addition, the Dental Assistant, Phlebotomy/Medical Assistant, Nursing, and Cosmetology programs each have a dedicated space in separate buildings.



## History of Payson Campus

In 1990, Payson townspeople voted to create a secondary property tax district for educational purposes, raising approximately \$1.3 million/year. Due mainly to the tenacity of Mr. Doyle Coffey, Gila County Advisory Committee to Eastern Arizona College, and other local residents, the town also received \$2 million from the Arizona legislature. In 1995, a 64-acre land parcel just east of town was purchased from the Federal government, and construction of a permanent campus began in December 1998. After more than a dozen years of offering courses at the EAC Payson Satellite Center in the Payson Plaza, the beautiful 21,000 sq. ft. Payson Campus opened its doors in January 2000.

Classes continued to be offered through EAC as they had been since 1987. In 2003, when it was formed as a provisional district, Gila County Provisional Community College District eventually contracted with EAC to continue providing education on the Payson Campus, the Gila Pueblo (Globe) Campus, and other satellite locations throughout Gila County.

After transferring approximately half of the acreage to Gila County, the 32-acre Payson Campus is made up of six buildings totaling 19,206 square feet. These buildings house faculty and administrative offices, general classrooms, computer labs, library and counseling services, wellness center, and specialized classrooms for Art, Business, English, and Natural Sciences. Each of the Cosmetology, Nursing, and Allied Health programs have a dedicated space in separate buildings. In total, there are over 14,600 square feet of classroom space on the Payson Campus.

## History of the Globe/Miami Regional Training Center (RTC)

The Globe/Miami Regional Training Center (RTC) located in Miami, began as an Army National Guard unit for the 213<sup>th</sup> Engineer Company in 1955 and is still referred to affectionately by many of the locals as “the armory.” The Gila County maintenance department occupied the building for several years prior to it being leased to Gila Community College in 2011 by Freeport-McMoRan (FMI).

The College offered multiple career and technical education programs at the RTC over the years including welding, machine shop, HVAC, automotives, upholstery, building trades, renewable energy, fire science, and electrical and instrumentation. In 2022 GCPCCD secured a 20-year lease from FMI and received a \$150,000 Community Investment Fund matching grant to upgrade the welding and HVAC programs.

The RTC is approximately 13,000 square feet, consisting of two buildings with approximately 12,264 square feet of classroom space and 246 square feet of office space and is conveniently located on Highway 70 in Miami.

## History of the Hayden Wellness Center

Located approximately 40 miles from the Gila Pueblo Campus, the recently remodeled Hayden Wellness Center is approximately 1,100 square feet with stationary bicycles, treadmills, stair-steppers, weights, and other aerobic and wellness equipment. Currently, wellness courses are the only courses offered in Hayden. The property was purchased in 2012 for \$10.00 and has been used to offer Wellness courses to the Hayden-Winkleman community.

# Vision and Mission Statement

## Vision Statement

Always looking toward the future, Gila Community College sees itself as the pride of the community, the first choice for post-secondary education, the first choice for vocational training and job skills enhancement, the provider of enrichment programs for all ages.

Gila Community College sees itself as the “hub” for lifelong learning, valuing diversity and cultural differences, imagining nothing is impossible, believing all goals are achievable, holding itself to the highest ethical standards, through devoted faculty and staff who take pride in their work and share this vision.

Gila Community College is an organization constantly creating the future.

## Mission Statement

Gila Community College District is an exemplary provider of post-secondary education incorporating academic coursework, career development, technical training skills, and life enrichment programs. As an organization focused on lifelong learning and student success, the District strives to:

1. Offer high-quality affordable and student centric educational opportunities through in-person, hybrid, and distance education.
2. Embrace a culture that espouses diversified and increased enrollments, fiscal sustainability, and continuous quality improvement.
3. Partner with stakeholders to:  
respond to their evolving needs, and  
contribute to the viability, stability, and economic betterment of its communities.

## Value Statement

Gila Community College adheres to the philosophy that education thrives in a community bound by academic integrity, ethical decision making, and institutional effectiveness. We nurture an environment where all can be heard and seen, and exemplify the following values:

- **Lifelong Learning**  
We facilitate an educational pathway for all individuals in our learning community who strive to fulfill their potential in life.
- **Students**  
We respect our students’ life experiences, value their achievements, and appreciate their contributions to our learning community. They are the reason we exist.
- **Employees**  
Our devoted faculty and staff personify the College’s vitality and dedication to student success. We respect their life experiences, honor their individual contributions, and encourage their own professional development.
- **Diversity**  
We celebrate diversity and the uniqueness of every individual as we work together to accomplish our mission.
- **Academic Freedom**  
We respect individual rights and believe all employees and students should speak and act truthfully. We encourage open dialogue and the free exchange of views.
- **Honesty and Integrity**  
We believe academic and personal truthfulness are essential, and that all students and faculty should exemplify ethical behavior and decision-making in the learning environment.
- **Equity and Fairness**  
We advocate fair, impartial, consistent, and substantially equitable treatment for all students and employees.
- **Responsibility**  
We expect employees to be accountable for their personal and professional actions, protect individual privacy in

confidential matters, and maintain efficient and effective use of resources. We are all responsible for creating a learning environment that is both significant and meaningful.

- **Public Trust and Loyalty**

We honor the faith and confidence put in us as we prepare students for their role as productive world citizens.

- **Excellence**

We invite innovation, support creative problem-solving, and encourage risk-taking. We value teamwork, cooperation, and collaboration as integral to all our continuous improvement processes and endeavors.

## Institutional Learning Outcomes (ILOS)

The provision of a quality education that provides students with the opportunity to achieve their goals is central to the mission of Gila Community College. The Institutional Learning Outcomes (ILOS) articulate measurable knowledge and skills that serve as the foundation for success in society and in the student's discipline or vocation. ILOs are designed to help guide individual departments and disciplines in the development of learning outcomes for programs, courses, and services, and to help shape the decision-making processes of Gila Community College. Gila Community College has adopted a set of six institutional learning outcomes that all students, regardless of program, are expected to master.

### ILOS

- **Communication:** Students will communicate information, ideas, and arguments effectively utilizing oral, written, and other media as appropriate for the audience and purpose, while effectively using listening and observing skills.
- **Critical and Creative Thinking:** Students will apply critical and creative reasoning, including diverse perspectives, to address complex problems and develop into independent and dynamic thinkers capable of innovation, adaptation, and problem-solving.
- **Diverse and Global Perspectives:** Students will demonstrate an understanding and appreciation of diverse cultures, values, beliefs, and historical perspectives; recognizing civic and community responsibilities associated with a socially, politically, economically, and historically diverse world.
- **Information Literacy:** Students will be able to locate, gather, synthesize, and apply credible information to effectively evaluate, manage, and apply the needed information in an ethical and legal manner.
- **Quantitative Reasoning:** Students will solve quantitative problems from a wide variety of contexts and life situations.
- **Scientific Literacy:** Students will demonstrate a basic understanding of major scientific concepts and processes required for personal decision-making, participation in civic affairs, economic productivity, and global stewardship.

## Nondiscrimination Statement

Gila County Community College District, in compliance with state and federal laws and regulations, commits to providing equal opportunities for employment and advancement, admission, and access to educational programs or activities, and does not discriminate based on race, color, ethnicity, religion, sex, national origin, age, mental or physical disabilities, sexual orientation, gender identity or expression, veteran status, or any other legally protected class in any of its policies, practices, or procedures. Our commitment intends to meet or exceed requirements of Title IX of the Education Amendments Act of 1972, Title VI and Title VII of the Civil Rights Acts of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Civil Rights Act of 1991; the American with Disabilities Act of 1990; the Arizonans with Disabilities Act of 1992; and the Age Discrimination in Employment Act of 1967.

## Accreditation Status

Gila County Community College District is a Candidate for Accreditation by the Accrediting Commission for Community and Junior Colleges, 428 J Street, Suite 400, Sacramento, CA 95814, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [www.accjc.org](http://www.accjc.org)



Candidate for Accreditation is a status of preliminary affiliation with the Commission initially awarded for two years. Candidacy does not ensure eventual accreditation.

ACCJC is recognized by the U.S. Department of Education (ED) as a reliable authority regarding the quality of education offered by the institutions it accredits in keeping with the Higher Education Act of 1965. ACCJC is also recognized by the Council for Higher Education Accreditation (CHEA), which has established criteria that define a quality review system for accrediting agencies. ACCJC accredits institutions in the United States, its territories and affiliates, with a primary mission of granting associate degrees; institutions accredited by ACCJC may also award certificates and other credentials, including bachelor's degrees, if those credentials are within the institution's mission and authorized by their governmental authorities. ACCJC may also accredit non-domestic institutions with a primary mission of granting associate degrees.

## Choice of Catalog

The Gila Community College catalog contains all courses, programs, and policies that determine progress toward eligibility to earn a degree or certificate.

Students follow the degree and certificate requirements outlined by the catalog in effect at the time of initial enrollment or of any single catalog in effect during subsequent terms of continuous enrollment. Initial enrollment is the first term in which a degree or certificate-seeking student earns course credit required for their declared program of study at Gila Community College or any public Arizona community college or university. If a student's initial enrollment is during a summer term, students follow the requirements of the catalog in effect for the following fall term or any single catalog in effect during subsequent terms of continuous enrollment.

Once a student earns credit towards their declared program of study, to earn continuous enrollment, students must maintain enrollment in a course(es) that apply to their declared program of study in three or more subsequent fall and spring terms. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward continuous enrollment for catalog purposes.

Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring between public institutions in Arizona while pursuing their degrees.

Students who do not meet continuous enrollment requirements as described above at any public Arizona community college or university are no longer considered continuously enrolled. At the time of readmittance, students must meet the requirements of the public Arizona community college or university catalog in effect or those of any single catalog in effect during subsequent terms of continuous enrollment.

Continuous enrollment is limited to five academic years prior to the current catalog; Students can choose any single catalog in effect during subsequent terms of continuous enrollment.

If a student would like to use a catalog in effect after their initial enrollment, the student may (1) choose any single catalog in effect during their continuing enrollment period or (2) petition to use a newer catalog that contains a major or certificate not available in the catalog at the time of initial enrollment.

Students transferring between Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

# Governing Board Welcome

## President's Welcome

*Welcome to Gila Community College!*

*On behalf of the College's Governing Board, we are delighted you are here!*

*As many of you know, this is the beginning of a new era for the Gila County Community College District. While we are grateful to Eastern Arizona College for providing educational services and oversight for the past 20 years, beginning on July 1, 2025, we are deeply honored and excited to serve the residents of Gila County as an independent community college!*

*Thanks to our talented and supportive faculty and staff, both the Gila Pueblo Campus in Globe and the Payson Campus are very special places. As a student, you will be inspired to learn and grow – to be endlessly curious, and become the best version of yourself. We are also confident you will find a sense of belonging as you explore the various opportunities to get involved and make new friends.*

*As we embark on this new adventure together, we are so happy that you've chosen to become a member of the Gila Community College family. We look forward to learning more about your individual experiences, and your hopes and dreams for the future.*

Sincerely,

Dr. Jan Bocker  
Governing Board President,  
Gila County Community College District

# District Governing Board Members

Connie Cockrell, District 1 (Secretary)

Janet Bocker, District 2 (President)

Fernando Shipley, District 3 (Treasurer)

Kurt Knauss, District 4 (Member)

Mickie Nye, District 5 (Vice President)

For additional information regarding the District Governing Board including meetings, agendas, policies and procedures, please visit their website

<https://simbli.eboardsolutions.com/index.aspx?S=36031574>

# Administration

President – Dr. Janice Lawhorn

Northcentral University – January 2006 – October 2008

- Ph.D., Education Technology Management
- Dissertation: Supporting Adjunct Faculty Through a Center for Teaching and Learning

Colorado Technical University – August 2004 – August 2005

- Developing Educational Websites, 18 Credit Certificate Program

University of Phoenix – July 2001 – May 2003

- MS Computer Information Systems

Northern Arizona University - January 1993 – May 1996

- MA Elementary Education (1996)
- BA Elementary Education (1995)

## Full Time Staff

Staff				
Last Name	First Name	Title	Degrees	Campus
Baer	Greg	Maintenance	A.A.S., Eastern Arizona College	Gila Pueblo
Carnahan	Ronald	Information Technology	A.A. Eastern Arizona College B.S., University of Phoenix	Gila Pueblo
Carpino	Savannah	Financial Operations		Payson
Dobos	Lori	Administrative Assistant	B.A., University of Arizona	Payson
Harris III	LQ	Information Technology	A.A., Pima Community College A.G.S. Pima Community College	Payson
Knights	Ann	Associate Director, Payson Campus	A.A.S., Eastern Arizona College	Payson
Maifield	Jeff	Maintenance		Payson
Meeks	Derryl	Facilities and Property Management	A.G.S., Universal Technical Institute	Gila Pueblo
Owens	Sarah	Admissions and Registration		Payson
Peterson	Veronica	Admissions and Registration	B.S., Northern Arizona University	Payson
Renon	Andrea	Associate Director, Gila Pueblo Campus	A.A.S., Eastern Arizona College B.S., Alameda University	Gila Pueblo
Sherman	Nathan	Maintenance		Payson
Urquidez	Naomi	Admissions and Registration	A.G.S., Eastern Arizona College	Gila Pueblo
Williams	Selma	Admissions and Registration	A.A.S., Eastern Arizona College	Gila Pueblo
Williams	Michael	Grounds Keeper	A.A.S., Eastern Arizona College	Gila Pueblo

## Full Time Faculty

Faculty				
Last Name	First Name	Title	Degrees	Campus
Barr	Alayna	Associate Professor of Nursing	B.S.N., Western Governor University M.S.N., Western Governor University	Payson
Bolinger	Anjanette	Associate Professor of Nursing	A.A.S., Eastern Arizona College B.S.N., Grand Canyon University	Gila Pueblo
Brewer	Sara	Associate Professor of Cosmetology		Gila Pueblo
Carlson	Jennifer	Associate Professor of Allied Health	B.S.N., Chamberlain College M.S.N., Grand Canyon University	Gila Pueblo



Faculty				
Cheney	Rebekah	Associate Professor of Cosmetology		Payson
Eylicio	Gabriel	Associate Professor of Prisons		Gila Pueblo
Fragua-Nelson	Donna Christina	Associate Professor: Allied Health Dental Assistant		Gila Pueblo
Hancock	John	Nursing Skills Lab Coordinator	A.S.N., Excelsior College	Payson
Jones	Ty	Associate Professor of Nursing	A.A., Eastern Arizona College A.D.N., University of Hawaii M.A.Ed., Walden University M.S., Walden University	Payson
Martinez	Megan	Associate Professor of Nursing	B.S.N., University of Phoenix M.S.N., University of Phoenix M.H.A., University of Phoenix	Gila Pueblo
Mitchell	Neil	Associate Professor	B.A.Ed., Arizona State University M.Ed., Grand Canyon University	Gila Pueblo
Nordquist	Alison	Associate Professor of Mathematics	B.S.Ed., Northern Arizona University M.S., Northern Arizona University	Payson
Perry	Heather	Associate Professor of Allied Health	B.S.N., Arizona State University	Payson
Russell	Melanie	Professor of English	B.A., Northern Arizona University M.A., Northern Arizona University Ph.D., The University of Sheffield	Payson
Russell	Scott	Professor of Business	B.S., Northern Arizona University M.A., Northern Arizona University Ph.D., Northcentral University	Payson
Werrell	Jennifer	Associate Professor of Biology	B.A., Carlton College	Gila Pueblo
Williams	Selma	Wellness Center Manager	A.A.S., Eastern Arizona College	Gila Pueblo
Wright	Kimberly	Associate Professor of Biology	B.S., Fort Lewis College N.M.D. Southwest College of Naturopathic Medicine	Payson
York	Everett	Associate Professor	B.A., Northern Arizona University M.A., University of California, Santa Barbara	Gila Pueblo
Zache	Alison	Associate Professor of Cosmetology	A.A.S., Northland Pioneer College	Gila Pueblo

# Academic Calendar

## Summer 2025 Academic Calendar Schedule

July 7, 2025 - August 8, 2025

### March 2025

TBA - Registration opens

### May 2025

5/19 - Tuition and fees due

### June 2025

6/30 - Financial aid and scholarship funds available

### July 2025

7/7 - Classes begin

7/8 - Last day to add classes \*

7/9 - Last day to withdraw without record and receive a refund \*\*

7/21 - Fall semester tuition and fees due

8/8 - Last day of classes

8/8 - Final exams are given on the last day of class

8/8 - Last day to withdraw with a "W" is the last day of class \*\*\*

8/8 - Last day of Summer semester

8/11 - Final grades due no later than 4:30 p.m.

## Fall 2025 Academic Calendar Schedule

August 18, 2025 - December 11, 2025

### March 2025

TBA - Registration opens

### July 2025

7/21 - Tuition and fees due

### August 2025

8/12 - Financial aid and scholarship funds available

8/18 - Classes begin

8/22 - Last day to register and add classes (for regular term courses) \*

8/25 - Last day to withdraw without record and receive a refund (for regular term course) \*\*

### September 2025

9/1 - Labor Day Holiday (All offices closed)

### October 2025

10/1 - 45th day

10/8 - Spring registration begins

10/13 - Columbus Day Holiday (All offices closed)

### November 2025

11/11 - Veterans Day Holiday (All offices closed)

11/26 - 11/28 - Thanksgiving Holiday (All offices closed)

### December 2025

12/5 - Last day to withdraw with a "W" (for regular term courses) \*\*\*

12/5 - Last day for regular classes

12/8 - 12/11 - Final exams week  
12/11 - Semester ends for students  
12/15 - Spring semester tuition and fees due  
12/15 - Final grades due no later than 4:30 p.m.  
12/19 - 12/26 - Christmas Holiday (All offices closed)

## Spring 2026 Academic Calendar Schedule

January 12, 2026 - May 7, 2026

### October 2026

10/8 - Registration opens

### December 2026

12/15 - Tuition and fees due

### January 2026

1/1 - New Year's Day Holiday (All offices closed)  
1/6 - Financial aid and scholarship funds available  
1/12 - Classes begin  
1/16 - Last day to register and add classes (for regular term courses) \*  
1/19 - Martin Luther King Jr./Civil Rights Day Holiday (All offices closed)  
1/20 - Last day to withdraw without record and receive a refund (for regular term courses) \*\*

### February 2026

2/16 - President's Day Holiday (All offices closed)  
2/25 - 45th day

### March 2026

3/2 - Graduation petitions due  
3/16 - 3/20 - Spring Break  
3/23 - Summer and Fall registration begins

### May 2026

5/1 - Last day to withdraw with a "W" (for regular term courses) \*\*\*  
5/1 - Last day for regular classes  
5/4 - 5/7 Final exams week  
5/7 - Semester ends for students  
5/7 - Payson Campus commencement  
5/8 - Gila Pueblo Campus commencement  
5/11 - Final grades due no later than 4:30 p.m.  
5/11 - Summer semester tuition and fees due

## Summer 2026 Academic Calendar Schedule

May 26, 2026 - July 31, 2026

### March 2026

3/23 - Registration opens

### May 2026

5/11 - Tuition and fees due  
5/19 - Financial aid and scholarship funds available (for first 5-week session and 10-week session)  
5/25 - Memorial Day Holiday (All offices closed)



5/26 - Classes begin (for first 5-week session and 10-week session)

5/27 - Last day to register and add classes (for first 5-week session and 10-week session)

5/28 - Last day to withdraw without record and receive a refund (for first 5-week session and 10-week session)

### June 2026

6/19 - Juneteenth Holiday (All offices closed)

6/23 - Financial aid and scholarship funds available (for second 5-week session)

6/26 - Last day of class (for first 5-week session)

6/26 - Final exams are given on the last day of class (for first 5-week session)

6/26 - Last day to drop with a "W" is the last day of class (for first 5-week session)

6/29 - Final grades due (for first 5-week session)

6/29 - Classes begin (for second 5-week session)

6/30 - Last day to add classes (for second 5-week session)

### July 2026

7/1 - Last day to withdraw without record and receive a refund (for second 5-week session)

7/3 - Independence Day Holiday observed (All offices closed)

7/20 - Fall semester tuition and fees due

7/31 - Last day of class (for second 5-week session and 10-week session)

7/31 - Final exams are given on the last day of class (for second 5-week session and 10-week session)

7/31 - Last day to withdraw with a "W" is the last day of class

7/31 - Last day of Summer semester

### August 2026

8/3 - Final grades due no later than 4:30 p.m.

\* Last day to add a short term class is one day after the class start date.

\*\* Last day to drop a short term class without record and receive a refund is two days after the class start date.

\*\*\* Last day to withdraw with a "W" for a short term class is the last day of class.

## Steps for Getting Started

### Getting Started at Gila Community College

Welcome to Gila Community College! Getting started is easy—just follow a few simple steps.

1. **Apply for Admission**

Students can apply for Admission at [gilacc.org/apply](https://gilacc.org/apply) or by visiting their local campus.

2. **Submit Arizona Residency and Citizenship**

To ensure you receive the correct tuition rate, you'll need to submit a copy of U.S. citizenship and Arizona residency online through your student portal, or in-person at your local campus. A list of acceptable documents can be found under [Citizenship and Residency](#) in the catalog.

3. **Send Your Official Transcript or Take Placement Tests**

Send an official copy of your transcript from your most recent institution to Gila Community College. Contact your previous institution or go to the National Student Clearinghouse website at [getmytranscript.com](https://getmytranscript.com) to request an official transcript be sent.

If you haven't recently attended college or high school, placement tests are available at your local campus for no charge. See [Testing](#) for additional information.

Send your official transcript to your local campus:

Gila Pueblo Campus  
8274 S Six Shooter Canyon Road  
Globe, AZ 85502  
ATTN: Registrar

Payson Campus  
201 N Mud Springs Road  
Payson, AZ 85541  
ATTN: Registrar

4. **Schedule an Academic Advising Appointment**

Meet with an advisor to help you position yourself to reach your academic goals. Visit [Academic Advising and Disability Services](#) for contact information.

5. **Apply for Scholarships**

Students should speak directly with their campus Administration Office or Academic Advisor for a list of scholarships and popular scholarship search engines. See [Scholarships](#) for additional information.

6. **Register for Classes**

There are three easy ways to register for classes:

- Online using your online student account
- In-person at the Administration Office
- Email a Records, Registration, and Admissions staff member from your college email account.

7. **Pay Tuition and Fees**

Pay tuition and fees or establish a payment plan prior to the semester payment due date. If this is not completed by the due date, your classes will be purged the following day. Please see the academic calendar for tuition and fees due date.

8. **Buy Textbooks**

Purchase your textbooks through the online Bookstore: [gilacc.org/bookstore](http://gilacc.org/bookstore)

9. **Attend New Student Orientation**

Dates for New Student Orientation can be found in the Administration Office and are posted around campus.

10. **Enjoy Your Classes!**

## Admissions

### General Admission Requirements

Admission may be granted to any person who meets one of the following criteria:

- Is at least eighteen (18) years of age or older and demonstrates evidence of potential success in the community college.
- Is a graduate of a high school accredited by an accrediting association as defined by the United States Department of Education or approved by a State Board of Education or other appropriate state educational agency.
- Has a high school certificate of equivalency.
- Is a transfer student in good standing from another college or university.

Admission of students under 18 years of age:

- Admission shall be granted to any student who is under age eighteen years of age and who achieves, at a minimum, at least one of the following:
  - PSAT (Preliminary Scholastic Aptitude Test composite score of 720 or more.

- SAT (Scholastic Aptitude Test) composite score (verbal and math) of 720 or more.
- ACT (American College Test) composite of twelve (12) or more.
- A passing score on the relevant portions of the statewide assessment.
- The completion of a college placement method designated by the College that indicates the student is at the appropriate college level for the course.
- Is a graduate of a private or public high school or has a high school certificate of equivalency.
- The College may limit the number of semester hours in which the student may enroll to not more than six credit hours.
- Students who enroll in vocational courses may be admitted on an individual basis with the approval of the Chief Academic Officer or other appropriately designated personnel if the student meets the established requirements of the courses for which the student enrolls, and College officials determine that the student's admission is in the best interest of the student.

## Special Admission Requirements

The College is required to admit students under the age of eighteen who have not yet attained a high school diploma or high school certificate of equivalency and who meet the established requirements of the courses for which they enroll.

- A student under age eighteen shall not be denied admission because of age, lack of high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials, or lack of concurrent enrollment in a public or private school if the student has achieved at least a specified score on a college entrance examination.
  - PSAT (Preliminary Scholastic Aptitude Test) composite score of 720 or more.
  - SAT (Scholastic Aptitude Test) composite score (verbal and math) of 720 or more.
  - ACT (American College Test) composite of twelve (12) or more.
- The College shall provide all high schools in the state with information that describes the policies and rules, as appropriate, the types of courses available, and other information related to the enrollment of students under the age of eighteen.

Note: Admission to the College does not guarantee registration in all courses offered or in courses or programs that have specialized entrance requirements.

## Dual Enrollment Requirements

On a determination by the College that it is in the best interest of the citizens of the district, the District Governing Board may authorize the College to offer college courses that may be counted toward both high school and college graduation requirements at the high school during the school day, subject to stipulations 1 through 8 of the statute (A.R.S. §15-1821.01).

# Citizenship and Residency

To receive in-state tuition students must provide proof of Citizenship and Residency. Citizenship and residency determinations are subject to A.R.S. §15-1801 et seq.

## Evidence of Citizenship

### **Documents most frequently submitted by U.S. citizens:**

- Unexpired Arizona Driver's License, Instruction Permit, or non-operator ID.
- U.S. Birth Certificate (with photo ID)
- Signed U.S. Passport
- Non-Arizona Driver's License (licenses and permits from the following states are NOT permissible: California, Colorado, Connecticut, Delaware, Hawaii, Illinois, Maryland, Nevada, New Jersey, New Mexico, New York, Oregon, Utah, Vermont, Washington and the District of Columbia).
- Bureau of Indian Affairs ID Card, Tribal ID Card, or Certificate of Indian Blood (with photo ID)
- Signed U.S. Social Security Card (with photo ID)



- Signed Certificate of U.S. Citizenship or Signed Certificate of Naturalization (with photo ID)
- U.S. Military ID or DD-214 documentation (with photo ID)
- U.S. Armed Forces Driver's License

**Documents most frequently submitted by non-U.S. citizens to request an approved citizenship status:**

- Signed unexpired Foreign Passport and valid U.S. Visa
- Permanent Resident Card
- F1 Visa and I-20 (signed)
- J1 Visa and DS-2019 (signed)
- Refugee Travel Document (Form I-571) issued since 2003
- Form I-94 arrival/departure record with endorsement (expiration date must not have passed); stamp showing admission under section 207 (refugees) or section 208 (asylee) of the Immigration Nationality Act.

If you are unable to provide verification or if you have questions, please contact Admissions on the Gila Pueblo Campus at 928-425-8481 or on the Payson Campus at 928-468-8039.

## Evidence of Residency

To receive in-state tuition, a student must provide evidence of continuous residency in Arizona for one year.

1. A student must have an Arizona driver's License or an Arizona State ID card
2. If an Arizona Driver's License or Arizona State ID card is not one year old, one of the following documents must be used to determine Arizona residency.

Supplemental documents should

- a. Match address on Arizona Driver's License or Arizona State ID\*
  - b. Have student's name
  - c. Be dated at least one year ago
- AZ voter registration card
  - Bank account with AZ address
  - Utility bill
  - W2 or pay stubs
  - AZ income tax return from previous year
  - AZ tribal document from any tribe with a reservation in the state of AZ
  - MVD report (may be obtained at [www.servicearizona.com](http://www.servicearizona.com) or at the local MVD office)

\*Additional documentation may be required if the addresses do not match.

## Dual Enrollment

To verify Arizona residency and citizenship for a high school student without a one-year-old Arizona Driver's License or Arizona State ID card, the student must provide a birth certificate and high school transcript showing they are currently enrolled.

## Veterans

Veterans should provide the following documents to determine if they qualify for immediate in-state residency:

1. A veteran must submit a DD-214 that states the veteran has an honorable discharge. It cannot be general under honorable or any other status.
2. A veteran must submit one piece of documentation that shows the veteran has an intent to establish AZ residency by providing any of the items below:
  - a. AZ voter registration card
  - b. AZ Driver's License or AZ ID Card
  - c. AZ motor vehicle registration
  - d. Employment history in Arizona
  - e. Transfer of major banking services to Arizona

- f. Change of permanent address on all pertinent records
- g. Other materials of whatever kind or source relevant to domicile or residency status

## Veteran Dependents

Veteran Dependents should provide the following documents to determine if they qualify for immediate in-state residency:

1. A veteran's dependent must submit a DD-214 that states the veteran has an honorable discharge.
2. A veteran's dependent must submit documentation that proves the relationship to the veteran, such as marriage license, federal taxes or birth certificate.
3. A veteran's dependent must submit one piece of documentation
  - a. AZ voter registration card
  - b. AZ Driver's License or AZ ID Card
  - c. AZ motor vehicle registration
  - d. Employment history in Arizona
  - e. Transfer of major banking services to Arizona
  - f. Change of permanent address on all pertinent records
  - g. Other materials of whatever kind or source relevant to domicile or residency status

## Arizona Proposition 300

In November 2006, Arizona voted to stipulate that college students who are not legal United States citizens or are without lawful immigration status must pay out-of-state tuition, and that persons who are not United States citizens or who are without lawful immigration status are not eligible for financial assistance using state money. The law requires that those who do not show proof of US citizenship or lawful immigration status are to pay out-of-state tuition. Proposition 300 does not affect whether a student can attend Gila Community College, but rather whether a student pays in-state or out-of-state tuition or is eligible to receive financial aid subsidized or paid in whole or in part by the state.

## Arizona Proposition 308

In November 2022, Arizona voted to support Proposition 308, which allows for qualifying, non-citizen Arizona high school graduates to receive in-state tuition at Arizona universities and community colleges and may be eligible to receive state-funded financial aid.

If a student cannot provide documentation to meet Prop 300 requirements, they may qualify for in-state tuition through Prop 308 if: (1) The student attended any public or private high school or homeschool equivalent while physically present in Arizona for at least two years and (2) the student graduated from any public or private high school option or homeschool equivalent in Arizona or obtained a high school equivalency diploma in Arizona, i.e., a GED.

# Awarding of Transfer Credits

Gila Community College collaborates with fellow accredited institutions of higher education in order to maximize the transfer of student coursework. The following establishes a clear procedure for obtaining transfer credit at Gila Community College.

## Procedure

1. Students must have each of their former higher education institutions send - by mail or electronically - an official transcript directly to the Gila Community College Administration office. A student may also hand-deliver sealed official transcripts to the Records and Registration office.
2. Appropriate Records and Registration office staff will evaluate official student transcripts, determine the applicability of credit earned at other institutions of higher education, and will record accepted transfer credits on the student's transcript.
3. Students may receive transfer credit for courses in which they received a grade of "C" or better. Developmental coursework below 100-level may be accepted for the purpose of fulfilling course prerequisites. However, developmental course credit will not apply toward a Gila Community College degree or certificate.

4. When the transfer courses are determined to be equivalent or similar to Gila Community College courses, students will receive credit for the equivalent Gila Community College courses. Courses that are determined to not be equivalent or similar to Gila Community College courses will transfer as elective credit.
5. Transfer credit from non-accredited post-secondary institutions may also be accepted if such credits represent equivalent or higher-level work at Gila Community College.

Transfer coursework is not calculated in Gila Community College's student grade point average.

Accredited higher education institutions are those fully accredited through the U.S. Department of Education Accrediting Agencies.

## Grading

Each course in which the student is enrolled at the close of the drop/add period will be awarded one of the following grades:

Grade	Designation	Grade Points Per Semester Credit Hour
A	Excellent	4
B	Good	3
C	Competent	2
D	Passing	1
F	Failing	0
I	Incomplete	Not computed in GPA
P	Credit	Not computed in GPA
Q	Course in Progress	Not computed in GPA
W	Withdrawal	Not computed in GPA
X	Audit	Not computed in GPA
Y	Grade not reported by instructor	Not computed in GPA

Grade averages are computed by multiplying the grade points by the corresponding semester hours of credit and dividing the sum of those products by the total semester hours.

### Grade of Incomplete "I"

The mark of Incomplete (I) may be given for reasons acceptable to the instructor if a student does not complete the objectives of the course during the semester of enrollment. Incompletes may be changed to grades when, upon contract with instructors, the objectives of the courses involved are completed at a passing level. Students are solely responsible for making arrangements with instructors to complete course requirements. The course must be completed, and a grade recorded by the end of the next regular semester following the Incomplete, or a grade of "F" will be recorded for the course.

### Grade of Pass "P"

A "P" grade is normally available only to the non-transfer student. Up to six (6) units of "P" grades may be applied toward fulfilling graduation requirements in a university parallel curriculum. For financial aid purposes, the grade of "P" will be equivalent to a "C" (competent).

### Grade of Withdrawal "W"

The mark of Withdrawal (W) may be initiated by the student prior to final exam week upon filing a drop slip in the Registration Office or completing a Withdrawal online.

## Grade of Audit "X"

The mark of Audit (X) is given to students who officially enroll in a course as an auditor to obtain course information and do not wish to earn college credit. Auditors pay the regular tuition and fee charges in addition to any additional assessment as specified in the fee schedule.

## Grade Reporting System

All students receive grade reports at the end of the semester. Only final grades are entered on students' permanent records.

## Auditing a Course

Students may choose to enroll in a class without receiving college credit or a letter grade, this is called auditing a course. Students must regularly attend the audited course and may be required to complete homework, take quizzes and tests, and participate in class discussions. Students will consult with the instructor to determine the level of class participation required. Students who officially audit a course will receive a grade of "X". This grade does not calculate in the student's GPA and does not count toward graduation.

Students may choose to audit a course as a way to obtain course information without the pressure of receiving a grade or having a grade negatively impact their GPA. When auditing a course, students must pay regular tuition and fee charges in addition to an audit fee specified in the fee schedule.

## Course Overload

Full time students typically enroll in 12-18 credit hours per semester. For financial aid and scholarship purposes, a full-time student is defined as one enrolled in 12 or more credit hours. Students may enroll in up to 22 academic credits in a single semester if they meet the following criteria:

- Current GCC Student - Completion of 12 or more credits at Gila Community College with a minimum cumulative GPA of 2.75 or higher.
- Transfer Student – Completion of 12 or more credits from the transferring institution with a cumulative GPA of 2.75 or higher.

If a student does not meet the above criteria and is currently enrolled in 12 or more credits at Gila Community College, the student may petition for an overload allowance up to 22 credit hours for the subsequent semester. Other academic standards consequences may apply.

Students who wish to enroll in more than 22 credits for a regular semester must petition the Admissions and Academic Standards Committee for additional overload consideration.

## Requesting Transcripts

An official transcript is a copy of a student's permanent academic record issued by the college Registrar. It displays all courses taken, grades received, and degrees or certificates awarded at Gila Community College. Gila Community College partners with the National Student Clearinghouse to provide a convenient web-based method for students and alumni to request official transcripts. A fee of \$10 will be charged for each official transcript ordered. You can order your official transcript by directly accessing the National Student Clearinghouse ordering website at [www.getmytranscript.com](http://www.getmytranscript.com). Transcripts may be sent electronically or mailed. Gila Community College does not fax official transcripts.

# Graduation and Commencement

## What Is Commencement

At the culmination of each academic year, Gila Community College holds a commencement ceremony to honor students who have completed a degree or certificate of proficiency. Commencement Ceremonies are held on each campus during the month of May. Commencement Ceremony dates and times can be found on the [Academic Calendar](#).

## Who Can Participate in Commencement

Students who successfully complete requirements for associate degrees and certificates of proficiency may participate in commencement exercises. Students within seven credits of a degree and students who have completed or are completing the certificate requirements in May can participate.

## How to Apply for Commencement

1. **Contact an Academic Advisor**

All students pursuing a degree or certificate of proficiency are encouraged to speak with an Academic Advisor to confirm that all courses required for graduation have been met or will be completed by the end of the semester they are intending to graduate.

2. **Submit a Graduation Petition**

Students must submit a graduation petition for each degree or certificate of proficiency they are requesting to receive. Graduation petitions can be submitted through the online student portal.

3. **Ensure All Debts Have Been Paid to the College**

Students will not be issued their degrees or certificates of proficiency if there is an unpaid balance on their student account. Students can confirm that all balances have been paid through their online student portal or by contacting the Business Operations Office.

## Degree Conferment

All graduation petitions are reviewed by Gila Community College to ensure all requirements have been met. If all requirements are met, students will see the degree or certificate of proficiency appear in their student portal as a degree conferred approximately 6-8 weeks after the end of the semester. Diplomas are sent in the mail at time of conferment to the address indicated on the graduation petition.

## Graduating with Honors

Associate degree graduate candidate students may be eligible for honors recognition. Students must meet the following criteria at the conclusion of their last completed semester to be recognized as honors.

- **Highest Honors:** at least 30 credits with Gila Community College, and a 4.000 cumulative grade point average.
- **High Honors:** at least 30 credits with Gila Community College, and a minimum 3.750 cumulative grade point average.
- **Honors:** at least 30 credits with Gila Community College, and a minimum 3.500 cumulative grade point average.

## Multiple Degrees

Once you have received one associate degree, one or more additional degrees can also be received by completing the additional degree requirements with a minimum of 16 additional curriculum credits beyond the first degree. Degrees may be earned concurrently except in the following instances:

- A General Studies, AGS degree will not be awarded in conjunction with any other transfer degree.
- A General Technical Studies, AAS degree will not be awarded in conjunction with any other AAS degree.

## Withdrawals

Students and/or faculty can initiate an official withdrawal from courses. Withdrawal before the end of the drop/add period shall result in "Withdrawal Without Record" (WOR) from the course on a student transcript. Withdrawal after the close of the drop/add period for the course shall result in a grade of "W" on a student transcript.

Because there are potential ramifications for financial aid and auditing, it is critical that students, faculty, and staff understand what is required of them, and how and when automatic withdrawals take place. Withdrawing from courses may affect a student's financial aid eligibility, veteran's benefits, and other academic eligibility. Students should consult the Financial Aid Office, Veteran's Affairs Office, and/or Records and Registration Office prior to withdrawing.

Students in prison programs do not have direct access to online processes, therefore designated staff will perform withdrawals as described in this policy on their behalf.

### **Responsibility of Students:**

1. Students must attend the first day of class or contact the instructor about missing the first scheduled class meeting, or they will be withdrawn without record (WOR) from the course. Students can re-enroll within the scheduled registration and drop/add periods if space is available or with instructor permission.
2. Students may withdraw themselves through the last day of class, not including Finals Week.
3. A student who does not officially withdraw from a course may receive a failing grade.

### **Responsibility of Faculty:**

1. Faculty must drop students who do not attend the first day of class or who fail to contact the instructor. For online classes, faculty will drop students who do not participate during the first week of classes. Students can re-enroll within the scheduled registration and drop/add periods if space is available or with instructor permission.
2. Faculty must submit an accurate and timely official roll at the end of the first week of classes.
3. Faculty must submit an accurate and timely 45th day roll.
4. Faculty must submit an accurate and timely final roll.
5. Faculty must verify non-participation on a weekly basis. Faculty should contact students who have not participated to encourage participation or the option to withdraw.
6. Faculty must accurately report the last day of participation for any student for whom they are submitting a withdrawal. The last day of participation must be within 30 days of the date of the withdrawal.

After the 45th day and until the Friday before Finals Week, instructors may request that a student be withdrawn from a course. Justification for the request must be submitted to and approved by the Chief Academic Officer.

A "W" grade MAY NOT be entered on the Final Grade Roll.

### **Automatic Withdrawals**

For automatic withdrawals to be initiated, faculty must verify non-participation on a weekly basis. Students who have three consecutive weeks of non-participation prior to the last day that students can withdraw themselves will be automatically withdrawn with record (W).



## Tuition Schedule for 2025-2026

Credit Hours	Arizona Resident	Out-of-state Non-resident	In-state Age 55+	Out-of-state Age 55+	High School Dual Enrollment
0.5	\$49	\$73.5	\$0	\$24.5	\$35
1	\$98	\$147	\$0	\$49	\$70
2	\$196	\$298	\$0	\$98	\$140
3	\$294	\$441	\$0	\$147	\$210
4	\$392	\$588	\$0	\$196	\$280
5	\$490	\$735	\$0	\$245	\$350
6	\$588	\$882	\$0	\$294	\$420
7	\$686	\$1,029	\$0	\$343	\$490
8	\$784	\$1,176	\$0	\$392	\$560
9	\$882	\$1,323	\$0	\$441	\$630
10	\$980	\$1,470	\$0	\$490	\$700
11	\$1,078	\$1,617	\$0	\$539	\$770
12	\$1,176	\$1,764	\$0	\$588	\$840
13	\$1,274	\$1,911	\$0	\$637	\$910
14	\$1,372	\$2,058	\$0	\$686	\$980
15+	\$1,470	\$2,205	\$0	\$735	\$1,050

## Fees Schedule for 2025-2026

Course Related Fees	
EMT 103 Lab Fee	\$230
Cosmetology Course Fee	\$750 per term
Cosmetology Kit Fee	\$1,200
Jewelry Course Fee	\$20
Lapidary Course Fee	\$20
Nail Technician Course Fee	\$375 per term
Nail Technician Kit Fee	\$660
Welding Course Fee	\$75
Miscellaneous Fee	To be determined
Other Fees	
Audit Fee*	\$35 per credit hour
Calculator Non-Return Fee	\$50
CPR Card Replacement	\$15
Credit By Exam*	\$40 per credit hour
Credit By Exam Admin Fee	\$20

<b>Other Fees</b>	
Diploma Replacement	\$20
Hotspot Non-Return Fee	
Hotspot	\$150
Charger	\$40
Case	\$35
ID Card Replacement	\$10
Non-Credit Course Fee	\$45
Non-GCC Student Proctoring Fee	\$20 per exam
NSF (Non-Sufficient Funds)	
1st Check	\$30
Additional	\$35
Printing Fee	.10 per sheet
Transcripts	
Transcript	\$10
Transcript Fax Surcharge	\$2

**NOTES:**

Course related fees are refundable prior to the Withdraw Without Record and Receive a Refund deadline as indicated on the academic calendar

All Course related fees are subject to change

\* Fee is in addition to tuition and course fees

## Refund of Fees

Refundable fees are defined as general tuition, out-of-state tuition, and class, lab, and other special or miscellaneous fees. All students who officially withdraw from Gila Community College or individual semester-length or short-term courses before the close of registration for the course will receive a full refund. Assessment fees are not refundable. Fees including class, lab, and other special or miscellaneous fees may be refundable if a student withdraws prior to the first day of class.

All refunds and deposits that may be due to a student will first be applied to debts that the student owes the College. When federal financial aid is used to pay for tuition and fees, the refund will be made to the federal fund, not to the student (Federal Regulation 34 CFR 668).

When federal financial aid recipients completely withdraw from the College, federal regulations may require a percentage of federal aid funds disbursed to be returned by the federal financial aid recipient.

## Cancelled Courses

When the College cancels a course, a full refund will be made for the cancelled course.

## Special Provision Refunds

Students with extenuating circumstances may petition the Academic Standards Committee for a prorated tuition refund. Extenuating circumstances shall be limited to the following:

- Serious illness or injury - Illness or injury qualifies for a Special Provisions Refund when the condition impedes the student's ability to attend class, submit assignments, or complete scheduled exams in a timely manner and causes the student to fall behind to the extent that the student's performance and grade will be impaired as a direct result of the illness or injury. Written verification is required from the student's physician, on the physician's letterhead, verifying that illness or surgery prevents the student from being able to attend classes, or that attending classes would jeopardize the health of other students in class.
- Death of the student or an immediate family member - Qualifying family members shall include immediate family members (i.e., father, mother, siblings, son, daughter, or spouse). The student must provide documentation indicating the relationship to the deceased.

Any request for a Special Provisions refund must be made in the same academic term as the withdrawal. Requests made after the academic term will not be considered.

Any Special Provisions refund granted will be prorated as follows:

- The final withdrawal occurs within the first 25% of the academic term, 75% of tuition refunded.
- The final withdrawal occurs within the first 50% of the academic term, 50% of tuition refunded.
- The final withdrawal occurs within the first 75% of the academic term, 25% of tuition refunded.
- The final withdrawal occurs after 75% of the academic term, no refund shall be made.

The student transcript will continue to show the courses as Withdrawn with a W grade. A student may not receive a WOR (Withdrawal Without Record) or the removal of courses from an official transcript as this may cause Gila Community College to be out of compliance with Federal Financial Aid.

In the event any federal financial aid monies are to be returned to the government, those returns will be deducted from the refund and the student receives only what may be remaining.

## Other Refunds

A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a full refund of tuition provided courses have not been completed.

Students who wish to appeal the refund policy may do so by petitioning the Academic Standards Committee. Petitions must be submitted to the appropriate administration office staff.

## Financial Aid

Gila Community College does not participate in Title IV federal financial student aid programs at this time. Title IV funding includes, but is not limited to Federal Pell Grants, Federal Work Study, and Federal Supplemental Educational Opportunity Grants.

Students are encouraged to apply for scholarships to bridge the gap between the cost of attending college and what students and their families are expected to contribute. See [Scholarships](#) for additional information.

## Scholarships

Scholarships can assist students in funding their education at Gila Community College. Gila Community College partners with many nonprofits and scholarship foundations to make sure each student has access to the most up to date list of scholarships available for their campus.

### Friends of Rim Country GCC (Payson Campus)

The Payson Campus is proud to partner with Friends of Rim Country Gila Community College to provide financial assistance to degree seeking students attending the Payson Campus in Payson, Arizona. For the scholarship application and additional scholarship requirements, visit their website: <https://www.friendsofrimcountrygcc.org/payson-scholarship-application/>

### Pinal Mountain Foundation (Gila Pueblo Campus)

The Gila Pueblo Campus is proud to partner with Pinal Mountain Foundation to provide scholarships for degree seeking students attending the Gila Pueblo Campus in Globe, Arizona. For the scholarship application and additional scholarship requirements, visit their website: <https://www.pinalmountainfoundation.org/scholarships>

### Additional Scholarship Opportunities

Students should speak directly with their campus Administration Office or Academic Advisor for a list of scholarships and popular scholarship search engines.

For additional information regarding scholarship opportunities visit or contact:

#### Gila Pueblo Campus

8274 S Six Shooter Canyon Road  
P.O. Box 2656  
Globe, AZ 85502-2656  
Phone: (928) 425-8481

#### Payson Campus

201 N Mud Springs Road  
P.O. Box 359  
Payson, AZ 85547-0359  
Phone: (928) 468-8039

Website: <https://www.gilacc.org/howdoi/scholarships.php>

## Academic Advising and Disability Services

All Gila Community College students have access to an academic advisor and a disability services advisor. Advisors are available to address student needs such as advising, tutoring, ADA accommodations, and/or mental health support. Student support needs are assessed via an initial advising appointment and students are guided through the process for accessing relevant accommodations.

### Academic Advising

Academic advisors are available to coach students through their academic journey at Gila Community College and help students establish a personal educational plan. Academic advisors help students establish an academic plan that aligns with the student's academic and career goals. They can assist with degree exploration and selection, course selection and sequencing, enrollment, understanding program requirements, identifying relevant scholarships, researching transfer options, and connecting students with campus and community resources.

### Disability Services

Gila Community College will provide current and future students with disabilities appropriate accommodations to participate in the educational experiences offered by the college. Students must meet eligibility requirements in accordance with the Americans with Disabilities Act, Title II, Postsecondary Education and the Vocational Rehabilitation Act of 1973, Subpart E, Postsecondary Education. Accommodations are not a guarantee of student success, rather they provide an opportunity for student participation.

Disability services advisors work with students, parents, case workers, instructors, and others to ensure students with disabilities are allowed all opportunities to access higher education. Proper documentation is gathered, and accommodations are granted based on documented need. All documentation should be on file before the student or applicant receives accommodations.

### Requesting Services for Students with Learning, Developmental, or Psychological Disorders

Students or applicants with learning, developmental, or psychological disorders requesting an academic adjustment or accommodation must:

1. Be admitted or have applied to Gila Community College.
2. Provided Gila Community College with psychoeducational, psychological, psychiatric, or other appropriate diagnostic evaluation(s) as requested, to document the nature and extent of the disability.
3. All documentation must be from the appropriate medical doctor, with appropriate credentials.

For students and applicants with learning or developmental disorders, a psychological evaluation is preferred; however, the most recent Individualized Education Plan (IEP) can be used.

For psychological disorders, documentation must include a psychological evaluation or documentation.

### Requesting Services for Students with Physical, Hearing, and/or Vision Disabilities

Students or applicants with physical, hearing, and/or vision disabilities, including barrier free access and academic accommodations requesting an academic adjustment or accommodation must:

1. Be admitted or have applied to Gila Community College.
2. Provide Gila Community College with an evaluation or medical information to document the nature and extent of the disability. For hearing and/or vision disabilities an audiological or vision evaluation certifying the disability is required.
3. Include evidence that the evaluation has the professional credentials and /or specialized training which qualifies them to offer a diagnostic determination.
4. If requesting a sign language interpreter, the request should be forwarded to the College's Disability Services Advisor within 3 months of the student's planned enrollment.

Disability Services Advisors are responsible for evaluating documentation provided by students and applicants seeking accommodations. Students seeking accommodation should make an appointment with a disability services advisor and request an accommodation plan.

To request an appointment with an academic advisor or with a disability services advisor, contact:

<b>Gila Pueblo Campus:</b>  Disabilities Services: (928) 425-8481 x146 <a href="mailto:gilapueblodso@gilacc.org">gilapueblodso@gilacc.org</a>  Academic Advising: (928) 425-8481 x125 <a href="mailto:gilapuebladvising@gilacc.org">gilapuebladvising@gilacc.org</a>	<b>Payson Campus:</b>  Disabilities Services: (928) 363-4066 <a href="mailto:paysondso@gilacc.org">paysondso@gilacc.org</a>  Academic Advising: (928) 363-4066 <a href="mailto:paysonadvising@gilacc.org">paysonadvising@gilacc.org</a>
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## Gila Community College Library

The Gila Community College Library is open to students, faculty, and staff of the college. The general public is welcome to access the Library and use the many resources as availability allows. The Gila Community College Library is a space for students to access computers, online and print research tools, textbooks, copy machines, and additional student resources to help them succeed in their academic pursuits. Individual assistance is available to all patrons. Full-time students can also obtain a student ID card from the Library.

In the Library, you can:

- Receive assistance with activating and navigating your student accounts and learning system
- Access your student email account
- Learn about online resources such as RefWorks, Grammarly, Read&Write, NetTutor, and more
- Access the extensive collection of physical and digital books, DVDs, and more
- Receive assistance with your financial aid and/or scholarship applications
- Complete any needed placement tests
- Print and scan documents
- Access a computer
- Check out a Wi-Fi HotSpot

For additional information about services offered in the Library on your campus, contact:

Gila Pueblo Campus Library, Room 900  <ul style="list-style-type: none"> <li>• Monday - Thursday: 9 a.m. - 1 p.m., 2 p.m. - 6 p.m.</li> <li>• Friday: 9 a.m. - 12:30 p.m.</li> <li>• (928) 425-8481 x116</li> </ul>	Payson Campus Library, Room 105  <ul style="list-style-type: none"> <li>• Monday-Thursday: 9 a.m. - 1 p.m., 2 p.m. - 6 p.m.</li> <li>• Friday: 9 a.m. - 12:30 p.m.</li> <li>• (928) 468-8039 x232</li> </ul>
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## Student Resource Folders

Student resource folders are available in common campus areas with information including, housing, positive mental health, childcare, legal assistance, parenting, health and wellbeing, food programs, senior support, utilities, education and job opportunities, and clothing.

Student resource folders are located:



Gila Pueblo Campus: Administration Office  
Payson Campus: 100 Building Student Lounge

## Testing

Some courses may require Accuplacer placement testing. Placement testing is available for Gila Community College students in the Gila Community College Library. Students will need a valid photo ID and student number to test. To obtain a student number, contact the Admissions and Registration Office.

Third-party Gila Community College testing is available by appointment, please call the Library on the campus of choice to schedule an appointment. Common third-party tests include: Automotive Service Excellence (ASE) testing, and exams for other institutions that require a proctor.

## Tutoring

Gila Community College offers free tutoring to all students. Tutoring is available for most general education classes. Students can access online tutoring services through NetTutor. NetTutor offers individual professional tutoring sessions, 24 hours a day, 7 days a week. NetTutor provides on-demand, question drop-off, and writing feedback options for students in over 150 subjects. NetTutor is available through BrightSpace.

In-person tutoring sessions are available for select subjects on each campus. See your campus Administration Office or Library for a list of in-person tutors, subjects, and availability.

## General Safety

Gila Community College strives to maintain a safe and secure college environment for students, faculty, staff, and visitors.

Campus security officers visit each class at the start of every semester to review safety tips, the Emergency Alert Notification System, and procedures in the event of an emergency situation. Classrooms and offices have access to an in-house 2-way intercom system to communicate with the Administration Office. An Emergency Response Plan is available in every classroom and office on each campus.

Campus Security contact information is posted in all classrooms and offices. Security is available to provide a safety escort to students, faculty, staff, or visitors who are concerned about their safety.

Gila Community College encourages all persons to take an active role in keeping the college safe and secure. Anyone who becomes aware of any crime, is a victim of a crime, or becomes aware of an emergency situation is asked to notify 911 and appropriate campus staff immediately. Local law enforcement agencies shall have authority when responding to any and all emergency situations.

## Security and Maintenance of Campus Facilities

All facilities, properties, and physical assets are regularly inspected and maintained by college staff to ensure a safe, efficient, and well-maintained environment for all stakeholders. The Facilities Administrator ensures all maintenance work is completed in a timely manner and is in compliance with safety regulations and organization standards. A preventative maintenance schedule is followed to ensure maintenance staff conduct routine maintenance, repairs, and inspections of facilities ensuring they are in good working condition. All maintenance, custodial, and security personnel regularly inspect the buildings and grounds to report any needed repair or hazardous situation to the appropriate department. Prompt repairs will be made based on the severity of the needed repair as determined by the Facilities Administrator and maintenance personnel.

Each campus has security who patrol the campus and monitor campus property. Offices, classrooms, and buildings are locked when not in use.

Students and employees are encouraged to report any maintenance related, safety and security related, or potential safety and security hazard to the Facilities Administrator and the local campus maintenance department and/or the local campus Administration Office.

[View Policy 2040: Facilities and Asset Maintenance](#) for additional information.

## Emergency Notifications

The college partners with Regroup as their Emergency Alert Notification System to notify the college community of active or potential incidents or emergencies. Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or off campus, an emergency alert will be issued by the appropriate person or office. Other alert methods may also be used including but not limited to internet notifications at the Gila Community College home page, local radio station announcements, and campus phone messages.

The decision on the appropriate course of action and the type of instructions given to the campus community will be determined by campus security or other college officials based upon the information available at the time. College employees will follow the emergency notification procedures outlined in the Emergency Response Plan which is available in every classroom and office on each campus.

Regroup will also be used to notify the college community of campus closures or late starts/early releases. Students and employees will be notified of an alert through their student email account and cell phone number on record in their student account.

## Annual Security Reporting

The Jeanne Cleary Act is a federal law that requires all educational institutions of higher learning, who receive federal funding, to report campus crime data related to the occurrence of specific criminal offenses. In compliance with the Jeanne Cleary Act Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code §1092(f) and the Higher Education Opportunity Act of 2008, Gila Community College maintains and publishes an Annual Security Report. The report is intended to inform the campus community of campus safety information, Cleary Act crime statistics, fire data and statistics, timely warnings, and policies and procedures relating to sexual violence, emergency responses, and other safety factors.

The Annual Security Report is available to current students, staff and faculty, as well as to prospective students and employees upon request.

### Crime and Fire Logs

Crime logs are maintained on a daily basis listing all crimes and alleged criminal incidents reported to campus security or administration. The crime log is available on-site, during normal business hours, at each campus location.

Fire logs containing all reported fires that occurred at any of Gila Community College's facilities are also maintained at each campus.

## Drug, Alcohol, and Tobacco Free Campus

### Gila Community College District Policy

Gila Community College (College) adheres to the Drug Free Schools and Communities Act Amendments of 1989, Public law 101-226, and complies with all federal, state, and local laws pertaining to controlled substances, including alcohol. No person shall manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to purchase or obtain, sell, or transfer any controlled substance, dangerous drug, narcotic, precursor chemical, drug paraphernalia, or alcohol in any premises owned and/or leased/rented by the district for approved educational purposes or in any vehicle either owned or approved for use by an employee or student.

Neither students nor employees shall possess or use tobacco products, including, but not limited to cigars, cigarettes, chewing tobacco, e-cigarettes, other nicotine products, or any "vaping" devices on or in any premises owned and/or leased/rented by the district for approved educational purposes or in any vehicle either owned or approved for use by an employee or student.

Employees and/or students who do not adhere to college policy are subject to college disciplinary action and possible federal and state legal prosecution. College disciplinary action may include, but is not limited to, disciplinary probation, suspension, or expulsion for student offenders. Employees who fail to follow College policy may be subject to termination of employment. Any individual who fails to follow College policy may face legal consequences include possible arrest, imprisonment or fine as defined by Arizona state and/or federal laws.

[View Policy 5100: Drug, Alcohol, and Tobacco Free Workplace](#) and [View Policy 6002: Student Code of Conduct](#) for additional information.

### Alcohol and Drug Use Prevention Program

Gila Community College strives to reduce illegal and high-risk use of alcohol and other drugs and related consequences and have the following policies and resources in place:

- Counseling services provide individual sessions on the topic of Substance Abuse. If deemed necessary, counselors will provide referral services to community-based agencies.
- All events on campus are alcohol-free events whether sponsored through the college or through an external entity.
- Alcohol and substance abuse education, prevention, and treatment services materials is available to students and employees in the library and in common areas on campus

- Administration, faculty, and staff receive training each year to recognize the signs of a potential alcohol and/or drug problem and solutions to deal with such concerns.
- Faculty and Staff have access to an Employee Assistance Program (EAP) as part of their health insurance benefit package. The EAP provides assistance with any personal concerns, including alcohol or substance abuse treatment.

Campus community members who may have an alcohol or drug problem can also receive assistance by calling:

- Alcoholics Anonymous 1-877-511-2427
- Narcotics Anonymous 1-844-991-2962
- Al-Anon at 1-800-356-9996
- American Council on Alcoholism at 1-800-527-5344
- National Institute on Drug Abuse Hotline at 1/800-662-4357
- DRUGHELP at 1-800-378-4435

## Weapons

Arizona State law A.R.S.§13-2911 provides Gila County Community College District Governing Board allowance to determine policy regarding weapons on District campuses.

The Gila County Community College District Governing Board does not allow weapons on any of its campuses or in any premises owned and/or leased/rented by the district for approved educational purposes or in any vehicle either owned or approved for use by an employee or student. Weapons include, but are not limited to firearms, knives explosive devices, fireworks, tasers, or any other object designed to cause or that may cause harm or injury.

Security Officers and/or law enforcement will respond to all reports of a person with a weapon and determine the correct response. Any person believed to be committing any act or has entered the property with the purpose of committing any act that disrupts the lawful use of the college property by others will be asked to leave the property. Any person who refused to leave the property shall be subject to arrest under A.R.S. §13-1502, Third Degree, Criminal Trespass.

Employees and/or students who do not adhere to college policy are subject to college disciplinary action and possible federal and state legal prosecution. College disciplinary action may include, but is not limited to, disciplinary probation, suspension, or expulsion for student offenders. Employees who fail to follow College policy may be subject to termination of employment. Exemptions to this policy include peace or law enforcement officers as allowed by statute, authority, or permission of college administration. Students officially enrolled in the Gila Community College Law Enforcement Training Academy or those who have successfully passed the program requirements for carrying a firearm are also exempt from this policy.

If a person has a weapon and appears dangerous, is acting suspicious, is threatening, or is behaving irrationally, stay away from the individual and call 9-1-1 immediately.

[View Policy 2060: Weapons on Campus](#) and [View Policy 6002: Student Code of Conduct #13](#) for additional information.

## Academic Freedom Statement

Academic freedom is a core value at Gila Community College, where the free exchange of ideas and the exploration of topics and issues on campus and in the global context is fully endorsed. Academic freedom is vital to the college community's shared goal of the pursuit of knowledge, is fundamental to the exploration of new ideas, and is essential as we learn from one another. Academic freedom shall be understood to include, but not be limited to, the following:

- Academic freedom protects faculty from any and all arbitrary interferences with their ability to fulfill their responsibilities in research, creative activities, teaching, service and outreach.
- Academic freedom is essential to the fundamental mission of discovering and advancing knowledge and disseminating it to students and society at large.
- Academic freedom enables faculty members to foster in their students a mature independence of mind, and this purpose cannot be achieved unless students and faculty are free within the laboratory, classroom, and elsewhere to express the widest range of viewpoints in accord with standards of scholarly inquiry.
- Academic freedom extends to expressing opinions concerning matters of shared governance, leadership, or the functioning of the College and its internal departments.
- Academic freedom includes the right of faculty members to be free from any adverse action resulting in whole or in part from the exercise of freedom of speech, belief, or conscience in any venue, to the maximum extent consistent with the fulfillment of clearly defined teaching, creative activity, research, service, or clinical obligations.
- Academic freedom includes the right to due process sufficient to minimize the risk that adverse actions are taken, even in part, as a result of the faculty member's exercise of academic freedom.
- Academic freedom includes the right to criticize existing institutions (including leadership, professions, paradigms, and orthodoxies).

Academic freedom does not protect student speech or activity that is prohibited by law. The College reserves the right to limit student expression not protected by the first amendment of the United States Constitution, including:

1. A violation of state or federal law.
2. An expression that a court has deemed unprotected defamation.
3. Harassment. For the purposes of this policy, "harassment" means only that expression that is so severe, pervasive, and subjectively and objectively offensive that it unreasonably interferes with an individual's access to educational opportunities or benefits provided by the College.
4. A true threat. For the purposes of this policy, "true threat" means a statement that is meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence against a particular person or a group of persons.
5. An unjustifiable invasion of privacy or confidentiality that does not involve a matter of public concern.
6. An action that unlawfully disrupts the function of the College.

## Academic Regulations

### Academic Integrity

The value and legitimacy of the degrees, certificates, and coursework offered at Gila Community College greatly depends on its reputation as an institution dedicated to academic integrity. The creation, transmission, sharing, and application of knowledge are central activities of the College community. Cheating violates the fundamental values of that community. This Academic Integrity Policy provides guidance in helping students and faculty understand the meaning and importance of academic integrity; defines academic dishonesty; and outlines the procedures for handling infractions of academic integrity.

Definitions:

- Academic Dishonesty - any deceptive or fraudulent act that creates or attempts to create an advantage or disadvantage for any member of the academic community.

- Academic Evaluation - any academic assignment, project, paper, performance, quiz, exam, comprehensive exam, candidacy exam, thesis, dissertation, clinical or internship experience, or other evaluation assigned or offered for credit (including extra or optional credit), intended to fulfill an academic requirement, or considered by the College to provide academic or research experience (such as a paid research position).
- Academic Integrity Officer/Academic Standards Committee Chair - the person responsible for managing the academic integrity investigation and adjudication process at the College. The Academic Integrity Officer will work with both the student and instructor to ensure that all procedures are followed. The Academic Integrity Officer is responsible for guiding both the student and instructor through the investigation and adjudication process.
- Academic Standards Committee - the committee for grievances concerning academic standards which compiles and considers reports on the nature and frequency of academic misconduct, hears charges and evidence of repeated or particularly serious academic misconduct, and imposes sanctions when such types of academic misconduct is determined to have occurred.
- Advisor - an individual selected by the student to assist him/her during the academic integrity process. The advisor may be a faculty or staff member, student, or another representative of the student.
- Instructor - an academic supervisor or any person holding a faculty appointment at Gila Community College who is responsible for or authorized to conduct an academic evaluation. If necessary, the Academic Integrity Officer/Academic Standards Committee Chair may take the place of the instructor throughout this process.
- Student – an individual registered in a Gila Community College course.
- Day – a College business day, not including Saturday, Sunday, any officially recognized College employee holiday, or any day the College administrative office is closed.

## Student Responsibilities

All students must act with honesty and integrity. Gila Community College believes that any form of Academic Dishonesty negatively impacts not only the student(s) involved but all Gila Community College students. The College Student Code of Conduct Policy 6200 affirms this commitment to integrity.

Academic Dishonesty includes, but is not limited to attempting or engaging in the following:

- Academic Deceit, or, any act that improperly affects the evaluation of a student's academic performance or achievement, or any act designed to deceive a professional educator. This definition applies whether the student's act of misconduct affects his or her own work or the work of other students.
- Referring to unauthorized materials, sources, or devices (e.g., Internet resources, computer disks, audio recorders, cellular phones, personal electronic devices, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) during an Academic Evaluation.
- Possessing, reviewing, buying, selling, obtaining, posting on a site accessible to others, reviewing materials from a site accessible to others, or using, without appropriate authorization, any materials intended to be used for an Academic Evaluation in advance of its administration.
- Using a substitute or acting as a substitute for another person in any Academic Evaluation.
- Relying on the aid of others, including other students, tutors, or for-hire agents, in connection with any Academic Evaluation to the extent that the work is not representative of the student's abilities.
- Providing inappropriate aid to another person in connection with any Academic Evaluation, including the unauthorized use of materials, cellular phones, text messages, photocopies, notes, or other means to copy or photograph materials used or intended for Academic Evaluation.
- Plagiarism, or the use of another's words, ideas, materials, or work from the Internet or any other source (including Artificial Intelligence) without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work or materials and for acknowledging and documenting the source appropriately.
- Claiming credit for or submitting work done by another or through the unauthorized use of technology (including Artificial Intelligence).
- Signing an attendance sheet for another student, allowing another person to sign on the student's behalf, or otherwise obtaining credit for attendance for oneself or another without attending.
- Falsifying or misrepresenting hours or activities regarding an internship, externship, field experience, clinical activity, or similar activity.
- Attempting to influence or change any Academic Evaluation, or academic record for reasons having no relevance to academic achievement.



## Academic Integrity Sanctions and Hearings

Students at Gila community College are expected to:

- Conduct themselves in accordance with principles of academic integrity
- Behave so as to foster an atmosphere of honesty and fairness
- Avoid plagiarism and other forms of academic misconduct
- Give truthful information to any College professional educator or to any other College employee regarding issues concerning academic integrity or academic misconduct, or suspected academic misconduct
- Not alter, misuse, or forge any College document, record, or instrument of identification

Students are not excused from these provisions because of any failure or inability on the part of the professional educator to prevent other instances of academic misconduct.

The Academic Integrity Sanctions and Hearings Procedures PR-6010.01 are detailed in the electronic policy manual located on our website.

## Civil Rights Protections and Sexual Harassment Prohibition

The Interim President/President, or designated representative, is authorized to establish regulations in support of State and Federal laws relating to protected categories and rights.

Gila Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from sexual harassment discrimination and/or retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the College will develop internal regulations and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment, and for allegations of retaliation as a result of this involvement. Gila Community College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Additionally, the College will act on any complaint or notice of possible harassment or discrimination on the basis of a protected class or right, except those of sexual harassment detailed and handled separately as noted above, within the context of an educational program or activity or under the College's jurisdiction. The College will develop internal regulations and procedures that affirm its commitment to promoting the goal of fairness and equity in a workplace and educational environment free from discrimination or harassment.

Reference: 34 CFR 106; 85 FR 30026; The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092(f)); Violence Against Women Act of 1994; The Age Discrimination in Employment Act of 1967, as amended; Equal Pay Act of 1963, as amended; Executive Order 11246, as amended; Americans With Disabilities Act of 1990, Rehabilitation Act of 1973, Section 504, as amended; Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, as amended; Vietnam Era Veterans Readjustment Act of 1974, Section 402; ARS §15-1861-1869

## Harassment Grievance Procedure

Students who experience sexual harassment or sexual assault in a school's education program and activities (by a faculty member, administrator, staff, campus visitor, or other student) are urged to report such conduct to the designated Title IX Coordinator. Title IX contact and program information may be found on the College's website. A student or student representative may also contact the Gila County Community College District (GCCCCD) Administration Office to obtain the name and phone number of the College official designated to respond to harassment complaints based on an individual's race, color, ethnicity, religion, sex, national origin, age, mental or physical disabilities, sexual orientation, gender identity or expression, veteran status, or any other legally protected class.

Complaints by students or employees will be investigated according to procedures established by the College administration or Title IX Coordinator/Program as appropriate. All complaints will be investigated in a prompt, thorough, and impartial manner. Where the investigation confirms the allegations, appropriate response action will be taken by the GCCCD.

Detailed information regarding the College's Civil Rights and Sexual Harassment (Title IX) grievance and resolution process is found in our electronic policy manual.

## Family Educational Rights and Privacy Act (FERPA)

Student records at the Gila County Community College District (GCCCD) and Gila Community College are governed by the Family Educational Rights and Privacy Act (FERPA). Under FERPA students are afforded certain rights when it comes to their education records. The information below outlines these rights. **The custodian/custodial office for all educational records is the Records Administrative Official and the Records Office. All matters concerning educational records should originate with or be referred to this administrator and office.** Students will be notified on an annual basis, via email, of their rights under FERPA. The FERPA policy and procedure may be viewed [here](#). The annual notification may be found on the Gila Community College web site. Students are also invited to review the information on [this page](#) at any time.

## Student Grievance Procedures

### Student Grievance – Academic Standards

Students aggrieved by Gila Community College actions of an academic nature shall have the opportunity for a hearing through this policy. Matters involving Academic Integrity are addressed through Procedure PR-6010.01. This policy does not apply to grievances subject to the FERPA appeal process or other source of applicable authority.

The Instructor's qualifications and rights to determine academic standards are respected and accepted. The Instructor shall be accountable for establishing and maintaining appropriate academic standards for course work.

Complaint about academic standards arises, with the exception of sexual harassment, the student shall subscribe to the following procedure. Complaints of sexual harassment should follow the procedure described in Gila County Community College District (GCCCD) Title IX Sexual Harassment Policy 2020. The student's right for grievance shall be forfeited if the complaint is not addressed through the procedure outlined below. The hearing process does not suspend any actions which are being grieved.

#### Definitions:

- Days – College business days
- Complainant – Student alleging complaint
- Instructor – College Instructor(s) responsible for the program or action for which the student complainant has a grievance
- Academic Standards Committee Chair – Campus official designated by the Interim President/President to oversee academic affairs with direction/guidance from the Vice President of Academics
- Academic Standards Committee – College committee charged with responsibility to advise the Interim President/President and Vice President of Academics on policies, standards, rules and regulations for academic standards and student admission; and to serve as an appeals committee for grievances concerning academic standards
- Academic Standard - All actions relating to grades, grading standards, Instructor conduct, materials presented in a classroom environment by the Instructor or assistant, and Instructor discrimination against a student exclusive of harassment/discrimination as defined by Federal or State laws.

#### Procedure:

1. The Complainant shall meet with the Instructor within five (5) days of the action giving rise to the grievance, so both parties may be afforded an opportunity to clarify facts and to reach a mutually acceptable solution. If the Instructor is unable to meet with the student, the procedure will automatically move to Step 2 – written notice.
2. If the concern is not resolved in Step 1, the Complainant shall provide a written notice identifying the problem and requesting a meeting to the Academic Standards Committee Chair within five (5) days of the conclusion of the meeting

in Step 1. Within five (5) days of receipt of the request the Academic Standards Committee Chair shall arrange for a meeting to include the following individuals: the Academic Standards Committee Chair, the Instructor, and the Complainant. The focus of this meeting is to attempt to mediate an acceptable solution.

3. If the concern is not resolved in Step 2, the Complainant shall provide a written request for a hearing by the Academic Standards Committee. The request shall articulate the complaint and shall be delivered to the Academic Standards Committee Chair within five (5) days after receiving a recommended solution as provided in Step 2. Within ten (10) days of receipt of the request, but not less than three (3) days of receipt of request, the Chairperson of the Academic Standards Committee shall arrange for a hearing. The Complainant and the Instructor shall attend the committee hearing. Within ten (10) days of the conclusion of the hearing, the Chairperson of the Academic Standards Committee shall set forth a written document addressing the findings of fact and the decision reached by the Committee. Copies shall be addressed to the Complainant, the Instructor, and the Vice President of Academics. Decisions made by the Academic Standards Committee are final.

## Student Grievance – Non-Academic Standards

Students aggrieved by Gila Community College actions of a non-academic nature shall have the opportunity for a hearing as described in this policy. This policy does not apply to grievances subject to another source of applicable authority.

When a complaint related to a non-academic action is alleged by a student, with the exception of sexual harassment, the student shall subscribe to the following procedure. Complaints of sexual harassment should follow the procedure described in the Gila County Community College District's (GCCCCD) Title IX Sexual Harassment Policy 2020. The student's right for grievance shall be forfeited if the complaint is not addressed through the procedure described below. The hearing process does not suspend any actions which are being grieved.

### Definitions:

- Days = College business days
- Complainant – Student alleging complaint
- Official – College official(s) responsible for the program or action for which the student complainant has a grievance
- Judiciary Committee Chair - Authorized designee selected by the Interim President/President for oversight of student affairs with direction/guidance from the Vice President of Academics
- Judiciary Committee – The Judiciary Committee serves as an appeals committee for student grievances involving non-academic standards. The Committee is also charged with responsibility to advise the Interim President/President and Vice President of Academics on policies, standards, rules, and regulations for non-academic standards that are applied in the grievance process.
- Non-Academic Standards - All institutional actions not already subject to another applicable authority

### Procedure:

1. The Complainant shall meet with the Official(s) responsible for the program or activity within five (5) days of the action giving rise to the grievance, so both parties may be afforded an opportunity to clarify facts and reach a mutually acceptable resolution. If the responsible College official is unable to meet with the student, the procedure will automatically move to Step 2 - written notice.
2. If the concern is not resolved in Step 1, the Complainant shall provide a written notice identifying the problem and requesting a meeting with the Judiciary Committee Chair within five (5) days of the conclusion of the meeting in Step 1. Within five (5) days of receipt of the request, the Judiciary Committee Chair shall arrange for a meeting with the Complainant and the Official and attempt to mediate an acceptable resolution.
3. If the concern is not resolved in Step 2, the Complainant shall provide a written request for a hearing by the Judiciary Committee. The request shall articulate the complaint and shall be delivered to the Chairperson of the Judiciary Committee within five (5) days after receiving a recommended resolution as provided in Step 2. Within ten (10) days of receipt of the request for a hearing, but not less than three (3) days of receipt of the request, the Chairperson of the Judiciary Committee shall arrange for a hearing. The Complainant and the Official shall attend the hearing. Within ten (10) days of the conclusion of the hearing, the Chairperson of the Judiciary Committee shall set forth a written document addressing the findings of fact and the decision reached by the Committee. Copies shall be addressed to the Complainant, the Official, and the Vice President of Academics. Decisions made by the Judiciary Committee are final.

## Technology Resources

The Gila County Community College District (GCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. GCCCD recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible.

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, GCCCD-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail, and similar electronic devices and information) of the GCCCD are available to Governing Board members, employees, students and, in a limited number of cases, GCCCD contractors and the public. Use of all those resources is subject to the standards set forth in College policies and procedures.

### Acceptable Use

Use of GCCCD's technology resources, including websites created by GCCCD employees and students, is limited to educational, research, service, operational, and management purposes of the College. Likewise, data, voice, images, and links to external sites posted on or transmitted via GCCCD's technology resources are limited to the same purposes.

Frequently, access to GCCCD's technology resources can be obtained only through a password known exclusively to GCCCD employees, Governing Board members, authorized affiliates, or students. It is those users' responsibility to keep a password confidential. While GCCCD takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other persons, both within and outside the GCCCD community. Moreover, it cannot guarantee employees, Governing Board members, and students' protection against reasonable failures.

The maintenance, operation, and security of GCCCD's technology resources, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. Any other review may be performed exclusively by persons expressly authorized for such purpose and only for cause. All public officer and employee email accounts and correspondences regarding official duties (regardless of where such correspondences originate or are stored) are subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of GCCCD, all of which may supersede a user's interests in maintaining privacy of information contained in GCCCD's technology resources. Access guidelines and acceptable use directives are further detailed through Procedures 2030.01, Network Resources Guidelines and 2030.02, Information Technology Acceptable Use Directives.

### Prohibited Conduct

The following is prohibited conduct in the use of GCCCD's technology resources.

1. Posting to the network, downloading, or transporting any material that would constitute a violation of GCCCD policies, procedures, regulations, directives, or contract obligations.
2. Unauthorized attempts to monitor another user's password-protected data or electronic communication, or delete another user's password-protected data, electronic communications, or software, without that person's permission.
3. Installing or running any program on any system not approved in advance by the Information Technology Administrator.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting an unauthorized website that violates the .EDU or .ORG domain request.
6. Use of technology resources for non-GCCCD commercial purposes or any other private interest not authorized by GCCCD, including advertising personal services, whether for financial gain or not.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any Board policy, including, but not limited to, GCCCD's non-discrimination policy and its policy against sexual harassment.

9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or GCCCD policy or procedure, including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing or engaging in any unauthorized access to or use of GCCCD's technology and non-technology resources.
15. Making personal long-distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the "hosting" of an event that is prohibited under GCCCD's Facility Use Policy 2050.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by GCCCD, and approved by the College's Information Technology Services administrator, even when the e-mail account copies all outgoing and incoming messages to the GCCCD hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena, or a complaint filed as part of a GCCCD grievance, investigation, or review, or another lawful request for the record.
20. Deleting or altering a technology record on a GCCCD device in anticipation or after receipt of a public records request, subpoena, or a complaint filed as part of a GCCCD grievance, investigation or review, or another lawful request for the records where the record may demonstrate a misuse of technology resources under this regulation.

## Complaints and Violations

Complaints or allegations of a violation of these standards will be processed through GCCCD's articulated student and/or employee grievance procedures. Upon determination of a violation of these standards, GCCCD may unilaterally delete any violative content and terminate the user's access to GCCCD's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content if a content complaint is made official. Users retain the right to appeal actions through GCCCD's grievance procedures.

## Network Resource Guidelines

The President or personnel designated by the President shall be authorized to:

1. Provide network resource access; and
2. Provide directives concerning the use of Gila Community College computer equipment, programs, and accounts, including access to the Internet and Intranet by use of such equipment, programs, or accounts.

This regulation addresses access to all legally licensed programs and information contained on all GCC-owned computers, including network resources, and/or all accounts or permissions that grant access to such information. It also applies to remote Internet access from off-campus as well as on-campus wired and wireless network access.

Network resource access may be permitted for currently enrolled students, employees, and approved guests.

### **The following conditions shall apply to all network resource access:**

- Network resource access from off-campus shall be via approved technologies.
- Network resource access shall not be available during system backups, report processing, maintenance, etc.
- Network resource access shall be terminated for those who abuse the privilege of using the resources. Any form of harassment, acts of a malicious nature, harm to any computer systems or information, or other acts that indicate the user is not acting in good faith and demonstrating good citizenship shall be considered abuse and will result in administrative action to terminate access privileges and may also result in civil or criminal penalties.

**The following conditions shall additionally apply to student access:**

- Students enrolled in the current semester and owning laptop, tablets, cell phones, or other personal computing devices equipped with the appropriate wireless network card may connect to campus wireless. Student users will be subject to Gila Community College's Technology Resource Standards Policy and Information Technology Acceptable Use procedure.
- All other students can access network resources at student-designated Gila Community College computers.

Any deviations from Network Resource Guidelines must be approved by the President or personnel designated by the President.

## Acceptable Use Directives

Gila Community College seeks to make access to computer technology available to all students, faculty, staff, and guests who use equipment, facilities, and systems appropriately and responsibly. This procedure addresses the use of networked computer technology at Gila Community College as well as the use of any Gila Community College computer or equipment containing electronic information. In addition, these directives apply to privately owned computer equipment if connected through Gila Community College programs or accounts or if used to access network resources.

Network access yields a vast, diverse, and unique educational resource to members of the Gila Community College community. With the privilege extended to certain College employees, students, and guests to utilize College equipment, programs, or accounts to obtain and exchange information on the network, comes the responsibility to use Gila Community College computer equipment and resources reasonably, responsibly, and in a manner that promotes the educational goals of the College. Failure to comply with this procedure may be grounds for revocation of that privilege as well as for disciplinary action, up to and including dismissal, or criminal charges, or both. Gila Community College reserves the right to allocate and restrict access to computing resources for the benefit and protection of the institution.

Users should understand that electronic mail (e-mail) or other information that is electronically transmitted, received, or stored is not private. College networks and technology systems are licensed, maintained, owned, and operated by Gila Community College. Persons operating and maintaining the College's computer systems have access to information transmitted, received, or stored on these systems. A system administrator during routine maintenance may see the content of electronic messages. In addition, electronic messages are stored in files, and these are transferred to various media during system backups. The contents of these files and the copies saved to tape are subject to the same rules outlined in this and other policies governing information technology.

System administrators, while fulfilling their responsibilities, may have to examine files to diagnose or solve problems or gather evidence of violations of Gila Community College procedure. Gila Community College reserves the right to examine, edit, or remove any material that violates GCC policies or procedures and monitor any activity involving College systems, including the Internet or Intranet. Gila Community College reserves the right to monitor or access all information stored or maintained on its computer systems. If such monitoring reveals possible evidence of criminal, illegal, or other prohibited activity, system personnel may provide the results to the appropriate Vice President, the President, or law enforcement officials.

The user assumes all responsibility for Gila Community College assigned accounts or computer equipment. This includes assuring that unauthorized persons do not use assigned accounts or systems. Passwords or access codes are the property of Gila Community College and may not be shared with others. Users may only access data, e-mail, data transmissions, network resources or computer equipment for which they have authorization. Users may not conceal their identity in any electronic communication.

All users should save local copies of their work files, including web pages and e-mail, in case of accidental removal.

Gila Community College makes absolutely no warranties of any kind, neither expressed nor implied, for the services it is providing. The College is not responsible for loss of documents, data, or personal information because of system failure, hardware malfunction, or faults incurred by the network or computing resources, or for any other loss incurred for any reason. The College is not responsible for any damage or loss to personal computing hardware or software incurred while using any College resources, facilities, or services.



While using any such Gila Community College-owned or maintained computer equipment or resources, a College employee, student, or guest shall not knowingly or intentionally:

- Transmit, publish, display, retrieve, record, or store any information or material in violation of state or federal law. This includes, but is not limited to, actions that would be in violation of laws protecting copyrights, trademarks, or other intellectual property.
- Transmit, publish, display, retrieve, record, or store any information or material that is obscene, profane, physically or sexually abusive, sexually explicit, or that describes or displays people engaging in explicit, obscene, or otherwise inappropriate behaviors, or engaging in conduct that would be considered inappropriate for general public viewing or general viewing in the workplace. This prohibition does not impede or contradict Policy 4000, Academic Freedom which allows the legitimate use of various media essential to the fundamental mission of discovering and advancing knowledge and disseminating it to students.
- Transmit, publish, display, retrieve, record or store information or material that could reasonably be construed to create a hostile or offensive work or educational environment for members of a particular sex, religion, race, or ethnic background. For example, sexually inappropriate screen savers or wallpaper that might create an offensive workplace for others are prohibited on GCC equipment.
- Engage in conduct reasonably likely to disrupt use of the Internet or Intranet or use of other Gila Community College computer equipment or resources by others. This includes conduct known by the employee, student, or guest to be contrary to accepted and reasonable rules of network etiquette when accessing Gila Community College computer systems. Measures will be taken to protect the quality of service to all users.
- Use Gila Community College computer equipment or resources for a commercial or political purpose distinct from the employee's specific job function at Gila Community College, unless expressly authorized in writing by the appropriate Vice President or other personnel as designated by the President.
- Engage in conduct reasonably likely to compromise any system security device or security program.
- Engage in conduct reasonably likely to harm or destroy data or software or to harm or destroy computer equipment. Introduction of a virus or other software that will maliciously interfere with the normal operation of the hardware or software is strictly prohibited.

Finally, it is the institution's intention that the above restrictions be applied consistently but reasonably. There is no intention to hamper appropriate educational research and discourse. If an employee, student, or guest has any question about whether a certain activity is or is not prohibited by the above directives, or if the employee, student, or guest believes that an exception to any of the above restrictions is warranted, that employee, student, or guest should seek advice concerning the issue, or request an exception from application of a specific directive, from the appropriate Vice President or other personnel as designated by the President.

Requests for unofficial College Internet/Intranet postings via the Web or links to other servers are to be directed to Gila Community College's IT administrator. Process guidelines governing unofficial College Internet/Intranet postings via the Web or links to other servers include:

**College committees, organizations, and groups may be granted the privilege of posting pages that:**

- are consistent with the public, non-profit educational mission of the College,
- meet the technical specifications of the system,
- comply with College procedures and state and federal laws, and
- are approved in advance by GCC administration.

**Groups and individuals seeking this privilege should contact the IT administrator in writing and provide the following information:**

- An outline of the proposed page(s) including addresses of proposed links and samples of graphics or photos.
- A justification for why the page is requested or how it might serve the Gila Community College community.
- The IT administrator will seek approval through designated channels if all requested documentation has been provided.

- Those groups granted the privilege of posting pages must have designated a College employee to act as a liaison and responsible party to ensure that all College policies, procedures, and applicable laws are understood and followed. Identity of the designated employee will be provided when notification of proper approval is made. Content must be reviewed and approved before an initial link to the page or pages is provided.
- The originating party is responsible for maintaining links, updating, and maintaining appropriate and timely content, and ensuring that any changes conform to College policies, procedures, and applicable laws. If the approved page(s) are found at any time to contain inappropriate or outdated content or are in violation of College policy, no advance notice will be given before removing links to the page or groups of pages until the originating party can show compliance to College guidelines and procedure.
- Parties granted the privilege of posting pages or links to pages included on College servers may not receive advance warning when the servers are brought down for maintenance, repairs, backups, or any other reason deemed necessary by appropriate College administrators.
- Gila Community College reserves the right to prohibit elements on unofficial pages that it deems inappropriate as outlined in this procedure. This includes text, graphics, or links to third-party pages. Unofficial pages may also be required to display a disclaimer provided by the College.

## Photo and Videotape Policy

Gila Community College may take photographs and videotapes of students throughout the year.

These photographs often include students in classrooms, study areas, common areas of the campuses and so forth. Gila Community College reserves the right to use these photographs as part of its publicity and marketing efforts. Students who enroll at Gila Community College do so with the understanding that these photographs might include them and might be used in College publications and advertising.

# Delivery Methods for Instruction

## Delivery Methods for Instruction

Gila Community College offers courses in a variety of delivery methods to accommodate the needs of our diverse student population. Course notes will provide additional details for any courses not held in person.

Delivery Method	Description
In Person	Classes are held in a classroom at specific days and times
Online/Web	An online class is completely virtual and does not have a designated class day or time. Students are expected to login to their BrightSpace account at least once a week for attendance and to meet exam and assignment deadlines. Instructors in online classes provide regular interaction and support through email, discussion forums, and assignment feedback.
Live-Synchronous	Classes are held virtually, either via Zoom, Teams, or Google Meet, at specific days and times.
DHA “Designated Hours as Assigned”	This designation is for classes that do not have a specific class time. This is commonly used for labs and externships. The instructor will notify students at the first class if there are required hours outside of the regular class time.
Hybrid	Hybrid courses are a combination of online and in-person delivery methods.

## Using the SUN System

The Shared Unique Number (SUN) System is a special bank of courses that have direct equivalency at all Arizona public community colleges and universities.

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.

SUN courses are indicated in the Gila Community College catalog. More information is available at [aztransfer.com/about/sun](https://aztransfer.com/about/sun).

Gila Community College has many courses that are transferable that are not designated as a SUN course. For a full list of transferable courses, students should refer to the college catalog or the [Course Equivalency Guide](https://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG) at <https://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG>

## Types of Degrees

Gila Community College strives to be Gila County’s first choice for post-secondary education including vocational training and job skills. It aims to reach all citizens in Gila County including those seeking transfer degrees, career and technical education, dual enrollment, and the life-long learner.

Gila Community College offers a variety of degrees, certificates of proficiency, and individual courses that enable a student to **test for state licensure** to best fit our student’s and community’s needs.

Programs formally recognize a student’s competence in the subject of choice and appear on the student’s academic transcript. Faculty have determined each program’s requirements with the help of advisory committees and transfer requirements to ensure students earn a focused, relevant, and valuable education at Gila Community College.

Students pursuing a degree or certificate of proficiency are encouraged to work with an Academic Advisor.

## Associate Degrees

### **Transfer Degrees (AA, AGS)**

Transfer degrees facilitate transfer to another institution. These degrees provide a pathway for students pursuing a baccalaureate degree or higher. Students are encouraged to work directly with an Academic Advisor to determine the best transfer degree and options within that degree. Please refer to the curriculum section in the catalog for a complete listing of course requirements.

### **Associates of Applied Science Degrees (AAS)**

Associate of Applied Science Degrees are awarded in Science and Career Technical Education fields. Programs are focused on hands-on learning and real-world skill development. Programs are designed to prepare students to enter the workforce and become eligible to test for state licensure for their program of choice as applicable. Please refer to the curriculum section in the catalog for a complete listing of course requirements. Students pursuing a degree are encouraged to work with an Academic Advisor.

## Certificates of Proficiency

### **Certificates of Proficiency for Transfer (AGEC)**

The Arizona General Education Curriculum (AGEC) is agreed upon by Arizona public community colleges and universities. Through this agreement, students can build a curriculum that is transferable upon completion without loss of credit to another Arizona public community college or university. Arizona public universities include Arizona State University, Northern Arizona University, and the University of Arizona. Students pursuing an AGEC certificate of proficiency are encouraged to work with an Academic Advisor. Please refer to the curriculum section in the catalog for a complete listing of course requirements.

### **Certificates of Proficiency for Workforce & Vocational Training**

These certificates of proficiency are designed to provide skills-based training, entry-level position training, and prepare students for state licensure testing. Programs are focused on hands-on learning and real-world skill development. Students pursuing a certificate of proficiency are encouraged to work with an Academic Advisor. Please refer to the curriculum section in the catalog for a complete listing of course requirements.

## **General Education Requirements for Transfer Degrees (AA, AGS, AGEC)**

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

Gila Community College subscribes to the common structure for a transfer general education curriculum agreed upon by Arizona public community colleges and universities. This agreement provides students with the opportunity to build a general education curriculum that is transferable upon completion without loss of credit to another Arizona public community college or university. This agreement is called the Arizona General Education Curriculum (AGEC). All courses used to satisfy Arizona General Education Curriculum (AGEC) requirements are transferable as elective credit or better to all Arizona public universities. Gila Community College has established Associate degree programs that satisfy the AGEC. It is in a student's best interest to complete the AGEC at GCC before transferring to an Arizona university. The AGEC is also a stand-alone GCC certificate. When a student has completed the AGEC certificate, GCC will certify this on the student's academic transcript.

There are six (6) categories in the AGEC from which students are required to take a total of 32 to 35 credits. The categories and required credit ranges are as follows:

1. Written and Oral Communication (6-10 credits; the first 6 must be composition/technical writing, and the remaining 3-4 credits can be in communication studies or languages)
2. Arts & Humanities (6-9 credits)
3. Quantitative Reasoning (3-4 credits)
4. Natural Sciences (4-8 credits)
5. Social & Behavioral Sciences (6-9 credits)
6. Institutions of the Americas (3 credits)

Should a student elect not to complete the AGECE certificate at GCC, they will not be afforded the same transfer status as those who do. Instead of courses being packaged together as the AGECE certificate, individual courses will be evaluated on a course-by-course basis by the university to which the student transfers.

## General Education Requirements for Transfer Degrees

The two transfer degrees GCC students can earn are:

- Associate of Arts (AA)
- Associate of General Studies (AGS)

The AGECE certificate described in the previous section is designed to fulfill the lower division general education requirements of liberal arts majors (e.g., Social Sciences, Fine Arts, Humanities), business majors, and mathematics and mathematics based-science majors. Completing the AGECE certificate at GCC before transferring fulfills the lower division general education requirements of the corresponding baccalaureate degree at each of the three state universities. Some majors, particularly in the professional fields, have significant prerequisites and/or program requirements that will not transfer within the General Education program. If a student has selected a major that is not listed in the GCC catalog, they should carefully consult the catalog and/or curriculum transfer guide (located at [www.aztransfer.com](http://www.aztransfer.com)) of the university to which they plan to transfer and the Course Equivalency Guide (<https://aztransmac2.asu.edu/cgi-bin/WebObjects/ATASS.wa/wa/SUNMatrix>) before registering for GE courses. Obtaining assistance in this process from an advisor at the university to which the student plans to transfer is strongly recommended. GCC faculty advisors and academic advisors can also assist. Students must meet the General Education requirements by selecting appropriate courses from the required program areas. In some cases, a degree program may require a student to select specific courses rather than choose from the list of approved GE courses. Required courses for each GCC curricula are listed in the curriculum section of the catalog under the heading General Education Requirements.

### AGECE and Transfer (AA, AGS) Course Options

GE Category		Credits
<b>Written and Oral Communication: (6-10 credits; the first 6 must be composition/technical writing, and the remaining 3-4 credits can be in communication studies or languages)</b>		
<a href="#">ASL 101</a>	Beginning Sign Language I	4
<a href="#">ASL 102</a>	Beginning Sign Language II	4
<a href="#">BUA 259</a>	Business Communications	3
<a href="#">COM 100</a>	Introduction to Communication	3
<a href="#">COM 115</a>	Introduction to Interpersonal Communication	3
<a href="#">COM 201</a>	Public Speaking	3
<a href="#">ENG 101</a>	Written Communications I	3
<a href="#">ENG 102</a>	Written Communications II	3
<a href="#">SPA 101</a>	Elementary Spanish I	4
<a href="#">SPA 102</a>	Elementary Spanish II	4
<a href="#">SPA 201</a>	Intermediate Spanish I	4
<a href="#">SPA 202</a>	Intermediate Spanish II	4

GE Category		Credits
<b>Arts &amp; Humanities (6-9 credits)</b>		
<a href="#">ART 133</a>	World Art I	3
<a href="#">ART 134</a>	World Art II	3
<a href="#">ECE 281</a>	Children's Literature	3
<a href="#">EDU 281</a>	Children's Literature	3
<a href="#">ENG 201</a>	World Literature I	3
<a href="#">ENG 202</a>	World Literature II	3
<a href="#">ENG 221</a>	English Literature I	3
<a href="#">ENG 222</a>	English Literature II	3
<a href="#">ENG 241</a>	American Literature I	3
<a href="#">ENG 242</a>	American Literature II	3
<a href="#">ENG 281</a>	Children's Literature	3
<a href="#">MUS 101</a>	World of Music	3
<a href="#">THC 105</a>	Introduction to Theatre	3
<b>Quantitative Reasoning (3-4 credits)</b>		
<a href="#">BUA 220</a>	Business Statistics	3
<a href="#">MAT 142</a>	College Mathematics	3
<a href="#">MAT 151</a>	College Algebra	4
<a href="#">MAT 160</a>	Introduction to Statistics	3
<a href="#">MAT 181</a>	Trigonometry	3
<a href="#">MAT 210</a>	Elements of Calculus	4
<a href="#">MAT 221</a>	Calculus I	5
<a href="#">MAT 231</a>	Calculus II	4
<a href="#">MAT 241</a>	Calculus III	4
<a href="#">MAT 261</a>	Differential Equations	4
<a href="#">PSY 220</a>	Introduction to Statistics	3
<b>Natural Sciences (4-8 credits)</b>		
<a href="#">AGR 111</a>	Principles of Plant Science	3
<a href="#">AGR 135</a>	Conservation and Natural Resources	3
<a href="#">AST 103</a>	Introduction to Astronomy	4
<a href="#">BIO 100</a>	Biology Concepts	4
<a href="#">BIO 160</a>	Introduction to Human Anatomy and Physiology	4
<a href="#">BIO 181</a>	General Biology I	4
<a href="#">BIO 182</a>	General Biology II	4
<a href="#">BIO 201</a>	Human Anatomy and Physiology I	4
<a href="#">BIO 202</a>	Human Anatomy and Physiology II	4
<a href="#">BIO 205</a>	Microbiology	4
<a href="#">CHM 130</a>	Fundamental Chemistry	4

GE Category		Credits
<a href="#">CHM 138</a>	An Introduction to General, Organic, and Biological Chemistry	4
<a href="#">CHM 151</a>	General Chemistry I	4
<a href="#">CHM 152</a>	General Chemistry II	4
<a href="#">CHM 235</a>	General Organic Chemistry I	4
<a href="#">CHM 236</a>	General Organic Chemistry II	4
<a href="#">PHY 107</a>	Physical Concepts	4
<a href="#">PHY 111</a>	General Physics I	4
<a href="#">PHY 112</a>	General Physics II	4
<b>Social &amp; Behavioral Sciences (6-9 credits)</b>		
<a href="#">BUA 210</a>	Society and Business	3
<a href="#">BUA 221</a>	Principles of Macroeconomics	3
<a href="#">BUA 223</a>	Principles of Microeconomics	3
<a href="#">COM 115</a>	Introduction to Interpersonal Communication	3
<a href="#">COM 201</a>	Public Speaking	3
<a href="#">ECE 171</a>	Child Growth and Development	3
<a href="#">EDU 200</a>	Introduction to Education	3
<a href="#">HIS 104</a>	The Development of Europe to 1650	3
<a href="#">HIS 105</a>	Modern Europe since 1550	3
<a href="#">HIS 111</a>	History of China to 1600	3
<a href="#">HIS 112</a>	History of China 1600 to Present	3
<a href="#">HIS 131</a>	U.S. History to 1877	3
<a href="#">HIS 132</a>	U.S. History from 1865	3
<a href="#">POS 110</a>	United States National Politics	3
<a href="#">POS 120</a>	World Politics	3
<a href="#">PSY 101</a>	Introduction to Psychology	3
<a href="#">PSY 171</a>	Child Growth and Development	3
<a href="#">PSY 230</a>	Social Psychology	3
<a href="#">PSY 240</a>	Abnormal Psychology	3
<a href="#">PSY 250</a>	Developmental Psychology	3
<a href="#">SOC 101</a>	Introduction to Sociology	3
<a href="#">SOC 110</a>	Marriage and the Family	3
<a href="#">SOC 201</a>	Social Problems	3
<a href="#">SOC 210</a>	Racial and Ethnic Relations	3
<a href="#">SSE 110</a>	Introduction to Social Work	3
<b>Institutions of the Americas (3 credits)</b>		
<a href="#">HIS 131</a>	U.S. History to 1877	3
<a href="#">HIS 132</a>	U.S. History From 1877 to Present	3
<a href="#">POS 110</a>	United States National Politics	3



# General Education Requirements for Associate of Applied Science Degrees (AAS)

## General Education Requirements for Associate of Applied Science Degrees

The general education requirements for the Associate of Applied Science Degree (AAS) at Gila Community College are structured similarly to those for transfer degrees. These courses aim to expand students' perspectives and equip them with essential skills and knowledge across multiple disciplines, preparing them for both further education and life after college. As outlined in the State of Arizona General Education Values Statement (1993), this framework ensures that "every student pursuing an undergraduate degree develops basic skills and gains familiarity with a variety of knowledge areas fundamental to a college education." There are nine (9) general education categories for the AAS from which students are required to take at least 16 credits. For the Associate of Applied Science degree, students must take courses from at least three distinct general education categories, with no more than nine credits in any one category, except for the Health and Physical Education category, which has a two-credit limit.

### AAS Course Options

GE Category		Credits
<b>Written and Oral Communication</b>		
<a href="#">ASL 101</a>	Beginning Sign Language I	4
<a href="#">ASL 102</a>	Beginning Sign Language II	4
<a href="#">BUA 259</a>	Business Communications	3
<a href="#">COM 115</a>	Introduction to Interpersonal Communication	3
<a href="#">COM 201</a>	Public Speaking	3
<a href="#">COM 215</a>	Interviewing Principles and Practices	3
COM 260	Elements of Intercultural Communication	3
<a href="#">ENG 100</a>	Writing Fundamentals	3
<a href="#">ENG 101</a>	Written Communications I	3
<a href="#">ENG 102</a>	Written Communications II	3
<a href="#">SPA 101</a>	Elementary Spanish I	4
<a href="#">SPA 102</a>	Elementary Spanish II	4
<a href="#">SPA 201</a>	Intermediate Spanish I	4
<a href="#">SPA 202</a>	Intermediate Spanish II	4
<b>Arts &amp; Humanities</b>		
<a href="#">ART 133</a>	World Art 1	3
<a href="#">ART 134</a>	World Art II	3
<a href="#">ECE 281</a>	Children's Literature	3
<a href="#">EDU 281</a>	Children's Literature	3
<a href="#">ENG 201</a>	World Literature I	3
<a href="#">ENG 202</a>	World Literature II	3
<a href="#">ENG 221</a>	English Literature I	3
<a href="#">ENG 222</a>	English Literature II	3

GE Category		Credits
<a href="#">ENG 241</a>	American Literature I	3
<a href="#">ENG 242</a>	American Literature II	3
<a href="#">ENG 281</a>	Children's Literature	3
<a href="#">MUS 101</a>	World of Music	3
<a href="#">THC 105</a>	Introduction to Theatre	3
<b>Quantitative Reasoning</b>		
<a href="#">BUA 220</a>	Business Statistics	3
<a href="#">BUS 111</a>	Business Mathematical Calculations	3
<a href="#">MAT 100</a>	Applied Mathematics	4
<a href="#">MAT 121</a>	Intermediate Algebra	4
<a href="#">MAT 142</a>	College Mathematics	3
<a href="#">MAT 151</a>	Precalculus Algebra	4
<a href="#">MAT 160</a>	Introduction to Statistics	3
<a href="#">MAT 181</a>	Precalculus Trigonometry	3
<a href="#">MAT 210</a>	Elements of Calculus	4
<a href="#">MAT 221</a>	Calculus I	5
<a href="#">MAT 231</a>	Calculus II	4
<a href="#">MAT 241</a>	Calculus III	4
<a href="#">MAT 261</a>	Differential Equations	4
<a href="#">PSY 220</a>	Introduction to Statistics	3
<b>Natural Sciences</b>		
<a href="#">AGR 111</a>	Principles of Plant Science	3
<a href="#">AGR 135</a>	Conservation and Natural Resources	3
<a href="#">AST 103</a>	Introduction to Astronomy	4
<a href="#">BIO 100</a>	Biology Concepts	4
<a href="#">BIO 160</a>	Introduction to Human Anatomy and Physiology	4
<a href="#">BIO 181</a>	General Biology I	4
<a href="#">BIO 182</a>	General Biology II	4
<a href="#">BIO 201</a>	Human Anatomy and Physiology I	4
<a href="#">BIO 202</a>	Human Anatomy and Physiology II	4
<a href="#">BIO 205</a>	Microbiology	4
<a href="#">CHM 130</a>	Fundamental Chemistry	4
<a href="#">CHM 138</a>	An Introduction to General, Organic, and Biological Chemistry	4
<a href="#">CHM 151</a>	General Chemistry I	4
<a href="#">CHM 152</a>	General Chemistry II	4
<a href="#">CHM 235</a>	General Organic Chemistry I	4
<a href="#">CHM 236</a>	General Organic Chemistry II	4
<a href="#">PHY 107</a>	Physical Concepts	4

GE Category		Credits
<a href="#">PHY 111</a>	General Physics I	4
<a href="#">PHY 112</a>	General Physics II	4
<b>Social &amp; Behavioral Sciences</b>		
<a href="#">BUA 210</a>	Society and Business	3
<a href="#">BUA 221</a>	Principles of Macroeconomics	3
<a href="#">BUA 223</a>	Principles of Microeconomics	3
<a href="#">BUS 251</a>	Human Relations	3
<a href="#">COM 100</a>	Introduction to Human Communication	3
<a href="#">ECE 171</a>	Child Growth and Development	3
<a href="#">EDU 200</a>	Introduction to Education	3
<a href="#">HIS 104</a>	The Development of Europe to 1650	3
<a href="#">HIS 105</a>	Modern Europe since 1550	3
<a href="#">HIS 111</a>	History of China to 1600	3
<a href="#">HIS 112</a>	History of China 1600 to Present	3
<a href="#">POS 120</a>	World Politics	3
<a href="#">PSY 101</a>	Introduction to Psychology	3
<a href="#">PSY 171</a>	Child Growth and Development	3
<a href="#">PSY 230</a>	Social Psychology	3
<a href="#">PSY 240</a>	Abnormal Psychology	3
<a href="#">PSY 250</a>	Developmental Psychology	3
<a href="#">SOC 101</a>	Introduction to Sociology	3
<a href="#">SOC 110</a>	Marriage and the Family	3
<a href="#">SOC 201</a>	Social Problems	3
<a href="#">SOC 210</a>	Racial and Ethnic Relations	3
<a href="#">SSE 110</a>	Introduction to Social Work	3
<b>Institutions of the Americas</b>		
<a href="#">HIS 131</a>	U.S. History to 1877	3
<a href="#">HIS 132</a>	U.S. History From 1877 to Present	3
<a href="#">POS 110</a>	United States National Politics	3
<b>Computers</b>		
<a href="#">CMP 101</a>	Introduction to Computers	3
<a href="#">CMP 103</a>	Introduction to Computer Based Systems	3
<b>Counseling</b>		
<a href="#">CSL 103</a>	Leadership Techniques I	1
<a href="#">CSL 105</a>	Personal Development	2
<a href="#">CSL 109</a>	Orientation to Student Success	1
<a href="#">CSL 111</a>	Leadership for Organizational Development	2
<a href="#">CSL 114</a>	Leadership Techniques II	1

GE Category		Credits
<b>Health and Physical Education</b>		
<a href="#">DAN 120</a>	Beginning Modern Dance I	1-2
<a href="#">HPE 104</a>	Physical Conditioning and Assessment I	1-2
<a href="#">HPE 105</a>	Physical Conditioning and Assessment II	1-2
<a href="#">HPE 204</a>	Physical Conditioning and Assessment III	1-2
<a href="#">HPE 205</a>	Physical Conditioning and Assessment IV	1-2

## Curricula

### Degree Programs

[Cosmetology, AAS](#)

[Elementary Education, AA](#)

[General Studies, AGS](#)

[HVAC-R Technologies, AAS](#)

### Certificates of Proficiency

[Arizona General Education Curriculum \(AGEC\)](#)

[Agriscience - NAVIT](#)

[Automotive Maintenance- NAVIT](#)

[Basic Building Trades - NAVIT](#)

[Basic Marketing Management - NAVIT](#)

[Cosmetology](#)

[Cosmetology Hairstyling](#)

[Cosmetology Instructor](#)

[Cosmetology Nail Technician](#)

[Culinary Fundamentals - NAVIT](#)

[Dental Assisting Specialist](#)

[Early Childhood Education](#)

[Emergency Medical Studies - Emergency Medical Technician](#)

[Fire Science I](#)

[Fire Science II](#)

[HVAC-R](#)

[HVAC-R Advanced Technologies](#)

[Medical Assistant](#)

[Mental and Social Health Technician](#)

[Nursing Assistant](#)

[Patient Care Technician](#)

[Phlebotomist Technician](#)

Certificates of Proficiency
<a href="#">Theatre Production - NAVIT</a>
<a href="#">Welding Techniques and Processes</a>

## Licensure and Certificates

Gila Community College offers a variety of certificates and degrees that prepare students to enter the workforce and enable them to test for licensure. If a course enables a student to test for licensure, this will be indicated in the course outline or program description of their selected course of study. When choosing a course of study, students are encouraged to speak with an Academic Advisor.

Successful completion of these courses does not guarantee, either implied or stated, that a student will pass any licensing test.

Please refer to the curriculum section in the catalog for a complete listing of course requirements. Licensure may have additional requirements beyond what is required by Gila Community College to enroll in a course. Students are encouraged to investigate licensing requirements before entering a course of study.

## Agriscience - NAVIT

### Degree Type

Certificate of Proficiency  
20501

**Advisor:** Taylor Merrick

### This is a Payson High School Dual Enrollment Program through NAVIT.

This certificate is designed to provide students with an interdisciplinary understanding of the ecological, economic, political, and social systems as they relate to the agriculture industry. Through applied courses, students learn hands-on skills in the areas of animal husbandry and reproduction, plant physiology and management, ecological management, and principles of agribusiness.

### Program Learning Outcomes

1. Outline the trends in animal and poultry science as they relate to livestock production.
2. Describe proper selection procedures to select breeding stock including judging, pedigrees, and production records.
3. Identify some of the diseases associated with livestock production in Arizona.
4. Describe general plant structure and the physiological processes of transport, respiration, and photosynthesis.
5. Identify essential nutritional requirements of plants and apply soil management techniques to maintain soil fertility.
6. Describe freshwater scarcity and issues with water quality around the world.
7. Describe how climate change, air quality, and energy production influences ecosystems.
8. Identify local, state, and federal regulations associated with agribusiness.
9. Prepare a landscape project.

## Curriculum Requirements

Course Code	Title	Credits
AGR 102	Animal Industry	3.0
AGR 111	Principles of Plant Science	3.0
AGR 135	Conservation and Natural Resources	3.0
AGR 285	Establishing and Running an Agribusiness	3.0
	Sub-Total Credits	12.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	12
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## Automotive Maintenance - NAVIT

### Degree Type

Certificate of Proficiency  
20201

**Advisor:** Samuel Romine

### This is a Payson High School Dual Enrollment Program through NAVIT.

This certificate is designed to provide basic automotive skills training needed to be efficient at performing vehicle preventative maintenance procedures. This training program provides students with an opportunity to take the first step towards entry into an automotive repair career. This short-term program of study will help prepare students for ASE certification examinations.

### Program Learning Outcomes

1. Demonstrate the ability to properly service and maintain vehicle engines, steering and suspension systems, electrical systems, brake systems, drivetrain systems, automatic transmissions, and computerized systems.
2. Demonstrate vehicle system foundation knowledge by successfully passing each subject's ASE student certification examination given by program proctor.
3. Demonstrate an ability to properly use both PC-based and hand held computerized diagnostic equipment.
4. Demonstrate knowledge in the use and application of both printed and web-based service and repair information.
5. Demonstrate ability to safely and properly use automotive hand tools and lift equipment.
6. Apply work professionalism habits in the work environment (being punctual, dependable, and following instructions).

## Curriculum Requirements

Course Code	Title	Credits
AUT 101	Introduction to Automotive Technology	2.0-4.0
AUT 132	Automotive Brake Systems	2.0
AUT 106	Internal Combustion Engines	4.0
AUT 180	Automotive Service Techniques	2.0
Sub-Total Credits		10.00-12

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	10-12
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## Basic Building Trades - NAVIT

### Degree Type

Certificate of Proficiency  
20213

**Advisor:** Christopher Harold

**This is a Payson High School Dual Enrollment Program through NAVIT.**

This certificate prepares students for entry-level careers in the building trades.

### Program Learning Outcomes

1. Identify tools used in the construction, maintenance and repair industry.
2. Identify basic materials used in residential construction.
3. Identify the main components of water distribution systems.
4. Safely operate hand and power tools.
5. Read blueprints.
6. Describe the responsibilities of safety in building trades.
7. Using the concept of green construction, describe the components of home energy efficiency.

## Curriculum Requirements

Course Code	Title	Credits
BLD 104	Electrical Maintenance and Repair	3.0
BLD 105	General Maintenance Carpentry	3.0
BLD 120	Concrete Work	2.0
BLD 177	Plumbing Maintenance and Repair	3.0
Sub-Total Credits		11.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	11
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## Basic Marketing Management - NAVIT

### Degree Type

Certificate of Proficiency  
20214

**Advisor:** Virginia Liddell

**This is a Payson High School Dual Enrollment Program through NAVIT.**

This certificate prepares students for entry-level careers in marketing, entrepreneurship, and retail management.

### Program Learning Outcomes

1. Develop the concepts for a business plan for a new venture.
2. Explain the concepts involved in managing small business operations.
3. Simulate a small business financial plan.
4. Characterize marketing planning, information and segmentation.
5. Summarize how sales and customer service can impact overall marketing strategy and effectiveness.
6. Explore communication styles, self-esteem, personal values, attitude formation, and motivation in relation to effectively dealing with others.
7. Describe modern-day challenges in human relations and conflict resolution strategies.



## Curriculum Requirements

Course Code	Title	Credits
SBM 110	Introduction to Entrepreneurship	3.0
SBM 111	Marketing	3.0
BUS 251	Human Relations	3.0
Sub-Total Credits		9.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	9
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## Cosmetology

### Degree Type

Certificate of Proficiency  
20202

**Advisors:** Sara Brewer and Alison Zache (Gila Pueblo),  
Rebekah Cheney (Payson)

The Cosmetology program provides students an opportunity to apply Cosmetology practices and principles in a simulated salon environment. Upon successful completion of the program, a minimum of three (3) semesters to obtain the 1500 hours of training necessary, students will be eligible to take the Arizona State Board of Cosmetology Examination.

In addition to general tuition, a required course fee will be applied per credit hour for all Cosmetology courses enrolled. Course fees may vary. Contact GCC at 928-468-8039 or 928-428-8878 for more information.

*Special Note: A high school program is also offered to qualified students through a career and technical education school district (CTED/CVIT/NAVIT). The high school program meets four hours (4) a day, five (5) days a week, and eight (8) hours on each of the two required Saturdays a month during the regular school year. The high school program will take four (4) semesters to complete and is a Fall start only beginning their junior or senior year.*

### Program Learning Outcomes

1. Implement the basic science of bacteriology, sanitation, and sterilization for client protection related to cosmetology and be able to demonstrate it daily by using all safety precautions.
2. Identify laws, rules, and regulations of Arizona State Board of Cosmetology.
3. Complete a portfolio containing a résumé and assignments demonstrating the skill level of an existing student.
4. Acquire basic skills needed to pass Arizona State Board of Cosmetology.

## Curriculum Requirements

Course Code	Title	Credits
COS 101	Theory of Cosmetology I/ Hairstyling	2.0
COS 103	Theory of Cosmetology II/ Hairstyling	2.0
COS 105	Theory of Cosmetology III	2.0
COS 107	Theory of Cosmetology IV	2.0
COS 108	Skin Care I	1.0
COS 109	Skin Care II	2.0
COS 111	Permanent Waving, Shampooing, and Hairstyling I	4.0
COS 113	Permanent Waving, Shampooing, and Hairstyling II	4.0
COS 115	Permanent Waving, Shampooing, and Hairstyling III	3.0
COS 117	Permanent Waving, Shampooing, and Hairstyling IV	2.0
COS 121	Nail Care I	1.0
COS 125	Manicuring I	4.0
COS 131	Haircutting, Scalp Treatment, and Tinting I	5.0
COS 133	Haircutting, Scalp Treatment, and Tinting II	4.0
COS 135	Haircutting, Scalp Treatment, and Tinting III	4.0
COS 137	Haircutting, Scalp Treatment, and Tinting IV	2.0
Sub-Total Credits		44.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	44
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# Cosmetology

## Degree Type

Associate of Applied Science  
30201

**Advisors:** Sara Brewer and Alison Zache (Gila Pueblo),  
Rebekah Cheney (Payson)

The Cosmetology program provides students an opportunity to apply Cosmetology practices and principles in a simulated salon environment. Upon successful completion of the program, minimum of three (3) semesters to obtain the 1600 hours of training necessary, students will be eligible to take the Arizona State Board of Cosmetology Examination. Students can continue their education and complete an Associate of Applied Science degree by taking eighteen (18) General Education credits and two (2) elective credits. In addition to general tuition, a required course fee will be applied per credit hour for all Cosmetology courses enrolled and depending on the Academy being attended course fees may vary. Entry into the Cosmetology program requires prior admission. Contact one of the following Cosmetology Academies for admission procedures:

- Gila Academy of Cosmetology, (928) 425-8849 (Gila Pueblo Campus-Globe)
- Rim Country Cosmetology Academy, (928) 468-9090 (Payson Campus)

## Program Learning Outcomes

1. Implement the basic science of bacteriology, sanitation, and sterilization for client protection related to cosmetology and be able to demonstrate it daily by using all safety precautions.
2. Identify laws, rules, and regulations of the Arizona State Board of Cosmetology.
3. Complete a portfolio containing a résumé and assignments demonstrating the skill level of a completing student.
4. Acquire basic skills needed to pass Arizona State Board of Cosmetology licensure exam.

## Curriculum Requirements

Course Code	Title	Credits
COS 101	Theory of Cosmetology I/ Hairstyling	2.0
COS 103	Theory of Cosmetology II/ Hairstyling	2.0
COS 105	Theory of Cosmetology III	2.0
COS 107	Theory of Cosmetology IV	2.0
COS 108	Skin Care I	1.0
COS 109	Skin Care II	2.0
COS 111	Permanent Waving, Shampooing, and Hairstyling I	4.0
COS 113	Permanent Waving, Shampooing, and Hairstyling II	4.0
COS 115	Permanent Waving, Shampooing, and Hairstyling III	3.0
COS 117	Permanent Waving, Shampooing, and Hairstyling IV	2.0
COS 121	Nail Care I	1.0
COS 125	Manicuring I	4.0
COS 131	Haircutting, Scalp Treatment, and Tinting I	5.0
COS 133	Haircutting, Scalp Treatment, and Tinting II	4.0
COS 135	Haircutting, Scalp Treatment, and Tinting III	4.0
COS 137	Haircutting, Scalp Treatment, and Tinting IV	2.0
Sub-Total Credits		44.00

## General Education Requirements

### Written and Oral Communication

Course Code	Title	Credits
<b>ENG 100 or ENG 101</b>		<b>3.0</b>
ENG 100	Writing Fundamentals	3.0
ENG 101	English Composition I	3.0

### Quantitative Reasoning

Course Code	Title	Credits
<b>BUS 111 or MAT 100</b>		<b>3.0-5.0</b>
BUS 111	Business Mathematical Calculations	3.0
MAT 100	Applied Mathematics	4.0

## Natural Sciences

Course Code	Title	Credits
	<b>CHM 130 or BIO 160</b>	<b>4.0</b>
CHM 130	Fundamental Chemistry	4.0
BIO 160	Introduction to Human Anatomy and Physiology	4.0

## Additional General Education Requirements

Select a sufficient number of credits from the list of [General Education courses](#) to reach at least 16 credits. You may not exceed nine credits in any GE Category. The maximum number of credits allowed in Health and Physical Education is two credits.

Sub-Total Credits	6.00-8.00
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## Total General Education Requirements

Courses listed in Curriculum Requirements that qualify for General Education credit (see the [General Education section](#) of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

Sub-Total Credits	16.00
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In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following graduation requirements to obtain this degree:

- Complete at least 15 credits at Gila Community College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated.
- Remove any indebtedness to the college.

Check the catalog for other changes and requirements.

Total Required Credits	60
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## Cosmetology Nail Technician

### Degree Type

Certificate of Proficiency  
20206

**Advisors:** Sara Brewer and Alison Zache (Gila Pueblo),  
Rebekah Cheney (Payson)

This program prepares you for an entry-level position as a Nail Technician. Emphasis is on basic nail care, manicuring, and hand and arm massage. Upon successful completion of the nail tech program, a minimum of two (2) semesters to obtain the 600 hours of training necessary, students will be eligible to take the Arizona State Board of Cosmetology Nail Technician exam.

In addition to general tuition, a required course fee will be applied per credit hour for all Cosmetology/Nail Tech courses enrolled and depending on the Academy being attended course fees may vary. Contact GCC at 928-468-8038 or 928-428-8878 for more information.

Entry into the Cosmetology/Nail Tech program requires prior admission.

*Special Note: A high school program is also offered to qualified students through a career and technical education school district (CTED/CVIT/NAVIT). The high school program meets four hours (4) a day, five (5) days a week, and eight (8) hours on each of the two required Saturdays a month during the regular school year. The high school program will take two (2) semesters to complete and is a Fall start only beginning their junior or senior year.*

### Program Learning Outcomes

1. Implement the basic science of bacteriology, sanitation, and sterilization for client protection related to manicuring, pedicuring, and related procedures and services and be able to demonstrate it daily by using all safety precautions
2. Identify laws, rules, and regulations of Arizona State Board of Cosmetology.
3. Complete a portfolio containing a résumé and assignments demonstrating the skill level of an existing student.
4. Acquire basic skills needed to pass the Arizona State Board of Cosmetology licensing exam.

## Curriculum Requirements

Course Code	Title	Credits
COS 121	Nail Care I	1.0
COS 123	Nail Care II	1.0
COS 125	Manicuring I	4.0
COS 127	Manicuring II	4.0
COS 150	Manicuring III	4.0
COS 152	Manicuring IV	4.0
	Sub-Total Credits	18.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	18
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## Culinary Fundamentals - NAVIT

### Degree Type

Certificate of Proficiency  
20209

**Advisor:** Glenna Spurlock

**This is a Payson High School Dual Enrollment Program through NAVIT.**

This program prepares students for entry-level employment in the culinary field. Students receive a background in fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches and pastry items with significant hands-on experience.

### Program Learning Outcomes

1. Demonstrate proficiency in the use and cleaning of culinary industry-specific equipment.
2. Demonstrate proper work attitudes, work habits, and teamwork.
3. Apply diligent food and beverage management, leadership, customer service, and interpersonal skills.
4. Apply appropriate etiquette, appearance, and hygiene to work in the food service industry.
5. Follow Arizona State Health Department standards when preparing, handling, and working around food and equipment.
6. Identify and apply rigorous food safety and sanitation practices.
7. Demonstrate basic measuring, conversion, food costing, and waste management practices.
8. Apply nutritional concerns to the creation of menus.
9. Demonstrate a comprehension of cooking techniques, knife skills, and the ability to follow a recipe.

10. Acquire basic skills needed to sit for the State Food Handler License and pass the National Restaurant Association’s SERV Safe Restaurant Management test.

## Curriculum Requirements

Course Code	Title	Credits
CUL 101	Culinary Fundamentals: Culinary Basics	4.0
CUL 102	Culinary Fundamentals: Hot Foods	4.0
CUL 103	Culinary Fundamentals: Breakfast and Garde Manger	4.0
CUL 104	Culinary Fundamentals: Baking and Pastry	4.0
Sub-Total Credits		16.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	16
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## Dental Assistant Specialist

### Degree Type

Certificate of Proficiency  
20301

**Advisors:** Donna Fragua-Nelson (Gila Pueblo)

This program of study provides the student with the necessary training to deliver quality oral healthcare. X-ray imaging and clinical skills are included in the training. This program provides the opportunity to become part of a professional dental team and to start a career in the healthcare field.

### Program Learning Outcomes

1. Identify and explain the basic principles of ethics for dental assistants and types of statutory law.
2. Explain procedures for handling hazardous chemicals.
3. Explain the importance of proper sanitation of Dental Unit Waterlines (DUWL).
4. Explain the fundamentals of cariology and recognize the causes and treatments of periodontium.
5. Identify hand instruments and proper usage.

6. Explain the importance of oral pathologies, fundamentals of microbiology, and infection control and immunity.
7. Explain, describe, and identify parts of the dental x-ray machine and concepts of digital radiography and x-ray film processing
8. Explain the principles and techniques of disinfection and proper techniques of sterilization.

## Curriculum Requirements

Course Code	Title	Credits
<b>BIO 160 or HCE 156 or BIO 201/ BIO202</b>		<b>4.0-8.0</b>
If taking BIO 201, BIO 202 must be taken as well.		
BIO 160	Introduction to Human Anatomy and Physiology	4.0
HCE 156	Science for Allied Health	4.0
BIO 201	Human Anatomy and Physiology I	4.0
BIO 202	Human Anatomy and Physiology II	4.0
DAE 100	Introduction to Dental Assisting	3.0
DAE 101	Dental Health and Safety	3.0
DAE 105	Oral Health and Dental Disease Prevention	3.0
DAE 107	Science in Dentistry	4.0
DAE 109	Patient Information and Assessment	3.0
DAE 112	Radiographic Imaging in Dentistry	4.0
DAE 114	Foundations of Clinical Dentistry	4.0
EMT 121	Cardiopulmonary Resuscitation	0.5
Sub-Total Credits		28.50-32.5

In order to obtain this certificate, you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	28.5-32.5
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## Early Childhood Education

### Degree Type

Certificate of Proficiency  
20401

**Advisor:** Sharron Navarro (Gila Pueblo)

The Early Childhood Education (ECE) program is designed for early childhood educators that will prepare them to meet the specific needs children in a child development setting through instruction on nurturing a child's physical, social, emotional and intellectual needs, setting up and maintaining a childcare environment, and establishing a liaison relationship between parents and a child development center.

### Program Learning Outcomes

1. Explain how teachers and childcare providers create relationships with parents and families through communication and involvement.
2. Design developmentally appropriate curriculum and activities that support families.
3. Compare and contrast historical, contemporary trends in Early Childhood and examine issues of ethics and professionalism.
4. Examine theories and milestones of growth and development in children.
5. Explain the importance of providing a healthy and safe environment for young children using current information from licensing.
6. Demonstrate techniques to assist with assessment, guidance, and discipline of young children.
7. Demonstrate techniques to observe young children for assessment purposes.
8. Integrate children's literature into curriculum.

## Curriculum Requirements

Course Code	Title	Credits
ECE 100	Foundations of Early Childhood Education	3.0
ECE 102	Early Childhood Curriculum	3.0
ECE 105	Health, Safety, and Nutrition	3.0
ECE 110	Infants and Toddlers Development	3.0
ECE 120	Guiding Children's Social Development	3.0
ECE 150	Practicum: Direct Field Experience Birth to Preschool	2.0
ECE 210	Home, School, and Community Relations	3.0
ECE 220	Introduction to Early Childhood Special Education	3.0
Sub-Total Credits		23.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	23
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## Elementary Education

### Degree Type

Associate of Arts  
40401

**Advisor:** Sharon Ann Navarro (Gila Pueblo)

If you plan a career in elementary or special education, you can complete your first two years of study at GCC. Some universities now require a minor that can be started at GCC. Consult with department staff at the school where you plan to transfer for specific information. Since program requirements differ between universities, the official transfer pathway (<https://transfercredit.arizona.edu>) of the school which you plan to attend upon leaving GCC should be consulted in order to adjust this program to your personal needs.

### Program Learning Outcomes

1. Develop an awareness of culture diversity and its complexity.
2. Identify ethical, legal, and/or professional guidelines.
3. Develop an awareness of contemporary and historical trends.
4. Examine the theoretical and/or physiological knowledge and research about learning and human behavior.

## Curriculum Requirements

Course Code	Title	Credits
CMP 103	Introduction to Computer Based Systems	3.0
EDU 222	Introduction to Special Education	3.0
EDU 230	Cultural Diversity in Education	3.0
EDU 234	Elementary ESL/SEI Methods	3.0
MAT 156	Principles of Mathematics I	3.0
MAT 157	Principles of Mathematics II	3.0
POS 221	Arizona Constitution and Government	1.0
Sub-Total Credits		19.00

## General Education Requirements

Written and Oral Communication (6-10 credits)

Course Code	Title	Credits
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
Sub-Total Credits		6.00

Quantitative Reasoning (3-4 credits)

Course Code	Title	Credits
<b>MAT 142 or higher</b>		<b>3.0-5.0</b>
MAT 142	College Mathematics	3.0
MAT 151	College Algebra	4.0
MAT 156	Principles of Mathematics I	3.0
MAT 157	Principles of Mathematics II	3.0
MAT 160	Introduction to Statistics	3.0
MAT 181	Trigonometry	3.0
MAT 210	Elements of Calculus	4.0
MAT 221	Calculus I	5.0
MAT 231	Calculus II	4.0
MAT 241	Calculus III	4.0
Sub-Total Credits		3.00-5

Natural Sciences (4-8 credits)

Select a [Natural Science course](#) from the catalog.

Sub-Total Credits	4.00
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Arts and Humanities (6-9 credits)

Select two [Humanities courses](#) from the catalog.

Sub-Total Credits	6.00
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## Social and Behavioral Sciences (6-9 credits)

Course Code	Title	Credits
EDU 200	Introduction to Education	3.0
	<b>HIS 101 or POS 110</b>	<b>3.0</b>
HIS 131	U.S. History to 1877	3.0
POS 110	American Government and Politics	3.0
PSY 101	Introduction to Psychology	3.0
	Sub-Total Credits	9.00

## Institutions of the Americas (3 credits)

Select an [Institutions of the Americas course](#) from the catalog.

Sub-Total Credits	3.00
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## Additional General Education

Select an additional one (1) credit or more from [Written and Oral Communication, Arts and Humanities, or Natural Sciences](#) for a minimum of 32 credits in general education.

Sub-Total Credits	1.00
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## Total General Education Requirements

Courses listed in Curriculum Requirements that qualify for General Education credit (see the [General Education](#) section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

Sub-Total Credits	32.00
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## Elective Requirements

Select from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at <https://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG>. Scroll to the bottom and select Elective or Better Report under CEG Reports and information. Click on Gila Community College. If you plan to transfer to any University other than the three Arizona State Universities, consult with an advisor from the school as you make your selections.

To meet the Arizona Department of Education highly qualified teacher requirements, choose electives from courses related to your specific content area.

Sub-Total Credits	7.00-9.00
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In addition to completing each of the courses listed above with a grade of “C” or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 15 credits at Gila Community College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated.
- Remove any indebtedness to GCC.

Total Required Credits	60
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## Emergency Medical Studies - Emergency Medical Technician

### Degree Type

Certificate of Proficiency  
20306

**Advisor:** Nicholas DeGroot (Payson)

This Certificate prepares you for an entry-level position as an emergency medical technician at the basic level. Emphasis is on preparation to perform pre-hospital emergency services as specified by Arizona Department of Health Services, Bureau of Emergency Medical Services.

Note: Students are eligible to sit for the National Registry EMT Exam upon completion of the EMT 103, Emergency Medical Technician course.

### Program Learning Outcomes

1. Demonstrate knowledge relative to the role of an entry-level Emergency Medical Technician.
2. Demonstrate skills relative to the role of an entry-level Emergency Medical Technician.
3. Demonstrate competency in the use and maintenance of all equipment and instruments required to accomplish his/her job as an EMT.



## Curriculum Requirements

Course Code	Title	Credits
	<b>BIO 160 or HCE 156 or BIO 201/ BIO202</b>	<b>4.0-8.0</b>

If taking BIO 201, BIO 202 must be taken as well.

BIO 160	Introduction to Human Anatomy and Physiology	4.0
HCE 156	Science for Allied Health	4.0
BIO 201	Human Anatomy and Physiology I	4.0
BIO 202	Human Anatomy and Physiology II	4.0
EMT 103	Emergency Medical Technician	9.0
	<b>EMT 121 or EMT 122</b>	<b>0.5-2.0</b>
EMT 121	Cardiopulmonary Resuscitation	0.5
EMT 122	First Aid and CPR	2.0
HCE 112	Medical Terminology	2.0
HCE 171	Introduction to Medical Pharmacology	3.0
Sub-Total Credits		18.50-24

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	18.5-24
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## Fire Science - Level I

### Degree Type

Certificate of Proficiency  
20302

**Advisors:** Andrea Renon (Gila Pueblo), James Hitch and Ann Knights (Payson)

The Fire Science – Level I Certificate program, in cooperation with the Arizona Center for Fire Service Excellence (AZCFSE), prepares students for service as firefighters in rural settings. This certification emphasizes professional firefighting skills corresponding to the everyday demands of the profession. It is designed for both individuals already serving in the profession as firefighters and as a preparatory program for those who seek a career in firefighting.

### Program Learning Outcomes

1. Select and use appropriate personal protection equipment in various emergency situations.
2. Describe and predict fire behavior and factors and the appropriate actions to take in multiple fire situations.
3. Comprehend and demonstrate first aid skills.
4. Demonstrate knowledge of the Incident Command System.
5. Describe and demonstrate the skills necessary to obtain certification.

## Curriculum Requirements

Course Code	Title	Credits
EMT 122	First Aid and CPR	2.0
FSC 100	Introduction to Fire and Emergency Services	3.0
FSC 101	Fire Department Operations I	6.0
FSC 102	Fire Department Operations II	5.0
FSC 106	Hazardous Materials for First Responder Operations	3.0
FSC 150	Basic Wildland Firefighting	3.0
Sub-Total Credits		22.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	22
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## Fire Service - Level II

### Degree Type

Certificate of Proficiency  
20304

**Advisors:** Andrea Renon (Gila Pueblo), James Hitch and Ann Knights (Payson)

The Fire Science Level II Certificate program, in cooperation with the Arizona Center for Fire Service Excellence (AZCFSE), prepares students for service as firefighters in rural settings. This certification emphasizes professional firefighting skills corresponding to the everyday demands of the profession. It is designed for both individuals already serving in the profession as firefighters and as a preparatory program for those who seek a career in

firefighting. This certificate allows students the opportunity to participate in field training using current fire suppression technology.

### Program Learning Outcomes

1. Select and use appropriate personal protection equipment in various emergency situations.
2. Describe and predict fire behavior and factors and the appropriate actions to take in multiple fire situations.
3. Comprehend and demonstrate first aid skills.
4. Describe and demonstrate the skills necessary to obtain certification.

## Curriculum Requirements

Course Code	Title	Credits
FSC 100	Introduction to Fire and Emergency Services	3.0
EMT 122	First Aid and CPR	2.0
FSC 101	Fire Department Operations I	6.0
FSC 102	Fire Department Operations II	5.0
FSC 106	Hazardous Materials for First Responder Operations	3.0
FSC 120	Fire Apparatus and Equipment	3.0
	<b>FSC 130 or FSC 140</b>	<b>3.0</b>
FSC 130	Fundamentals of Fire Prevention	3.0
FSC 140	Fire Protection Systems	3.0
FSC 150	Basic Wildland Firefighting	3.0
	Sub-Total Credits	28.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	28
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## General Studies

### Degree Type

Associate of General Studies  
50000

**Advisor:** Consult an advisor or faculty member for advising.

This degree provides students with a broad education in various foundational areas. It allows students to explore diverse fields and gain experience. It can serve as a route

towards a bachelor's degree. Since program requirements differ between universities, the official transfer pathway (<https://transfercredit.arizona.edu>) of the school which you plan to attend upon leaving GCC should be consulted in order to adjust this program to your personal needs.

### Program Learning Outcomes

1. **Communication:** Students will communicate information, ideas, and arguments effectively utilizing oral, written and other media as appropriate for the audience and purpose, while effectively using listening and observing skills.
2. **Critical and Creative Thinking:** Students will apply critical and creative reasoning, including diverse perspectives, to address complex problems and develop into independent and dynamic thinkers capable of innovation, adaptation, and problem-solving.
3. **Diverse and Global Perspectives:** Students will demonstrate an understanding and appreciation of diverse cultures, values, beliefs, and historical perspectives; recognizing civic and community responsibilities associated with a socially, politically, economically, and historically diverse world.
4. **Information Literacy:** Students will be able to locate, gather, synthesize, and apply credible information to effectively evaluate, manage, and apply the needed information in an ethical and legal manner.
5. **Quantitative Reasoning:** Students will solve quantitative problems from a wide variety of contexts and life situations.
6. **Scientific Literacy:** Students will demonstrate a basic understanding of major scientific concepts and processes required for personal decision-making, participation in civic affairs, economic productivity, and global stewardship.

### General Education Requirements

The General Education Requirement may be satisfied in two different ways. Select the option below that best meets your needs.

## Option 1 - Arizona General Education Curriculum

If you plan to transfer to one of Arizona's public universities, you should follow Option One and complete the Arizona General Education Curriculum (AGEC). Each category in Option One includes the minimum and maximum number of credits allowed. Additional courses taken in any of the categories may count as electives. If you are transferring to a university that has a unique set of General Education requirements complete Option Two.

### Written and Oral Communication (6-10 credits)

The first 6 credits must be [ENG 101](#) and [ENG 102](#). The remaining 3-4 credits can be in communication studies or languages.

Course Code	Title	Credits
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
Sub-Total Credits		6.00-10.00

### Quantitative Reasoning (3-4 credits)

Course Code	Title	Credits
<b>MAT 142 or higher</b>		<b>3.0-5.0</b>
MAT 142	College Mathematics	3.0
Sub-Total Credits		3.00-5

### Natural Sciences (4-8 credits)

Select at least one [Natural Sciences course](#) from the catalog that includes a lab.

Sub-Total Credits		4.00-8.00
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### Arts and Humanities (6-9 credits)

Select at least two [Humanities courses](#) from the catalog.

Sub-Total Credits		6.00-9.00
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### Social and Behavioral Sciences (6-9 credits)

Select at least two [Social and Behavioral Science courses](#) from the catalog.

Sub-Total Credits		6.00-9.00
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### Institutions of the Americas (3 credits)

Select one [Institutions of the Americas course](#) from the catalog.

Sub-Total Credits		3.00
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## Option 2 - Approved General Education Curriculum

File with your graduation petition a general education curriculum of at least 32 credits approved by a regionally accredited college or university for which equivalent transferable courses are available at GCC or an Arizona public university transfer guide for the major you intend to complete. Completion of those courses will fulfill the AGS Degree General Education requirement.

### Total General Education Requirements

Sub-Total Credits	32.00-35.00
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### Elective Requirements

Select from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at <https://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG>. Scroll to the bottom and select Elective or Better Report under CEG Reports and Information. Click on Gila Community College. If you plan to transfer to any University other than the three Arizona State Universities, consult with an advisor from the school as you make your selections.

To meet the Arizona Department of Education highly qualified teacher requirements, choose electives from courses related to your specific content area.

Sub-Total Credits	25.00-28.00
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In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 credits at Gila Community College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated.
- Remove any indebtedness to the college.

Total Required Credits	60
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## HVAC-R

### Degree Type

Certificate of Proficiency  
20208

**Advisors:** Gabriel Eylicio and Justin Henderson (Gila Pueblo)

This program is designed to prepare students to work in a heating or refrigeration business. The HVAC-R program includes basic instruction in heating, ventilation, air conditioning and refrigeration systems and their maintenance to help students develop a career in the HVAC-R field.

### Program Learning Outcomes

1. Identify and implement safety procedures for all tasks.
2. Analyze the impact of HVAC-R actions as it relates to the environment.
3. Formulate an installation or trouble shooting plan utilizing proper tools and instruments.
4. Apply knowledge of basic industrial electricity and electronics to HVAC-R system operations.
5. Design, diagnose and service heating, ventilation, air conditioning and refrigeration (HVAC/R) products and systems as it relates to residential units.
6. Demonstrate knowledge of local, state and federal laws as they apply to the HVAC-R industry.

### Curriculum Requirements

Course Code	Title	Credits
HVA 101	Principles of HVAC-R	3.0
HVA 103	HVAC-R Controls	3.0
HVA 105	Heating System Basics	3.0
HVA 109	Troubleshooting HVAC-R Systems	3.0
HVA 110	Electricity for HVAC-R	3.0
HVA 115	EPA Certification	1.0
Sub-Total Credits		16.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	16
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## HVAC-R Advanced Technologies

### Degree Type

Certificate of Proficiency  
20211

**Advisor:** Justin Henderson (Gila Pueblo)

This program prepares individuals to apply technical knowledge and skills to repair, install, service, and maintain the operation of HVAC-R systems and to work in the commercial refrigeration field. The HVAC-R Advanced Technician certificate includes advanced instruction in commercial air conditioning, heat exchange, flow devices, and troubleshooting in commercial refrigeration and air conditioning. Communication and organizational skills are emphasized to prepare a program completer to participate at the leadership, organizational, or entrepreneurial level of the commercial HVAC-R industry.

### Program Learning Outcomes

1. Identify and implement safety procedures for all tasks.
2. Describe air mixing, airflow, and variable refrigeration flow.
3. Outline the heat exchange process and the role of evaporator.
4. Analyze special refrigeration components.
5. Differentiate between special types of refrigeration applications.
6. Analyze the impact of HVAC-R actions as it relates to the environment.
7. Formulate an installation or trouble shooting plan utilizing proper tools and instruments.
8. Explain the process for diagnosing and troubleshooting issues associated with ice makers and commercial refrigeration.
9. Design, diagnose and service heating, ventilation, air conditioning and refrigeration (HVAC/R) products and systems as it relates to residential and commercial units.
10. Demonstrate knowledge of local, state, and federal laws as they apply to the HVAC-R industry.

### Curriculum Requirements

Course Code	Title	Credits
HVA 201	Advanced HVAC-R Commercial Air Conditioning	3.0
HVA 203	Refrigeration and Heat Exchange Components	3.0
HVA 205	Refrigeration Flow and Flow Devices	3.0
HVA 207	Commercial Refrigeration Applications	3.0
HVA 209	Commercial Ice Makers	3.0
HVA 211	Commercial Refrigeration Troubleshooting	3.0
Sub-Total Credits		18.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	18
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## HVAC-R Technologies

### Degree Type

Associate of Applied Science  
30203

**Advisor:** Justin Henderson (Gila Pueblo)

This program prepares individuals to apply technical knowledge and skills to repair, install, service, and maintain the operation of HVAC-R systems. Instruction includes diagnostic techniques, the use of testing equipment and the principle of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning, and refrigeration systems. Communication and organizational skills are emphasized to prepare a program completer to participate at the leadership, organizational, or entrepreneurial level of the commercial HVAC-R industry.

### Program Learning Outcomes

1. Identify and implement safety procedures for all tasks.
2. Analyze the impact of HVAC-R actions as it relates to the environment.
3. Formulate an installation or trouble shooting plan utilizing proper tools and instruments.
4. Apply knowledge of basic industrial electricity and electronics to HVAC-R system operations.
5. Design, diagnose and service heating, ventilation, air conditioning and refrigeration (HVAC/R) products and systems as it relates to residential and commercial units.
6. Demonstrate knowledge of local, state, and federal laws as they apply to the HVAC-R industry.

## Curriculum Requirements

Course Code	Title	Credits
<b>CMP 101 or CMP 103</b>		<b>3.0</b>
CMP 101	Introduction to Computers	3.0
CMP 103	Introduction to Computer Based Systems	3.0
HVA 101	Principles of HVAC-R	3.0
HVA 103	HVAC-R Controls	3.0
HVA 105	Heating System Basics	3.0
HVA 109	Troubleshooting HVAC-R Systems	3.0
HVA 110	Electricity for HVAC-R	3.0
HVA 115	EPA Certification	1.0
HVA 201	Advanced HVAC-R Commercial Air Conditioning	3.0
HVA 203	Refrigeration and Heat Exchange Components	3.0
HVA 205	Refrigeration Flow and Flow Devices	3.0
HVA 207	Commercial Refrigeration Applications	3.0
HVA 209	Commercial Ice Makers	3.0
HVA 211	Commercial Refrigeration Troubleshooting	3.0
TEC 133	Safety Practices for Industry	1.0
Sub-Total Credits		38.00

## General Education Requirements

### Written and Oral Communication

Course Code	Title	Credits
<b>BUA 259 or ENG 100 or ENG 101</b>		<b>3.0</b>
BUA 259	Business Communications	3.0
ENG 100	Writing Fundamentals	3.0
ENG 101	English Composition I	3.0
Sub-Total Credits		3.00

### Quantitative Reasoning

Course Code	Title	Credits
<b>MAT 100 or higher</b>		<b>3.0-5.0</b>
MAT 100	Applied Mathematics	4.0
MAT 111	Elementary Algebra	4.0
MAT 121	Intermediate Algebra	4.0
MAT 142	College Mathematics	3.0
MAT 151	College Algebra	4.0
MAT 156	Principles of Mathematics I	3.0
MAT 160	Introduction to Statistics	3.0
MAT 181	Trigonometry	3.0
MAT 210	Elements of Calculus	4.0
Sub-Total Credits		3.00-5

## Additional General Education Requirements

Select a sufficient number of credits from the list of [General Education courses](#) to reach at least 16 credits. You may not exceed nine credits in any GE Category. The maximum number of credits allowed in Health and Physical Education is two credits.

Sub-Total Credits	8.00-10.00
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## Total General Education Requirements

Courses listed in Curriculum Requirements that qualify for General Education credit (see the [General Education section](#) of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

Sub-Total Credits	16.00
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## Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 60 credit hours required.

Sub-Total Credits	6.00
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In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Gila Community College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated.
- Remove any indebtedness to the college.

Total Required Credits	60
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## Medical Assistant

### Degree Type

Certificate of Proficiency  
20303

**Advisors:** Megan Martinez (Gila Pueblo), John Hancock (Payson)

Upon completion of this certificate program, students are eligible to sit for the American Medical Technologists (AMT) Certification Examination to be certified as a Registered Medical Assistant (RMA). This program prepares you for an

entry-level position as a medical assistant. Emphasis is on preparation to perform both clerical duties and clinical duties in a medical office.

Courses in the program may require vaccinations or other medical tests. **Students must obtain a two-step TB skin test (first step with TB results; second step, obtain another TB skin test with results one to three weeks later).** See course descriptions for additional information. Students will be required to complete a minimum of 160 clinical hours in a health clinic.

### Program Learning Outcomes

1. Perform duties utilizing principles of customer service and confidentiality following HIPPA guidelines with consideration to patient rights including right to privacy, right to be free from abuse, mistreatment, and neglect.
2. Implement effective care for patients. Task related components include basic medical assistant skills, vital signs, checking in patients, gathering patient history, chief complaint and individual client needs, age-specific and culturally specific mental health. Function as an effective member in an integrated health care team.
3. Identify normal parameters of patient conditions and appropriately report deviation from norms.

## Curriculum Requirements

Course Code	Title	Credits
<b>HCE 100 or NUR 100</b>		<b>4.0-6.0</b>
HCE 100	Basic Health Care Concepts and Skills	4.0
NUR 100	Nursing Assistant	6.0
<b>HCE 101 or EMT 122</b>		<b>2.0</b>
HCE 101	Basic Life Support	2.0
EMT 122	First Aid and CPR	2.0
HCE 112	Medical Terminology	2.0
HCE 116	Medical Dosage Calculations	2.0
HCE 130	Medical Assisting: Administrative Competencies	4.0
HCE 160	Medical Assisting: Clinical Competencies	6.0
HCE 170	Medical Assisting: Externship	4.0
HCE 171	Introduction to Medical Pharmacology	3.0
HCE 186	Phlebotomy and Clinical Laboratory	2.0
HCE 190	Human Body in Health and Disease	4.0
Sub-Total Credits		33.00-35



## Curriculum Related Requirements

Select 3 to 5 credits from the following courses, to total 38 credits:

Course Code	Title	Credits
BUS 251	Human Relations	3.0
<b>CMP 101 or CMP 103</b>		<b>3.0</b>
CMP 101	Introduction to Computers	3.0
CMP 103	Introduction to Computer Based Systems	3.0
HCE 156	Science for Allied Health	4.0
HCE 180	Patient Care Technician	4.0
HCE 188	Electrocardiogram	2.0
HCE 189	Phlebotomy Certification Review	2.0
PSY 101	Introduction to Psychology	3.0
Sub-Total Credits		3.00-5.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	38
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## Mental and Social Health Technician

### Degree Type

Certificate of Proficiency  
20402

**Advisor:** Aja DeZeeuw

A general, introductory certificate program in health services occupations that prepares individuals for entry level positions in behavioral health care. Mental and Social Health technicians often work directly with patients who are coping with disabilities, illnesses, or substance use.

### Program Learning Outcomes

1. Assess the characteristics of a mentally and socially healthy person.
2. Identify the major biological, psychological, and social factors that affect cognitive development.
3. Describe the current mental and social health care delivery system in the United States.

4. Analyze factors that influence an individual's decisions regarding mental and social health care.
5. Examine common mental health disparities and how they can be addressed through social and behavioral health services.
6. Identify the characteristics of common mental and social health illnesses, orders, and conditions.
7. Examine problem-solving and goal-setting techniques for improving mental health for self and others.
8. Utilize communication skills to build trust and rapport and engage others.
9. Analyze legal, ethical, moral, and professional requirements for mental and social health care professionals.
10. Apply a structured ethical decision-making model when ethical conflicts arise.
11. Employ skills in basic first aid and cardiopulmonary resuscitation.

## Curriculum Requirements

Course Code	Title	Credits
COM 115	Introduction to Interpersonal Communication	3.0
EMT 122	First Aid and CPR	2.0
HCE 100	Basic Health Care Concepts and Skills	4.0
SSE 110	Introduction to Social Work	3.0
Sub-Total Credits		12.00

## General Education Requirements

### Arts and Humanities

Course Code	Title	Credits
SSE 183	Introductory Ethics: A Social Issues Perspective	3.0-3.0
Sub-Total Credits		3.00

### Social and Behavioral Sciences

Course Code	Title	Credits
PSY 101	Introduction to Psychology	3.0
PSY 240	Abnormal Psychology	3.0
PSY 250	Developmental Psychology	3.0
Sub-Total Credits		9.00



In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	24
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## Nursing Assistant

### Degree Type

Certificate of Proficiency  
20305

**Advisors:** Anjanette Bolinger and Jennifer Carlson (Gila Pueblo), Heather Perry (Payson)

This program prepares you for an entry-level position as a nursing assistant. Emphasis is on basic patient care skills, based on the knowledge of universal precautions, asepsis, basic human needs, body mechanics, treatments and procedures, patient admission, transfer, discharge, and eldercare.

NOTE: Students are eligible to sit for the Arizona State Board of Nursing Certified Nursing Assistant (CNA) Examination upon completion of the NUR 100, Nursing Assistant course.

The Board of Nursing may not consider applications for certification as a Certified Nursing Assistant if the applicant has any felony convictions and has not received an absolute discharge from the sentence(s) for all felony convictions. The absolute discharge must be received five or more years before the Board of Nursing processes the application. The Arizona State Board of Nursing requirements for certification also include proof of legal presence in the United States and disclosure of any felony conviction(s).

Current Arizona Nursing Assistant Certification is an admission requirement to GCC's Nursing program.

Courses in the program may require vaccinations or other medical tests. See course descriptions for additional information. Students will be required to complete a minimum of 40 hours in a skilled nursing facility.

### Program Learning Outcomes

1. Demonstrate accuracy of data collection in the clinical setting.
2. Utilize universal precautions in the professional field.
3. Apply standards of ethics and integrity while functioning as a nursing assistant.
4. Communicate all variations outside of norms to the Registered Nurse.
5. Be prepared to take and pass the state board standardized exam for Licensed Nursing Assistant.
6. Describe confidentiality within the healthcare setting regarding HIPAA standards.
7. Demonstrate proficiency in administering intramuscular, sub-cutaneous, and intradermal injections; vena puncture and finger stick for laboratory testing.

## Curriculum Requirements

Course Code	Title	Credits
HCE 100	Basic Health Care Concepts and Skills	4.0
<b>HCE 101 or EMT 122</b>		<b>2.0</b>
HCE 101	Basic Life Support	2.0
EMT 122	First Aid and CPR	2.0
HCE 112	Medical Terminology	2.0
<b>HCE 114 or HCE 116</b>		<b>2.0</b>
HCE 116	Medical Dosage Calculations	2.0
NUR 100	Nursing Assistant	6.0
Sub-Total Credits		16.00

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	16
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## Patient Care Technician

### Degree Type

Certificate of Proficiency  
20308

**Advisors:** Megan Martinez (Gila Pueblo), John Hancock (Payson)

This program will prepare you for an entry-level position as a patient care technician. Emphasis is on technical skills necessary to perform personal care to complex patients, implementation of selected portions of care plan including

respiratory services, rehabilitation services, ECG, and phlebotomy under the supervision of registered nurses. Upon completion of this certificate of proficiency, students are eligible to sit for the National Certification exam as Certified Patient Care Technicians (CPCT), which is available through the National Healthcareer Association.

Courses in the program may require vaccinations or other medical tests. See course descriptions for additional information.

### Program Learning Outcomes

1. Demonstrate accurate ability to measure vital signs and identify normal parameters of these and common patient conditions. Communicate variations or deviations to Registered Nurse, Physician's Assistant or Physician.
2. Demonstrate blood specimen collection using aseptic technique and blood tube sequence.
3. Recognize and demonstrate use and necessity of universal precautions in the field of healthcare.
4. Describe confidentiality within the healthcare setting in regards to HIPAA standards.
5. Summarize standards of ethics and integrity used while functioning as a patient care technician.

## Curriculum Requirements

Course Code	Title	Credits
<b>EMT 121 or EMT 122 or HCE 101</b>		<b>0.5-2.0</b>
EMT 121	Cardiopulmonary Resuscitation	0.5
EMT 122	First Aid and CPR	2.0
HCE 101	Basic Life Support	2.0
HCE 112	Medical Terminology	2.0
<b>HCE 114 or HCE 116</b>		<b>2.0</b>
HCE 116	Medical Dosage Calculations	2.0
HCE 180	Patient Care Technician	4.0
HCE 186	Phlebotomy and Clinical Laboratory	2.0
NUR 100	Nursing Assistant	6.0
Sub-Total Credits		16.50-18

In order to obtain this certificate, you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	16.5-18
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## Phlebotomist Technician

### Degree Type

Certificate of Proficiency  
20307

**Advisors:** Megan Martinez (Gila Pueblo), Heather Perry (Payson)

Upon completion of this certificate program, students are eligible to sit for the American Medical Technologists (AMT) Certification Examination to be certified as a Registered Phlebotomist Technician (RPT). Emphasis is on preparing the student to obtain blood specimens by skin puncture or venipuncture using proper technique on adults, children, and infants. Responsibilities of a phlebotomist include collecting fluid or tissue samples, drawing blood using different collection techniques, communication with patients to explain procedures, and conducting standard laboratory tests. Topics of study include ethics, infection control, communication, basic anatomy and physiology and medical terminology. Professional responsibilities include assembling equipment, verifying a patient's identity, recording information in a patient's medical records, sterilizing, and safely handling equipment, and accurately labeling blood samples in the lab.

Students in the Phlebotomy Technician program will be in contact with potential infectious blood, tissues, and body fluids. Students must provide proof of current TB skin test, or a clear chest X-ray, or a statement from a health care provider indicating student is free from symptoms of pulmonary tuberculosis. Students must also provide proof of MMR (measles, mumps, & rubella) and Hepatitis B vaccinations.

AMT may deny an application if an applicant has any convictions involving a felony. Courses in the program and clinical sites may require additional vaccinations or other medical tests. See specific course descriptions for information or contact the advisor of this program.

### Program Learning Outcomes

1. Demonstrate blood specimen collection using aseptic technique and blood tube sequence.
2. Describe confidentiality within the healthcare setting in regards to HIPAA standards.
3. Recognize and demonstrate use and necessity of universal precautions in the field of healthcare.
4. Summarize standards of ethics and integrity used while functioning as a phlebotomist.

## Curriculum Requirements

Course Code	Title	Credits
	<b>HCE 100 or NUR 100</b>	<b>4.0-6.0</b>
HCE 100	Basic Health Care Concepts and Skills	4.0
NUR 100	Nursing Assistant	6.0
	<b>HCE 101 or EMT 122</b>	<b>2.0</b>
HCE 101	Basic Life Support	2.0
EMT 122	First Aid and CPR	2.0
HCE 112	Medical Terminology	2.0
	<b>HCE 114 or HCE 116</b>	<b>2.0</b>
HCE 116	Medical Dosage Calculations	2.0
HCE 186	Phlebotomy and Clinical Laboratory	2.0
HCE 189	Phlebotomy Certification Review	2.0
	Sub-Total Credits	14.00-16

## Curriculum Related Requirements

Select 0 to 2 credits from the following courses:

Course Code	Title	Credits
BUS 251	Human Relations	3.0
CMP 101	Introduction to Computers	3.0
CMP 103	Introduction to Computer Based Systems	3.0
HCE 156	Science for Allied Health	4.0
HCE 171	Introduction to Medical Pharmacology	3.0
HCE 180	Patient Care Technician	4.0
HCE 188	Electrocardiogram	2.0
HCE 190	Human Body in Health and Disease	4.0
HCE 289	Phlebotomy Practicum	2.0
PSY 101	Introduction to Psychology	3.0

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	16
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## Theatre Production - NAVIT

### Degree Type

Certificate of Proficiency  
20101

**Advisor:** Kathleen Siler

**This is a Payson High School Dual Enrollment Program through NAVIT.**

This certification prepares students with competencies in theatre production, scene design, and stagecraft.

### Program Learning Outcomes

1. Apply production sequence and theatre jobs to a theatrical production.
2. Analyze different types of stages and recognize their related equipment.
3. Analyze a play with concern for the scenic design requirements.
4. Present a scenic design.
5. Contribute to the construction of the set.
6. Assist with makeup, lighting, costumes, or stage management.

## Curriculum Requirements

Course Code	Title	Credits
THC 120	Rehearsal and Production I	1.0-2.0
THC 121	Rehearsal and Production II	1.0-2.0
THC 231	Stagecraft	3.0
THC 236	Introduction to Scene Design	3.0
	Sub-Total Credits	8.00-10

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for the certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	8-10
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## Welding Techniques and Processes

### Degree Type

Certificate of Proficiency  
20215

**Advisors:** Ernest Baca and Christopher Freeman (Gila Pueblo)

This program will provide the basic credentials and skills necessary to pursue a career as a welder in a variety of industrial fields.

**Program Learning Outcomes**

1. Demonstrate safe work habits that reflect concern and care for self, others, and the environment.
2. Perform welding operations using appropriate processes on various metals and in various situations.
3. Interpret blueprints and verbal orders, including welding symbols, to fabricate using tools of the welding trade.
4. Perform quality welds and cuts using SMAW, GMAW, OFC, FCAW, and GTAW.
5. Demonstrate safe and accurate operation of manual and CNC machine tools.
6. Apply modern CAD/CAM software to generate programs and produce precision parts.
7. Interpret blueprints and verbal orders to fabricate using tools of various manufacturing fields.

**Curriculum Requirements**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
TEC 132	OSHA 10 Training	0.5
WLD 101	Welding	3.0
WLD 111	Arc Welding	3.0
WLD 124	MIG Welding	3.0
WLD 126	TIG Welding	3.0
<b>WLD 211 or WLD 260 or WLD 270</b>		<b>6.0</b>
WLD 211	Pipe Welding	3.0
WLD 260	Flux Cored Arc and Gas Metal Arc Welding	3.0
WLD 270	Technical Welding	3.0
Sub-Total Credits		18.50

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for certificate.
- Remove any indebtedness to the college.
- Complete at least 50% of the credits at Gila Community College.

Check the catalog for other changes and requirements.

Total Required Credits	18.5
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## AGR 102: Animal Industry

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

A comprehensive view of the livestock and poultry industries, including the way the science of biology is used in modern livestock practice, focusing on production, marketing, and distribution.

## AGR 111: Principles of Plant Science

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

A comprehensive introduction to plant science and crop technology. Emphasis on plant form and function, plant structure and growth, plant nutrition and management of soil, water, and minerals, and plant reproduction and development.

## AGR 135: Conservation and Natural Resources

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course discusses the fundamentals of ecology and their relevance to anthropomorphic impacts on ecosystems. This is a liberal studies course for non-science majors with an emphasis on contemporary environmental issues. Identical to BIO 105 without a lab.

## AGR 230: Gardening and Landscaping

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Students will learn the basic principles of gardening and landscaping in a desert and semi-arid environment. Conventional and organic gardening principles and practices will be taught. Successful completion of this course will fulfill the training requirements for the University of Arizona Cooperative Extension Master Gardener Program.

## AGR 285: Establishing and Running an Agribusiness

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course will introduce students to economic topics and important Arizona laws relating to plant nurseries, landscaping businesses, and other agribusinesses.

## AIS 214: The Office Professional

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Study and application of office procedures, skills, and responsibilities that reflect the technological changes, global influences and professionalism of the 21st century office professional. Students will learn to be productive team members, behave ethically, process information via technology, communicate effectively, prepare travel, meeting, and financial documents, lead and supervise others.

## AJS 117: Law Enforcement Training Academy I

**Credits** 15.0

**Prerequisites** Admission to Gila Community College's Law Enforcement Training Academy.

An orientation and introduction of law enforcement as well as an overview of law and legal matters, patrol procedures, and traffic control. Students must be sponsored by an approved law enforcement agency or admitted through the application process in accordance with all current Arizona Peace Officer Standards and Training Board (AZ POST) guidelines. Students must complete AJS 117 and AJS 217 as part of the Law Enforcement Training Academy Certificate and complete a minimum of 663 hours of training. Students must have a high school diploma or GED, be at least 21 years of age upon completion of the Academy, have no felony convictions, be a U.S. citizen, possess a valid driver's license, pass a physical requirement test, a written evaluation, an oral board review, a background investigation, a medical evaluation, and a polygraph exam. Students may not have a history of AZ POST or agency disqualifiers and must meet any additional requirements per AZ POST. Course fees may be required.

## AJS 217: Law Enforcement Training Academy II

**Credits** 15.0

**Prerequisites** AJS 117 with a grade of “C” or higher

A continuation of AJS 117. This course is designed to go into further detail regarding law, legal matters, patrolling procedures as well as traffic control. AJS 217 is the final course for the Law Enforcement Training Academy certificate. Course fees may be required.

## AJS 266: The Police Function

**Credits** 3.0

**Prerequisites** None.

This course is a study of who the police are, what they do, and how they do it. It includes basic patrol techniques including stopping, arresting, and handling criminal suspects, methods of police patrol and observation, handling domestic disputes and crisis intervention, and crimes in progress.

## ART 101: Fundamentals of Design

**Sun Number** ART 1112

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Covers the elements and principles of design in two-dimensional composition through a series of problem-solving projects.

## ART 111: Drawing

**Sun Number** ART 1111

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** None

Study and practice of various representational drawing techniques in various media.

## ART 122: Beginning Stained Glass I

**General Education Category** Pending Evaluation

**Credits** 1.0-2.0

**Prerequisites** None

Precision glass cutting, copper foil, and lead came techniques are developed in the creation of stained glass for interior and architectural art objects.

## ART 123: Beginning Stained Glass II

**General Education Category** Pending Evaluation

**Credits** 1.0-2.0

**Prerequisites** ART 122 with a grade of “C” or higher

Precision glass cutting, copper foil, and lead came techniques are developed in the creation of stained glass for interior and architectural art objects.

## ART 128: Beginning Digital Photography

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** A passing grade of “C” or higher in one of the following courses: CMP 099, CMP 101, or CMP 103, or instructor approval.

Exploration of basic camera techniques, lighting, composition, digital photography, and digital photo editing by computer, via lecture, critique, and picture taking.

## ART 133: World Art I

**Sun Number** ART 1101

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Survey of the history of art from the Paleolithic period to the Renaissance, including non-Western art.

## ART 134: World Art II

**Sun Number** ART 1102

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Survey of the history of art from the Renaissance to Contemporary Art.



## ART 143: Beginning Acrylic Painting I

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** None

This course is designed to provide an introduction to the numerous techniques, materials and approaches to painting with acrylics, including use of tools and materials, composition, color theory and mixing, use of underpainting, washes, glazing, masking, light, shadow, and depth.

## ART 144: Beginning Acrylic Painting II

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** ART 143 with a grade of “C” or higher

As a continuation of ART 143, this course is designed to provide further instruction into the numerous techniques, materials and approaches to painting with acrylics, including use of tools and materials, composition, color theory and mixing, use of underpainting, washes, glazing, masking, light, shadow, and depth.

## ART 145: Beginning Watercolor I

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** None

Explore and use beginning techniques, styles, and methods for watercolor painting. Development of skills with an emphasis on highly finished work.

## ART 146: Beginning Watercolor II

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** ART 145 with a grade of “C” or higher

Explore and use beginning techniques, styles, and methods for watercolor painting. Development of skills with an emphasis on highly finished work.

## ART 147: Beginning Oil Painting I

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** None

The study of oil painting materials and techniques including composition, structure, and expression.

## ART 148: Beginning Oil Painting II

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** ART 147 with a grade of “C” or higher or instructor approval.

As a continuation of ART 147, this course will further the study of oil painting materials and techniques including composition, structure, and expression.

## ART 151: Beginning Sculpture I

**Credits** 1.0-3.0

**Prerequisites** None.

Basic techniques in modeling small sculpture using terra cotta or stoneware clays. Basic principles of three-dimensional design.

## ART 152: Beginning Sculpture II

**Credits** 1.0-3.0

**Prerequisites** ART 151 with a grade of “C” or higher

A continuation of ART 151. This course is designed to teach additional techniques in modeling small sculpture using terra cotta or stoneware clays and to explore the principles of three-dimensional design further.

## ART 159: China Painting

**Credits** 1.0-3.0

**Prerequisites** None.

This class will cover the act of painting overglazes on the surface of China or tile blanks.

## ART 161: Beginning Ceramics I

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** None.

Problems in hand-forming, wheel work, design, glazes, decorative processes, clays, and firing are covered.

## ART 162: Beginning Ceramics II

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** ART 161 with a grade of “C” or higher or instructor approval.

As a continuation of ART 161, this course is designed to further explore basic hand-forming, wheel work, design, glazes, decorative processes, clays, and firing.



## ART 171: Beginning Crafts I

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** None

Design and execution of various crafts.

## ART 172: Beginning Crafts II

**Credits** 1.0-3.0

**Prerequisites** ART 171 with a grade of "C" or higher

As a continuation of ART 171, this course will further the design and execution of various crafts.

## ART 173: Beginning Jewelry I

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** None

Fundamentals of jewelry making, covers basic fabrication of jewelry from sheet and wire, covers forming and soldering. An additional fee is required.

## ART 174: Beginning Jewelry II

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** ART 173 with a grade of "C" or higher

Fundamentals of jewelry making, covers basic fabrication of jewelry from sheet and wire, covers forming and soldering. An additional fee is required.

## ART 178: Beginning Lapidary I

**Credits** 1.0-3.0

**Prerequisites** None.

An introductory course in the study and application of classifying, selecting, cutting, shaping, and polishing minerals and gemstones. An additional fee is required.

## ART 179: Beginning Lapidary II

**Credits** 1.0-3.0

**Prerequisites** ART 178 with a grade of "C" or higher

Continuation of ART 178. An introductory course in the study and application of classifying, selecting, cutting, shaping, and polishing minerals and gemstones. An additional fee is required.

## ART 181: Graphic Design I

**Credits** 3.0

**Prerequisites** None.

Principles, tools, techniques, and media in graphic design layout. Includes layout, presentation, and concept development.

## ART 182: Graphic Design II

**Credits** 3.0

**Prerequisites** ART 181 with a grade of "C" or higher or instructor approval.

As a continuation of ART 181, this course further explores the principles, tools, techniques, and media in graphic design layout. Includes layout, presentation, and conceptual development.

## ART 216: Illustration I

**Credits** 3.0

**Prerequisites** ART 111 with a grade of "C" or higher or instructor approval.

Exploration of varied techniques, styles, and media for illustration. Development of skills; emphasis on highly finished work.

## ART 228: Intermediate Digital Photography

**Credits** 3.0

**Prerequisites** ART 128 with a grade of "C" or higher.

Exploration of intermediate and advanced camera techniques, photographic styles, lighting, composition, digital photography, and digital photo editing.

## ART 243: Intermediate Acrylic Painting I

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** ART 144 with a grade of "C" or higher or instructor approval.

This course further explores and uses the numerous techniques, materials, and approaches to painting with acrylics. This includes use of tools/materials, composition, color theory/mixing, the use of underpainting, washes, glazing, masking, light, shadow, and depth.

## ART 244: Intermediate Acrylic Painting II

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** ART 243 with a grade of "C" or higher or instructor approval.

Continuation of ART 243.

## ART 245: Intermediate Watercolor I

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** ART 146 with a grade of "C" or higher or instructor approval.

Explore and use advanced techniques, styles, and methods for watercolor painting. Development of skills with an emphasis on highly finished work.

## ART 246: Intermediate Watercolor II

**General Education Category** Pending Evaluation

**Credits** 1.0-3.0

**Prerequisites** ART 245 with a grade of "C" or higher or instructor approval.

Explore and use advanced techniques, styles, and methods for watercolor painting. Development of skills with an emphasis on highly finished work.

## ART 247: Intermediate Oil Painting I

**Credits** 1.0-3.0

**Prerequisites** ART 148 with a grade of "C" or higher or instructor approval.

Introduction to oil painting materials and techniques.

## ART 248: Intermediate Oil Painting II

**Credits** 1.0-3.0

**Prerequisites** ART 247 with a grade of "C" or higher or instructor approval.

Continuation of ART 247. Oil painting materials and techniques including composition, structure, and expression are studied.

## ART 261: Intermediate Ceramics I

**Credits** 2.0-3.0

**Prerequisites** ART 162 with a grade of "C" or higher

As a continuation of ART 161 and ART 162, this course is designed to further explore hand-forming, wheel work, design, glazes, decorative processes, clays, and firing.

## ART 262: Intermediate Ceramics II

**Credits** 2.0-3.0

**Prerequisites** ART 261 with a grade of "C" or higher or instructor approval.

As a continuation of ART 261, this course is designed to further explore hand-forming, wheel work, design, glazes, decorative processes, clays, and firing.

## ART 273: Intermediate Jewelry I

**Credits** 1.0-3.0

**Prerequisites** ART 174 with a grade of "C" or higher

Continued advancement of skills begun in ART 173 and ART 174, including fabrication of jewelry from sheet and wire, forming and soldering, sand casting, metal and wood inlays, overlays and marriage of metals. An additional fee is required.

## ART 274: Intermediate Jewelry II

**Credits** 1.0-3.0

**Prerequisites** ART 273 with a grade of "C" or higher

Advanced fabrication techniques including chain making and box construction. Emphasis is on the development of personal expression in the design of jewelry. An additional fee is required.

## ASL 101: Beginning American Sign Language I

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** Reading proficiency as established by District Policy.

Development of American Sign Language and its application within the Deaf community. Emphasizes vocabulary, structure, grammar, dialogues, and narratives.

Concurrent enrollment in ASL 098L is required.

## ASL 102: Beginning American Sign Language II

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** ASL 101 with a grade of “C” or higher, or instructor approval

Development of American Sign Language and its application within the Deaf community. Emphasizes vocabulary, structure, grammar, dialogues, and narratives.

Concurrent enrollment in ASL 099L is required.

## AST 103: Introduction to Astronomy

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** Reading proficiency as established by District Policy.

A survey of modern astronomy introducing topics from our solar system and other planetary systems, galaxies, the evolution of stars, and the methods and technology used to explore planetary and stellar processes. Included with this course is a lab that introduces the student to astronomical observations with the use of a series of telescopes and lab exercises.

## AST 131: Introduction to Astronomy Research

**Credits** 1.0-3.0

**Prerequisites** None.

Introduction to Astronomy Research introduces students to research. This course is designed to assist undergraduate research teams complete modest scientific research projects. Teams meet with their instructor to conduct research. Each student team makes observations, analyzes original data, writes and edits a team paper, has their paper reviewed by an external reviewer, and submits their paper for publication. Introduction to Astronomy Research purposely limits the difficulty of research projects. The goal of this course is to not only introduce students to research techniques and tools, but to guide them through the process of writing and editing a scientific paper. Contact is primarily with other students and instructors. Completion of this course prepares students for the much more demanding workshop, Advanced Astronomy Research, PHY 231.

## AST 231: Advanced Astronomy Research

**Credits** 1.0-3.0

**Prerequisites** AST 131 with a grade of “C” or higher, or instructor approval

The Advanced Astronomy Research class is a continuation of Introduction to Astronomy Research. This course is designed to assist undergraduate research teams complete modest scientific research projects. Each team meets via video conferencing to conduct research and meets with their research supervisor and other teams in weekly staff meetings. Each student team manages their own research, obtains and reduces observations made by a remote robotic telescope, analyzes original data, writes and rewrites a team paper, obtains an external review for their paper, and submits their paper for publication.

## AST 237: Astronomy Research Dissemination

**Credits** 1.0-3.0

**Prerequisites** AST 231 with a grade of “C” or higher

Students learn how to prepare and present team research results as a talk or poster at a scientific conference. This course is geared towards assisting students in presenting completed research at a specific conference. Students learn how to develop a presentation that meets the expectations of the conference organizers, lay out the presentation in a logical manner, and follow the guides for creating a powerful presentation. Guidance and support for giving the presentation is provided. This course helps students emerge themselves in the rich experience of a scientific conference, meet other researchers, visit booths, and form new friendships and collaborations. A final written report on their experience helps congeal their experience into a meaningful whole.

## AUT 101: Introduction to Automotive Technology

**Credits** 2.0-4.0

**Prerequisites** None.

This course provides fundamental information on key automotive vehicle systems. Course teaches basic operational knowledge, care, and maintenance of engine, fuel, ignition, suspension, brakes, electrical, and drivetrain systems.

## AUT 105: Automotive Electrical Fundamentals

**Credits** 2.0

**Prerequisites** None.

This course provides a study of automotive electrical and electronic fundamentals. Course has an emphasis on Ohm's Law and application of Ohm's Law in solving electrical system failures. This course provides an in-depth study on how to properly use wiring and current flow diagrams in electrical diagnosis and repair. Course includes using industry-standard diagnostic equipment and techniques. Prepares the student to take the ASE certification test on electrical/electronic systems.

## AUT 106: Internal Combustion Engines

**Credits** 4.0

**Prerequisites** None.

This course provides theory, diagnosis, and service common to all automotive internal combustion engines. Course includes engine rebuilding and performance testing. This course prepares students for the ASE certification test on engine repair.

## AUT 106: Internal Combustion Engines

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** None

This course provides theory, diagnosis, and service common to all automotive internal combustion engines. Course includes engine rebuilding and performance testing. This course prepares students for the ASE certification test on engine repair.

## AUT 107: Automotive Electrical Systems and Equipment

**Credits** 2.0

**Prerequisites** None.

This course provides a study of automotive starting, supplemental restraint (air bags), and charging electrical systems and components. An emphasis is placed on electrical system diagnosis and electrical repair. Course gives students the opportunity to use various industry-standard, diagnostic, electrical equipment and testing techniques. Prepares the student to take the ASE certification test on electrical/electronic systems.

## AUT 110: Fuel and Emission Systems

**Credits** 2.0-3.0

**Prerequisites** None.

This course provides theory, diagnosis, and service information related to vehicle fuel and emission systems. Course includes an opportunity to analyze, test, and diagnose fuel and emission components and systems. This class, together with AUT 260 or AUT 220, prepares students for the ASE certification test on engine performance.

## AUT 131: Steering and Suspension Systems

**Credits** 3.0

**Prerequisites** None.

Course provides theory, diagnosis and the repair of automotive steering and suspension systems. Course includes an in-depth study of tires and wheels, wheel balancing, two- and four-wheel alignment, and diagnostic and service techniques. Course prepares students for ASE certification test on steering and suspension systems.

## AUT 132: Automotive Brake Systems

**Credits** 2.0

**Prerequisites** None.

This course provides the theory, diagnosis and the repair of automotive brake systems. This is an in-depth study of disc and drum brake systems. The course covers anti-lock brakes, hydraulic operation, and brake system service, diagnosis and repair. Prepares students for ASE certification test on brakes.

## AUT 180: Automotive Service Techniques

**Credits** 2.0

**Prerequisites** None.

Course provides individualized self-paced instruction in service and repair of automotive engines, electrical, transmissions, brakes, suspension, and A/C. Course includes an opportunity for the individual to service and repair vehicle systems and components using computer-based reference material. In this course's modular lab assignments, emphasis is placed on each student's ability to demonstrate practical application of learned skills. This course prepares students for all eight ASE certification tests.

## AUT 260: Vehicle Performance and Diagnosis

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** AUT 105 and AUT 110 with a grade of "C" or higher or instructor approval.

This course provides instruction in computerized power train system operation and diagnostic procedures. Course includes an in-depth study in modern ignition, fuel, and power train computer-controlled systems. Course provides in-depth knowledge related to various onboard vehicle diagnostic processes. This course gives the student the opportunity to use industry-standard testing equipment such as PC-based scopes and hand-held scanners. Course requires an understanding of automotive electrical and electronic fundamentals and together with AUT 110, prepares the student for ASE certification test on engine performance.

## AUT 280: Advanced Shop

**Credits** 4.0

**Prerequisites** AUT 180 or AUT 101 and AUT 105 with a grade of "C" or higher or instructor approval.

Course provides students with an opportunity to perform advanced automotive service work in preparation for entry into the automotive trade. Course includes an option for students to develop skills at an automotive worksite. This course addresses all service and repair on any vehicle system and provides the student exposure to shop management operations and strategies. This course is intended for automotive majors and prepares the student to take all eight ASE automotive certification exams.

## BIO 100: Biology Concepts

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** Reading proficiency as established by District Policy.

An integrated course dealing with both plants and animals, related to our environment from molecule to biosphere. A liberal studies course for non-science majors with an emphasis on contemporary issues.

Concurrent enrollment in BIO 100L is required.

## BIO 160: Introduction to Human Anatomy and Physiology

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** Reading proficiency as established by District Policy.

Study of structure and dynamics of the human body. For students who desire one semester in anatomy and physiology.

Concurrent enrollment in BIO 160L is required.

## BIO 181: General Biology I

**Sun Number** BIO 1181

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** Reading proficiency as established by District Policy.

Principles of structure and function of living things at molecular, cellular, and organismic levels of organization. One year of high school chemistry or one semester of college chemistry recommended.

Concurrent enrollment in BIO 181L is required.

## BIO 182: General Biology II

**Sun Number** BIO 1182

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** BIO 181 with a grade of "C" or higher

A continuation of BIO 181. Supplemented by laboratory investigations.

Concurrent enrollment in BIO 182L is required.

## BIO 201: Human Anatomy and Physiology I

**Sun Number** BIO 2201

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** A passing grade of "C" or higher in one of the following courses: BIO 100, BIO 160, BIO 181, CHM 130, CHM 138 or CHM 151

Study of the structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system.

Concurrent enrollment in BIO 201L is required.

## BIO 202: Human Anatomy and Physiology II

**Sun Number** BIO 2202

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** BIO 201 with a grade of “C” or higher

Continuation of structure and function of the human body. Topics include the endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems.

Concurrent enrollment in BIO 202L is required.

## BIO 205: Microbiology

**Sun Number** BIO 2205

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** A passing grade of “C” or higher in one of the following courses: BIO 100, BIO 160, BIO 181, BIO 201, CHM 130, CHM 138, or CHM 151

Study of microorganisms and their relationship to health, ecology, and related fields.

Concurrent enrollment in BIO 205L is required.

## BLC 101: Masonry I

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

This course provides the masonry student with the knowledge of safety, tools, and basic history of masonry.

## BLD 104: Electrical Maintenance and Repair

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

This course provides the student with entry level skills in the installation, maintenance, troubleshooting, and repair of the residential electrical industry.

## BLD 105: General Maintenance Carpentry

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

This course will provide the student with the skills required to enter the field of general carpentry maintenance including estimating, layout, building component placement, and structure assembly.

## BLD 106: Drywall Installation and Repairs

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** None.

This course will provide the student with skills related to drywall installation and repair including estimating, placement, finishing, and texturing.

## BLD 120: Concrete Work

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** None.

This course introduces the student to the basic materials, tools, and techniques used in forming, placing, and finishing concrete.

## BLD 177: Plumbing Maintenance and Repair

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

This course will provide the student with entry level skills in the installation, maintenance, trouble-shooting and repair of the residential plumbing industry.

## BUA 150: Introduction to Project Management

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

This course is designed to introduce the student to the basic principles of project management in the construction, business, and technology fields.



## BUA 151: Scheduling and Cost Estimating

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

This course is designed to teach various types of scheduling and estimating methods. It also instills the importance of incorporating these concepts into the completion of a successful construction, business, or technological project.

## BUA 201: Strategies for Career Preparation

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

This course is designed to help students develop skills necessary to perform a comprehensive career self-assessment, a social media audit, and to search and apply for jobs. The course includes creating an application, cover letter, résumé, references, letters of recommendation, and thank you notes. Communication and interviewing skills are developed and live interviews conducted.

## BUA 210: Society and Business

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

An introduction to the study and scientific inquiry of issues and demands placed on business enterprise by owners, customers, government, employees, and society. Included are social, ethical, and public issues and analysis of the social impact of business responses.

## BUA 220: Business Statistics

**Sun Number** BUS 2201

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** MAT 142 with a grade of "C" or higher or mathematical proficiency according to District policy.

This course provides business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management including the use of spreadsheet software for business statistical analysis.

## BUA 221: Principles of Macroeconomics

**Sun Number** ECN 2201

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

This course studies aggregates of the entire economy. Concentrating on national income analysis, business cycles, the money and banking system, the global economy, and fiscal and monetary policy. Concurrent enrollment in BUA 223 is not recommended.

## BUA 223: Principles of Microeconomics

**Sun Number** ECN 2202

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Study of forces affecting individual productive units including analysis of price determinants through supply and demand, cost and equilibrium of firms under perfect and imperfect competition, distribution of income, and selected current problems. Concurrent enrollment in BUA 221 not recommended.

## BUA 259: Business Communications

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

The study of oral and written communication in the occupational setting.

## BUS 111: Business Mathematical Calculations

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

Instruction and practice in fundamental business operations. Begins with basic mathematical operations and then continues through payroll, banking, interest, income tax, and other areas of business mathematics.



## BUS 122: Managing Personal Finances

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

This course covers financial responsibilities, planning for the future, budgets, income, careers, spending, credit, debt, saving, and investing.

## BUS 143: Real Estate Fundamentals

**General Education Category** Pending Evaluation

**Credits** 6.0

**Prerequisites** Reading proficiency as established by District policy.

There are 30 take home quizzes, a mid-term, and review self-evaluation test which help prepare you for the final exam. Your course grade will be determined by the final exam. Students must pass the final exam with a grade of at least 70% and have been present in class for a minimum of 90 classroom hours in order to be certified to take the Arizona Department of Real Estate Exam at the conclusion of the course.

## BUS 211: Retail Management

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Principles and practices used in the management of retail stores. Includes site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the buying function.

## BUS 221: Human Resource Management

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Human resource theory and practice, planning, recruitment, placement, employee development, evaluation, benefits and services, health and safety, and employee relations.

## BUS 251: Human Relations

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Emphasizes application of basic psychological principles to the understanding and influencing of human behavior, particularly in personal and business relationships.

## CHM 130: Fundamental Chemistry

**Sun Number** CHM 1130

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** Reading proficiency as established by District Policy.

This course is designed to help students understand basic chemical principles and master problem-solving skills. Students will develop an understanding of how those concepts and skills are relevant to other courses and their daily lives. Chemical topics covered in the course include basic science concepts, measurements, atomic theory, bonding, stoichiometry, states of matter, solutions, acids and bases, and nuclear chemistry.

Concurrent enrollment in CHM 130L is required.

## CHM 138: An Introduction to General, Organic, and Biological Chemistry

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** Reading proficiency as established by District Policy.

For students with little or no background in chemistry. The first half of this one semester course includes an introduction to general principles of chemistry including measurements, atomic structure, chemical bonding, naming compounds, states of matter, solutions, and chemical reactions with applications in health care. The second half of the course covers aspects of organic and biological chemistry that directly affect health care. They include sections on hydrocarbons, organic functional groups, carbohydrates, lipids, proteins, enzymes, nucleic acids, and metabolic pathways that provide energy for life.

Concurrent enrollment in CHM 138L is required.

## CHM 151: General Chemistry I

**Sun Number** CHM 1151

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** Reading proficiency as established by District Policy.

Provides the student with knowledge of the fundamental principles of chemistry with an emphasis on matter and measurement, states of matter, atomic structure, chemical periodicity, chemical bonding, chemical reactions, stoichiometry, energy of reactions, aqueous solutions, and properties of gases. The student also applies critical thinking strategies in scenario and inquiry-based laboratory activities. Successful completion of at least two years of high school algebra and one-year high school chemistry or college equivalent is recommended prior to taking this course.

Concurrent enrollment in CHM 151L is required.

## CHM 152: General Chemistry II

**Sun Number** CHM 1152

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** CHM 151 with a grade of "C" or higher

Provides the student with knowledge of the fundamental principles of chemistry with an emphasis on the control of chemical reactions and the chemistry of the elements. Chemical kinetics, equilibria, acids-base chemistry, entropy of reactions, electron transfer reactions, nuclear chemistry, and an introduction to organic chemistry will be explored. Students will apply critical thinking strategies in scenario and inquiry-based laboratory activities.

Concurrent enrollment in CHM 152L is required.

## CHM 235: General Organic Chemistry I

**Sun Number** CHM 2235

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** CHM 152 with a grade of "C" or higher

General principles of organic chemistry with emphasis on reactivity and synthesis. Topics include bonding, structure and properties of organic compounds, stereochemistry, overview of organic reactions, kinetics and thermodynamics, structure, synthesis, and reaction of alkenes, alkynes, and alkyl halides, nucleophilic substitution and elimination reactions, structure determination using Mass Spectrometry, Infrared Spectroscopy, and Nuclear Magnetic Resonance Spectroscopy, aromaticity, and electrophilic aromatic substitution reactions.

Concurrent enrollment in CHM 235L is required.

## CHM 236: General Organic Chemistry II

**Sun Number** CHM 2236

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** CHM 235 with a grade of "C" or higher

Continuation of CHM 235. General principles of organic chemistry with continued emphasis on reactivity and synthesis. Topics include the study of alcohols, ethers, epoxides, sulfides, conjugated systems, aromatic compounds, ketones, aldehydes, amines, carboxylic acids and their derivatives, enols, carbohydrates, nucleic acids, amino acids, peptides, proteins, lipids, and polymers.

Concurrent enrollment in CHM 236L is required.

## CMP 099: Computers for Beginners

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** None

A first course for beginning computer users designed to introduce students who have never used a computer to the basic elements of running a computer in a comfortable, structured manner with significant instructor support in the lecture/demonstration mode.

## CMP 099: Computers for Beginners

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** None

A first course for beginning computer users designed to introduce students who have never used a computer to the basic elements of running a computer in a comfortable, structured manner with significant instructor support in the lecture/demonstration mode.

## CMP 101: Introduction to Computers

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

A first course in computers designed to provide students with a hands-on experience of the personal computer and its uses in society. Basic operating system functions as well as application programs from the current Microsoft Office Suite will be taught including Word, Excel, and PowerPoint. True beginners may want to consider CMP 099, Computers for Beginners, before taking this course.

## CMP 103: Introduction to Computer Based Systems

**Sun Number** CIS 1120

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Explores the world of computers in business and society. Included topics are: digital literacy, the Internet and its multiple uses, AI, computers and mobile devices, programs and apps, digital safety/security, coding/programming, components of computers and mobile devices, definitions and examples of input and output, communications and networks, information and data management, and information systems. Business applications emphasize spreadsheet/database creation and manipulation. Word processing and email systems are also covered.

## CMP 161: Electronic Spreadsheet with Microsoft Excel

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** An introductory course in computers may be necessary prior to enrollment in this course.

This is a comprehensive computer spreadsheet course using Microsoft Excel for solving business problems. This includes calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. It is recommended that one introductory course in computers be completed prior to enrolling in this course.

## COE 101: Job Seeking Strategies

**Credits** 1.0-2.0

**Prerequisites** None.

This course is designed to help students develop the necessary paperwork to apply for jobs. Includes application, cover letter, résumé, references, letters of recommendation, and thank you notes. Communication and interviewing skills are developed and live interviews conducted.

## COE 111: Cooperative Education I (Occupational)

**Credits** 1.0-4.0

**Prerequisites** None.

Designed to give students the opportunity to learn through supervised work experiences, this course integrates students' educational activities with on-the-job learning opportunities. This can include learning job survival skills, improving technical skills, developing effective human relations, and communications skills. This course is designed to serve students from all disciplines who wish to experience supervised on-the-job training as part of their skills, upgrade their positions, or move to new career areas through job-related experiences and goals described in a written training plan.

## COM 100: Introduction to Human Communication

**Sun Number** COM 1100

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

A topics-oriented introduction to basic theories, dimensions, and concepts of human communicative interaction and behavior.

## COM 115: Introduction to Interpersonal Communication

**Sun Number** 1110

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

This course will introduce students to the concepts and practices involved in interpersonal communication interactions. The course will cover the many dimensions of interpersonal communication including, but not exclusively, fundamental building blocks, perceptions, and self-concepts as they relate to communication interactions, interpersonal relationships, nonverbal communications, interpersonal conflict, deception, and interpersonal skills and dynamics in personal and professional relationships.

## COM 201: Public Speaking

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Study and practice of effective, audience-centered public speaking. Includes methodology of written and spoken communication.

## COM 215: Interviewing Principles and Practices

**Credits** 3.0

**Prerequisites** ENG 101 with a grade of "C" or higher

This course introduces students to the concepts and practices related to interviewing approaches. The course covers methodologies, interview settings and approaches, communication behaviors and principles, as well as written and oral interviewing practices. This course addresses the interviewing skills of both an interviewer and interviewee. Structures of interviews and instrumentations, across multiple formats including: informational, recruiting, survey, health, performance reviews, employment and persuasive interviews are covered.

## COS 101: Theory of Cosmetology I/ Hairstyling

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** Acceptance into Gila Community College's Cosmetology or Nail Technician Program.

Introduction to the basic manipulative skills in manicuring, professional image and conduct, and personal hygiene. Includes basic sciences in bacteriology, sanitation, and physiology pertaining to the head, face, hands, and arms. Theory and use of electricity and light as applied to cosmetology. The course also includes Arizona laws and rules governing cosmetology.

## COS 103: Theory of Cosmetology II/ Hairstyling

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** COS 101 with a grade of "C" or higher or concurrent enrollment in COS 101.

Continuation of Cosmetology Theory/Hairstyling at an intermediate level. Basic manipulative skills in manicuring, professional image and conduct, and personal hygiene. Includes basic sciences in bacteriology, sanitation, and physiology pertaining to the head, face, hands, and arms. Theory and use of electricity and light as applied to cosmetology. The course also includes ethics and salon management.

## COS 105: Theory of Cosmetology III

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** COS 103 with a grade of “C” or higher or concurrent enrollment in COS 103.

Continuation of Cosmetology Theory at an advanced level. Basic manipulative skills in manicuring, shampooing, haircutting, curl construction, skin therapy, and hair treatments. Includes basic sciences in bacteriology, sanitation, and physiology pertaining to the head, face, hands, feet, legs, and arms. The course also includes ethics and salon management.

## COS 107: Theory of Cosmetology IV

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** COS 105 with a grade of “C” or higher or concurrent enrollment in COS 105.

Continuation of Cosmetology Theory at an advanced level to prepare for licensure and job opportunities. Basic manipulative skills in manicuring, shampooing, haircutting, hair coloring, hair relaxers, curl construction, skin therapy, and hair treatments. Includes basic sciences in bacteriology, sanitation, chemistry, and physiology pertaining to the head, face, hands, arms, legs, and feet. The course also includes professional ethics, licensure, and salon management.

## COS 108: Skin Care I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** Acceptance into Gila Community College’s Cosmetology or Nail Technician Program.

Instruction in all basic facial manipulations, basic makeup application, hair removal, lash lift and brow tinting, and skin patch test.

## COS 109: Skin Care II

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** COS 108 with a grade of “C” or higher

Continuation of COS 108. Instruction in intermediate facial manipulations, makeup application, hair removal, lash and brow tinting, and skin patch test.

## COS 111: Permanent Waving, Shampooing, and Hairstyling I

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** Acceptance into Gila Community College’s Cosmetology or Nail Technician Program

Basic instruction in permanent waving, chemical straightening, curling, shampooing, and hairstyling. Students will be instructed in basic manipulative skills, knowledge and safety precautions when giving chemical waves or chemical relaxers. Designed to bring students up to an intermediate level.

## COS 113: Permanent Waving, Shampooing, and Hairstyling II

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** COS 111 with a grade of “C” or higher or concurrent enrollment in COS 111.

Continuation of COS 111. Intermediate level of instruction in permanent waving, chemical straightening, curling, shampooing, and hairstyling. Students will be instructed in basic manipulative skills, knowledge and safety precautions when giving chemical wave or chemical relaxer. Designed to bring student up to an advanced level.

## COS 115: Permanent Waving, Shampooing, and Hairstyling III

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** COS 113 with a grade of “C” or higher or concurrent enrollment in COS 113.

Continuation of COS 113. Advanced level of instruction in permanent waving, chemical straightening, curling, shampooing, and hairstyling. Students will be instructed in basic manipulative skills, knowledge and safety precautions when giving chemical waves or chemical relaxers. Designed to bring students up to a professional level.

## COS 117: Permanent Waving, Shampooing, and Hairstyling IV

**General Education Category** Pending Evaluation  
**Credits** 2.0

**Prerequisites** COS 115 with a grade of “C” or higher or concurrent enrollment in COS 115.

Continuation of COS 115. Professional level of instruction in permanent waving, chemical straightening, curling, shampooing, and hairstyling. Students will be instructed in basic manipulative skills, knowledge, and safety precautions when giving chemical waves or chemical relaxers.

## COS 121: Nail Care I

**General Education Category** Pending Evaluation  
**Credits** 1.0

**Prerequisites** Acceptance into Gila Community College’s Cosmetology or Nail Technician Program.

Includes care and beautification of the hands, arms, feet, legs, and nails; practice in giving basic manicures, pedicures, hand/arm massages, and foot/leg massages. A study is made of proper use of instruments, equipment, personal hygiene, sanitation, common nail conditions, diseases, and State Board rules and regulations affecting the cosmetologist performing manicuring, pedicuring, hand/arm and leg/foot massages.

## COS 123: Nail Care II

**General Education Category** Pending Evaluation  
**Credits** 1.0

**Prerequisites** COS 121 with a grade of “C” or higher or concurrent enrollment in COS 121.

Continuation of COS 121. Includes care and beautification of the hands, arms, feet, legs, and nails; practice in giving basic manicures, pedicures, hand/arm massages, and foot/leg massages. A study is made of proper use of instruments, equipment, personal hygiene, sanitation, common nail conditions, diseases, and State Board rules and regulations affecting the cosmetologist performing manicuring, pedicuring, hand/arm and leg/foot massages.

## COS 125: Manicuring I

**General Education Category** Pending Evaluation  
**Credits** 4.0

**Prerequisites** Acceptance into Gila Community College’s Cosmetology or Nail Technician Program.

Includes care and beautification of the nails, hands, legs, feet, and arms. Emphasis is on theory, proper use of instruments, equipment, personal hygiene, common nail conditions and diseases, basic nail techniques, and State Board rules and regulations affecting manicurists.

## COS 127: Manicuring II

**General Education Category** Pending Evaluation  
**Credits** 4.0

**Prerequisites** COS 125 with a grade of “C” or higher or concurrent enrollment in COS 125.

Emphasis is on additional skill building in areas covered in Manicuring I including bacteriology, sanitation, and disinfection, safety in the salon, and professional image.

## COS 131: Haircutting, Scalp Treatment, and Tinting I

**General Education Category** Pending Evaluation  
**Credits** 5.0

**Prerequisites** Acceptance into Gila Community College’s Cosmetology or Nail Technician Program.

Instruction in all basic haircutting techniques. Introductory corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, color corrections, and a skin patch test.

## COS 133: Haircutting, Scalp Treatment, and Tinting II

**General Education Category** Pending Evaluation  
**Credits** 4.0

**Prerequisites** COS 131 with a grade of “C” or higher or concurrent enrollment in COS 131.

Additional instruction in haircutting techniques. Professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, color corrections, and a skin patch test.



## COS 135: Haircutting, Scalp Treatment, and Tinting III

**General Education Category** Pending Evaluation  
**Credits** 4.0

**Prerequisites** COS 133 with a grade of “C” or higher or concurrent enrollment in COS 133.

Advanced instruction in haircutting techniques. Professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, color corrections, and a skin patch test.

## COS 137: Haircutting, Scalp Treatment, and Tinting IV

**General Education Category** Pending Evaluation  
**Credits** 2.0

**Prerequisites** COS 135 with a grade of “C” or higher or concurrent enrollment in COS 135.

Professional instruction in haircutting techniques. Professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, color corrections, and a skin patch test.

## COS 150: Manicuring III

**General Education Category** Pending Evaluation  
**Credits** 4.0

**Prerequisites** COS 127 with a grade of “C” or higher or concurrent enrollment in COS 127.

Includes care and beautification of the nails, hands, legs, feet, and arms. Emphasis is on theory, proper use of instruments, equipment, personal hygiene, common nail conditions and diseases, basic nail techniques, and State Board rules and regulations affecting manicurists.

## COS 152: Manicuring IV

**General Education Category** Pending Evaluation  
**Credits** 4.0

**Prerequisites** COS 150 with a grade of “C” or higher or concurrent enrollment in COS 150.

Emphasis is on polishing all manicuring skills in preparation for the state board exam. Additional instruction in salon management and nail product/services sales.

## COS 240: Cosmetology Refresher

**General Education Category** Pending Evaluation

**Credits** 1.0-6.0

**Prerequisites** None

For students and student instructors needing additional hours in preparation for the Arizona State Board of Cosmetology Licensing exam and/or to enhance cosmetology skills. This course provides further training for licensed cosmetologists wishing to hone their skills and ensure salon readiness. Professional level of instruction in basic cosmetology techniques; permanent waving, chemical straightening, curling, shampooing, and hairstyling. Advanced instruction in haircutting techniques, hair color, bleaching, special effects, and color correction. Student instructors will work individually with students in the cosmetology Program to ensure classroom readiness.

## CSL 103: Leadership Techniques I

**Credits** 1.0

**Prerequisites** None

This course on leadership is designed to provide students with the opportunity to evaluate, understand, and sharpen personal leadership skills.

## CSL 105: Personal Development

**Credits** 2.0

**Prerequisites** None

This course is designed to help students build professional qualities that are important to college students and professionals. Emphasis is on personal disclosure, organization, building self-confidence, integrity, interpersonal relationships, empathy, and communication.

## CSL 109: Orientation to Student Success

**Credits** 1.0

**Prerequisites** None

Provides students with the ability to develop study strategies and to plan their academic programs and career decisions.



## CSL 111: Leadership for Organizational Development

**Credits** 2.0

**Prerequisites** None

A first course in leadership for organizational development designed to provide students with communication, organizational management, and leadership skills.

## CSL 114: Leadership Techniques II

**Credits** 1.0

**Prerequisites** CSL 103 with a grade of "C" or higher

This course on leadership is designed to provide the student with an opportunity to research, review, and understand various characteristics of personal leadership.

## CUL 101: Culinary Fundamentals: Culinary Basics

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** None

Theory and practice of basic elements of culinary arts fundamentals. Emphasis on safety, sanitation, and uniform requirements, culinary terminology, basic nutritional guidelines, equipment needs and usage, standard measurements, knife selection and care, basic knife cuts, and fruit and vegetable identification and preparation.

## CUL 102: Culinary Fundamentals: Hot Foods

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** None

This course provides an introduction to cooking techniques and preparation of varied meat, fish, and poultry items. Theory and practice of production of stocks, sauces, and soups. Study of butchering, yields, purchasing, and grade classification.

## CUL 103: Culinary Fundamentals: Breakfast and Garde Manger

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** None

This course provides an introduction to cooking techniques and preparation of breakfast items, salads, sandwiches, and dressings. Theory and practice of production of egg, pasta, cheeses, and fruit dishes, canapés and hors d'oeuvre creations. Study of lettuces, fruits, grains, cheeses and dressings as components of salads and sandwiches.

## CUL 104: Culinary Fundamentals: Baking and Pastry

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** None

This course provides a study of cooking techniques and preparation methods for cakes, pies, cookies, and simple desserts as well as production of doughs and breads. Includes preparation of various bakery sauces and toppings, uses of chocolate and appropriate presentation methods for various types of desserts.

## DAE 100: Introduction to Dental Assisting

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course covers the history of dentistry, the education and characteristics of the dental assisting professional, members of the dental healthcare team, professional code of ethics in the field of dentistry, and the statutory law for the field of dentistry.

## DAE 101: Dental Health and Safety

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course provides training to help the student understand the difference between regulations and recommendations pertaining to health and safety for employees and patients. The students will also identify professional organizations for dentists, dental assistants, and dental hygienists relative to safety training. Students will be given the opportunity to identify the government agencies and their function in relation to dentistry.

## DAE 105: Oral Health and Dental Disease Prevention

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** DAE 100 with a grade of “C” or higher or concurrent enrollment in DAE 100.

The student will classify dental caries, discuss early childhood caries, and explain the importance of saliva related to tooth decay, explain the goal of CAMBRA, describe the prevalence of periodontal disease, identify the two basic types of periodontal disease and list and describe the seven basic care types.

## DAE 107: Science in Dentistry

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** DAE 105 with a grade of “C” or higher or concurrent enrollment in DAE 105.

This is an introductory course to bio-sciences as it relates to oral embryology and histology, hand and neck anatomy, and tooth morphology. This course provides information on regions of the face (landmarks) and oral cavity. Upon completion, students will identify planes and associated body direction used to divide the body into sections and describe the four levels of organs of organization of the human body.

## DAE 109: Patient Information and Assessment

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** DAE 105 with a grade of “C” or higher or concurrent enrollment in DAE 105.

This course focuses on the preclinical skills needed for delivered dental care including the importance of managing patient records. Students will be trained on patient vital signs assessments and the role of the dental assistant in a medical emergency. Students will be introduced to the principles of pharmacology.

## DAE 112: Radiographic Imaging in Dentistry

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** DAE 107 with a grade of “C” or higher or concurrent enrollment in DAE 107 or instructor permission.

This course provides the student uses of dental imaging, explains how x-rays are produced, and identifies types of radiation. The student will also understand the effects of radiation and how radiation is measured. Radiation safety is discussed in this course.

## DAE 114: Foundations of Clinical Dentistry

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** DAE 107 with a grade of “C” or higher or concurrent enrollment in DAE 107.

This course focuses on the preclinical skills needed for delivered dental care including dental handpieces and dental hand instruments. Topics also include moisture control, anesthesia and pain control.

## DAN 120: Beginning Modern Dance I

**Credits** 1.0-2.0

**Prerequisites** None.

An introduction to Modern Dance as a form of performance art.

## DRF 150: Dimensioning and Tolerancing

**Credits** 2.0

**Prerequisites** None.

An intensive course covering basic and advanced dimensioning techniques. Emphasis is placed on the ANSI Y14.5M standard for geometric dimensioning and tolerancing.

## DRF 154: Introduction to AutoCAD

**Credits** 2.0-3.0

**Prerequisites** None.

Students will gain hands-on experience using AutoCAD computer drafting software. Emphasis is placed on the integration of 3D solid modeling and 2D drafting output. All drawings will meet the ASME Y14.5M standard.

## DRF 170: Residential Architecture

**Credits** 2.0-3.0

**Prerequisites** DRF 154 with a grade of “C” or higher or concurrent enrollment in DRF 154

Students will be instructed in residential architecture drafting techniques required to design and draft floor plans, exterior and interior details, and structural representations. The course will use architectural CAD software to develop a full set of residential house plans. All drawings will meet the American Architectural Graphic Standards, the International Building Code, the International Residence Code, ADA, and any additional local building and zoning requirements.

## DRF 220: Parametric Solid Modeling

**Credits** 3.0

**Prerequisites** None.

This course uses the latest in parametric modeling technology (SolidWorks & Autodesk Inventor) in the study of mechanical drafting, threads and fasteners, detail and assembly drawings, section views, and basic dimensioning and tolerancing techniques. Parametric modeling simulates manufacturing processes, and completed solid models can be easily transferred to production tools such as 3D printers or CNC machines. All drawings will meet the ASME Y14.5M standard.

## DRF 271: Advanced AutoCAD

**Credits** 2.0-3.0

**Prerequisites** DRF 154 with a grade of “C” or higher

Course examines how to use advanced AutoCAD software capabilities. Students will focus on system customization including menu development. Advanced drawing techniques, assembly part modeling, and drafting applications will also be included.

## ECE 100: Foundations of Early Childhood Education

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Introduction to the field of Early Childhood Education including history, philosophy, and the application of child development techniques. Includes assessment techniques for observing and recording behaviors, communication skills, guidance techniques, developmentally appropriate practices and the role of the teacher in early childhood settings. Students are required to complete hours off campus in a licensed childcare facility, or public school that serves ages birth to eight.

## ECE 102: Early Childhood Curriculum

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course provides the student with an introduction to methods and materials to assist young children three to five years of age in the learning process. Emphasis will be placed on assessment of children's learning, arrangement of indoor/outdoor space, music and movement, dramatic play and creative media. Students will locate, plan, implement, and evaluate creative learning activities using a variety of methods and materials.

## ECE 105: Health, Safety, and Nutrition

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Nutrition education, menu planning, childhood diseases and illness, and sanitation and safety in group settings will be introduced. Protecting the health and safety of young children and promoting the development of lifelong health habits. Communication with health professionals and parents on health, safety, and nutrition issues will be included for children from birth through age eight.

## ECE 110: Infants and Toddlers Development

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course will provide the students with an introduction to the principles of development in children from birth through 36 months. Emphasis will be placed on the individuality of the child and the adult role in providing a safe, stimulating environment for the development of the very young child.

## ECE 120: Children's Social Development

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District policy.

Students will gain knowledge in a study of positive guidance and discipline techniques that can be used to encourage children to develop self-discipline and responsibility for their own actions. Students learn the importance of assessing, understanding, and enhancing the development of communication skills of young children to help guide and develop a child's self-image. Students will learn how to translate information presented into related skills and procedures that support children's social development.

## ECE 120: Guiding Children's Social Development

**Credits** 3.0

## ECE 150: Practicum: Direct Field Experience Birth to Preschool

**General Education Category** Pending Evaluation

**Credits** 2.0

Supervised experience in education, guidance, and care of young children birth through age eight. Course begins with four weeks of classroom instruction on developmentally appropriate curriculum, guidance techniques, and age-appropriate activities. Students will complete first aid certification, and must show proof of fingerprint clearance before the student is placed at a center for the lab portion of this course.

## ECE 150: Practicum: Direct Field Experience Birth to Preschool

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** A passing grade of "C" or higher in one of the following courses: ECE 100, ECE 102, ECE 105, ECE 110, or ECE 120 or instructor approval.

Supervised experience in the education, guidance and care of young children birth through age eight. Course begins with four weeks of classroom instruction on developmentally appropriate curriculum, guidance techniques, and age appropriate activities. Students will complete first aid certification, and must show proof of fingerprint clearance before student is placed at a center for lab.

## ECE 171: Child Growth and Development

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

This course gives students a broad, comprehensive view of the science of human development at each stage of development from conception through adolescence. Considers the biological, cognitive, physical, and social aspects of development from a knowledge base of theory, research, and current issues. Students will apply learning to developmentally appropriate principles and practices that guide relationships and learning experiences for children through adolescence. Substantial discussion will include family, culture, ethnicity, and gender. This course is identical to PSY 171.

## ECE 210: Home, School, and Community Relations

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course stresses the importance of family. Students will learn the specific attitudes, philosophies, and practical techniques that teachers in any setting can find useful in building relationships with families.

## ECE 210: Home, School, and Community Relations

**Credits** 3.0

## ECE 220: Introduction to Early Childhood Special Education

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District policy.

An overview of the history of special education, assessment, intervention, and curriculum will be introduced. This course puts emphasis on current educational practices and related educational theories including identification, causes, and characteristics of students with exceptionalities birth through age eight. Observation and participation hours in a special education setting required.

## ECE 220: Introduction to Early Childhood Special Education

**Credits** 3.0

## ECE 281: Children's Literature

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Introduction to children's literature with a focus on how to effectively choose and use children's literature in educational and other contexts. Considers selection guidelines, storytelling, interpretation, and evaluation of children's books. Students will discuss developmentally appropriate practice in the selection of books and stories for children. Identical to ENG 281 and EDU 281.

## EDU 200: Introduction to Education

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching.

## EDU 222: Introduction to Special Education

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

An introductory level course with an emphasis on the history of special education in society and the United States, legal influences on the provision of special education services to disabled students, and characteristics and instructional approaches to educating disabled children.

## EDU 230: Cultural Diversity in Education

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping, and cultural incompatibilities in education. Emphasis on preparing future teachers to offer an equal educational opportunity to children of all cultural groups.

## EDU 234: Elementary ESL/SEI Methods

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course provides the student with legal, historical, demographic, societal, educational, and psychological foundations that impact ELL language instruction. It meets the ADE SEI Elementary Education Endorsement requirement.

## EDU 281: Children's Literature

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Introduction to children's literature with a focus on how to effectively choose and use children's literature in educational and other contexts. Considers selection guidelines, storytelling, interpretation, and evaluation of children's books. Students will discuss developmentally appropriate practice in the selection of books and stories for children. Identical to ECE 281 and ENG 281.

## ELT 110: Electricity and Electronics

**Credits** 3.0

**Prerequisites** None.

Basic principles of electricity and electronics theory with an emphasis on commercial and industrial applications. Students will be introduced to the study of various drawings, schematics, wiring diagrams, and symbols as they are used in practical applications. Additionally electrical concepts and terminology of voltage, amperage, resistance, and power will be taught. Students will also learn to solve electrical problems by use of Ohm's Law formulas.

## EMT 103: Emergency Medical Technician

**General Education Category** Pending Evaluation

**Credits** 9.0

**Prerequisites** Acceptance into Gila Community College's EMT Program.

Introductory course focusing on skills to recognize and properly treat illness and injury in the prehospital setting. Successful completion of the course allows students the opportunity to test for certification by the National Registry of EMTs and the Arizona Department of Health Services. A total of 24 hours of clinical and/or vehicular experience will be scheduled to provide direct, hands-on experience with a variety of patients. An additional fee is required.

Concurrent enrollment in EMT 103L is required.

## EMT 121: Cardiopulmonary Resuscitation

**General Education Category** Pending Evaluation

**Credits** 0.5

**Prerequisites** None

This course follows the American Heart Association guidelines for knowledge and skills in cardiopulmonary resuscitation and AED use at the healthcare provider level. Learning is focused on developing the necessary skills to help an individual with an airway obstruction, respiratory arrest, and/or cardiac arrest.

## EMT 122: First Aid and CPR

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** None

This course is focused on basic life support as performed by a healthcare provider. The content includes patient assessment, airway management, cardiopulmonary resuscitation, shock, bleeding and wounds, body area injuries, poisoning, burns, cold and heat-related emergencies, bone injuries, medical emergencies, emergency childbirth, and first aid skills. Identical to HCE 101 and HPE 190.

## ENG 090: Reading Improvement

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course emphasizes improvement in reading comprehension, speaking, listening, and writing skills.

## ENG 090: Reading Improvement

**Credits** 3.0

**Prerequisites** None

This course emphasizes improvement in reading comprehension, speaking, listening, and writing skills.

## ENG 100: Writing Fundamentals

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Practice in reading and writing sentences, paragraphs, and short essays with an emphasis on the writing process; includes a review of basic grammar and punctuation rules in the context of writing. Lab time will be used to guide students through the writing process and to focus on individual grammar practice and writing skills.



## ENG 101: English Composition I

**Sun Number** ENG 1101

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** ENG 100 with a grade of “C” or higher or writing placement as established by District policy and reading proficiency as established by District policy.

Emphasizes clear and effective writing and critical reading. Students generate a minimum of 7,000 words through formal and informal writing projects, including revised drafts throughout the semester. Students with borderline placement scores will benefit from taking ENG 110, English Composition I Lab which is designed to accompany ENG 101.

## ENG 102: English Composition II

**Sun Number** ENG 1102

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** ENG 101 with a grade of “C” or higher

Continues development of skills and concepts taught in ENG 101. Emphasizes research, critical reading, critical thinking and writing. Students generate a minimum of 7,000 words including revisions throughout the semester.

## ENG 110: English Composition I Lab

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

Provides individualized support for students enrolled in ENG 101 as well as other writing courses. Emphasizes the processes and skills required for effective narrative, analytic, argumentative, and source-based writing; punctuation, grammar, and stylistic concerns are addressed as needed.

## ENG 111: English Compositions II Lab

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

Provides individualized support for students enrolled in ENG 102 and other writing courses. Emphasizes the processes and skills required for effective argumentative, source-based writing and analysis, as well as punctuation, grammar, and stylistic concerns.

## ENG 113: College Reading

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Emphasizes mastery and application of critical reading strategies for college level texts.

## ENG 143: Personal History Writing Made Easy

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

Interdisciplinary writing course on theories, and methodologies in writing a personal history.

## ENG 201: World Literature I

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** ENG 101 with a grade of “C” or higher

Selected world literature from ancient times to the Renaissance. Students generate a minimum of 2,500 words including revisions throughout the semester.

## ENG 202: World Literature II

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** ENG 101 with a grade of “C” or higher

Selected world literature from the Renaissance to modern times. Students generate a minimum of 2,500 words including revisions throughout the semester.

## ENG 221: English Literature I

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** ENG 101 with a grade of “C” or higher

Covers selected literature from the Middle Ages through the Restoration and Eighteenth Century. Exposes students to a variety of cultures, perspectives, and beliefs over these historical periods. Students generate a minimum of 2,500 words including revisions throughout the semester.



## ENG 222: English Literature II

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** ENG 101 with a grade of “C” or higher

Covers selected literature from the Romantic Period through the present. Exposes students to a variety of cultures, perspectives, and beliefs over these historical periods. Students generate a minimum of 2,500 words including revisions throughout the semester.

## ENG 234: Short Story Writing

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

Discussion and critique of student work and readings of representative works.

## ENG 241: American Literature I

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** ENG 101 with a grade of “C” or higher

In this course, students will read and analyze selected works of literature from Native American beginnings to the Civil War so as to gain insights into the history and progress of American literature and the history of the Americas as viewed through literature. Students will generate a minimum of 2,500 words through formal and informal writing assignments and revisions.

## ENG 242: American Literature II

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** ENG 101 with a grade of “C” or higher

Students will read and analyze selected works of American literature from the Civil War to the present day so as to gain insights into the history and progress of American literature and the history of the United States as viewed through literature. Students will generate a minimum of 2,500 words through formal and informal writing assignments and revisions.

## ENG 243: Introduction to Writing Family History

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** ENG 101 with a grade of “C” or higher

Interdisciplinary writing course on theories, methodologies, and issues in writing family history.

## ENG 281: Children’s Literature

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Introduction to children's literature with a focus on how to effectively choose and use children's literature in educational and other contexts. Considers selection guidelines, storytelling, interpretation, and evaluation of children's books. Students will discuss developmentally appropriate practice in the selection of books and stories for children. Identical to ECE 281 and EDU 281.

## FCR 132: Quilting

**General Education Category** Pending Evaluation

**Credits** 1.0-2.0

**Prerequisites** A basic understanding of quilting or sewing knowledge may be necessary prior to enrolling in this course.

Application of quilting techniques. Projects are chosen by students to meet their individual needs and interests.

## FCR 134: Advanced Quilting

**General Education Category** Pending Evaluation

**Credits** 1.0-2.0

**Prerequisites** FCR 132 with a grade of “C” or higher, or instructor approval

For students who need or want to learn advanced quilting techniques. Projects are chosen by students to meet their individual needs and interests.

## FSC 100: Introduction to Fire and Emergency Services

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course is an overview of fire protection and emergency services. It will review career opportunities, culture and history, organization and functions of public and private fire protection, laws and regulations, terminology and nomenclature. Included is an overview of most aspects of emergency services.

## FSC 101: Fire Department Operations I

**General Education Category** Pending Evaluation

**Credits** 6.0

**Prerequisites** None

This course is primarily designed for new fire department recruits or students wishing to become structural firefighters. The course covers all aspects of fire department operations including equipment and personnel policies. Preparation for Arizona Structural Fire Fighter certification through the Arizona Center for Fire Service Excellence (ACFSE) using International Fire Service Accreditation Congress (IFSAC) standards and testing.

## FSC 102: Fire Department Operations II

**General Education Category** Pending Evaluation

**Credits** 5.0

**Prerequisites** FSC 101 with a grade of "C" or higher, or concurrent enrollment in FSC 101

This course is primarily designed for new fire department recruits or students wishing to become structural firefighters. Emphasis is on the chemistry of fire, building construction, administrative policies, and techniques of firefighting. Preparation for Arizona Structural Fire Fighter certification through Arizona Center for Fire Service Excellence (ACFSE) using International Fire Service Accreditation Congress (IFSAC) standards and testing.

## FSC 106: Hazardous Materials for First Responder Operations

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None.

This class prepares students to function as first responders at the operations level. Emphasis is on the basic characteristics of hazardous materials, hazardous materials laws and regulations, and the components of a planned response. Preparation for Arizona Structural Fire Fighter certification through the Arizona Center for Fire Service Excellence (ACFSE) using International Fire Service Accreditation Congress (IFSAC) standards and testing. This course is presented in compliance with 29 Code of Federal Regulations (29CFR) Chapter XVII 1910.120 (q)(6)(ii) and the Arizona Administrative Code Title 8, Chapter 2, Article 6.

## FSC 120: Fire Apparatus and Equipment

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course will familiarize the student with automotive apparatus (pumpers, aerial ladders, lift platforms, hose wagons, transports, and utility vehicles), water towers, heavy auxiliary mechanical equipment and appliances, generators, compressors, rescue and forcible entry tools, and cutting torches.

## FSC 130: Fundamentals of Fire Prevention

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course provides fundamental knowledge relating to the field of fire prevention and community risk reduction. Topics include history and philosophy of fire prevention and community risk reduction, organization and operations of a fire prevention or community risk reduction bureau, use and application of codes and standards, plan reviews, fire inspections, fire and life safety education, and fire investigation.

## FSC 135: Strength and Fitness for Fire Service

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** None

The course offers the students the aspects of fitness for firefighting. Students will learn how to develop strength, cardiovascular endurance and flexibility in a participatory learning environment. Course sessions will address aerobic and strength training, proper lifting, warm-up and flexibility techniques, training principles and elements of wellness. Proper handling of fire service equipment will be introduced.

## FSC 140: Fire Protection Systems

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course provides information relating to the features, design, and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

## FSC 150: Basic Wildland Firefighting

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

The course is presented through a series of lectures and field exercises. It includes factors affecting wildland fire behavior; the start and spread of fires; how fuels, topography, and weather conditions affect fire spread; and how to recognize dangerous situations on the Fireline.

## GEN 100: Beginning Genealogy

**Credits** 2.0

**Prerequisites** None.

Students will be learning how to create a family tree and learn about their family history. This course will also help students know where to search for family historical information, including dates, location, and events that surround their ancestor's lives.

## GEN 101: Genealogy Search

**Credits** 2.0

**Prerequisites** None.

This course will help students with genealogical and family history research and use it to grow their family tree. Students will have the opportunity to focus on an individual or on a small group of their ancestors. Students will gain a better understanding of events in their family history and explore personal and statistical details surrounding their family tree. Students will develop a secure knowledge of researching methodologies and genealogical proofs according to correct standards to definitively validate their research findings.

## HCE 100: Basic Health Care Concepts and Skills

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** Writing placement as established by District policy and ENG 090 with a grade of "C" or higher or reading proficiency as established by District policy or instructor approval.

Introductory course for students interested in health occupations. Student learning will focus on health care systems, careers in health care, personal qualities of a health care worker, legal responsibilities, and basic knowledge and skills required in the health profession. This course is designed to prepare the student to enter the world of health occupations.

## HCE 101: Basic Life Support

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** None

This course is focused on basic life support as performed by a healthcare provider. The content includes patient assessment, airway management, cardiopulmonary resuscitation, shock, bleeding and wounds, body area injuries, poisoning, burns, cold and heat-related emergencies, bone injuries, medical emergencies, emergency childbirth, and first aid skills. Identical to HPE 190 and EMT 122.

## HCE 112: Medical Terminology

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** None

This course is designed to give direction to the beginning allied health student who has very little experience in scientific or medical subjects. The content includes study of medical terms using a programmed learning, word-building system approach as well as the study of allied health professions, medical abbreviations and symbols, review of basic grammar as it relates to medical terminology, and introduction to basic body structures. Emphasis is placed on assessing individual and group needs and providing private consultation as well as group instruction to meet those needs.

## HCE 116: Medical Dosage Calculations

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** MAT 100 or higher with a grade of “C” or higher, or math placement as established by District policy.

This course involves reading medication documents and accurate calculation of medical dosages and solutions. The content includes math review, systems of measurements, medication administrations, dosage calculations, and unit conversions.

## HCE 125: Future Health Professionals I

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** Reading proficiency as established by District policy.

This course will develop leadership and technical HOSA-Future Health Professionals skill competencies through a program of motivation, awareness, and recognition. Students will prepare for regional allied health competitions.

## HCE 126: Future Health Professionals II

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** Reading proficiency as established by District policy.

This course is a continuation of Future Health Professionals I. This course will develop leadership and technical HOSA-Future Health Professionals skill competencies through a program of motivation, awareness and recognition. Students will additionally prepare for regional allied health competitions.

## HCE 130: Medical Assisting: Administrative Competencies

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** None

This course is focused on acquiring the knowledge necessary to perform medical assistant’s administrative duties. The content includes introduction to common equipment utilized to file and maintain medical records. Defines and outlines the security and safety measures employed when working with medical records. Identifies and compares active, inactive, and closed medical records and how to set up a medical record retention system for a medical office. Defines medical assisting as it relates to the healthcare profession, ethics, safety, and security in the medical office, cultural diversity, integrated administrative procedures, health insurance, medical coding, and billing. Relates the importance of the FDA and DEA to administrative procedures and summarizes the purpose of federal healthcare regulations: HCQIA, False Claims Act, OSHA, and HIPAA.

## HCE 156: Science for Allied Health

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** None

This course provides a study of the structure and dynamics of the human body for students who desire one semester in anatomy and physiology.

## HCE 160: Medical Assisting: Clinical Competencies

**General Education Category** Pending Evaluation

**Credits** 6.0

**Prerequisites** HCE 100 or NUR 100 or instructor approval with a valid/active LNA or CNA license; HCE 116; HCE 130; HCE 171; HCE 186; and HCE 190. Concurrent enrollment in HCE 100, NUR 100, HCE 171; HCE 186, and HCE 190 are accepted. All prerequisite courses must be completed with a grade of “C” or higher.

This course focuses on knowledge necessary to perform clinical competencies as a medical assistant. The clinical aspects of medical assisting are focused on compiling patients’ medical histories, acquiring patient’s vital signs, recording them, and attaining the ability to discern when a healthcare provider needs to be notified regarding a potential or apparent medical issue. Emphasis is placed on administering medications under the direction of a supervising physician/healthcare provider. Content also includes assisting with general and specialty exams, assisting with pediatric and geriatric patients, collecting lab specimens, and educating patients regarding disease process, medication needs, diagnostic procedures, and nutrition. Attention is placed on the general principles of physical therapy and cryotherapy as well as thermotherapy. The content includes performing sterile procedures, first aid, and ECG’s. Cultural diversity as well as the importance of following HIPAA guidelines are analyzed.

## HCE 170: Medical Assisting: Externship

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** HCE 160 with a grade of “C” or higher

Designed to provide students a clinical setting environment in which they build on their clinical skills and front office competencies by being precepted by an experienced Medical Assistant. Each Medical Assistant student must complete an externship of a minimum of 160 hours in an ambulatory/clinical health care setting. In the actual working environment, students will perform both administrative and clinical competencies. Administrative competencies include performing clerical functions, bookkeeping procedures, and special accounting entries. Clinical competencies include fundamental principles, specimen collection, diagnostic testing, and patient care. Transdisciplinary competencies are integrated in both clinical and administrative areas. These include communication, legal concepts, patient instruction, and operational functions. Students must provide proof of a current TB skin test, or a clear chest X-ray, or a statement from a healthcare provider indicating the student is free from symptoms of pulmonary tuberculosis, and a current CPR card.

## HCE 171: Introduction to Medical Pharmacology

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This is an introductory course in pharmacology beginning with the history of the evolution of the science of pharmacology. The course branches into two major components: the principles and general aspects of pharmacology and discussion of the pharmacology of some specific organ systems and infections. This course will provide a good foundation of knowledge for those students who want to become a healthcare deliverer.

## HCE 180: Patient Care Technician

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** NUR 100 with a grade of “C” or higher or instructor approval-with a valid/active CNA license in the state of Arizona.

This course focuses on patient care services under the supervision of an instructor. Students will learn knowledge and skills necessary to perform mid-level nursing care on complex patients and recognize changes in patient conditions. Content includes infection control. Student must demonstrate utilizing universal precautions, sterilization technique, performing sterile procedures such as: wound care, dressing changes, while placing a urinary catheter, venipuncture, ECG application, neurological observation, and skills in assisting with physical and occupational therapy.

## HCE 186: Phlebotomy and Clinical Laboratory

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** None

The study of accurate, up-to-date, practical information and instruction in phlebotomy procedures and techniques, along with a comprehensive background in phlebotomy theory and principles. Skill includes drawing blood, obtaining blood cultures, using a lancet or a Microlance for a micro-draw or an infant heel stick, and measuring bleeding time. This course requires successful invasive intravenous draws including fifty (50) draws using vacutainer system and ten (10) capillary sticks.

## HCE 188: Electrocardiogram

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** None

This course is focused on knowledge and skill necessary to perform electrocardiogram (ECG) monitoring duties. The content includes anatomy and physiology of the cardiac, pulmonary, and vascular systems. ECG interpretation techniques, equipment, and supplies used in telemetry will be covered.

## HCE 189: Phlebotomy Certification Review

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** HCE 186 with a grade of “C” or higher

This course provides a comprehensive review of current phlebotomy theory and study plan for phlebotomy certification through American Medical Technologist (AMT). Students are provided an opportunity to test their knowledge and application of current phlebotomy theory in the classroom and online to prepare them for certification and advancement in phlebotomy licensure. Completion of the course requires a minimum of 50 successful venipunctures and 10 capillary punctures from a human source.

## HCE 190: Human Body in Health and Disease

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** None

This course encompasses the study of basic concepts in human biology which includes anatomy, biochemistry, cytology, histology, pathology, physiology, and related pharmacology. Included are the essential anatomical and physiological concepts of the human body's organ systems. Also included is discussions on growth, development, and aging of the human body. Understanding of these subjects leads to the topic of the psychological development of one's personality and inter-social relationships. This is based on the concept of the human's “hierarchy of needs” which is part of this course. Lab activities may be incorporated into the lectures. They will be designed to support or teach concepts.

## HCE 240: Human Pathophysiology

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** A passing grade of “C” or higher in one of the following courses: HCE 190, BIO 160, or BIO 202. The student can have concurrent enrollment in BIO 202 or with instructor approval.

Chemical, biologic, biochemical, and psychological processes as a foundation for the understanding of alterations in health. This course focuses on the etiology, symptomatology, evaluation, treatment, and prognosis of disease processes of the human body system. These may provide awareness of possible implications of certain aspects of diseases, current scientific advances, and selected therapeutics.



## HCE 241: Nutrition

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Scientific principles of human nutrition. Emphasis on health promotion and concepts for conveying accurate nutrition information in a professional setting. Addresses medical nutrition therapy principles for treatment of common health conditions. Includes exploration of food sources of nutrients, basic metabolism of nutrients in the human body, relationship between diet and other lifestyle factors, use of supplements, current recommendation for food selection throughout the life cycle and use of nutrition tools for planning food intake or assessment of nutritional status.

## HCE 289: Phlebotomy Practicum

**General Education Category** Pending Evaluation

**Credits** 2.0

**Prerequisites** HCE 189 with a grade of “C” or higher or concurrent enrollment in HCE 189; Minimum age is 18.

Designed to assist students in attainment of the entry-level competencies for a phlebotomy technician. Placement in an inpatient and outpatient health care setting is required for a minimum of 90 hours. Clinical competencies include drawing blood from patients in hospitals, clinics, doctors’ offices, laboratories, or similar facilities for medical purposes. In an actual work situation, students will collect blood samples by venipuncture or capillary draw. The student will facilitate the collection and transportation of laboratory specimens within the medical laboratory. Competencies include the assurance of quality control and safety precautions to prevent the transmission of infectious diseases. Students must provide proof of a current TB skin test, or a clear chest X-ray, or a statement from a health care provider indicating the student is free from symptoms of pulmonary tuberculosis. Students must also provide proof of MMR (measles, mumps, & rubella) and Hepatitis B vaccinations. On successful completion, the student is eligible to sit for the American Medical Technologists (AMT) National Registered Phlebotomy Technician Exam. AMT may deny an application if an applicant has any convictions involving a felony.

## HIS 104: The Development of Europe to 1650

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Survey and development of western thought, culture, and political history from ancient times to 1650. This course of study includes the rise of the city in Mesopotamia and Egypt, the rise of Greece and Rome, the Byzantine Empire and the Middle Ages in western Europe, the Renaissance and Reformation, exploration and expansion, and the century of religious warfare.

## HIS 105: The Development of Europe Since 1650

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy

Survey and development of western thought, culture, and political history from 1550 to present day. This course of study includes the century of religious warfare, the age of Absolutism and Constitutionalism, the Scientific Revolution, the French Revolution, the Industrial Revolution, the rise of the Nation-State, World War I, World War II, the Cold War, and post-Cold War western world and globalism.

## HIS 111: History of China to 1600

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy

Survey of the development of Chinese culture and society from early man to the Ming Dynasty and European penetration. Students will become familiar with continuity and change in Chinese history, from distinct features of homo erectus fossil finds in China, through the traditional society encountered by European traders in the seventeenth century. Topics will include the physical, climatological, and population characteristics of the region, contacts with surrounding cultures, the cultural, philosophical, and religious justifications for centralized imperial rule, traditional social structure, and social roles from the village level to the imperial court, and dynastic emergence, collapse, and reform. Chinese developments in writing, literature, art, science, and engineering will be reviewed at each historical stage.



## HIS 112: History of China 1600 to Present

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy

Survey of the development of Chinese culture and society from the period of early European contact under the Ming Dynasty (1577) through modern political and economic developments in China today. Students will become familiar with social and economic traditions of traditional China, the role of central Asian populations in Chinese polity, and the conservative role of traditional Chinese bureaucracy. Pressures created by European contact, trade, technological change, and conflicts on the borders of China will be described along with centralized efforts to control and resist change. Decline of centralized power in the nineteenth century, the Republican/Nationalist revolution, the emergence of the Chinese Communist Party, and the internal and external wars from 1937 to 1949 will be reviewed. Policies and institutions of the Chinese Communist Party from 1949 through the Great Leap Forward and Cultural Revolution will be studied along with economic, political, and military changes in the post-Mao era.

## HIS 131: U.S. History to 1877

**Sun Number** HIS 1131

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy

Colonial America and the United States from pre-Columbian era to 1877. This course of study includes units on discovery, colonization, the formation of the American Union, Constitutional principles, westward expansion, origins of north/south conflict, the Civil War and Reconstruction. Significant economic and social developments are placed in their historical context.

## HIS 132: U.S. History from 1877 to Present

**Sun Number** HIS 1132

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy

The United States since 1877. This course of study includes units on industrialization, the development of the west, the progressive era, World War I, the Great Depression, World War II, the Cold War and recent American history. Significant economic and social developments are placed in their historical context.

## HPE 101AJ: Beginning Aerobics I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

Designed to assist the student in developing overall physical fitness.

## HPE 101AL: Beginning T'ai Chi Ch'uan I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

An introduction to the ancient Chinese exercise form T'ai Chi Ch'uan, and the oriental philosophies on which it is based.

## HPE 101AP: Pilates for Fun and Fitness I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

This course is designed for students to develop strength, flexibility, and centering by utilizing proper Pilates techniques. This course is also designed to increase community awareness of various methods for the achievement of wellness and life-long fitness.

## HPE 101AU: Beginning Mixed Martial Arts I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

Designed to assist the student in learning basic skills and stability through mastery of the mixed martial arts.

## HPE 101AY: Beginning Hatha Yoga I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

This course is designed to give the student an understanding of yoga basics for proper breathing and spinal health. The student will learn elementary steps toward meditation to relax and calm the mind using 20 to 30 basic poses and variations thereof.

## HPE 101AZ: Beginning Chi Gong I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

This course is an introduction to the movement of ancient Chinese Chi Gong and its philosophy and meditation in movement and preventive medicine.

## HPE 101BB: Beginning Strength and Flexibility Training I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

Designed to increase both upper and lower body strength and total flexibility using a combination of resistance training and flexibility training.

## HPE 101BC: Beginning Power Walking I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

Designed to give students the opportunity to learn warm-up, walk, and cool down using the proper stretching and power walking techniques.

## HPE 101C: Beginning Body Conditioning I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

Designed to assist the student in developing the basic skills and knowledge in body conditioning.

## HPE 101H: Beginning Hiking I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

Designed to assist the student in learning basic skills in the fundamentals of hiking.

## HPE 102AJ: Beginning Aerobics II

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** HPE 101AJ with a grade of "C" or higher or instructor approval.

Designed to assist the student in developing overall physical fitness.

## HPE 102AL: Beginning T'ai Chi Ch'uan II

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** HPE 101AL with a grade of "C" or higher or instructor approval.

An introduction to the Sun Style Competition Forms and Shibashi Level 2 forms of T'ai Chi Ch'uan.

## HPE 102AP: Pilates for Fun and Fitness II

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** HPE 101AP with a grade of "C" or higher

This course is designed for the student to develop strength, flexibility, and centering by utilizing proper Pilates techniques. Also, this course is designed to increase community awareness of various methods for the achievement of wellness and life-long fitness.

## HPE 102AY: Beginning Hatha Yoga II

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** HPE 101AY with a grade of “C” or higher

This course is designed to give the student an understanding of yoga basics for proper breathing and spinal health. The student will learn elementary steps toward meditation to relax and calm the mind using 20 to 30 basic poses and variations thereof.

## HPE 102BB: Beginning Strength and Flexibility Training II

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** HPE 101BB with a grade of “C” or higher

Designed to increase both upper and lower body strength and total flexibility using a combination of resistance training and flexibility training.

## HPE 102H: Beginning Hiking II

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** HPE 101H with a grade of “C” or higher

Designed to assist the student in learning basic skills and stability through participating in longer and more difficult mountain hikes.

## HPE 104: Physical Conditioning and Assessment I

**General Education Category** Pending Evaluation

**Credits** 0.5-2.0

**Prerequisites** None

Total body workout program designed to improve cardiovascular efficiency, joint flexibility, and muscular strength. This program is designed to reduce resting heart rate, percent of body fat, and will aid in lowering levels of stress and blood pressure.

## HPE 105: Physical Conditioning and Assessment II

**General Education Category** Pending Evaluation

**Credits** 0.5-2.0

**Prerequisites** HPE 104 with a grade of “C” or higher

Total body workout program designed to improve cardiovascular efficiency, joint flexibility, and muscular strength. This program is designed to reduce resting heart rate, percent of body fat, and will aid in lowering levels of stress and blood pressure.

## HPE 201AY: Advanced Hatha Yoga I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** HPE 102AY with a grade of “C” or higher

This course is designed to give the student an understanding of yoga basics for proper breathing and spinal health. The student will learn advanced steps toward meditation to relax and calm the mind using 20 to 30 basic poses and variations thereof.

## HPE 202AY: Advanced Hatha Yoga II

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** HPE 201AY with a grade of “C” or higher

This course is designed to give the student an understanding of yoga basics for proper breathing and spinal health. The student will learn advanced steps toward meditation to relax and calm the mind using 20 to 30 basic poses and variations thereof.

## HPE 204: Physical Conditioning and Assessment III

**General Education Category** Pending Evaluation

**Credits** 0.5-2.0

**Prerequisites** HPE 105 with a grade of “C” or higher

Total body workout program designed to improve cardiovascular efficiency, joint flexibility, and muscular strength. This program is designed to reduce resting heart rate, percent of body fat, and will aid in lowering levels of stress and blood pressure.

## HPE 205: Physical Conditioning and Assessment IV

**Credits** 0.5-2.0

**Prerequisites** HPE 204 with a grade of “C” or higher

Total body workout program designed to improve cardiovascular efficiency, joint flexibility, and muscular strength. This program is designed to reduce resting heart rate, percent of body fat, and will aid in lowering levels of stress and blood pressure.

## HVA 101: Principles of HVAC-R

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course gives a history of HVAC-R development. Students learn the relationship between pressure, temperature, and heat transfer and become familiar with different types of HVAC-R units.

## HVA 103: HVAC-R Controls

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** HVA 101 and HVA 110 with a grade of “C” or higher, or concurrent enrollment in HVA 101 and HVA 110, or instructor approval.

This course teaches about the different controls that enable the HVAC-R units to operate as designed. The knowledge gained will provide the student with a greater understanding of HVAC-R controls. This will enable the student to work on and repair all major types of HVAC-R units.

## HVA 105: Heating System Basics

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course teaches the different types of heating units used in all applications of the HVAC industry. The knowledge will enable the student to be able to work on and repair all major brands of heating units and prepares the student for a career in the field.

## HVA 109: Troubleshooting HVAC-R Systems

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** A passing grade of “C” or higher in all of the following courses: HVA 101, HVA 110, HVA 103, and HVA 105. Student may have concurrent enrollment in HVA 105 or instructor approval.

This course teaches the students the techniques required for servicing and repairing all forms of HVAC systems. The student will become familiar with being able to determine what is wrong in a given circumstance by evaluating what is wrong with information the student has learned. This knowledge will also prepares the student for a career in the field.

## HVA 110: Electricity for HVAC-R

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** HVA 101 with a grade of “C” or higher, or concurrent enrollment in HVA 101, or instructor approval.

This course is designed for the application of concepts to the real world of HVAC-R. The course is designed with detailed electrical procedures, basic electrical concepts, reading of circuits and meters, identification of components, symbols and wiring diagrams used in air conditioning control systems, installation of contacts, relays, and overloads as well as troubleshooting applicable to the field to HVAC-R technology.

## HVA 115: EPA Certification

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

Upon successful completion of this course, students will be eligible to take the nationally recognized EPA Universal certification that will allow the individual to perform system evacuations of various cooling gasses in the field of refrigeration technology.

## HVA 201: Advanced HVAC-R Commercial Air Conditioning

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** HVA 115 with a grade of “C” or higher or instructor approval

This course develops a basic knowledge of commercial air conditioning. It helps students understand commercial package units, as well as the role of fresh air mixing, variable air volume, and variable refrigerant flow.

## HVA 203: Refrigeration and Heat Exchange Components

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** HVA 115 with a grade of “C” or higher or instructor approval

This course develops a thorough knowledge of the refrigeration system, its heat exchange components, and applies it to the commercial arena.

## HVA 205: Refrigeration Flow and Flow Devices

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** HVA 115 with a grade of “C” or higher or instructor approval.

This course will assist a student in understanding the manner in which refrigerant flows and the devices that help in the operation of the unit.

## HVA 207: Commercial Refrigeration Applications

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** A passing grade of “C” or higher in all of the following courses: HVA 201, HVA 203, and HVA 205, or instructor approval.

This course explores the different methods of commercial refrigeration systems, identifies the various types of commercial refrigeration units and their applications, and differentiates between standard and special refrigeration applications.

## HVA 209: Commercial Ice Makers

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** A passing grade of “C” or higher in all of the following courses: HVA 201, HVA 203, HVA 205, and HVA 207. Student may have concurrent enrollment in HVA 207 or instructor approval.

This course will introduce students to commercial ice maker assembly, the various applications of ice makers in the commercial industry, the potential maintenance issues that may arise with ice making equipment, and the process to diagnose and repair them.

## HVA 211: Commercial Refrigeration Troubleshooting

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** HVA 201, HVA 203, HVA 205, HVA 207, and HVA 209 or concurrent enrollment in HVA 207 and HVA 209 or instructor approval. A passing grade of “C” or higher in all of the following courses: HVA 201, HVA 203, HVA 205, HVA 207, and HVA 209. Student may have concurrent enrollment in HVA 207 and HVA 209 or instructor approval.

This course prepares the student to participate in the diagnosis, repair, and troubleshooting of refrigeration systems in commercial environments.

## ITE 100: Introduction to Drones

**Credits** 3.0

**Prerequisites** None.

This course uses current technology to introduce students to aerial unmanned aircraft, the mechanisms behind flight, and their potential recreational and professional applications.

## ITE 107: Remote Pilot Certificate Preparation

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course reviews the most current aeronautical principles needed to prepare for the FAA Remote Pilot Certificate exam. Students should expect to learn terminology, procedures, and laws relevant to flying small unmanned aircraft systems (sUAS).

## MAT 100: Applied Mathematics

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** None.

A survey of mathematical concepts including operations with numbers and fundamental algebraic operations, measurement, geometry, right-triangle trigonometry, and statistical measures.

## MAT 111: Elementary Algebra

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** Math placement as established by District policy.

An introduction to Algebra. Topics include algebraic expressions, linear equations and inequalities, graphing, exponents, polynomials, factoring, and systems of equations.

## MAT 121: Intermediate Algebra

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** MAT 111 with a grade of "C" or higher or math placement as established by District policy.

A continuation of Elementary Algebra. Topics include functions, inequalities, equations, systems of equations, polynomials, and rational expressions and functions.

## MAT 142: College Mathematics

**Sun Number** MAT 1142

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** MAT 100 or higher with a grade of "C" or higher, or BUS 111 with a grade of "C" or higher, or math placement as established by District policy and reading proficiency as established by District policy.

Applications of mathematics to real life situations. Quantitative methods including probability, statistics, algebra, and exponential functions will be used to analyze concepts and applications from business, social sciences, the physical sciences, and the mathematics of finance. Optional topics may include linear programming, geometry, logic, graph theory, voting theory, and apportionment. Recommend completion of at least two years of high school algebra. Appropriate for students whose major does not require Calculus.

## MAT 151: College Algebra

**Sun Number** MAT 1151

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** MAT 121 with a grade of "C" or higher or math placement as established by District policy and reading proficiency as established by District policy.

A first course to prepare students for calculus. Topics include functions, graphs, equations, exponentials, logarithms, matrices, and conic sections. Optional topics may include sequences and series.

## MAT 156: Principles of Mathematics I

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** MAT 142 or higher with a grade of "C" or higher or math placement as established by District policy.

Mathematical principles and processes underlying mathematics instruction in grades K-8; numbers and the base-ten system, problem solving, fractions, decimals, addition, subtraction, multiplication, division, ratios, proportions, and number theory.

## MAT 157: Principles of Mathematics II

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** MAT 142 or higher with a grade of "C" or higher or math placement as established by District policy.

A continuation of MAT 156, Principles of Math I, including the processes underlying mathematics instruction in grades K-8; algebra, measurement, geometry including perimeter, area, volume, surface area, transformations, constructions, symmetry, scaling, statistics, and probability.



## MAT 160: Introduction to Statistics

**Sun Number** MAT 1160

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** MAT 142 or higher with a grade of "C" or higher or math placement as established by District policy.

Introduces statistical methods as applied to collecting, tabulating, analyzing, presenting, and interpreting data. Topics covered include frequency distributions, measures of central tendency, measures of dispersion, elementary probability theory, estimation, hypothesis testing, regression and correlation. A basic course for students in business, behavioral and social sciences. Identical to PSY 220.

## MAT 181: Trigonometry

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** MAT 151 or higher with a grade of "C" or higher or math placement as established by District policy.

Trigonometric functions, identities and equations; development and application of the various formulae for solving triangles, vectors, and complex numbers.

## MAT 210: Elements of Calculus

**Sun Number** MAT 2212

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** MAT 151 with a grade of "C" or higher or math placement as established by District policy.

Differential and integral calculus of elementary functions with applications to business, economics, and the social sciences. Not open to students who have received a grade of "C" or higher in MAT 221.

## MAT 221: Calculus I

**Sun Number** MAT 2220

**General Education Category** Pending Evaluation

**Credits** 5.0

**Prerequisites** MAT 181 or higher with a grade of "C" or higher or math placement as established by District policy

This course is an introduction to integral calculus and applications of the integral. It will cover real numbers, limits and continuity for functions of a single real variable, and differentiability and applications of the derivative.

## MAT 231: Calculus II

**Sun Number** MAT 2230

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** MAT 221 with a grade of "C" or higher

Continuation of MAT 221. Transcendental functions, techniques of integration, parametric equations, improper integrals, numerical methods, infinite series, conics, and polar coordinates.

## MAT 241: Calculus III

**Sun Number** MAT 2241

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** MAT 231 with a grade of "C" or higher

Continuation of MAT 231. Vectors, geometry, differentiation, and integration in Euclidean n-space. Line and surface integrals. Theorems of Green, Gauss, and Stokes.

## MAT 261: Differential Equations

**Sun Number** 2262

**Credits** 4.0

**Prerequisites** MAT 231 with a grade of "C" or higher and reading proficiency as established by District Policy.

This course covers basic concepts, ordinary differential equations of first order, higher order linear equations, variation of parameters, undetermined coefficients, systems of equations, series solutions, and Laplace transform methods.

## MUS 101: World of Music

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

World of Music is a course designed to enrich and progress the student's enjoyment and understanding of music. During this course, students will be exposed to different musical styles, genres, musical eras, music history, world music, and basic musical components. Students will also have the opportunity to attend performances, listen to musical masterpieces from recorded live concerts, and discuss their educated feelings as trained listeners.



## MUS 125: Jazz Ensemble I

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

Studies and performs a wide range of popular and jazz literature to develop musicianship. Auditions will be held.

## MUS 126: Jazz Ensemble II

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** MUS 125 with a grade of "C" or higher

Continuation of MUS 125. Auditions will be held.

## MUS 225: Jazz Ensemble III

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** MUS 126 with a grade of "C" or higher

Continuation of MUS 126. Studies and performs a wide range of popular and jazz literature to develop musicianship. Auditions will be held.

## MUS 226: Jazz Ensemble IV

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** MUS 225 with a grade of "C" or higher

Continuation of MUS 225. Auditions will be held

## NUR 100: Nursing Assistant

**General Education Category** Pending Evaluation

**Credits** 6.0

**Prerequisites** Reading proficiency as established by District policy. Successful completion of MAT 100 or higher with a grade of "C" or better or math placement as established by District policy.

A course designed to prepare individuals for entry-level positions as nursing assistants in structured health care settings directly supervised by a registered or licensed practical nurse.

Students must attain a minimum of 120 hours of total instruction, which must include a minimum of 40 hours of classroom instruction, 20 hours in the skills lab, and 40 clinical hours in a skilled nursing facility. Students are required to meet the clinical requirements of the clinical facility prior to attending clinicals. Skills lab and clinical days will typically fall on Friday or Saturday depending upon availability of both the skills lab and clinical facility.

**The following items are required to maintain enrollment in NUR 100 paid by the student, through a third-party vendor:**

1. Concurrent enrollment in EMT 121 or present current CPR card issued by the American Heart Association (BLS Healthcare Provider).
2. A negative urine drug screen.
3. Proof of TB immunization or clear chest x-ray within the last 6 months.
4. Proof of COVID-19, MMR, and Hepatitis B immunizations or sign declination.
5. Fingerprints in order for DPS/FBI to conduct background checks for criminal convictions. Student must obtain a Level One Fingerprint Card.

Students must complete the course with a grade of "C" or better to be eligible to take the certification/licensure exam.

The Arizona State Board of Nursing requirements for certification include proof of legal presence in the United States and disclosure of felony conviction(s).

Successful completion of the certification written and manual skills exams, and application for licensure, will lead to a designation as a Certified Nursing Assistant (CNA) through the Arizona State Board of Nursing.

## NUR 103: Certified Medication Assistant

**Credits** 5.0

**Prerequisites** 1. Current CNA/LNA license through AZBN. 2. Must have worked as a CNA/LNA at least 6 months, have no outstanding complaints or restrictions on CNA/LNA certification. 3. Must be at least 18 years of age at the start of the class 4. Must present proof of current DPS Fingerprint Clearance. 5. Must present proof of TB immunization or chest x-ray 6. Must present proof of MMR, Hep B, and COVID immunization or have an approved waiver. 7. Drug screen.

This course provides basic background information and routine procedures that are essential for the safe administration of select medications by experienced Certified Nursing Assistants (CNA) or Licensed Nursing Assistant (LNA) in a long-term care facility under the supervision of a licensed nurse. Content includes basic principles of medication administration, simple calculations, and categories of medications. Upon successful completion of this course, students are eligible to take the written and manual skills certification exams administered by the Arizona State Board of Nursing (AZBN). Passing both written and manual skills exams will meet the qualifications to become a Certified Medication Assistant (CMA).

Concurrent enrollment in NUR 103G is required.

## NUR 105

**General Education Category** Pending Evaluation

**Credits** 3.0

This course presents the foundation of pharmacological concepts and principles. It offers drug information in the group classification format and includes drug indications, actions, contraindications, side effects, implications for administration, and related patient/family teaching. It integrates anatomy and physiology, basic pathophysiology, microbiology, and drug administration concepts.

## NUR 110: Nursing One

**General Education Category** Pending Evaluation

**Credits** 9.0

**Prerequisites** Admission to the Gila Community College Nursing Program.

**Corequisites**

PSY 101 and BIO 202.

This course introduces Nurse of the Future competencies as a foundational framework for developing professional nurses. It covers basic care concepts, the nursing process, clinical reasoning to address the needs of adult and older adult patients, and the fundamentals of mental health nursing care. Additionally, the course addresses the fundamentals of nursing care, including patient assessment, hygiene, mobility, nutrition, and medication administration. Emphasis is placed on patient-centered care, safety, and effective communication as well as collaboration skills essential for quality nursing practice

## NUR 120: Nursing Two

**General Education Category** Pending Evaluation

**Credits** 9.0

**Prerequisites** NUR 110 with a grade of “B” or higher, and BIO 202 and PSY 101 with a grade of “C” or higher.

**Corequisites**

HCE 240

This course builds on the Nurse of the Future competencies and clinical judgment skills necessary for students to develop the knowledge, skills, and attitudes required for providing safe, quality, patient-centered care. The course addresses care for patients in both medical-surgical and mental health settings across the wellness-illness continuum. This course covers mental health disorders, psychiatric medications, and therapeutic communication, assessment, and nursing interventions for mental health conditions.

## NUR 190: LPN Bridge Course

**General Education Category** Pending Evaluation  
**Credits** 3.0

**Prerequisites** NUR 110 with a grade of “B” or higher, HCE 240 with a grade of “C” or higher, and concurrent enrollment or a grade of “B” or higher in NUR 120.

This course is designed to bridge the gap from NUR 120, Nursing Two, to an opportunity to take the NCLEX-PN® exam. It emphasizes the Nurse of the Future competencies and emphasizes role development of clinical judgment appropriate for practical nursing. The focus is on the components of nursing care for child and family units, newborns, and childbearing patients not covered in the first two semesters of the program. Emphasis is placed on delivering comprehensive, holistic nursing care that addresses the physical, emotional, and spiritual needs of these patient populations and prepares the student to apply and test for the NCLEX-PN® exam.

## NUR 230: Nursing Three

**General Education Category** Pending Evaluation  
**Credits** 9.0

**Prerequisites** NUR 120 with a “B” or higher, and HCE 240 with “C” or higher.

**Corequisites**  
HCE 241, ENG 102.

This course applies the Nurse of the Future competencies and emphasizes the development of clinical judgment to the practice and management of nursing care for child and family units, newborns, and childbearing patients requiring care throughout the wellness-illness continuum. Emphasis is placed on delivering comprehensive, holistic nursing care that addresses the physical, emotional, and spiritual needs of these patient populations.

## NUR 240: Nursing Four

**General Education Category** Pending Evaluation  
**Credits** 10.0

**Prerequisites** NUR 230 with a “B” or higher, HCE 241 and ENG 102 with a “C” or higher.

**Corequisites**  
BIO 205.

This course, based on the Nurse of the Future competencies, focuses on critical care and advanced medical-surgical nursing. Students will utilize the knowledge, skills, and attitudes necessary to provide high-quality, evidence-based care to patients with complex and acute health conditions. The course emphasizes advanced clinical judgment, critical thinking, and the integration of holistic care principles, including physical, emotional, and spiritual aspects, to meet the diverse needs of critically ill patients. This course provides students with preparation to transition into the nursing profession.

## PHY 107: Physical Concepts

**General Education Category** Pending Evaluation  
**Credits** 4.0

**Prerequisites** Reading proficiency as established by District policy.

Students are introduced to basic physical concepts in mechanics, fluids, heat, sound, optics, electricity, magnetism, atomic and nuclear physics. Recommend completion of one year of high school algebra prior to taking this course.

Concurrent enrollment in PHY 107L is required.

## PHY 111: General Physics I

**Sun Number** PHY 1111

**General Education Category** Pending Evaluation  
**Credits** 4.0

**Prerequisites** MAT 181 with a grade of “C” or higher, or concurrent enrollment in MAT 181, or math placement as established by District policy, or instructor approval.

This course covers the fundamental principles of classical mechanics and thermodynamics. Problem solving is on the trigonometric level.

## PHY 112: General Physics II

**Sun Number** PHY 1112

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** PHY 111 with a grade of “C” or higher

Covers the fundamental principles of electricity, magnetism, and optics. Problem solving is on the algebraic level, with some trigonometric problems included.

## POS 110: American Government and Politics

**Sun Number** POS 1110

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Explores the history of the U.S. Constitution and interpretations of that document (past and present). Analyzes constitutional civil liberties and civil rights for minorities, the uniqueness of American Federalism, the American political process (media, public opinion, political parties, and elections), and the principles and structure of American national government and how that government makes policy.

## POS 120: World Politics

**Sun Number** POS 1120

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Examines international relations and foreign policy. This course of study includes units on theories in world politics, history of foreign relations, international systems, actors within international systems, warfare versus international cooperation, and economic relations. This course is designed for full-time students who are Political Science majors, or are filling General Education requirements.

## POS 221: Arizona Constitution and Government

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

Examines constitutional features and structure of Arizona government. Surveys political history and contemporary problems of Arizona. Meets Arizona Constitution requirement for teacher certification. This course meets the first five weeks of each semester.

## PSY 101: Introduction to Psychology

**Sun Number** PSY 1101

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

A general survey of the important concepts in psychology with traditional theories and modern developments. It includes, but is not limited to, such topics as the history of psychology, the biological foundations of behavior, learning, memory, problem solving, sensation and perception, states of consciousness, motivation, emotions, personality, intelligence, gender and sexuality, and abnormal behavior.

## PSY 171: Child Growth and Development

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

This course gives students a broad, comprehensive view of the science of human development at each stage of development from conception through adolescence. Considers the biological, cognitive, physical, and social aspects of development from a knowledge base of theory, research, and current issues. Students will apply learning to developmentally appropriate principles and practices that guide relationships and learning experiences for children through adolescence. Substantial discussion will include family, culture, ethnicity, and gender. This course is identical to ECE 171.

## PSY 220: Introduction to Statistics

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** MAT 142 or higher with a grade of “C” or higher or math placement as established by District Policy and reading proficiency as established by District policy.

Introduces statistical methods as applied to collecting, tabulating, analyzing, presenting, and interpreting data. Topics covered include frequency distributions, measures of central tendency, measures of dispersion, elementary probability theory, estimation, hypothesis testing, regression, and correlation. A basic course for students in business, behavioral and social sciences. Identical to MAT 160.

## PSY 230: Social Psychology

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** PSY 101 with a grade of “C” or higher

The course presents an analysis of the way individuals think, feel, and behave in social situations and what factors influence our social behavior. The dynamics of individual and group behavior, and the perception of gender and ethnic differences as applied to the development of attitudes and values are also presented.

## PSY 240: Abnormal Psychology

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** PSY 101 with a grade of “C” or higher

This is a survey course that includes historical and contemporary definitions of the theories and research regarding the field of abnormal psychology. It includes assessment, diagnosis, and treatment of anxiety disorders, mood disorders, dissociative disorders, stress and physical health, personality disorders, body disorders, schizophrenic disorders, and life-span disorders.

## PSY 250: Developmental Psychology

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** PSY 101 with a grade of “C” or higher

The study of individual behavior from conception through childhood, adolescence, adulthood, middle and old age. Determiners of psychological growth: motor, social, emotional, intellectual, language, and personality development are presented.

## SBM 106: Operating an Online Home-Based Business

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** None

This course is designed to provide students the opportunity to learn and practice the skills required to open and operate a successful home-based business using eBay, Internet auctions, and resource sites. Basic familiarity with computer operations and the Internet is highly recommended to be successful in this course.

## SBM 110: Introduction to Entrepreneurship

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Introduces the entrepreneurial concepts of business management, including planning, raising capital, using business information, managing employees, and marketing products and services. The course includes the principles needed to operate a business and is designed for those who plan to have their own businesses and for those who desire to upgrade their skills in business management.

## SBM 111: Marketing

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

A study of all the business functions performed in getting goods and services from the producer to the consumer, including understanding the customer and designing an appropriate system of products, pricing, promotion, and distribution to meet customer needs.

## SBM 121: Supervision

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course explores the supervisory skills needed to become a successful supervisor. It accomplishes this objective through coverage of the principles of management: planning, organizing, staffing, leading, and control. Students receive hands-on experience in many situations faced by supervisors.

## SBM 211: Financial Management

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Presents the principles of business financial management, including financial planning, understanding and analyzing financial statements, working capital management, break-even analysis, and raising capital. Emphasis is placed on using financial information for making effective business decisions.

## SBM 221: Business Ethics

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Improving the quality of business decisions and enhancing long-term business success through understanding ethical dilemmas, moral philosophy, character development, social responsibility, organizational culture, and special issues in a global economy.

## SBM 231: Business Planning

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** CMP 101 or CMP 103 with a grade of “C” or higher.

Develops skills for writing a business plan on computer, using word processing and spreadsheet software. All areas of a business plan will be covered, including the business market, mission statement, operations, products/services, marketing plan, and financial plan.

## SOC 101: Introduction to Sociology

**Sun Number** SOC 1101

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Examines the nature and scope of sociology, its terminology and concepts; studies sociological perspectives, social processes, social institutions, development of society, and characteristics of social life.

## SOC 110: Marriage and the Family

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

This course studies practices and theories of how relationships are formed, courting practices and adjustment strategies to couple and marital living. This course also covers problems and conflict resolutions associated with marriage and family life, and examines how children affect marriage, divorce, and remarriage relationships.

## SOC 201: Social Problems

**Sun Number** SOC 2250

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Studies the principal social problems of contemporary America: delinquency, crime, violence, substance abuse, education, minority relationships, aging, population, and ecology. Includes historical background and global perspective of the same.

## SOC 210: Racial and Ethnic Relations

**Sun Number** SOC 2215

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

Problems of minorities in heterogeneous societies. Evaluates theories of prejudice and research dealing with discrimination, desegregation, and assimilation.

## SPA 101: Elementary Spanish I

**Sun Number** SPA 1101

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** Reading proficiency as established by District Policy.

This course is designed for students at the Beginning Spanish I level. Emphasizes speaking, reading, writing, listening comprehension, and culture through a variety of approaches.

## SPA 102: Elementary Spanish II

**Sun Number** SPA 1102

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** SPA 101 with a grade of “C” or higher or instructor approval.

Continuation of SPA 101. Emphasizes speaking, reading, writing, listening comprehension, and culture through a variety of approaches.



## SPA 201: Intermediate Spanish I

**Sun Number** SPA 2201

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** SPA 102 with a grade of “C” or higher. SPA 102 is eligible to be overridden only with instructor approval.

Intermediate study of Spanish language, with emphasis on speaking, listening, reading, and writing. Course taught in Spanish. With completion of four years of high school Spanish or equivalent experience in a Spanish speaking country, instructors may approve replacement in this class.

## SPA 202: Intermediate Spanish II

**Sun Number** SPA 2202

**General Education Category** Pending Evaluation

**Credits** 4.0

**Prerequisites** SPA 201 with a grade of “C” or higher. SPA 201 is eligible to be overridden only with instructor approval.

Continuation of SPA 201. Intermediate study of Spanish language, with emphasis on speaking, listening, reading, and writing. Course taught in Spanish. With equivalent experience in a Spanish speaking country, the instructor may approve placement in this class.

## SSE 110: Introduction to Social Work

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course examines the profession of social work, its value base, field of practice, and societal role. Major social problems, philosophies of social welfare provision, program and policy initiative, and the response of social work as a profession are addressed. In addition, the unique challenges and limitations of rural social work and working with populations of individuals existing within various social welfare systems.

## SSE 183: Introductory Ethics: A Social Issues Perspective

**General Education Category** Pending Evaluation

**Credits** 3.0-3.0

**Prerequisites** None

**Corequisites**

None

This course is an introduction to ethics, incorporating historical and multicultural perspectives, and analyzing contemporary social issues.

## TEC 112: Basic Hydraulics and Pneumatics

**Credits** 2.0

**Prerequisites** None

This course provides basic instruction in the principles and applications of fluid power in industrial applications. The course will discuss safety, installation, troubleshooting, basic components, theory and practices of industrial hydraulic and pneumatic systems.

## TEC 120: Aviation Ground School I

**Credits** 3.0

**Prerequisites** None

Instruction in flight theory, navigation, aircraft safety and operation, and federal aviation regulations. Completion of this course prepares and qualifies the student for FAA written exams.

## TEC 121: Aviation Ground School II

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** TEC 120 with a grade of "C" or higher.

A continuation of instruction in flight theory, navigation, aircraft safety and operation, and federal aviation regulations. Completion of this course prepares and qualifies the student for FAA written exam for the Instrument Airplane Rating.

## TEC 132: OSHA 10 Training

**Credits** 0.5

**Prerequisites** None

Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. All OSHA standards will be followed. Upon successful completion of the course, participants will receive an OSHA general industry safety and health 10-hour course completion card from the Department of Labor.



## TEC 133: Safety Practices for Industry

**Credits** 1.0

**Prerequisites** None

This course provides a comprehensive study related to hazards and safety practices and procedures within a technical shop environment. The focus of this course is to instill key concepts related to keeping workers and students safe before they enter the workplace. Topics will include proper hazardous material handling and documentation, material safety data sheets, power tool safety, personal protective equipment, first aid, fire prevention, electrical dangers, lockout/tagout, and ways to avoid workplace injury.

## THC 101: Creative Theatre

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Through acting basics, students increase their spontaneity and improve communication skills. Students develop observation skills, become more aware of body language, improve sense of timing, and further their imaginations. Students learn the fundamentals of stage presentation through a series of theatre exercises that build on each other.

## THC 105: Introduction to Theatre

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** Reading proficiency as established by District Policy.

This course seeks to provide students with a broad base of knowledge about the theatre and foster an appreciation of this dynamic art form through the study of dramatic plays, varied theatrical practices, the roles of different stage artists, and the historical and cultural significance of diverse dramatic forms and genres.

## THC 120: Rehearsal and Production I

**General Education Category** Pending Evaluation

**Credits** 1.0-2.0

**Prerequisites** None

This class is an opportunity available to students to create an authentic theatre environment with their fellow classmates. Students participate in the processes of creating a performance and the variety of experiences involved in the process. The emphasis of all the course requirements is on commitment, teamwork, and dedication to the shared goal.

## THC 121: Rehearsal and Production II

**General Education Category** Pending Evaluation

**Credits** 1.0-2.0

**Prerequisites** THC 120 with a grade of "C" or higher

Continuation of THC 120. This class is an opportunity available to students to create an authentic theatre environment with their fellow classmates. Students participate in the processes of creating a performance and the variety of experiences involved in the process. The emphasis of all the course requirements is on commitment, teamwork, and dedication to the shared goal.

## THC 231: Stagecraft

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Stagecraft will introduce to the student a practical approach to the technical and production aspects of musical theatre and drama. Students will use a variety of techniques as they learn scenic artistry and develop the skills needed to construct scenery, hang and focus lighting instruments, and implement a sound system for effects and reinforcement. In conjunction with the Music and Drama Departments, students will take an active role in each of the major productions.

## THC 236: Introduction to Scene Design

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** THC 231 with a grade of "C" or higher or instructor approval.

Basic principles of scene design including script analysis, design elements, model building, rendering techniques, and design project.

## WLD 101: Welding

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course teaches principles of arc and oxyacetylene welding, flame cutting, and brazing with emphasis on mastering basic welding techniques. An additional fee is required.

## WLD 108: Welding and Metal Fabrication

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

Principles of arc and oxyacetylene welding, flame cutting, and brazing with emphasis on metal fabrication techniques.

## WLD 111: Arc Welding

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

This course covers arc welding machines, their use and care; flat, vertical, and overhead welding using various types of electrodes. Welding safety and basic principles will be covered.

## WLD 124: MIG Welding

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

The basic principles of inert gas welding using a MIG welder. Basic skills will be developed using a MIG welder on a variety of materials.

## WLD 126: TIG Welding

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** None

The basic principles of inert gas welding using a TIG welder. Basic skills will be developed using a TIG welder on a variety of materials and all positions.

## WLD 201: Repair Welding and Fabrication

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** WLD 101 or WLD 108 with a grade of "C" or higher or instructor approval.

This course covers the safe and efficient use of welding tools and techniques to repair and maintain industrial machinery. The course emphasizes the fabrication of guards and brackets, welding of dissimilar metals, structural welding, out-of-position welding, GMAW welding, SMAW welding, air arc gouging, various grinding and cutting tools, shears, breaks, and rollers.

## WLD 211: Pipe Welding

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** WLD 101 or WLD 108 with a grade of "C" or higher or instructor approval.

This course provides skill development in advanced arc welding techniques in all positions. In this course students will use TIG, GMAW, plasma and flame cutting equipment. This course places an emphasis on preparing the student to take the AWS welding certification test. An additional fee is required.

## WLD 260: Flux Cored Arc and Gas Metal Arc Welding

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** WLD 101 or WLD 108 with a grade of "C" or higher or instructor approval.

This course teaches flux cored arc welding (FCAW) and gas metal arc welding (GMAW) principles and techniques. Course includes metal preparation processes, equipment set-up, and welding techniques related to different metal types and welding positions. This course helps prepare students for American Welding Society (AWS) entry-level certifications. An additional fee is required.

## WLD 270: Technical Welding

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** WLD 101 or WLD 108 with a grade of “C” or higher or instructor approval.

This course teaches welding processes as used in modern industry. Course provides instruction in and experience with all major welding processes with emphasis on proper welding techniques to ensure students understand industry requirements. This course places an emphasis on preparing the student to take the AWS welding certification test. An additional fee is required.

## WLD 280: Advanced Arc Welding

**General Education Category** Pending Evaluation

**Credits** 3.0

**Prerequisites** WLD 260 and WLD 270 with a grade of “C” or higher or instructor approval.

Application of advanced welding techniques utilizing multiple welding processes to successfully weld pipe and plate. Instruction will emphasize certification test preparation towards AWS welding codes.

## WLD 290: Welding Certification

**General Education Category** Pending Evaluation

**Credits** 1.0

**Prerequisites** WLD 260 or WLD 270 with a grade of “C” or higher or concurrent enrollment in WLD 260 or WLD 270 or instructor approval.

This course prepares students for American Welding Society (AWS) certification or other welding certifications. This course relies on previous welding courses or industry experience for skill development. An additional fee is required for students who would like their official weld coupon inspected by a Certified Welding Inspector (CWI). Students will be required to pay for the inspection directly to the vendor and must be willing to have their official weld coupon inspected and approved by the course instructor prior to the inspection by a CWI.



# **GCC**

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