

MCCCD Professional Development Plan

Two Year Plan			
Course #	Category/Core Courses	Hours	Date
Organizational Intelligence (auto-enrolled into Canvas)			
Online	MCCCD 101: Foundations	2	
Online	Legal Issues: Public Sector Employment ★	2	
Online	MCCCD Public Stewardship ★	1	
Online	Preventing Sex Discrim. and Harassment *	1.5	
Online	Information Security and Privacy *	1	
Online	Employee Drug & Alcohol Abuse Prev. *	.25	
Technology Literacy			
001054	Technology Literacy Guide (Self Paced)	NA	
Human Relations (HCM self-service registration)			
000339	MOSAIC IA: Knowing Ourselves & Others	4	
000352	MOSAIC IB: Knowing Ourselves & Others	4	
000787	Communication Skills Boot Camp	2.5	
Health & Safety (HCM self-service registration)			
001127	Health & Safety Essentials +	3	
000047	Hazard Communications +	3	
	or		
002070	Chemical Safety Awareness (online)	3	
001593	Workplace Violence Prevention (online)	1.5	
002161	Emergency Evacuation Procedures (online)*	1	
Commitment to Professional Excellence (HCM self-service registration)			
000137	Are you Change Ready? (webinar)	1.5	
001439	StrengthsQuest – Discover and Maximizing Your Talents	4.5	

- * Required within 30 days of start date
- ★ Required to be taken within probationary period
- + Required per administrative regulation or Federal/State law

Registration, course descriptions, schedules, and a transcript of courses completed can be found online at: www.maricopa.edu/hcm

Mandatory Training Information

Please send questions to
employee.development@domail.maricopa.edu
or call 480.731.8209.