

Accounting

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

AGEC Designation:

35558	GC 125	MW	5:30 pm - 6:45 pm	Staff	8/24/09 - 12/18/09
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Classes offered at the 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:

35892	GC 125	TuTh	5:30 pm - 6:45 pm	Staff	8/25/09 - 12/18/09
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Class held at Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe AZ

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

58696	GC 116	Tu	8:30 am - 11:00 am	Staff	8/25/09 - 12/18/09
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in 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

35304	GC 122	MW	6:00 pm - 7:15 pm	Staff	8/24/09 - 12/18/09
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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

35306	GC 122	MW	7:30 pm - 8:45 pm	Staff	8/24/09 - 12/18/09	\$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
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:							
58812	GC 114	F	8:30 am - 11:40 am	Staff	10/2/09 - 10/30/09	\$5.00	
<i>Class Meets for Five (5) Weeks</i>							
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>							

BPC110	Computer Usage And Applications					Credits	3.0
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							
35404	GC 123	TuTh	6:30 pm - 7:45 pm	Staff	8/25/09 - 12/18/09	\$5.00	
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>							

BPC111AA	Computer Keyboarding I					Credits	1.0
Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.							
AGEC Designation:							
58813	GC 114	F	8:30 am - 11:40 am	Staff	8/28/09 - 9/25/09	\$5.00	
<i>Class Meets for Five (5) Weeks</i>							
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>							

Communication

COM100	Introduction to Human Communication					Credits	3.0
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							
59729	GC 116	TuTh	11:30 am - 12:45 pm	Staff	8/25/09 - 12/18/09		
<i>Classes offered at the Guadalupe Center, 9233 Avenida del Yaqui, Guadalupe AZ</i>							

Computer Information Systems

CIS105	Survey of Computer Information Systems					Credits	3.0
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							
58815	GC 123	MW	9:00 am - 10:15 am	Staff	8/24/09 - 12/18/09	\$5.00	
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>							

CIS133DA	Internet/Web Development Level I					Credits	3.0
Overview of the Internet/WWW and its resources. Hands-on experience with various Internet/WWW communication, resource discovery, and information retrieval tools. Web page development also included. Prerequisites: None.							
AGEC Designation:							
58817	GC 123	TuTh	9:00 am - 11:30 am	Staff	8/24/09 - 10/14/09	\$12.00	
<i>Class Meets for Eight (8) Weeks</i>							
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>							

Critical Reading

CRE101	Critical and Evaluative Reading I	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 and (reading placement test score of 42 or higher (ASSET), or grade of "C" or better in RDG091, or permission of instructor).*

AGEC Designation: L

58581	GC 115	F	8:30 am - 11:00 am	Staff	8/28/09 - 12/18/09
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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

58793	GC 125	Tu	7:00 pm - 9:30 pm	Staff	8/25/09 - 12/18/09
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Education

EDU292	The Art of Storytelling	Credits	3.0
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Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom.

Prerequisites: None.

AGEC Designation: C, HU

65244	GC 126	MW	9:30 am - 10:45 am	Staff	8/22/09 - 12/18/09
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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:

58582	GC 115	MW	10:00 am - 11:15 am	Staff	8/24/09 - 12/18/09	\$10.00
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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 ENG061, or permission of Department or Division Chair.*

AGEC Designation:

58583	GC 115	MW	11:30 am - 12:45 pm	Staff	8/24/09 - 12/18/09	\$10.00
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

58584	GC 115	TuTh	5:30 pm - 6:45 pm	Staff	8/25/09 - 12/18/09	\$10.00
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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 ENG071).

AGEC Designation: FYC

34786	GC 126	TuTh	8:30 am - 9:45 am	Staff	8/25/09 - 12/18/09	\$10.00
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						

58585	GC 115	MW	5:30 pm - 6:45 pm	Staff	8/24/09 - 12/18/09	\$10.00
<i>Classes 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

34784	GC 126	TuTh	10:00 am - 11:15 am	Staff	8/25/09 - 12/18/09	\$10.00
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						

58586	GC 115	MW	7:00 pm - 8:15 pm	Staff	8/24/09 - 12/18/09	\$10.00
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in 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

58587	GC 115	TuTh	8:30 am - 9:45 am	Staff	8/25/09 - 12/18/09	
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						

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:

58830	GC 122	F	8:00 am - 5:00 pm	Staff	8/14/09 - 8/28/09	
<i>Class Meets for Three (3) Weeks</i>						

Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in 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:

58794	GC 126	Tu	6:35 pm - 9:05 pm	Staff	8/25/09 - 12/18/09	
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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:

58795 GC 125 Th 10:45 am - 1:45 pm Staff 8/27/09 - 12/18/09

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

35822 GC 122 TuTh 5:30 pm - 6:45 pm Staff 8/25/09 - 12/18/09

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

35820 GC 122 TuTh 7:00 pm - 8:15 pm Staff 8/25/09 - 12/18/09 \$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

58698 GC 126 M 5:00 pm - 7:30 pm Staff 8/24/09 - 12/18/09

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

58699 GC 126 W 5:00 pm - 7:30 pm Staff 8/26/09 - 12/18/09

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

HUM292	The Art of Storytelling	Credits	3.0
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Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None.

AGEC Designation: C, HU

65245 GC 126 MW 9:30 am - 10:45 am Staff 8/22/09 - 12/18/09

Information Studies

IFS101	Information Skills In The Digital Age					Credits	3.0
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Development of skills and competency in accessing, evaluating and using information resources while examining the social and historical context, as well as the technological implications of the use and organization of information. *Prerequisites: ENG101, or ENG107, or equivalent.*

AGEC Designation: L

58491	GC 123	MW	10:30 am - 11:45 am	Largo,Lora	9/7/09 - 12/18/09	
<i>Class Meets for Fourteen (14) Weeks</i>						
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						
<i>Hybrid course</i>						

Management

MGT253	Owning And Operating A Small Business					Credits	3.0
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Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. *Prerequisites: None.*

AGEC Designation:

58809	GC 116	M	7:00 pm - 9:30 pm	Ellison,Kedrick	8/24/09 - 12/18/09	
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						

Marketing

MKT271	Principles of Marketing					Credits	3.0
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An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs. *Prerequisites: None.*

AGEC Designation:

58811	GC 125	W	8:30 am - 11:00 am	Staff	8/26/09 - 12/18/09	
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						

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:

34792	GC 124	MW	8:30 am - 9:45 am	Gaither,Irene S	8/24/09 - 12/18/09	\$10.00
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						
	GC 124	F	8:30 am - 9:45 am	Gaither,Irene S	8/24/09 - 12/18/09	
57957	GC 124	MW	5:15 pm - 6:30 pm	Gaither,Irene S	8/24/09 - 12/18/09	\$10.00
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						

MAT092	Introductory Algebra					Credits	3.0
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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:

35784	GC 124	TuTh	5:15 pm - 6:30 pm	Staff	8/25/09 - 12/18/09	\$10.00
<i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i>						

57958 GC 124 TuTh 8:30 am - 9:45 am Gaither,Irene S 8/25/09 - 12/18/09 \$10.00
 Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

MAT120 Intermediate Algebra Credits 5.0

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:

57959 GC 124 MW 6:45 pm - 8:50 pm Gaither,Irene S 8/24/09 - 12/18/09 \$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

MAT142 College Mathematics Credits 3.0

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

34794 GC 126 TuTh 5:00 pm - 6:15 pm Gaither,Irene S 8/25/09 - 12/18/09 \$10.00
 Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

MAT151 College Algebra/Functions Credits 4.0

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

35786 GC 124 TuTh 7:30 pm - 8:45 pm Staff 8/25/09 - 12/18/09 \$10.00
 Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

MAT213 Brief Calculus Credits 4.0

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 equivalent, or satisfactory score on District placement exam.*

AGEC Designation: MA

57960 GC 116 TuTh 6:45 pm - 8:25 pm Staff 8/25/09 - 12/18/09 \$10.00
 Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Physical Science

PHS110 Fundamentals of Physical Science Credits 4.0

Survey of the principles of physics and chemistry. *Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math placement exam.*

AGEC Designation: SQ

57961 GC 122 MW 11:30 am - 12:45 pm Staff 8/24/09 - 12/18/09
 Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ
 57962 GC 122 MW 1:00 pm - 2:15 pm Staff 8/24/09 - 12/18/09 \$20.00
 Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ
 Lab Component Required

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

35796	GC 125	M	7:00 pm - 9:30 pm	Staff	8/24/09 - 12/18/09
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Reading

RDG081	Reading Improvement	Credits	3.0
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Designed to improve basic reading skills. Includes word recognition, prediction of contents of reading selections, and development of basic vocabulary. Emphasis on identifying main ideas and related details. Reviews following directions and the understanding of graphic materials. Prerequisites: Placement test scores, or permission of instructor.

AGEC Designation:

58588	GC 115	TuTh	10:00 am - 11:15 am	Staff	8/25/09 - 12/18/09
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

RDG091	College Reading Skills I	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: Reading placement test score (ASSET), or grade of "C" or better in RDG081, or permission of instructor.

AGEC Designation:

34790	GC 115	TuTh	11:30 am - 12:45 pm	Staff	8/25/09 - 12/18/09	\$7.50
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Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

35794	GC 115	TuTh	7:00 pm - 8:15 pm	Staff	8/25/09 - 12/18/09	\$7.50
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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

58701	GC 116	MW	8:30 am - 9:45 am	Staff	8/24/09 - 12/18/09
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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

58702	GC 124	TuTh	10:00 am - 11:15 am	Staff	8/25/09 - 12/18/09
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Course held at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

58703	GC 116	MW	5:30 pm - 6:45 pm	Staff	8/24/09 - 12/18/09
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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
<p>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.</p> <p>AGEC Designation:</p>							
35948	GC 122	F	8:00 am - 5:00 pm	Staff		9/4/09 - 9/18/09	
<p><i>Class Meets for Three (3) Weeks</i> <i>Class held at Guadalupe Center, located at 9233 Avenida del Yaqui</i></p>							
SBS203	Financing And Cash Management For A Small Business					Credits	1.0
<p>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.</p> <p>AGEC Designation:</p>							
35944	GC 122	F	8:00 am - 2:45 pm	Staff		9/25/09 - 10/2/09	
<p><i>Class Meets for (2) Weeks</i> <i>Class held at Guadalupe Center, located at 9233 Avenida del Yaqui</i></p>							
SBS204	Small Business Marketing And Advertising					Credits	2.0
<p>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.</p> <p>AGEC Designation:</p>							
35946	GC 122	F	8:00 am - 5:00 pm	Staff		10/9/09 - 10/23/09	
<p><i>Class Meets for Three (3) Weeks</i> <i>Class held at Guadalupe Center, located at 9233 Avenida del Yaqui</i></p>							
SBS213	Hiring And Managing Employees					Credits	1.0
<p>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.</p> <p>AGEC Designation:</p>							
58831	GC 126	F	8:00 am - 2:45 pm	Staff		10/30/09 - 11/6/09	
<p><i>Class Meets for (2) Weeks</i> <i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i></p>							
SBS220	Internet Marketing For Small Business					Credits	2.0
<p>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.</p> <p>AGEC Designation:</p>							
58832	GC 126	F	8:00 am - 5:00 pm	Staff		11/13/09 - 12/4/09	\$12.00
<p><i>Class Meets for Three (3) Weeks</i> <i>Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ</i></p>							

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:

35950 GC 122 F 8:00 am - 2:45 pm Staff 12/11/09 - 12/18/09
Class Meets for (2) Weeks
Class held at Guadalupe Center, located at 9233 Avenida del Yaqui
Class will entail composing business portfolios

Social Work

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

35378 GC 124 Sa 8:30 am - 5:00 pm Torres,Manuel F 8/22/09 - 12/18/09
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

58704 GC 125 W 7:00 pm - 9:30 pm Staff 8/26/09 - 12/18/09
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:

58589 GC 114 MW 10:00 am - 12:00 pm Staff 8/24/09 - 12/18/09
Course offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ

Storytelling

STO292	The Art of Storytelling	Credits	3.0
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Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom.

Prerequisites: None.

AGEC Designation: C, HU

64801 GC 126 MW 9:30 am - 10:45 am Staff 8/24/09 - 12/18/09
Classes offered at Guadalupe Center located at 9233 Avenida del Yaqui in Guadalupe, AZ
EDU292, HUM292, and STO292 are the same course.

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, H, SB

58705 GC 126 MW 7:45 pm - 9:00 pm Staff 8/24/09 - 12/18/09

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:

65200 GC 116 TuTh 5:00 pm - 6:30 pm Staff 8/25/09 - 12/18/09

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