

Communication

COM110	Interpersonal Communication	Credits	3.0
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Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. Prerequisites: None.

AGEC Designation: SB

35640 BFHS CF RM W 5:15 pm - 7:45 pm Staff 8/26/09 - 12/18/09

Class Held Off Campus

Course held at Betty Fairfax High School, 8225 South 59th Street, Laveen.

COM225	Public Speaking	Credits	3.0
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Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: ENG101, or ENG107, or equivalent.

AGEC Designation: L

58398 BFHS CF RM M 5:15 pm - 7:45 pm Staff 8/24/09 - 12/18/09

COM263	Elements of Intercultural Communication	Credits	3.0
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Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None.

AGEC Designation: C, G, SB

58399 BFHS CF RM MW 8:00 pm - 9:30 pm Staff 8/24/09 - 12/18/09

English

ENG081	Basic Writing Skills	Credits	3.0
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Emphasis on preparation for college-level composition with a focus on foundational skills. Establishing effective writing strategies through six or more writing projects comprising at least 1500 words in total. Prerequisites: *Appropriate English placement test score or permission of department/division chair.*

AGEC Designation:

58394 BFHS 5212 Th 5:15 pm - 7:45 pm Staff 8/24/09 - 12/18/09 \$10.00

ENG091	Fundamentals of Writing	Credits	3.0
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Emphasis on preparation for college-level composition with a focus on organizational skills. Developing effective writing strategies through five or more writing projects comprising at least 2000 words in total. Prerequisites: *Appropriate English placement test score, or a grade of "C" or better in ENG061, or permission of Department or Division Chair.*

AGEC Designation:

35470 BFHS 5212 TuTh 8:00 pm - 9:15 pm Staff 8/25/09 - 12/18/09 \$10.00

Course held at Betty Fairfax High School, 8225 South 59th Street, Laveen.

ENG101	First-Year Composition	Credits	3.0
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Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total.

Prerequisites: *Appropriate English placement test score or (a grade of "C" or better in ENG071).*

AGEC Designation: FYC

35362 BFHS 5212 MW 6:45 pm - 8:00 pm Staff 8/24/09 - 12/18/09 \$10.00

Class Held Off Campus

Course held at Betty Fairfax High School, 8225 South 59th Street, Laveen.

ENG102	First-Year Composition	Credits	3.0
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Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total.

Prerequisites: ENG101 with a grade of "C" or better.

AGEC Designation: FYC

35806	BFHS 5212	MW	8:15 pm - 9:30 pm	Staff	8/25/09 - 12/18/09	\$10.00
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Class Held Off Campus

Course held at Betty Fairfax High School, 8225 South 59th Street, Laveen.

English Humanities

ENH110	Introduction to Literature	Credits	3.0
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Introduction to international literature through various forms of literary expression; e.g., poetry, drama, essay, biography, autobiography, short story, and novel. Provides a global overview of literature with special emphasis on diverse cultural contributions of women, African Americans, Asian Americans, Hispanic Americans, and Native Americans. Prerequisites: None.

AGEC Designation: C, HU

58395	BFHS 5212	Tu	5:10 pm - 7:40 pm	Staff	8/24/09 - 12/18/09
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Entrepreneurial Studies

EPS295	The Business Plan and Business Start-Up	Credits	2.0
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Development of an integrated approach to strategic choice concerning new venture start-up. Includes development of a comprehensive business plan. Prerequisites: None.

AGEC Designation:

65023	BFHS 5218	MTuWTh	6:00 pm - 9:20 pm	Staff	8/24/09 - 9/3/09
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Class Meets for (2) Weeks

Course held at Betty Fairfax High School, located at 8225 S 59th Avenue, Laveen.

Food & Nutrition

FON100	Introductory Nutrition	Credits	3.0
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Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use of tables, food guides, and guidelines for making healthy food choices.

Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating creditability of nutrition claims, principles of vegetarian nutrition, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Not for pre-dietetics or selected other pre-professional majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

AGEC Designation:

65144	BFHS 5214	M	7:05 pm - 9:35 pm	Staff	8/24/09 - 12/18/09
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Course held at Betty Fairfax High School, located at 8225 S 59th Avenue, Laveen.

Mathematics

MAT091	Introductory Algebra	Credits	4.0
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Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam.

AGEC Designation:

35532	BFHS 5215	TuTh	5:30 pm - 7:10 pm	Staff	8/25/09 - 12/18/09
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Course held at Betty Fairfax High School, 8225 South 59th Avenue, Laveen.

MAT120	Intermediate Algebra	Credits	5.0
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Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. *Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam.*

AGEC Designation:

58681	BFHS 5216	MW	5:30 pm - 7:35 pm	Staff	8/24/09 - 12/18/09	\$10.00
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*Course offered at Betty Fairfax High School, located at 8225 S 59th Avenue, Laveen.
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MAT141	College Mathematics	Credits	4.0
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Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. *Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam.*

AGEC Designation: MA

58448	BFHS 5215	MW	5:30 pm - 7:10 pm	Staff	8/24/09 - 12/18/09	\$10.00
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Course held at Betty Fairfax High School, located at 8225 S 59th Avenue, Laveen.

MAT151	College Algebra/Functions	Credits	4.0
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Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. *Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam.*

AGEC Designation: MA

35800	BFHS 5215	TuTh	7:50 pm - 9:30 pm	Staff	8/25/09 - 12/18/09	\$10.00
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Course held at Betty Fairfax High School, 8225 South 59th Avenue, Laveen.

Music: History/Literature

MHL153	Rock Music and Culture	Credits	3.0
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History of Rock music and how cultural, social, political, and economic conditions have shaped its evolution. *Prerequisites: None.*

AGEC Designation: H, HU

65073	BFHS 5214	Tu	7:00 pm - 9:30 pm	Staff	8/25/09 - 12/18/09	
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Course held at Betty Fairfax High School, located at 8225 S 59th Avenue, Laveen.

Psychology

PSY101	Introduction to Psychology	Credits	3.0
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To acquaint the student with basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal. *Prerequisites: None.*

AGEC Designation: SB

58397	BFHS 5217	M	5:15 pm - 7:45 pm	Staff	8/24/09 - 12/18/09	
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Course held at Betty Fairfax High School, located at 8225 S 59th Avenue, Laveen.

Small Business Management

SBS200	Small Business Operations				Credits	2.0
In-depth analysis of and individual plan development for the "day-to-day" problems encountered in the operation of a small business. Includes the development of an individual business operations plan including finance, purchasing, production scheduling, maintenance, shipping/receiving, personnel management and insurance/risk management requirements. Investigation of daily problems related to inventory control and business expansion. Prerequisites: None.						
AGEC Designation:						
35942	BFHS 5218	MTuWTh	6:00 pm - 9:20 pm	Staff	9/14/09 - 9/24/09	
Class Meets for (2) Weeks						
Class held at Betty Fairfax High School, located at 8225 S 59th Avenue, Laveen.						
SBS203	Financing And Cash Management For A Small Business				Credits	1.0
Planning for and meeting the financial needs of the small business including cash flow planning, identification of financial needs and sources, equity and debt financing, and preparation of loan packages. Participants complete a financial plan for their individual company, with emphasis on cost controls, sales revenue projection, expense allocation, and inventory cost control. Day-to-day operational budgeting also included. Prerequisites: None.						
AGEC Designation:						
65024	BFHS 5218	MTuWTh	6:00 pm - 9:20 pm	Staff	9/28/09 - 10/1/09	
Class Meets for One (1) Week						
Course held at Betty Fairfax High School, located at 8225 S 59th Avenue, Laveen.						
SBS204	Small Business Marketing And Advertising				Credits	2.0
Introduction to marketing and advertising strategies and methods including business image, target market analysis, and customer buying behavior profile. Analysis and selection of advertising/business promotion methods and timing. Methods of deciding product and market segment focus included. Design of an individual marketing and advertising/promotion plan. Prerequisites: None.						
AGEC Designation:						
35940	BFHS 5218	MTuWTh	6:00 pm - 9:20 pm	Staff	10/12/09 - 10/22/09	
Class Meets for (2) Weeks						
Course held at Betty Fairfax High School, located at 8225 S 59th Avenue, Laveen.						
SBS213	Hiring And Managing Employees				Credits	1.0
Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment. Prerequisites: None.						
AGEC Designation:						
65025	BFHS 5218	MTuWTh	6:00 pm - 9:20 pm	Staff	11/16/09 - 11/19/09	
Class Meets for One (1) Week						
Course held at Betty Fairfax High School, located at 8225 S 59th Avenue, Laveen.						
SBS220	Internet Marketing For Small Business				Credits	2.0
Focuses on "e-Commerce"-doing business on the Internet and planning a web site. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. Prerequisites: None.						
AGEC Designation:						
65026	BFHS 5218	MTuWTh	6:00 pm - 9:20 pm	Staff	10/26/09 - 11/5/09	
Class Meets for (2) Weeks						
Course held at Betty Fairfax High School, located at 8225 S 59th Avenue, Laveen.						

Spanish

SPA085AA	Speedy Spanish I				Credits	1.0
Basic vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills. Prerequisites: None.						
AGEC Designation:						
43792	BFHS 5217	W	5:15 pm - 7:45 pm	Staff	8/26/09 - 9/30/09	
Course held at Betty Fairfax High School, 8225 South 59th Avenue, Laveen. Credit / No-Credit Class						
SPA085AB	Speedy Spanish II				Credits	1.0
Intermediate development of vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills. Prerequisites: SPA085AA.						
AGEC Designation:						
43793	BFHS 5217	W	5:15 pm - 7:45 pm	Staff	10/14/09 - 11/25/09	
Course held at Betty Fairfax High School, 8225 South 59th Avenue, Laveen. Credit / No-Credit Class						
SPA101	Elementary Spanish I				Credits	4.0
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: None.						
AGEC Designation:						
43794	BFHS 5217	Th	5:10 pm - 8:30 pm	Staff	8/27/09 - 12/18/09	
Course held at Betty Fairfax High School, 8225 South 59th Avenue, Laveen.						
SPA102	Elementary Spanish II				Credits	4.0
Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: SPA101 or permission of Department or Division.						
AGEC Designation:						
43795	BFHS 5217	Tu	5:10 pm - 8:30 pm	Staff	8/25/09 - 12/18/09	\$7.50
Course held at Betty Fairfax High School, 8225 S 59th Avenue, Laveen.						
SPA119	Spanish for Educational Settings I				Credits	3.0
Basic conversational Spanish for teachers, counselors, administrators and other school personnel. Emphasis on basic sentence structure, pronunciation and vocabulary used in educational settings. Prerequisites: None.						
AGEC Designation:						
64246	BFHS 5214	W	4:30 pm - 9:30 pm	Staff	8/26/09 - 10/14/09	
Course held at Betty Fairfax High School, 8225 S 59th Avenue, Laveen.						
SPA120	Spanish for Educational Settings II				Credits	3.0
Basic conversational Spanish for teachers, counselors, administrators and other school personnel. Continuation of SPA119, expanding into secondary and post- secondary educational settings. Emphasis on basic sentence structure, pronunciation and vocabulary. Prerequisites: SPA119, or permission of Department or Division.						
AGEC Designation:						
64247	BFHS 5214	W	4:30 pm - 9:30 pm	Staff	10/21/09 - 12/9/09	
Course held at Betty Fairfax High School, 8225 S 59th Avenue, Laveen.						