
Accounting

ACC111	Accounting Principles I	Credits	3.0
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Fundamental theory of accounting principles and procedures. Prerequisites: None.

AGEC Designation:

53199 GC 116 TuTh 6:00 pm - 7:15 pm Staff 8/24/10 - 12/17/10

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

ACC230	Uses Of Accounting Information I	Credits	3.0
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Introduction to the uses of accounting information for internal and external purposes with emphasis on financial statement analysis. *Prerequisites: Grade of "C" or better in ACC111 or ACC211, or a grade of "C" or better in (ENG101 and MAT151 and CRE101), or equivalent, or satisfactory score on District placement exam.*

AGEC Designation:

53200 GC 123 TuTh 7:30 pm - 8:45 pm Staff 8/24/10 - 12/17/10

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

Advancing Academic Achievement

AAA115	Creating College Success	Credits	1.0
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Strategies to create success in college. Methods for selecting and developing effective academic strategies, increasing self-awareness and developing self-management strategies. Elements of college resources and relationships with others explored in support of students' educational experience. Prerequisites: None.

AGEC Designation:

65221 GC 125 F 11:00 am - 12:20 pm Staff 8/27/10 - 10/29/10

Class Meets for Ten (10) Weeks

Class offered at the Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

Late Start Class

Art Humanities

ARH100	Introduction to Art	Credits	3.0
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Understanding and enjoyment of art through study of painting, sculpture, architecture design, photography, and decorative arts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None.

AGEC Designation: HU

53201 GC 126 Tu 8:30 am - 11:00 am Staff 8/24/10 - 12/17/10

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

Astronomy

AST101	Survey of Astronomy	Credits	3.0
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Survey of astronomy for the nontechnical student. The history, content, and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies, and cosmology. Prerequisites: None.

AGEC Designation: SG

23962 GC 122 TuTh 6:00 pm - 7:15 pm Staff 8/24/10 - 12/17/10

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

AST102	Survey of Astronomy Laboratory	Credits	1.0
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Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy. Prerequisites: None. May accompany AST101.

AGEC Designation: SG

23964	GC 122	TuTh	7:30 pm - 8:45 pm	Staff	8/24/10 - 12/17/10	\$20.00
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Business-Personal Computers

BPC100	Business-Personal Computers	Credits	2.0
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Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Procedures for running and using business application software to produce documents and spreadsheets.

Prerequisites: None.

AGEC Designation:

24620	GC 123	F	8:30 am - 1:50 pm	Staff	10/1/10 - 10/29/10	
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Class Meets for Five (5) Weeks

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Late Start Class

BPC110	Computer Usage And Applications	Credits	3.0
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Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics. Prerequisites: None.

AGEC Designation: CS

24044	GC 123	MW	6:30 pm - 8:10 pm	Staff	8/23/10 - 12/17/10	\$6.00
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

This is a hybrid course.

BPC111AA	Computer Keyboarding I	Credits	1.0
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Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols.

Prerequisites: None.

AGEC Designation:

24622	GC 123	F	8:30 am - 1:00 pm	Staff	8/27/10 - 9/24/10	\$5.00
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Class Meets for Five (5) Weeks

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

BPC130DK	Beginning Word	Credits	1.0
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Using Word for Windows to create, edit, and print documents. *Prerequisites: Ability to keyboard a minimum of 20 wpm or permission of Instructor.*

AGEC Designation:

53202	GC 123	Sa	8:30 am - 11:50 am	Staff	8/21/10 - 10/9/10	
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Class Meets for Eight (8) Weeks

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

Chemistry

CHM130	Fundamental Chemistry	Credits	3.0
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Elements of general chemistry for all students. Serves to prepare the student for CHM151, or CHM230. *Prerequisites: Grade of "C" or better in CHM090, or MAT090, or MAT091, or MAT092, or MAT102, or satisfactory score on math placement exam.*

AGEC Designation: SQ

53321	Online Cls	TBA		Staff	8/23/10 - 10/15/10	
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Access to internet and email address required. Log on to Blackboard prior to the first day of class.

Class Meets for Eight (8) Weeks

CHM130LL	Fundamental Chemistry Laboratory	Credits	1.0
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Laboratory experience in support of CHM130. *Prerequisites or Corequisites: CHM130.*

AGEC Designation: SQ

53322	Online Cls	TBA	Staff	8/23/10 - 10/15/10
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Class Meets for Eight (8) Weeks

The online lab section requires the purchase of a lab kit from the College Bookstore.

This is an on-line class. Access to internet and email address required. Log on to Blackboard prior to the first day of class.

CHM151	General Chemistry I	Credits	3.0
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Detailed study of principles of chemistry for science majors and students in pre-professional curricula. *Prerequisites: (CHM130 and CHM130LL) or (1 year of high school chemistry with a grade of "C" or better taken within the last 5 years) and completion of intermediate algebra or equiv. Completion of all prerequisites within the last 2 years is recommended.*

AGEC Designation: SQ

53323	Online Cls	TBA	Staff	8/23/10 - 12/17/10
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Access to internet and email address required. Log on to Blackboard prior to the first day of class.

CHM151LL	General Chemistry I Laboratory	Credits	1.0
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Laboratory experience in support of CHM151. *Prerequisites: CHM130LL or permission of instructor. Prerequisites or Corequisites: CHM150 or CHM151.*

AGEC Designation: SQ

53324	Online Cls	TBA	Staff	8/23/10 - 12/17/10
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The online lab section requires the purchase of a lab kit from the College Bookstore.

This is an on-line class. Access to internet and email address required. Log on to Blackboard prior to the first day of class.

Communication

COM100	Introduction to Human Communication	Credits	3.0
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Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. *Prerequisites: None.*

AGEC Designation: SB

24688	GC 126	TuTh	11:30 am - 12:45 pm	Abuhannoud,Mohammed Kamel	8/24/10 - 12/17/10
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Classes offered at the Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe AZ

Computer Information Systems

CIS105	Survey of Computer Information Systems	Credits	3.0
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Overview of computer technology, concepts, terminology, and the role of computers in society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes programming and use of the Internet. Exploration of relevant emerging technologies. *Prerequisites: None.*

AGEC Designation: CS

24624	GC 123	MW	9:00 am - 10:40 am	Staff	8/23/10 - 12/17/10	\$6.00
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Critical Reading

CRE101	College Critical Reading	Credits	3.0
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Emphasis on applying critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through written discourse. *Prerequisites: (ENG101 or ENG107) and (appropriate reading placement score or grade of "C" or better in RDG091.)*

AGEC Designation: L

24504 GC 115 F 8:30 am - 11:00 am Mendez,Albert 8/27/10 - 12/17/10

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Economics

ECN211	Macroeconomic Principles	Credits	3.0
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A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. *Prerequisites: None.*

AGEC Designation: SB

53203 GC 126 TuTh 7:00 pm - 9:20 pm Staff 8/24/10 - 10/21/10

Class Meets for Nine (9) Weeks

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

ECN212	Microeconomic Principles	Credits	3.0
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Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation. *Prerequisites: None.*

AGEC Designation: SB

53204 GC 126 TuTh 7:00 pm - 9:30 pm Staff 10/26/10 - 12/9/10

Class Meets for Seven (7) Weeks

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

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 ENG071 with a grade of "C" or better, or permission of Department Chair.*

AGEC Designation:

24506 GC 116 MW 10:00 am - 11:15 am Staff 8/23/10 - 12/17/10 \$10.00

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

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 ENG081, or permission of Department or Division Chair.*

AGEC Designation:

24508 GC 116 MW 11:30 am - 12:45 pm Staff 8/23/10 - 12/17/10 \$10.00

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

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 ENG091).

AGEC Designation: FYC

23508	GC 116	TuTh	8:30 am - 9:45 am	Staff	8/24/10 - 12/17/10	\$10.00
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						
24510	GC 116	MW	5:30 pm - 6:45 pm	Staff	8/23/10 - 12/17/10	\$10.00
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						
66191	GC 122	Sa	8:30 am - 11:00 am	Staff	8/21/10 - 12/17/10	\$10.00
<i>Class offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ.</i>						

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

23506	GC 116	TuTh	10:00 am - 11:15 am	Staff	8/24/10 - 12/17/10	\$10.00
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						
24512	GC 116	MW	7:00 pm - 8:15 pm	Staff	8/23/10 - 12/17/10	\$10.00
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						
66192	GC 124	Sa	8:30 am - 11:00 am	Staff	8/21/10 - 12/17/10	\$10.00
<i>Class offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ.</i>						

English As A Second Language

ESL010	English As A Second Language I: Grammar					Credits	3.0
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First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. *Prerequisites: Appropriate ESL placement test score.*

AGEC Designation:

53207	GC 122	TuTh	9:30 am - 10:45 am	Staff	8/24/10 - 12/17/10	\$10.00
<i>Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.</i>						
53208	GC 115	MW	6:30 pm - 7:45 pm	Staff	8/23/10 - 12/17/10	\$10.00
<i>Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.</i>						

ESL011	English As A Second Language I: Listening And Speaking					Credits	3.0
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Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping, and personal safety. May be repeated for a maximum of six (6) credits. *Prerequisites: Appropriate ESL placement test score or ESL002.*

AGEC Designation:

53209	GC 115	MW	11:00 am - 12:15 pm	Staff	8/23/10 - 12/17/10	\$10.00
<i>Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.</i>						
53210	GC 115	MW	8:00 pm - 9:15 pm	Staff	8/23/10 - 12/17/10	\$10.00
<i>Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.</i>						

English Humanities

ENH112	Chicano Literature	Credits	3.0
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Introduction to the works of Mexican-American writers of the Southwest. Samples poetry, fiction, and essays viewed in their relationship to American cultural heritage and to contemporary culture. Prerequisites: None.

AGEC Designation: C, HU

53205 GC 115 TuTh 8:30 am - 9:45 am Staff 8/24/10 - 12/17/10

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

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:

53206 GC 114 MTuWTh 6:00 pm - 9:20 pm Staff 8/16/10 - 8/26/10

Class Meets for (2) Weeks

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

General Business

GBS151	Introduction to Business	Credits	3.0
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Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

AGEC Designation:

24618 GC 126 W 10:00 am - 12:30 pm Staff 8/25/10 - 12/17/10

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

GBS205	Legal, Ethical, and Regulatory Issues in Business	Credits	3.0
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Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

AGEC Designation:

53211 GC 126 M 10:00 am - 12:30 pm Staff 8/23/10 - 12/17/10

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

Geology

GLG110	Geologic Disasters and the Environment	Credits	3.0
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Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as floods, earthquakes, and landslides; use of fossil fuels; mining of raw materials. Prerequisites: None.

AGEC Designation: G, SG

24318 GC 122 M 6:00 pm - 8:30 pm Staff 8/23/10 - 12/17/10

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

GLG111	Geological Disasters and the Environment Lab	Credits	1.0
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May accompany GLG110. Basic geological processes and concepts. Emphasis on geology-related environmental problems concerning Arizona. Case histories and field studies. May require field trips. Prerequisites: None.

AGEC Designation: SG

24316 GC 122 W 6:00 pm - 8:30 pm Staff 8/25/10 - 12/17/10 \$20.00

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

History

HIS109	Mexican-American History and Culture	Credits	3.0
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Examination of origins and development of Spanish-American and Mexican- American peoples and their contribution to culture, history and development of United States. Emphasis on Mexican-American War and its impact on educational, social, and economic conditions of the Mexican-Americans of the southwest. Prerequisites: None.

AGEC Designation: C, H, SB

24572 GC 126 M 5:00 pm - 7:30 pm Tapia,Nick 8/23/10 - 12/17/10

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Humanities

HUM213	Hispanic Film	Credits	3.0
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Analysis of Hispanic film as art form and as social commentary. Prerequisites: None.

AGEC Designation: G, HU

53213 GC 126 W 5:00 pm - 7:30 pm Staff 8/25/10 - 12/17/10

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

Mathematics

MAT082	Basic Arithmetic	Credits	3.0
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Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions, and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: None.

AGEC Designation:

24448 GC 124 MW 5:15 pm - 6:30 pm Gaither,Irene S 8/23/10 - 12/17/10 \$10.00

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

25040 GC 124 MW 8:30 am - 9:45 am Gaither,Irene S 8/23/10 - 12/17/10 \$10.00

Class offered at the Guadalupe Center, located at 9233 Avenida del Yaqui, Guadalupe, AZ.

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:

53214 GC 124 TuTh 8:30 am - 10:10 am Gaither,Irene S 8/24/10 - 12/17/10 \$10.00

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

53215 GC 124 TuTh 5:00 pm - 6:40 pm Staff 8/24/10 - 12/17/10 \$10.00

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

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:

24452 GC 124 MW 6:45 pm - 8:50 pm Gaither,Irene S 8/23/10 - 12/17/10 \$10.00

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

MAT121	Intermediate Algebra	Credits	4.0
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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:

58802	GC 124	TuTh	10:30 am - 12:10 pm	Staff	8/24/10 - 12/17/10	\$10.00
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*Class offered at Guadalupe Center at 9233 Avenida del Yaqui, Guadalupe AZ.
Class offered at Guadalupe Center at 9233 Avenida del Yaqui, Guadalupe AZ.*

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

53216	GC 124	MW	10:30 am - 12:15 pm	Gaither,Irene S	8/23/10 - 12/17/10	\$10.00
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Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

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

53217	GC 125	TuTh	5:00 pm - 6:40 pm	Staff	8/24/10 - 12/17/10	\$10.00
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Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

MAT213	Brief Calculus	Credits	4.0
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Introduction to the theory, techniques, and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. *Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187, or appropriate Math placement test score.*

AGEC Designation: MA

24454	GC 124	TuTh	6:45 pm - 8:25 pm	Regli,Keith A	8/24/10 - 12/17/10	\$10.00
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

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

24310	GC 125	M	7:00 pm - 9:30 pm	DiGirolamo,Sandra K	8/23/10 - 12/17/10	
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Reading

RDG081	Reading Improvement	Credits	3.0
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Designed to improve basic reading skills. Includes word recognition, interdisciplinary vocabulary development, recognizing patterns of organization, interpreting inference. Reviews interpreting graphic materials. Emphasis on identifying main ideas and related details. *Prerequisites: Appropriate reading placement test score, or grade of C or better in RDG071.*

AGEC Designation:

24514	GC 115	TuTh	10:00 am - 11:15 am	Staff	8/24/10 - 12/17/10	\$10.00
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

RDG091	College Preparatory Reading	Credits	3.0
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Designed to improve basic reading and study skills, vocabulary and comprehension skills. Recommended to all students whose placement test scores indicate a need for reading instruction. *Prerequisites: Appropriate reading placement test score, or grade of C or better in RDG081.*

AGEC Designation:

23510	GC 115	TuTh	11:30 am - 12:45 pm	Staff	8/24/10 - 12/17/10	\$10.00
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

24308	GC 115	TuTh	7:00 pm - 8:15 pm	Staff	8/24/10 - 12/17/10	\$10.00
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Religious Studies

REL203	American Indian Religions	Credits	3.0
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Tribal traditions of the peoples native to North America, and pan-Indian religions in the twentieth century. *Prerequisites: ENG101, or ENG107, or equivalent.*

AGEC Designation: C, HU, L

24574	GC 126	MW	8:30 am - 9:45 am	Staff	8/23/10 - 12/17/10	
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

REL243	World Religions	Credits	3.0
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The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. *Prerequisites: None.*

AGEC Designation: G, HU

24576	Online Cls	TBA		Long, Mary K	8/24/10 - 12/17/10	
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Course held at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

This is an on-line class. Access to internet and email address required. Log on to Blackboard prior to the first day of class.

24578	GC 125	TuTh	7:15 pm - 8:30 pm	Staff	8/24/10 - 12/17/10	
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Course held at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Small Business Management

SBS200	Small Business Operations	Credits	2.0
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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:

53218	GC 114	MTuWTh	6:00 pm - 9:20 pm	Staff	8/30/10 - 9/9/10	
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Class Meets for (2) Weeks

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

SBS202	Small Business Bookkeeping And Tax Preparation	Credits	1.0
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Introduces accounting and record-keeping with emphasis on practical use of financial data for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and preparation for small business owners. Designed for the non-financially oriented owner/manager of a small business. Prerequisites: None.

AGEC Designation:

53219 GC 114 MTuWTh 6:00 pm - 9:20 pm Staff 10/11/10 - 10/14/10

Class Meets for One (1) Week

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

Late Start Class

SBS203	Financing And Cash Management For A Small Business	Credits	1.0
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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:

24382 GC 114 MTuWTh 6:00 pm - 9:20 pm Staff 9/13/10 - 9/16/10

Class Meets for One (1) Week

Class held at Guadalupe Center, located at 9233 Avenida del Yaqui

Late Start Class

SBS204	Small Business Marketing And Advertising	Credits	2.0
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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:

24384 GC 114 MTuWTh 5:40 pm - 6:18 pm Staff 9/20/10 - 9/30/10

Class Meets for (2) Weeks

Class held at Guadalupe Center, located at 9233 Avenida del Yaqui

Late Start Class

SBS213	Hiring And Managing Employees	Credits	1.0
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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:

24628 GC 114 MTuWTh 6:00 pm - 9:20 pm Staff 10/4/10 - 10/7/10

Class Meets for One (1) Week

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Late Start Class

SBS217	Starting/Managing A Home Business	Credits	1.0
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Analysis of the successful operation of a home-based business. Includes study of economic feasibility, practicality, and adjustments for the family. Analysis of the advantages/disadvantages of operating a home based business, versus a "store-front" business. Review of current trends in home business opportunities and franchises. Descriptions of home businesses that have succeeded in local, national, and international markets. Prerequisites: None.

AGEC Designation:

53220 GC 114 MTuWTh 6:00 pm - 9:20 pm Staff 10/18/10 - 10/21/10

Class Meets for One (1) Week

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

Late Start Class

SBS298AA	Special Projects	Credits	1.0
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Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. *Prerequisites: Permission of Program Director or Instructor.*

AGEC Designation:

24386	GC 114	MTuWThF	6:00 pm - 9:20 pm	Staff	11/1/10 - 11/5/10
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Class Meets for One (1) Week
Class held at Guadalupe Center, located at 9233 Avenida del Yaqui
Class will entail composing business portfolios

Social Work

SWU101AA	Self-Awareness for Paraprofessional Helpers	Credits	1.0
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Explores the paraprofessional helper's feelings and values, and encourages examination of one's own strengths, weaknesses and coping skills within the context of the helping relationship. *Prerequisites: None.*

AGEC Designation:

53222	GC 107	Th	5:00 pm - 7:40 pm	Staff	8/26/10 - 9/23/10
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Class Meets for Five (5) Weeks
Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

SWU101AB	Awareness of Others for Paraprofessional Helpers	Credits	1.0
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Applies the paraprofessional helper's insights about themselves within the context of knowledge about client populations, diversity, ethics, and beginning stages of assessment. *Prerequisites: SWU101AA.*

AGEC Designation:

53223	GC 107	Th	5:00 pm - 7:40 pm	Staff	9/30/10 - 10/28/10
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Class Meets for Five (5) Weeks
Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.
Late Start Class

SWU101AC	Intervention Assessment for Paraprofessional Helpers	Credits	1.0
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Introduction for the paraprofessional helper to intervention techniques, beginning communication skills, community resources, and development of action plans. *Prerequisites: SWU101AB.*

AGEC Designation:

53224	GC 107	Th	5:00 pm - 7:40 pm	Staff	11/4/10 - 12/2/10
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Class Meets for Five (5) Weeks
Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.
Late Start Class

SWU171	Introduction to Social Welfare	Credits	3.0
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Analysis of contemporary social welfare services and professional social work. *Prerequisites: None.*

AGEC Designation: H, SB

24022	GC 116	Sa	8:30 am - 5:00 pm	Torres,Manuel F	8/21/10 - 12/11/10
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Class meets one Saturday each month.
Classes offered at the Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe AZ

Sociology

SOC101	Introduction to Sociology	Credits	3.0
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Fundamental concepts of social organization, culture, socialization, social institutions and social change. Prerequisites: None.

AGEC Designation: SB

24580 GC 125 W 7:00 pm - 9:30 pm Staff 8/25/10 - 12/17/10

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Spanish

SPA101	Elementary Spanish I	Credits	4.0
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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:

53221 GC 116 TuTh 7:30 pm - 9:10 pm Staff 8/24/10 - 12/17/10 \$10.00

Class offered at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe, AZ.

Yaqui Indian History and Culture

YAQ100	Yaqui Indian History and Culture	Credits	3.0
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Surveys Yaqui Indian history and culture from pre-contact to the present. Explores themes of resistance, dispersion, survival, tradition, family, community, belief systems, and identity. Places Yaqui history within the context of Arizona, American Indian, Mexican, and Mexican-American History. Examines historical writing and analysis, life histories, poetry, language, and emphasis on Yaqui experiences in 20th century Arizona. Prerequisites: None.

AGEC Designation: C, SB

53225 GC 125 MW 5:00 pm - 6:30 pm Campoy, Antonia V 8/23/10 - 12/17/10

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ.

YAQ110	Yaqui Language And Culture	Credits	3.0
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Introduction to the Yaqui language and overview of the traditional culture as a background for language use. Instruction in the grammar and writing system to assist student in speaking, reading, and writing Yaqui. Prerequisites: None.

AGEC Designation:

24784 GC 115 TuTh 5:00 pm - 6:30 pm Espuma, Felipa J 8/24/10 - 12/17/10

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ.