2026-2027
ACADEMIC CATALOG

GILA COMMUNITY COLLEGE
HAWKS

YOUR LOCAL COLLEGE

GILACC.ORG

Table of Contents

About Gila Community College ... 3
- President's Welcome ... 3
- Campus Locations ... 3
- The History of Gila Community College ... 4
- Vision and Mission Statement ... 5
- Institutional Learning Outcomes (ILOS) ... 7
- Accreditation Status ... 7
- Choice of Catalog ... 7

Governance and Structure ... 9
- Governing Board Welcome ... 9
- District Governing Board Members ... 9
- Full-Time Faculty and Staff ... 9

General Information ... 20
- 2026- 2027 Academic Calendar ... 20
- Steps for Getting Started ... 22
- Admissions ... 23
- Citizenship and Residency ... 24
- Awarding of Transfer Credits ... 26
- Grading ... 27
- Auditing a Course ... 28
- Course Overload ... 28
- Transcripts ... 28
- Graduation and Commencement ... 29
- Withdrawals ... 30

Financial Information ... 32
- Tuition Schedule for 2026-2027 ... 32
- Fees Schedule for 2026-2027 ... 32
- Nursing Program Fees Schedule for 2026-2027 ... 33
- Refund of Fees ... 34
- Financial Aid ... 35
- Scholarships ... 35

Student Services ... 37
- Academic Advising and Disability Services ... 37
- Gila Community College Library ... 38
- Student Resource Folders ... 38
- Testing ... 39
- Tutoring ... 39

Safety and Security ... 40
- General Safety ... 40
- Security and Maintenance of Campus Facilities ... 40
- Emergency Notifications ... 40
- Annual Security Reporting ... 41
- Drug, Alcohol, and Tobacco Free Campus ... 41
- Weapons ... 42

Student Rights and Responsibilities ... 43
- Academic Freedom Statement ... 43
- Academic Regulations ... 43
- Civil Rights Protections and Sexual Harassment Prohibition ... 45
- Family Educational Rights and Privacy Act (FERPA) ... 46
- Student Grievance Procedures ... 46
- Technology Resources ... 48
- Photo and Videotape Policy ... 52

Educational Programs and Degrees ... 53
- Delivery Methods for Instruction ... 53
- Using the SUN System ... 53
- Types of Degrees ... 53
- General Education Requirements ... 54
- Curricula ... 58

Disclosures ... 60
- Disclaimers ... 60
- Disclosures ... 60

Degrees and Certificates ... 61

Courses ... 114

President's Welcome

Dear Gila Hawks,

Welcome to the 2026–2027 academic year at Gila Community College. As Arizona's newest independent public community college, GCC continues to grow stronger, expand services, and advance the accreditation work that will shape our future. This past year marked our first full cycle of independent operations, and every improvement we've made has been centered on one goal—your success.

Thank you for choosing GCC and for placing your trust in our faculty, staff, administrators, and District Governing Board. Whether you visit the Gila Pueblo Campus in Globe or the Payson Campus in the northern part of the county, you will be welcomed by people who are dedicated to helping you reach your goals.

Inside this catalog, you'll find flexible pathways designed for today's learners—career and technical programs, transfer degrees, short-term training, personal enrichment, and a wide variety of distance education courses. We continue to strengthen partnerships with Arizona universities to ensure smooth transfer options and expanded opportunities.

With tutoring, test preparation, library services, and committed faculty and staff, we are here to support you every step of the way. Your community college exists to help you grow, achieve, and define your future.

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

Janice Lawhorn, Ph.D.
President

Campus Locations

Gila Pueblo Campus	Payson Campus
8274 S Six Shooter Canyon Road Globe, AZ 85501-2656 Phone: (928) 425-8481 Fax: (928) 425-8492	201 N Mud Springs Road P.O. Box 359 Payson, AZ 85547-0359 Phone: (928) 468-8039 Fax: (928) 468-8043

Visit our website: gila.edu 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 Brocker, 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 14th 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 213th 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.

Accreditation Status

Gila Community College is accredited 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

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

On behalf of the College's Governing Board, I want to welcome you to Gila Community College. We are delighted that you are here!

Thanks to our talented and supportive faculty and staff, our GCC Campuses 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 connect with others throughout your educational journey.

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

Sincerely,

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

District Governing Board Members

Connie Cockrell, District 1 (Secretary)

Janet Brocker, 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

Full-Time Faculty and Staff

Jeff Anderson

Department
Financial Aid Administrator
Classification
Administration
Credentials
Master's of Education from University of Hawaii - Manoa

Mark Andreason

Department
Electrical
Classification
Faculty
Campus
Gila Pueblo
Credentials
AAS, Utah Valley University

Journeyman and Electrical Journeyman Licenses

30+ years of Electrical Experience,

Angus Aron

Department
Vice President of Business Operations
Classification
Administration

Greg Baer

Department
Maintenance
Classification
Staff
Campus
Gila Pueblo
Credentials
A.A.S., Eastern Arizona College

Alayna Barr

Department
Nursing
Classification
Administration
Campus
Payson
Credentials
B.S.N., Western Governor University
M.S.N., Western Governor University

Anjanette Bolinger

Department
Nursing
Classification
Faculty
Campus
Gila Pueblo
Credentials
A.A.S., Eastern Arizona College
M.S.N., Grand Canyon University

Sara Brewer

Department
Cosmetology
Classification
Faculty
Campus
Gila Pueblo

Jennifer Carlson

Department
Allied Health
Classification
Faculty
Campus
Gila Pueblo
Credentials
B.S.N., Chamberlain College
M.S.N, Grand Canyon University

Ronald Carnahan

Department
Information Technology
Classification
Administration
Campus
Gila Pueblo
Credentials
A.A. Eastern Arizona College
B.S., University of Phoenix

Savannah Carpino

Department
Financial Aid Specialist
Classification
Staff
Campus
Payson

Rebekah Cheney

Department
Cosmetology
Classification
Faculty
Campus
Payson

Aja DeZeeuw

Department
Counseling / ADA Coordinator
Classification
Staff
Campus
Gila Pueblo

Lori Dobos

Department
Administrative Assistant
Classification
Staff
Campus
Payson
Credentials
B.A., University of Arizona

Gabriel Eylicio

Department
Prisons
Classification
Faculty
Campus
Gila Pueblo

Donna Fragua-Nelson

Department
Allied Health Dental Assistant
Classification
Faculty
Campus
Gila Pueblo

Isaac Furlonge

Department
Mathematics
Classification
Faculty
Campus
Gila Pueblo

LQ Harris

Department
Information Technology
Classification
Staff
Campus
Payson
Credentials
A.A., Pima Community College
A.G.S. Pima Community College

Sarahi Harris

Department
Grants Professional
Classification
Staff
Campus
Payson

Spandana Iyer

Department
Biology
Classification
Faculty
Campus
Payson

Ty Jones

Department
Nursing
Classification
Faculty
Campus
Payson
Credentials
A.A., Eastern Arizona College
A.D.N., University of Hawaii
M.A.Ed., Walden University
M.S., Walden University

Carrie Kittrell

Department
Bookkeeper
Classification
Staff
Campus
Gila Pueblo

Ann Knights

Department
Campus Director
Classification
Administration
Campus
Payson
Credentials
A.A.S., Eastern Arizona College

Janice Lawhorn, Ph.D.

Department
President
Classification
Administration
Credentials
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)

Jamie Ludtke

Department
Nursing
Classification
Faculty
Campus
Payson

Teri Mannino

Department
Admissions and Registration
Classification
Staff
Campus
Payson

Megan Martinez

Department
Nursing
Classification
Faculty
Campus
Gila Pueblo
Credentials
B.S.N., University of Phoenix
M.S.N., University of Phoenix
M.H.A., University of Phoenix

Katrina Mater

Department
Academic Advisor
Classification
Staff
Campus
Payson

Phil McBride, Ph.D.

Department
Vice President of Academics
Classification
Administration
Credentials
Education

PhD Miami University, Oxford, OH December 2003

Dissertation: Revitalizing Chemistry Laboratory Instruction

Research and Graduate Advisor: Arlyne Mickey Sarquis

Areas of Concentration: Organic Chemistry/Chemical Education

Honors: Honor Society of Phi Kappa Phi

MAT Northern Arizona University, Flagstaff, AZ August 1989

Areas of Concentration: Chemistry/Physics

Honors: Honor Society of Phi Kappa Phi

BS University of Arizona, Tucson, AZ May 1986

Major: Secondary Education

Minor: Physics/Math

Continuing Education

Harvard University, Cambridge, MA Summer 2017

Institute for Educational Management - An intensive, 2-week total-immersion experience that helped me assess my leadership skills and better understand effective institutional leadership.

Destiny McCloskey

Department
Allied Health
Classification
Faculty
Campus
Payson

Tiffany McDaniel

Department
Nursing
Classification
Faculty
Credentials
R.N.

M.S.N, Western Governors University

Derryl Meeks

Department
Facilities and Property
Classification
Administration
Campus
Gila Pueblo
Credentials
A.G.S., Universal Technical Institute

Julianna Murguia

Department
Admissions and Registration
Classification
Staff
Campus
Payson

Veronica Peterson

Department
Registrar
Classification
Staff
Campus
Payson
Credentials
B.S., Northern Arizona University

Andrea Renon

Department
Campus Director
Classification
Administration
Campus
Gila Pueblo
Credentials
A.A.S., Eastern Arizona College
B.S., Almeda University

Melanie Russell, Ph.D.

Department
English
Classification
Faculty
Campus
Payson
Credentials
B.A., Northern Arizona University
M.A., Northern Arizona University
Ph.D., The University of Sheffield

Scott Russell, Ph.D.

Department
Business
Classification
Faculty
Campus
Payson
Credentials
B.S., Northern Arizona University
M.A., Northern Arizona University
Ph.D., Northcentral University

Nathan Sherman

Department
Maintenance
Classification
Staff
Campus
Payson

James Turco

Department
Custodial
Classification
Staff
Campus
Payson

Naomi Urquidez

Department
Admissions and Registration
Classification
Staff
Campus
Gila Pueblo
Credentials
A.G.S., Eastern Arizona College

Jennifer Werrell

Department
Biology
Classification
Faculty
Campus
Gila Pueblo
Credentials
B.A., Carlton College

Selma Williams

Department
Fitness Center
Classification
Faculty
Campus
Gila Pueblo
Credentials
A.A.S., Eastern Arizona College

2026- 2027 Academic Calendar

Fall 2026 Academic Calendar Schedule

August 17, 2026 - December 10, 2026

3/23 - Registration opens
7/20 - Tuition and fees due

August 2026
8/17 - Classes begin
8/21 - Last day to register and add classes (for regular term courses) *
8/24 - Last day to withdraw without record and receive a refund (for regular term course) **

September 2026
9/7 - Labor Day Holiday (All offices closed)
9/30 - 45th day

October 2026
10/12 - Columbus Day Holiday (All offices closed)
10/26 - Spring registration begins

November 2026
11/11 - Veterans Day Holiday (All offices closed)
11/25 - 11/27 - Thanksgiving Holiday (All offices closed)

December 2026
12/4 - Last day to withdraw with a “W” (for regular term courses) ***
12/4 - Last day for regular classes
12/7 - 12/10 - Final exams week
12/10 - Semester ends for students
12/14 - Spring semester tuition and fees due
12/14 - Final grades due no later than 4:30 p.m.
12/21 - 12/28 - Christmas Holiday (All offices closed)

Spring 2027 Academic Calendar Schedule

January 11, 2027 - May 6, 2027

October 2026
10/26 - Registration opens

December 2026
12/14 - Tuition and fees due

January 2027
1/1 - New Year’s Day Holiday (All offices closed)
1/11 - Classes begin
1/15 - Last day to register and add classes (for regular term courses) *
1/18 - Martin Luther King Jr./Civil Rights Day Holiday (All offices closed)
1/19 - Last day to withdraw without record and receive a refund (for regular term courses) **

February 2027
2/15 - President’s Day Holiday (All offices closed)
2/24 - 45th day

March 2027
3/1 - Graduation petitions due
3/15 - 3/19 - Spring Break for Gila Pueblo Campus
3/22 - 3/26 - Spring Break for Payson Campus

April 2027
4/12 - Summer and Fall registration begins
4/30 - Last day to withdraw with a “W” (for regular term courses) ***
4/30 - Last day for regular classes

May 2027
5/3 - 5/6 Final exams week
5/6 - Semester ends for students
5/5 - Payson Campus commencement
5/6 - Gila Pueblo Campus commencement
5/10 - Final grades due no later than 4:30 p.m.
5/10 - Summer semester tuition and fees due

Summer 2027 Academic Calendar Schedule

June 1, 2027 - August 6, 2027

April 2027
4/12 - Registration opens

May 2027
5/10 - Tuition and fees due
5/31 - Memorial Day Holiday (All offices closed)

June 2027
6/1 - Classes begin (for first 5-week session and 10-week session)
6/7 - Last day to register and add classes (for first 5-week session and 10-week session)
6/8 - Last day to withdraw without record and receive a refund (for first 5-week session and 10-week session)

July 2027
7/2 - Last day of class (for first 5-week session)
7/2 - Final exams are given on the last day of class (for first 5-week session)
7/2 - Last day to drop with a “W” is the last day of class (for first 5-week session)
7/5 - Independence Day Holiday observed (All offices closed)
7/6 - Final grades due (for first 5-week session)
7/6 - Classes begin (for second 5-week session)
7/7 - Last day to add classes (for second 5-week session)
7/8 - Last day to withdraw without record and receive a refund (for second 5-week session)
7/19 - Fall semester tuition and fees due

August 2027
8/6 - Last day of class (for second 5-week session and 10-week session)
8/6 - Final exams are given on the last day of class (for second 5-week session and 10-week session)
8/6 - Last day to withdraw with a “W” is the last day of class
8/6 - Last day of Summer semester
8/9 - 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 **gila.edu** Apply Now 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 for instructions.

   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:

   Gila Community College
   201 N Mud Springs Road
   Payson, AZ 85541
   ATTN: Registrar

   Email transcripts to: registrar@gilacc.org

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 an Admissions and Registration 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. A booklist is available at **gila.edu/resources/get-your-books/**.

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 students 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 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 show 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 Admissions and Registration office.
2. Appropriate Admissions 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.

Special Opportunities

Credit for Former or Current Military Members

This opportunity will be provided when Gila Community College establishes veteran serving status through the Arizona Department of Veterans' Services.

Awarding undergraduate credit on the basis of advanced placement, Cambridge International, CLEP, Dantes Subject Standardized Tests, and/or comparable exams:

The College will annually review any new or revised advanced placement, Cambridge International, CLEP, Dantes Subject Standardized Test, or other comparable exam scores to determine the scores necessary for the awarding of undergraduate credit and the number of credits awarded toward degree or certificate completion.

The College will establish the appropriate scores required to receive credit for an exam and the amount of credit awarded.

The College may determine whether to award credits and how credit applies toward fulfilling a major requirement, a general education category requirement, or an elective requirement.

Exam scores for students transferring from an Arizona community college that has adopted the Arizona General Education Curriculum will be awarded in accordance with the College’s published scores required to receive credit, and the type of

credit awarded. A completed Arizona General Education Curriculum containing exam credit(s) will be awarded in accordance with the AZTransfer Articulation Taskforce policies and procedures.

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
In Progress	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 Applicability in Specific Circumstances

A grade of A, B, C, or P may fulfill the prerequisite requirement for other courses.

A grade of D or F will not fulfill a prerequisite requirement for other courses. Courses completed with a grade of D or F will not be counted toward a degree or certificate course requirement.

Mark 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).

Mark of Repeat "R"

The mark of Repeat (R) may be given to students who repeat a course. A student may repeat any course. Previous attempts for the course will appear as an “R” on their student record and will automatically be excluded from the grade point calculation. If a student repeats a course and earns a lower new grade, the highest grade will be used in the computation of the GPA.

Mark 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.

Transcripts

Requesting an Official Transcript from Gila Community College

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 Parchment 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 will be required to provide your student ID, or social security number.

Current students:

- Sign into your **Core Campus student account** to order an official transcript
- Choose the Tile that says “Order an Official Transcript” – you’ll be redirected to Parchment
- Follow the prompts to order your official transcript

Alumni:

- Order an official electronic transcript on **Parchment**
- Create a Parchment Account
- Follow the prompts to order your official transcript

For additional information please visit https://gila.edu/transcripts.

Sending Your Official Transcript to Gila Community College

Please send your test scores (ACT or SAT), and official high school or college transcripts from the issuing institution to:

Gila Community College
201 N Mud Springs Road
Payson, AZ 85541
ATTN: Registrar

Electronic requests may be sent to registrar@gilacc.org.

Electronic transcripts must come directly from the institution to be considered official.
Official transcripts sent by mail must come directly from the institution or be in a sealed, untampered envelope.

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 2026-2027

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	$294	$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 2026-2027

Course Related Fees	
Ceramics Course Fee	$30
Cosmetology Course Fee	$750 per semester
Cosmetology Kit Fee	$1,500
EMT 103 Lab Fee	$300
Film Appreciation - THC 103 Fee	$30
Hairstyling Course Fee	$750 per semester
Hairstyling Kit Fee	$1,300
Jewelry Course Fee	$30
Lapidary Course Fee	$30
LPN Bridge Course Fee	$280
Miscellaneous Fee	To be determined
Nail Technician Course Fee	$375 per semester
Nail Technician Kit Fee	$1,000
Nursing ATI Fee	$1,000 per block
Nursing Course Fees	$575 per block
Nursing Clinical Compliance Fee	$50**

Course Related Fees	
Nursing Missed Clinical Fee	First: $50 Additional: $100
Sculpture Course Fee	$30
Welding Course Fee	$25 per credit

Other Fees	
Audit Fee*	$35 per credit hour
Calculator Non-Return Fee	$20 - Casio FX-115 $120 - TI-84 $165 - TI-NSpire
CPR Card Replacement Fee	$15
Credit By Exam*	$40 per credit hour
Credit By Exam Admin Fee	$20
Diploma Replacement Fee	$20
ID Card Replacement Fee	$10
Non-GCC Student Proctoring Fee	$20 per exam
NSF (Non-Sufficient Funds) Fee	$30
Online Payment Processing Fee	$3
Printing Fee	.10 per sheet
Official Transcript Fee	$10

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
** Payment of the fee does not waive the requirement to submit all required documentation or guarantee eligibility for clinical placement.

Nursing Program Fees Schedule for 2026-2027

Item	Cost
Tuition and Fees for In-State Students	$98/credit. Program estimate $7,350
Nursing Lab Fee per Semester/Program	$575/$2,300
Textbooks/Online Resources	$600
ATI Total Program Cost	$4,000 ($1,000)
TEAS Entrance Exam	$120
DPS Criminal Background Check	$70
Background/Toxicology Check	$120
Physical/Immunizations	Varies
MyClinicalExchange per Semester/Year	$20/$80
Supplies (stethoscope, watch, etc.)	$150

Item	Cost
Uniform	$300
NCLEX PN® (optional)	$550
NCLEX RN®	$550
Travel for Out-of-Town Clinicals per Semester	Varies (hotel, gas, food)
Testing Security Technology	$25/$100
Total Estimated Cost:	**$15,740**

Program fees are subject to change. All fees are approximations

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.

Hawk Scholarship

Gila Community College is proud to offer scholarships to support degree-seeking students attending any of our campuses. These scholarships are designed to help make higher education more accessible and to empower students to achieve their academic and career goals. For the scholarship application please visit: GCC-Scholarship-Application-Form-Fillable.pdf

Completed applications can be emailed to scholarship@gilacc.org or delivered to your local 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
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

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:

Gila Pueblo Campus:	**Payson Campus:**
Disabilities Services: (928) 425-8481 x146 dso@gilacc.org Academic Advising: (928) 425-8481 x125 advising@gilacc.org	Disabilities Services: (928) 363-4066 dso@gilacc.org Academic Advising: (928) 363-4066 advising@gilacc.org

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 Grammarly, Read&Write, Brainfuse Online Tutoring, and more
- Access the extensive collection of physical 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

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

Gila Pueblo Campus Library, Room 900	Payson Campus Library, Room 105
• Monday - Friday: 8:00 a.m. - 5:00 p.m. • (928) 425-8481 x116 • library@gilacc.org	• Monday - Friday: 8:00 a.m. - 5:00 p.m. • (928) 468-8039 x232 • library@gilacc.org

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 Brainfuse. Brainfuse offers individual professional tutoring sessions, 24 hours a day, 7 days a week. Brainfuse provides on-demand, question drop-off, and writing feedback options for students in over 150 subjects. Brainfuse 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 inspects 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 many 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 (GCCCD) 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.

If a student would like to update their privacy election of directory information, they may contact the Registrar.

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 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 (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 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
Classroom	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.
Non Traditional	Course does not fall within one of the other delivery methods listed above. Please review course notes for additional information about course delivery method.

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.

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 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

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 AGEC certificate at GCC, they will not be afforded the same transfer status as those who do. Instead of courses being packaged together as the AGEC 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 AGEC 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 AGEC 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) of the university to which they plan to transfer and the Course Equivalency Guide (https://aztransmac2.asu.edu/cgi-bin/WebObjects/ATASS.woa/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.

AGEC and Transfer (AA, AGS) Course Options

GE Category		Credits
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)		
ASL 101	Beginning Sign Language I	4
ASL 102	Beginning Sign Language II	4
BUA 259	Business Communications	3
COM 100	Introduction to Communication	3
COM 110	Interpersonal Communication	3
COM 201	Public Speaking	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	4
SPA 202	Intermediate Spanish II	4

GE Category		Credits
Arts & Humanities (6-9 credits)		
ART 133	Art from Prehistory through Middle Ages	3
ART 134	Art from Renaissance to Modernism	3
EDU 230	Education in a Changing World	3
EDU 234	Elementary ESL/SEI Methods	3
EDU 281	Children's Literature	3
ENG 201	World Literature I	3
ENG 202	World Literature II	3
ENG 221	English Literature I	3
ENG 222	English Literature II	3
ENG 241	American Literature I	3
ENG 242	American Literature II	3
MUS 101	Music Appreciation	3
PHI 105	Introduction to Ethics	3
THC 105	Introduction to Theatre	3
Quantitative Reasoning (3-4 credits)		
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
MAT 221	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
Natural Sciences (4-8 credits)		
AST 103	Introduction to Astronomy	4
BIO 100	Biology Concepts	4
BIO 160	Introduction to Human Anatomy and Physiology	4
BIO 181	General Biology I	4
BIO 182	General Biology II	4
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 205	Microbiology	4
CHM 130	Fundamental Chemistry	4
CHM 138	An Introduction to General, Organic, and Biological Chemistry	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
CHM 235	General Organic Chemistry I	4

GE Category		Credits
CHM 236	General Organic Chemistry II	4
PHY 101	Introduction to Physics	4
PHY 111	General Physics I	4
PHY 112	General Physics II	4
SCI 101	Community Science for Global Futures	3
SCI 201	Community Science Research for Global Futures	3
Social & Behavioral Sciences (6-9 credits)		
COM 100	Introduction to Human Communication	3
COM 110	Interpersonal Communication	3
EDU 200	Introduction to Education	3
HIS 104	The Development of Europe to 1650	3
HIS 105	The Development of Europe Since 1650	3
HIS 131	U.S. History to 1877	3
HIS 132	U.S. History from 1877 to Present	3
POS 110	American Government and Politics	3
PSY 101	Introduction to Psychology	3
PSY 240	Abnormal Psychology	3
PSY 250	Developmental Psychology	3
SOC 101	Introduction to Sociology	3
SOC 110	Marriage and the Family	3
SOC 201	Social Problems	3
SOC 210	Racial and Ethnic Relations	3
Institutions of the Americas (3 credits)		
ENG 241	American Literature I	3
ENG 242	American Literature II	3
HIS 131	U.S. History to 1877	3
HIS 132	U.S. History From 1877 to Present	3
PHI 105	Introduction to Ethics	3
POS 110	American Government and Politics	3
POS 220	U.S. and Arizona Constitutions	3
SOC 210	Racial and Ethnic Relations	3

Associate of Applied Science Degree Options (AAS Only)

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.

Computers (AAS ONLY)		
CIS 101	Computer Concepts and Microsoft Applications	3
CIS 103	Introduction to Computer Based Systems	3
Counseling (AAS ONLY)		
CSL 103	Leadership Techniques I	1
CSL 114	Leadership Techniques II	1
Health and Physical Education (AAS ONLY)		
Choose up to two (2) credits in any HPE and/or DAN department course		2
Dance (AAS ONLY)		
Choose up to two (2) credits in any HPE and/or DAN department course		2

Curricula

Degree Programs
Cosmetology, AAS
Health Services, AAS
Elementary Education, AA
General Studies, AGS
HVAC-R Technologies, AAS
Nursing, AAS
Technical Studies, AAS
Welding Technology, AAS

Certificates of Proficiency
Arizona General Education Curriculum (AGEC)
Agriscience
Automotive Maintenance
Basic Building Trades
Basic Marketing Management
Certified Medication Assistant
Cosmetology
Cosmetology Hairstylist
Cosmetology Nail Technician
Culinary Fundamentals
Dental Assisting Specialist

Certificates of Proficiency
Early Childhood Education
Electrical Fundamentals
Electrical Installation
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
Phlebotomist Technician
STEM Research Certificate
Theatre Production
Welding Techniques and Processes

Disclaimers

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.

External agencies and employers may set additional requirements for licensure, certification, or employment that are beyond those required by Gila Community College to enroll in a course or program of study. While Gila Community College attempts to provide students with all pertinent information prior to enrollment, it is ultimately the students responsibility for reviewing the current requirements for licensure, certification, employment, or transfer in their intended field of study.

Program and course completion does not guarantee eligibility for licensure, certification, credentialing, employment, transfer, or admission to another educational institution. Successful completion of coursework or a program does not guarantee passing any licensure or certification examination, obtaining a license or credential, or securing employment.

Please refer to the College Catalog and program information for current curriculum requirements and program-specific information.

Disclosures

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.

Contacts

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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 provides 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
AGR 111	Principles of Plant Science	3
AGR 135	Conservation and Natural Resources	3
AGR 285	Establishing and Running an Agribusiness	3
	Sub-Total Credits	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	12

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
AGR 102	Animal Industry	3
	Sub-Total Credits	3

2nd Semester – Spring

Course Code	Title	Credits
AGR 111	Principles of Plant Science	3
	Sub-Total Credits	3

3rd Semester – Fall

Course Code	Title	Credits
AGR 135	Conservation and Natural Resources	3
	Sub-Total Credits	3

4th Semester – Spring

Course Code	Title	Credits
AGR 285	Establishing and Running an Agribusiness	3
	Sub-Total Credits	3

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a
Spring, or transfers credit in, the above would have to be modified.

Arizona General Education Curriculum

Degree Type
Certificate of Proficiency
20001

The completion of the Arizona General Education Curriculum (AGEC) fulfills the lower-division General Education requirements at Arizona State University (ASU), Northern Arizona University (NAU), and the University of Arizona (UofA). All courses in the AGEC are accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UofA.

This certificate provides students with a broad education. It can serve as a route towards an associate or bachelor's degree. Because program requirements differ between universities, the official transfer pathway of the school which you plan to attend should be consulted in order to adjust this program to your personal needs.

Information about programs:

Consult the major and degree guides at https://aztransfer.com or access the AZTransfer AGEC page to view the links of community college courses to their related bachelor's degrees for majors that are offered by two or more of Arizona's public universities.

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)

It is in the best interest of the student to complete the AGEC if planning to transfer to ASU, NAU, or UofA. Should a student elect not to complete the AGEC certificate, they will not be afforded the same transfer status as those who do. Instead of courses being packaged together as the AGEC certificate, individual courses will be evaluated on a course-by-course basis by the university to which the student transfers.

Program Learning Outcomes

1. **Written and Oral Communication:**
    - Communicate information, ideas, and arguments effectively utilizing oral, written and other media as appropriate for the audience, context, and purpose, while effectively using listening and observing skills.
    - Employ the recursive writing process.
    - Employ the research process of collecting, evaluating, analyzing, and synthesizing primary and secondary research.
    - Describe the responsible use of sources and ethical citation of source material.
2. **Arts and Humanities:**
    - Analyze, interpret, and/or create cultural, artistic, and/or intellectual artifacts.
    - Situate cultural, artistic, and/or intellectual artifacts in a diverse range of cultural, historical, and intellectual context in demonstrating the importance of global awareness, intercultural knowledge, and intellectual humility.
    - Develop informed civic and ethical identities through study and/or creative self-expression.
    - Create artistic works culminating in individual or group exhibition, publication, production, or performance.
3. **Quantitative Reasoning:**
    - Solve meaningful quantitative problems from a wide variety of contexts and life situations.
    - Express quantitative information symbolically, graphically and/or in written or oral language.
    - Interpret, analyze, and critique information.
    - Apply critical and mathematical reasoning to solve problems while following logical procedures.
4. **Natural Sciences:**
    - Describe, explain, and predict natural phenomena using scientific, logical, and quantitative reasoning and empirical evidence from observation and experimentation.
    - Use experimentation and/or observation to study natural phenomena.
    - Communicate information about the natural world using written, numeric, and/or visual formats.
    - Critically evaluate scientific information, including visual displays and quantitative data.
    - Describe how the tools and techniques of natural sciences are applied to global and local issues.
    - Describe the importance of investigating and understanding how natural phenomena vary by culture and location, including perspectives of indigenous peoples.
5. **Social and Behavioral Sciences**
    - Describe the importance of understanding and respecting cultures through social, family, historical, political events, and /or processes using social scientific theories, methods, principles, and/or perspectives.

- Apply social scientific methods of inquiry to understand human behavior within individuals, societies, and across cultural groups.
- Describe the diversity of human development for individuals and/or social groups, including behaviors across time, culture, and historic/social/political/economic contexts.
- Describe challenges of understanding the diverse natures of individuals and cultural groups who live together in a complex and evolving world.
- Explain social consequences of large-scale and group economic, technological, scientific, political, ecological, and cultural change.
- Describe the importance of global awareness, intercultural knowledge, and intellectual humility, objectivity, and/or curiosity, by situating cultural, social, and/or intellectual artifacts in a diverse range of cultural, historical, and intellectual contexts.

6. **Institutions in the Americas**
   - Explain the importance of developing civic and global engagement and participation as evidenced by respectful dialogue, intercultural competence, self-awareness, civic identity, and consideration of multiple perspectives.
   - Explore and/or examine the histories and cultures of different people including historically marginalized groups, inhabiting the geographic area now considered the United States to explain how they have shaped current experiences and institutions of government.
   - Compare the government structure and/or philosophies of the United States to non-U.S. structures and/or philosophies.
   - Outline the basic principles of American constitutional democracy and republicanism and/or indigenous political theories and describe how they are applied through the analysis of the U.S. Constitution, Tribal governance systems, and/or other founding documents, significant treaties, and landmark court cases.
   - Explain how ethics applies to public policy and professional decision making.
   - Analyze documentary evidence and compare and contrast scholarly interpretations.

General Education Requirements

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. Additional courses can be selected from the Written and Oral Communication list in the General Education Requirements for Transfer Degrees section of the catalog.

Course Code	Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Sub-Total Credits	6-10

Arts and Humanities (6-9 credits)

Select at least two courses from Arts and Humanities list in the General Education Requirements for Transfer Degrees section of the catalog.

	Sub-Total Credits	6-9

Quantitative Reasoning (3-4 credits)

Select course(s) from Quantitative Reasoning list in the General Education Requirements for Transfer Degrees section of the catalog.

Course Code	Title	Credits
	Sub-Total Credits	3-4

Natural Sciences (4-8 credits)

Select course(s) from Natural Sciences list in the General Education Requirements for Transfer Degrees section of the catalog.

	Sub-Total Credits	4-8

Social and Behavioral Sciences (6-9 credits)

Select at least two courses from Social and Behavioral Sciences list in the General Education Requirements for Transfer Degrees section of the catalog.

	Sub-Total Credits	6-9

Institutions of the Americas (3 credits)

Select one course from Institutions of the Americas list in the General Education Requirements for Transfer Degrees section of the catalog.

	Sub-Total Credits	3

In order to obtain this certificate, you must:

- Complete each required course above with a grade of "C" or higher.
- 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	32

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
ENG 101	English Composition I	3
	MAT 142 or higher	**3-5**
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 157	Mathematics for Elementary Teachers II	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
MAT 221	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
	Natural Science	**4**
	Social and Behavioral Science	**3**
	Arts and Humanities	**3**
	Sub-Total Credits	16-18

2nd Semester – Spring

Course Code	Title	Credits
ENG 102	English Composition II	3
	Arts and Humanities	**3**
	Institutions of the Americas	**3**
	Social and Behavioral Science	**3**
	General Education Course	**3**
	Sub-Total Credits	15

Automotive Maintenance - NAVIT

Degree Type
Certificate of Proficiency
20201

Advisor: Samuel Romine

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

The Automotive Maintenance Certificate provides foundational training in essential vehicle service and preventative maintenance procedures. Students gain hands-on experience performing routine tasks such as inspections, fluid services, basic brake and tire maintenance, and general under hood and under car operations. This short-term certificate offers an entry point into the automotive service industry and supports preparation for relevant ASE certification examinations. Graduates will be equipped with the practical skills and introductory knowledge needed for entry level automotive maintenance positions.

Program Learning Outcomes
1. Conduct comprehensive multi point inspections to identify maintenance needs and safety concerns using industry standard checklists and procedures.
2. Safely and efficiently perform essential services such as oil and filter changes, fluid checks, tire rotations, and battery maintenance.
3. Select, operate, and maintain common automotive tools, shop equipment, and diagnostic instruments in accordance with manufacturer and safety guidelines.
4. Explain the basic operation of key vehicle systems—including braking, suspension, electrical, and powertrain—to support accurate maintenance and service.
5. Locate and use service manuals, technical service bulletins, digital information systems, and maintenance specifications to complete automotive tasks.
6. Follow OSHA and industry safety standards, maintain a clean and organized workspace, and demonstrate professional conduct in a repair facility.
7. Apply foundational knowledge and service skills to demonstrate readiness for ASE Maintenance & Light Repair (MLR) or related certification examinations.

Curriculum Requirements

Course Code	Title	Credits
AUT 101	Introduction to Automotive Technology	2-4
AUT 132	Automotive Brake Systems	2-4
AUT 106	Internal Combustion Engines	4
AUT 180	Automotive Service Techniques	2
	Sub-Total Credits	11

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

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
AUT 101	Introduction to Automotive Technology	2-4
	Sub-Total Credits	2-4

2nd Semester – Spring

Course Code	Title	Credits
AUT 132	Automotive Brake Systems	2-4
	Sub-Total Credits	2-4

3rd Semester – Fall

Course Code	Title	Credits
AUT 106	Internal Combustion Engines	4
	Sub-Total Credits	4

4th Semester – Spring

Course Code	Title	Credits
AUT 180	Automotive Service Techniques	2
	Sub-Total Credits	2

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

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	3-4
BLD 105	General Maintenance Carpentry	3-4
BLD 120	Concrete Work	2
BLD 177	Plumbing Maintenance and Repair	3
	Sub-Total Credits	11-13

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

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
BLD 104	Electrical Maintenance and Repair	3-4
	Sub-Total Credits	3-4

2nd Semester – Spring

Course Code	Title	Credits
BLD 105	General Maintenance Carpentry	3-4
	Sub-Total Credits	3-4

3rd Semester – Fall

Course Code	Title	Credits
BLD 120	Concrete Work	2
	Sub-Total Credits	2

4th Semester – Spring

Course Code	Title	Credits
BLD 177	Plumbing Maintenance and Repair	3
	Sub-Total Credits	3

Basic Marketing Management

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 ethical issues and concepts of social responsibility in business.
7. Explain the relationships and conflicts between organizational culture and ethical decision making.
8. Explore communication styles, self-esteem, personal values, attitude formation, and motivation in relation to effectively dealing with others.
9. Describe modern-day challenges in human relations and conflict resolution strategies.

Curriculum Requirements

Course Code	Title	Credits
SBM 110	Introduction to Entrepreneurship	3
SBM 111	Marketing	3
SBM 221	Business Ethics	3
BUS 251	Human Relations	3
	Sub-Total Credits	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	12

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
SBM 111	Marketing	3
	Sub-Total Credits	3

2nd Semester – Spring

Course Code	Title	Credits
SBM 110	Introduction to Entrepreneurship	3
	Sub-Total Credits	3

3rd Semester – Fall

Course Code	Title	Credits
SBM 221	Business Ethics	3
	Sub-Total Credits	3

4th Semester – Spring

Course Code	Title	Credits
BUS 251	Human Relations	3
	Sub-Total Credits	3

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

Certified Medication Assistant

Degree Type
Certificate of Proficiency
20312

Advisors: Jennifer Carlson

This program enhances the career ladder for the experienced certified nursing assistant or licensed nursing assistant, qualifying them to take the exam to become a certified medication assistant.

This certificate provides basic background information and routine procedures that are essential for the safe administration of select medications by experienced nursing assistants in a long-term care facility under the supervision of a licensed nurse.

The Board of Nursing may not consider applications for certification as a Certified Medication 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).

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. Apply standards of ethics and integrity while functioning as a nursing assistant and certified medication assistant.
2. Communicate pertinent variations outside of norms to the supervising nurse.
3. Demonstrate accuracy of data collection in the clinical setting.
4. Describe and demonstrate confidentiality within the healthcare setting according to HIPAA standards.
5. Explain the role of the Certified Medication Assistant (CMA) in Arizona including allowable acts, conditions, and restrictions.
6. Outline the principles, terminology, laws, and drug references as they apply to administration of medications.
7. Explain principles of medications' actions.
8. Explain principles of medication administration and nursing care considerations when administering medications to clients of all ages.
9. Accurately calculate medication dosages.
10. Describe measures to promote safe medication administration in health care facilities.
11. Describe medication properties, uses, adverse effects, administration of, education, and nursing assistant care of residents receiving certain types of medications.

Curriculum Requirements

Course Code	Title	Credits
EMT 122	First Aid and CPR	2
HCE 100	Basic Health Care Concepts and Skills	4
HCE 112	Medical Terminology	2
HCE 116	Medical Dosage Calculations	2
HCE 171	Introduction to Medical Pharmacology	3
NUR 100	Nursing Assistant	6
NUR 103	Certified Medication Assistant	5
	Sub-Total Credits	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	24

Course Sequencing

1st Semester – Spring

Course Code	Title	Credits
EMT 122	First Aid and CPR	2
HCE 100	Basic Health Care Concepts and Skills	4
HCE 112	Medical Terminology	2
NUR 100	Nursing Assistant	6
	Sub-Total Credits	14

2nd Semester – Fall

Course Code	Title	Credits
HCE 116	Medical Dosage Calculations	2
HCE 171	Introduction to Medical Pharmacology	3
NUR 103	Certified Medication Assistant	5
	Sub-Total Credits	10

Notes

Students are not required to complete all courses in this certificate to be eligible to test with D&S Diversified Technologies for their Arizona Medication Assistant credential. The completion of NUR 103, Certified Medication Assistant, will fulfill this requirement. After testing with D&S Diversified Technologies, students can apply to the Arizona State Board of Nursing for the Medication Assistant Certificate.

- The foregoing is a recommended, or suggested, sequence of courses.
- Courses in the program may require vaccinations or other medical tests. See course descriptions in the catalog for additional information.
- Students will be required to complete a minimum of 40 hours in a long-term health care facility.
- Students must have worked as a nursing assistant for at least 6 months and have no outstanding complaints or restrictions on CNA/LNA through AZBN.
- Students must be at least 18 years of age to enroll in NUR 103.

Cosmetology

Degree Type
Certificate of Proficiency
20202

Advisors: Sara Brewer (Gila Pueblo) and Rebekah Cheney (Payson)

The Cosmetology Certificate program provides comprehensive instruction in the theories, practices, and professional standards of cosmetology. The curriculum integrates classroom learning with supervised practical application in a simulated salon environment, enabling students to demonstrate competency in hair, skin, and nail services consistent with state regulatory requirements and industry expectations.

The program requires a minimum of three semesters to complete the 1,500 clock hours mandated by the Arizona State Board of Cosmetology for licensure eligibility. Upon successful completion of all required coursework, skills assessments, and training hours, students are eligible to sit for the Arizona State Board of Cosmetology Examination.

Students who wish to pursue further academic achievement may apply credits earned in the certificate toward the Associate of Applied Science in Cosmetology. Completion of the AAS degree requires an additional 18 General Education credits and 2 elective credits, as outlined in the degree plan.

In addition to standard tuition, a per credit course fee is assessed for all Cosmetology courses. Course fees differ by Academy location due to variations in instructional materials and equipment requirements. Admission to the Cosmetology Certificate program is contingent upon prior acceptance through the program's selective admission process. 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)

In addition to general tuition, a required course fee will be applied for all Cosmetology courses. Depending on the Academy being attended, course fees may vary.

Program Learning Outcomes

1. Demonstrate Competency in State Mandated Practical Skills
Perform hair, skin, and nail services in accordance with Arizona State Board of Cosmetology requirements, demonstrating proficiency in all mandated practical competencies.

2. Apply Principles of Sanitation, Disinfection, and Safety Compliance
Implement infection control measures, sanitation procedures, and regulatory safety standards to protect clients, practitioners, and the salon environment.

3. Integrate Theoretical Knowledge with Practical Application
Apply foundational concepts in cosmetology science—including anatomy, chemistry, and product knowledge—to support accurate decision making and effective service delivery.

4. Utilize Professional Tools, Implements, and Equipment Effectively
Select, operate, and maintain cosmetology tools and equipment following manufacturer specifications, industry standards, and safety regulations.

5. Demonstrate Client Consultation and Communication Skills
Conduct comprehensive client consultations, accurately assess client needs, provide appropriate recommendations, and maintain professional communication and client service practices.

6. Exhibit Professionalism and Ethical Standards
Demonstrate professional behavior, ethical conduct, and

adherence to state laws, rules, and regulations governing cosmetology practice.

7. Demonstrate Readiness for State Board Licensure Examination

Demonstrate the theoretical knowledge and practical skill competencies required to sit for and successfully complete the Arizona State Board of Cosmetology Examination.

Curriculum Requirements

Part-Time

Course Code	Title	Credits
COS 101	Cosmetology I PT	7
COS 102	Cosmetology II PT	6
COS 103	Cosmetology III PT	6
COS 104	Cosmetology IV PT	6
COS 201	Cosmetology V PT	7
COS 202	Cosmetology VI PT	6
COS 203	Cosmetology VII PT	6
COS 204	Cosmetology VIII PT	6
	Sub-Total Credits	50

Full-Time

Course Code	Title	Credits
COS 111	Cosmetology I	10
COS 112	Cosmetology II	10
COS 213	Cosmetology III	10
COS 214	Cosmetology IV	10
COS 215	Cosmetology V	10
	Sub-Total Credits	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 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	50

Course Sequencing

Part-Time – FALL Start

1st Semester – Fall

Course Code	Title	Credits
COS 101	Cosmetology I PT	7
COS 102	Cosmetology II PT	6
	Sub-Total Credits	13

2nd Semester – Spring

Course Code	Title	Credits
COS 103	Cosmetology III PT	6
COS 104	Cosmetology IV PT	6
	Sub-Total Credits	12

3rd Semester – Fall

Course Code	Title	Credits
COS 201	Cosmetology V PT	7
COS 202	Cosmetology VI PT	6
	Sub-Total Credits	13

4th Semester – Spring

Course Code	Title	Credits
COS 203	Cosmetology VII PT	6
COS 204	Cosmetology VIII PT	6
	Sub-Total Credits	12

Notes

The foregoing is a recommended, or suggested, sequence of courses.

Full-Time – FALL Start

1st Semester – Fall

Course Code	Title	Credits
COS 111	Cosmetology I	10
COS 112	Cosmetology II	10
	Sub-Total Credits	20

2nd Semester – Spring

Course Code	Title	Credits
COS 213	Cosmetology III	10
COS 214	Cosmetology IV	10
	Sub-Total Credits	20

3rd Semester – Summer or Fall

Course Code	Title	Credits
COS 215	Cosmetology V	10
	Sub-Total Credits	10

Notes

Students enrolled in the Cosmetology Program must complete a minimum of 1500 hours needed to test for the State Board of Cosmetology.

The foregoing is a recommended, or suggested, sequence of courses.

Cosmetology

Degree Type
Associate of Applied Science
30201

Advisors: Sara Brewer (Gila Pueblo) and Rebekah Cheney (Payson)

The Cosmetology Certificate program provides comprehensive instruction in the theories, practices, and professional standards of cosmetology. The curriculum integrates classroom learning with supervised practical application in a simulated salon environment, enabling students to demonstrate competency in hair, skin, and nail services consistent with state regulatory requirements and industry expectations.

The program requires a minimum of three semesters to complete the 1,500 clock hours mandated by the Arizona State Board of Cosmetology for licensure eligibility. Upon successful completion of all required coursework, skills assessments, and training hours, students are eligible to sit for the Arizona State Board of Cosmetology Examination.

Students who wish to pursue further academic achievement may apply credits earned in the certificate toward the Associate of Applied Science in Cosmetology. Completion of the AAS degree requires an additional 18 General Education credits and 2 elective credits, as outlined in the degree plan.

In addition to standard tuition, a per credit course fee is assessed for all Cosmetology courses. Course fees differ by Academy location due to variations in instructional materials and equipment requirements. Admission to the Cosmetology Certificate program is contingent upon prior acceptance through the program's selective admission process. 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. Demonstrate Competency in State Mandated Practical Skills
Perform hair, skin, and nail services in accordance with Arizona State Board of Cosmetology requirements, demonstrating proficiency in all mandated practical competencies.

2. Apply Principles of Sanitation, Disinfection, and Safety Compliance
Implement infection control measures, sanitation procedures, and regulatory safety standards to protect clients, practitioners, and the salon environment.

3. Integrate Theoretical Knowledge with Practical Application
Apply foundational concepts in cosmetology science—including anatomy, chemistry, and product knowledge—to support accurate decision making and effective service delivery.

4. Utilize Professional Tools, Implements, and Equipment Effectively
Select, operate, and maintain cosmetology tools and equipment following manufacturer specifications, industry standards, and safety regulations.

5. Demonstrate Client Consultation and Communication Skills
Conduct comprehensive client consultations, accurately assess client needs, provide appropriate recommendations, and maintain professional communication and client service practices.

6. Exhibit Professionalism and Ethical Standards
Demonstrate professional behavior, ethical conduct, and adherence to state laws, rules, and regulations governing cosmetology practice.

7. Demonstrate Readiness for State Board Licensure Examination
Demonstrate the theoretical knowledge and practical skill competencies required to sit for and successfully complete the Arizona State Board of Cosmetology Examination.

8. Communicate Effectively
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.

Curriculum Requirements

Part-Time

Course Code	Title	Credits
COS 101	Cosmetology I PT	7
COS 102	Cosmetology II PT	6
COS 103	Cosmetology III PT	6
COS 104	Cosmetology IV PT	6
COS 201	Cosmetology V PT	7
COS 202	Cosmetology VI PT	6
COS 203	Cosmetology VII PT	6
COS 204	Cosmetology VIII PT	6
	Sub-Total Credits	50

Curriculum Requirements

Full-Time

Course Code	Title	Credits
COS 111	Cosmetology I	10
COS 112	Cosmetology II	10
COS 213	Cosmetology III	10
COS 214	Cosmetology IV	10
COS 215	Cosmetology V	10
	Sub-Total Credits	50

General Education Requirements

Written and Oral Communication

Course Code	Title	Credits
	ENG 100 or ENG 101	**3**
ENG 100	Writing Fundamentals	3
ENG 101	English Composition I	3

Quantitative Reasoning

Course Code	Title	Credits
	BUS 111 or MAT 100	**3-5**
MAT 100	Applied Mathematics	4

Natural Sciences

Course Code	Title	Credits
	CHM 130 or BIO 160	**4**
CHM 130	Fundamental Chemistry	4
BIO 160	Introduction to Human Anatomy and Physiology	4

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	6-8

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

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	66

Course Sequencing

1st Semester – Spring

Course Code	Title	Credits
	ENG 100 or ENG 101	**3**
ENG 100	Writing Fundamentals	3
ENG 101	English Composition I	3
	BUS 111 or MAT 100	**3-5**
MAT 100	Applied Mathematics	4
	CHM 130 or BIO 160	**4**
CHM 130	Fundamental Chemistry	4
BIO 160	Introduction to Human Anatomy and Physiology	4
	General Education Course	**3**
	General Education Course	**3**
	Sub-Total Credits	16-18

2nd Semester – Fall

Course Code	Title	Credits
COS 111	Cosmetology I	10
COS 112	Cosmetology II	10
	Sub-Total Credits	20

3rd Semester – Spring

Course Code	Title	Credits
COS 213	Cosmetology III	10
COS 214	Cosmetology IV	10
	Sub-Total Credits	20

4th Semester – Summer or Fall

Course Code	Title	Credits
COS 215	Cosmetology V	10
	Sub-Total Credits	10

Cosmetology Hairstylist

Degree Type
Certificate of Proficiency
20204

Advisors: Sara Brewer (Gila Pueblo) and Rebekah Cheney (Payson)

This program provides students an opportunity to apply Hairstylist practices and principles in a simulated salon environment. Students perform shampoos, cuts, and styles of men and women to prepare for licensure as professional hairstylists. Students receive instruction in hair design theory and concepts, hair coloring, chemical applications and permanent reconstructions. Students learn customer service, shop management, equipment operation, health and safety, and applicable laws and regulations. Upon successful completion of the 1000-hour program, students will be eligible to take the Arizona State Board of Cosmetology Examination.

After completing the program, students may consider their options to continue their education by enrolling in the Cosmetology or Cosmetology/Nail Technician programs.

In addition to general tuition, a required course fee will be applied per credit hour for all Cosmetology Hairstylist courses enrolled and depending on the Academy being attended course fees may vary.

Program Learning Outcomes

1. Implement the basic science of bacteriology, sanitation, and sterilization for client protection related to hairstylist and demonstrate it daily using all safety precautions.
2. Communicate in a responsive manner to establish rapport and trust with clients, coworkers, and business leaders.
3. Through consultation, educate clients, define design considerations, and identify appropriate products and resources required to produce the intended outcomes.
4. Detail and perform hairstyling procedures including natural texture styles, curl formation, blow drying, updo techniques and wet-sets.
5. Complete a portfolio containing a résumé and assignments demonstrating the skill level of an existing student.
6. Identify and explain the Arizona State Board of Cosmetology's rules and regulations, including licensing requirements, professional standards, and legal responsibilities applicable to hairstyling practice and salon operation.
7. Acquire basic skills needed to pass Arizona State Board of Cosmetology.

Curriculum Requirements

Course Code	Title	Credits
COS 131	Hairstyling I	5
COS 132	Hairstyling II	5
COS 133	Hairstyling III	5
COS 134	Hairstyling IV	5
COS 231	Hairstyling V	5
COS 232	Hairstyling VI	5
COS 233	Hairstyling VII	5
COS 234	Hairstyling VIII	5
	Sub-Total Credits	40

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	40

Course Sequencing

FALL Start

1st Semester – Fall

Course Code	Title	Credits
COS 131	Hairstyling I	5
COS 132	Hairstyling II	5
	Sub-Total Credits	10

2nd Semester – Spring

Course Code	Title	Credits
COS 133	Hairstyling III	5
COS 134	Hairstyling IV	5
	Sub-Total Credits	10

3rd Semester – Fall

Course Code	Title	Credits
COS 231	Hairstyling V	5
COS 232	Hairstyling VI	5
	Sub-Total Credits	10

4th Semester – Spring

Course Code	Title	Credits
COS 233	Hairstyling VII	5
COS 234	Hairstyling VIII	5
	Sub-Total Credits	10

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

Cosmetology Nail Technician

Degree Type
Certificate of Proficiency
20206

Advisors: Sara Brewer (Gila Pueblo) and Rebekah Cheney (Payson)

The Nail Technician Certificate provides structured training in the theory and practice of professional nail care. Students receive instruction in manicuring, pedicuring, nail enhancements, infection control, product chemistry, and state safety and regulatory standards. Clinical practice in a supervised learning environment ensures competency in required practical skills.

The program includes 600 clock hours, typically completed over two semesters, meeting Arizona State Board of Cosmetology requirements for licensure eligibility.

Graduates who complete all coursework, competencies, and clock hour requirements qualify to sit for Arizona Barbering and Cosmetology Board nail technician licensing examination.

A per credit course fee applies to all Cosmetology/Nail Technician courses. Fees vary by Academy location based on instructional materials and equipment needs.

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. Demonstrate competency in state required nail technology procedures
Perform manicuring, pedicuring, nail enhancements, and related nail services in accordance with Arizona State Board of Cosmetology standards and industry best practices.

2. Apply infection control and safety protocols
Follow sanitation, disinfection, and safety procedures consistent with state regulations, OSHA standards, and NACCAS requirements to ensure a safe client and practitioner environment.

3. Integrate theoretical knowledge with practical service application
Apply foundational concepts in nail anatomy, chemistry, product knowledge, and contraindications to support accurate decision-making during client services.

4. Use professional tools, implements, and equipment correctly and safely
Select, operate, and maintain nail technology tools and equipment in accordance with manufacturer guidelines and regulatory standards.

5. Conduct professional client consultation and service planning
Perform thorough client assessments, identify client needs, recommend appropriate services, and maintain accurate and professional client communication and documentation.

6. Demonstrate professional conduct and ethical practice
Exhibit behaviors consistent with professional standards, workplace expectations, and state laws governing nail

technology services.

7. Demonstrate readiness for the Arizona Nail Technician licensing examination

Apply both theoretical knowledge and practical skills to meet the competency expectations required for state licensure examination eligibility.

Curriculum Requirements

Course Code	Title	Credits
COS 121	Nail Technology I	6
COS 122	Nail Technology II	6
COS 223	Nail Technology III	6
COS 224	Nail Technology IV	6
	Sub-Total Credits	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	24

Course Sequencing

FALL/SPRING Start

1st Semester – Fall

Course Code	Title	Credits
COS 121	Nail Technology I	6
COS 122	Nail Technology II	6
	Sub-Total Credits	12

2nd Semester – Spring

Course Code	Title	Credits
COS 223	Nail Technology III	6
COS 224	Nail Technology IV	6
	Sub-Total Credits	12

Notes

Students must complete 300+ hours in each semester to equal the 600 hours needed to test for the State Board of Cosmetology/Nail Tech License

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

Culinary Fundamentals

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
CUL 102	Culinary Fundamentals: Hot Foods	4
CUL 103	Culinary Fundamentals: Breakfast and Garde Manger	4
CUL 104	Culinary Fundamentals: Baking and Pastry	4
	Sub-Total Credits	16

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

Course Sequencing

1st Semester - Fall

Course Code	Title	Credits
CUL 101	Culinary Fundamentals: Culinary Basics	4
	Sub-Total Credits	4

2nd Semester - Spring

Course Code	Title	Credits
CUL 102	Culinary Fundamentals: Hot Foods	4
	Sub-Total Credits	4

3rd Semester – Fall

Course Code	Title	Credits
CUL 103	Culinary Fundamentals: Breakfast and Garde Manger	4
	Sub-Total Credits	4

4th Semester – Spring

Course Code	Title	Credits
CUL 104	Culinary Fundamentals: Baking and Pastry	4
	Sub-Total Credits	4

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

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
	BIO 160 or HCE 156	**4**
DAE 100	Introduction to Dental Assisting	3
DAE 101	Dental Health and Safety	3
DAE 105	Oral Health and Dental Disease Prevention	3
DAE 107	Science in Dentistry	4
DAE 109	Patient Information and Assessment	3
DAE 112	Radiographic Imaging in Dentistry	4
DAE 114	Foundations of Clinical Dentistry	4
	EMT 121 or EMT 122	**0.5-2**
EMT 121	Cardiopulmonary Resuscitation	0.5
EMT 122	First Aid and CPR	2
	Sub-Total Credits	28.5-30

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	28.5-30

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
	BIO 160 or HCE 156	**4**
DAE 100	Introduction to Dental Assisting	3
DAE 101	Dental Health and Safety	3
DAE 105	Oral Health and Dental Disease Prevention	3
DAE 109	Patient Information and Assessment	3
	Sub-Total Credits	16

2nd Semester – Spring

Course Code	Title	Credits
DAE 107	Science in Dentistry	4
DAE 112	Radiographic Imaging in Dentistry	4
DAE 114	Foundations of Clinical Dentistry	4
	EMT 121 or EMT 122	**0.5-2**
EMT 121	Cardiopulmonary Resuscitation	0.5
EMT 122	First Aid and CPR	2
	Sub-Total Credits	12.5-14

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

Early Childhood Education

Degree Type
Certificate of Proficiency
20401

Advisor: Sharon Navarro (Gila Pueblo)

The Early Childhood Education (ECE) program is tailored for early childhood educators, equipping them to address the unique needs of children within a developmental setting. This program emphasizes nurturing a child's physical, social, emotional, and intellectual growth, as well as creating and sustaining a supportive childcare environment. It serves as a basis for those wishing to transfer to a university degree program.

Program Learning Outcomes:
1. Design, implement, and evaluate meaningful curriculum and activities that create environments that are healthy, respectful, supportive, and challenging for young children.
2. Create effective programs and strategies that actively support the social and emotional development of young children with diverse abilities.
3. Use positive guidance techniques and developmentally appropriate practices to foster an inclusive environment that nurtures each child's unique strengths.
4. Explain the value and importance of creating respectful, reciprocal relationships that support and empower families.
5. Plan and provide a learning environment that caters to each child's physical health, intellectual development, emotional well-being, and nutritional safety needs.
6. Develop and use systematic observations, documentation, and other effective assessment strategies.
7. Use positive relationships and supportive interactions as the foundation for working with young children and families.
8. Analyze and examine the multiple historical, philosophical, and social foundations as well as the contemporary trends in early childhood.
9. Describe current practices and educational theories of special education.

Curriculum Requirements

Course Code	Title	Credits
ECE 100	Foundations of Early Childhood Education	3
ECE 102	Early Childhood Curriculum	3
ECE 105	Health, Safety, and Nutrition	3
ECE 110	Infants and Toddlers Development	3
ECE 120	Children’s Social Development	3
ECE 150	Practicum: Direct Field Experience Birth to Third Grade	2
ECE 210	Home, School, and Community Relations	3
ECE 220	Introduction to Early Childhood Special Education	3
	Sub-Total Credits	23

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

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
ECE 100	Foundations of Early Childhood Education	3
ECE 102	Early Childhood Curriculum	3
	Sub-Total Credits	6

2nd Semester – Spring

Course Code	Title	Credits
ECE 105	Health, Safety, and Nutrition	3
ECE 110	Infants and Toddlers Development	3
	Sub-Total Credits	6

3rd Semester – Fall

Course Code	Title	Credits
ECE 120	Children's Social Development	3
ECE 210	Home, School, and Community Relations	3
	Sub-Total Credits	6

4th Semester – Spring

Course Code	Title	Credits
ECE 150	Practicum: Direct Field Experience Birth to Third Grade	2
ECE 220	Introduction to Early Childhood Special Education	3
	Sub-Total Credits	5

Notes

The foregoing is a recommended, or suggested, sequence of courses.

Electrical Fundamentals

Degree Type
Certificate of Proficiency
20212

Advisors: Mark Andreason

The Electrical Fundamentals Certificate offers students the foundational skills required for success in electrical occupations. The curriculum covers the atomic structure of conductors, semiconductors, and insulators, as well as the theoretical principles governing electrical current. Additionally, the program addresses both direct current (DC) and alternating current (AC) systems, their applications in accordance with code requirements, and introduces the principles of fluid power.

Program Learning Outcomes

1. **Safety and Electrical Safety Standards:**
   a. Demonstrate comprehensive knowledge of electrical safety standards and practices.
   b. Apply safety concepts to mitigate electrical hazards in diverse environments and ensure compliance with the NFPA National Electrical Code.
2. **Fundamentals of Electrical and Electronic Components:**
   a. Analyze the interrelationships among voltage, current, resistance, conductivity, and power.
   b. Evaluate the properties and applications of conductors, semiconductors, and insulators in electrical circuits.
3. **Circuit Analysis and Diagnostic Testing:**
   a. Apply Ohm's law and related principles to solve complex circuit problems.
   b. Assess series, parallel, and combination circuits using theoretical analysis and diagnostic testing equipment.
   c. Apply circuit analysis and diagnostic testing in residential wiring.
4. **Fluid Power:**
   a. Demonstrate proficiency in controlling fluid systems.
   b. Explain the interactions among pressure, flow, volume, heat, pumping, filtration, force, speed, viscosity, and other fluid dynamic characteristics.

Curriculum Requirements

Course Code	Title	Credits
ELC 125	Electricity and Electronics	3
ELC 130	Principles of Direct and Alternating Current	6
ELC 135	Hydraulic and Pneumatic Fundamentals	3
ELC 140	National Electrical Code	3
ELC 145	Residential Wiring	3
	Sub-Total Credits	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	18

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
ELC 125	Electricity and Electronics	3
ELC 130	Principles of Direct and Alternating Current	6
	Sub-Total Credits	9

2nd Semester – Spring

Course Code	Title	Credits
ELC 135	Hydraulic and Pneumatic Fundamentals	3
ELC 140	National Electrical Code	3
ELC 145	Residential Wiring	3
	Sub-Total Credits	9

Electrical Installation

Degree Type
Certificate of Proficiency
20207

Advisors: Mike O'Neal

A program that generally prepares individuals to apply technical knowledge and skills to install indoor and outdoor residential, commercial, and industrial electrical systems, and associated power transmission lines. Includes instruction in electricity, safety procedures, wiring, insulation and grounding, schematic blueprint interpretation, equipment operation and maintenance, and applicable codes and standards.

Program Learning Outcomes

1. Solve mathematical and algebraic problems that are applicable to electricity.
2. Define and describe principles, concepts, and devices related to electronics and solid-state technology.
3. Define and describe principles, concepts, and devices related to basic electrical system wiring and components.
4. Connect, operate, and design a ladder diagram using one or more logic elements.
5. Safely operate a digital multimeter.
6. Interpret schematics, system design, motor start/stop circuits, motor sequence control, reversing motor control, and motor jogging.
7. Describe the function of a wiring system
8. Outline and apply the standards for electrical safety in the workplace.

Curriculum Requirements

Course Code	Title	Credits
ELC 101	Fundamentals of DC & AC Electrical Systems	4
ELC 105	Electric Relay Control and Electrical Fabrication	4
ELC 110	Electric Motor Control	4
ELC 115	Variable Frequency Drives and Electrical Raceways	4
EMT 120	Community Training in Basic Life Support	0.5
TEC 132	OSHA 10 Training	0.5
	Sub-Total Credits	17

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	17

Course Sequencing

Full Time – FALL Start

1st Semester – Fall

Course Code	Title	Credits
ELC 101	Fundamentals of DC & AC Electrical Systems	4
EMT 120	Community Training in Basic Life Support	0.5
	Sub-Total Credits	4.5

2nd Semester – Spring

Course Code	Title	Credits
ELC 105	Electric Relay Control and Electrical Fabrication	4
TEC 132	OSHA 10 Training	0.5
	Sub-Total Credits	4.5

3rd Semester – Fall

Course Code	Title	Credits
ELC 110	Electric Motor Control	4
	Sub-Total Credits	4

4th Semester – Spring

Course Code	Title	Credits
ELC 115	Variable Frequency Drives and Electrical Raceways	4
	Sub-Total Credits	4

Notes

The foregoing is a recommended, or suggested, sequence of courses.

Elementary Education

Degree Type
Associate of Arts
40401

The Associate's Degree in Elementary Education provides foundational knowledge for teaching in kindergarten through eighth-grade classrooms and supports progression to a Bachelor's degree in education and Arizona teacher certification. The program emphasizes sound pedagogical practices and the competencies required for effective K-8 instruction. Prospective transfer students should check the specific requirements of the department at their intended university. Because program requirements vary by institution, students are encouraged to review the official transfer pathway for their chosen major and destination.

Program Learning Outcomes

1. Design, implement, and evaluate meaningful curriculum and activities that create inclusive environments that are healthy, respectful, supportive, and challenging for children in grades K-8.
2. Develop effective programs and strategies that actively support the social and emotional development of children with diverse abilities.
3. Use positive guidance techniques and developmentally appropriate practices to foster an inclusive environment that nurtures each child's unique strengths.
4. Explain the value and importance of creating respectful, reciprocal relationships that support and empower families.
5. Plan and provide a learning environment that caters to each child's physical health, intellectual development, emotional well-being, and nutritional safety needs.
6. Develop and use systematic observations, documentation, and other effective assessment strategies including both formative and summative assessment.
7. Describe classroom management and grouping arrangements that support effective instruction and improved learning.
8. Use positive relationships and supportive interactions as the foundation for working with children and families.
9. Analyze and examine the multiple historical, philosophical, and social foundations as well as the contemporary trends in elementary education.
10. Describe current practices and educational theories of special education.

Curriculum Requirements

Course Code	Title	Credits
ECE 171	Child Growth and Development	3
EDU 222	Introduction to Special Education	3
EDU 230	Education in a Changing World	3
EDU 234	Elementary ESL/SEI Methods	3
MAT 156	Mathematics for Elementary Teachers I	3
MAT 157	Mathematics for Elementary Teachers II	3
	Sub-Total Credits	18

General Education Requirements

Written and Oral Communication

Course Code	Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3
	Sub-Total Credits	6

Quantitative Reasoning

Course Code	Title	Credits
	MAT 142 or higher	**3-5**
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 157	Mathematics for Elementary Teachers II	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
MAT 221	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
	Sub-Total Credits	3-5

Natural Sciences

Select Natural Science courses from the catalog.

	Sub-Total Credits	8

Arts and Humanities

Select two Humanities courses from the catalog.

	Sub-Total Credits	6

Social and Behavioral Sciences

Course Code	Title	Credits
EDU 200	Introduction to Education	3
PSY 101	Introduction to Psychology	3
	Sub-Total Credits	6

Institutions of the Americas

Course Code	Title	Credits
POS 220	U.S. and Arizona Constitutions	3
	Sub-Total Credits	3

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

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	10

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

Course Sequencing

1st Semester – Fall

Note: Any developmental courses (such as ENG 100 and MAT 121) must be taken in addition to the below during this semester as prerequisites for later courses.

Courses from two different Natural Science departments are suggested.

Course Code	Title	Credits
ENG 101	English Composition I	3
ECE 171	Child Growth and Development	3
EDU 200	Introduction to Education	3
	MAT 142 or higher	**3-5**
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 157	Mathematics for Elementary Teachers II	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
MAT 221	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
	Natural Science	**4**
	Sub-Total Credits	16-18

2nd Semester – Spring

Course Code	Title	Credits
	Arts and Humanities	**3**
ENG 102	English Composition II	3
EDU 222	Introduction to Special Education	3
	Natural Science	**4**
POS 220	U.S. and Arizona Constitutions	3
	Sub-Total Credits	16

3rd Semester – Fall

Course Code	Title	Credits
EDU 230	Education in a Changing World	3
EDU 234	Elementary ESL/SEI Methods	3
MAT 156	Mathematics for Elementary Teachers I	3
PSY 101	Introduction to Psychology	3
	Elective	**3**
	Sub-Total Credits	15

4th Semester – Spring

Course Code	Title	Credits
	Arts and Humanities	**3**
MAT 157	Mathematics for Elementary Teachers II	3
	Sub-Total Credits	13

Emergency Medical Technician

Degree Type
Certificate of Proficiency
20306

Advisor: Nicholas DeGroot (Payson)

The Emergency Medical Technician Certificate prepares students for entry level work in emergency medical services through foundational training in pre hospital patient care, assessment, and life saving interventions. Instruction includes classroom learning, simulation, and clinical experience, with emphasis on meeting Arizona Department of Health Services, Bureau of EMS standards for pre hospital emergency care. Graduates are prepared for employment in ambulance services, fire departments, hospitals, and related emergency response settings.

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

Program Learning Outcomes
1. Conduct patient assessments for medical and trauma emergencies in accordance with nationally recognized Emergency Medical Technician (EMT) standards.
2. Deliver safe and effective Basic Life Support (BLS), including airway management, cardiopulmonary resuscitation (CPR), bleeding control, and injury stabilization.
3. Demonstrate competency in pre-hospital emergency care procedures as mandated by the Arizona Department of Health Services, Bureau of Emergency Medical Services (EMS).
4. Communicate effectively with patients, families, and healthcare providers through clear, professional, and compassionate verbal and written interactions.
5. Operate safely within the Emergency Medical Services (EMS) system, including scene assessment, ensuring personal and patient safety, and appropriate utilization of EMS equipment and transport procedures.
6. Apply ethical decision-making, legal principles, and cultural sensitivity in the provision of emergency medical services across diverse community settings.

Curriculum Requirements

Course Code	Title	Credits
	BIO 160 or HCE 156 or BIO 201/ BIO202	**4-8**

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

BIO 160	Introduction to Human Anatomy and Physiology	4
HCE 156	Science for Allied Health	4
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
EMT 103	Emergency Medical Technician	9
	EMT 121 or EMT 122	**0.5-2**
EMT 121	Cardiopulmonary Resuscitation	0.5
EMT 122	First Aid and CPR	2
HCE 112	Medical Terminology	2
HCE 171	Introduction to Medical Pharmacology	3
	Sub-Total Credits	18.5-24

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

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
EMT 103	Emergency Medical Technician	9
	EMT 121 or EMT 122	**0.5-2**
EMT 121	Cardiopulmonary Resuscitation	0.5
EMT 122	First Aid and CPR	2
	BIO 160 or HCE 156 or BIO 201/ BIO202	**4-8**

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

BIO 160	Introduction to Human Anatomy and Physiology	4
HCE 156	Science for Allied Health	4
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	13.5-19

2nd Semester – Spring

Course Code	Title	Credits
	BIO 202 or HCE 156	**4**
BIO 202	Human Anatomy and Physiology II	4
HCE 156	Science for Allied Health	4
HCE 171	Introduction to Medical Pharmacology	3
	Sub-Total Credits	7

3rd Semester – Spring

Course Code	Title	Credits
BIO 160	Introduction to Human Anatomy and Physiology	4
HCE 112	Medical Terminology	2
	Sub-Total Credits	6

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

Fire Science - Level I

Degree Type
Certificate of Proficiency
20302

Advisors: Andrea Renon

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 or EMT 103	**2**
EMT 122	First Aid and CPR	2
EMT 103	Emergency Medical Technician	9
FSC 100	Fire and Emergency Services	3
FSC 101	Fire Department Operations I	6
FSC 102	Fire Department Operations II	5
FSC 106	Hazardous Materials First Responder Operations	3
FSC 150	Basic Wildland Firefighting	3
	Sub-Total Credits	22

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

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
FSC 100	Fire and Emergency Services	3
	EMT 122 or EMT 103	**2**
EMT 122	First Aid and CPR	2
EMT 103	Emergency Medical Technician	9
FSC 101	Fire Department Operations I	6
	Sub-Total Credits	11

2nd Semester – Spring

Course Code	Title	Credits
FSC 102	Fire Department Operations II	5
FSC 106	Hazardous Materials First Responder Operations	3
FSC 150	Basic Wildland Firefighting	3
	Sub-Total Credits	11

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

Fire Science- Level II

Degree Type
Certificate of Proficiency
20304

Advisors: Andrea Renon

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
	EMT 122 or EMT 103	**2**
EMT 122	First Aid and CPR	2
EMT 103	Emergency Medical Technician	9
FSC 100	Fire and Emergency Services	3
FSC 101	Fire Department Operations I	6
FSC 102	Fire Department Operations II	5
FSC 106	Hazardous Materials First Responder Operations	3
FSC 120	Fire Apparatus and Equipment	3
	FSC 130 or FSC 140	**3**
FSC 130	Fundamentals of Fire Prevention	3
FSC 140	Fire Protection Systems	3
FSC 150	Basic Wildland Firefighting	3
	Sub-Total Credits	28

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

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
	EMT 122 or EMT 103	**2**
EMT 122	First Aid and CPR	2
EMT 103	Emergency Medical Technician	9
FSC 100	Fire and Emergency Services	3
FSC 101	Fire Department Operations I	6
	Sub-Total Credits	11

2nd Semester – Spring

Course Code	Title	Credits
FSC 102	Fire Department Operations II	5
FSC 106	Hazardous Materials First Responder Operations	3
FSC 150	Basic Wildland Firefighting	3
	Sub-Total Credits	11

3rd Semester – Fall

Course Code	Title	Credits
FSC 120	Fire Apparatus and Equipment	3
	FSC 130 or FSC 140	**3**
FSC 130	Fundamentals of Fire Prevention	3
FSC 140	Fire Protection Systems	3
	Sub-Total Credits	6

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

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 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
ENG 102	English Composition II	3
	Sub-Total Credits	6-10

Quantitative Reasoning (3-4 credits)

Course Code	Title	Credits
	Sub-Total Credits	3-5

Natural Sciences (4-8 credits)

Select at least one Natural Sciences course from the catalog that includes a lab.

	Sub-Total Credits	4-8

Arts and Humanities (6-9 credits)

Select at least two Humanities courses from the catalog.

Sub-Total Credits	6-9

Social and Behavioral Sciences (6-9 credits)

Select at least two Social and Behavioral Science courses from the catalog.

Sub-Total Credits	6-9

Institutions of the Americas (3 credits)

Select one Institutions of the Americas course from the catalog.

Sub-Total Credits	3

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	32-35

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	25-28

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

Course Sequencing

1st Semester – Fall

NOTE: Any developmental courses (such as ENG 100 and MAT 120) must be taken in addition to the above during this semester as prerequisites for later courses.

Course Code	Title	Credits
ENG 101	English Composition I	3
	MAT 142 or higher	**3-5**
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 157	Mathematics for Elementary Teachers II	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
MAT 221	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
	Natural Science	**4**
	Social and Behavioral Science	**3**
	Arts and Humanities	**3**
	Sub-Total Credits	16-18

2nd Semester – Spring

Course Code	Title	Credits
ENG 102	English Composition II	3
	Arts and Humanities	**3**
	Institutions of the Americas	**3**
	Social and Behavioral Science	**3**
	General Education Course	**3**
	Sub-Total Credits	15

3rd Semester – Fall

Course Code	Title	Credits
	Elective	**3**
	Elective	**3**
	Elective	**3**
	Elective	**3**
	Elective	**3**
	Sub-Total Credits	15

4th Semester – Spring

Course Code	Title	Credits
	Elective	**3**
	Elective	**3**
	Elective	**3**
	Elective	**4**
	Sub-Total Credits	13

Health Services

Degree Type
Associate of Applied Science
30202

Advisor: Consult an advisor or faculty member for advising.

The Associate of Applied Science (AAS) in Health Services prepares students for employment in a variety of healthcare support roles in clinical, laboratory, emergency, dental, and long-term care settings. This career focused, non-transfer degree combines foundational health science coursework, general education, and applied training to support workforce readiness.

Students may earn and apply stackable certificates toward the degree, as noted under the certificate requirements section. Coursework includes classroom instruction, laboratory practice, and supervised clinical or field experiences when applicable.

The program emphasizes patient care and safety, infection prevention, medical terminology, documentation, professionalism, teamwork, and communication. Graduates are prepared for employment in hospitals, clinics, medical and dental offices, emergency services, assisted living facilities, and related healthcare environments.

Program Learning Outcomes
1. Provide safe and effective patient care appropriate to healthcare support roles in clinical, laboratory, emergency, dental, and long-term care settings.
2. Apply foundational health science knowledge, including medical terminology, basic anatomy and physiology, and documentation practices, in healthcare environments.
3. Perform technical and clinical skills aligned with selected pathways in one of the certificates listed under the certificate requirements.
4. Follow safety, infection prevention, and workplace procedures required in healthcare settings.
5. Communicate professionally and effectively with patients, families, and healthcare team members.
6. Demonstrate professionalism, ethical behavior, and cultural awareness in diverse healthcare environments.
7. Use critical thinking and problem solving skills to respond appropriately to routine healthcare situations.
8. Exhibit workplace readiness, including teamwork, responsibility, time management, and adaptability.

General Education Requirements

Written and Oral Communication (3-6 credits)

Course Code	Title	Credits
ENG 101	English Composition I	3
	Sub-Total Credits	3-6

Quantitative Reasoning (3-5 credits)

Course Code	Title	Credits
	MAT 142 or higher	**3-5**
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 157	Mathematics for Elementary Teachers II	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
MAT 221	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
	Sub-Total Credits	3-5

Natural Sciences (4-8 credits)

Select at least one **Natural Sciences** course from the catalog that includes a lab.

	Sub-Total Credits	4-8

Arts and Humanities (3-6 credits)

Select at least one **Humanities** course from the catalog.

Sub-Total Credits	3-6

Social and Behavioral Sciences (3-6 credits)

Select at least one **Social and Behavioral Sciences** courses from the catalog.

Sub-Total Credits	3-6

Institutes of the Americas (0-3 credits)

One course may be selected from this **category.**

Additional General Education Requirements (3-4 credits)

Select a sufficient number of credits from the **list of General Education** courses to reach at least 19 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	3-4

Total General Education Requirements

Sub-Total Credits	19-20

Certificate Requirements

Earn at least of the certificates noted below

- Certified Medication Assistant
- Dental Assistant Specialist
- Emergency Medical Technician
- Mental and Social Health Technician
- Nursing Assistant
- Phlebotomy Technician

Sub-Total Credits	16-35

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.

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.

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

HVAC-R

Degree Type
Certificate of Proficiency
20208

Advisors: Jim Harris (Gila Pueblo)

This first year certificate provides students with foundational skills in heating, ventilation, air conditioning, and refrigeration. Students learn basic refrigeration theory, electrical principles, system components, airflow, and introductory diagnostics through hands on lab experience. The program prepares students for entry level positions as HVAC R helpers or maintenance assistants and provides the core competencies needed to continue into advanced HVAC R training or the AAS degree.

Program Learning Outcomes
1. Identify workplace hazards and apply OSHA- and industry-approved safety procedures during HVAC R installation, service, and maintenance tasks.
2. Describe the refrigeration cycle, heat transfer concepts, and the function of major system components.

3. Interpret basic electrical diagrams, measure electrical values, and apply electrical principles relevant to HVAC R systems.
4. Recognize and explain the purpose, operation, and basic troubleshooting needs of residential and light commercial HVAC R components.
5. Use appropriate tools and measurement instruments to perform introductory system checks, identify common issues, and evaluate basic system performance.
6. Demonstrate proper recovery, charging, and handling techniques in accordance with EPA Section 608 guidelines.

Curriculum Requirements

Course Code	Title	Credits
HVA 101	Principles of HVAC-R	3
HVA 103	HVAC-R Controls	3
HVA 105	Heating System Basics	3
HVA 109	Troubleshooting HVAC-R Systems	3
HVA 110	Electricity for HVAC-R	3
HVA 115	EPA Certification	1
	Sub-Total Credits	16

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

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
HVA 101	Principles of HVAC-R	3
HVA 103	HVAC-R Controls	3
HVA 110	Electricity for HVAC-R	3
	Sub-Total Credits	9

2nd Semester – Spring

Course Code	Title	Credits
HVA 105	Heating System Basics	3
HVA 109	Troubleshooting HVAC-R Systems	3
HVA 115	EPA Certification	1
	Sub-Total Credits	7

Notes

Any developmental courses (such as ENG 100 and MAT 121) must be taken in addition to the above during this semester as prerequisites for later courses.

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

HVAC-R Advanced Technologies

Degree Type
Certificate of Proficiency
20211

Advisor: Jim Harris (Gila Pueblo)

This program combines hands on laboratory training with applied theory to develop the skills needed to install, service, and troubleshoot residential and commercial HVAC R systems. Coursework emphasizes electrical fundamentals, refrigeration principles, system diagnostics, and industry safety standards, along with technical training relevant to commercial refrigeration and air conditioning systems. Students also receive advanced instruction in heat exchange, flow devices, and commercial level troubleshooting. Graduates are prepared for entry level technician positions and are eligible to pursue industry recognized certifications.

Program Learning Outcomes
1. Identify hazards and implement OSHA-/industry-approved safety procedures and PPE; demonstrate working knowledge of applicable local, state, and federal codes and refrigerant regulations.
2. Describe air mixing and airflow dynamics and explain the operation and applications of variable refrigerant flow (VRF) systems.
3. Explain thermodynamic heat exchange principles and evaluate the function, performance, and diagnostics of evaporators across system types.
4. Identify and analyze advanced refrigeration components (e.g., electronic expansion valves, hot-gas bypass, oil management) and differentiate among specialized applications (e.g., low-temp, rack, cascade, ice machines, display cases).
5. Formulate and document an installation or troubleshooting plan that selects proper tools and instruments, specifies target measurements, and applies systematic diagnostic procedures—including those specific to ice makers and commercial refrigeration.
6. Analyze the environmental implications of HVAC R decisions—refrigerant selection, recovery, leak mitigation,

and maintenance—and justify practices that support sustainability and regulatory compliance.

Curriculum Requirements

Course Code	Title	Credits
HVA 201	Advanced HVAC-R Commercial Air Conditioning	3
HVA 203	Refrigeration and Heat Exchange Components	3
HVA 205	Refrigeration Flow and Flow Devices	3
HVA 207	Commercial Refrigeration Applications	3
HVA 209	Commercial Ice Makers	3
HVA 211	Commercial Refrigeration Troubleshooting	3
	Sub-Total Credits	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	18

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
HVA 201	Advanced HVAC-R Commercial Air Conditioning	3
HVA 203	Refrigeration and Heat Exchange Components	3
HVA 205	Refrigeration Flow and Flow Devices	3
HVA 207	Commercial Refrigeration Applications	3
HVA 209	Commercial Ice Makers	3
HVA 211	Commercial Refrigeration Troubleshooting	3
	Sub-Total Credits	18

Notes

Any developmental courses (such as ENG 100 and MAT 120) must be taken in addition to the above during this semester as prerequisites for later courses.

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

HVAC-R Technologies

Degree Type
Associate of Applied Science
30203

Advisor: Jim Harris (Gila Pueblo)

This program prepares students for careers in heating, ventilation, air conditioning, and refrigeration. Through hands on training and applied theory, students learn to install, maintain, and troubleshoot residential and commercial HVAC R systems. The curriculum emphasizes electrical fundamentals, refrigeration principles, system diagnostics, and industry safety standards. Graduates are prepared for entry level technician roles and industry certifications

Program Learning Outcomes
1. Apply HVAC R Theory and Principles of heating, cooling, refrigeration, air distribution, and electrical concepts to evaluate system performance and functionality.
2. Use industry standard tools, instruments, and diagnostic procedures to troubleshoot, repair, and maintain residential and commercial HVAC R equipment.
3. Read and interpret wiring diagrams, schematics, equipment specifications, and service manuals to support accurate installation and service work.
4. Perform safe and effective installation of HVAC R units, controls, piping, ductwork, and related components following industry standards and local codes.
5. Safely handle refrigerants in accordance with EPA regulations, including recovery, recycling, charging, and leak detection.
6. Employ OSHA and industry safety procedures to minimize hazards, properly use PPE, and maintain a safe work environment for themselves and others.
7. Conduct airflow measurements, load calculations, electrical tests, and performance evaluations to verify system efficiency and compliance.
8. Communicate effectively with clients, coworkers, and supervisors while maintaining professionalism, ethical conduct, and quality workmanship.
9. Demonstrate knowledge and skills aligned with recognized certifications such as EPA 608, NATE, and HVAC Excellence.

Curriculum Requirements

Course Code	Title	Credits
	CIS 101 or CIS 103	**3-3**
CIS 101	Computer Concepts and Microsoft Applications	3
CIS 103	Introduction to Computer Based Systems	3
HVA 101	Principles of HVAC-R	3
HVA 103	HVAC-R Controls	3
HVA 105	Heating System Basics	3
HVA 109	Troubleshooting HVAC-R Systems	3
HVA 110	Electricity for HVAC-R	3
HVA 115	EPA Certification	1
HVA 201	Advanced HVAC-R Commercial Air Conditioning	3
HVA 203	Refrigeration and Heat Exchange Components	3
HVA 205	Refrigeration Flow and Flow Devices	3
HVA 207	Commercial Refrigeration Applications	3
HVA 209	Commercial Ice Makers	3
HVA 211	Commercial Refrigeration Troubleshooting	3
	Sub-Total Credits	37-37

General Education Requirements

Written and Oral Communication

Course Code	Title	Credits
	BUA 259 or ENG 100 or ENG 101	**3**
BUA 259	Business Communications	3
ENG 100	Writing Fundamentals	3
ENG 101	English Composition I	3
	Sub-Total Credits	3

Quantitative Reasoning

Course Code	Title	Credits
	MAT 100 or higher	**3-5**
MAT 100	Applied Mathematics	4
MAT 111	Elementary Algebra	4
MAT 121	Intermediate Algebra	4
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
	Sub-Total Credits	3-5

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	8-10

Total General Education Requirements

Sub-Total Credits	16

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.

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.

Sub-Total Credits	6-7

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

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
	BUA 259 or ENG 100 or ENG 101	**3**
BUA 259	Business Communications	3
ENG 100	Writing Fundamentals	3
ENG 101	English Composition I	3
HVA 101	Principles of HVAC-R	3
HVA 103	HVAC-R Controls	3
HVA 110	Electricity for HVAC-R	3
	MAT 100 or higher	**3-5**
MAT 100	Applied Mathematics	4
MAT 111	Elementary Algebra	4
MAT 121	Intermediate Algebra	4
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
	Sub-Total Credits	16

2nd Semester – Spring

Course Code	Title	Credits
HVA 105	Heating System Basics	3
HVA 109	Troubleshooting HVAC-R Systems	3
HVA 115	EPA Certification	1
	Elective	**3**
	General Education Course	**3**
	General Education Course	**3**
	Sub-Total Credits	16

3rd Semester – Fall

Course Code	Title	Credits
CIS 101	Computer Concepts and Microsoft Applications	3
HVA 201	Advanced HVAC-R Commercial Air Conditioning	3
HVA 203	Refrigeration and Heat Exchange Components	3
HVA 205	Refrigeration Flow and Flow Devices	3
	General Education Course	**3**
	Sub-Total Credits	15

4th Semester – Spring

Course Code	Title	Credits
HVA 207	Commercial Refrigeration Applications	3
HVA 209	Commercial Ice Makers	3
HVA 211	Commercial Refrigeration Troubleshooting	3
	Elective	**4**
	Sub-Total Credits	13

Industrial Plant Maintenance Technician

Degree Type
Certificate of Proficiency
20216

Advisor: John Freeman

The Industrial Plant Maintenance Certificate, also referred to as Fixed Plant Maintenance, prepares students for employment as maintenance technicians in industrial settings such as mining, manufacturing, energy production, and processing facilities. Designed for individuals with little or no prior industrial experience, the program provides foundational knowledge and hands-on skills in industrial safety, applied mathematics, mechanical systems, hydraulics, pneumatics, electrical fundamentals, troubleshooting, and reliability-centered maintenance.

The curriculum combines classroom instruction, demonstrations, and applied laboratory experiences using industry-standard tools and equipment to prepare students for the demands of modern industrial workplaces. Through practical training that replicates real-world maintenance scenarios, students develop transferable skills that support employment opportunities across a variety of industrial sectors and provide a foundation for continued technical education and career advancement.

Program Learning Outcomes
1. Apply OSHA safety standards and safe work practices in industrial environments.
2. Perform accurate calculations and measurements using industrial mathematics and precision measurement tools.
3. Identify, select, and safely use common hand tools, power tools, fasteners, and workshop equipment.
4. Demonstrate fundamental knowledge of hydraulic, pneumatic, and electrical systems and apply this knowledge in basic troubleshooting activities.
5. Inspect, install, and maintain bearings, seals, shafts, and mechanical drives to ensure equipment reliability.

6. Conduct basic alignment procedures and lubrication practices according to industry standards.
7. Operate, maintain, and troubleshoot pump systems and bulk material handling equipment.
8. Apply principles of reliability-centered maintenance (RCM) to support predictive and preventive maintenance strategies.
9. Demonstrate professionalism, including dependability, teamwork, ethical behavior, and effective communication.
10. Exhibit workplace readiness, including time management, adaptability, and responsibility.
11. Communicate effectively using industry terminology, technical documentation, and maintenance reporting practice

Curriculum Requirements

Course Code	Title	Credits
ELC 101	Fundamentals of DC & AC Electrical Systems	4
TEC 134	OSHA 30 General Industry	2
TEC 135	Industrial Mathematics	3
TEC 137	Hand and Power Tools	3
TEC 138	Threads and Fasteners	3
TEC 139	Industrial Pumps I	3
TEC 140	Pneumatics and Compressors	3
TEC 141	Lubrication Fundamentals	3
TEC 142	Precision Measurement	3
	Sub-Total Credits	27

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	27

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
ELC 101	Fundamentals of DC & AC Electrical Systems	4
TEC 134	OSHA 30 General Industry	2
TEC 135	Industrial Mathematics	3
TEC 137	Hand and Power Tools	3
TEC 138	Threads and Fasteners	3
	Sub-Total Credits	15

2nd Semester – Spring

Course Code	Title	Credits
TEC 139	Industrial Pumps I	3
TEC 140	Pneumatics and Compressors	3
TEC 141	Lubrication Fundamentals	3
TEC 142	Precision Measurement	3
	Sub-Total Credits	12

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

Industrial Plant Maintenance Technician

Degree Type
Associate of Applied Science
30207

Advisor: John Freeman

The Associate of Applied Science in Industrial Plant Maintenance prepares students for careers maintaining, troubleshooting, and repairing industrial equipment and fixed-plant systems. The program combines classroom instruction with hands-on laboratory training in industrial safety, technical mathematics, mechanical systems, hydraulics, pneumatics, electrical fundamentals, and reliability-centered maintenance. Graduates will be prepared for employment in mining, manufacturing, energy production, and other industrial sectors requiring skilled maintenance technicians.

Program Learning Outcomes
1. Apply OSHA safety standards and safe work practices in industrial environments.
2. Perform accurate calculations and measurements using industrial mathematics and precision measurement tools.
3. Identify, select, and safely use common hand tools, power tools, fasteners, and workshop equipment.
4. Demonstrate fundamental knowledge of hydraulic, pneumatic, and electrical systems and apply this knowledge in basic troubleshooting activities.
5. Inspect, install, and maintain bearings, seals, shafts, and mechanical drives to ensure equipment reliability.
6. Conduct basic alignment procedures and lubrication practices according to industry standards.
7. Operate, maintain, and troubleshoot pump systems and bulk material handling equipment.
8. Apply principles of reliability-centered maintenance

(RCM) to support predictive and preventive maintenance strategies.
9. Communicate effectively using industry terminology, technical documentation, and maintenance reporting practices.
10. Demonstrate readiness for employment as an entry- to mid-level fixed plant maintenance technician across a range of industries.

Curriculum Requirements

Course Code	Title	Credits
ELC 101	Fundamentals of DC & AC Electrical Systems	4
TEC 134	OSHA 30 General Industry	2
TEC 137	Hand and Power Tools	3
TEC 138	Threads and Fasteners	3
TEC 139	Industrial Pumps I	3
TEC 140	Pneumatics and Compressors	3
TEC 141	Lubrication Fundamentals	3
TEC 142	Precision Measurement	3
TEC 206	Precision Alignment	3
TEC 207	Bearings, Seals, and Mechanical Drives	3
TEC 208	Mobile and Industrial Hydraulic Technology	3
TEC 209	Industrial Pump II	3
TEC 212	Hydraulic Troubleshooting	3
TEC 214	Bulk Material Handling, Repair, and RCM	3
	Sub-Total Credits	42

General Education Requirements

Computers

Course Code	Title	Credits
	CIS 101 or CIS 103	**3-3**
CIS 101	Computer Concepts and Microsoft Applications	3
CIS 103	Introduction to Computer Based Systems	3
	Sub-Total Credits	3

Written and Oral Communication

Course Code	Title	Credits
	ENG 100 or ENG 101	**3**
ENG 100	Writing Fundamentals	3
ENG 101	English Composition I	3
	Sub-Total Credits	3

Quantitive Reasoning

Course Code	Title	Credits
TEC 135	Industrial Mathematics	3
	Sub-Total Credits	3

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	7

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

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.

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.

	Sub-Total Credits	2

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 50% of the 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

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
	CIS 101 or CIS 103	**3-3**
CIS 101	Computer Concepts and Microsoft Applications	3
CIS 103	Introduction to Computer Based Systems	3
ELC 101	Fundamentals of DC & AC Electrical Systems	4
TEC 134	OSHA 30 General Industry	2
TEC 135	Industrial Mathematics	3
TEC 137	Hand and Power Tools	3
TEC 138	Threads and Fasteners	3
	Sub-Total Credits	18-18

2nd Semester – Spring

Course Code	Title	Credits
	ENG 100 or ENG 101	**3**
ENG 100	Writing Fundamentals	3
ENG 101	English Composition I	3
TEC 139	Industrial Pumps I	3
TEC 140	Pneumatics and Compressors	3
TEC 141	Lubrication Fundamentals	3
TEC 142	Precision Measurement	3
	Sub-Total Credits	15

3rd Semester – Fall

Course Code	Title	Credits
TEC 206	Precision Alignment	3
TEC 207	Bearings, Seals, and Mechanical Drives	3
TEC 208	Mobile and Industrial Hydraulic Technology	3
TEC 209	Industrial Pump II	3
	General Education Course	**3**
	Sub-Total Credits	15

4th Semester – Spring

Course Code	Title	Credits
TEC 212	Hydraulic Troubleshooting	3
TEC 214	Bulk Material Handling, Repair, and RCM	3
	General Education Course	**3**
	Elective	**3**
	Sub-Total Credits	14

Law Enforcement Training Academy

Degree Type
Associate of Applied Science
30208

The Associate of Applied Science in Law Enforcement Training Academy prepares students for careers in municipal, county, state, tribal, and federal law enforcement and provides the education and training necessary to meet Arizona Peace Officer Standards and Training Board (AZPOST) requirements for peace officer certification. The program combines academic coursework in criminal justice, law, ethics, communication, and community relations with the AZPOST Basic Peace Officer Academy curriculum, including training in criminal law, officer safety, first aid and emergency medical response, firearms, defensive tactics, tactical driving, active assailant response, and professional decision-making. Through classroom instruction, laboratory training, practical exercises, and scenario-based learning, students develop the knowledge, skills, and professional competencies required for entry-level employment in law enforcement and related public safety professions. Graduates will be prepared to pursue certification as Arizona peace officers and continue professional development in criminal justice and public safety careers.

Program Learning Outcomes

1. Analyze the structure, functions, and processes of the American criminal justice system and the role of law

enforcement within society.
2. Apply ethical principles, professional standards, and legal requirements in law enforcement decision-making and conduct.
3. Demonstrate effective oral, written, and interpersonal communication skills when interacting with community members, criminal justice professionals, and diverse populations.
4. Apply critical thinking and problem-solving skills to evaluate information, assess risks, and make decisions in law enforcement and public safety situations.
5. Interpret and apply Arizona criminal law, constitutional principles, and criminal justice procedures to law enforcement scenarios.
6. Demonstrate cultural awareness, professionalism, and respect for diversity when serving individuals, groups, and communities.
7. Demonstrate competency in first aid, emergency medical response, and CPR consistent with public safety standards.
8. Demonstrate safe and proficient firearms handling, marksmanship, and use-of-force decision-making consistent with AZPOST standards.
9. Apply officer safety principles, defensive tactics, tactical driving, and active assailant response techniques during realistic law enforcement situations.
10. Integrate legal, ethical, tactical, medical, communication, and community-oriented policing principles in scenario-based problem solving.
11. Locate, evaluate, and utilize information, evidence, technology, and other resources to support law enforcement operations and professional development.
12. Demonstrate the knowledge, skills, and professional competencies necessary to meet AZPOST academy standards and pursue employment in law enforcement and related public safety professions.

Curriculum Requirements

Course Code	Title	Credits
AJS 117	Law Enforcement Training Academy: Module I	12
AJS 217	Law Enforcement Training Academy: Modules II and III	20
	Sub-Total Credits	32

General Education Requirements

Written and Oral Communication (3-6 credits)

Course Code	Title	Credits
ENG 101	English Composition I	3
	Sub-Total Credits	3

Quantitative Reasoning (3-5 credits)

Course Code	Title	Credits
	MAT 142 or higher	**3-5**
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 157	Mathematics for Elementary Teachers II	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
MAT 221	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
	Sub-Total Credits	3-5

Natural Sciences (4-8 credits)

Select at least one Natural Sciences course from the catalog that includes a lab.

	Sub-Total Credits	4-8

Arts and Humanities (3-6 credits)

Select at least one Humanities course from the catalog.

	Sub-Total Credits	3-6

Social and Behavioral Sciences (3-6 credits)

Select at least one Social and Behavioral Sciences course from the catalog.

	Sub-Total Credits	3-6

Institutions of the Americas (0-3 credits)

One course may be selected from this category.

Additional General Education Requirements (3-4 credits)

Select a sufficient number of credits from the list of General Education courses to reach at least 19 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	3-4

Total General Education Requirements

	Sub-Total Credits	19

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	9

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 of the 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

Course Sequencing

1st Semester – Spring

Course Code	Title	Credits
AJS 117	Law Enforcement Training Academy: Module I	12
	Elective	**3**
	Sub-Total Credits	15

2nd Semester - Fall

Course Code	Title	Credits
AJS 217	Law Enforcement Training Academy: Modules II and III	20
	Sub-Total Credits	20

3rd Semester – Spring

Course Code	Title	Credits
ENG 101	English Composition I	3
	MAT 142 or higher	**3-5**
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 157	Mathematics for Elementary Teachers II	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
MAT 221	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
	Elective	**3**
	Sub-Total Credits	13

4th Semester – Fall

Course Code	Title	Credits
	Arts and Humanities	**3**
	Social and Behavioral Science	**3**
	General Education Course	**3**
	Elective	**3**
	Sub-Total Credits	12

Notes:

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Fall, or transfers credit in, the above would have to be modified.

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 of the 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.

Law Enforcement Training Academy

Degree Type
Certificate of Proficiency
20309

The Certificate of Proficiency in Law Enforcement Training Academy prepares students for entry-level employment as Arizona peace officers through successful completion of the Arizona Peace Officer Standards and Training Board (AZPOST) Basic Peace Officer Academy curriculum. The program provides training in the criminal justice system, ethics and professionalism, cultural awareness, criminal law, first aid and emergency medical response, firearms, defensive tactics, tactical driving, active assailant response, officer safety, and critical decision-making. Through classroom instruction, laboratory skills training, and scenario-based exercises, students develop the knowledge, skills, and professional competencies necessary to meet AZPOST training standards and prepare for Arizona peace officer certification and service in law enforcement.

Program Learning Outcomes
1. Analyze the structure, functions, and processes of the American criminal justice system.
2. Demonstrate ethical decision-making and professional conduct consistent with Arizona peace officer standards.
3. Apply Arizona criminal law and legal principles to law enforcement situations.
4. Communicate effectively and interact professionally with diverse individuals and communities.
5. Demonstrate competency in emergency medical response, first aid, and CPR procedures.
6. Demonstrate safe and proficient firearms handling and marksmanship skills.
7. Apply officer safety principles and approved defensive tactics techniques during law enforcement encounters.
8. Demonstrate proficiency in tactical driving and emergency vehicle operations.
9. Apply active assailant response principles and tactical problem-solving strategies during critical incidents.
10. Integrate legal, ethical, tactical, medical, and communication skills in scenario-based law enforcement situations.
11. Demonstrate the knowledge, skills, and abilities necessary to successfully meet AZPOST academy training standards and prepare for peace officer certification.

Curriculum Requirements

Course Code	Title	Credits
AJS 117	Law Enforcement Training Academy: Module I	12
AJS 217	Law Enforcement Training Academy: Modules II and III	20
	Sub-Total Credits	32

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	32

Course Sequencing

1st Semester – Spring

Course Code	Title	Credits
AJS 117	Law Enforcement Training Academy: Module I	12
	Sub-Total Credits	12

2nd Semester – Fall

Course Code	Title	Credits
AJS 217	Law Enforcement Training Academy: Modules II and III	20
	Sub-Total Credits	20

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Fall, or transfers credit in, the above would have to be modified.

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 degree
- 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.

LPN Step Out

Degree Type
Certificate of Proficiency
20313

Advisors: Alayna Barr, Ty Jones, and Megan Martinez

The LPN Step-Out Curriculum prepares students in an RN program to qualify for practical nursing licensure after completing designated coursework. It focuses on foundational nursing skills used under the supervision of a registered nurse or licensed healthcare provider. Licensed Practical Nurses (LPNs) deliver essential nursing care and work in collaboration with other members of the healthcare team. After successfully completing the program, graduates are qualified to apply for and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Admission into the nursing program is required.

Note: Students who complete this curriculum are eligible to sit for the Arizona Board of Nursing NCLEX-PN Examination.

The Arizona State Board of Nursing may not consider applications for LPN licensure from individuals with felony convictions unless the applicant has received an absolute discharge from all felony sentences five or more years before the application is processed. Licensure requirements also include proof of legal presence in the United States and disclosure of any felony conviction(s).

Graduates are prepared for entry level employment in healthcare facilities, hospitals, home health agencies, and other healthcare environments. Courses in the program may require vaccinations or other medical tests. See course descriptions for additional information.

Program Learning Outcomes
1. **Patient-Centered Care:** The student will provide individualized nursing care to childbearing patients and family units.
2. **Communication:** The student will demonstrate effective communication with diverse patient populations and with other healthcare professionals.
3. **Professionalism:** The student will exhibit professionalism and practice within legal and ethical guidelines and the scope of practice for a practical nurse.
4. **Teamwork and collaboration:** The student will operate as an integral member of the healthcare team, recognizing the roles of other members and one's own scope of practice.
5. **Safety:** The student will apply safety principles in nursing care for all populations and in multiple healthcare settings.
6. **Quality Improvement:** The student will contribute to the quality improvement of nursing care dependent on various healthcare settings.
7. **Evidence-Based Practice:** The student will identify evidence-based practices for positive patient outcomes.
8. **Informatics:** The student will utilize informatics as appropriate with various patient populations and in various healthcare settings.

Application Requirements

The following are required to be completed prior to applying for the Nursing program.

- Submit a copy of a valid Department of Public Safety fingerprint clearance card (allow 4-6 weeks).

- Reading Competency at the twelfth-grade level or above (fulfill one of the following):
  - 12th grade reading competency on a GCC approved reading test
  - TEAS Reading score of 72.4% or higher
  - SAT score 480 or higher; ACT score 22 or higher
  - College Degree (Associate or higher)

- TEAS Nursing Entrance Exam with a minimum of proficient score or higher or HESI A2 score at 80% or higher (taken within 2 years from the date of application)

- Current American Heart Association CPR Basic Life Support Card (must be maintained throughout the program)

- Current Arizona Licensed Nursing Assistant (LNA) number in good standing

Admission Requirements

Admission Requirements
Immunizations/Approved Exemption/Physical Exam

The following prerequisite courses are required to be completed with a minimum grade of “C” or better prior to starting the Nursing program.

- HCE 112 Medical Terminology or competency exam
- HCE 116 Medical Dosage Calculations or competency exam
- CHM 130 Fundamental Chemistry or higher - (CHM 138 preferred) (4 credits)
- BIO 201 Human Anatomy and Physiology I (4 credits)
- MAT 142 College Mathematics or higher (3 credits)
- NUR 105 Pharmacology for Nursing (3 credits)
- ENG 101 Written Communications (3 credits)

Curriculum Related Requirements

Course Code	Title	Credits
	CHM 130 or higher	
CHM 130	Fundamental Chemistry	4
CHM 138	An Introduction to General, Organic, and Biological Chemistry	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
CHM 235	General Organic Chemistry I	4
CHM 236	General Organic Chemistry II	4
HCE 240	Human Pathophysiology	4
	Sub-Total Credits	8

Curriculum Requirement

All curriculum requirements (NUR prefix) must be passed with a grade of "B" or higher

Course Code	Title	Credits
NUR 105	Pharmacology for Nursing	3
NUR 110	Nursing One	9
NUR 120	Nursing Two	9
	NUR 190 or NUR 230	
NUR 190	LPN Bridge Course	3
NUR 230	Nursing Three	9
	Sub-Total Credits	24-30

General Education Requirements

Written and Oral Communication

Course Code	Title	Credits
ENG 101	English Composition I	3
	Sub-Total Credits	3

Quantitative Reasoning

Course Code	Title	Credits
	MAT 142 or higher	**3-5**
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 157	Mathematics for Elementary Teachers II	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
MAT 221	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
	Sub-Total Credits	3

Natural Sciences

Course Code	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	8

Social and Behavioral Sciences

Course Code	Title	Credits
PSY 101	Introduction to Psychology	3
	Sub-Total Credits	3

Total General Education Requirements

	Sub-Total Credits	17

In addition to completing each of the courses listed above with a grade of “C” or better (NUR courses with B 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	49-55

Medical Assistant

Degree Type
Certificate of Proficiency
20303

Advisors: Megan Martinez

The Medical Assistant program provides students with essential clinical, administrative, and laboratory skills for entry level positions in medical offices, clinics, and other ambulatory care settings. Training includes vital signs, exam assistance, medication administration, basic lab procedures, specimen collection, EHR management, scheduling, billing and coding basics, communication, and medical law and ethics.

Students must meet required health and safety standards, which may include vaccinations or other medical tests. A two-step TB skin test is mandatory: the first test must be completed and documented, followed by a second test one to three weeks later with documented results. Additional requirements may apply; see course descriptions for details.

All students must complete a minimum of 160 clinical hours in a healthcare clinic to gain supervised, practical experience.

Program Learning Outcomes

1. Integrate concepts of human anatomy, physiology, and relevant medical terminology within patient care and clinical practice.
2. Perform administrative medical assisting functions, such as effective telephone communication, patient scheduling, documentation, and essential clerical tasks, in compliance with professional standards and current office technologies.
3. Demonstrate proficiency in clinical medical assisting procedures, including aseptic techniques, specimen collection, basic laboratory testing, and support during clinical examinations.
4. Provide safe, compassionate, and effective patient care, encompassing patient education, support during physical examinations, application of therapeutic modalities, accurate measurement of vital signs, and implementation of basic pharmacology principles.
5. Recognize normal and abnormal patient condition parameters and report deviations accurately to the appropriate healthcare provider.
6. Apply principles of customer service, ethics, and patient confidentiality by adhering to HIPAA regulations and safeguarding patient rights, including privacy and protection from abuse, mistreatment, and neglect.

Curriculum Requirements

Course Code	Title	Credits
EMT 122	First Aid and CPR	2
	HCE 100 or NUR 100	**4-6**
HCE 100	Basic Health Care Concepts and Skills	4
NUR 100	Nursing Assistant	6
HCE 112	Medical Terminology	2
HCE 116	Medical Dosage Calculations	2
HCE 130	Medical Assisting: Administrative Competencies	3
HCE 160	Medical Assisting: Clinical Competencies	6
HCE 170	Medical Assisting: Externship	4
HCE 171	Introduction to Medical Pharmacology	3
HCE 186	Phlebotomy and Clinical Laboratory	3
HCE 190	Human Body in Health and Disease	4
	Sub-Total Credits	33-35

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
	CIS 101 or CIS 103	**3-3**
CIS 101	Computer Concepts and Microsoft Applications	3
CIS 103	Introduction to Computer Based Systems	3
HCE 156	Science for Allied Health	4
HCE 188	Electrocardiogram	2
HCE 189	Phlebotomy Certification Review	2
PSY 101	Introduction to Psychology	3
	Sub-Total Credits	3-5

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	38

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
EMT 122	First Aid and CPR	2
	HCE 100 or NUR 100	**4-6**
HCE 100	Basic Health Care Concepts and Skills	4
NUR 100	Nursing Assistant	6
HCE 112	Medical Terminology	2
HCE 116	Medical Dosage Calculations	2
HCE 130	Medical Assisting: Administrative Competencies	3
HCE 186	Phlebotomy and Clinical Laboratory	3
	Sub-Total Credits	16-18

2nd Semester – Spring

Course Code	Title	Credits
HCE 171	Introduction to Medical Pharmacology	3
HCE 190	Human Body in Health and Disease	4
HCE 160	Medical Assisting: Clinical Competencies	6
	Curriculum Related Course	**3-5**
	Sub-Total Credits	16-18

3rd Semester – Summer/Fall

Course Code	Title	Credits
HCE 170	Medical Assisting: Externship	4
	Sub-Total Credits	4

Notes

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).

Students will be required to complete a minimum of 160 hours in a health clinic.

Courses in the program may require vaccinations or other medical tests.

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

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 110	Interpersonal Communication	3
EMT 122	First Aid and CPR	2
HCE 100	Basic Health Care Concepts and Skills	4
HCE 112	Medical Terminology	2
	Sub-Total Credits	11

General Education Requirements

Arts and Humanities

Course Code	Title	Credits
PHI 105	Introduction to Ethics	3
	Sub-Total Credits	3

Social and Behavioral Sciences

Course Code	Title	Credits
PSY 101	Introduction to Psychology	3
PSY 240	Abnormal Psychology	3
PSY 250	Developmental Psychology	3
	Sub-Total Credits	9

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

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
HCE 100	Basic Health Care Concepts and Skills	4
PSY 101	Introduction to Psychology	3
HCE 112	Medical Terminology	2
	Sub-Total Credits	9

2nd Semester – Spring

Course Code	Title	Credits
COM 110	Interpersonal Communication	3
PSY 250	Developmental Psychology	3
	Sub-Total Credits	6

3rd Semester – Fall

Course Code	Title	Credits
EMT 122	First Aid and CPR	2
PHI 105	Introduction to Ethics	3
	Sub-Total Credits	5

4th Semester – Spring

Course Code	Title	Credits
PSY 240	Abnormal Psychology	3
	Sub-Total Credits	3

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

Nursing

Degree Type
Associate of Applied Science
30205

Advisors:

● Anjanette Bolinger and Megan Martinez (Gila Pueblo)

● Alayna Barr and Ty Jones (Payson)

This program is designed to prepare the student for beginning employment as a staff nurse giving direct care to patients. On successful completion of the program, the student will be awarded the Associate of Applied Science in Nursing degree and will be eligible to apply for licensure and submit an application to write the National Council Licensure Examination for Registered Nurses (NCLEX RN). The program permits students to enter or exit from the program based on their specific needs, space availability, and time limitations. Entry into the Nursing Program requires prior admission.

Program Learning Outcomes

1. Patient-Centered Care: Graduates will be prepared to deliver compassionate, patient centered care that is individualized to each patient's values and preferences.

2. Communication: Graduates will demonstrate effective and empathetic communication with patients, families, and healthcare teams.

3. Professionalism: Graduates will exhibit professionalism and demonstrate legal and ethical nursing practice in a dynamic healthcare environment.

4. Teamwork and Collaboration: Graduates will demonstrate an understanding of collaborative practice and appropriate leadership, working well with each other and other healthcare professionals to improve patient outcomes.

5. Safety: Graduates will be able to demonstrate safe practices and identify potential safety risks in the healthcare setting.

6. Quality Improvement: Graduates will use clinical judgment and actively engage in nursing practices that enhance and contribute to quality improvement in patient care.

7. Evidence-Based Practice: Graduates will apply evidence-based practices and use information and technology to make informed and effective clinical decisions.

8. Informatics: Graduates will be prepared to enter the nursing profession using informatics to improve patient outcomes, decrease medical costs, and decrease medical errors in the healthcare setting.

Application Requirements

The following are required to be completed prior to applying for the Nursing program.

● Submit a copy of a valid Department of Public Safety fingerprint clearance card (allow 4- 6 weeks).

● Reading Competency at the twelfth-grade level or above (fulfill one of the following):

o 12th grade reading competency on a GCC approved reading test

o TEAS Reading score of 72.4% or higher

o SAT score 480 or higher; ACT score 22 or higher

o College Degree (Associate or higher)

● TEAS Nursing Entrance Exam with a minimum of proficient score or higher or HESI A2 score at 80% or higher

(taken within 2 years from the date of application)

● Current American Heart Association CPR Basic Life Support Card (must be maintained throughout the program)

● Current Arizona Licensed Nursing Assistant (LNA) number in good standing

Admission Requirements

Immunizations/Approved Exemption/Physical Exam The following prerequisite courses are required to be completed with a minimum grade of "C" or higher prior to starting the Nursing program.

● HCE 112 Medical Terminology or competency exam

● HCE 116 Medical Dosage Calculations or competency exam

● CHM 130 Fundamental Chemistry or higher - (CHM 138 preferred) (4 credits)

● BIO 201 Human Anatomy and Physiology I (4 credits)

● MAT 142 College Mathematics or higher (3 credits)

● NUR 105 Pharmacology for Nursing (3 credits)

● ENG 101 Written Communications (3 credits)

Curriculum Related Requirements

Course Code	Title	Credits
HCE 240	Human Pathophysiology	4
HCE 241	Nutrition	3
	Sub-Total Credits	7

Curriculum Requirement

All curriculum requirements (NUR prefix) must be passed with a grade of “B” or higher

Course Code	Title	Credits
NUR 105	Pharmacology for Nursing	3
NUR 110	Nursing One	9
NUR 120	Nursing Two	9
NUR 230	Nursing Three	9
NUR 240	Nursing Four	10
	Sub-Total Credits	40

General Education Requirements

Written and Oral Communication

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
ENG 102	English Composition II	3
	Sub-Total Credits	6

Quantitative Reasoning

Course Code	Title	Credits
	MAT 142 or higher	**3-5**
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 157	Mathematics for Elementary Teachers II	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
MAT 221	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
	Sub-Total Credits	3-5

Natural Sciences

Course Code	Title	Credits
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 205	Microbiology	4
CHM 130	Fundamental Chemistry	4
	Sub-Total Credits	16

Social and Behavioral Sciences

Course Code	Title	Credits
PSY 101	Introduction to Psychology	3
	Sub-Total Credits	3

Total General Education Requirements

	Sub-Total Credits	28

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	75

Course Sequencing

Prerequisites

HCE 112 and HCE 116 can be fulfilled by competency exam.
NUR 100 can be fulfilled by Current Arizona Licensed Nursing Assistant in good standing.
EMT 121 or EMT 122 can be fulfilled with Current BLS card from American Heart Association.

Course Code	Title	Credits
HCE 112	Medical Terminology	2
HCE 116	Medical Dosage Calculations	2
NUR 100	Nursing Assistant	6
	EMT 121 or EMT 122	**0.5-2**
EMT 121	Cardiopulmonary Resuscitation	0.5
EMT 122	First Aid and CPR	2
ENG 101	English Composition I	3
BIO 201	Human Anatomy and Physiology I	4
CHM 130	Fundamental Chemistry	4
MAT 142	College Mathematics	3
NUR 105	Pharmacology for Nursing	3
	Sub-Total Credits	27.5-29

1st Semester

Course Code	Title	Credits
NUR 110	Nursing One	9
PSY 101	Introduction to Psychology	3
BIO 202	Human Anatomy and Physiology II	4
	Sub-Total Credits	16

2nd Semester

NUR 190 is an optional course for 2nd semester

Course Code	Title	Credits
NUR 120	Nursing Two	9
HCE 240	Human Pathophysiology	4
	Sub-Total Credits	13

3rd Semester

Course Code	Title	Credits
NUR 230	Nursing Three	9
HCE 241	Nutrition	3
ENG 102	English Composition II	3
	Sub-Total Credits	15

4th Semester

Course Code	Title	Credits
NUR 240	Nursing Four	10
BIO 205	Microbiology	4
	Sub-Total Credits	14

Nursing Assistant

Degree Type
Certificate of Proficiency
20305

Advisors: Anjanette Bolinger (Gila Pueblo) and Destiny McCloskey (Payson)

The Nursing Assistant Certificate prepares students with the essential knowledge and hands on skills required to provide safe, compassionate basic nursing care in a variety of healthcare settings. Through classroom instruction, skills laboratory practice, and supervised clinical experience, students learn fundamental competencies in patient communication, infection control, vital sign measurement, and assistance with activities of daily living. The program emphasizes person centered care, ethical and legal responsibilities, and effective collaboration within the healthcare team.

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

The Arizona State Board of Nursing may not consider applications for CNA certification from individuals with felony convictions unless the applicant has received an absolute discharge from all felony sentences five or more years before the application is processed. Certification requirements also include proof of legal presence in the United States and disclosure of any felony conviction(s).

Graduates are prepared for entry level employment in long term care facilities, hospitals, home health agencies, and other healthcare environments.

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. Perform basic nursing care safely and effectively by utilizing appropriate infection control measures, correct body mechanics, and established patient safety protocols.
2. Accurately measure, document, and report vital signs and patient observations, identify abnormal findings, and communicate these promptly to the appropriate healthcare professional.
3. Deliver person-centered care that addresses the physical, emotional, and cultural needs of diverse patient

populations, including support with activities of daily living.
4. Utilize effective communication skills in interactions with patients, families, and healthcare team members, consistently demonstrating empathy, professionalism, and respect.
5. Comply with legal and ethical standards, including HIPAA confidentiality, patient rights, informed consent, and mandated reporting obligations.
6. Exhibit proficiency in essential clinical skills as outlined by state and federal regulations for nursing assistants.
7. Demonstrate professionalism and workplace readiness by exhibiting teamwork, dependability, accountability, and appropriate responses to constructive feedback.

Curriculum Requirements

Course Code	Title	Credits
EMT 122	First Aid and CPR	2
HCE 100	Basic Health Care Concepts and Skills	4
HCE 112	Medical Terminology	2
	HCE 114 or HCE 116	**2**
HCE 116	Medical Dosage Calculations	2
NUR 100	Nursing Assistant	6
	Sub-Total Credits	16

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

Course Sequencing

1st Semester – Fall or Spring

Course Code	Title	Credits
HCE 100	Basic Health Care Concepts and Skills	4
EMT 122	First Aid and CPR	2
HCE 112	Medical Terminology	2
HCE 116	Medical Dosage Calculations	2
NUR 100	Nursing Assistant	6
	Sub-Total Credits	16

Notes

Students are not required to complete all courses in this certificate to be eligible to test with the Arizona State Board of Nursing to receive their Licensed Nursing Assistant (LNA) or Certified Nursing Assistant (CNA) credential.

Completion of the NUR 100 - Nursing Assistant course will allow the student to be eligible to test and apply to the Arizona State Board of Nursing for LNA or CNA credentials.

Students will be required to complete a minimum of 120 hours of instruction, which must include 40 hours of classroom setting, 20 hours in the skills lab, and 40 clinical hours in a skilled nursing facility.

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

The Board of Nursing may not consider applications for Certified Nursing Assistant (CNA) or Licensed Nursing Assistant (LNA) if the applicant has any felony convictions and has not received an absolute discharge from the sentence(s) for all felony convictions, which must be received five or more years before the Board of Nursing processes the application.

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

Phlebotomist Technician

Degree Type
Certificate of Proficiency
20307

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

The Phlebotomist Technician Certificate of Proficiency program prepares students for a career as healthcare professionals responsible for the collection of patient specimens. Students are trained to obtain blood specimens through skin puncture or venipuncture for all age groups. 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).

Phlebotomists collect fluid and tissue samples, explain procedures to patients, and perform standard lab tests. Key subjects include ethics, infection control, communication, anatomy, physiology, and medical terminology. Their

duties involve assembling equipment, verifying patient identities, documenting information, sterilizing equipment, and labeling blood samples accurately.

Students in the Phlebotomy Technician program will work with potentially infectious materials. Therefore, students must provide proof of a current TB skin test, a clear chest X-ray, or a healthcare provider's statement confirming they are symptom-free for pulmonary tuberculosis. Additionally, documentation of MMR and Hepatitis B vaccinations is required.

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
EMT 122	First Aid and CPR	2
	HCE 100 or NUR 100	**4-6**
HCE 100	Basic Health Care Concepts and Skills	4
NUR 100	Nursing Assistant	6
HCE 112	Medical Terminology	2
HCE 116	Medical Dosage Calculations	2
HCE 186	Phlebotomy and Clinical Laboratory	3
HCE 189	Phlebotomy Certification Review	2
	Sub-Total Credits	15-17

Curriculum Related Requirements

Select 0 to 2 credits from the following courses:

Course Code	Title	Credits
BUS 251	Human Relations	3
CIS 101	Computer Concepts and Microsoft Applications	3
CIS 103	Introduction to Computer Based Systems	3
HCE 156	Science for Allied Health	4
HCE 171	Introduction to Medical Pharmacology	3
HCE 188	Electrocardiogram	2
HCE 190	Human Body in Health and Disease	4
HCE 289	Phlebotomy Practicum	2
PSY 101	Introduction to Psychology	3

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	17

Course Sequencing

Prerequisites

Course Code	Title	Credits
ENG 090	Reading Improvement	3
	BUS 111 or MAT 100	**3-5**
MAT 100	Applied Mathematics	4
	Sub-Total Credits	6-8

1st Semester – Fall

Course Code	Title	Credits
	HCE 100 or NUR 100	**4-6**
HCE 100	Basic Health Care Concepts and Skills	4
NUR 100	Nursing Assistant	6
EMT 122	First Aid and CPR	2
HCE 112	Medical Terminology	2
HCE 186	Phlebotomy and Clinical Laboratory	3
	Sub-Total Credits	11-13

2nd Semester – Spring

Course Code	Title	Credits
HCE 116	Medical Dosage Calculations	2
HCE 189	Phlebotomy Certification Review	2
	Sub-Total Credits	4

Optional Classes

Select 0 to 2 credits from the following courses:

Course Code	Title	Credits
BUS 251	Human Relations	3
CIS 101	Computer Concepts and Microsoft Applications	3
CIS 103	Introduction to Computer Based Systems	3
HCE 156	Science for Allied Health	4
HCE 171	Introduction to Medical Pharmacology	3
HCE 188	Electrocardiogram	2
HCE 190	Human Body in Health and Disease	4
HCE 289	Phlebotomy Practicum	2
PSY 101	Introduction to Psychology	3

Notes

Upon completion of the Phlebotomist Technician certificate program, students are eligible to sit for the American Medical Technologists (AMT) certification examination. Total didactic clock hours required for certification is 120 hours plus 50 successful venipunctures and 10 successful capillary punctures from human sources.

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

If a student is interested in working at a hospital, the student may want to consider the Medical Laboratory Assistant certificate instead.

- Courses in the program may require vaccinations or other medical tests. See course descriptions in the catalog for additional information.
- Helpful website: http://www.americanmedtech.org (American Medical Technologists)

STEM Research Certificate

Degree Type
Certificate of Proficiency
20502

Advisor: Dr. Russell Genet

The STEM Research Certificate provides students with the opportunity to engage in undergraduate research that specifically focuses on the planetary, galactic, and stellar phenomena occurring in outer space. Students will submit their research for publication and present it to an audience.

Program Learning Outcomes

1. Demonstrate an understanding of the scientific research process.
2. Work effectively on a student research team.
3. Plan a research project and prepare a written research proposal.
4. Conduct research in a STEM field.
5. Analyze data to draw research project conclusions.
6. Work with a team to write a research paper.
7. Outline the steps to edit a scientific paper to make it more concise, objective, and clear, and apply that knowledge to edit your team's paper as well as the papers of other teams.
8. Prepare a presentation to present research orally or via a poster.

Curriculum Requirements

Course Code	Title	Credits
AST 131	Introduction to Astronomy Research	1-3
AST 231	Advanced Astronomy Research	1-3
	Sub-Total Credits	8-9

General Education Requirements

Quantitative Reasoning

Course Code	Title	Credits
	MAT 142 or higher	**3-5**
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 157	Mathematics for Elementary Teachers II	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
MAT 221	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
	Sub-Total Credits	3-5

Natural Sciences

Select at least two Natural Sciences courses from the catalog that includes a lab.

	Sub-Total Credits	8

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	19

Course Sequencing

1st Semester – Spring

Course Code	Title	Credits
AST 131	Introduction to Astronomy Research	1-3
	Quantitative Reasoning Course	**3**
	Sub-Total Credits	8-10

2nd Semester – Fall

Course Code	Title	Credits
AST 231	Advanced Astronomy Research	1-3
	Sub-Total Credits	6-10

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

Technical Studies

Degree Type
Associate of Applied Science
30206

Advisor: Consult an advisor or faculty member for advising.

The Associate of Applied Science (AAS) in Technical Studies is a career-focused degree designed to prepare students for employment in a wide range of skilled trades and technical occupations. The program combines applied technical coursework with general education to support hands-on skill development, workplace readiness, and career advancement.

Students may earn and apply stackable certificates toward the degree, including certificates listed under the certificate requirements section. Instruction includes classroom learning, laboratory experiences, and applied training using industry-standard tools and equipment. Graduates are prepared for entry-level employment or continued technical training in construction, manufacturing, personal services, culinary, public safety, and related technical industries. This degree is intended as a workforce-focused program.

Program Learning Outcomes

1. Demonstrate technical skills and knowledge appropriate to their selected trade or occupational pathway.
2. Apply industry-standard tools, equipment, and techniques safely and effectively in laboratory and work settings.
3. Follow workplace safety practices, regulations, and procedures, including hazard awareness and risk prevention.
4. Interpret basic technical information, such as drawings, specifications, manuals, and work instructions.
5. Apply problem-solving and critical-thinking skills to address routine technical and workplace challenges.
6. Demonstrate professionalism, including dependability, teamwork, ethical behavior, and effective communication.
7. Use foundational mathematics and measurement skills relevant to technical and trade applications.
8. Exhibit workplace readiness, including time management, adaptability, and responsibility.

General Education Requirements

Written and Oral Communication (3-6 credits)

Course Code	Title	Credits
ENG 101	English Composition I	3
	Sub-Total Credits	3-6

Quantitative Reasoning (3-5 credits)

Course Code	Title	Credits
	MAT 142 or higher	**3-5**
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 157	Mathematics for Elementary Teachers II	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
MAT 221	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
	Sub-Total Credits	3-5

Natural Sciences (4-8 credits)

Select at least one **Natural Sciences** course from the catalog that includes a lab.

	Sub-Total Credits	4-8

Arts and Humanities (3-6 credits)

Select at least one **Humanities** course from the catalog.

	Sub-Total Credits	3-6

Social and Behavioral Sciences (3-6 credits)

Select at least one **Social and Behavioral Sciences** courses from the catalog.

	Sub-Total Credits	3-6

Institutes of the Americas (0-3 credits)

One course may be selected from this **category.**

Additional General Education Requirements (3-4 credits)

Select a sufficient number of credits from the **list of General Education** courses to reach at least 19 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	3-4

Total General Education Requirements

	Sub-Total Credits	19-20

Certificate Requirements

Earn at least of the certificates noted below

- Automotive Maintenance
- Basic Building Trades
- Basic Marketing Management
- Cosmetology Hairstylist
- Cosmetology Nail Technician
- Culinary Fundamentals
- Electrical Fundamentals
- Electrical Installation

	Sub-Total Credits	11-40

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.

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.

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

Theatre Production

Degree Type
Certificate of Proficiency
20101

Advisor: Kathleen Siler

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	1-2
THC 121	Rehearsal and Production II	1-2
THC 231	Stagecraft	3
THC 236	Introduction to Scene Design	3
	Sub-Total Credits	8-10

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

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
THC 120	Rehearsal and Production I	1-2
	Sub-Total Credits	1-2

2nd Semester – Spring

Course Code	Title	Credits
THC 231	Stagecraft	3
	Sub-Total Credits	3

3rd Semester – Fall

Course Code	Title	Credits
THC 121	Rehearsal and Production II	1-2
	Sub-Total Credits	1-2

4th Semester – Spring

Course Code	Title	Credits
THC 236	Introduction to Scene Design	3
	Sub-Total Credits	3

Notes

The foregoing is a recommended, or suggested, sequence of courses. If a student enters the program in the Spring, or transfers credit in, the above would have to be modified.

Welding Techniques and Processes

Degree Type
Certificate of Proficiency
20215

Advisors: Ernest Baca and Christopher Freeman (Gila Pueblo)

The Welding Techniques and Processes Certificate equips students with foundational skills and practical experience required for entry-level positions in the welding and metal fabrication industry. The curriculum covers essential welding principles, safety protocols, and the correct operation of welding tools and equipment. Guided laboratory instruction enables students to develop proficiency in multiple welding processes, including shielded metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), and oxyfuel cutting.

The program emphasizes the development of proper welding techniques, high-quality workmanship, and a comprehensive understanding of weld symbols, materials, and industry standards. Students gain practical experience producing welds in multiple positions and working with a range of metals commonly used in manufacturing, construction, mining, and industrial maintenance.

Graduates of this certificate program are prepared for entry-level welder positions, advanced technical training, or pursuing an associate degree.

Program Learning Outcomes
1. Apply welding safety practices that align with industry standards, ensuring correct use of personal protective equipment (PPE), tools, and established shop procedures.
2. Interpret welding blueprints, symbols, and technical drawings to accurately plan and execute welding tasks.

3. Set up, operate, and maintain welding equipment for shielded metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), and oxyfuel cutting processes.
4. Produce welds in multiple positions and on various metals, demonstrating proper technique, bead quality, and compliance with welding specifications.
5. Perform basic fabrication tasks, including measuring, cutting, fitting, and preparing metal components for welding.
6. Inspect welds for quality and conformance to standards, identify common defects, and apply corrective techniques to enhance weld performance.
7. Exhibit professionalism, effective workplace communication, and adherence to industry expectations to contribute successfully in welding, manufacturing, construction, or industrial environments.

Curriculum Requirements

Course Code	Title	Credits
TEC 132	OSHA 10 Training	0.5
WLD 101	Welding	3
WLD 111	Arc Welding	3
WLD 124	MIG Welding	3
WLD 126	TIG Welding	3
	WLD 211 or WLD 260 or WLD 270	**6**
WLD 211	Pipe Welding	3
WLD 260	Flux Cored Arc and Gas Metal Arc Welding	3
WLD 270	Technical Welding	3
	Sub-Total Credits	18.5

In order to obtain this certificate, you must:

- Complete each required course above with a grade of “C” or better.
- File a petition for 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

Course Sequencing

1st Semester – Fall

Course Code	Title	Credits
TEC 132	OSHA 10 Training	0.5
WLD 101	Welding	3
WLD 111	Arc Welding	3
WLD 124	MIG Welding	3
	Sub-Total Credits	9.5

2nd Semester – Spring

Course Code	Title	Credits
WLD 126	TIG Welding	3
	Choose two from: WLD 211, WLD 260, WLD 270	
WLD 211	Pipe Welding	3
WLD 260	Flux Cored Arc and Gas Metal Arc Welding	3
WLD 270	Technical Welding	3
	Sub-Total Credits	3

Note

The foregoing is
a recommended, or suggested, sequence of courses. If a student enters th
Spring, or transfers credit in, the above would have to be modified.

Welding Technology

Degree Type
Associate of Applied Science
30204

Advisors: Ernest Baca and John Freeman (Gila Pueblo)

The Welding Technology Associate of Applied Science (AAS) degree provides comprehensive training in modern welding processes, fabrication techniques, and industry standards to prepare students for advanced positions in the welding and metalworking fields. The program builds on foundational welding skills and expands into higher level competencies, including complex welding procedures, fabrication layout, blueprint interpretation, metallurgy fundamentals, and quality assurance practices.

Program Learning Outcomes
1. Demonstrate safe and responsible work practices that protect personal safety, co-workers, equipment, and the environment in accordance with industry regulations and best practices.
2. Interpret welding blueprints, weld symbols, and verbal or written instructions to plan, layout, and fabricate metal components using standard tools and equipment.
3. Set up and perform welding operations across multiple processes—including SMAW, GMAW, FCAW, and GTAW—on a range of metals and in various welding positions.
4. Produce high quality SMAW welds using appropriate techniques to meet industry standards across multiple steel types and conditions.
5. Perform GTAW welds and surfacing applications on plain carbon steel, aluminum, and 3XX series stainless steel with accuracy and quality.
6. Apply principles and techniques of GMAW and FCAW

processes to produce welds that meet structural, fabrication, or manufacturing specifications.
7. Identify and evaluate industrial materials and contemporary manufacturing processes, explaining their properties, applications, and relevance within fabrication and metalworking industries

Curriculum Requirements

Course Code	Title	Credits
	CIS 101 or CIS 103	**3-3**
CIS 101	Computer Concepts and Microsoft Applications	3
CIS 103	Introduction to Computer Based Systems	3
TEC 132	OSHA 10 Training	0.5
WLD 101	Welding	3
WLD 111	Arc Welding	3
WLD 211	Pipe Welding	3
WLD 260	Flux Cored Arc and Gas Metal Arc Welding	3
WLD 270	Technical Welding	3
	Sub-Total Credits	18.5-18.5

General Education Requirements

Written and Oral Communication

Course Code	Title	Credits
	BUA 259 or ENG 100 or ENG 101	**3**
BUA 259	Business Communications	3
ENG 100	Writing Fundamentals	3
ENG 101	English Composition I	3
	Sub-Total Credits	3

Quantitative Reasoning

Course Code	Title	Credits
	MAT 100 or higher	**3-5**
MAT 100	Applied Mathematics	4
MAT 111	Elementary Algebra	4
MAT 121	Intermediate Algebra	4
MAT 142	College Mathematics	3
MAT 151	College Algebra	4
MAT 156	Mathematics for Elementary Teachers I	3
MAT 160	Introduction to Statistics	3
MAT 181	Trigonometry	3
MAT 210	Elements of Calculus	4
	Sub-Total Credits	3-5

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	8-10

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

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.

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.

Sub-Total Credits	11

In addition to completing each of the courses listed above with a grade of “C” or higher, 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

AGR 102: Animal Industry

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course offers a comprehensive introduction to the livestock and poultry industries, emphasizing how biological science informs modern production practices. Students explore the scientific and managerial principles that shape contemporary livestock operations, with focused attention on production systems, marketing channels, and distribution processes.

AGR 111: Principles of Plant Science

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course offers a comprehensive introduction to plant science and crop technology, focusing on the biological and environmental principles that shape modern crop production. Students examine plant form and function, structural growth and development, plant nutrition, and the management of soil, water, and mineral resources. Emphasis is also placed on plant reproductive processes and their role in sustainable cultivation practices.

AGR 135: Conservation and Natural Resources

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course presents fundamental ecological concepts and examines their relevance to human-induced impacts on ecosystems, with emphasis on contemporary environmental challenges. Topics include the use and protection of natural resources such as soil, water, forests, minerals, plants, and animal life. The course covers ecological principles, the history of the conservation movement, current issues in resource utilization, and the role of citizens in conservation.

AGR 230: Gardening and Landscaping

Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course is designed for homeowners, gardeners, and landscapers. Students will explore an interest in gardening and landscaping as a hobby, for professional growth, or to broaden their knowledge of horticulture. Students will gain expertise in gardening and landscaping principles tailored for desert and semi-arid environments, encompassing both conventional and organic practices. Completing this course fulfills the training requirements for the University of Arizona Cooperative Extension Master Gardener Program.

AGR 285: Establishing and Running an Agribusiness

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course explores essential economic concepts and highlights important Arizona laws that shape the world of plant nurseries, landscaping companies, and agribusinesses.

AJS 117: Law Enforcement Training Academy: Module I

Sun Number N/A
Credits 12
Lecture Hours 8
Lab Hours 8
Prerequisites Admission to Gila Community College's Law Enforcement Training Academy.

This course provides the foundational knowledge, skills, and professional competencies required of entry-level Arizona peace officers. Students examine the structure and functions of the criminal justice system, the history and role of law enforcement, ethics and professionalism, cultural awareness, and Arizona criminal law. The course also introduces first aid, firearms safety and operation, officer safety principles, and foundational defensive tactics. Through classroom instruction, practical exercises, and scenario-based learning, students develop the competencies necessary for successful progression through the Arizona Peace Officer Standards and Training (AZPOST) Basic Training Academy.

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: Modules II and III

Sun Number N/A
Credits 20
Lecture Hours 12
Lab Hours 16
Prerequisites AJS 117 with a grade of "C" or better.

This course builds upon the foundational knowledge and skills acquired in Module I and provides advanced training in the application of Arizona peace officer duties and responsibilities. Students develop proficiency in firearms, defensive tactics, emergency medical response, tactical driving, and active assailant response. Emphasis is placed on officer safety, critical decision-making, de-escalation, tactical problem solving, and the integration of legal, ethical, and operational principles in realistic law enforcement scenarios. Through classroom instruction, practical exercises, and proficiency-based training, students develop the competencies necessary to meet AZPOST standards and successfully complete academy certification requirements.

ART 111: Drawing

Sun Number ART 1111
Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites None

Engage in the study and practice of various representational drawing techniques using a range of media.

ART 112: Pencil, Ink, and Watercolor Drawing

Sun Number N/A
Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites None.

The course covers techniques, tools, and methodologies for ink and watercolor sketching and drawing, with a focus on landscapes and architectural subjects.

Students will learn to use pencil and ink sketches to explore composition, shape, form, texture, and value. The curriculum fosters proficiency in one-point, two-point, and aerial (atmospheric) perspective. Instruction emphasizes applying watercolor to render ink sketches and drawings, with a focus on realistic landscapes, street scenes, skies, and bodies of water.

ART 114: Figure Drawing for Art Majors

Sun Number N/A
Credits 2-3
Lecture Hours 6
Prerequisites ART 111 with a grade of “C” or higher.

Practice drawing from draped models with supplementary studies in human anatomy to enhance understanding of form and structure

ART 122: Beginning Stained Glass I

Credits 1-2
Prerequisites None

Students acquire basic glass cutting, foiling, and soldering skills while creating stained glass art objects. The lead came method of stained class will be used as students assemble their own lead panel.

ART 123: Beginning Stained Glass II

Credits 1-2
Prerequisites ART 122 with a grade of “C” or higher

Students acquire glass cutting, foiling, and soldering skills while creating stained glass art objects. The lead came method of stained class will be used as students assemble their own lead panel.

ART 128: Beginning Digital Photography

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites A passing grade of “C” or higher in one of the following courses: CIS 099, CIS 101, or CIS 103, or instructor approval.

This course provides an introduction to the fundamentals of camera operation, the science of light, composition, and picture taking. Concepts of digital photography are taught through active learning techniques.

ART 133: Art from Prehistory through Middle Ages

Sun Number ART 1101
General Education Category Arts & Humanities
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

This course provides an introduction to art history by examining art, architecture, and visual cultures from the ancient and medieval periods. Students will develop an understanding of artistic terminology. The curriculum addresses political, cultural, social, economic, and religious transformations as represented in visual art. The course emphasizes the role of art as a medium for communication, documentation, and inspiration, highlighting its function in reflecting and shaping cultural and historical developments.

ART 134: Art from Renaissance to Modernism

Sun Number ART 1102
General Education Category Arts & Humanities
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

This course provides an introduction to art history by examining art, architecture, and visual cultures from the 15th century to the present. Students will develop an understanding of artistic terminology. The curriculum addresses political, cultural, social, economic, and religious transformations as represented in visual art. The course emphasizes the role of art as a medium for communication, documentation, and inspiration, highlighting its function in reflecting and shaping cultural and historical developments.

ART 143: Beginning Acrylic Painting I

Sun Number N/A
Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites None

This course introduces a range of techniques, materials, and approaches for acrylic painting. Topics include tool and material selection, composition, color theory and mixing, underpainting, washes, glazing, masking, and the depiction of light, shadow, and depth.

ART 144: Beginning Acrylic Painting II

Sun Number N/A
Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 143 with a grade of “C” or higher or instructor approval.

This course introduces a range of techniques, materials, and approaches for acrylic painting. Topics include tool and material selection, composition, color theory and mixing, underpainting, washes, glazing, masking, and the depiction of light, shadow, and depth.

ART 145: Beginning Watercolor I

Sun Number N/A
Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites None

This course provides an introduction to foundational techniques, styles, and methods in watercolor painting, emphasizing skill development and the production of finished works.

ART 146: Beginning Watercolor II

Sun Number N/A
Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 145 with a grade of “C” or higher or instructor approval.

This course builds on the foundational techniques, styles, and methods in watercolor painting, emphasizing skill development and the production of finished works taught in ART 145.

ART 147: Beginning Oil Painting I

Sun Number N/A
Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites None

This course provides an introduction to oil painting materials and techniques, emphasizing composition, structural elements, and various modes of expression.

ART 148: Beginning Oil Painting II

Sun Number N/A
Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 147 with a grade of “C” or higher or instructor approval.

This course builds on ART 147 by advancing students’ skills with oil painting materials and techniques, with continued emphasis on composition, structure, and expressive approaches. Students refine their technical abilities, expand their use of tools and mediums, and strengthen personal artistic direction through focused studio practice and critique.

ART 151: Beginning Sculpture I

Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites None.

This course introduces foundational techniques in modeling small-scale sculpture using terra cotta and stoneware clays, with an emphasis on the basic principles of three-dimensional design, including form, structure, and spatial composition

ART 152: Beginning Sculpture II

Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 151 with a grade of “C” or higher

This course introduces advanced techniques for modeling small-scale sculptures using terra cotta or stoneware clays, while deepening the exploration of three-dimensional design principles

ART 159: China Painting

Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites None.

This course focuses on the application of overglaze painting techniques on the surfaces of china and tile blanks

ART 161: Beginning Ceramics I

Credits 1-3
Prerequisites None.

An introduction to ceramics with multiple hand-building and forming techniques, slab building, sculpture, wheel throwing, high temperature firing, glaze application, and safety procedures.

ART 162: Beginning Ceramics II

Credits 1-3
Prerequisites ART 161 with a grade of “C” or higher or instructor approval.

Beginning Ceramics 2 focuses on advanced techniques in hand forming, sculpting, slab building, wheel work, glazing, and the design and execution of original 3-dimensional forms and functional pottery.

ART 171: Beginning Crafts I

Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites None

Creation and implementation of diverse craft projects.

ART 172: Beginning Crafts II

Credits 1-3
Lab Hours 6
Prerequisites ART 171 with a grade of “C” or higher

Building upon the foundation of ART 171, this course advances the creative design and practical execution of a variety of craft techniques.

ART 173: Beginning Jewelry I

Sun Number N/A
Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites None

This course introduces the fundamentals of jewelry making, including basic fabrication techniques using sheet and wire, as well as forming and soldering processes. An additional fee is required.

ART 174: Beginning Jewelry II

Sun Number N/A
Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 173 with a grade of “C” or higher.

This course builds on the fundamentals of jewelry making taught in ART 173, including fabrication techniques using sheet and wire, as well as forming and soldering processes. An additional fee is required.

ART 175: Introduction to Mixed Media Art

Credits 1-3
Lecture Hours 0
Prerequisites None.

Students will discover, or rediscover, their love for art in this relaxed, supportive mixed media class. Students will explore various mediums to compose a work of art, including collage, ink, paper, acrylic paint, metal foil, and print making.

ART 178: Beginning Lapidary I

Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites None.

This course explores the fundamentals of identifying, selecting, cutting, shaping, and polishing minerals and gemstones.

An additional fee is required.

ART 179: Beginning Lapidary II

Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 178 with a grade of “C” or higher

This introductory course focuses on the identification, selection, cutting, shaping, and polishing of minerals and gemstones. A materials fee is required.

ART 185: Digital Photography and Photo Editing

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites A passing grade of "C" or better in one of the following courses: CIS 099, CIS 101, or CIS 103, or instructor approval.

This course introduces software applications used to improve the appearance of digital images with an emphasis on nondestructive editing techniques. Fundamental photography concepts of exposure, composition, color and tones are integrated with the technical skills required to manipulate images.

ART 228: Intermediate Digital Photography

Sun Number N/A
Credits 3
Lecture Hours 1
Lab Hours 4
Prerequisites ART 128 with a grade of “C” or higher.

This course examines intermediate and advanced camera techniques, diverse photographic styles, lighting methods, compositional strategies, digital photography, and digital photo editing processes.

ART 243: Intermediate Acrylic Painting I

Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 144 with a grade of "C" or higher or instructor approval.

This course builds upon foundational acrylic painting skills by exploring a wide range of techniques, materials, and artistic approaches. Topics include tool and material usage, composition, color theory and mixing, underpainting, washes, glazing, masking, and the effective use of light, shadow, and depth.

ART 244: Intermediate Acrylic Painting II

Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 243 with a grade of "C" or higher or instructor approval.

This course delves deeper into advanced acrylic painting techniques, materials, and creative approaches. Students will further develop their skills in composition, color theory and mixing, underpainting, washes, glazing, masking, and the use of light, shadow, and texture to create depth and visual impact.

ART 245: Intermediate Watercolor I

Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 146 with a grade of "C" or higher or instructor approval.

This course focuses on advanced watercolor techniques, styles, and methods, emphasizing skill development and the creation of polished, professional-quality artwork.

ART 246: Intermediate Watercolor II

Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 245 with a grade of "C" or higher or instructor approval.

This course explores advanced watercolor painting techniques, styles, and methods, with a focus on refining artistic skills and producing polished, professional-quality artwork.

ART 247: Intermediate Oil Painting I

Sun Number N/A
Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 148 with a grade of “C” or higher or instructor approval.

Building upon ART 148, the course advances the study of oil painting materials and techniques, with emphasis on composition, structure, and expressive methods.

ART 248: Intermediate Oil Painting II

Sun Number N/A
Credits 1-3
Lecture Hours 6
Lab Hours 0
Prerequisites ART 247 with a grade of “C” or higher or instructor approval.

Building upon ART 247, the course advances the study of oil painting materials and techniques, with emphasis on composition, structure, and expressive methods.

ART 261: Intermediate Ceramics I

Credits 2-3
Prerequisites ART 162 with a grade of “C” or higher

This course builds on the concepts and skills acquired in ART 161 and ART 162. The course is designed to focus on independent studio study of hand-forming, wheel throwing, advanced glazing, decorative techniques, and high temperature firing.

ART 262: Intermediate Ceramics II

Credits 2-3
Prerequisites ART 261 with a grade of “C” or higher or instructor approval.

Building on concepts and skills from ART 161, ART 162, and ART 261, this course further explores wheel work, glazing, decorative processes, and differences in clay bodies through an independent study style that allows students to continue to develop their creative styles.

ART 273: Intermediate Jewelry I

Sun Number N/A
Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 174 with a grade of “C” or higher

This course builds upon skills developed in Beginning Jewelry. Topics include jewelry fabrication with sheet and wire, forming and soldering, sand casting, metal and wood inlays, overlays, and the marriage of metals. An additional fee is required.

ART 274: Intermediate Jewelry II

Credits 1-3
Lecture Hours 0
Lab Hours 6
Prerequisites ART 273 with a grade of “C” or higher

This course introduces advanced jewelry fabrication techniques such as chain making and box construction while strengthening students’ personal expression in design. Projects, demonstrations, and critique support the development of both technical skill and creative direction.

An additional materials fee applies.

ASL 101: Beginning American Sign Language I

Sun Number N/A
General Education Category Written and Oral Communication
Credits 4
Lecture Hours 3
Lab Hours 2
Prerequisites Reading proficiency as established by District Policy.

This introductory course develops foundational skills in American Sign Language with emphasis on its use within the Deaf community. Students learn core vocabulary, grammatical structure, and conversational strategies through dialogues, narratives, and interactive practice. Cultural perspectives and community norms are integrated to support meaningful, context-appropriate communication.

Concurrent enrollment in ASL 101L is required.

ASL 102: Beginning American Sign Language II

Sun Number N/A
General Education Category Written and Oral Communication
Credits 4
Lecture Hours 3
Lab Hours 2
Prerequisites ASL 101 with a grade of “C” or higher, or instructor approval.

This course builds upon ASL 101 by further developing students’ skills in American Sign Language and deepening their understanding of its use within the Deaf community. Emphasis is placed on expanding vocabulary, strengthening grammatical structure, and improving conversational fluency through dialogues, narratives, and interactive practice. Cultural perspectives and community norms are integrated throughout the course to support effective, context-appropriate communication and continued growth in both expressive and receptive ASL skills.

Concurrent enrollment in ASL 102L is required.

AST 103: Introduction to Astronomy

General Education Category Natural Sciences
Credits 4
Lecture Hours 3
Lab Hours 3
Prerequisites Reading proficiency as established by District Policy.

This course is a survey of modern astronomy introducing cycles of the sky, astronomical observations, history of astronomy, gravitation, light, optical instruments, stellar evolution and classification, galaxies, cosmological theories, survey of the solar system, and life in the universe.

AST 111: Life in the Universe

Sun Number N/A
Credits 1
Lecture Hours 1
Lab Hours 0
Prerequisites None.

This course explores the origins, evolution, and future of life from an interdisciplinary perspective. Students examine the formation of stars and planets, the emergence and evolution of life on Earth, and the development of complex organisms and human societies. The course also investigates the roles of culture, technology, and artificial intelligence in shaping humanity’s future, as well as the search for life beyond Earth. Designed for non-science majors, the course promotes critical thinking about humanity’s place in the universe and its responsibility for Earth’s future.

AST 131: Introduction to Astronomy Research

Sun Number N/A
Credits 1-3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course provides an introduction to research for undergraduate students. It is structured to support research teams in completing manageable scientific projects. Teams collaborate with their instructor to conduct research, make observations, analyze original data, and write and edit a team paper. Each paper is reviewed by an external evaluator before submission for publication. The course intentionally limits the complexity of research projects to facilitate learning. Its objectives include familiarizing students with research methodologies and tools and guiding them through the process of scientific writing and editing. Interaction occurs primarily among students and instructors. Successful completion of this course prepares students for the more advanced workshop, Advanced Astronomy Research (AST 231).

AST 231: Advanced Astronomy Research

Sun Number N/A
Credits 1-3
Lecture Hours 3
Lab Hours 0
Prerequisites AST 131 with a grade of “C” or higher or instructor approval

This course facilitates undergraduate research teams in completing scientific research projects. Research activities are conducted through video conferencing, and teams attend weekly staff meetings with their research supervisor and other teams. Each student team independently manages research tasks, acquires and processes observations from a remote robotic telescope, analyzes original data, prepares and revises a team paper, solicits external review, and submits the paper for publication.

AUT 101: Introduction to Automotive Technology

Sun Number N/A
Credits 2-4
Lecture Hours 1
Lab Hours 4
Prerequisites None.

This course introduces the fundamental operation, care, and maintenance of major automotive systems, including engine, fuel, ignition, suspension, brakes, electrical, and drivetrain components. Students gain foundational knowledge of system functions, basic troubleshooting, and routine service practices that support safe and reliable vehicle performance.

AUT 106: Internal Combustion Engines

Sun Number N/A
Credits 4
Lecture Hours 2
Lab Hours 4
Prerequisites None.

This course provides an introduction to the operating principles, theory, diagnosis, and service procedures related to automotive internal combustion engines. Emphasis is placed on identifying performance issues, performing standard service operations, rebuilding engines to specification, conducting and interpreting performance tests, evaluating component condition, and applying proper safety and shop practices. The course also prepares students for successful completion of the ASE certification test in engine repair.

AUT 132: Automotive Brake Systems

Sun Number N/A
Credits 2-4
Lecture Hours 1
Lab Hours 3
Prerequisites None.

This course provides an in-depth examination of the theory, diagnosis, and repair of automotive brake systems. Topics include general braking principles, system terminology, and the functions of disc and drum brake assemblies. Instruction focuses on the proper operation and use of brake servicing equipment, as well as the diagnosis and repair of hydraulic systems, power-assist mechanisms, and anti-lock braking systems (ABS). Students acquire practical experience in comprehensive brake system service procedures.

AUT 180: Automotive Service Techniques

Sun Number N/A
Credits 2
Lecture Hours 1
Lab Hours 3
Prerequisites None.

The course provides individualized, instruction in diagnosing, servicing, and repairing major automotive systems. Structured training covers engines, electrical and electronic systems, transmissions and transaxles, braking systems, suspension and steering, and automotive heating and air conditioning. The course emphasizes both the theoretical foundations of automotive technology and the practical skills necessary for effective service in a professional repair environment.

BIO 100: Biology Concepts

General Education Category Natural Sciences
Credits 4
Lecture Hours 3
Lab Hours 3
Prerequisites Reading proficiency as established by District Policy.

This hands-on course explores the biology of both plants and animals within the context of their environment, spanning levels of organization from molecules to the biosphere. Designed for non-science majors, it fulfills liberal studies requirements and emphasizes current, real-world issues in biology and ecology.

Concurrent enrollment in BIO 100L is required.

BIO 160: Introduction to Human Anatomy and Physiology

General Education Category Natural Sciences
Credits 4
Lecture Hours 3
Lab Hours 3
Prerequisites Reading proficiency as established by District Policy.

This course is an introductory survey of human anatomy and physiology. It is designed for non-science majors. The course provides a broad overview of all major body systems—including the integumentary, skeletal, muscular, nervous, cardiovascular, respiratory, digestive, urinary, endocrine, and reproductive systems, with emphasis on structure and function.

Concurrent enrollment in BIO 160L is required.

BIO 181: General Biology I

Sun Number BIO 1181
General Education Category Natural Sciences
Credits 4
Lecture Hours 3
Lab Hours 3
Prerequisites Reading proficiency as established by District Policy.

This course introduces the structural and functional organization of living organisms at the cellular level. Topics covered include the chemical basis of life, macromolecules, membrane structure, energy utilization and metabolism, cell communication, and cell division. The course provides exposure to common biological methods and concepts employed in contemporary research. Prior completion of high school or college-level chemistry or a previous biology course is recommended.

Concurrent enrollment in BIO 181L is required.

BIO 182: General Biology II

Sun Number BIO 1182
General Education Category Natural Sciences
Credits 4
Lecture Hours 3
Lab Hours 3
Prerequisites BIO 181 with a grade of “C” or higher

A continuation of BIO 181. This course provides an overview of biological diversity, covering the structure and function of microorganisms, plants, and animals—including both invertebrates and vertebrates. Students will also explore foundational concepts in human anatomy and physiology. Additional topics include population ecology, community dynamics, and the characteristics of major ecosystems and biomes.

Concurrent enrollment in BIO 182L is required.

BIO 201: Human Anatomy and Physiology I

Sun Number BIO 2201
General Education Category Natural Sciences
Credits 4
Lecture Hours 3
Lab Hours 3
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

This course provides in-depth examination of the integumentary, skeletal, muscular, nervous, and sensory systems. Students will explore these systems through an integrated approach that includes lecture-based content and hands-on laboratory experiences. Designed for students pursuing health science or nursing pathways.

Concurrent enrollment in BIO 201L is required.

BIO 202: Human Anatomy and Physiology II

Sun Number BIO 2202
General Education Category Natural Sciences
Credits 4
Lecture Hours 3
Lab Hours 3
Prerequisites BIO 201 with a grade of “C” or higher

This course explores the structure and function of the cardiovascular, digestive, respiratory, urinary, reproductive, lymphatic and endocrine systems. Through a combination of lectures and laboratory sessions, students will investigate key principles of homeostasis and organ system integration.

Concurrent enrollment in BIO 202L is required.

BIO 205: Microbiology

Sun Number BIO 2205
General Education Category Natural Sciences
Credits 4
Lecture Hours 3
Lab Hours 3
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

This course provides a foundational introduction to microbiology, with emphasis on the structure and function of microorganisms, microbial diversity, mechanisms of pathogenicity, and host immune responses. Laboratory exercises reinforce theoretical concepts through microscopy, aseptic technique, culturing methods, and diagnostic procedures. Designed for students majoring in life sciences or preparing for careers in the health professions.

Concurrent enrollment in BIO 205L is required.

BLD 104: Electrical Maintenance and Repair

Sun Number N/A
Credits 3-4
Lecture Hours 1
Lab Hours 4
Prerequisites None.

This course introduces entry-level skills for installing, maintaining, troubleshooting, and repairing residential electrical systems. The course emphasizes workplace safety and the proper use of electrical tools and testing equipment.

BLD 105: General Maintenance Carpentry

Sun Number N/A
Credits 3-4
Lecture Hours 1
Lab Hours 4
Prerequisites None.

This course provides students with foundational skills in general carpentry maintenance, including interpreting plans and building codes, using tools, estimating materials, performing layout, placing building components, and assembling structural elements.

BLD 120: Concrete Work

Sun Number N/A
Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites None.

The course provides an overview of essential materials, tools, and methods for preparing, placing, and finishing concrete. Participants examine the processes of mixing, handling, reinforcing, and curing concrete, and acquire practical experience with standard tools and techniques used in construction environments.

BLD 177: Plumbing Maintenance and Repair

Sun Number N/A
Credits 3
Lecture Hours 1
Lab Hours 4
Prerequisites None.

This course provides foundational entry-level training in the installation, maintenance, troubleshooting, and repair of residential plumbing systems. Participants receive instruction in the use of common piping materials, fixtures, valves, and drainage components, and gain an understanding of the functions of water supply and wastewater systems in residential environments. The curriculum highlights safe work practices, correct tool usage, and the application of basic plumbing codes and standards. Through hands-on activities and practical demonstrations, participants gain experience identifying system issues, performing routine repairs, and ensuring an efficient, code-compliant plumbing system. The course prepares individuals for advanced study or entry-level employment in the plumbing and construction trades.

BUA 259: Business Communications

Sun Number N/A
General Education Category Written and Oral Communication
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course is an intensive study of effective oral and written communication strategies vital for success in today's professional landscape. Through a combination of theory and practice, students will master the communication skills necessary to navigate diverse occupational settings. Emphasis will be placed on analyzing audience, purpose, and context to produce clear, concise, and professional-quality communications.

BUS 122: Managing Personal Finances

Sun Number N/A
Credits 1
Lecture Hours 1
Lab Hours 0
Prerequisites None.

This course provides a foundational understanding of personal financial management and the responsibilities required for long-term fiscal health. The course covers essential topics including creating and managing realistic budgets, optimizing income and career choices, and developing effective strategies for spending and consumption. A major focus is placed on understanding the practical use and risks associated with credit and debt, alongside building proficiency in various methods of saving and investing to ensure informed financial planning for the future.

BUS 151: Enhancing the Customer Experience: The Human Connection

Sun Number N/A
Credits 1
Lecture Hours 1
Lab Hours 0
Prerequisites None.

This interactive course combines lecture, discussion, and active participation to develop the skills needed to deliver exceptional customer experiences. Students will explore the principles of outstanding customer service and learn how every customer interaction influences organizational success. Through real-world examples, role-playing, and practical exercises, students will practice techniques for creating positive customer relationships that can be applied across a variety of workplace settings.

The course emphasizes strategies for enhancing every stage of the customer journey, from first impressions and ongoing interactions to post-service follow-up. Students will examine how exceptional customer experiences contribute to customer loyalty, employee engagement, and a positive workplace culture. Upon completion, students will be able to apply customer-focused communication and service practices that foster satisfaction, build trust, and create lasting value for both customers and organizations.

BUS 211: Retail Management

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course provides an overview of the fundamental principles and best practices essential for the effective management of retail stores. The course addresses all critical operational areas, including strategic considerations like site selection, physical layout, and organizational staffing. A major focus is placed on market positioning, delivering exceptional customer service, executing effective promotional techniques, and mastering all specialized aspects of the retail buying function to ensure profitability and sustained market success.

BUS 221: Human Resource Management

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course offers a comprehensive introduction to the theory and practical application of Human Resource Management (HRM). The course addresses the entire employee lifecycle, encompassing strategic HR planning, recruitment and placement strategies, and programs for employee development and performance evaluation. Additionally, the course explores key administrative functions, including compensation and benefits management, compliance with health and safety regulations, and fostering constructive employee relations.

BUS 251: Human Relations

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course explores the fundamental principles of psychology and their practical application to understanding human behavior. Emphasis is placed on using psychological insights to analyze and influence interpersonal dynamics in both personal and professional settings, including effective communication, motivation, and conflict resolution.

CHM 130: Fundamental Chemistry

Sun Number CHM 1130
General Education Category Natural Sciences
Credits 4
Prerequisites Reading proficiency as established by District Policy.

This course introduces the fundamental principles of chemistry. It is designed for students with no background in chemistry. The course focuses on relating chemistry concepts to real life. Laboratory activities are designed to reinforce chemistry concepts while actively engaging the student in the learning process. Topics covered in the course include measurement, problem solving, matter and energy, atomic and molecular theory, chemical bonding, the mole concept and basic stoichiometry, states of matter, solutions, acid-base chemistry, redox chemistry, and nuclear chemistry.

Concurrent enrollment in CHM 130L is required.

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

General Education Category Natural Sciences
Credits 4
Prerequisites Reading proficiency as established by District Policy.

This course is designed to introduce students to the fundamentals of chemistry as a foundation for allied health fields including Nursing and Allied Health programs. It is an introduction to general principles of inorganic chemistry including measurements, atomic structure, bonding, nomenclature, states of matter, solutions, and nuclear chemistry. The course also includes topics in organic and biochemistry including hydrocarbons, organic functional groups, carbohydrates, lipids, proteins, enzymes, and nucleic acids.

Concurrent enrollment in CHM 138L is required.

CHM 151: General Chemistry I

Sun Number CHM 1151
General Education Category Natural Sciences
Credits 4
Prerequisites Reading proficiency as established by District Policy.

General Chemistry is a two-semester sequence. General Chemistry I explores the fundamental principles of chemistry including the nature of matter, measurement, atomic structure and the periodic table, chemical bonding, the mole concept and stoichiometry, and properties of gases. Critical thinking strategies are applied through inquiry-based laboratory activities. At least one year of high school algebra 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 Natural Sciences
Credits 4
Prerequisites CHM 151 with a grade of “C” or higher

This course continues the study of fundamental principles and laws of chemistry covering the topics of chemical kinetics, equilibria, ionic and redox reactions, acids-base chemistry, thermodynamics, nuclear chemistry, and an introduction to organic chemistry. Critical thinking strategies are applied through inquiry-based laboratory activities.

Concurrent enrollment in CHM 152L is required.

CHM 235: General Organic Chemistry I

Sun Number CHM 2235
General Education Category Natural Sciences
Credits 4
Lecture Hours 3
Lab Hours 3
Prerequisites CHM 152 with a grade of “C” or higher

The course introduces the essential principles of organic chemistry with an emphasis on molecular reactivity and synthetic strategies. It addresses chemical bonding, molecular structure and properties, stereochemistry, reaction mechanisms, kinetics, thermodynamics, and the structure, synthesis, and reactivity of alkenes, alkynes, and alkyl halides. Additional topics include nucleophilic substitution and elimination processes, structural analysis using mass spectrometry, infrared spectroscopy, and nuclear magnetic resonance spectroscopy, as well as aromaticity and electrophilic aromatic substitution.

Concurrent enrollment in CHM 235L is required.

CHM 236: General Organic Chemistry II

Sun Number CHM 2236
General Education Category Natural Sciences
Credits 4
Lecture Hours 3
Lab Hours 3
Prerequisites CHM 235 with a grade of “C” or higher

This course builds upon CHM 235, providing an in-depth exploration of organic chemistry with a focus on molecular reactivity and synthetic strategies. Topics include the chemistry of alcohols, ethers, epoxides, sulfides, conjugated and aromatic systems, carbonyl compounds, amines, carboxylic acids and their derivatives, and enol-based reactivity. The curriculum also introduces the structure and chemistry of major biomolecules, including carbohydrates, nucleic acids, amino acids, peptides, proteins, lipids, and polymers.

Concurrent enrollment in CHM 236L is required.

CIS 099: Computers for Beginners

Sun Number N/A
Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites None.

An introductory course designed for students with no prior experience in computer use, providing foundational knowledge and skills necessary to operate a personal computer. Instruction is delivered in a structured, supportive environment through lecture and demonstration, emphasizing hands-on learning and guided practice.

CIS 101: Computer Concepts and Microsoft Applications

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This introductory course provides students with practical, hands-on experience in the use of personal computers and explores their applications in contemporary society. Emphasis is placed on foundational operating system functions and the use of key productivity tools within the current Microsoft Office Suite, including Word, Excel, and PowerPoint. Students with no prior computer experience are encouraged to complete CIS 099: Computers for Beginners prior to enrolling in this course.

CIS 103: Introduction to Computer Based Systems

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District policy.

This course examines the role of computers in business and society, with emphasis on digital literacy, internet applications, artificial intelligence, cybersecurity, programming fundamentals, and computer hardware. Key topics include input and output systems, networks, data and information management, and information systems. Students will develop practical skills in word processing, email communication, and the creation and manipulation of spreadsheets and databases using business software applications.

CIS 161: Electronic Spreadsheet with Microsoft Excel

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course focuses on the application of Microsoft Excel. Students will explore financial and statistical modeling, including calculations, forecasting, projections, and graphing. A prior introductory computer course is recommended.

COE 101: Job Seeking Strategies

Sun Number N/A
Credits 2
Lecture Hours 2
Lab Hours 0
Prerequisites None.

This course is designed to equip students with the practical communication and professional writing skills needed for a successful job application process. Students will develop a comprehensive portfolio of professional application materials and gain hands-on experience in preparing for and participating in live interviews.

COE 111: Cooperative Education I (Occupational)

Sun Number N/A
Credits 1-4
Lecture Hours 4
Lab Hours 0
Prerequisites None.

This course provides students with a structured, supervised work experience designed to bridge academic theory with real-world practice. Integrating classroom knowledge with on-the-job training, students from all disciplines will develop and enhance professional competencies.

Through a collaborative process involving the student, an instructor, and a workplace supervisor, each student will define specific, measurable training goals within a written plan. This practical course offers a valuable opportunity to gain experience, build a professional network, and prepare for a successful career transition.

COM 100: Introduction to Human Communication

Sun Number COM 1100
General Education Category Written and Oral Communication, or Social & Behavioral Sciences
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course offers a comprehensive introduction to the foundational theories, principles, and concepts governing human communicative behavior and interaction. Students will explore the dynamic nature of communication across various contexts, from interpersonal relationships to broader social and cultural settings.

COM 110: Interpersonal Communication

Sun Number 1110
General Education Category Written and Oral Communication, or Social & Behavioral Sciences
Credits 3
Prerequisites Reading proficiency as established by District Policy.

This course will enhance students' understanding of interpersonal communication and help improve their ability to communicate effectively in diverse situations. Topics will include foundational elements of communication, perceptions, self-concepts, verbal and nonverbal behaviors, active listening, conflict resolution, feedback, and developing and maintaining personal and professional relationships.

COM 201: Public Speaking

General Education Category Written and Oral Communication
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

This course presents the fundamental components of oral communication with a focus on public speaking. Students gain experience using multimedia technologies to enhance presentations. The curriculum fosters adaptable communication skills applicable to intercultural, public, workplace, and small group settings through experiential learning. Learning outcomes include proficiency in speech organization, effective delivery methods, and strategies for audience adaptation.

COM 215: Interviewing Principles and Practices

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites ENG 101 with a grade of "C" or higher.

This course offers a comprehensive study of the concepts and practical applications of effective interviewing from both the perspective of the interviewer and the interviewee. Students will master a range of communication principles and methodologies critical for success in diverse interview settings.

COS 101: Cosmetology I PT

Sun Number N/A
Credits 7
Lecture Hours 1
Lab Hours 12
Prerequisites Acceptance into Gila Community College's Cosmetology Program and Reading proficiency as established by District policy.

Cosmetology I is the first block in the part-time cosmetology program. In this block, the student will learn professional foundations and basic skills. Theory will include industry history and career paths, Arizona State Board rules and regulations, professional image development, life skills, professional communication, safety and infection control, professional ethics, hair and scalp science including anatomy, professional analysis, structure and growth cycles, diseases and disorders and terminology. Practical skills learned will include safety and sanitation, shampooing and conditioning, foundational styling techniques, haircutting, perm wrapping, and facial waxing.

COS 102: Cosmetology II PT

Sun Number N/A
Credits 6
Lecture Hours 0
Lab Hours 12
Prerequisites COS 101 with a grade of "C" or higher.

Cosmetology II builds on the foundations learned in Cosmetology I. Part-time students in this class will begin practicing services on clients in the student salon while continuing to learn new practical skills. Theory topics will include trichology and skin science, as well as hair color chemistry, formulation and application techniques.

COS 103: Cosmetology III PT

Sun Number N/A
Credits 6
Lecture Hours 0
Lab Hours 12
Prerequisites COS 102 with a grade of "C" or higher.

Students in this class will practice services on clients in the student salon while continuing to learn new practical skills. Building on the concepts learned, students in this course will study chemistry and electrical safety, chemical texture services, nail science and nail services.

COS 104: Cosmetology IV PT

Sun Number N/A
Credits 6
Lecture Hours 0
Lab Hours 12
Prerequisites COS 103 with a grade of "C" or higher.

Students in this class will continue practicing services on clients in the student salon, focusing on advanced techniques, timing, safety and sanitation. Theory topics include principles of hair design, braiding, wigs and extensions, anatomy and physiology as well as career planning and beauty business fundamentals.

COS 111: Cosmetology I

Sun Number N/A
Credits 10
Lecture Hours 0
Lab Hours 20
Prerequisites Acceptance into Gila Community College's Cosmetology and Reading proficiency as established by District policy.

Cosmetology I is the first of 5 eight-week blocks in the full-time cosmetology program. In this block, the student will learn professional fundamentals and basic skills. Theory will include industry history and career paths, Arizona State Board rules and regulations, professional image development, life skills, professional communication, safety and infection control, professional ethics, hair and scalp science including anatomy, professional analysis, structure and growth cycles, diseases and disorders and terminology. Practical skills learned will include safety and sanitation, shampooing and conditioning, foundational styling techniques, haircutting, perm wrapping, and facial waxing.

COS 112: Cosmetology II

Sun Number N/A
Credits 10
Lecture Hours 0
Lab Hours 20
Prerequisites COS 111 with a grade of "C" or higher.

Cosmetology II is the second of 5 blocks in the full-time Cosmetology program. Students in this class will begin servicing clients in the student salon while continuing to learn new practical skills. Theory topics will include trichology and skin science, as well as hair color chemistry, formulation, and application techniques.

COS 121: Nail Technology I

Sun Number N/A
Credits 6
Lecture Hours 1
Lab Hours 10
Prerequisites Acceptance into Gila Community College's Nail Technician Program. Reading proficiency as established by District policy.

This introductory Nail Technology course provides students with foundational knowledge and skills required for professional practice and regulatory compliance in Arizona. This course will cover historical development and evolution of the nail technology industry as well as proper use and maintenance of implements. This course will also cover equipment and supplies used in nail technology services including electric nail files, safety and sanitation in the salon, professional nail station set-up, acrylic nail enhancements, and natural nail shapes and structure.

COS 122: Nail Technology II

Sun Number N/A
Credits 6
Lecture Hours 1
Lab Hours 10
Prerequisites COS 121 with a grade of "C" or higher.

Building on the foundational skills, students in this class will learn gel, soak off gel, and acrylic gel hybrid enhancements, diseases and disorders of the natural nail, chemistry fundamentals, chemical composition of nail enhancement products, safety related to chemical use, and manicuring.

COS 131: Hairstyling I

Sun Number N/A
Credits 5
Lecture Hours 1
Lab Hours 8
Prerequisites Acceptance into Gila Community College's Cosmetology Hairstyling Program. Reading proficiency as established by District policy.

This introductory hairstyling course provides students with foundational knowledge and skills required for professional practice and regulatory compliance in Arizona. This course will cover industry history and evolution, career paths for hairstylists, professional image development, life skills, professional communication, safety and infection control, professional ethics, nutrition and health, ergonomics, anatomy and physiology and principles of hair design.

COS 132: Hairstyling II

Sun Number N/A
Credits 5
Lecture Hours 1
Lab Hours 8
Prerequisites COS 131 with a grade of "C" or higher.

This course will cover hair service preparation and consultation, haircutting, diseases and disorders of the hair and scalp, properties of the hair and scalp, and hair coloring.

COS 133: Hairstyling III

Sun Number N/A
Credits 5
Lecture Hours 1
Lab Hours 8
Prerequisites COS 132 with a grade of "C" or higher.

In this course, students will learn skin structure and growth, skin disorders and diseases common in the salon, chemistry and chemical safety, Electricity and electrical safety, chemical texture services, hairstyling, and braiding and braid extensions.

COS 134: Hairstyling IV

Sun Number N/A
Credits 5
Lecture Hours 1
Lab Hours 8
Prerequisites COS 133 with a grade of "C" or higher.

This course will focus on wigs and hair additions, hair removal, career planning, job skills, the beauty business, and Arizona law and regulatory compliance.

COS 200: Instructing in Cosmetology Orientation

Sun Number N/A
Credits 3
Lecture Hours 1
Lab Hours 4
Prerequisites Student must have a current cosmetology license and instructor permission.

This course introduces licensed cosmetology professionals to the fundamentals of teaching and learning within cosmetology education. Students explore instructional strategies, learning styles, and techniques for presenting both theory and practical skills in a salon-training environment. The course emphasizes preparation of instructional materials, lesson organization, demonstrations, student assessment, and professional communication. Students will practice teaching foundational cosmetology services, including haircutting, roller techniques, and chemical applications, while incorporating safety, sanitation, and professional standards. Attention is also given to building positive relationships with students and clients, fostering an effective learning environment, and developing the leadership qualities expected of future cosmetology instructors.

COS 201: Cosmetology V PT

Sun Number N/A
Credits 7
Lecture Hours 1
Lab Hours 12
Prerequisites COS 104 with a grade of “C” or higher.

Cosmetology V begins the second year of the part-time cosmetology program. Building upon foundational principles, second-year students revisit core theoretical concepts with enhanced comprehension while refining technical skills through practical client services in our student salon.

COS 202: Cosmetology VI PT

Sun Number N/A
Credits 6
Lecture Hours 0
Lab Hours 12
Prerequisites COS 201 with a grade of “C” or higher.

Students expand their theoretical foundation through comprehensive review and advanced exploration of key cosmetology concepts. This deeper understanding is reinforced through hands-on experience in our student salon, where learners develop professional confidence and technical precision.

COS 203: Cosmetology VII PT

Sun Number N/A
Credits 6
Lecture Hours 0
Lab Hours 12
Prerequisites COS 202 with a grade of “C” or higher.

In this course, students continue to strengthen their theoretical knowledge through review of prior learning and in-depth exploration of cosmetology principles, including chemical texture and nail services. This enhanced understanding is complemented by practicing services on clients in our student salon, where students develop craftsmanship and proficiency.

COS 204: Cosmetology VIII PT

Sun Number N/A
Credits 6
Lecture Hours 0
Lab Hours 12
Prerequisites COS 203 with a grade of “C” or higher.

This concluding phase focuses on employment readiness and exam preparation. Students create resumes, practice interview techniques, and undergo mock state board examinations. This focused preparation ensures graduates are fully equipped to obtain licensure and secure employment in the cosmetology industry.

COS 205: Instructing in Cosmetology I

Sun Number N/A
Credits 5
Lecture Hours 1
Lab Hours 8
Prerequisites Student must have a current cosmetology, hairstylist, aesthetician, or nail technician license and instructor permission.

This course Introduces principles of cosmetology instruction, learning theory, lesson planning, communication, classroom management, safety, and professional responsibilities. Students develop foundational teaching skills for cosmetology education environments

COS 206: Instructing in Cosmetology II

Sun Number N/A
Credits 5
Lecture Hours 1
Lab Hours 8
Prerequisites COS 205 with a grade of “C” or better or concurrent enrollment in COS 205. Student must also have a current cosmetology license and instructor permission.

This course provides advanced instruction in teaching methods, student assessment, clinic supervision, program management, and supervised teaching experiences. Emphasizes preparation for cosmetology instructor licensure and employment as an educator.

COS 213: Cosmetology III

Sun Number N/A
Credits 10
Lecture Hours 0
Lab Hours 20
Prerequisites COS 112 with a grade of “C” or higher.

Cosmetology III is the third of 5 blocks in the full-time Cosmetology program. Students in this class will continue providing services to clients in the student salon. Building on the concepts learned, students in this course will study chemistry and electrical safety, chemical texture services, nail science, and nail services.

COS 214: Cosmetology IV

Sun Number N/A
Credits 10
Lecture Hours 0
Lab Hours 20
Prerequisites COS 213 with a grade of “C” or higher.

Cosmetology IV is the fourth of 5 blocks in the full-time Cosmetology program. Students in this class will continue servicing clients in the student salon, with a focus on advanced techniques, timing, safety, and sanitation. Theory topics include principles of hair design, braiding, wigs and extensions, anatomy and physiology, as well as career planning and beauty business fundamentals.

COS 215: Cosmetology V

Sun Number N/A
Credits 10
Lecture Hours 0
Lab Hours 20
Prerequisites COS 214 with a grade of “C” or higher.

Cosmetology V is the final block in the full-time Cosmetology program. Students enrolled in this class will prepare for State Board testing and employment in the beauty industry. Students will continue practicing in the student salon, focusing on advanced techniques, timing, safety and sanitation. Students will create resumes, practice interview techniques, and undergo mock state board examinations.

COS 223: Nail Technology III

Sun Number N/A
Credits 6
Lecture Hours 1
Lab Hours 10
Prerequisites COS 122 with a grade of “C” or higher.

Concepts taught in this course will include anatomy and physiology, pedicuring, electrical foundations and safety, nail tips, nail wraps and nail dip systems.

COS 224: Nail Technology IV

Sun Number N/A
Credits 6
Lecture Hours 1
Lab Hours 10
Prerequisites COS 223 with a grade of “C” or higher.

This final course in the nail technology program will concentrate on gel polish, healthful living, professional ethics, career paths, employment in the nail technology industry and nail art. Students will continue to practice in the student salon, focusing on advanced techniques, timing, safety, and sanitation.

COS 231: Hairstyling V

Sun Number N/A
Credits 5
Lecture Hours 1
Lab Hours 8
Prerequisites COS 134 with a grade of “C” or higher.

Hairstyling V begins the second year of the hairstyling program. Students will revisit essential theory topics with a deeper understanding that supports the refinement of practical skills. Students will continue to develop technical proficiency by performing hairstyling services on clients in the student salon.

COS 232: Hairstyling VI

Sun Number N/A
Credits 5
Lecture Hours 1
Lab Hours 8
Prerequisites COS 231 with a grade of “C” or higher.

Students taking this course will review key theory topics with greater depth. Students will continue to build technical skills by providing hair services to clients in the student salon.

COS 233: Hairstyling VII

Sun Number N/A
Credits 5
Lecture Hours 1
Lab Hours 8
Prerequisites COS 232 with a grade of “C” or higher.

In this course, students will review key theory concepts with greater depth while improving their hands-on abilities. This enhanced theoretical foundation supports the refinement of technical skills in our student salon, where learners develop professional confidence.

COS 234: Hairstyling VIII

Sun Number N/A
Credits 5
Lecture Hours 1
Lab Hours 8
Prerequisites COS 233 with a grade of “C” or higher.

This final course of the hairstyling program focuses on refining technical skills while preparing students for professional licensure and career success. Students will learn state board examination requirements, develop employment materials, practice interviewing skills, and perfect their service techniques to meet industry standards. This focused preparation ensures graduates are fully equipped to obtain licensure and secure employment as a hairstylist.

CSL 101: College Success Strategies

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course provides students with the foundational knowledge and skills to prepare them for academic success in higher education. The course introduces students to learning strategies that help them prepare for college, including time management, study skills, self-care, professional communication, and problem solving. This course guides a student's journey from understanding program expectations to planning for their future.

CSL 103: Leadership Techniques I

Sun Number N/A
Credits 1
Lecture Hours 1
Lab Hours 0
Prerequisites None

This course is designed to guide students in introspective evaluation, theoretical understanding, and practical application of personal leadership skills. By focusing on self-awareness, students will identify their unique leadership strengths and areas for growth, which serves as the foundation for developing an effective and authentic leadership style. The course is based on the book 7 Habits of Highly Effective College Students by Sean Covey.

CSL 105: Personal Development

Sun Number N/A
Credits 2
Lecture Hours 2
Lab Hours 0
Prerequisites None

This course is designed to cultivate the essential professional qualities critical for success in both academic and professional environments. Students will engage in an in-depth exploration of key behaviors and skills that contribute to a strong professional identity and foster effective workplace interactions.

CSL 109: Orientation to Student Success

Sun Number N/A
Credits 1
Lecture Hours 1
Lab Hours 0
Prerequisites None.

This course is designed to equip students with the essential academic skills and strategic planning abilities needed to navigate their college career and successfully transition into a profession. Through a combination of practical exercises, guided self-assessments, and resource exploration, students will develop a comprehensive toolkit for academic excellence and long-term career fulfillment.

CSL 111: Leadership for Organizational Development

Sun Number N/A
Credits 2
Lecture Hours 2
Lab Hours 0
Prerequisites None

This introductory course provides students with a fundamental understanding of theories, principles, and practices of leadership within an organizational context. Through an examination of effective communication, organizational management, and essential leadership skills, students will develop the competencies required to become influential and ethical leaders.

CSL 114: Leadership Techniques II

Sun Number N/A
Credits 1
Lecture Hours 1
Lab Hours 0
Prerequisites CSL 103 with a grade of "C" or higher or concurrent enrollment in CSL 103, or instructor approval.

This intermediate course builds upon foundational leadership concepts by providing students with the opportunity to conduct in-depth research and analysis of personal leadership characteristics. Students will move beyond self-assessment to critically evaluate various leadership theories and apply these models to their own professional development.

CUL 101: Culinary Fundamentals: Culinary Basics

Sun Number N/A
Credits 4
Lecture Hours 3
Lab Hours 2
Prerequisites None.

This course provides an introduction to the foundational principles and practical skills of the culinary arts. Instruction focuses on professional kitchen standards, including safety and sanitation protocols, uniform requirements, and the proper use of culinary tools and equipment. Students acquire essential terminology, basic nutrition principles, standard measurement methods, and appropriate knife selection, care, and handling. The course includes fundamental knife cuts and the identification and preparation of common fruits and vegetables.

CUL 102: Culinary Fundamentals: Hot Foods

Sun Number N/A
Credits 4
Lecture Hours 3
Lab Hours 2
Prerequisites None.

This course provides a comprehensive introduction to essential cooking techniques and the preparation of diverse meat, fish, and poultry dishes. Students examine both the theoretical foundations and practical applications of producing high-quality stocks, sauces, and soups, while developing core culinary skills through hands-on practice. The curriculum also addresses fundamental butchering methods, yield analysis, purchasing considerations, and industry-standard grading systems.

CUL 103: Culinary Fundamentals: Breakfast and Garde Manger

Sun Number N/A
Credits 4
Lecture Hours 3
Lab Hours 2
Prerequisites None.

This course introduces fundamental cooking techniques through the preparation of breakfast items, salads, sandwiches, dressings, and a variety of classical and contemporary dishes. The course emphasizes theoretical principles and practical skills essential for producing egg, pasta, cheese, and fruit-based preparations, as well as canapés and hors d'oeuvres. The content covers the characteristics, handling, and culinary applications of lettuces, fruits, grains, cheeses, and dressings as key components of composed salads and sandwiches. Hands-on practice and guided demonstrations facilitate the development of foundational competencies necessary for success in culinary settings.

CUL 104: Culinary Fundamentals: Baking and Pastry

Sun Number N/A
Credits 4
Lecture Hours 3
Lab Hours 2
Prerequisites None.

This course provides an introduction to fundamental baking and dessert preparation techniques utilized in both commercial and home kitchens. The curriculum covers methods for producing cakes, pies, cookies, simple desserts, doughs, and breads. Instruction includes preparing basic bakery sauces, toppings, and chocolate applications, as well as essential skills in decorating and presenting a range of finished desserts. Hands-on practice enables students to acquire the foundational knowledge and confidence necessary for advanced study or entry-level employment in baking and pastry arts.

CUL 110: Plant-Based Nutrition for Healthy Living

Sun Number N/A
Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites None.

This course introduces the principles of whole-food, plant-based nutrition and healthy lifestyle practices. Students examine how whole-food, plant-based diets support overall health and may help prevent chronic diseases. Emphasis is placed on practical skills including nutrient literacy, food label interpretation, meal planning, ingredient substitution, and efficient cooking techniques through hands-on learning experiences. The course is informed by the evidence-based Food for Life program developed by the Physicians Committee for Responsible Medicine.

DAE 100: Introduction to Dental Assisting

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course explores the history of dentistry, educational pathways, key characteristics of dental assisting professionals, roles within the dental healthcare team, the professional code of ethics, and statutory regulations governing the field.

DAE 101: Dental Health and Safety

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course provides training to distinguish between regulations and recommendations related to employee and patient health and safety. It also covers identifying professional organizations for dentists, dental assistants, and dental hygienists in the context of safety training. Additionally, students will identify relevant government agencies and their functions in relation to dentistry.

DAE 105: Oral Health and Dental Disease Prevention

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites DAE 100 with a grade of “C” or higher or concurrent enrollment in DAE 100.

This course classifies dental caries, examines early childhood caries, explains the role of saliva in tooth decay, articulates the CAMBRA goal, describes the prevalence of periodontal disease, identifies the two primary types of periodontal disease, and outlines the seven fundamental types of care.

DAE 107: Science in Dentistry

Sun Number N/A
Credits 4
Lecture Hours 3
Lab Hours 2
Prerequisites DAE 105 with a grade of “C” or higher or concurrent enrollment in DAE 105.

This introductory course emphasizes oral embryology and histology, head and neck anatomy, and tooth morphology. The curriculum includes anatomical landmarks of the face and oral cavity. Upon completion, students will identify the anatomical planes and body directions used to divide the body into sections, and describe the four organizational levels of the human body organs.

DAE 109: Patient Information and Assessment

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites DAE 105 with a grade of "C" or higher or concurrent enrollment in DAE 105.

The course emphasizes preclinical skills essential to dental care delivery, including patient record management. Instruction covers patient vital signs assessment, the responsibilities of dental assistants during medical emergencies, and foundational principles of pharmacology.

DAE 112: Radiographic Imaging in Dentistry

Sun Number N/A
Credits 4
Lecture Hours 3
Lab Hours 2
Prerequisites DAE 107 with a grade of “C” or higher or concurrent enrollment in DAE 107 or instructor permission.

This course addresses the applications of dental imaging, the mechanisms of X-ray production, and the classification of various types of radiation. It also covers the effects and measurement of radiation and outlines key principles of radiation safety.

DAE 114: Foundations of Clinical Dentistry

Sun Number N/A
Credits 4
Lecture Hours 3
Lab Hours 2
Prerequisites DAE 107 with a grade of “C” or higher or concurrent enrollment in DAE 107.

This course focuses on developing preclinical skills fundamental to dental care delivery, such as the operation of dental handpieces and hand instruments. The course also addresses moisture control, anesthesia, and pain management.

DAN 131: Latin, Swing, & Ballroom Dancing I

Sun Number N/A
Credits 1-2
Lecture Hours 0
Lab Hours 4
Prerequisites None.

This course provides an introductory study of various ballroom (smooth), Latin (rhythm), swing, and social dances. Students will learn foundational techniques and a range of dance steps within each style. Ballroom dances covered may include Waltz, Foxtrot, and Tango. Rhythm dances may include Cha Cha, Rumba, Samba, Paso Doble, Jive, and East Coast Swing. Social dances may include Salsa, Nightclub 2-step, West Coast Swing, Argentine Tango, Merengue, Bachata, Jitterbug, Lindy Hop, and Country Western 2-step.

DAN 132: Latin, Swing, & Ballroom Dancing II

Sun Number N/A
Credits 1-2
Lecture Hours 0
Lab Hours 4
Prerequisites None.

This course expands on DAN 131. It includes a study of various ballroom (smooth), Latin (rhythm), swing, and social dances. Students will learn foundational techniques and a range of dance steps within each style. Ballroom dances covered may include Waltz, Foxtrot, and Tango. Rhythm dances may include Cha Cha, Rumba, Samba, Paso Doble, Jive, and East Coast Swing. Social dances may include Salsa, Nightclub 2-step, West Coast Swing, Argentine Tango, Merengue, Bachata, Jitterbug, Lindy Hop, and Country Western 2-step.

ECE 100: Foundations of Early Childhood Education

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course provides an overview of foundational principles in early childhood education, including major theories, developmentally appropriate practices, and the responsibilities of early childhood professionals. It examines the impact of learning environments, routines, and instructional materials on children's development, as well as effective strategies for family engagement. Additional topics include goal-setting, assessment methods, curriculum design, guidance techniques, and approaches to promote the social and emotional well-being of young children.

ECE 102: Early Childhood Curriculum

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course introduces students to essential methods and materials designed to facilitate the learning process for young children aged three to five years old. Primary emphasis is placed on child learning assessment, the strategic arrangement of indoor and outdoor learning spaces, and the effective integration of specific curriculum areas including music and movement, dramatic play, and creative media. Students will actively practice the ECE planning cycle by learning to locate, plan, implement, and evaluate creative, developmentally appropriate activities utilizing a wide variety of methods and materials.

ECE 105: Health, Safety, and Nutrition

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course introduces the essential components necessary for protecting the health and safety of young children (birth through age eight) and promoting the development of lifelong health habits within group care settings. Key topics covered include foundational nutrition education, practical menu planning, recognizing and managing common childhood diseases and illness, and implementing strict sanitation and safety protocols. A vital focus of the curriculum is effective communication and collaboration with both health professionals and parents regarding critical health, safety, and nutrition issues.

ECE 110: Infants and Toddlers Development

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course offers a concise introduction to the fundamental principles of child development spanning the critical period from birth through 36 months. The curriculum emphasizes acknowledging the unique individuality of every infant and toddler while focusing heavily on the adult's pivotal role in consciously establishing and maintaining a safe, responsive, and highly stimulating environment to optimize the very young child's holistic growth and developmental trajectory.

ECE 120: Children’s Social Development

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District policy.

This course provides students with comprehensive knowledge of positive guidance and discipline techniques designed to encourage children to develop self-discipline and responsibility for their own actions. Students will learn the critical importance of assessing, understanding, and enhancing the communication skills of young children, recognizing how these skills are foundational to both effective guidance and the healthy development of a child's self-image. Furthermore, students will gain practical skills in translating theoretical information into effective procedures and strategies that actively support and foster young children’s overall social development in various settings.

ECE 150: Practicum: Direct Field Experience Birth to Third Grade

Sun Number N/A
Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites ECE 100, ECE 102, ECE 105, ECE 110, and ECE 120 or instructor approval.

This course provides supervised field experience in the education, guidance, and care of young children (birth through Third Grade). Practical application in a childcare center comprises the lab portion of the course. The class will meet monthly to discuss developmentally appropriate curriculum, guidance techniques, and age-appropriate activities that can be used during their practicum placement. Prerequisites: Students must complete a first aid certification and provide documented proof of fingerprint clearance prior to center placement.

ECE 171: Child Growth and Development

Sun Number N/A
Credits 3
Lecture Hours 3
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.

ECE 210: Home, School, and Community Relations

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course places paramount importance on the family unit as a child's first and most influential educator. Students will acquire specialized attitudes, core philosophies, and practical, actionable techniques essential for all educators, regardless of setting, to successfully build and sustain effective, collaborative, and reciprocal partnerships with families. The curriculum will empower future teachers to transition from simple communication to genuine engagement, ensuring that family insights are valued and integrated into the child's learning process.

ECE 220: Introduction to Early Childhood Special Education

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District policy.

This course provides a comprehensive overview of Early Childhood Special Education, introducing the history, assessment methodologies, intervention strategies, and curriculum adaptation relevant to young children. Emphasis is placed on current educational practices and related theories concerning the identification, causes, and defining characteristics of students with exceptionalities from birth through age eight. A mandatory component of the course is the completion of required observation and participation hours within an approved special education setting.

EDU 200: Introduction to Education

General Education Category Social & Behavioral Sciences
Credits 3
Prerequisites Reading proficiency as established by District Policy.

This course explores the educational system in the United States, covering its historical foundations and current trends. Students will learn about teaching theories, the role of learners, and the connection between schools and communities, along with the responsibilities of educators. This course requires in-person observation in an elementary or high school setting which helps students assess their interest in teaching.

EDU 222: Introduction to Special Education

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course examines the historical context of special education in the United States, the legal frameworks shaping services for students with disabilities, and the characteristics and instructional strategies relevant to exceptional learners. The course equips students to address the diverse needs of exceptional learners and implement evidence-based teaching strategies in educational settings.

EDU 230: Education in a Changing World

Sun Number N/A
General Education Category Arts & Humanities
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course explores the role of education within diverse social, cultural, and historical contexts and examines the evolving nature of teaching and learning in the 21st century. Students investigate how individual experiences, identities, cultures, and communities influence learning and contribute to educational success. Emphasis is placed on culturally responsive practices, educational equity, and inclusive learning environments. The course also examines the role of education in promoting social responsibility, expanding opportunities, and empowering individuals and communities to create positive change.

EDU 234: Elementary ESL/SEI Methods

Sun Number N/A
General Education Category Arts & Humanities
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course examines the historical, demographic, legal, societal, and psychological foundations influencing English Language Learner (ELL) instruction. It provides elementary educators with foundational knowledge and evidence-based strategies to support the language learning process and fulfills the Arizona Department of Education (ADE) Structured English Immersion (SEI) Endorsement requirement.

EDU 281: Children’s Literature

Sun Number N/A
General Education Category Arts & Humanities
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District policy.

This course provides an introduction to children's literature, focusing on the principles of effective book selection, evaluation, and application in educational and other contexts. Students will explore selection guidelines, develop effective storytelling techniques, and practice critical interpretation to choose developmentally appropriate books and stories for children.

ELC 101: Fundamentals of DC & AC Electrical Systems

Credits 4
Prerequisites None.

An introductory course focused on direct current and alternating current theory and electrical safety with emphasis on industrial applications. The course will begin with the basics of lockout/tagout and cover the hazards and procedures within the NFPA 70E (standards for electrical safety in the workplace). With the use of a 12 and 24-volt DC and AC simulator, students will gain practice with basic electrical components, digital multimeter use and trouble shooting.

ELC 105: Electric Relay Control and Electrical Fabrication

Sun Number N/A
Credits 4
Lecture Hours 4
Lab Hours 0
Prerequisites ELC 101 with a grade of "C" or higher.

This course introduces the student to both Electric Relay Controls and Electrical fabrication.

Electric Relay Control introduces the functions of relay logic control circuits used in industrial, commercial and residential applications, describing functions and application of functions covered in control logic including logic elements such as AND, OR, NOT, NOR, and NAND. Ladder Diagrams are explained and learners connect, operate, and design a ladder diagram using one or more logic elements.

Electrical fabrication introduces electrical system wiring and develops fundamental knowledge of electrical wiring and components. Covers basic electrical system wiring, interpreting wire installation plans, handling non-metallic cable, understanding application of basic components such as switches, outlets, and lighting, and connecting electrical services.

ELC 110: Electric Motor Control

Credits 4
Prerequisites ELC 105 with a grade of "C" or higher.

This course will be broken into four sections: NFPA 70E (standards for electrical safety in the workplace), 600 volts switching, meter safety, and electric motor control.

NFPA 70E will review safety related work practices.

600-volt switching is for non-electricians to learn how to operate identified switches. This portion of the course is designed to help the learner determine what role they play in interacting with switches, breakers, disconnects, and resets.

Meter safety will teach operation of the fluke 87 and review digital multimeter use.

Electric motor control introduces electric relay control of AC electric motors found in industrial, commercial, and residential applications. Learner's gain understanding of the operation, installation, design, and troubleshooting of AC electric motor control circuits for many common applications. Learners develops skills in interpreting schematics, system design, motor start / stop circuits, motor sequence control, reversing motor control, and motor jogging. Safety is emphasized throughout, highlighting motor safety, lockout/ tagout and safety interlocks.

ELC 115: Variable Frequency Drives and Electrical Raceways

Sun Number N/A
Credits 4
Lecture Hours 4
Lab Hours 0
Prerequisites ELT 110 with a grade of "C" or higher.

This course introduces the student to both Variable Frequency Drives and Electrical Raceways.

Variable Frequency AC Drives teaches variable frequency AC solid-state control of 3-phase electric motors. Learners develop knowledge in the operation, installation, performance analysis, troubleshooting, and design of AC solid state control using 2-wire, 3-wire, manual, and open-loop speed control. Motor jogging and dynamic braking as well as programmable acceleration and deceleration are highlighted.

The Electrical Raceways concepts taught includes an introduction to raceways including conduit basics, EMT conduit cutoff and preparation, conduit bodies and boxes, and conduit fittings. Basic conduit bending includes conduit benders, basic conduit bending, and offset bends. This course leads into more in depth topics such as advanced raceways including IMC conduit and flexible conduit, conductors, disconnects, over current protection, conduit sizing, and wire pulling techniques.

ELC 120: Basic Conduit Bending Principles

Sun Number N/A
Credits 3
Lecture Hours 1
Lab Hours 4
Prerequisites None.

This course teaches the history of conduit, its purpose, and the rules set forth by the National Electrical Code that governs safe installation practices for all types of conduits.

This course teaches proper techniques for bending electrical metallic tubing and gives the learner a challenging set of parameters to follow to complete their weekly tasks including stub 90's, offsets, kicks, and saddles.

Following the techniques as instructed can translate to bending pneumatic and hydraulic tubing, as well as galvanized rigid conduit and IMC. The learner will also be introduced to cutting and threading intermediate metallic conduit, galvanized rigid conduit, and pipe. Instructions will also be given for working with rigid nonmetallic conduit, flexible conduit, and conduit bodies, and the proper method for supports.

The learner will take measurements of an electrical practice board that will be using in class for practice, and for learners to demonstrate competencies working with electrical metallic tubing. Learners will use the measurements to create a board that will serve to assist them in practicing what they have learned in order to hone their skills. The final Skills-based assessment for this class is worth 50% of the grade and includes bending a box offset, a 90-degree bend, a 3-bend saddle, another 90-degree bend, and an offset.

ELC 125: Electricity and Electronics

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This introductory course is designed for individuals pursuing careers in the electrical field or seeking foundational knowledge of electricity and its behavior in electrical circuits.

The curriculum includes fundamental concepts of electricity, career pathways within the electrical industry, workplace safety, atomic structure of conductors and insulators, and the role of magnetism in electrical operations.

Topics include electrical properties, application of electrical formulas, and the use of electrical tools and testing equipment. The course also examines single-phase and polyphase transformer connections, as well as methods of power generation and distribution from the power plant to the end user.

ELC 130: Principles of Direct and Alternating Current

Sun Number N/A
Credits 6
Lecture Hours 4
Lab Hours 4
Prerequisites ELC 101 or ELC 125 with a grade of “C” of higher, or concurrent enrollment in ELC 101 or ELC 125, or instructor approval.

This course is designed to build a comprehension of direct current and alternating current circuits, including calculations and diagnostics. Ohm's law will be applied to analyze both simple and complex electrical circuits, demonstrating the relationships among volts, ohms, amps, and watts in series, parallel, and combination circuits.

The course covers inductance, capacitance, reactance, and impedance, emphasizing how these properties depend on frequency.

Students will study the construction and electromagnetic principles of DC and AC motors. The course examines how rotating magnetic fields drive motors and explores applications of DC and AC generators, from residential backup units to large-scale power generation and its interaction to the power grid.

ELC 135: Hydraulic and Pneumatic Fundamentals

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course aims to develop comprehensive knowledge of hydraulics and pneumatics applicable across industries such as machinery, equipment manufacturing, and the electrical sector.

The curriculum introduces fluid definitions and examines the relationships among pressure, flow, volume, heat, pumping, filtration, force, speed, viscosity, and key aspects of fluid dynamics.

The course equips participants with the foundational knowledge required for entry into industries utilizing hydraulics and pneumatics. It may be taken independently or as part of the Electrical Fundamentals certificate.

Content includes emerging technologies such as flow summation, digital displacement pumps, and silent pumps, with a focus on contamination control and fluid filtration.

ELC 140: National Electrical Code

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course introduces students to the current National Electrical Code (NEC) as established by the National Fire Protection Association. The NEC outlines regulations and standards for electrical components and systems, including wiring methods, materials, conductors, overcurrent protective devices, branch circuits and feeders, grounding, transformers, services, special locations, and calculations. The NEC aims to protect individuals and property from hazards associated with electricity, such as electrical shock and fire.

Because the NEC is revised every 3 years, memorization is impractical. Students will develop skills to research and verify information required for tasks such as determining wire size, conduit fill, ampacity ratings, insulation types, grounding and bonding, and performing load and service calculations in accordance with the evolving NEC.

ELC 145: Residential Wiring

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course introduces learners to residential wiring and aims to expand their existing knowledge. Laboratory components provide practical experience in both remodeling techniques and new construction.

The course consists of five modules that cover the fundamentals and planning of electrical projects. Laboratory exercises and assessments provide training on standard and specialized installations in accordance with the National Electrical Code (NEC), as well as on servicing existing systems, to reinforce and update essential skills.

EMT 103: Emergency Medical Technician

Sun Number N/A
Credits 9
Lecture Hours 8
Lab Hours 3
Prerequisites Acceptance into Gila Community College's EMT Program.

This course provides instruction in recognizing and treating illness and injury in the prehospital setting. Upon successful completion, students become eligible to take certification examinations administered by the National Registry of EMTs and the Arizona Department of Health Services. The curriculum requires 24 hours of scheduled clinical and/or vehicular experience to ensure direct, hands-on patient care. An additional fee is required.

Concurrent enrollment in EMT 103L is required.

EMT 120: Community Training in Basic Life Support

Credits 0.5
Lecture Hours 0.5
Prerequisites None

This course equips participants with the knowledge and skills to respond to medical emergencies safely, promptly, and effectively. It is designed for individuals with little or no medical training and is not designed for health care providers. The course covers essential first aid procedures, cardiopulmonary resuscitation (CPR) for adults, children, and infants along with proper use of the automated external defibrillator (AED). Upon successful completion of the course, participants will be prepared to act confidently in emergency situations at home, work, or in the community. Successful completion of the course will enable the student to receive a valid Basic Life Support (BLS) with AED and CPR card from the American Heart Association (AHA).

EMT 121: Cardiopulmonary Resuscitation

Sun Number N/A
Credits 0.5
Lecture Hours 0.5
Lab Hours 0
Prerequisites None.

This course offers foundational instruction in adult, child, and infant cardiopulmonary resuscitation (CPR), airway obstruction relief, and core emergency response skills. Participants receive training in correct compression and ventilation methods, airway management, two-rescuer coordination, and the appropriate use of barrier devices. The curriculum equips individuals to respond effectively to cardiac and respiratory emergencies in both community and workplace environments.

EMT 122: First Aid and CPR

Credits 2
Lecture Hours 2
Lab Hours 0
Prerequisites None

This course provides comprehensive instruction in first aid and basic life support, including scene assessment, cardiopulmonary resuscitation (CPR), bleeding control, wound care, and the management of trauma, sudden illnesses, and environmental emergencies. Participants develop competencies in injury immobilization, emergency childbirth assistance, and communication with emergency medical services (EMS). The course prepares learners to respond effectively and safely in emergency situations. This course is equivalent to HCE 101.

ENG 090: Reading Improvement

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 3
Prerequisites None

This course is designed for students aiming to improve their reading skills, strengthen their academic strategies and achieve greater success in college. The curriculum emphasizes the development of core reading skills, such as word analysis, vocabulary acquisition, information literacy, and reading strategies necessary for comprehension at both literal and interpretive levels. Completion of this course satisfies the reading proficiency requirement.

ENG 100: Writing Fundamentals

Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites Reading proficiency as established by District Policy.

Develop skills in reading and composing sentences, paragraphs, and brief essays, with a focus on the stages of the writing process. The course also covers fundamental grammar and punctuation rules as they apply to writing. Lab sessions will support students through each step of the writing process and provide targeted practice in grammar and writing techniques.

ENG 101: English Composition I

Sun Number ENG 1101
General Education Category Written and Oral Communication
Credits 3
Lecture Hours 3
Lab Hours 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.

This course is designed to develop clear, effective academic writing while enhancing students’ critical reading skills. By engaging in formal essays, informal writing, and revision-based assignments, students are guided to construct well-supported arguments, analyze complex texts, and refine their writing processes. The curriculum emphasizes drafting, incorporating feedback from peers and instructors, and continually improving clarity, organization, and style.

ENG 102: English Composition II

Sun Number ENG 1102
General Education Category Written and Oral Communication
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites ENG 101 with a grade of “C” or higher

This course extends the foundational skills acquired in ENG 101 by further developing students’ competencies in academic research, critical reading, analytical reasoning, and effective written communication. Participants engage with complex texts, enhance research and inquiry techniques, and produce refined academic writing through multiple revised drafts over the semester.

ENG 110: English Composition I Lab

Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites None

This course offers supplemental instructional support to students enrolled in ENG 101 and other writing-intensive courses. It develops proficiency in narrative, analytical, argumentative, and source-based writing, and provides targeted instruction in grammar, punctuation, and style to enhance written communication.

ENG 111: English Compositions II Lab

Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites None

Offers individualized instructional support for students enrolled in ENG 102 and other advanced writing courses. The course focuses on the development of skills and processes essential for producing effective argumentative and source-based writing, analysis, as well as addressing issues related to grammar, punctuation, and stylistic refinement.

ENG 113: College Reading

Sun Number N/A
Credits 3
Lecture Hours 1
Lab Hours 4
Prerequisites Reading proficiency as established by District Policy.

Focuses on the development and application of advanced critical reading strategies necessary for the comprehension and analysis of college-level texts.

ENG 115: Editorial Design and Publication

Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites None.

This course will focus on publishing Gila Community College's yearbook. The course will focus on gathering and processing news. Includes instruction in news writing and editing, photojournalism, layout and graphic design, and professional standards and ethics. Students collaborate and manage projects, applying conceptual and design principles to produce a yearbook.

ENG 143: Personal History Writing Made Easy

Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course is designed to assist students in writing their personal history. It explores best practices, theories, methodologies, and issues surrounding personal history writing. There is no better time than today to start writing your personal history.

ENG 201: World Literature I

General Education Category Arts & Humanities
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites ENG 101 with a grade of "C" or higher

This course offers a comprehensive exploration of selected works of world literature spanning from antiquity through the Renaissance period. Emphasis is placed on the historical, cultural, and philosophical contexts that shaped these texts, as well as on the development of literary forms and themes across diverse civilizations. Throughout the semester, students are expected to produce a written analysis and reflection, including multiple revised drafts, demonstrating engagement with the readings and the application of critical literary analysis skills.

ENG 202: World Literature II

General Education Category Arts & Humanities
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites ENG 101 with a grade of “C” or higher

This course provides a critical examination of selected works of world literature from the Renaissance through the modern era. Emphasis is placed on the historical, cultural, and intellectual contexts that inform these texts. Over the duration of the semester, students are required to produce a minimum of 2,500 words of written work, including revised drafts, demonstrating engagement with literary analysis and interpretation.

ENG 221: English Literature I

General Education Category Arts & Humanities
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites ENG 101 with a grade of “C” or higher

This course offers a critical study of selected literary works from the Middle Ages through the Restoration and the Eighteenth Century. It introduces students to a broad spectrum of cultural traditions, worldviews, and belief systems as reflected in the literature of these historical periods. Throughout the semester, students are required to produce a minimum of 2,500 words of written analysis, including revised drafts, demonstrating engagement with the texts and the development of interpretive and critical thinking skills.

ENG 222: English Literature II

General Education Category Arts & Humanities
Credits 3
Lecture Hours 3
Prerequisites ENG 101 with a grade of “C” or higher

This course offers a critical examination of selected literary works from the Romantic Period to the contemporary era. Through the study of diverse texts, students engage with a wide range of cultural contexts, perspectives, and belief systems that have shaped literary expression across these historical periods. Over the course of the semester, students are required to produce a minimum of 2,500 words of written work, including revised drafts, demonstrating their ability to analyze, interpret, and respond to literature in a scholarly manner.

ENG 234: Short Story Writing

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course introduces students to the principles of storytelling. Through short writing exercises, assignments, and discussions, participants develop skills in narrative construction. Topics include plot, point of view, setting, description, conflict, characterization, dialogue, tension, revision, and submission strategies.

ENG 241: American Literature I

General Education Category Arts & Humanities, or Institutions of the Americas
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites ENG 101 with a grade of “C” or higher

This course offers a critical examination of selected literary texts from the origins of Native American storytelling through the period of the American Civil War. Through close reading and analysis, students will explore the development of American literature in relation to the historical, cultural, and ideological contexts of the Americas. Emphasis will be placed on understanding how literature reflects and shapes the evolving identity of the nation. Over the course of the semester, students are required to produce a minimum of 2,500 words through a combination of formal and informal writing assignments, including multiple revisions.

ENG 242: American Literature II

General Education Category Arts & Humanities, or Institutions of the Americas
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites ENG 101 with a grade of “C” or higher

This course provides a critical study of representative works of American literature from the post-Civil War era to the contemporary period. Through close reading and analysis, students will explore the evolution of American literary expression in relation to the historical, cultural, and ideological developments of the United States. Emphasis is placed on understanding literature as both a reflection of and a response to the nation's changing identity. Over the course of the semester, students are expected to produce a minimum of 2,500 words through a combination of formal and informal writing assignments, including multiple revisions.

ENG 243: Introduction to Writing Family History

Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites ENG 101 with a grade of “C” or higher

This course is designed to assist students in writing a personal history. It is an interdisciplinary academic writing course exploring best practices, theories, methodologies, and issues surrounding personal history writing. There is no better time than today to start writing your personal history.

FCR 112: Sewing

Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites None.

Depending on expertise, students will create basic to advanced sewing projects. Students select projects based on their skill level and interest. Students are expected to have a basic understanding of sewing to be successful in this course. Students must provide their own sewing machine.

FCR 122: Embroidery

Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites None.

Students will develop machine embroidery skills. Students select projects based on their skill level and interest. Students are expected to have a basic understanding of their embroidery machine to be successful in this course.

Students must provide their own embroidery machine.

FCR 132: Quilting

Sun Number N/A
Credits 1-2
Lecture Hours 1
Lab Hours 3
Prerequisites A basic understanding of quilting or sewing knowledge may be necessary prior to enrolling in this course.

This course focuses on the practical application of diverse quilting techniques and skills. Students will select and develop individualized projects (e.g., traditional pieced quilts, modern geometric designs, or art quilts) that are tailored to meet their personal skill-building goals, creative interests, and aesthetic needs, culminating in a finished piece that demonstrates mastery of chosen methods.

A basic understanding of quilting or sewing knowledge may be necessary prior to enrollment in this course.

FCR 134: Advanced Quilting

Sun Number N/A
Credits 1-2
Lecture Hours 1
Lab Hours 3
Prerequisites FCR 132 with a grade of “C” or higher, or instructor approval

This advanced quilting course is designed for students seeking to master complex techniques and specialized methods beyond foundational skills. Learners will pursue self-directed projects that cater directly to their individual needs, artistic interests, and specific skill-development goals, culminating in high-quality finished work demonstrating technical expertise.

FSC 100: Fire and Emergency Services

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This introductory course provides a comprehensive overview of fire protection and emergency services, designed for students pursuing careers in the fire service or related emergency response fields. The curriculum aligns with the Fire and Emergency Services Higher Education (FESHE) model and meets foundational standards outlined in NFPA 1001, with content supporting certification pathways recognized by IFSAC and the Arizona Center for Fire Service Excellence (AzCFSE).

Students will explore the history, culture, and organizational structure of fire and emergency services, including public and private sector roles. The course covers fire loss analysis, fire department functions within local government, laws and regulations affecting the fire service, and fire service nomenclature. Additional topics include basic fire chemistry and physics, fire protection systems, fire strategy and tactics, and life safety initiatives.

FSC 101: Fire Department Operations I

Sun Number N/A
Credits 6
Lecture Hours 5
Lab Hours 2
Prerequisites None.

This course is intended for new fire department recruits and individuals pursuing certification as structural firefighters. This entry-level certification program delivers the foundational knowledge, skills, and abilities necessary to operate safely and effectively within a firefighting team.

Applicants must be at least 18 years of age on or before the date of the certification test administered through the Arizona Center for Fire Service Excellence (AzCFSE). Concurrent enrollment in, or prior completion of, FSC106, CPR certification (AHA/BLS Provider), and all required training hours and live burn exercises, as specified by AzCFSE, is recommended.

Completion of FSC101 with a minimum score of 70% is required to proceed to AzCFSE testing. Candidates must also pass the AzCFSE written examination, a 150-question cognitive assessment with a minimum passing score of 70%. Successful candidates will receive Fire Fighter I certification, recognized by IFSAC and issued by the Arizona Center for Fire Service Excellence, which qualifies them for entry-level employment in Arizona fire departments and other jurisdictions.

FSC 102: Fire Department Operations II

Sun Number N/A
Credits 5
Lecture Hours 3
Lab Hours 4
Prerequisites FSC 101 with a grade of “C” or higher, or concurrent enrollment in FSC 101.

This advanced-level course is intended for certified Fire Fighter I personnel who aim to broaden their operational skills and obtain Fire Fighter II certification. The curriculum extends foundational firefighting knowledge and introduces advanced competencies necessary for leadership positions and complex incident response. The course aligns with NFPA 1001, 2019 Edition standards.

The course emphasizes fire chemistry, building construction, administrative policies, and advanced firefighting techniques. It prepares students for Arizona Structural Fire Fighter certification through the Arizona Center for Fire Service Excellence (ACFSE), utilizing International Fire Service Accreditation Congress (IFSAC) standards and assessments.

Successful completion of the Fire Department Operations II course requires a minimum score of 70 percent, in addition to passing the AZCFSE Fire Fighter II examination and associated skills assessments.

FSC 106: Hazardous Materials First Responder Operations

Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course prepares students to function effectively as First Responders at the Operations Level, in accordance with NFPA 1072 and IFSAC-accredited certification standards. Emphasis is placed on:

- Identification and classification of hazardous materials,
- Understanding hazardous materials laws and regulations,
- Risk assessment and defensive response strategies,
- Implementation of basic control, containment, and decontamination procedures,
- Use of personal protective equipment (PPE),
- Integration into a coordinated emergency response plan.

Students will gain the competencies required to respond defensively to hazardous substance releases, protecting life, property, and the environment without attempting to stop the release directly.

This course meets the training requirements outlined in 29 CFR 1910.120(q)(6)(ii) for First Responder Operations Level personnel and complies with the Arizona Administrative Code Title 8, Chapter 2. Upon successful completion, students will be eligible for Arizona Structural Fire Fighter certification through the Arizona Center for Fire Service Excellence (AzCFSE), with testing conducted under IFSAC accreditation.

FSC 120: Fire Apparatus and Equipment

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course provides students with a comprehensive understanding of fire apparatus and associated equipment used in modern fire service operations. Topics include the history, design, operation, maintenance, and testing of fire apparatus such as pumpers, aerial ladders, lift platforms, hose wagons, water towers, and utility vehicles. Students will also explore auxiliary mechanical equipment including generators, compressors, rescue tools, forcible entry devices, and cutting torches.

The course emphasizes safe and competent operation, routine maintenance, and performance testing of fire apparatus in accordance with NFPA standards. Students will gain hands-on experience conducting annual pump tests and learn how to develop specifications for apparatus procurement.

FSC 130: Fundamentals of Fire Prevention

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course introduces students to the foundational principles and practices of fire prevention, emphasizing the critical role of prevention in reducing life and property loss. Topics include the history and philosophy of fire prevention, the structure and function of fire prevention bureaus, code enforcement, fire inspections, plans review, fire and life safety education, and fire investigation. Students will explore applicable laws, codes, ordinances, and standards, and gain insight into the responsibilities and qualifications of fire prevention professionals.

The curriculum is aligned with the Fire and Emergency Services Higher Education (FESHE) model and supports certification pathways recognized by IFSAC and the Arizona Center for Fire Service Excellence.

FSC 135: Strength and Fitness for Fire Service

Credits 2
Lecture Hours 0
Lab Hours 4
Prerequisites None

This course provides students with foundational knowledge and practical skills essential for physical fitness in firefighting. Through a participatory learning environment, students will engage in activities designed to enhance strength, cardiovascular endurance, and flexibility. Instruction will cover aerobic and resistance training, proper lifting techniques, warm-up and stretching routines, core training principles, and key components of overall wellness. Additionally, students will be introduced to the correct handling of fire service equipment.

FSC 140: Fire Protection Systems

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course introduces students to the design, operation, and maintenance of fire protection systems commonly used in the fire service. Topics include water-based and non-water-based suppression systems, fire alarm and detection systems, smoke management systems, fire pumps, standpipe systems, and portable fire extinguishers. Students will explore the role of codes and standards in system design and application, and gain practical knowledge of system components, testing procedures, and fire department operations in buildings equipped with fire protection systems.

The course is structured to meet the competencies outlined in the FESHE model curriculum and supports certification pathways recognized by IFSAC and the Arizona Center for Fire Service Excellence.

FSC 150: Basic Wildland Firefighting

Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

The course is presented with a strategic approach with hands on learning to be a successful first year wildland firefighter. A variety of field exercises, classroom lectures, group presentations a full day field exercise with wildland fire equipment involved. A few quizzes, 10 & 18's test and a final exam will be used to evaluate students' academic portion of the course.

GEN 100: Beginning Genealogy

Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites None.

This course offers a comprehensive introduction to building a family tree and exploring family history. Participants will learn key techniques for tracing genealogical information, such as researching records, organizing data, conducting interviews, analyzing documents, and presenting findings clearly. The course also covers the use of online databases and genealogical tools, and provides guidance on locating historical details including dates, locations, and significant ancestral events.

GEN 101: Genealogy Search

Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites None.

This course provides foundational skills for family history research, enabling students to expand their family trees. Participants may concentrate on a single ancestor or a specific group. During the course, students will be able to search billions of ancestor profiles, photographs, and historical documents to find information about their ancestors. Students will learn to identify and document key dates and to interpret census data, while building their family tree.

HCE 100: Basic Health Care Concepts and Skills

Credits 4
Lecture Hours 4
Lab Hours 0
Prerequisites None.

This introductory course provides students with a foundational knowledge of health care concepts, practices, and systems. It explores essential topics such as human anatomy and physiology, common medical terminology, basic patient care, infection control, and the roles and responsibilities of health care professionals. Students will also examine health promotion, ethical and legal considerations in health care, and effective communication within clinical settings. Designed for students pursuing health-related fields, this course lays out the groundwork for more advanced study and practical training in health care careers.

HCE 112: Medical Terminology

Credits 2
Lecture Hours 2
Lab Hours 0
Prerequisites None

This course introduces students to the language of medicine, focusing on the word structures and vocabulary used in health care settings. Students learn to identify and interpret prefixes, suffixes, root words, and abbreviations commonly used in medical terms. Emphasis is placed on spelling, pronunciation, and the correct usage of terminology related to body systems, diseases, diagnostics, procedures, and treatments. Through practical application and case studies, students will develop the foundational language skills needed for effective communication in health care professions.

HCE 116: Medical Dosage Calculations

Credits 2
Lecture Hours 2
Lab Hours 0
Prerequisites MAT 100 or higher with a grade of “C” or higher, or math placement as established by District policy.

This course provides students with the knowledge and skills necessary to accurately calculate medication dosages used in healthcare settings. Emphasis is placed on understanding measurement systems (metric, apothecary, and household), interpreting drug labels and physician orders, and performing dosage calculations for oral, injectable, and intravenous medications. Students will learn dimensional analysis, ratio-proportion methods, and formula-based calculations to ensure patient safety and accuracy in medication administration. This course is essential for those entering nursing, medical assisting, or other allied health professions.

HCE 125: Future Health Professionals I

Credits 2
Lecture Hours 2
Lab Hours 0
Prerequisites Reading proficiency as established by District policy.

The course is designed to develop leadership and technical competencies aligned with HOSA-Future Health Professionals standards through structured motivation, awareness, and recognition activities. Participants will be prepared for regional allied health competitions.

HCE 126: Future Health Professionals II

Credits 2
Lecture Hours 2
Lab Hours 0
Prerequisites Reading proficiency as established by District policy.

This course builds upon Future Health Professionals I and focuses on developing leadership and technical competencies aligned with HOSA-Future Health Professionals standards through structured motivation, awareness, and recognition activities. Students will prepare for regional allied health competitions.

HCE 130: Medical Assisting: Administrative Competencies

Credits 3
Prerequisites None

This course is designed to provide the essential knowledge needed to perform the administrative duties of a medical assistant. The curriculum includes an introduction to common equipment used for filing and maintaining medical records, as well as defining and outlining the security and safety measures necessary for handling these records. It also identifies and distinguishes between active, inactive, and closed medical records while explaining how to establish a medical record retention system for a healthcare office.

Additionally, this course encompasses an overview of medical assisting within the healthcare profession, addressing ethics, safety, and security in a medical setting. It covers cultural diversity, integrated administrative procedures, health insurance, medical coding, and billing practices. Furthermore, it emphasizes the significance of the FDA and DEA in administrative procedures and summarizes key federal healthcare regulations, including HCQIA, the False Claims Act, OSHA, and HIPAA.

HCE 156: Science for Allied Health

Credits 4
Lecture Hours 4
Lab Hours 0
Prerequisites None

This course offers an overview of human anatomy and physiology. It is designed for non-science majors in occupational programs. The course provides a broad overview of all major body systems—including the integumentary, skeletal, muscular, nervous, cardiovascular, respiratory, digestive, urinary, endocrine, and reproductive systems, with emphasis on structure and function.

HCE 160: Medical Assisting: Clinical Competencies

Credits 6
Lecture Hours 6
Lab Hours 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.

The course provides foundational knowledge required to perform clinical competencies as a professional medical assistant in diverse healthcare settings. Key clinical skills include conducting patient physical examinations, obtaining vital signs, compiling patient histories, and applying clinical judgment to determine when to alert healthcare providers to potential or apparent medical concerns. The course highlights medication administration under the supervision of a licensed physician or healthcare provider, covering oral, intradermal, subcutaneous, and intramuscular routes. Additional competencies include assisting with general and specialty examinations, supporting patients throughout the lifespan, collecting laboratory specimens, processing point-of-care tests, and educating patients regarding disease processes, medication regimens, diagnostic procedures, and nutrition. The course also addresses sterile technique, first aid, and electrocardiogram (ECG) procedures. Emphasis on cultural diversity and strict adherence to HIPAA guidelines are integral to the course.

HCE 170: Medical Assisting: Externship

Credits 4
Lecture Hours 1
Lab Hours 9
Prerequisites HCE 160 with a grade of “C” or higher

Course Description
This course is structured to provide students with a clinical environment where they can develop both clinical skills and administrative office competencies under the supervision of an experienced Medical Assistant. Each student is required to complete a minimum of 160 hours of externship in an ambulatory or clinical health care setting. Students are expected to demonstrate proficiency in both administrative and clinical competencies. Administrative competencies include performing clerical functions, scheduling, coordinating, and monitoring appointments, understanding and applying third-party guidelines, and adhering to managed care policies and procedures. Clinical competencies encompass fundamental principles, specimen collection, diagnostic testing, and patient care. Transdisciplinary competencies are integrated throughout both clinical and administrative activities, including professionalism, effective communication with patients and teams, legal concepts, patient education, and operational functions. Students must provide documentation of a current tuberculosis skin test, a clear chest X-ray, or a statement from a healthcare provider confirming the absence of pulmonary tuberculosis symptoms. They must also provide proof of Hepatitis B, MMR, and current influenza vaccinations, as well as a valid CPR certification.

HCE 171: Introduction to Medical Pharmacology

Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course provides a foundational overview to pharmacology within the context of healthcare practice. It covers drug classifications, mechanisms of action, therapeutic and adverse effects, and drug interactions. The course emphasizes commonly prescribed medications, safe administration protocols, and the significance of pharmacology in disease prevention and management. Legal and ethical considerations in medication use are also addressed. The course is intended for students preparing for careers in nursing, medical assisting, or allied health professions, equipping them to apply pharmacological principles in clinical environments.

HCE 186: Phlebotomy and Clinical Laboratory

Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites American Heart Association BLS/CPR or currently enrolled in EMT 121 or EMT 122

This course offers a thorough study of current, practical information and instruction in phlebotomy procedures and techniques, complemented by a solid foundation in phlebotomy theory and principles. Skills developed include drawing blood, obtaining blood cultures, utilizing a lancet or Microlance for micro-draws or infant heel sticks, and measuring bleeding time. Successful completion of the course requires performing thirty-five (35) invasive intravenous draws, using a vacutainer system, along with five (5) capillary sticks. For those wishing to meet the requirements set by the American Medical Technologists, additional invasive draws can be completed in HCE 189.

HCE 188: Electrocardiogram

Sun Number N/A
Credits 2
Lecture Hours 2
Lab Hours 0
Prerequisites None.

This course provides an overview of cardiac electrophysiology and the principles of electrocardiographic testing. Students learn proper lead placement, operation of EKG equipment, and evaluation of rhythm strips.

HCE 189: Phlebotomy Certification Review

Credits 2
Lecture Hours 2
Lab Hours 0
Prerequisites HCE 186 with a grade of “C” or higher

This course offers an in-depth review of contemporary phlebotomy theory and a structured study plan for certification through the American Medical Technologist (AMT). Students will assess and apply their knowledge of phlebotomy theory in both classroom and online settings to prepare for certification and professional advancement. Successful completion of the course requires a minimum of 15 venipunctures and 5 capillary punctures performed on human subjects.

HCE 190: Human Body in Health and Disease

Credits 4
Lecture Hours 4
Lab Hours 0
Prerequisites None

This course provides an overview of the structure and function of the human body, examining the integration of body systems in maintaining health and the consequences of disease-related disruptions. The course covers fundamental concepts in anatomy and physiology, introduces prevalent diseases, and analyzes the impact of illness on various body systems. The course emphasizes mastery of medical terminology, identification of disease signs and symptoms, and application of this knowledge in healthcare contexts. This foundational content equips students for advanced study in health sciences and allied health fields.

HCE 240: Human Pathophysiology

Credits 4
Lecture Hours 4
Lab Hours 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.

This course analyzes functional alterations in the human body resulting from disease processes. Building on foundational knowledge of anatomy and physiology, it explores the causes, progression, and effects of prevalent disorders affecting each body system. Topics include cellular injury, inflammation, immune responses, fluid and electrolyte imbalances, and the pathophysiology of major organ systems. The course emphasizes understanding disease mechanisms, identifying clinical signs and symptoms, and applying this knowledge to clinical practice. The course serves as essential preparation for students pursuing careers in nursing, allied health, or health sciences.

HCE 241: Nutrition

Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course provides an in-depth examination of the scientific principles of human nutrition and their application to promoting health. Students study the functions and sources of nutrients, fundamental aspects of nutrient metabolism, and the relationships among diet, lifestyle, and overall well-being. The course also addresses the principles of medical nutrition therapy as they relate to common health conditions and the appropriate use of dietary supplements. Additional topics include current nutrition and food selection guidelines across the life span, as well as evidence-based methods for planning dietary intake and assessing nutritional status.

HCE 289: Phlebotomy Practicum

Sun Number N/A
Credits 2
Lecture Hours 0
Lab Hours 6
Prerequisites HCE 189 with a grade of “C” or higher or concurrent enrollment in HCE 189; Minimum age is 18.

This course prepares students with the foundational competencies necessary for entry-level phlebotomy technicians. A minimum of 24 hours of clinical placement in both inpatient and outpatient health care environments is required. Clinical competencies encompass blood collection from patients in hospitals, clinics, physicians’ offices, laboratories, and related facilities for diagnostic purposes. Students will obtain blood samples using venipuncture and capillary methods. Additional responsibilities include facilitating the collection and transport of laboratory specimens within the medical laboratory. Further competencies involve maintaining quality control and following safety protocols to prevent the transmission of infectious diseases.

Applicants are required to submit documentation of a current tuberculosis (TB) skin test, a clear chest X-ray, or a statement from a health care provider verifying the absence of pulmonary tuberculosis symptoms. Proof of measles, mumps, and rubella (MMR) and Hepatitis B vaccinations is also mandatory. Upon successful completion of the course, students become eligible to take the American Medical Technologists (AMT) National Registered Phlebotomy Technician Exam. The AMT reserves the right to deny exam applications from individuals with felony convictions.

HIS 104: The Development of Europe to 1650

General Education Category Social & Behavioral Sciences
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

Exploration of major developments in world history to the eighteenth century, considering the social, intellectual, political, economic, religious, environmental, and cultural components that have made the modern world.

HIS 105: The Development of Europe Since 1650

General Education Category Social & Behavioral Sciences
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy

History of world trade, world empires, and transcontinental migrations from the eighteenth through the twentieth centuries. Examination of the forces of change including industrial, communication, and transportation revolutions. Analysis of the rise of nationalism, militarism, the age of world wars, and economic globalization.

HIS 131: U.S. History to 1877

Sun Number HIS 1131
General Education Category Social & Behavioral Sciences, or Institutions of the Americas
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy

Survey of the major developments in American history from Pre-Columbian times to the Era of Reconstruction. Includes Pre- and Colonial America, the Formative Years 1776-1815, the Early National Period 1815-1850, and the coming of the Civil War and its aftermath. Also integrates the social, intellectual, and political aspects of early American life.

HIS 132: U.S. History from 1877 to Present

Sun Number HIS 1132
General Education Category Social & Behavioral Sciences, or Institutions of the Americas
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy

Survey of the major developments in American history from the era of Reconstruction to the present. Includes the era of Reconstruction, the emergence of modern America, the Early 20th Century, and America as a world power. Also includes the social, intellectual, and political aspects of contemporary American life.

HPE 100PB: Introduction to Pickleball

Sun Number N/A
Credits 1
Lecture Hours 2
Lab Hours 0
Prerequisites None.

This introductory pickleball class is designed for new and first time players who want to learn the basics in a fun, supportive environment. Participants will be introduced to the fundamental rules of the game, basic scoring, court layout, and essential equipment.

Instruction will focus on foundational skills such as grip, ready position, simple serves, and basic rally shots, with plenty of guided practice and easy drills. Emphasis is placed on building confidence, understanding game flow, and learning proper court positioning. No prior pickleball experience is required.

This class moves at a comfortable pace and is ideal for those looking to try pickleball for the first time or refresh the fundamentals before advancing to more competitive play.

HPE 101A: Beginning Aerobics I

Sun Number N/A
Credits 1-3
Lecture Hours 0
Lab Hours 2
Prerequisites None

This introductory course focuses on the basics of aerobic exercise to improve cardiovascular fitness, strength, and flexibility. Students participate in a range of beginner-friendly aerobic activities while learning safe exercise practices and simple strategies for building a personal fitness routine. No prior experience is required.

HPE 101B: Beginning Body Conditioning I

Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites None

This course introduces the basic principles of physical fitness, focusing on cardiovascular training, flexibility, and strength development. Students develop foundational knowledge to build and maintain personal fitness in a safe and effective manner.

HPE 101F: Beginning Strength and Flexibility Training I

Credits 0.5-1
Lecture Hours 0
Lab Hours 2
Prerequisites None

This course introduces the core concepts of strength, flexibility, and agility training to support overall physical fitness. Students perform basic exercises with proper technique and create a simple individualized routine that integrates all three components.

HPE 101H: Beginning Hiking

Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites None

This course introduces hiking concepts and skills necessary to hike safely as a regular fitness activity. It covers fitness for hiking, route planning, safety, and environmental considerations. Students must be able to comfortably walk on outdoor trails for three miles or more. Be prepared for day hiking trips off campus by providing your own transportation, parking fees and equipment.

HPE 101M: Beginning Mixed Martial Arts I

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites None

This course introduces students to the basic skills and conditioning techniques of mixed martial arts. Training includes fundamental striking, grappling, and defensive movements taught with an emphasis on safety, proper form, and controlled practice. Students also develop strength, agility, and endurance through fitness activities that support MMA performance. No prior experience is required.

HPE 101P: Beginning Pilates I

Credits 0.5-1
Lecture Hours 0
Lab Hours 2
Prerequisites None

This course focuses on the practice of Pilates with an emphasis on enhancing core strength and stabilization, muscle balance, tone, coordination, and flexibility. It incorporates exercises designed to promote overall body awareness and control, including modifications to accommodate different fitness levels.

HPE 101PB: Pickleball

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites HPE 100PB with a “C” or better or Instructor approval.

This course provides an introduction to the fundamentals of pickleball. Participants will acquire knowledge of basic rules, techniques, strategies, and safety practices, and will develop skills through structured drills and gameplay. The curriculum emphasizes sportsmanship, physical fitness, and engagement in recreational activity.

HPE 101Q: Beginning Qigong I

Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites None

This course introduces students to mind-body wellness practices rooted in Qigong and gentle movement. Students learn about energy flow in the body and develop skills in breathing techniques, posture, balance, stretching, strengthening, and moving meditation. The course also includes mindfulness, relaxation methods, stress-reduction strategies, energy tapping, meridian tracing, self-massage, parasympathetic exercises, and Brain Gym activities. Emphasis is placed on accessible practices that support relaxation, coordination, and overall well-being.

HPE 101S: Beginning Stability Ball I

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites None.

This course centers on core training exercises with a stability ball and is designed to enhance your balance, stability, and muscular endurance.

HPE 101T: Beginning T'ai Chi Ch'uan I

Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites None

T'ai Chi Ch'uan is an ancient Chinese martial art that combines gentle movement, mindful breathing, and mental focus. It is designed for beginners and offers numerous benefits including improved balance, stress reduction, enhanced flexibility, and mental clarity.

HPE 101W: Beginning Power Walking I

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites None

This course teaches the fundamentals of power walking, including the proper way to prepare for starting and ending each session through effective stretching techniques. Students learn correct walking form, pacing, and basic fitness skills to improve endurance and overall wellness.

HPE 101Y: Beginning Hatha Yoga I

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites None

This course introduces students to the foundational postures, breathing techniques, and relaxation practices of Hatha Yoga. Emphasis is placed on proper alignment, safe movement, and developing strength, flexibility, and awareness. Designed for beginners, the course supports stress reduction and overall well-being through gentle, guided practice.

HPE 102A: Beginning Aerobics II

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites HPE 101A with a grade of "C" or higher or instructor approval.

This course expands upon the foundational concepts introduced in HPE 101A focusing on the basics of aerobic exercise to improve cardiovascular fitness, strength, and flexibility. Students participate in a range of beginner-friendly aerobic activities while learning safe exercise practices and simple strategies for building a personal fitness routine. No prior experience is required.

HPE 102B: Beginning Body Conditioning II

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites HPE 101B with a grade of “C” or higher.

This course builds on the content taught in HPE 101B, focusing on cardiovascular training, flexibility, and strength development. Students develop foundational knowledge to build and maintain personal fitness in a safe and effective manner.

HPE 102F: Beginning Strength and Flexibility Training II

Sun Number N/A
Credits 0.5-1
Lecture Hours 0
Lab Hours 2
Prerequisites HPE 101F with a grade of “C” or higher.

This course builds on the content taught in HPE 101F, focusing on the core concepts of strength, flexibility, and agility training to support overall physical fitness. Students perform basic exercises with proper technique and create a simple individualized routine that integrates all three components.

HPE 102H: Intermediate Hiking

Sun Number N/A
Credits 1
Lecture Hours 2
Lab Hours 0
Prerequisites None.

This course is designed for students with prior hiking experience who wish to further develop their skills. Emphasis is placed on building endurance through moderate to strenuous hikes, improving trail navigation, and practicing safe techniques for varied terrain. Students will gain confidence and proficiency on longer hikes that may include elevation gain, uneven ground, and extended time on the trail.

Students must be able to comfortably walk on outdoor trails for five miles or more. Be prepared for day hiking trips off campus by providing your own transportation, parking fees and equipment.

HPE 102P: Beginning Pilates II

Credits 0.5-1
Lecture Hours 0
Lab Hours 2
Prerequisites HPE 101P with a grade of “C” or higher

This course builds on HPE 101P with a focus on the practice of Pilates with an emphasis on enhancing core strength and stabilization, muscle balance, tone, coordination, and flexibility. It incorporates exercises designed to promote overall body awareness and control, including modifications to accommodate different fitness levels.

HPE 102Q: Beginning Qigong II

Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites HPE101Q with a grade of "C" or higher.

This course focuses on the mind-body wellness practices rooted in Qigong and gentle movement. Students learn about energy flow in the body and develop skills in breathing techniques, posture, balance, stretching, strengthening, and moving meditation. The course also includes mindfulness, relaxation methods, stress-reduction strategies, energy tapping, meridian tracing, self-massage, parasympathetic exercises, and Brain Gym activities. Emphasis is placed on accessible practices that support relaxation, coordination, and overall well-being.

HPE 102S: Beginning Stability Ball II

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites None.

This course builds on HPE 101S, centering on core training exercises with a stability ball. It is designed to further enhance your balance, stability, and muscular endurance.

HPE 102T: Beginning T'ai Chi Ch'uan II

Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites HPE 101T with a grade of “C” or higher or instructor approval.

This course builds on the beginning T'ai Chi Ch'uan I course. It is designed for beginners combining gentle movement, mindful breathing, and mental focus to improve balance, relieve stress, enhance flexibility, and increase mental clarity.

HPE 102W: Beginning Power Walking II

Sun Number N/A
Credits 1
Prerequisites HPE 101BC with a grade of “C” or higher.

This course builds on the fundamental principles of power walking taught in HPE 101W, including the proper way to prepare for starting and ending each session through effective stretching techniques. Students learn correct walking form, pacing, and basic fitness skills to improve endurance and overall wellness.

HPE 102Y: Beginning Hatha Yoga II

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites HPE 101Y with a grade of “C” or higher

This course introduces students to the foundational postures, breathing techniques, and relaxation practices of Hatha Yoga. Emphasis is placed on proper alignment, safe movement, and developing strength, flexibility, and awareness. Designed for beginners, the course supports stress reduction and overall well-being through gentle, guided practice.

HPE 104: Physical Fitness I

Credits 0.5-2
Prerequisites None

This program offers a complete workout targeting improved cardiovascular health, increased joint flexibility, and enhanced muscular strength. It's designed to lower your resting heart rate, reduce body fat, and help manage stress and blood pressure.

HPE 105: Physical Fitness II

Credits 0.5-2
Prerequisites HPE 104 with a grade of “C” or higher

This program offers a complete workout targeting improved cardiovascular health, increased joint flexibility, and enhanced muscular strength. It's designed to lower your resting heart rate, reduce body fat, and help manage stress and blood pressure.

HPE 201H: Advanced Hiking

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites None.

This course is intended for experienced hikers prepared for challenging and strenuous hikes. Students will engage in longer distances, steeper terrain, and higher elevations while refining advanced hiking skills. Topics include endurance strategies, route planning, backcountry safety, and preparedness for demanding trail conditions. The course will strengthen both physical ability and technical knowledge for advanced outdoor exploration.

Students must be able to comfortably walk on outdoor trails for ten miles or more. Be prepared for day hiking trips off campus by providing your own transportation, parking fees and equipment.
Prerequisites

HPE 201T: Intermediate T'ai Chi Ch'uan I

Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites HPE 102T with a grade of “C” or higher.

This course is designed for students interested in more advanced T'ai Chi Ch'uan. It combines gentle movement, mindful breathing, and mental focus to improve balance, relieve stress, enhance flexibility, and increase mental clarity.

HPE 201Y: Advanced Hatha Yoga I

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites HPE 102Y with a grade of “C” or higher

This course is an advanced course focusing on postures, breathing techniques, and relaxation practices of Hatha Yoga. Emphasis is placed on proper alignment, safe movement, and developing strength, flexibility, and awareness. The course supports stress reduction and overall well-being through gentle, guided practice.

HPE 202T: Intermediate T'ai Chi Ch'uan II

Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites HPE 201T with a grade of “C” or higher.

This course continues with the teaching of more advanced T'ai Chi Ch'uan movements. It combines gentle movement, mindful breathing, and mental focus to improve balance, relieve stress, enhance flexibility, and increase mental clarity.

HPE 202Y: Advanced Hatha Yoga II

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 2
Prerequisites HPE 201Y with a grade of “C” or higher.

This course builds on HPE 201Y with a focus on postures, breathing techniques, and relaxation practices of Hatha Yoga. Emphasis is placed on proper alignment, safe movement, and developing strength, flexibility, and awareness. The course supports stress reduction and overall well-being through gentle, guided practice.

HPE 204: Physical Fitness III

Credits 0.5-2
Prerequisites HPE 105 with a grade of “C” or higher

This program offers a complete workout targeting improved cardiovascular health, increased joint flexibility, and enhanced muscular strength. It's designed to lower your resting heart rate, reduce body fat, and help manage stress and blood pressure.

HPE 205: Physical Fitness IV

Credits 0.5-2
Prerequisites HPE 204 with a grade of “C” or higher

This program offers a complete workout targeting improved cardiovascular health, increased joint flexibility, and enhanced muscular strength. It's designed to lower your resting heart rate, reduce body fat, and help manage stress and blood pressure.

HVA 101: Principles of HVAC-R

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course provides an introductory overview of HVAC-R systems, including their historical development and foundational scientific principles. Emphasis is placed on the relationship between pressure, temperature, and heat transfer, as well as the identification and basic function of major HVAC-R unit types.

HVA 103: HVAC-R Controls

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
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 provides an introduction to the control systems used in HVAC-R equipment. Students learn the functions of thermostats, sensors, relays, contactors, and other control components, as well as basic system sequencing and wiring diagram interpretation. Emphasis is placed on understanding how controls regulate system operation and on developing foundational troubleshooting skills.

HVA 105: Heating System Basics

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course introduces the basic principles and components of residential and light commercial heating systems. Students learn how heat is produced and transferred, how common heating equipment operates, and the safety practices required for working with heating systems. The course provides essential foundational knowledge for continued study in HVAC-R heating technologies.

HVA 109: Troubleshooting HVAC-R Systems

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites HVA 101, HVA 103, and HVA 110 with a grade of “C” or higher, HVA 105 with a grade of “C” or higher or concurrent enrollment in HVA 105, or instructor approval.

This course introduces the essential methods and practices for diagnosing and solving problems in HVAC-R systems. Students learn systematic troubleshooting techniques, proper use of diagnostic tools, and the interpretation of electrical and refrigeration schematics. Emphasis is placed on safety, accurate problem identification, and developing practical skills for real-world service situations.

HVA 110: Electricity for HVAC-R

Sun Number CHM 2236
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites HVA 101 with a grade of “C” or higher, or concurrent enrollment in HVA 101, or instructor approval.

This course covers detailed electrical procedures, fundamental electrical principles, circuit and meter reading, component identification, and the interpretation of symbols and wiring diagrams in air conditioning control systems. It also includes installing contacts, relays, and overloads, as well as troubleshooting techniques relevant to HVAC-R technology. The course emphasizes the practical application of HVAC-R concepts.

HVA 115: EPA Certification

Sun Number N/A
Credits 1
Lecture Hours 1
Lab Hours 0
Prerequisites None.

This course provides instruction on the proper use of environmentally safe refrigerants, with emphasis on their recovery, recycling, and reclamation. Successful completion qualifies students to take the nationally recognized EPA Universal certification, enabling them to perform system evacuations of various cooling gases in refrigeration technology.

HVA 201: Advanced HVAC-R Commercial Air Conditioning

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites HVA 115 with a grade of “C” or higher or instructor approval

This course addresses fundamental principles of heat theory and gas laws as they pertain to refrigeration systems. It provides an overview of commercial package units and examines the roles of fresh air mixing, variable air volume, and variable refrigerant flow. The course includes the operation of commercial walk-in coolers and freezers, commercial ice machines, air conditioners, and heat pumps, as well as accessory components and piping methods for installation and maintenance. Safety is emphasized throughout the course.

HVA 203: Refrigeration and Heat Exchange Components

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites HVA 115 with a grade of “C” or higher or instructor approval

This course introduces the fundamentals of refrigeration and heat-exchange systems used in HVAC-R. Students learn the refrigeration cycle, key system controls, and essential safety and testing procedures. The course also covers basic troubleshooting and service practices for residential air-conditioning and heating systems, along with the operation of commercial refrigeration components such as evaporators and condensers.

HVA 205: Refrigeration Flow and Flow Devices

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites HVA 115 with a grade of “C” or higher or instructor approval.

This course covers the essentials of refrigerant flow in vapor-compression systems. Students learn the roles of compressors, condensers, metering devices, expansion devices, and evaporators, and practice safe refrigerant evacuation and recovery procedures. The course also includes hands-on work with compressor disassembly and system troubleshooting to identify and correct common refrigeration problems.

HVA 207: Commercial Refrigeration Applications

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites HVA 201, HVA 203, and HVA 205, all with a grade of “C” or higher, or instructor approval.

This course provides an overview of commercial refrigeration systems and their applications. Students learn system components, construction basics, and the refrigerants used in different commercial settings. Emphasis is placed on safety practices, environmentally responsible refrigerant handling, and professionalism in HVAC-R work. The course also covers proper care and maintenance of essential HVAC-R tools.

HVA 209: Commercial Ice Makers

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites • HVA 201, HVA 203, HVA 205, all with a grade of “C” or higher, and
• HVA 207 with a grade of “C” or higher or concurrent enrollment in HVA 207,
• or instructor approval.

This course provides an overview of commercial ice maker assembly, explores various industrial applications, examines common maintenance issues, and outlines diagnostic and repair procedures. The course includes a detailed study of commercial ice makers currently used in the industry. Students will study, analyze, connect, and operate electrical, mechanical, and water systems. Emphasis is placed on proper troubleshooting and safety procedures. Acquired knowledge will be applied during system testing. Prior knowledge of electrical circuits, refrigeration theory, controls, and refrigeration sealed systems is recommended for success.

HVA 211: Commercial Refrigeration Troubleshooting

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites • HVA 201, HVA 203, and HVA 205 with a grade of “C” or higher,
• HVA 207 and HVA 209 with a grade of “C” or higher or concurrent enrollment in HVA 207 and HVA 209,
• or instructor approval.

This course covers the essential skills for troubleshooting commercial refrigeration systems. Students practice diagnosing refrigerant and air-pressurized systems, assembling basic refrigeration components, and applying key safety principles across classroom, lab, and job-site settings. The course also introduces proper refrigerant-handling protocols, compares common commercial applications, and reinforces professional conduct and basic HVAC-R tool maintenance.

ITE 100: Introduction to Drones

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course focuses on the principles of flight, basic drone operation, safety procedures, and airspace rules. The course also explores practical drone applications in both recreational and professional settings.

ITE 107: Remote Pilot Certificate Preparation

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course prepares students for the FAA Remote Pilot Certificate exam by introducing the essential aeronautical knowledge required for safe and legal small unmanned aircraft systems (sUAS) operations. Topics include key terminology, airspace classifications, flight and operating procedures, weather considerations, and federal regulations governing sUAS.

MAT 100: Applied Mathematics

Sun Number N/A
Credits 4
Lecture Hours 4
Lab Hours 0
Prerequisites None.

This introductory course applies fundamental mathematical principles to real-world contexts. Topics covered include numerical operations, metric and English measurement systems, introductory algebra, and the practical use of formulas. The course also addresses the applications of ratios and proportions, graphing, geometry, and right-triangle trigonometry.

MAT 111: Elementary Algebra

Sun Number N/A
Credits 4
Lecture Hours 4
Lab Hours 0
Prerequisites Math placement as established by District policy.

This course offers a foundational introduction to algebraic concepts. Students will explore topics such as simplifying and evaluating algebraic expressions, solving linear equations and inequalities, graphing on the coordinate plane, working with exponents and polynomials, factoring techniques, and solving systems of equations.

MAT 121: Intermediate Algebra

Sun Number N/A
Credits 4
Lecture Hours 4
Lab Hours 0
Prerequisites MAT 111 with a grade of “C” or higher or math placement as established by District policy.

This course builds on concepts introduced in Elementary Algebra, providing a deeper exploration of algebraic principles. Topics include functions, advanced equations and inequalities, systems of equations, polynomial operations, and the manipulation of rational and radical expressions and functions.

MAT 142: College Mathematics

Sun Number MAT 1142
General Education Category Quantitative Reasoning
Credits 3
Lecture Hours 3
Lab Hours 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.

This course covers quantitative methods, including ratios and proportions, exponential functions, statistics and probability, finance, discrete mathematics, graphical representations, and additional selected topics. Emphasis is placed on applying foundational college-level mathematical concepts to real-world problems.

MAT 151: College Algebra

Sun Number MAT 1151
General Education Category Quantitative Reasoning
Credits 4
Lecture Hours 4
Lab Hours 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.

This course serves as a foundational step toward calculus, focusing on the analysis of functions and their applications. Topics include equations, graphs, polynomial and rational functions, exponential and logarithmic expressions, matrices, and conic sections. Optional topics may cover sequences, series, and other precalculus concepts. This course is designed to prepare students for more advanced study in mathematics and related fields.

MAT 156: Mathematics for Elementary Teachers I

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites MAT 142 or higher with a grade of "C" or higher or math placement as established by District policy.

This course explores the foundational concepts and structures that support effective mathematics instruction in grades K–8. Topics include the base-ten number system, operations with whole numbers, fractions, and decimals, as well as problem-solving strategies, ratios, proportions, and key ideas from number theory. Emphasis is placed on developing a deep conceptual understanding to support classroom teaching and student learning.

MAT 157: Mathematics for Elementary Teachers II

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites MAT 142 or higher with a grade of "C" or higher or math placement as established by District policy.

This course continues the exploration of foundational mathematical concepts for effective instruction in grades K–8. Emphasis is placed on algebraic thinking, measurement, and geometry, including perimeter, area, volume, surface area, symmetry, transformations, constructions, and scale. Students also study data analysis, statistics, and introductory probability, with a focus on reasoning, representation, and communication appropriate for the elementary and middle school classroom.

MAT 160: Introduction to Statistics

Sun Number MAT 1160
General Education Category Quantitative Reasoning
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites MAT 142 or higher with a grade of "C" or higher or math placement as established by District policy.

This course introduces the fundamental principles and techniques of statistics as applied to the collection, organization, analysis, and interpretation of data. Topics include frequency distributions, measures of central tendency and variability, probability theory, sampling distributions, estimation, hypothesis testing, and linear regression and correlation. Designed for students in business, behavioral sciences, social sciences, and other fields requiring data-informed decision making. This course is equivalent to PSY 220.

MAT 181: Trigonometry

Sun Number N/A
General Education Category Quantitative Reasoning
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites MAT 151 or higher with a grade of “C” or higher or math placement as established by District policy.

This course focuses on the study and application of trigonometric functions and identities. Topics include angle measurement, right and oblique triangle solutions, the unit circle, graphing trigonometric functions, inverse trigonometric functions, and analytic techniques such as verifying identities and solving trigonometric equations. Additional topics include vectors, polar coordinates, and complex numbers, including powers and roots using De Moivre’s Theorem. This course is designed for students intending to pursue Calculus and STEM-related fields.

MAT 210: Elements of Calculus

Sun Number MAT 2212
General Education Category Quantitative Reasoning
Credits 4
Lecture Hours 4
Lab Hours 0
Prerequisites MAT 151 with a grade of “C” or higher or math placement as established by District policy.

This course introduces differential and integral calculus with a focus on elementary functions and applications in business, economics, and the social sciences. Emphasis is placed on practical modeling and problem-solving rather than theoretical depth.

MAT 221: Calculus I

Sun Number MAT 2220
General Education Category Quantitative Reasoning
Credits 5
Lecture Hours 5
Lab Hours 0
Prerequisites MAT 181 or higher with a grade of “C” or higher or math placement as established by District policy

This course provides an introduction to the calculus of single-variable functions. Topics include limits, the fundamental principles of differentiation and integration, and techniques for finding derivatives of algebraic and trigonometric functions. Students also explore a variety of applications of derivatives, such as rates of change and optimization. The course lays the foundation for further study in mathematics, science, and engineering.

MAT 231: Calculus II

Sun Number MAT 2230
General Education Category Quantitative Reasoning
Credits 4
Lecture Hours 3
Lab Hours 2
Prerequisites MAT 221 with a grade of “C” or higher.

The course covers concepts, techniques, and applications of integration and infinite series, and introduces differential equations. Topics include integration methods such as substitution, integration by parts, partial fractions, and integration tables. Additional subjects are numerical methods for integration, applications of integration, infinite series, Taylor series and polynomials, separable differential equations, and parametric and polar curves.

MAT 241: Calculus III

Sun Number MAT 2241
General Education Category Quantitative Reasoning
Credits 4
Lecture Hours 3
Lab Hours 2
Prerequisites MAT 231 with a grade of “C” or higher

The course covers multivariable calculus, including multiple integration, partial differentiation, optimization, and vector calculus. Additional topics include line and surface integrals, parametric curves, vectors, geometry, and differentiation and integration in Euclidean n-space. The course emphasizes the application of divergence, curl, Green's Theorem, Stokes' Theorem, and the Divergence Theorem to vector fields.

MUS 101: Music Appreciation

Sun Number N/A
General Education Category Arts & Humanities
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

This course enhances students’ understanding and enjoyment of music by exploring a wide range of musical styles, genres, historical periods, world traditions, and fundamental musical elements. Students develop listening skills through attendance at live performances, analysis of concert recordings, and participation in guided discussions that deepen their appreciation of music across cultures and contexts.

MUS 103P: Private Instruments I: Piano

Sun Number N/A
Credits 1
Lecture Hours 1
Lab Hours 0
Prerequisites None.

This course provides individualized instruction in piano performance designed to develop technical proficiency, musical expression, and performance skills. Students receive one-on-one instruction emphasizing proper keyboard technique, music reading, sight-reading, scales, exercises, repertoire study, and effective practice habits. Repertoire is selected according to the student's ability level and may include classical, contemporary, popular, or other musical styles. Students demonstrate progress through regular lessons, practice assignments, and performance activities. This course may be repeated for credit as skill level and repertoire advance. A course fee is required to support the cost of individualized piano instruction provided through one-on-one lessons.

MUS 104P: Private Instruments II: Piano

Sun Number N/A
Credits 1
Lecture Hours 1
Lab Hours 0
Prerequisites MUS 103P with a “C” or better.

This course provides individualized instruction in piano performance for students with prior piano study. Emphasis is placed on the continued development of keyboard technique, sight-reading, musical interpretation, repertoire, and performance skills. Students demonstrate progress through regular lessons, practice assignments, and performance activities. A course fee is required to support the cost of individualized piano instruction provided through one-on-one lessons.

MUS 125: Instrumental Ensemble I

Credits 1
Lecture Hours 0
Lab Hours 3
Prerequisites None

This course offers students the opportunity to rehearse and perform as part of an instrumental ensemble. Emphasis is placed on developing ensemble skills, including tone, balance, rhythm, and musical interpretation. Students study appropriate repertoire and participate in scheduled rehearsals and performances, which may include concerts outside of class time.

MUS 126: Instrumental Ensemble II

Credits 1
Lecture Hours 0
Lab Hours 3
Prerequisites MUS 125 with a grade of “C” or higher

This course is a continuation of MUS 125. It offers students the opportunity to rehearse and perform as part of an instrumental ensemble. Emphasis is placed on developing ensemble skills, including tone, balance, rhythm, and musical interpretation. Students study appropriate repertoire and participate in scheduled rehearsals and performances, which may include concerts outside of class time.

MUS 131: Class Piano I

Sun Number N/A
Credits 1
Lecture Hours 1
Lab Hours 0
Prerequisites None.

This course introduces beginning piano skills through group instruction. Students develop fundamental keyboard technique, music reading, rhythm, scales, chords, harmonization, sight-reading, and performance skills. Emphasis is placed on the practical application of piano and basic music theory through the study and performance of beginning-level repertoire.

MUS 132: Class Piano II

Sun Number N/A
Credits 1
Lecture Hours 1
Lab Hours 0
Prerequisites MUS 131 with a “C” or better, or Instructor Approval.

This course builds on the foundational skills developed in Piano Class I. Students further develop keyboard technique, music reading, harmonization, transposition, sight-reading, and performance skills through the study of intermediate-level repertoire. Emphasis is placed on increased fluency at the keyboard, stylistic interpretation, accompanying patterns, and the application of music theory concepts through performance.

MUS 225: Instrumental Ensemble III

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 3
Prerequisites MUS 126 with a grade of “C” or higher

This course is a continuation of MUS 126. It offers students the opportunity to rehearse and perform as part of an instrumental ensemble. Emphasis is placed on developing ensemble skills, including tone, balance, rhythm, and musical interpretation. Students study appropriate repertoire and participate in scheduled rehearsals and performances, which may include concerts outside of class time.

MUS 226: Instrumental Ensemble IV

Sun Number N/A
Credits 1
Lecture Hours 0
Lab Hours 3
Prerequisites MUS 225 with a grade of “C” or higher

This course is a continuation of MUS 225. It offers students the opportunity to rehearse and perform as part of an instrumental ensemble. Emphasis is placed on developing ensemble skills, including tone, balance, rhythm, and musical interpretation. Students study appropriate repertoire and participate in scheduled rehearsals and performances, which may include concerts outside of class time.

NUR 100: Nursing Assistant

Sun Number N/A
Credits 6
Lecture Hours 4
Lab Hours 6
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.
• Must be at least 14 years old to enroll

This course prepares students with the knowledge and hands-on skills needed to provide safe, compassionate care as a nursing assistant in a variety of healthcare settings. Students will learn basic patient care procedures, infection control practices, communication skills, and the principles of patient rights and safety. Instruction covers assisting with daily living activities, measuring vital signs, positioning and transferring patients, and supporting patients' physical and emotional well-being. Classroom learning is reinforced through supervised clinical experiences, enabling students to develop competence and confidence in providing care. Completion of this course prepares students for state certification and entry-level employment in long-term care, hospitals, and other healthcare facilities.

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.

Enrollment and Program Requirements for NUR 100
The following items must be completed and paid for by the student through a third-party vendor to maintain enrollment in NUR 100:
1. CPR Certification: Concurrent enrollment in EMT 121 or a current American Heart Association BLS Healthcare Provider CPR card.
2. Drug Screening: Negative urine drug screen.
3. Tuberculosis Clearance: Proof of TB immunization or a clear chest X-ray within the last 6 months.
4. Immunizations: Proof of MMR and Hepatitis B immunizations or signed declination form. COVID-19 and/or influenza immunizations may also be required by clinical site policy.
5. Fingerprint Clearance: Fingerprinting for DPS/FBI background checks. Students must obtain a Level One Fingerprint Clearance Card.

Academic Requirements:
Students must earn a grade of 75% or higher in NUR 100 to be eligible for the certification/licensure examination.

Certification Requirements (Arizona State Board of Nursing):
Applicants must provide proof of legal presence in the United States and disclose any felony convictions. Successful completion of both the written and manual skills certification exams, along with the licensure application, will result in designation as a Certified Nursing Assistant (CNA) through the Arizona State Board of Nursing.

Additional Information:
A complete list of requirements and instructions is available from your campus Administration Office or Library.

NUR 103: Certified Medication Assistant

Credits 5
Lecture Hours 4
Lab Hours 3
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: Pharmacology for Nursing

Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites BIO 201 and CHM 130 or higher (CHM 138 preferred) with a grade of “C” or higher.

This course provides a foundational understanding of pharmacological principles essential to nursing practice. Content is organized by major drug classifications and includes indications, mechanisms of action, contraindications, side effects, administration considerations, and patient and family teaching. Pharmacological concepts are integrated with relevant anatomy and physiology, basic pathophysiology, microbiology, and principles of safe drug administration to support effective clinical decision-making.

NUR 110: Nursing One

Credits 9
Lecture Hours 6
Lab Hours 9
Prerequisites Admission to the Gila Community College Nursing Program.
Corequisites
PSY 101 and BIO 202.

Course Description

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.

Course Requirements:

1. Clinical hours are mandatory.
2. Students must keep clinical requirements such as background checks, certifications, immunizations/exemptions, current throughout the program. A list of requirements can be found in the Nursing Student Handbook.
3. Students enrolled in the course must also register for the associated NUR 110L course.

Course Fees: Nonrefundable fees are required for each Nursing course. See the fee schedule in the catalog and Nursing handbook for details.

NUR 120: Nursing Two

Credits 9
Lecture Hours 6
Lab Hours 9
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

Course Description
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.
Course Requirements:

1. Clinical hours are mandatory.
2. Students must keep clinical requirements such as background checks, certifications, immunizations/exemptions, current throughout the program. A list of requirements can be found in the Nursing Student Handbook.
3. Students enrolled in the course must also register for the associated NUR 120L course.

Course Fees: Nonrefundable fees are required for each Nursing course. See the fee schedule in the catalog and Nursing handbook for details.

NUR 190: LPN Bridge Course

Credits 3
Lecture Hours 2
Lab Hours 3
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

Credits 9
Lecture Hours 6
Lab Hours 9
Prerequisites NUR 120 with a grade of “B” or higher, and HCE 240 with grade of “C” or higher.
Corequisites
HCE 241, ENG 102.

Course Description
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.

Course Requirements:

1. Clinical hours are mandatory.
2. Students must keep clinical requirements such as background checks, certifications, immunizations/exemptions, current throughout the program. A list of requirements can be found in the Nursing Student Handbook.
3. Students enrolled in the course must also register for the associated NUR 230L course.

Course Fees: Nonrefundable fees are required for each Nursing course. See the fee schedule in the catalog and Nursing handbook for details.

NUR 240: Nursing Four

Credits 10
Lecture Hours 6
Lab Hours 12
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.

Course Requirements:

1. Clinical hours are mandatory.
2. Students must keep clinical requirements such as background checks, certifications, immunizations/exemptions, current throughout the program. A list of requirements can be found in the Nursing Student Handbook.
3. Students enrolled in the course must also register for the associated NUR 240L course.

Course Fees: Nonrefundable fees are required for each Nursing course. See the fee schedule in the catalog and Nursing handbook for details.

PHI 105: Introduction to Ethics

Sun Number N/A
General Education Category Arts & Humanities, or Institutions of the Americas
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District policy or instructor approval.

This course introduces students to ethical theories, cultural perspectives, and structured decision-making models used to analyze moral issues in personal, professional, and civic life. Students will examine the historical development of ethical thought, evaluate ethical dilemmas across diverse contexts, and construct reasoned ethical arguments. Emphasis is placed on critical thinking, cultural awareness, and the application of ethical frameworks to real-world scenarios involving competing values and stakeholder interests. Applied case studies may include examples from community, organizational, and service-oriented settings.

PHY 101: Introduction to Physics

General Education Category Natural Sciences
Credits 4
Prerequisites Reading proficiency as established by District Policy.

This course is designed for students with no background in physics. Students are introduced to the key concepts of physics as they relate to the world around us. Topics include forces and motion, heat, waves, electricity and magnetism, and sound and light.

PHY 111: General Physics I

Sun Number PHY 1111
General Education Category Natural Sciences
Credits 4
Lecture Hours 3
Lab Hours 3
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.

The course introduces fundamental principles of classical mechanics and thermodynamics. Problem-solving is conducted at the trigonometric level. Topics include time-and-motion studies, forces on stationary and moving objects, waves and sound, and heat and energy.

PHY 112: General Physics II

Sun Number PHY 1112
General Education Category Natural Sciences
Credits 4
Lecture Hours 3
Lab Hours 3
Prerequisites PHY 111 with a grade of “C” or higher

The course introduces fundamental principles of electricity, magnetism, and optics. Problem solving emphasizes algebraic methods, with some trigonometric applications. Topics include electricity, magnetism, light, physical optics, geometric optics, and atomic structure.

POS 110: American Government and Politics

Sun Number POS 1110
General Education Category Social & Behavioral Sciences, or Institutions of the Americas
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

This course offers a broad look at how the American system of government works. Students study the Constitution, federalism, civil liberties, civil rights, and the major branches of government, including Congress, the presidency, the courts, and the federal bureaucracy. The course also examines elections, political parties, interest groups, public opinion, and the ways citizens participate in the political process. Throughout the term, students consider how political institutions operate in practice and how current issues shape American politics today.

POS 220: U.S. and Arizona Constitutions

Sun Number N/A
General Education Category Institutions of the Americas
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

This course examines the U.S. Constitution, the Bill of Rights, major constitutional amendments, and the Arizona Constitution. It addresses the historical foundations, theories, organization, and functions of both federal and Arizona state systems of government. The curriculum emphasizes constitutional principles, the development of civil liberties, and the roles of governmental institutions at both the national and state levels. The course fulfills the Arizona Department of Education requirements in the U.S. Constitution and Arizona government for teacher certification.

PSY 101: Introduction to Psychology

Sun Number PSY 1101
General Education Category Social & Behavioral Sciences
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

This course provides an overview of fundamental concepts in psychology, encompassing both traditional theories and recent advancements. Covered topics include the history of psychology, the scientific method, major subfields, heredity and environment, intelligence, learning, memory, problem-solving, sensation and perception, states of consciousness, motivation, emotion, personality, gender and sexuality, abnormal behavior, the nervous system, and learning processes.

PSY 240: Abnormal Psychology

General Education Category Social & Behavioral Sciences
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites PSY 101 with a grade of “C” or higher.

Students survey contemporary ideas about abnormal psychology. Topics cover the classification, assessment, and treatment of mental health conditions such as anxiety, mood, dissociative, stress-related, personality, somatic, and psychotic disorders. Legal and ethical issues will be examined.

PSY 241: Substance Abuse and Addiction

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites PSY 101 with a grade of “C” or higher.

This course provides an overview of substance abuse and addiction from biological, psychological, and social perspectives. Topics include the pharmacology of commonly abused substances, risk factors for addiction, diagnostic criteria, co-occurring mental health disorders, and the impact of addiction on individuals, families, and communities. Students examine prevention strategies, treatment approaches, recovery models, and ethical considerations in working with individuals experiencing substance use disorders. Emphasis is placed on recognizing addiction as a complex behavioral health condition and understanding the role of mental and social health professionals in prevention, intervention, and referral.

PSY 250: Developmental Psychology

Sun Number N/A
General Education Category Social & Behavioral Sciences
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites PSY 101 with a grade of “C” or higher

This course explores individual behavior across the lifespan, from conception to old age. It examines determinants of psychological growth, including motor, social, emotional, intellectual, language, and personality development. The course covers physical, intellectual, moral, emotional, personality, and social development from conception through childhood, adolescence, adulthood, old age, and the process of dying. The course emphasizes both quantitative and qualitative changes throughout the lifespan, as well as factors contributing to human diversity and individual uniqueness.

SBM 106: Operating an Online Home-Based Business

Sun Number N/A
Credits 1
Lecture Hours 1
Lab Hours 0
Prerequisites None

This course introduces students to the essential skills needed to create and manage a successful home-based business using eBay, online auctions, and other Internet marketplaces. Students learn practical strategies for sourcing products, listing items, managing transactions, and maintaining customer satisfaction. Prior experience with basic computer operations and Internet use is strongly recommended.

SBM 110: Introduction to Entrepreneurship

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course provides an introduction to fundamental entrepreneurial and business management concepts, including strategic planning, capital acquisition, business information systems, human resource management, and marketing of products and services. Emphasis is placed on the foundational principles required to establish and operate a business. The course is designed for aspiring entrepreneurs as well as individuals seeking to enhance their competencies in business management.

SBM 111: Marketing

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None

This course provides an analytical examination of the core business functions that facilitate the movement of goods and services from producers to consumers. It emphasizes analyzing consumer behavior and developing integrated strategies for product development, pricing, promotion, and distribution to effectively address market demands.

SBM 221: Business Ethics

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course is designed to equip students with the ethical frameworks and critical-thinking skills needed to make high-quality business decisions that promote long-term success. It provides an in-depth understanding of the ethical dilemmas, moral philosophies, and concepts of social responsibility that define modern business practice.

SCI 101: Community Science for Global Futures

General Education Category Natural Sciences
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This active learning style class will introduce students through the process of working with a community group. With mentoring, students will observe and support the design, research, and completion of a service project that advances a community priority or addresses a community challenge related to natural environment and its conservation, use, and improvement as well as global futures. Students will be in a mentee relationship within a team. Students will be in a team that learns how to build relationships, understand community priorities, design projects that advance those priorities, and connect the work to personal and career goals. The class has four elements: 1) online materials that introduce key ideas and skills, 2) in-person workshops students work in teams, and individual homework, including 3) working on the project and 4) reflecting on the project.

SCI 201: Community Science Research for Global Futures

Sun Number N/A
General Education Category Natural Sciences
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

Students will take a leadership role in working with a community group to design, carry out, and complete a project that advances a community priority or addresses a community challenge related to natural environment and its conservation, use, and improvement as well as global futures. Students build relationships, understand community priorities, design projects that advance those priorities, organize and carry out project work, share the results broadly, and connect the work to personal and career goals. The class has four elements: 1) online materials that introduce key ideas and skills, 2) in-person workshops students work in teams, and individual homework, including 3) working on the project and 4) reflecting on the project.

SOC 101: Introduction to Sociology

Sun Number SOC 1101
General Education Category Social & Behavioral Sciences
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

This course introduces society and social behavior, providing an opportunity to examine key social issues. It focuses on the influence of power structures and culture on opportunities, attitudes, and behaviors. The course covers major sociological perspectives, social processes, institutions, societal development, and characteristics of social life.

SOC 110: Marriage and the Family

Sun Number N/A
General Education Category Social & Behavioral Sciences
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

This course provides an overview of the major theories and practices related to marriage and family life. Topics include relationship development, courtship, adjustment within long-term partnerships, conflict resolution, and the effects of children, divorce, and remarriage on family dynamics.

SOC 201: Social Problems

Sun Number SOC 2250
General Education Category Social & Behavioral Sciences
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

This course examines major social problems in contemporary American society, including crime, delinquency, substance abuse, inequality, aging, population issues, and environmental concerns. These topics are explored within historical and global contexts to deepen understanding of their causes and consequences.

SOC 210: Racial and Ethnic Relations

Sun Number SOC 2215
General Education Category Social & Behavioral Sciences, or Institutions of the Americas
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

This course examines the experiences of racial and ethnic minority groups in diverse societies, focusing on the social, economic, and political challenges they face. Students evaluate major theories of prejudice and explore research on discrimination, desegregation, and assimilation. Emphasis is placed on understanding how intergroup relations develop and change over time.

SPA 101: Elementary Spanish I

Sun Number SPA 1101
General Education Category Written and Oral Communication
Credits 4
Lecture Hours 4
Lab Hours 1
Prerequisites Reading proficiency as established by District Policy.

This course introduces students to the basics of the Spanish language. The course focuses on building beginning skills in speaking, listening, reading, and writing while helping students develop practical vocabulary and an understanding of essential grammar. Through a variety of class activities and cultural materials, students gain confidence using Spanish in everyday situations and become familiar with key aspects of life in the Spanish-speaking world.

SPA 102: Elementary Spanish II

Sun Number SPA 1102
General Education Category Written and Oral Communication
Credits 4
Lecture Hours 4
Lab Hours 1
Prerequisites SPA 101 with a grade of “C” or higher or instructor approval.

This course continues the content of SPA 101 introducing students to the basics of the Spanish language. The course focuses on building beginning skills in speaking, listening, reading, and writing while helping students develop practical vocabulary and an understanding of essential grammar. Through a variety of class activities and cultural materials, students gain confidence using Spanish in everyday situations and become familiar with key aspects of life in the Spanish-speaking world.

SPA 201: Intermediate Spanish I

Sun Number SPA 2201
General Education Category Written and Oral Communication
Credits 4
Lecture Hours 4
Lab Hours 1
Prerequisites SPA 102 with a grade of “C” or higher, or instructor approval.

SPA 201 builds on the skills developed in the introductory sequence and helps students strengthen their ability to communicate in Spanish. The course expands proficiency in speaking, listening, reading, and writing through more detailed vocabulary, increasingly complex grammar, and a wider range of cultural materials. Students practice expressing ideas in past and future time frames, engage in conversational activities, and read short texts to deepen comprehension. Cultural topics from the Spanish-speaking world are integrated throughout to support meaningful language use and greater cultural awareness.

SPA 202: Intermediate Spanish II

Sun Number SPA 2202
General Education Category Written and Oral Communication
Credits 4
Lecture Hours 4
Lab Hours 1
Prerequisites SPA 201 with a grade of “C” or higher, or instructor approval.

Intermediate Spanish II builds on the skills developed in SPA 201 and helps students strengthen their ability to communicate in Spanish. The course expands proficiency in speaking, listening, reading, and writing through more detailed vocabulary, increasingly complex grammar, and a wider range of cultural materials. Students practice expressing ideas in past and future time frames, engage in conversational activities, and read short texts to deepen comprehension. Cultural topics from the Spanish-speaking world are integrated throughout to support meaningful language use and greater cultural awareness.

TEC 120: Aviation Ground School I

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course offers a comprehensive introduction to aviation principles, including flight mechanics, navigational methods, aircraft operations, and essential safety practices. Students examine the regulatory framework governing aviation through an in-depth review of federal aviation rules and requirements. Through engagement with both theoretical concepts and practical applications, participants acquire foundational knowledge essential for advancement in aviation training. Upon successful completion, students are prepared with the skills and understanding required to take the FAA written examinations.

TEC 121: Aviation Ground School II

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites TEC 120 with a grade of "C" or higher.

The course builds on foundational flight concepts and prepares students for advanced instrument operations. The course covers Instrument Flight Rules (IFR) procedures, aircraft systems and performance characteristics, and the development of both local and cross-country IFR flight plans. Emphasis is placed on applying FAA regulations and operational standards necessary for safe and effective instrument flight.

TEC 132: OSHA 10 Training

Sun Number N/A
Credits 0.5
Lecture Hours 0.5
Lab Hours 0
Prerequisites None.

This course presents fundamental safety and health concepts in accordance with OSHA general industry regulations, emphasizing key policies, procedures, and requirements outlined in OSHA Act Part 1910. The program adheres to all relevant OSHA guidelines. Participants who successfully complete the course receive a 10-hour OSHA General Industry Safety and Health completion card from the U.S. Department of Labor.

TEC 134: OSHA 30 General Industry

Sun Number N/A
Credits 2
Lecture Hours 2
Lab Hours 0
Prerequisites None.

This course provides an introduction to essential workplace health and safety practices in accordance with OSHA General Industry standards. Students will examine the purpose and requirements of the Occupational Safety and Health Act (OSH Act) and the role of the Occupational Safety and Health Administration (OSHA) in promoting safe and healthy work environments. Emphasis is placed on identifying, evaluating, and preventing common workplace hazards, with a focus on high-risk activities and industry-specific safety concerns. Upon completion, students will be able to recognize potential hazards, apply safe work practices, and contribute to maintaining a culture of workplace safety and compliance.

TEC 135: Industrial Mathematics

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This introductory course applies fundamental mathematical principles to real-world contexts. Topics covered include numerical operations, metric and English measurement systems, introductory algebra, and the practical use of formulas. The course also addresses the applications of ratios and proportions, graphing, geometry, and right-triangle trigonometry.

TEC 137: Hand and Power Tools

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course provides students with the foundational knowledge and practical skills in the safe selection, operation, and maintenance of common hand and power tools used in industrial maintenance. Emphasis is placed on proper technique, adherence to safety standards, and care of tools to ensure longevity and reliability in an industrial plant environment.

TEC 138: Threads and Fasteners

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course provides students with a working knowledge of threaded components and fastening systems commonly encountered in industrial maintenance. Emphasis is placed on correct identification, installation, and torque application of fasteners to ensure mechanical integrity, reliability, and safety in industrial plant operations.

TEC 139: Industrial Pumps I

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course provides students with the foundational knowledge of the theory of operation of centrifugal pumps, installation, maintenance, and troubleshooting.

TEC 140: Pneumatics and Compressors

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course introduces students to the principles, components and application of compressors and pneumatic systems in a fixed/industrial plant operation. Pneumatics are widely used for actuation, control, and automation in industrial environments. Students will learn safe practices, basic system theory, and troubleshooting skills.

TEC 141: Lubrication Fundamentals

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course covers the principles, methods, and importance of proper lubrication in industrial machinery. Lubrication directly impacts the reliability, efficiency, and longevity of bearings, gears, and seals. Students will learn how to select, apply, and monitor lubricants in fixed plant systems.

TEC 142: Precision Measurement

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course introduces students to the principles and practices of precision measurement as applied to industrial maintenance and repair. Accurate measurement is fundamental to ensuring safety, efficiency, and reliability in fixed/industrial plant operations. Students will develop the skills to select, operate and interpret precision measuring instruments in alignment with industrial standards and quality assurance protocols.

TEC 206: Precision Alignment

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites TEC 142 Precision Measurement with a grade of “C” or better.

This course introduces students to the fundamentals of shaft alignment for rotating machinery. Proper alignment reduces vibration, minimizes wear, and extends equipment life. Students will develop hands-on skills in basic alignment methods including Straight Edge/Feeler Gauges, Rim and Face Dial Indicator Method, Reverse Dial Indicator Method, and Laser Shaft Alignment devices.

TEC 207: Bearings, Seals, and Mechanical Drives

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course introduces students to the fundamentals of power transmission systems. Students will be introduced to bearings, seals, belt and pulley systems, chain and sprocket systems, and gear trains.

TEC 208: Mobile and Industrial Hydraulic Technology

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course provides students with a detailed understanding of the primary hydraulic components used in all mobile and industrial hydraulic systems. The student will gain an understanding of how each component operates, its role within the system, and common best practices for installation and operation.

TEC 209: Industrial Pump II

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites TEC 139 with a grade of “C” or better.

This course will introduce students to multiple types of pumps used throughout the industry and will expand on centrifugal pumps in multiple pump systems. Students will learn the theory of operation of fixed displacement pumps, installation and maintenance procedures, and basic troubleshooting processes.

TEC 212: Hydraulic Troubleshooting

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course provides students with the knowledge and practical skills needed to diagnose, test, and troubleshoot hydraulic systems used in industrial equipment. Topics include hydraulic pump efficiency testing, micro-leak testing, hydraulic system functions, failure modes, diagnostic instruments, and systematic troubleshooting procedures. Emphasis is placed on the proper use of diagnostic tools to identify system faults, determine root causes, and improve equipment reliability and performance.

TEC 214: Bulk Material Handling, Repair, and RCM

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course provides students with the knowledge and hands-on skills required to maintain and repair bulk material handling systems commonly found in fixed plant operations. Students will learn to inspect, troubleshoot, and repair conveyors, feeders, and chutes, with a focus on recognizing wear points and applying Reliability Centered Maintenance (RCM) strategies to maximize system reliability and safety through monitoring and inspection.

THC 101: Creative Theatre I

Sun Number N/A
Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites None

The course is designed to enhance students' spontaneity and communication skills through engagement with foundational acting techniques. Participants cultivate keen observation, increased awareness of body language, refined timing, and expanded imaginative capacity. The course introduces the fundamentals of stage presentation through a sequence of theatre exercises.

THC 102: Creative Theatre II

Sun Number N/A
Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites THC 101 with a grade of “C” or higher.

By engaging with foundational acting techniques, students enhance spontaneity and communication skills. They develop keen observation, heightened body language awareness, improved timing, and expanded imagination. A progressive series of theatre exercises introduces the essential principles of stage presentation. This course builds on Creative Theatre I.

THC 103: Film Appreciation

Sun Number N/A
Credits 3
Lecture Hours 2
Lab Hours 2
Prerequisites None.

This course examines how films convey stories through narrative structure, character development, and thematic elements. Instruction incorporates film analysis, still photographs, and film clips. Guest lectures are occasionally delivered by industry professionals. Films pertinent to course topics are screened at a local theatre or in the classroom. The curriculum emphasizes the analysis and appreciation of cinematic techniques, including mise en scène, camera work, editing, lighting, and sound design.

THC 105: Introduction to Theatre

Sun Number N/A
General Education Category Arts & Humanities
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District Policy.

This course offers an overview of live theatre, examining its historical, cultural, and spiritual foundations. It explores the relationship between theatre and diverse cultures throughout history, as well as the contributions of significant individual artists. The course introduces key elements of the production process, including playwriting, acting, directing, design, and criticism. Students will survey various periods, styles, and genres of theatre through play reading, discussion, film analysis, and live theatre critique.

THC 110: History of Film and Cinema

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District policy.

This course provides a comprehensive introduction to the history, aesthetics, and cultural impact of cinema from its inception in the late nineteenth century to the present. Participants will examine the development of film as both an artistic medium and a global industry, focusing on significant movements, technological advancements, and influential figures. Through screenings, readings, demonstrations, and guided discussions, students will analyze films across diverse genres, styles, and national traditions to understand how cinema reflects and shapes society.

THC 115: The Art of Storytelling

Sun Number N/A
Credits 2
Lecture Hours 2
Lab Hours 0
Prerequisites None.

Storytelling has been a fundamental means of preserving culture and history throughout human civilization. Stories form the foundation of both ancient and modern theater and journalism. The course introduces students to a range of narrative styles, forms, and genres, fostering a comprehensive understanding of the historical significance of storytelling and its role in communicating and preserving histories, cultures, and contemporary events.

THC 120: Rehearsal and Production I

Sun Number N/A
Credits 1-2
Lecture Hours 0
Lab Hours 4
Prerequisites None.

The course enables students to collaborate with peers in creating an authentic theatre environment. Participants engage in all aspects of performance production and acquire a range of experiences essential for staging. The course emphasizes commitment and teamwork.

THC 121: Rehearsal and Production II

Sun Number N/A
Credits 1-2
Lecture Hours 0
Lab Hours 4
Prerequisites THC 120 with a grade of “C” or higher

This course is a continuation of THC 120. The course enables students to collaborate with peers in creating an authentic theatre environment. Participants engage in all aspects of performance production and acquire a range of experiences essential for staging. The course emphasizes commitment and teamwork.

THC 125: Screenwriting

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District policy.

This course introduces students to the fundamentals of screenwriting and script development for film, television, stage, and digital media. Through a combination of lectures, workshops, and writing exercises, students will explore the structure, style, and techniques of effective storytelling across a range of formats, including screenplays, stage plays, storyboards, and commercial audio/video scripts.

Emphasis is placed on understanding story structure, character development, dialogue, pacing, and visual storytelling. Students will learn standard industry formatting for various types of scripts, gain insight into the creative process from concept to final draft, and develop their own short scripts and story ideas. The course also introduces the fundamentals of script production, including collaboration with directors and producers, script breakdowns, and preparing scripts for shooting or live performance.

By engaging in peer reviews and practical writing assignments, students will build confidence in their creative voice while learning how to communicate stories effectively for different audiences and media platforms.

THC 130: Filmmaking

Sun Number N/A
Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites Reading proficiency as established by District policy.

This course provides a practical introduction to the art and craft of filmmaking, guiding students through each stage of short-film production, from initial concept development to festival submission. It is intended for beginners seeking a comprehensive understanding of the filmmaking process and practical experience in both production and performance roles.

The course begins with pre-production, covering the fundamentals of storytelling, screenplay structure, budgeting, scheduling, casting, and location scouting. In the production phase, students collaborate on a set to develop skills in camera operation, lighting design, sound recording, and directing actors. The post-production segment addresses editing techniques, sound design, visual effects (VFX), color correction, and the preparation of completed films for festival submission and distribution.

Throughout the course, students will work in teams to produce an original short film, gaining experience in creative collaboration and problem-solving while developing a foundational understanding of the filmmaking workflow.

THC 135: AI Creativity & Production

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites None.

This course introduces students to free AI tools for creating text, images, audio, voiceovers, and video content. Through guided activities and projects, students develop skills in prompting, content creation, ethical AI use, and digital storytelling. Milestone projects build toward a final AI-assisted short film that showcases creativity and technical proficiency. No prior AI or filmmaking experience is required. The course supports career pathways in digital media, marketing, communications, and AI-assisted content creation.

THC 231: Stagecraft

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites Reading proficiency as established by District policy.

This course introduces the technical and creative foundations of stagecraft and practical effects for film, television, and theatre. Students gain hands-on experience with prop building, set dressing, costume and makeup effects, and on-set practical effects.

Instruction covers fabrication methods, scenic painting, distressing techniques, and atmospheric or mechanical effects, emphasizing safe and effective production practices.

Through collaborative projects, students design and create practical effects for short scenes or demonstrations, developing problem-solving skills applicable to a range of production environments and budgets.

THC 236: Introduction to Scene Design

Sun Number N/A
Credits 3
Lecture Hours 3
Lab Hours 0
Prerequisites THC 231 with a grade of “C” or higher or instructor approval.

This course fosters an understanding of the design process and its role in theatre production and other live performance events. Emphasis is placed on developing conceptual thinking, creativity, problem-solving skills for specific spaces, and collaborative design practices. Additionally, the course prepares students to present and discuss their work in accordance with professional standards.

THC240: Advanced Film Making

Sun Number N/A
Credits 2
Lecture Hours 1
Lab Hours 2
Prerequisites THC 125 and THC 231 with a grade of “C” or higher or instructor approval.

This advanced, project-based course functions as the capstone experience for students in film studies and production. Building upon foundational coursework in screenwriting, stagecraft, and film production, the course requires students to collaboratively conceive, plan, produce, and complete a feature-length film as a unified creative team. Participants will apply advanced storytelling, technical, and production management skills in an environment designed to replicate professional film-industry workflows.

The course emphasizes creative collaboration, problem-solving, and artistic leadership while upholding the rigor of professional filmmaking standards. By the conclusion of the semester, students will have engaged in the complete lifecycle of a feature film, including story development, pre-production, post-production, and final screening.

WLD 101: Welding

Credits 3
Lecture Hours 1
Lab Hours 4
Prerequisites None

This course introduces basic welding skills with an emphasis on safety, joint identification, accurate cutting, and proper layout techniques. Students practice welding in all standard positions and gain hands-on experience with oxyacetylene and shielded metal arc welding, including electrode selection and the production of quality welds.

An additional fee is required.

WLD 111: Arc Welding

Credits 3
Lecture Hours 1
Lab Hours 4
Prerequisites None

This course introduces the fundamentals of arc welding with a strong emphasis on safety and proper equipment operation. Students learn essential arc-welding concepts, practice equipment setup and adjustment, and develop basic skills for striking and maintaining a stable arc. Training includes safe oxyfuel and arc-cutting procedures, hazard recognition, and entry-level GTAW techniques.

An additional fee is required.

WLD 124: MIG Welding

Credits 3
Lecture Hours 1
Lab Hours 4
Prerequisites None

This course introduces the fundamental concepts of inert gas welding with a metal inert gas (MIG) welder. Students will acquire foundational welding techniques applicable to various materials.

An additional fee is required.

WLD 126: TIG Welding

Credits 3
Lecture Hours 1
Lab Hours 4
Prerequisites None

The course provides an overview of the fundamental principles of gas tungsten arc welding (GTAW), or TIG welding, which is an arc welding process that uses a non-consumable tungsten electrode to create an arc and join metal. It requires shielding gas, mostly pure argon or argon mixed with helium. Participants acquire TIG welding skills applicable to various materials and welding positions.

An additional fee is required.

WLD 211: Pipe Welding

Sun Number N/A
Credits 3
Lecture Hours 1
Lab Hours 4
Prerequisites WLD 101 or WLD 111 with a grade of “C” or higher or instructor approval.

This course introduces the fundamentals of pipe welding, including safe work practices, joint preparation, and welding in multiple positions. Students learn to follow WPS requirements, control heat input, and produce welds that meet AWS D1.1-style visual acceptance criteria. Hands-on practice emphasizes proper technique, weld quality, and basic inspection skills.

An additional fee is required.

WLD 260: Flux Cored Arc and Gas Metal Arc Welding

Sun Number N/A
Credits 3
Lecture Hours 1
Lab Hours 4
Prerequisites WLD 101 or WLD 111 with a grade of “C” or higher or instructor approval.

This course provides an introduction to Flux Cored Arc Welding (FCAW) and Gas Metal Arc Welding (GMAW). Students learn basic equipment setup, safe operation, and welding techniques needed to produce quality welds in multiple positions. The course emphasizes proper heat control, consumable selection, and meeting industry visual standards through hands-on practice.

An additional fee is required.

WLD 270: Technical Welding

Sun Number N/A
Credits 3
Lecture Hours 4
Lab Hours 1
Prerequisites WLD 101 or WLD 111 with a grade of “C” or higher or instructor approval.

This course introduces the essential technical skills and knowledge used in AWS-based welding practice. Students learn safe equipment operation, joint preparation, and the fundamentals of common welding processes. Emphasis is placed on interpreting welding procedure specifications (WPS), understanding weld quality requirements, and producing welds that meet AWS-style visual acceptance standards through hands-on training.

An additional fee is required.

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