



Careers start here.

Perhaps never before in the history of America has the importance of education been so much in the forefront.

President Obama, in his first state-of-the-union address, called for every American to complete at least one year of college.

The American Council on Education has created a national project called Solutions for Our Future to increase awareness of the need for America to improve the quality of education and raise the level of education so that this country can better compete in the global market.

At MCC we salute you for your interest in higher education. Your time spent with us will improve your life, your earning power and the long-term health of well-being of your family – even if you haven't started a family yet.

As a community college, MCC serves people of all ages and with many different goals. MCC can be your first step toward a bachelor's, master's or doctorate degree. Core academic classes at MCC transfer seamlessly to more than a dozen universities offering both traditional and online degrees.

Students who complete an associate of arts, business or science at MCC are automatically accepted at our state universities – and with university admission requirements getting more stringent, that can be a marked advantage for students.

Those who are not university bound can earn associate of applied science degrees at MCC in a wide variety of career and technical fields from allied health services, business and computer science to industrial technology and public safety.

Complete details about the programs, curriculum and courses can be found in this catalog, and friendly MCC academic advisors are available to help you set your path for the future. Whether you're seeking a bachelor's degree or education in a high-demand, high paying technical field, careers start here at MCC.

Michael J. Kearns
President,
Mohave Community College

MCC's Mission

The mission of Mohave Community College is to serve students and communities by providing an environment for educational excellence, innovation and awareness.

MCC's Goal

Mohave Community College strives to provide high quality, affordable and accessible higher education to all who seek it.

Reaching out to serve all of Mohave County and neighboring communities, Mohave Community College's district covers more than 13,000 square miles and includes such sites as the Colorado River and its lakes, the Hualapai Mountains, and the Arizona Strip in the northwestern-most part of the state.

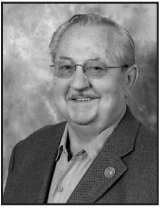
With campuses in Bullhead City, Colorado City, Kingman, Lake Havasu City and a Distance Education Campus, a wide variety of classes at off-site locations and extensive Distance Education course offerings, MCC offers students throughout the county and around the world the ability to enhance their lives through education.

Since its inception in 1971, MCC has grown to serve nearly 14,000 students annually.

MCC's Board of Governors



**John T. Neal,
President**



**Jerry Ambrose,
Secretary**



**Kathleen Hodel,
Trustee**



**Julie Bare,
Trustee**



**Judy Selberg,
Trustee**

MCC Accreditations

Mohave Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504. 312.263.0456.

The Mohave Community College Nursing Program is accredited by The National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326 404.975.5000, Fax 404.975.5020, www.nlnac.org. This program is also approved by the Arizona State Board of Nursing, 4747 N 7th St., Suite 150, Phoenix, AZ 85014. 602.331.8111.

The Mohave Community College Paramedic and Emergency Medical Technician programs are certified by the Arizona Department of Health Services Bureau of Emergency Medical Services, 150 North 18th Ave., Suite 540, Phoenix, AZ 85007. 602.364.3150.

The Mohave Community College Dental Hygiene Program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312.440.4653, or at the American Dental Association, 211 East Chicago Ave., Chicago, IL 60611.

The Mohave Community College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs [CAAHEP] in cooperation with the Accreditation Review Committee on Education in Surgical Technology.

Mohave Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax St., Alexandria, VA, 22314; phone: 703.706.3245; E-mail: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation

status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

Equal Opportunity Policy Statement

Mohave Community College does not discriminate on the basis of sex, color, race, religious preference, age, disability, national origin, Veteran status or any other legally protected class in any of its policies, practices, and procedures, and it is an affirmative action and equal opportunity employer. For more information, call the Human Resources Office at 928.757.0835, 1971 Jagerson Ave., Kingman, AZ 86409. Grievance procedures are available at the Mohave Community College libraries in Bullhead City, Colorado City, Kingman and Lake Havasu City.

Americans With Disabilities Act (ADA) Policy Statement

Mohave Community College strives to facilitate, within reason, appropriate resources, services, and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences and career opportunities. The vice president of administration, director of human resources and the vice president of instruction and student services shall act as ADA coordinators for the college to oversee compliance in the areas of facilities, student accommodations and employment practices.

Safety on Campus

Mohave Community College is proud of its reputation as a "safe place to be." Safety requires constant vigilance by the college, students, staff and all those using college facilities or resources. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires MCC to disclose statistics on crimes committed on and near its campuses for the previous three years. You can obtain a copy of this report by accessing the following website: <http://www.mohave.edu/pages/236.asp>

Table of Contents

MCC Phone Directory	4	Understanding Transfer	27
Admission Information	5	Assured Course Offerings	29
Assessment for Placement	9	Transferrable Courses.	30
Advising	9	AGEC-A Requirements	33
Registering for Classes	9	AGEC-B Requirements	36
Tuition & Fees	12	AGEC-E Requirements	38
Refunds.	15	AGEC-S Requirements	40
Financial Aid	15	AAS Requirements	42
VA Benefits	16	Career & Technical Programs.	43
Scholarships	16	Course Descriptions	65
Academic Services	16	Administration	113
Distance Education.	19	Academic Administration.	113
Non-Academic Services	19	Resident Faculty	113
Academic Expectations.	20	Full-Time Staff	116
Grading Standards	21	Associate Faculty	119
Graduation	23	Student Handbook	123
Programs at MCC.	25	Index	165

This catalog presents the academic programs offered at MCC, specific areas of interest and course descriptions, and an outline of the steps necessary for enrollment at MCC.

The catalog does not establish a contractual relationship but it summarizes the total requirements which the student must presently meet before qualifying for a faculty recommendation to the District Governing Board to award a degree or certificate.

Mohave Community College reserves the right to change, without notice, any materials, information, requirements, regulations, or fees published in this catalog.

MCC's Values Statement

These values govern our actions and our interactions with the members of our communities. This statement represents what we value most about the service provided by MCC.

Integrity

We consistently work toward overcoming the barriers that may hinder honesty, trust and sincerity by showing respect for all. In decision making, we practice conviction and act with courage. We trust others and are trustworthy.

Supportive Environment

We are committed to being student centered and exercise patience, compassion and inclusiveness.

Quality

We aim for excellence in all that we do. We value efficiency and consistency in our roles.

Responsiveness

We encourage all individuals to be creative and innovative and pledge to be open and flexible. We take pride in our communities and give our time and talents to respond to the needs of each community.

Having Fun

We embrace the concept of having fun and finding joy in our work and services.

Commitment

We believe in our values and accept responsibility for our actions and decisions.

MCC Phone Directory At-A-Glance

Academic Advising

BHC 928.758.1404
LHC 928.505.3389
NCK 928.757.0877
NMC 928.875.9116

Adult Basic Education

BHC 928.704.7786
LHC 928.505.3332
NCK 928.692.3040
NMC 928.875.9120

Angel™

Assistance 1.866.749.8239

Bookstore

BHC 928.704.9403
LHC 928.680.5908
NCK 928.692.3006
NMC 928.875.9127

Business Office . . 928.757.0816

Campus Switchboards

BHC 928.758.3926
LHC 928.855.7812
NCK 928.757.4331
NMC 928.875.2799

Career and Technical Education Chair

BHC 928.704.7795
LHC 928.505.3388
NCK 928.757.0880

Career Services

BHC 928.758.1406
LHC 928.680.0633
NCK 928.757.0854
NMC 928.875.9116

Computer

Help Desk 1.866.749.8239

Dental Hygiene . . 928.704.7797

Distance

Education 928.757.0867

English Language Learners

BHC 928.704.7796
Spanish hotline . . 1.866.664.2832

Financial Aid

BHC 928.758.8407
LHC 928.505.3307
NCK 928.757.0855
NMC 928.875.9116

General Education Chair

BHC 928.704.9435
LHC 928.505.3388
NCK 928.692.3041

Human Resources 928.692.3074

Library Services

BHC 928.758.2420
LHC 928.505.3309
NCK 928.757.0856
NMC 928.875.9124

Physical Therapist

Assistant Program
LHC 928.505.3347

Pre-College Studies

– See Adult Basic Education

Recruitment and

Career Services
– see Career Services

Registration by Phone

MCC Toll-free 866.664.2832
BHC 928.758.1139

LHC 928.453.1139

NCK 928.757.0839

NMC 928.875.9125

Registration Information

BHC 928-704-5092
LHC 928-453-1139
NCK 928.757.0839
NMC 928-875-9125

Small Business

Development Center

NCK 928.757.0894

Student Services

BHC 928.704.5090
LHC 928.505.3389
NCK 928.757.0877
NMC 928.875.9116

Surgical Technology

LHC 928.505.3374

Testing Center

BHC 928.704.5089
LHC 928.302.5321
NCK 928.692.3046

Transcripts

NCK 928.757.0847

Veterans Educational Benefits

BHC 928.758.1406
LHC 928.680.0633
NCK 928.692.3055,
. 928.692.3037, 928.692.3025
NMC 928.875.9116

BHC - Henry Campus - Bullhead City
LHC - Lake Havasu City Campus
NCK - Neal Campus - Kingman
NMC - North Mohave Campus

Admission Information

New students or students returning to MCC after more than a one-year absence must complete the admission/re-admission packet before registering.

All new students must provide evidence of U.S. citizenship/lawful immigration status to be considered for in-state or Western Undergraduate Exchange (WUE) tuition rates or any Arizona state-based financial aid. This includes students enrolled in state grant supported adult education classes (GED or ELA).

The list of documents which may be used to prove U.S. citizenship or lawful immigration status may be found at www.mohave.edu or by contacting the Enrollment Services Office at your local campus.

Arizona Revised Statutes that Pertain to Admission and Residency Status

Residency requirements are established by state statute and the Mohave Community College Governing Board. Please direct any questions regarding residency status to your local campus Enrollment Services Office. Students who are determined not to meet state residency requirements will be assessed WUE or out-of-state tuition.

Arizona Law (ARS §15-1801) Definitions

In this article, unless the context otherwise requires:

1. **“Armed forces of the United States”** means the army, the navy, the air force, the marine corps, the coast guard, the commissioned corps of the United States public health services, the national oceanographic and atmospheric administration, the national guard and any military reserve unit of any branch of the armed forces of the United States.
2. **“Continuous attendance”** means enrollment at an educational institution in this state as a full-time student, as such term is defined by the governing body of the educational institution, for a normal academic

year since the beginning of the period for which continuous attendance is claimed. Such person need not attend summer sessions or any other intersession beyond the normal academic year in order to maintain continuous attendance.

3. **“Domicile”** means a person’s true, fixed and permanent home and place of habitation. It is the place where he intends to remain and to which he expects to return when he leaves without intending to establish a new domicile elsewhere.
4. **“Emancipated person”** means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
5. **“Parent”** means a person’s father or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

Arizona Law (ARS §15-1802) In-state Student Status

- A. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
- B. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
 1. The person’s parent’s domicile is in this state and the parent is entitled to claim the person as an exemption for state and federal tax purposes.
 2. The person is an employee of an employer that transferred the person to this state for employment purposes or the person is the spouse of

such an employee.

3. The person is an employee of a school district in this state and is under contract to teach on a full-time basis or is employed as a full-time noncertified classroom aide at a school within that school district. For the purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person’s family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.
4. The person’s spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person’s spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a noncitizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.
- C. The domicile of an unemancipated person is that of the person’s parent.
- D. Any unemancipated person who remains in this state when the person’s parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as the person maintains continuous attendance.
- E. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-

1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. A spouse or a dependent child does not lose in-state student classification under this subsection if the spouse or dependent child qualifies for in-state tuition classification at the time the spouse or dependent child is accepted for admission to a community college under the jurisdiction of a community college district governing board or a university under the jurisdiction of the Arizona board of regents. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.

- F. A person who is a member of the armed forces of the United States or the spouse or a dependent as defined in section 43-1001 of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of legal residence for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of a community college district governing board. For the purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
- G. A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:
1. Declared Arizona as the

person's legal residence with the person's branch of service at least one year prior to discharge from the armed forces.

2. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, includes at least one of the following:
 - (a) An Arizona driver license.
 - (b) Arizona motor vehicle registration.
 - (c) Employment history in Arizona.
 - (d) Arizona voter registration.
 - (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.
 3. Filed an Arizona income tax return with the department of revenue during the previous tax year.
- H. A person who is a member of an Indian tribe recognized by the United States department of the interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

All new students must provide evidence of U.S. citizenship or lawful immigration status and appropriate state residency to receive the in-state or WUE tuition rate.

In order to be eligible to enroll in the state-funded Adult Basic Education Program (GED or ELAA), students must provide evidence of U.S. citizenship or lawful immigration status.

Arizona Law (ARS §15-1804) Presumptions relating to student status; definition

- A. Unless the contrary appears to the satisfaction of the registering authority of the community college or university at which a student is registering, it shall be presumed that:
1. No emancipated person has established a domicile in this

state while attending any educational institution in this state as a full-time student, as such status is defined by subsection B for community college students or as defined by the Arizona board of regents for university students, in the absence of a clear demonstration to the contrary.

2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
 3. A person who has been domiciled in this state immediately prior to becoming a member of the armed forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the armed forces of the United States.
- B. For the purposes of this section, "full-time student" means a community college student who registers for at least twelve semester hours per semester at a community college in this state.

Arizona Law (ARS §15-1805.01) Admissions; enrollments; community colleges

- A. Admissions to the community colleges in this state may be granted to any person who meets any one of the following criteria:
1. Is a graduate of a high school that is accredited by a regional accrediting association as defined by the United States office of education or approved by a state board of education or other appropriate state educational agency.
 2. Has a high school certificate of equivalency.
 3. Is at least eighteen years of age and demonstrates evidence of potential success in the community college.
 4. Is a transfer student in good standing from another college or university.
- B. Each community college district shall adopt policies regarding the admission of students under eighteen years of age that include,

at a minimum, student completion of course prerequisites and the following requirements:

1. Admission to the community colleges in this state shall be granted to any student who is under eighteen years of age and who achieves one of the following:
 - (a) A composite score of 93 or more on the preliminary scholastic aptitude test.
 - (b) A composite score of 930 or more on the scholastic aptitude test.
 - (c) A composite score of twenty- two or more on the American college test.
 - (d) A passing score on the relevant portions of the Arizona instrument to measure standards test.
 - (e) The completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course.
 - (f) Is a graduate of a private or public high school or has a high school certificate of equivalency.

2. A community college may limit the number of semester hours in which the student may enroll to not more than six credit hours.
3. Home schooled students are exempt from this subsection.
 - C. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.

Classification of Students

Freshman

A student with less than 28 semester hours of successfully completed college credit.

Sophomore

A student who has successfully completed 28 or more semester hours of college credit.



Part-Time Student

A student enrolled for fewer than 12 semester hours.

Full-Time Student

A student enrolled for 12 or more semester hours.

Residency Requirements

Please direct any questions regarding residency status to Enrollment Services. Students who are not considered residents will be assessed out-of-state or WUE tuition and fees when registering for classes.

Residency requirements are established by state statute [ARS §15-1801-15-1807] and the Mohave Community College Governing Board.

Western Undergraduate Exchange (WUE) Residency Status

Mohave Community College participates in the Western Interstate Commissions for Higher Education (WICHE) tuition program: WUE. Students who may request this tuition rate must be: 1) residents of eligible states, or 2) students who have not met Arizona residency requirements and have most recently lived in an eligible state. Eligible states are: Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington & Wyoming.

NOTE:

1. MCC began excluding all Allied Health programs from WUE provisions starting in Fall 2007. Effective with the Fall of 2009, the following programs are now eligible for WUE provisions:
 - Medical Assisting (MEA)- Certificate
 - Dental Assisting (DAE)- Certificate
 - Pharmacy Technology-Certificate
2. Full-time enrollment under WUE status does not count toward establishing Arizona residency for tuition purposes.

Foreign Credit

MCC does not evaluate transcripts from colleges/universities outside of the United States. Students wishing to have

credits from these institutions transferred to MCC must have their transcripts evaluated by a foreign education credential service. Currently, MCC requires the use of Academic Credentials Evaluation Institute, Inc. (ACEI). Students must request a COMPREHENSIVE evaluation from ACEI. Information on this evaluation service can be found at www.acei1.com. An official, sealed copy of the evaluation must be submitted directly from ACEI to MCC's Office of the Registrar. Final determination of transfer credit will then be made by that office.

Formal Military Education/ Training Credit

Credit may be awarded to veterans who have completed programs described in "A Guide to the Evaluation of Educational Experience in the Armed Services." This credit can only be determined by evaluation of official military transcripts. Contact the local campus Career Planning Counselor for more information on obtaining official military transcripts. An official, sealed copy of the transcript must be submitted directly from the appropriate branch of the armed forces to MCC's Office of the Registrar. Final determination of transfer credit will then be made by that office.

Tech Prep Credit

Mohave Tech Prep links structured high school programs with MCC. Juniors and seniors can take Tech Prep courses at participating high schools that have a specific course articulation agreement with MCC. Students who pass these courses with a grade of "B" or better are eligible for earned Tech Prep credit. Participating high schools include: Kingman High School, Lake Havasu High School, Mohave High School, and River Valley High School.

Transferring Credits From Other Institutions

Students who have attended other colleges/universities must provide MCC with an OFFICIAL TRANSCRIPT of all work completed at those institutions. Credits must have been acquired through a regionally accredited college/university.

The Office of the Registrar will evaluate these transcripts to determine what

credit will be granted for transfer courses that satisfy MCC degree and certificate requirements. The registrar has final authority in the decision of course transferability.

Only courses with a grade of "C" or higher will be considered for transfer credit. A "Pass" grade may be accepted, if it is noted on the transcript that "Pass" is equal to a "C" grade.

Courses that fall short of MCC's semester hour equivalents may not be eligible for transfer. The most common reason a course would fall short of MCC's semester hour equivalent would be the case of a course completed on the quarter system. Quarter units are approximately valued at 2/3 the value of semester credits. MCC divides the quarter credits by the standard 2/3 and rounds down to the nearest whole number. An example follows:

Quarter Credit	=	Semester Credit
1	=	0
2	=	1
3	=	2
4	=	2
5	=	3
6	=	4

If a student at a regionally accredited quarter unit school completed an introductory psychology course at 3 or 4 quarter units, the most he/she might be awarded in transfer would be PSY1TR. The 1TR designation shows credit awarded, but not toward any particular course in that discipline as they have not met the 3 semester units needed at MCC. A student completing 5 quarter units of introductory psychology at a regionally accredited school may, after review of the course description, be eligible for PSY 101 since the 3 semester unit requirement is met.

Science, allied health, computer and other technical courses taken 10 or more years ago do not transfer and must be retaken. Fire Science, Emergency Medical Services, Administration of Justice Studies, and Early Childhood Education courses taken 5 or more years ago do not transfer and must be retaken. If a student's cumulative GPA was below a 2.0 at a previous college/university, the student will be admitted to MCC on academic probation. (See catalog section on Academic Standards.)

In order to have official transcripts evaluated by the Office of the Registrar, the student must:

1. Complete an MCC admission packet
2. Receive an official MCC ID number
3. Request that the transcripts be evaluated. This request is done through the following Student Services personnel: director, career planning counselor, academic advisor, or admissions counselor
4. Inform the Student Services personnel of all names under which the transcript(s) may be listed

A transcript will not be considered official, and will be rejected for evaluation, under any of the following circumstances:

1. The registrar's seal and/or signature is missing
2. The transcript is stamped "Issued to Student" or "Student Copy", etc.
3. The transcript was received directly from the student, either through mail delivery or hand-carried
4. The transcript is for the wrong student
5. The transcript is illegible
6. The transcript contains only the student's name as an identifier.

The transcript must contain at least one of the following: minimum of the last four digits of the student's SSN; student's date of birth

To request that a transcript evaluation be reassessed, the student must file a Re-evaluation Petition through a student services director.

International Students

Mohave Community College is authorized under federal law to enroll non-immigrant, alien students who wish to attend MCC on an F-1 student visa. All required documentation must be received by the appropriate deadlines in order for an F-1 visa student to be considered for admission into MCC. Acceptance into specific MCC programs does not constitute acceptance into MCC as an F-1 visa student. This designation comes only from the Office of the Registrar.

For more information and a listing of required documentation and deadlines,

interested persons must send a written request to:

F-1 Student Visa Information
Office of the Registrar
Mohave Community College
1971 Jagerson Avenue
Kingman, AZ 86409

Course Placement Assessment

Mohave Community College wants students to be successful in their courses. The assessment screening is a way for MCC to determine student readiness for college courses, especially those that require minimum skill levels in reading, English composition or mathematics.

For further information concerning course placement, see the MCC Student Handbook.

Academic Advising

Advising services are delivered by both staff advisors and faculty members, and are available at all campuses to support your academic goals. An advisor based on the campus you will be attending is assigned to you when you declare a program or major.

The role of academic advisement is to help you define and shape academic plans to meet your educational goals. Advisors assist students in goal setting, preparing academic progress plans and selecting classes. Advisors have access to resources that will provide you with options as well as direction in various career choices. They will assist you in creating a plan according to your needs and educational goals to keep you on track for graduation.

For more information contact the Student Services Office at any MCC campus.

Catalog Choice

In determining certificate or degree graduation requirements, Mohave Community College students may use only one edition of the Catalog. Students maintaining ongoing enrollment at MCC or any other public Arizona community college or university may graduate from MCC according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single MCC catalog

in effect during subsequent terms of ongoing enrollment, dependent upon the availability of the courses and programs being offered at MCC at that time. Once a catalog year has been chosen by the student, any further change of catalog to a year prior to the one chosen cannot be made.

A semester in which a student earns at least three course credits will be counted toward ongoing enrollment. Adult education courses, non-credit courses, audited courses, failed courses or courses from which the student withdraws do not count toward the determination of ongoing enrollment for catalog purposes.

Students who do not meet the minimum enrollment standards stipulated above during two consecutive semesters (fall/spring or spring/fall) are no longer considered enrolled in an ongoing status and must meet the requirements of the MCC catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of ongoing enrollment after readmission.

Students admitted or readmitted to MCC during a summer term must follow the requirements of the catalog in effect the previous spring semester or any single catalog in effect during subsequent terms of ongoing enrollment.

Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

Students who complete a degree program and elect to pursue another degree are subject to the degree requirements of the catalog at the time they select the new degree. Students admitted into an MCC specialized program are subject to the degree requirements in effect at the time of their program admission, e.g., dental hygiene, nursing, paramedic and truck driver training programs.

Academic Advising for Transfer Students

Students intending to transfer to another institution should meet with the director

of student services or the career planning counselor to learn about the resources available and to facilitate transfer of MCC credits to the university. Among these resources are transfer guides developed by each university for their majors; the Course Equivalency Guide, which is used to determine transferability of MCC courses; and AzTransfer.com, an online resource for transfer students. Students may also obtain the MCC Transfer Planner online.

Registering for Classes

MCC defines registration as the process of choosing classes, submitting a completed registration form, registering online, and paying/making payment arrangements for appropriate tuition and fees for the selected classes.

Registration is regarded as a commitment to comply with all regulations of the college. Students may not attend classes until they are officially registered in those classes.

Registration for current and upcoming semesters is ongoing through the academic year, which allows extra time for effective use of advising services. It also gives students the opportunity to reserve seats in classes that fill early in the regular registration period. Contact the local MCC campus for more information.

On-Campus Registration

Henry Campus -Bullhead City
- Student Center, Building 200
Lake Havasu City Campus - Hero Student Center, Building 200, Room 220A
Neal Campus - Kingman - Anderson
- Student Services, Building 107
North Mohave Campus - Building 100

Online Registration

Online registration is now available for all continuing MCC students.

STEP 1. Go to www.mohave.edu

STEP 2. Log in to the MyCampus Portal

STEP 3. Log in to EX WEB and follow the instructions to add new courses.

STEP 4. You may make payments by credit card.

Telephone Registration

Telephone registration is designed for

your convenience. Please note that some classes require prerequisites or assessment screening, and the student must meet those requirements before he/she can register. Call your campus for orientation and assessment screening dates and times. Payment for telephone registration is by credit card only.

STEP 1. Before calling, refer to the class schedule and have the following information ready:

- Social Security Number and/or MCC Student ID number
- Date of Birth
- Course numbers (Example: PSY 101, BUS 204)
- Credit card number and expiration date (MCC accepts VISA, MasterCard, Discover and American Express).

STEP 2. Contact the Office of Enrollment Services to register for classes:

MCC Toll-free 866.664.2832
Henry Campus
- Bullhead City 928.758.1139
Lake Havasu City Campus 928.453.1139
Neal Campus - Kingman . 928.757.0839
North Mohave Campus . 928.875.2799
North Mohave Campus
Toll-free. 800.678.3992

STEP 3. Provide ARS 15-1803(C) and ARS 15-1825(B) documentation. (See the Admission Information section of the MCC Catalog for additional information.)

Registration is complete when all tuition and fee payment arrangements have been made.

Add/Drop

A student may add a course to his/her schedule previous to and during that course's official Add/Drop period.

A student may drop a course before and during that course's official Add/Drop period and receive a refund, if applicable. (See section on Refunds for more information.)

See the inside front cover of this catalog for the specific Add/Drop dates for this academic year.

Withdrawal (W)

It is the student's responsibility to withdraw from a class. Ceasing to

attend the class does not constitute a withdrawal. Students who stop attending their classes and do not follow the withdrawal procedure will receive the grade earned for all assignments and exams given during the entire course. This grade could be an "F" or a "U".

See the inside front cover of this catalog for the specific withdrawal dates for this academic year.

Withdrawal Procedure for "On Ground" Courses

Note: This process can take much longer than one business day; please plan ahead. The last day that Enrollment Services will accept withdrawal forms is the official course withdrawal date, found on the inside front cover of the current MCC catalog. If a form is received after the withdrawal date, regardless of the dates on the signature lines within the form, the student will not receive a withdrawal grade, but will, at the end of the semester, receive the grade he/she has earned for the course.

1. Withdrawal forms are available at each local campus registration area. Students must fill out the top part of the form with the pertinent student and course information.
2. The student must obtain the class instructor's signature.
3. The instructor must check the appropriate withdrawal grade, WP or WF.
4. The student must bring the completed form (all copies must be intact) to Enrollment Services before the end of the official withdrawal period. If there are any erasures, cross-outs, changes, etc. on the completed form, the form will not be accepted. A new form will need to be completed and submitted within the official withdrawal period. If the form cannot be completed within the designated time period, the student will not be withdrawn from the course, and at the end of the semester, will receive the grade he/she has earned for the course.

Withdrawal Procedure for ITV and Online Courses

Note: This process can take much longer than one business day; please plan ahead.

The last day that Enrollment Services will accept withdrawal forms is the official course withdrawal date, found on the inside front cover of the current MCC catalog. If a form is received after the withdrawal date, regardless of the dates on the signature lines within the form, the student will not receive a withdrawal grade, but will, at the end of the semester, receive the grade they have earned for the course.

Students Living within the Commutable MCC District

1. Withdrawal forms are available at each local campus registration area. The student must fill out the top part of the form with the pertinent student and course information.
2. The student must obtain the instructor's signature if the instructor teaches on the local campus (ITV only).
3. The instructor must check the appropriate withdrawal grade, WP or WF.
4. The student must bring the completed form (all copies must be intact) to Enrollment Services before the end of the official withdrawal period. If there are any erasures, cross-outs, changes, etc. on the completed form, the form will not be accepted. A new form will need to be completed and submitted within the official withdrawal period. If the form cannot be completed within the designated time period, the student will not be withdrawn from the course, and, at the end of the semester, will receive the grade he/she has earned for the course.

Note: For online courses and ITV courses for which the instructor is not local:

1. The student must use his/her MCC e-mail account to inform the instructor (through the instructor's MCC e-mail account) of the intent to withdraw from the course.
2. The student must print a copy of that e-mail and attach it to the withdrawal form.
3. The student must bring the withdrawal form to Enrollment Services with the copy of the e-mail that was sent to the instructor.

- Once the instructor has been informed of the intent to withdraw, the instructor must e-mail Enrollment Services at the appropriate e-mail address and copy the student with the student's withdrawal grade, either a WP or WF.

Students living outside of the commutable MCC District who wish to withdraw from an online course should contact the Distance Education Offices at de@mohave.edu or 928.757.0860.

Administrative Withdrawal (WR Grade)

The college reserves the right to withdraw students from classes at any time during the semester. An instructor must issue an administrative withdrawal (WR 1 Grade) due to nonattendance (on-ground and ITV classes) or non-participation (online classes). A student may appeal a WR1 grade by following the grade appeal procedure described in the student handbook. Appeals made for courses that cross the 45th calendar day of the semester must be completed before that date.

Student may also be administratively withdrawn for other reasons:



- WR2** Non-payment of tuition and fees
- WR3** Disruptive behavior

Repeating Classes

Specific MCC academic programs and Financial Aid, limit the number of times a course may be repeated. Where the requirements of those programs are more stringent, they supersede this procedure. Exceptions to the following course repeat limits require the written approval of the vice president of instruction and dean.

A student may repeat the following courses up to two times after the initial attempt:

- Courses where the most current grade is a B, C, D or F.
- Courses in music and theatre performance.

You may repeat as necessary:

- Precollege Studies courses, in order to raise the skill level for success in college-level work, as authorized by an advisor.
- Courses to acquire certification (e.g., First Aid). Note: This is not to be confused with earning an MCC Certificate of Proficiency.
- Courses to update knowledge and/or skills due to periodic content changes (e.g., Tax Preparation).
- Any course in which a "W" is received.

Only the higher of the repeated course grade(s) will be used in computing the grade point average. All grades will be posted on the permanent record and transcript. Credit courses at MCC will only be counted once toward fulfilling the credit requirements for any degree or certificate.

Auditing Classes (AU Grade)

A course may be repeated beyond the stated limits of the Repeat Policy as an Audit.

Tuition for auditing courses is set at \$10 per credit hour, on a space available basis, only after the class has enough regular students enrolled to be offered. Students will only be allowed to enroll in a course as audit during the drop/add period of each term. No audits are allowed for medical programs or special

courses, unless the student is accepted into the program as a formal student.

No course fees will be applied to audit enrollment, and no lab participation will be provided as part of the audit. The Activity/Technology Fee will be applied.

An audit designation must be specified by the student during course enrollment. The AU designation will be assigned at that time. No credit will be given for audited courses; they do not count as part of the term's credit load or as credit toward graduation. Students will not receive Financial Aid or Veterans Education Benefits for audited courses. Audited courses will appear on the official MCC transcript as an "AU" grade.

Independent Study

The determination to offer a student an Independent Study shall be based upon a substantial rationale. The guidelines are listed below:

- Student has a minimum GPA of 2.5
- The student has declared a degree or certificate, and must have the course in the current semester in order to meet graduation requirements
- The course requested for independent study is not offered during the semester or summer session in other modalities (student's home campus, ITV, online)
- The course is needed to continue in a progression of sequential courses (Example: An upper division course requirement but class enrollment does not meet requirement for regular course offering.)
- The course appears on the Assured Offerings listed in the college catalog

If a student wishes to take a class by Independent Study, he/she must meet with the campus director of student services to see if the student meets the Independent Study application requirements. An academic chair must approve the application before a student may register for the class.

Dual Enrollment Opportunities

Area high schools and Mohave Community College may offer college courses during the school day that can

be counted toward both high school and college graduation requirements.

"All students enrolled for college credit shall be high school juniors or seniors. All students in the course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the college catalog and shall comply with college policies regarding student placement in courses." [ARSS 15-1821.01]

For more information, contact your area high school guidance counselor or your local campus student services representative.

Tuition, Fees and Payment

Tuition is applied to all credit courses and is charged per credit hour.

In-State Tuition Rates

In-state student tuition will be **\$64** per credit hour during the 2009-2010 academic year.

Example: A one-credit course will cost \$64, a three-credit course will cost \$192.

Out-of-State Tuition Rates

Out-of-state students will be charged 150% (\$96) of the in-state tuition rate for up to 7 credits.

They will be charged 300% (\$192) of the in-state tuition rate for all credits when enrolling in 8 credit hours or more. Technology, course, studio and laboratory fees are the same as for in-state students.

Example: The tuition cost to a student taking a total of 7 credits will be \$672 (7 x \$96). The tuition cost to a student taking a total of 8 credits will be \$1,536 (8 x \$192).

MCC excludes the following Allied Health courses from the 150% in-state tuition rate listed above. The out-of-state tuition rate for courses with the following prefixes is 300% of the in-state rate: CHD, DEH, EMS, NUR, PTA, SGT.



Western Undergraduate Exchange (WUE) Tuition Rates

Students qualifying for the WUE tuition rates will pay 150% (\$96) of the in-state tuition rate. Technology, course, studio and laboratory fees are the same as for in-state students.

Example: A three-credit course will cost \$288 (3 x \$96)

Note: MCC began excluding all Allied Health programs from WUE provisions starting in Fall 2007. Effective with the Fall of 2009, the following programs are now eligible for WUE provisions:

Medical Assisting (MEA)- Certificate
Dental Assisting (DAE)- Certificate
Pharmacy Technology-Certificate
MCC excludes the following Allied Health courses from the 150% in-state tuition rate listed above. The WUE tuition rate for courses with the following prefixes is 300% of the in-state rate: CHD, DEH, EMS, NUR, PTA, SGT.

Senior Citizen Tuition Rate

The Senior Citizen Rate applies to students who meet Arizona state residency requirements and are at least 55 years of age at the time of registration.

Tuition for credit courses is set at 50% for the actual tuition as set by the Governing

Board. All fees for credit courses (Activity/Technology fee, lab fees, etc.) are set at 100% as listed in the official catalog.

Tuition for Community and Corporate Outreach course work is 75% of the standard approved course rate. Any studio or lab fees for these courses are set at 100%.

Fees

Activity / Technology Fee

In addition to regular tuition and fees, a \$50.00 activity/technology fee will be charged per semester regardless of how many credits are taken.

All tuition and fees are to be paid at the time of registration. Some programs, courses and activities at MCC have additional fees associated with them. Please see the MCC Program, Testing, Administrative Course Fees section for a complete list of fees.

English Language Acquisition (ELA) & GED®

Please call the campus Precollege Studies Office for current tuition rates for Adult Basic Education (ABE), English Language Acquisition for Adults (ELA) and General Educational Development (GED®) Programs.

Methods of Payment

MCC will accept personal checks, MasterCard, VISA, Discover, American Express, money orders and cash. The following options are available to:

- Pay the full tuition and fee payment at the time of registration.
- Pay the full tuition and fee payment

by the fee payment deadline.*

- Receive a Financial Aid Award notification by the fee payment deadline.*

* The fee payment deadline date is available online or at your local campus Registration Office.

Program, Testing, Administrative & Course Fees

	Unit Semester	
All Students *Activity/Technology Fee		50
Culinary Arts		See Course Fees
Dental Hygiene (DEH) Program (Fall and Spring)	Semester	2750
<i>First semester Dental Hygiene fee includes a non-refundable \$500 deposit paid at time of application.</i>		
Fire Science Academy Fee	Program	2910**
<i>(Includes Activity/Technology Fee, Background Check and Testing Fee)</i>		
Nursing (NUR) Fees		
Nursing Program Fee	Semester	900
Paramedic to RN Program Fee (Summer, Fall, Spring)	Semester	900
Physical Therapist Assistant (PTA) Program (Fall and Spring)	Semester	1850
Surgical Technology		See Course Fees
***Truck Driver Training (TDT)	Program	4300*
***Program Fee includes tuition and books. (Other charges may apply and will be assessed directly by Sage.)		
*Activity/Technology Fee does not apply to the Culinary Arts, Truck Driver Training and Precollege Studies programs.		
**Program Fee includes Tuition		

TESTING FEES

		Student Fee	Non-Student Fee
Biology Competency Exam	Test	25	25
CLEP Administration Fee (3+ credits)	Test	30	55
CLEP Collected at time of test	Test	65	65
Compass Test and Retest	Test	0	0
Test of Essential Academic Skills (Nurse's Entrance Test)	Test	25	45
Credit by Examination	Test	Tuition	
EMS 122, 220, 222, 225 Practical Exams	Test	50	
EMS Recertification Challenge Practical Examination	Test	160	
EMS Recertification Challenge Written Examination	Test	40	
EMS 244 Practical Examination	Test	150	
EMS 244 National Registry Certification Application & Testing Time (1X)	Test	110	
EMS 244 National Registry Advanced Practical Examination	Test	150	
EMS National Registry Advanced Practical Retest	Test	45	100
Exams from Other Schools	Test	25	
Health Occupations Basic Entrance Test	Test	40	50
Work Keys Test	Test	10	10
WIN Modules	Module	Tuition	

Note: For information concerning General Education Development (GED) testing, contact your campus Precollege Studies Office for fee and scheduling information.

Administrative Fees

Field Trip Transportation Fee	Determined per Trip	
Field Trip Entrance/Attendance	Student's responsibility	
Returned Checks	Each	35
Higher One Replacement Card	Each	20

Course Fees

ACT111	\$165.00	ASE255	\$41.00	DAE113	\$150.00	MEA213	\$30.00
ACT121	\$165.00	ASE256	\$82.00	DAE120	\$200.00	MEA258	\$30.00
ACT123	\$165.00	ASE257	\$82.00	DFT110	\$30.00	NUR115	\$100.00
ACT141	\$55.00	ASE260	\$82.00	DFT112	\$30.00	NUR123	\$50.00
ACT142	\$110.00	ASE271	\$123.00	DFT115	\$30.00	NUR135	\$100.00
ACT143	\$110.00	ASE272	\$82.00	DFT125	\$30.00	NUR137	\$100.00
ACT150	\$165.00	ASE281	\$125.00	DFT201	\$30.00	NUR235	\$100.00
ACT151	\$165.00	ASE282	\$125.00	DFT205	\$30.00	PHT171	\$50.00
ACT152	\$165.00	ASE291	\$125.00	DFT211	\$30.00	PHT174	\$66.00
ACT153	\$235.00	ASE292	\$125.00	DFT215	\$30.00	PHT180	\$71.00
ACT160	\$275.00	AST101	\$30.00	DFT280	\$30.00	PHY107	\$40.00
ACT205	\$165.00	BIO100	\$40.00	ELC110	\$40.00	PHY111	\$40.00
ACT211	\$110.00	BIO160	\$40.00	ELC111	\$40.00	PHY112	\$40.00
ACT231	\$165.00	BIO181	\$40.00	ELC200	\$20.00	PHY115	\$50.00
ACT237	\$165.00	BIO182	\$40.00	ELC205	\$40.00	PHY116	\$50.00
ACT241	\$165.00	BIO201	\$40.00	ELC210	\$40.00	PLU101	\$45.00
ACT242	\$110.00	BIO202	\$40.00	ELC211	\$40.00	PLU102	\$45.00
ACT243	\$235.00	BIO205	\$50.00	ELC220	\$40.00	SGT101	\$835.00
ACT244	\$110.00	BIO290	\$20.00	ELC221	\$40.00	SGT102	\$835.00
ART111	\$15.00	BIO291	\$20.00	EMS120	\$20.00	SGT201	\$835.00
ART112	\$15.00	CHM130	\$40.00	EMS122	\$20.00	SGT202	\$835.00
ART113	\$15.00	CHM140	\$50.00	EMS220	\$10.00	SGT203	\$650.00
ART121	\$15.00	CHM151	\$40.00	EMS222	\$50.00	SGT204	\$835.00
ART125	\$15.00	CHM152	\$40.00	EMS225	\$20.00	TDT150	\$300.00
ART126	\$15.00	CHM235	\$50.00	EMS240	\$120.00	WLD101	\$93.00
ART128	\$15.00	CHM236	\$50.00	EMS241	\$180.00	WLD125A	\$155.00
ART129	\$15.00	CUL111	\$705.00	EMS242	\$195.00	WLD125B	\$155.00
ART151	\$30.00	CUL112	\$340.00	EMS243	\$380.00	WLD129	\$155.00
ART152	\$30.00	CUL113	\$340.00	EMS244	\$160.00	WLD201	\$155.00
ART171	\$60.00	CUL114	\$340.00	EMS248	\$155.00	WLD225	\$155.00
ART172	\$60.00	CUL115	\$40.00	EMS250	\$80.00	WLD228	\$186.00
ART175	\$45.00	CUL116	\$40.00	ENV101	\$40.00	WLD255	\$78.00
ART176	\$45.00	CUL117	\$40.00	GHY212	\$40.00		
ART221	\$15.00	CUL118	\$40.00	GLG101	\$40.00		
ART223	\$60.00	CUL211	\$40.00	GLG102	\$40.00		
ART251	\$30.00	CUL212	\$340.00	GLG110	\$40.00		
ART256	\$30.00	CUL213	\$340.00	GLG140	\$40.00		
ASE111	\$82.00	CUL214	\$40.00	HVA105	\$60.00		
ASE112	\$123.00	CUL215	\$340.00	HVA120	\$60.00		
ASE113	\$82.00	CUL216	\$340.00	HVA130	\$60.00		
ASE132	\$123.00	CUL217	\$340.00	HVA140	\$60.00		
ASE141	\$123.00	DAE100	\$150.00	HVA150	\$60.00		
ASE142	\$164.00	DAE102	\$175.00	HVA220	\$60.00		
ASE151	\$82.00	DAE103	\$100.00	MEA101	\$45.00		
ASE152	\$82.00	DAE105	\$50.00	MEA102	\$45.00		
ASE153	\$82.00	DAE106	\$490.00	MEA115	\$30.00		
ASE154	\$82.00	DAE110	\$150.00	MEA200	\$30.00		

Refunds

Tuition and Fee Refund Policy for Credit Courses

If a student DROPS a class during that class's official Add/Drop period, the student may receive a refund of 100% of tuition and applicable fees paid to the college. This does not include any fees designated as "non-refundable".

NOTE: Dropping a class can affect your financial aid. Be sure to contact the financial aid office before dropping any classes.

The Drop Process

All drops should be completed using the college's online EXWEB system. Go to www.mohave.edu, enter the MyCampus portal and click on the EXWEB tab at the top of the page. Once in EXWEB, click on the Student tab and choose Add/Drop courses. Follow the directions as listed. For assistance contact the MCC Helpdesk.

In order to drop a class after the official add/drop period, the student must submit a Request for Special Circumstance Drop

form. See the "Special Circumstances" section below.

Special Circumstances

Approval for special circumstance refunds must be obtained from the vice president of instruction and student services.

In special circumstances, after the official add/drop period, a student may drop courses for one of the following reasons and receive a refund of tuition and fees, except fees for instrument, tool or uniform costs:

1. Serious illness as long as the request is made prior to the end of the semester in which the illness occurs. The student must submit a verifiable doctor's statement certifying that the illness prevents him/her from attending classes.
2. The death of the student taking the course or the death of the parent, child or spouse (100 percent refund of tuition and net fees) if the request is made prior to the end of the semester in which the death occurs. The student or

the student's survivor must provide a death certificate or newspaper obituary notice, as well as, proof of relationship (birth certificate, marriage license).

3. Military service (100 percent refund of tuition and net fees), if the student belongs to the armed forces or National Guard and is called to active duty and assigned to a duty station distant from the campus. A copy of the military orders must be provided.

Truck Driver Training Program

Refunds for MCC's Truck Driver Training program are offered in conjunction with Sage Corporation. Sage applies a pro-rata refund policy to students who have paid all required program charges (tuition, fees), but who cancel prior to starting the program, drop after beginning the program, or are terminated from the program.

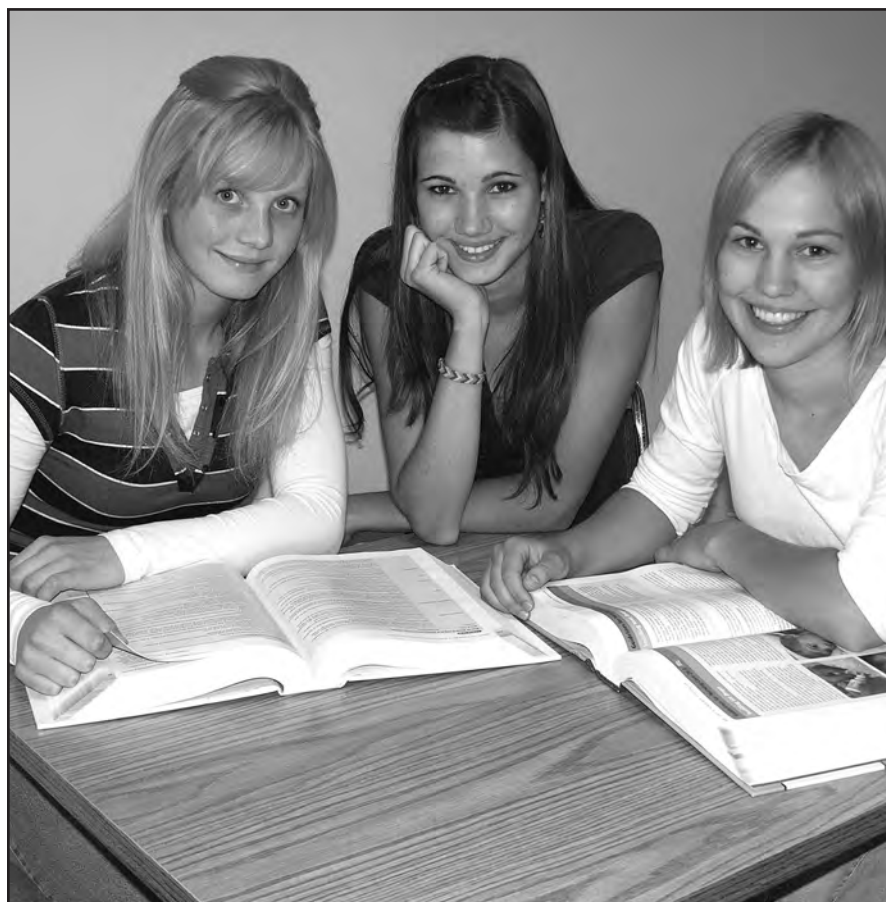
Financial Aid

The Financial Aid Office's mission is to provide Mohave Community College students, (prospective, current, and past) with prompt, accurate and courteous financial aid assistance.

To help students meet the financial obligations of college attendance, Mohave Community College administers a varied and comprehensive financial aid program. Financial aid is designed to bridge the gap between the costs of attending college and what students and their families are expected to contribute. Citizens, or eligible non-citizens of the United States, may apply for assistance regardless of sex, age, color, religion, marital status, national origin, pregnancy related conditions, handicap, or veteran disability.

The U.S. Department of Education, through MCC, offers five major student financial aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG.)
- Federal Work Study (FWS).
- Federal Direct Student Loans (FDSL) includes subsidized (SDSL) and unsubsidized (UFDSL) and Federal Parent Loan for Undergraduate Students (PLUS).



A complete description of these programs is available on-line at: www.studentaid.ed.gov.

FOR COMPLETE INFORMATION ON FINANCIAL AID including: HOW TO APPLY, SCHOLARSHIPS AVAILABLE AND VETERAN'S BENEFITS, ETC. refer to the 2009-10 Student Handbook

Veterans Education Benefits

Mohave Community College provides services to Veterans, widows and dependents who may be eligible for educational assistance from the U.S. Department of Veterans Affairs. Services offered include assistance with the application for education benefits, tutorial assistance and services for disabled veterans.

Veterans must meet satisfactory academic progress to continue with the use of their VA Education Benefits at MCC. Students using VA Education Benefits that are found to have met the requirements for Academic Dismissal as listed in this catalog will have their benefits discontinued and be reported as terminated to the U. S. Department of Veterans Affairs. Students meeting the requirements for reentrance will be allowed to re-initiate the use of their VA Educational Benefits; although the U. S. Department of Veterans Affairs will make the final decision as to whether they will continue to pay out for those educational benefits.

It is important to note that the VA will only pay for classes that are required for the degree or certificate the student is pursuing. Courses taken outside of the declared program of pursuit will not be certified for benefits. Please call or visit the Career Planning Counselor at the nearest MCC campus to obtain the necessary paperwork to start or continue a claim for educational benefits. Additional information on VA Education Benefits may be obtained at: www.mohave.edu or the VA Education Benefits website at www.gibill.va.gov

Early Start Scholarship

High school students, GED® graduates and home school students are eligible for the Early Start Scholarship.

This scholarship is available for a total of seven credit hours for three semesters



after the student's junior year. The semesters include the summer semester after the junior year and the fall and spring semester during a student's senior year.

This scholarship is available for GED® graduates for one year from the date the GED® certificate is issued.

An application must be completed and processed by a campus admissions counselor or student services representative. Students under 18 must have parent/guardian signature on the application.

Non-college Scholarships

Community groups and other organizations have generously provided scholarships to Mohave Community College students. Interested students should personally contact these organizations for applications. Appropriate addresses are usually listed in local telephone directories or may be acquired through each local Chamber of Commerce. These organizations include, but are not limited to: American Association of University Women; Arizona Elks Foundation; Arizona Society of Practicing Accountants; Bill Aston Memorial Scholarship Kiwanis of Bullhead City; BHHS Legacy Foundation

- Bullhead City; Bullhead City Rotary Club; Business and Professional Women of Lake Havasu City; Elks Club of Bullhead City; Elks Club of Kingman; Elks Club of Lake Havasu City; Fraternal Order of Eagles of Kingman; Fraternal Order of Eagles of Lake Havasu City; Havasu Regional Medical Center Auxiliary; Kingman Regional Medical Center Auxiliary; Kingman Rotary Club; Kingman Shrine Club; Knights of Columbus of Kingman; Knights of Columbus of Lake Havasu City; Kiwanis Club of the Colorado River; Kiwanis Club of Kingman; Lake Havasu City Rotary Club-Al Funk Memorial; London Bridge Lions Club; London Bridge Rotary Club Foundation; Soroptimist International of Kingman; Soroptimist International of Lake Havasu City; Venture Club of Kingman.

Academic Services

Bookstore

Each campus has a bookstore which sells the books and supplies required for MCC classes. The bookstore also sells arts and crafts supplies, clothing with the MCC logo, magazines, calculators, gift items and more.

MCC Course Challenge Examination

A Challenge Examination is a test that may be taken after enrolling in selected courses offered by the college. By taking a Challenge Exam, students are attempting to officially “test out” of a course. There is no additional fee for a Challenge Exam beyond the regular course tuition and fees.

Students must request to take the exam within the scheduled Add/Drop period. Not all courses can be challenged. Students should meet with the appropriate academic chair or program director to see if a course has a challenge exam and what its requirements are.

If a “C” or higher is earned on the exam, the student will have successfully completed the course and will not be allowed to attend any further class sessions. The Challenge Exam grade is the grade that will appear on the official transcript and will count in the GPA computation.

If the grade earned is less than a “C,” the student has the choice of accepting the exam grade or continuing to attend the class to try to improve the grade. Students will not be allowed to withdraw, drop or receive a refund for any courses that are challenged.

Advanced Standing (non-traditional) credit.

The CLEP, Formal Military Education, and High School Advanced Placement Tests are contained in the category of Advanced Standing credit. A student may earn a maximum of one-third of the credits required for a degree or certificate of proficiency by using Advanced Standard credits.

College-Level Examination Program (CLEP)

Contact your local MCC campus testing center for information about CLEP, which includes: tests available and accepted at MCC, test scores and credits accepted by MCC, application forms, test registration, costs, score reporting policies and restrictions.

High School Advanced Placement (AP) Test

AP test scores should be sent directly from The College Board to the MCC Registrar’s Office. The Advanced Placement test score standards are decided by each discipline’s state-wide Articulation Task Force (ATF) and approved by the Arizona Academic Program Articulation Steering Committee (APASC). For a current listing of approved subject areas, please contact your local campus director of student services or visit the following website: <http://aztransfer.com/OtherTools>

College Preparatory Services

College Preparatory Services at Mohave Community College offers academic development, remediation and support for MCC students. Services include transitional studies, precollege studies and supplemental instruction.

Precollege Studies include English Language Acquisition for Adults (ELAA), Adult Basic Education (ABE), and General Education Development (GED) programs. All classes are offered at each campus during both day and evening hours. The structure of classes is designed to meet a variety of student learning styles with focus on providing a quality academic foundation.

Enrolling in Precollege Studies

Enrollment into Precollege Studies classes is based on scores received on the assessment placement screening. To enroll, a student must attend an orientation class, be at least 16 years old and not be currently enrolled in another secondary school program

On-campus orientation classes are held several times a semester. For location and time of off-campus orientation classes please see the appropriate course schedule.

Structure of Precollege Classes

The student, at his/her own pace, will work toward mastery of the skills identified in the student’s customized education plan. In order to successfully complete classes, the student must retake the assessment placement screening and score at the level that indicates he/she is prepared to move to the next level.

English Language Acquisition for Adults Program (ELA)

These classes are designed for students whose native language is not English. The objective is to improve the student’s verbal, written and reading English language skills.

For more information on ELA educational opportunities, please contact Precollege Studies at:

- 928.758.3926
- Spanish hotline at 1.866.664.2832

General Education Development (GED®) Program

These classes are designed for students who wish to complete their high school diploma.

GED® Testing

Testing sessions are held at the Bullhead City Campus, Kingman Campus, and Lake Havasu City campus approximately once a month. The test has five sections: writing skills, math skills, social studies, science and reading.

Supplemental Instruction (SI) and Tutoring

Supplemental Instruction and tutoring provides students with additional academic assistance in a variety of subjects. MCC provides open sessions each week for students to come and ask questions about content and homework.

To receive supplemental instruction or tutoring a student must be currently registered in the MCC class, talk with the instructor about any specific learning/ understanding difficulty, then attend a SI session.

For additional information, please visit www.mohave.edu and click on student resources.

Transitional Studies Courses

Transitional studies include transitional English and transitional math. These courses are for students who need to refresh their skills in English and/or math before taking on the rigor of college freshman classes. All classes are offered at each campus during both day and evening hours.

Library Services

The library supports the academic programs of Mohave Community College. Each campus library is available for students and community members.

The MCC Library maintains a collection of DVDs, videos, books, periodicals and online proprietary databases. Students, faculty and staff may request materials from any campus location (Inter-Campus Loan). Also, materials (books, articles) can be borrowed free from libraries worldwide (Inter-Library Loan).

In recent years, an increasing number of scholarly and popular periodicals have become available online over the Internet. The MCC Library subscribes to more than 6,000 such titles, most of which are available to students, faculty and staff by using the computers in the library.

Library Collection

- 100,000 circulating book titles
- 8 public access computers at each campus library
- Full-text articles from thousands of periodical titles via online databases
- Large collection of print journals, newspapers and magazines
- Large collection of DVDs, VHS, talking books, etc.

Services

- Research Instruction Sessions by appointment
- Wireless Internet access at each campus library
- Angel access
- Use of Inter-Library Loan to borrow materials from other colleges/universities
- Access to research information from home through the library webpage: www.mohave.edu/library
- Send a question or a request through the "Ask a librarian" online form found on the library home page.

Student Records

All inquiries regarding a student's official records should be made through the Office of the Registrar.

Student Records Confidentiality

ANNUAL NOTIFICATION: Students will be notified of their FERPA (Family Educational Rights and Privacy Act) rights by publication in the college catalog.

FERPA Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords a student certain rights with respect to his/her education records. A student has the right to:

1. Inspect and review the student's own education records within 45 days of the day the college receives a request for access.

A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.

2. Request an amendment of the education record that the student believes is inaccurate or misleading. A student may ask the College to amend a record that is believed to be inaccurate or misleading. The written request should be addressed to the registrar, clearly identify the part of the record that is to be changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with

legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

According to FERPA, its amendments and the final rule of the U.S. Department of Education, the only information which may be released without the student's written consent is directory information. Directory information includes name, address, phone number, date and place of birth, major field of study, participation in athletic programs, weight and height of athletic team members, most recent previous school attended, dates of attendance, degrees awarded, photographs, e-mail address and enrollment status.

Students currently enrolled may withhold disclosures of "Directory Information" under the Family Educational Rights and Privacy Act of 1974, as amended. Written notification must be received in the Office of the Registrar prior to the first day of class each semester. Failure on the part of any student to specifically request that "Directory Information" be withheld indicates individual approval for disclosure.

Transcripts

Students requesting MCC transcripts must complete a Transcript Request Form. The form is available at any MCC campus. It is also available by going to www.mohave.edu. Click on Student Resources, and click on Forms Online. Print the form, fill it out, and mail/FAX it to the address/FAX number on the form.

Remember to sign the form. Student signatures are required in order to release information to any third party, including the student. Currently, there is no fee charged for requested transcripts.

As noted on the form, allow 10 to 15 business days from the receipt of the form in the Registrar's Office for the request to be processed.

Transcripts received by Mohave Community College from other schools become the sole property of MCC. Neither originals nor copies can be released to any third party, including the student.

Students are strongly encouraged to check their MCC online transcript every semester. Any discrepancies that may be on the transcript must be brought to the attention of the Registrar's Office within one calendar year of the completion of the course(s) in question. See the MCC website, Student Resources, Forms Online for a Transcript Investigation Request form. Transcript investigation requests that do not meet the appropriate timeline will not be accepted.

For grade grievances, see the Student Problem Resolution Process for grade review in the Student Handbook.

Distance Education

Distance Education (DE) at Mohave Community College offers a flexible alternative to traditional classroom instruction with the same quality and standards as regular on-campus courses. Courses are provided via the Internet (online courses) and via Interactive Television (ITV).

Online Courses

Distance Education at MCC provides a wide variety of online courses which can be applied toward an associate's degree, certificate program, continuing education units, or taken for enrichment. Online courses differ in length and start at various times throughout the semester. The most current DE course schedule information is available on the MCC website at www.mohave.edu at the Catalogs/Schedule link.

All MCC online courses use the ANGEL

Learning System™. Students may access MCC's online ANGEL Orientation at angel.mohave.edu.

A listing of the needed minimum computer hardware, software and Internet connection requirements is provided on the DE web pages (www.mohave.edu/DE). Some courses require supplemental software. These requirements are included with the course listing in the course schedule.

Interactive Television Courses

MCC offers a full schedule of Interactive Television courses, which use audio/video technology to connect up to four campus classrooms where students see, hear and talk with their instructor and classmates at other campuses. The instructor may teach the class from any campus, and may rotate between campuses during the semester. ITV courses require on-campus attendance and meet at regularly scheduled days and times.

Hybrid and Web-Enhanced Courses

Hybrid courses integrate online-based and in-class instruction in a complementary manner to combine the best features of both. Classroom time is reduced but not eliminated. Actual class meeting times are listed in the course schedule. Hybrid courses require the same computer availability, hardware and software as online courses.

All MCC ITV and ground courses are Web-enhanced and utilize ANGEL to support the classroom learning experience. Instructors will provide specific directions and guidance for the online portions of Web-enhanced courses. Note: Computers with Web access are available in the MCC Computer Centers at all campuses.

Textbooks and materials for online, ITV and Hybrid classes can be purchased at each campus bookstore.

Success in Distance Education Courses

Along with the schedule flexibility offered by online classes, technical capabilities and personal time management/study skills are needed to succeed. Students taking online courses

must be accomplished in:

- Computer operations/concepts
- Email basics
- Word processing skills
- Internet/World Wide Web navigation
- Self-directed study habits
- Personal time management

Technical Assistance

MCC offers a 24/7 technical support Help Desk for all students. The MCC Distance Education Office also provides technical assistance during regular business hours.

Registration and Advising Assistance

Registration - Course registration is the same for DE and on-campus courses. The regular tuition schedule also applies to DE.

- Current students (remote and local) are encouraged to register online by accessing the Online Registration Information Page at www.mohave.edu/pages/322.asp. Students may also register in person at their local MCC campus.
- New students (remote and local) should access www.mohave.edu/pages/137.asp to begin the admissions and enrollment process.

Advising

MCC provides online, telephone, and in person academic counseling for students who are currently enrolled or wish to know more about DE courses.

Contact DE

- Visit www.mohave.edu and click on the Distance Education link.
- Call the MCC Distance Education Office (phone numbers in directory at front of catalog).

Non-Academic Services

Career Services

The career services program offers career counseling for students at Mohave Community College. Students are guided as they discover areas of occupational interest, develop plans for training and/or

employment and take steps that will lead to entry into the job market. For more information, contact a career planning counselor.

Disability Services

Each campus has a Disability Services Operations Specialist that coordinates assistance to persons with disabilities. These individuals provide disability accommodations, information and referral services. They serve as a connecting link between students with disabilities and the college. Students needing accommodations should contact a Disability Services Operations Specialist before registering for classes. The college requires six weeks' notice to provide disability related accommodations. For more information contact the campus Disability Services Office.

Food Services

All four campuses have food vending areas.

Housing

Mohave Community College does not have dormitories; therefore, out-of-town students will need to make their own arrangements for housing.

Parking

Student parking is provided at MCC campuses. Student and guest driving behavior should be consistent with laws and regulations established by the state and with those established by the college. Vehicles parked illegally will be towed at the owner's expense. Students must obtain an MCC parking sticker from the campus student services office at the time of registration.

Small Business Development Center

MCC features a variety of programs designed to assist its students and the communities it serves. Business owners and those who would like to start their own business are encouraged to use the free counseling services that are available through the Small Business Development Center (SBDC). Assistance can be obtained by contacting the SBDC.

Student Life

MCC offers many opportunities for student to growth outside the classroom. To get the most out of college, students are encouraged to participate in the cultural, social, enrichment and recreational activities offered.

Academic Expectations

General Education Philosophy

MCC recognizes that learning is a lifelong process of analysis and synthesis through which students incorporate into their own world views the traditional and cumulative knowledge of human experience. MCC's general education curricula have been designed to expand students' awareness of the diversity of human knowledge and accomplishment and to expand their conceptual framework beyond that of any single academic discipline. MCC's general education curricula also ground students in the academic areas of knowledge with which every educated person should be familiar and provide students with the skills necessary for coping with a complex and diverse world.

The curricula of general education at MCC are designed to provide students with the following:

- Aesthetic Sensibilities
- Communication Skills
- Critical Thinking Skills
- Cultural Sensitivity
- Global Awareness
- Problem-Solving Skills
- Techniques of Inquiry
- Technological Competency

Writing Across the Curriculum

Mohave Community College firmly supports the idea that writing can be used to improve education. Students who write in their respective content areas will learn more and retain what they learn better than those who don't. Courses in the core curriculum have been identified as "Writing Across the Curriculum" courses. These courses will require written assignments for which both the content and the writing skill will be evaluated. Feedback will be given to the students to improve their

written communication skills. It is a firm belief of the college that such a program will increase the writing ability of students and, hence, will directly affect their success at transfer institutions and in the business sector where they may be employed. Writing is a basic and fundamental communication skill. Those who write well will increase the probability of their success in whatever field or profession they choose to pursue.

Student Academic Honor Code

To support a climate of academic honesty, Mohave Community College adopts an Honor Policy that reflects the fundamental right of all students to an education based on a code of academic integrity and responsibility within in the college community. The Honor Policy gives the responsibility for assuring academic integrity to the entire college academic community: students, faculty and the academic administration. Mohave Community College expects students to engage in all academic pursuits in a manner that is beyond reproach, and it expects faculty and the academic administration to fully support the MCC Honor Policy. Students found in violation of the Honor Policy that follows are subject to academic, and where appropriate, disciplinary penalty.

Academic Honor Code

The Honor Code is the promise made by all members of the Mohave Community College community to uphold the MCC Honor Code. The Code states:

We, the members of the Mohave Community College academic community hereby resolve to uphold individually and collectively the honor of the college by doing all that is within our power to prevent any form of dishonesty in our academic work, including, but not limited to, refusing to participate in any acts of cheating, fabrication, stealing, plagiarism, misrepresentation, collusion or facilitating the academic dishonesty of another.

Mohave Community College acknowledges that in the course of discussion, debate, and classroom lectures, individuals may find certain topics disagreeable or uncomfortable.

These circumstances are an inevitable component of the learning process and should not be considered detrimental when conducted with respect and courtesy. However, **Mohave Community College has zero tolerance for threatening or violent language or behavior among its employees, students, or visitors.** Examples of such behavior includes, but is not limited to, threats of intended violence against persons or property; physical assault on persons or property; verbal assault such as name calling, degrading, screaming, threatening, criticizing, berating, humiliating; comments of intentional racial, ethnic, religious, or sexual insult; actions of harassment such as bullying, hazing, pushing, or stalking; and other demonstrations of immediate or planned violence. Weapons of any kind are not permitted on campus or at any off-campus function unless specifically approved as part of a classroom activity. Offenders will be prosecuted to the full extent of the law.

Attendance

Regular, punctual attendance is recommended in all credit courses. Any class or lab session missed, regardless of cause, reduces the opportunity for

learning and may affect achievement. Students are responsible for notifying the instructor of any anticipated absences. The instructor has the prerogative to decide whether the student will be permitted to make up work missed during the absence. Programs involving clinical or off-campus assignments may require telephone notice of all absences. The College has no leave of absence policy for students. Instructors are encouraged to be considerate of students with special circumstances.

Participation

Each instructor will inform students by means of a written syllabus of class participation requirements at the first class meeting. Instructors of Mohave Community College are required to include points for classroom participation: these points will make up no less than 15 percent of the total points for the course.

Academic Amnesty

Mohave Community College permits students to have up to two consecutive terms of 100 and 200-level coursework excluded from figuring in their academic standing, cumulative grade point

average, and eligibility for degree or certificate completion. Academic amnesty can be granted only once and is irrevocable. It applies to ALL 100 and 200-level courses in the entire term, no matter what the grade (A-F). Since all amnesty designated grades remain on the student's transcript, other educational institutions may consider all coursework listed on the transcript when a student transfers.

The coursework to be amnestied must have been taken at least five years previous to the time of the request. Example a petition for courses taken in the Fall semester of 2009 cannot be submitted until the end of the Fall semester of 2014.

This request cannot be processed if the student is indebted to the college in any way.

Use of Electronic Devices

The following applies to all devices used for communication -- cell phones, blackberries, MP3s, iPods, and other such portable devices, including those with text messaging capability - and has been designed to limit interruptions and distractions in an educational setting. The use of cell phones and all other electronic devices during testing situations is strictly prohibited.

Grades

At the end of the semester, students will receive grades in each of their courses.

MCC does not require a mid-term grade. However, students doing below-average work will be notified by the faculty member. Grades will not be recorded for cancelled courses.

MCC student grades are available online at www.mohave.edu. Grades are mailed only upon request. If students believe they have been given an unfair grade, they may pursue an appeal of the grade by following the procedure specified in the MCC Student Handbook and at the MCC web site at www.mohave.edu

Zero-Level Courses

Zero-level courses are pass/fail (S/U) graded courses and are not intended for college transfer. They do not count toward degree or certificate requirements



and are not part of the grade point average calculation. However, zero-level courses may be required prior to enrollment into a course(s) needed for graduation. This would be determined by assessment testing and degree/certificate requirements.

Grading System

All grades earned will remain on the official transcript. Letter grades earn grade points according to the "Grading Standard" schedule.

Honors

Dean's List

Students who, in the semester under consideration, have earned at least 12 semester hours in courses numbered 100 or above with a semester grade point average of 3.5 or better, are eligible for the president's list. Students receiving a grade of "I" may be eligible for retroactive placement on the list upon conversion of the "I" to a permanent grade. Students who have met the qualifications will be recognized as superior students by the college, and their names will be published on dean's list each semester.

Student Honors List

Part-time students who have accumulated 12 or more credit hours of 100 level or above at MCC may be eligible for the honors list. To qualify for the list, students must have completed a minimum of six credits in courses numbered 100 or above, with a GPA of 3.5 or better, in the semester under consideration. Students receiving a grade of "I" may be eligible for retroactive placement on the list upon conversion of the "I" to a permanent grade. Students who qualify for this list will be recognized by the college and their names will be published on the honors list.

Academic Probation

A student's cumulative Grade Point Average (GPA) must remain at 2.0 or better for a student to continue working toward a degree/certificate without restrictions.

If the student's cumulative GPA falls below the minimum, the student will be placed on academic probation.

The student will remain on academic probation as long as his/her semester or summer GPA is 2.0 or above and his/her cumulative GPA is less than 2.0

If while the student is on academic probation, he/she earns less than a 2.0 GPA for the following semester or summer term, he/she will be academically dismissed.

While on probation, the student will be limited to a maximum course load of 10 credit hours per semester or summer term.

When the student improves his/her cumulative GPA to equal to or higher than the minimum, the student will be removed from academic probation. The GPA must remain at 2.0 or equal to or higher to avoid academic probation.

Academic Dismissal

Academic dismissal is defined as: the written notification from the registrar that the student has been dismissed from MCC for one semester on the basis of his/her academic record. Students meeting the criteria for academic probation for two consecutive semesters will be subject to dismissal. Students who have been dismissed and want to reapply can do so after one semester of non registration by following the procedure listed below.

Readmission for Academically Dismissed Students

Students who are academically dismissed cannot enroll in any classes during the semester following their dismissal. Those who wish to be considered for readmission after that semester must seek approval from their local campus academic chair. A request for readmission must be made in writing and must include reasons why readmission should be considered. If the request is approved, the student will be required to meet with a campus director of student services to formulate a detailed plan for course completion. Students who are readmitted will have a restricted academic load. Upon readmission, the campus academic chair will notify the registrar and the Office of Instruction and Student Services of the decision and explain the academic restrictions. Readmission to the college

does not necessarily mean readmission to a specific program. A student is not eligible for readmission in the semester immediately following academic dismissal.

Student Guarantee Program

Any associate of applied science graduate who is judged by his/her employer to be lacking in the technical job skills identified in the exit competencies for his/her specific degree program will be provided up to nine tuition-free credit hours of additional skill training under the conditions of the guarantee policy.

Special Conditions

- The graduate must have earned the AAS degree, by or after May 1990, in an occupational program identified in the college catalog.
- The graduate must have completed the AAS degree at MCC (with a majority of the credits being earned at MCC) and must have completed the degree within a four-year time span.
- Graduates must be employed full-time in an area directly related to the area of program concentration.
- Employment must commence within 12 months of graduation.
- The employer must certify, in writing, that the employee is lacking entry-level skills identified by MCC as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, faculty and academic counselor are to develop a written education plan for retraining. The plan is to be approved by the vice president for instruction and student services.
- Retraining will be limited to nine credit hours related to the identified skill deficiency and those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer is responsible for cost of books, insurance, uniforms, fees and other course-related expenses.

- The guarantee does not imply that the graduate will pass any licensing or qualifying examination.
- The graduate's sole remedy against MCC and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.

Grading Standards

Mastery of course objectives with outstanding quality of academic achievement.	Standard Grade	Grade Point
Mastery of course objectives with high quality of academic achievement.	A	4
Mastery of course objectives.	B	3
Borderline mastery of course objectives.	C	2
Lack of mastery of course objectives.	D	1
	F	0

For College Preparatory Services

..... **PR None**
 Adequate progress in early course objectives; mastery of all course objectives has not yet been met.

Satisfactory/Unsatisfactory

..... **S/U None**
 Mastery of course objectives in a college-designated course where an "A, B, C, D, or F" is inappropriate due to the nature of the learning program. Zero level courses are graded "S/U."

Withdrawal

..... **W None**
 Must be student requested with the appropriate form within the official withdrawal period. Students not completing the appropriate withdrawal procedure will receive an "F" or a "U" in the course.

Administrative Withdrawal

..... **W/R1 None**
 This grade is given by faculty to a student who is enrolled, but who has never attended or participated.

Administrative Withdrawal

..... **W/R2 None**
 This grade is given by administration to a student for NON-PAYMENT.

Administrative Withdrawal

..... **W/R3 None**
 This grade is given by administration to a student for disruptive behavior.

Incomplete

..... **I None**
 A temporary designation generally given only in an emergency situation, such as illness, which results in the student's inability to complete objectives. A student must have successfully completed 75 percent of the course objectives, as determined by the instructor for the "I" designation.

This "I" designation must be changed to a permanent grade other than "W" within a period of time determined by the faculty member at the time the "I" designation is assigned. The period to complete objectives shall not exceed seven weeks after the last official day of the course, or the course grade will be converted to an "F."

A written agreement by the faculty member specifying the necessary objectives and period of time within which those need to be completed shall be sent to the student with a copy to the student's permanent file in the Office of the Registrar.

Audit

..... **AU None**
 No credit

Graduation

Requirements

To earn a degree, students must have acquired a minimum of one-third of the required 100-level or above credit hours at MCC. These hours must count toward the degree being earned.

To earn a certificate of proficiency, students must have acquired a minimum of one-third of the required 100-level or above credit hours at MCC. These hours must count toward the certificate being earned.

Students must meet MCC's ongoing enrollment requirements in order to be subject to the catalog of initial enrollment.

Students not meeting MCC's ongoing enrollment requirements will fall under the catalog requirements currently in effect.

Substitution of a course must be requested, in writing, by a director of student services or a career planning counselor and verified by the appropriate academic chair or program director. The Course Substitution Form must be submitted by the academic chair/program director to the Office of the Registrar for final approval.

All degrees, certificates and AGECS require a "C" or better in each course and a cumulative grade point average of 2.0 or better.

Students must have resolved any indebtedness to the college before their degree is awarded.

Students who apply to graduate and do not complete a class or classes in the term for which they applied must reapply to graduate.

Students who apply to graduate and are not currently enrolled at MCC, must apply within two full semesters (fall/spring, spring/fall) of their last date of attendance. If they do not apply within that timeframe, they will automatically be placed in the current catalog, and have to meet that catalog's graduation requirements.

Application for Graduation

Students must meet with their local campus student services representative for initial review of their degree/certificate of proficiency program requirements at least one semester before applying for graduation.

Students must meet with their local campus student services representative to complete a graduation application during their anticipated semester of completion.

Completed graduation applications must be submitted to the Office of



the Registrar by the following dates: November 1 for December graduates, March 1 for May graduates, March 1 for summer graduates planning to attend the annual commencement ceremony in May and June 1 for all other summer graduates.

Evaluation of Graduation Applications

The registrar evaluates the Graduation Application by reviewing a student's MCC transcript, applicable transfer credits, and cumulative grade point average. Note: Transfer classes count toward total credits earned for graduation, but are not calculated in the graduating student's cumulative GPA.

If a student has met all degree/certificate of proficiency requirements, approval is given by the registrar for the awarding of the degree/certificate, and the degree/certificate is then listed on the student's transcript.

Degrees and certificates of proficiency are mailed by the Office of Enrollment Services.

Allow a minimum of eight to ten business weeks after the end of the graduation term for applications to be processed.

Graduation with Honors

To graduate with Honors, Degree Students must:

Have completed a minimum of 30 semester hours of their degree program at MCC. Have an overall cumulative 3.75 GPA for all MCC courses completed by the end of the semester in which they have applied for graduation.

To graduate with Honors, Certificate of Proficiency students must:

- Have completed a minimum of one-half (50%) of their certificate program at MCC.
- Have an overall cumulative 4.0 GPA for all MCC courses completed by the end of the semester in which they have applied for graduation.

Commencement Ceremony

MCC conducts one formal commencement ceremony each May. Students who have filed a graduation application by the appropriate deadlines may participate in the ceremony. Students must purchase a cap and gown to be eligible to participate in the commencement ceremony. Caps, gowns and commencement announcements are available at your local MCC campus bookstore. Participation in the commencement ceremony does not guarantee graduation. Students who are receiving a certificate of completion are not eligible for commencement, nor is this certificate posted on their MCC transcripts.



Programs at MCC

NOTE: Certain degree and certificate programs are offered only at specific campuses. For information on availability of programs on your particular campus, contact Student Services.

Associate of Arts (AA)

- AA – Art
- AA – Elementary Education with content emphasis in Early Childhood Education
- AA – Elementary Education with content emphasis in Language Arts
- AA – Elementary Education with content emphasis in Mathematics
- AA – Elementary Education with content emphasis in Science
- AA – Elementary Education with content emphasis in Social Studies
- AA - History
- AA - Liberal Arts
- AA - Mathematics
- AA - Science
- AA - Social Studies
- AA - Social and Behavioral Science

Associate of Science (AS)

- AS - Chemistry
- AS - Geology
- AS - Life Science

Associate of Applied Science

- AAS - General Studies

Chemical Dependency Studies

- AAS - Chemical Dependency Studies

Dental Programs

- AAS - Dental Hygiene
- Certificate - Dental Assisting

Emergency Medical Services

- AAS - Paramedic
- Certificate - Paramedic

Medical Assisting

- AAS - Medical Assisting
- Certificate - General
- Certificate - Insurance Coding
- Certificate - Phlebotomy

Nursing

- AAS - Nursing
- AAS - Accelerated Nursing for Paramedics
- Certificate - Practical Nursing

Pharmacy Technology

- AAS – Pharmacy Technology
- Certificate – Pharmacy Technology

Physical Therapy

- * AAS – Physical Therapist Assistant

**"Mohave Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA, 22314; 703-706-3245; email: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation."*

TRANSFER CORES

- Arizona General Education Curriculum (AGEC)
- AGEC-A - Arts
- AGEC-B – Business
- AGEC-E – Elementary Education
- AGEC-S – Science

DEGREES

- Associate of Arts (AA)
- Associate of Business (ABus)
- Associate of Science (AS)
- Associate of Applied Science (AAS)
- Associate of General Studies (AGS)

CERTIFICATES

- Certificate of Completion
- Certificate of Proficiency

Surgical Technology

AAS – Surgical Technology
Certificate - Surgical Technology

Business

ABus - Associate of Business
AAS – Accounting
AAS – Entrepreneurship and Small
Business Management
AAS – General Business
Certificate – Bookkeeping
Certificate - Entrepreneurship
Certificate – General Business

Casino Gaming

Certificate – Casino Pit Games Dealer
Certificate – Casino Pit Games
Management

Computer Information Systems

AAS - Computer Information Systems
AAS - Systems Administration
ABUS-SR - Computer Information
Systems
Certificate - Computer Graphics &
Web Design
Certificate - Systems Support & Security
Certificate - Professional Applications
Certificate - Programming &
Game Development
Certificate of Completion
- Essential Computer Technology

Culinary Arts

AAS - Culinary Arts
Certificate – Baking and Pastry
Certificate – Culinary Arts & Hospitality

Automotive Service Technology

AAS - Automotive Collision Repair
Technology
AGS - Automotive Service Technology

Construction Technology

AAS - Electrical Technology
Certificate - Electrician
Certificate - Industrial Electrical
Maintenance
Certificate - Residential Wiring

Drafting Technology

AAS - Computer Aided Drafting
Certificate - Mechanical Computer
Aided Drafting
Certificate - Residential Computer
Aided Drafting

Heating, Ventilation, & Air Conditioning (HVAC)

AAS - Refrigeration Technology
Certificate - Commercial Refrigeration

Certificate - Residential HVAC

Truck Driver Training

Certificate - Truck Driver Training

Welding Technology

AAS - Welding Technology
Certificate - Wire Feed and Shielded
Metal Arc Welding

Administration of Justice

AAS - Administration of Justice
Certificate - Corrections Officer
Certificate - Evidence & Crime Scene
Technician

Fire Science

AAS - Fire Science
Certificate - Fire Fighter
Certificate - Driver / Operator
Certificate - Fire Officer

Paralegal

AAS - Paralegal
Certificate - Paralegal
Certificate - Post-Degree Paralegal

Degrees

Mohave Community College offers the Associate of Arts (AA), Associate of Business (ABus), Associate of Science (AS), Associate of General Studies (AGS) and the Associate of Applied Science (AAS) degrees. Once a student has earned one of these degrees, any of the other degrees can be earned by completing the additional degree requirements with a minimum of fifteen (15) additional MCC credits beyond the previous degree. Degrees may be earned concurrently.

Example: A student has earned an AA degree with 64 credits and wishes to earn an AAS degree. The student must complete a minimum of an additional fifteen (15) MCC credit hours and meet all of the requirements of the AAS degree. The student, therefore, would have a minimum total of 79 credit hours.

A student may earn only one AA, ABus or AS degree. A student may earn multiple AAS degrees, depending on the discipline.

A student who completes a degree program and elects to pursue another degree is subject to the degree

requirements of the catalog in effect at the time the student declares the new degree. A new Degree Declaration Form must be filled out at the time.

Since AAS programs are designed to prepare students for employment in the respective occupational areas, it is necessary that the student follow the program content and sequence as outlined. Any departure from the outlined program must be approved by the appropriate faculty and administration. The specific occupational content is set forth in the program outlined within the respective areas of study.

Associate of Arts (AA), Associate of Business (ABUS), and Associate of Science (AS)

The Associate of Arts, Business, and Science degrees are designed to enable students to transfer course credits to a college or university granting the baccalaureate degree. Students following these programs will have taken the university parallel requirements in general education.

Students must complete the courses in these programs of study with a “C” or better and have an overall cumulative grade point average of 2.0 or better in order to graduate.

Associate of Applied Science (AAS)

The Associate of Applied Science degree is intended to prepare the student for entry into a vocational area or to upgrade skills of persons already employed. The 15 hours of general education courses introduce skills needed and desired by employers and employees. The remaining hours include course work to develop skills in the vocational and related areas. Students must complete the courses in the program of study with a “C” or better and have a cumulative grade point average of 2.0 or better in order to graduate.

Associate of General Studies (AGS)

The Associate of General Studies degree is intended to prepare the student for entry into an occupational area. All course work is related to the

student's occupational goal with general education requirements embedded within the courses. Students must complete the courses in the program of study with a "C" or better and have a cumulative grade point average of 2.0 or better in order to graduate.

Advising note: The AAS and AGS are not transfer degree programs; however, some courses may transfer. In pursuing a baccalaureate degree after completing the AAS or AGS, some general education and program area courses may be acceptable for transfer credit. However, some courses in technical programs are so specialized that many colleges and universities do not offer equivalent training and they may not grant transfer credit. Students in this degree program will most likely be required to take additional freshman and sophomore general studies courses. Students must have earned a "C" or better in transferable course work in order to transfer credit.

The Course Equivalency Guide and the transfer guides are designed to help students, with consultation with an advisor, to understand the transfer process. (See: <http://aztransfer.com>)

Beyond MCC - Understanding Transfer

MCC has partnerships with many universities. Understanding the ideas and vocabulary for transfer to a university or other AZ community college will help ease the transfer process.

AGEC Block

The Arizona General Education Curriculum (AGEC) is a block of 35 semester hours of lower division general education course work. Courses specific to this curriculum are listed in the degree and certificate information section of this catalog as the General Education Curriculum for AA, ABus and AS degree programs. The block can be completed by itself or as part of an associate's degree at MCC. The college certifies completion of an AGEC on the student's transcript when applied for by the student.

A completed AGEC will also transfer as a block to meet the general education requirements at any other public Arizona

community college. Transfer students who wish to earn the associate's degree must then meet additional community college degree requirements.

The completed AGEC will transfer as a block to any of the Arizona public universities and will meet lower-division university general education requirements. To earn the bachelor's degree, students transferring the AGEC must still meet other university requirements and major requirements.

Effective Fall 2010: *All courses used to satisfy Arizona General Education Curriculum (AGEC) requirements must be transferrable as elective credit or better¹ to all Arizona public universities.*

All courses used to satisfy remaining Associate Degree requirements² must be transferrable as elective credit or better to the university and major to which the Associates degree is intended to transfer. However, if the baccalaureate degree is a shared major³, offered by more than one university, the courses must transfer as elective credit or better to all the universities offering the shared major.

Definitions:

¹ **Elective or better** - Identified in the Course Equivalency Guide (CEG) as Elective (E), Departmental Elective Credit (DEC), or Directly Equivalent.

² **Remaining Associate Degree Requirements** - Courses used to complete Associate Degree requirements beyond the courses of the AGEC such as Common Courses, Electives, Prerequisites, etc. These degrees include the Associate of Arts (AA), Associate of Business (ABus), Associate of Science (AS), and Associate of Arts in Elementary Education (AAEE).

³ **Shared Majors** - A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices.

Types of Transfer

A. The AGEC Block will transfer to the state of Arizona public institutions – the state universities

(ASU, NAU, U of A) and community colleges. When a student completes and applies for the AGEC, the student's transcripts will note the completion of the AGEC. The completed AGEC will meet the general education requirements (also known as liberal studies requirements) for Arizona's public, higher education institutions. Students should be aware that universities and departments may have other requirements apart from the AGEC (see the "University Requirements" section below).

B. Individual Courses (credits) can transfer to a university in three different ways:

1. One to one course transfer
- an MCC course has a direct transfer to a university course, e.g. MCC's SOC 131 = ASU's SOC 101
2. Departmental Elective
- A university may not offer the same course as an MCC course, but the department will accept it as an elective for their department. This is helpful especially when the department has a requirement for departmental electives, but if they don't the course may count as a university elective.
3. General Elective - The course will only transfer as a general elective; it will not transfer as a one to one or a departmental elective. In this case, it can be used to meet the number of credits needed to graduate.

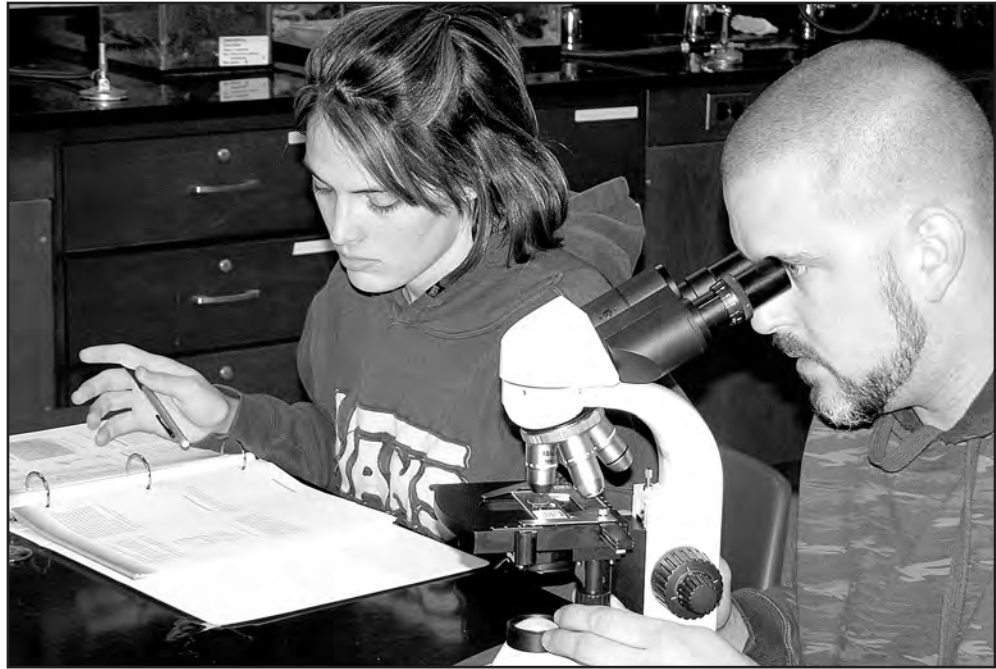
Arizona Higher Education Course Equivalency Guide

The Arizona Commission for Postsecondary Education, in conjunction with the Arizona Board of Regents, publishes the Arizona Higher Education Course Equivalency Guide (CEG) and transfer pathway information at:



<http://aztransfer.com>

The CEG “equivalency” does not mean that the community college course is identical to the university course or vice versa, but that the course is regarded as fulfilling the requirement of the designated university or college course. The evaluations of transfer credit in the CEG refer only to community college courses and their acceptance at the respective four-year institutions in the state of Arizona. Students are encouraged to consult with the appropriate transfer institution’s academic department for major course requirements before deciding on current class schedules.



University Admissions Requirements

Below are examples of requirements of some universities:

- Application (with fee) at least one semester before attendance
- Liberal Studies requirements (AGEC will satisfy for AZ universities in the state system)
- Junior-level writing requirement
- Diversity course requirements
- Electives
- Minimum number of courses taken at their university
- Number of 300-400 level courses
- Number of credits to graduate (usually 120)

Program/Major Requirements

There may be requirements for the major or program, e.g. School of Education (Elementary Education), School of Business (Accounting, Business Administration). Below are some examples of requirements from a program:

- Application to program (apart from application to and acceptance in the university)
- Prerequisite courses to enter program
- Core courses within program

Partner Institutions

MCC has articulation agreements with institutions of higher education to enable students to pursue their upper division studies. Articulation agreements formally

recognize that these institutions and MCC will work together to facilitate the transfer of associate degree conferred students from MCC into baccalaureate programs.

MCC Partner Institutions:

- Arizona State University
www.asu.edu
- Arizona Western College
www.azwestern.edu.
- Capella University
www.capella.edu
- Jones International University
www.jonesinternational.edu
- Kaplan University
www.getinfo.kaplan.edu
- Northcentral University
www.ncu.edu
- Northern Arizona University -
www.nau.edu
- Palmer College of Chiropractic-Davenport Campus
www.palmer.edu
- Regis University - School of Professional Studies
www.regis.edu
- Southern Utah University
www.suu.edu
- University of Arizona
www.arizona.edu
- University of Maryland University College
www.umuc.edu
- University of Phoenix
www.phoenix.edu

- Upper Iowa University - Extended University
www.uiu.edu/eu_students/online/index.html
- Western Governors University
www.wgu.edu

Certificates

Certificate of Completion

This certificate is awarded after successful completion of a series of specific courses and is clearly identified in the catalog. A Certificate of Completion is not awarded at commencement. Only AGECE Certificates of Completion will be designated on a student’s MCC transcript.

Certificate of Proficiency (Certificate)

MCC offers, in selected occupational and academic areas, certificate programs that are intended to improve students’ existing skills or provide competencies for employment. Successful completion of a course is defined as a grade or “C” or better. Students must have successfully completed all courses in the certificate and have a cumulative grade point average of 2.0 or better in all work completed at MCC, including courses not applicable to the certificate.

Assured Course Offerings

Mohave Community College has identified a select number of courses as "assured offerings." Students taking the prescribed courses in accordance

with their respective programs and the following schedule may be confident that they will be able to complete the AGEC in a timely matter. Alternative courses may be selected to meet the program

requirements, but there is no assurance of availability for the alternative courses. Assured courses may be offered more frequently. See the chart below.



Assured Course Offerings 2009-10

Course	Course Description	Fall 2009	Spring 2010	Summer 2010
FRESHMAN COMPOSITION				
ENG 101	English Composition I	X	X	X
ENG 102	English Composition II	X	X	
MATHEMATICS				
MAT 142	College Mathematics	X		
MAT 151	College Algebra		X	X
ARTS AND HUMANITIES				
ART 130	Survey of World Art I	X		
ART 230	Survey of World Art II			X
HUM 150	Introduction to the Humanities I		X	
HUM 151	Introduction to the Humanities II	X		
PHI 101	Introduction to Philosophy		X	
SOCIAL AND BEHAVIORAL SCIENCES				
BUS 206	Micro Economics			X
BUS 207	Macro Economics	X		
HIS 132	History of the United States II		X	
PSY 101	Introductory Psychology	X		X
SOC 131	Introductory Sociology		X	
PHYSICAL AND BIOLOGICAL SCIENCES				
BIO 100	Biology Concepts	X		X
BIO 181	General Biology I	X		
CHM 130	Fundamental Chemistry		X	
OPTIONS				
CIS 110	Introduction to Computer Information Systems	X	X	X
COM 151	Public Speaking	X		
EDU 222	The Exceptional Student		X	
SPA 101	Elementary Spanish I	X		
OTHER ASSURED COURSES				
GBS 101	Introduction to Business	X	X	

X = Guaranteed

TRANSFERRABLE COURSES

The courses listed on the table below are transferrable to the state universities. These courses should not need to be repeated at the university. Any options or elective requirements for a transfer degree must be included on this list.

ACCOUNTING		ASTRONOMY	
ACC125 (formerly BUS 125 and BUS 127)	Introduction to Accounting Using QuickBooks	AST101	Intro to Astronomy
ACC143 (formerly BUS 143)	Payroll Accounting		
ADMINISTRATION OF JUSTICE STUDIES		BIOLOGY	
AJS101	Intro to Administrative Justice	BIO100	Biology Concepts
AJS109	Substantive Criminal Law	BIO181	General Biology (Majors) I
AJS140	Intro to Corrections	BIO182	General Biology (Majors) II
AJS200	Current Issues	BIO201	Human Anatomy and Physiology I
AJS212	Juvenile Justice Procedures	BIO202	Human Anatomy and Physiology II
AJS225	Criminology	BIO205	Microbiology
AJS240	The Correction Function	BIO290	Field Biology I
AJS245	Ethics in Criminal Justice	BIO291	Field Biology II
AJS260	Procedural Criminal Law		BUSINESS
AJS261	Rules of Evidence	BUS101	(see GBS101)
AJS270	Community Policing	BUS102	(see GBS110)
AMERICAN SIGN LANGUAGE		BUS104	(see GBS 102)
ASL101	American Sign Language I	BUS105	(see GBS 105)
ASL102	American Sign Language II	BUS125	(see ACC125)
ASL131	Conversational ASL I	BUS127	(see ACC125)
ASL201	American Sign Language III	BUS142	(see MGT110)
ASL202	American Sign Language IV	BUS143	(see ACC143)
ANTHROPOLOGY		BUS144	(see MGT120)
ANT102	Cultural Anthropology	BUS149	(see MGT135)
ART		BUS161	Marketing
ART111	Design I	BUS162	Retailing
ART112	Design II	BUS201	(see GBS230)
ART113	The Science of Color	BUS202	Legal Environment of Business
ART121	Drawing I	BUS204	Business Communications
ART125	Painting I	BUS206	Micro Economics
ART126	Painting II	BUS207	Macro Economics
ART128	Watercolor I	BUS208	Business Statistics
ART129	Watercolor II	BUS221	Financial Accounting
ART130	Survey of World Art	BUS222	Managerial Accounting
ART151	Basic Black and White Photography	BUS247	Human Resource Management
ART152	Basic Photography		CHEMISTRY
ART162	Fibers	CHM130	Fundamental Chemistry
ART171	Ceramics I	CHM151	General Chemistry I
ART172	Ceramics II	CHM152	General Chemistry II
ART175	Sculpture I	CHM235	General Organic Chemistry I
ART176	Sculpture II	CHM236	General Organic Chemistry II
ART221	Drawing II		COMMUNICATION
ART223	Figure Drawing I	COM121	Interpersonal Communication
ART230	Survey of World Art II	COM151	Public Speaking
ART251	Intermediate Photography		
ART256	Digital Photography		

COMPUTER INFORMATION SYSTEMS		ENGLISH (continued)	
CIS110	Introduction to Computer Information Systems	ENG236	American Literature II
CIS141	Microsoft Powerpoint Presentations	ENG238	Writing Fiction
CIS143	Web Page Design I	ENVIRONMENTAL SCIENCE	
CIS145	Photoshop I	ENV101	Environmental Science
CIS200	Programming and Game Development with Visual Basic.Net	FRENCH	
CIS204	Programming and Game Programming in C++	FRE101	Elementary French I
CIS208	Programming in C#	FRE102	Elementary French II
CIS245	Photoshop II	FRE201	Intermediate French I
CIS270	Systems Analysis and Design	FRE202	Intermediate French II
CIS280	CIS Internship	GENERAL BUSINESS	
CIS293	Special Project	GBS101 (formerly BUS101)	Introduction to Business
DANCE		GBS102 (formerly BUS104)	Human Behavior in the Workplace
DAN115	Jazz Dance	GBS105 (formerly BUS105)	Business English
DAN116	Modern Dance	GBS110 (formerly BUS102)	Business Math
DAN117	Ballet	GBS121 (formerly BUS160)	Customer Service
DAN119	Tap Dance	GBS175 (formerly BUS175)	Business Ethics and Social Responsibility
EARLY CHILDHOOD DEVELOPMENT		GBS230 (formerly BUS201)	Business Law
ECE273	Play Education	GEOGRAPHY	
EDUCATION		GHY212	Introduction to Meteorology
EDU200	Children's Literature	GHY240	World Regional Geography
EDU205	Introduction to Education	GEOLOGY	
EDU214	Cultural Diversity in Education	GLG101	Physical Geology
EDU222	The Exceptional Student	GLG102	Historical Geology
EMERGENCY MEDICAL SERVICES		GLG110	Environmental Geology/Natural Disasters
EMS120	First Aid	HISTORY	
ENGLISH		HIS131	History of the United States I
ENG101	English Composition I	HIS132	History of the United States II
ENG102	English Composition II	HIS135	Western Civilization I
ENG136	Report Writing	HIS136	Western Civilization II
ENG138	Creative Writing	HIS137	Twentieth Century World History
ENG234	English Literature II		
ENG235	American Literature I		

HISTORY (continued)		PHYSICAL EDUCATION AND RECREATION	
HIS234	History of Indians of North America	PER110	Basketball
HIS281	Latin American History	PER140	Physical Fitness
HUMANITIES		PHYSICS	
HUM150	Introduction to the Humanities I	PHY107	Conceptual Physics
HUM151	Introduction to the Humanities II	PHY111	General Physics I
HUM250	Introduction to Cinema	PHY112	General Physics II
MANAGEMENT		PHY115	University Physics I
MGT 110 (formerly BUS142)	Supervisory Techniques	PHY116	University Physics II
MGT 120 (formerly B	Principles of Management	POLITICAL SCIENCE	
MGT 135 (formerly B	Project Management	POS100	Arizona Constitution and Government
MATH		POS120	American National Government
MAT121	Intermediate Algebra	POS227	United States Constitution
MAT142	College Mathematics	PSYCHOLOGY	
MAT151	College Algebra	PSY101	Introductory Psychology
MAT160	Math for Elementary Teachers I	PSY135	Human Sexuality
MAT161	Math for Elementary Teachers II	PSY234	Social Psychology
MAT181	Plane Trigonometry	PSY240	Child Growth and Development
MAT201	Finite Mathematics	PSY245	Lifespan Development
MAT211	Introductory Statistics	PSY260	Introduction to Personality
MAT212	Brief Calculus	PSY270	Abnormal Psychology
MAT221	Analytic Geometry and Calculus I	SOCIOLOGY	
MAT231	Analytic Geometry and Calculus II	SOC131	Introduction to Sociology
MAT241	Analytic Geometry and Calculus III	SOC132	Social Problems in Modern Society
MAT260	Introduction to Differential Equations	SOC133	Sociology of Deviant Behavior
MUSIC		SOC136	Marriage and Family
MUS101	Appreciation and Literature of Music	SOC140	Racial, Ethnic, and Gender Relations
MUS102	Fundamentals of Music	SPANISH	
MUS211	College Choir	SPA101	Elementary Spanish I
MUS216	College Band	SPA102	Elementary Spanish II
NURSING		SPA131	Conversational Spanish I
NUR 121	Nursing I	SPA201	Intermediate Spanish I
NUR122	Nursing II	SPA202	Intermediate Spanish II
NUR221	Nursing III	THEATRE	
NUR222	Nursing IV	THE110	Beginning Acting (Nonproduction)
		THE111	Theatre Production I
		THE112	Theatre Production II
		THE113	Theatre Production III
NUTRITION		WOMEN'S STUDIES	
NUT203	Human Nutrition in Health and Disease	WST101	Introduction to Women's Studies
PHILOSOPHY			
PHI101	Introduction to Philosophy		
PHI151	Ethics		
PHI205	Comparative World Religions		

General Education and Transfer Degrees

Associate of Arts (AGEC-A) General Education Core Requirements

The AGEC-A, a minimum block of 35 credit hours of lower-division general education course work, may be

completed at any Arizona community college. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. Students will be required to fulfill the course prerequisites,

major requirements, and upper-division requirements specified by each university. This block of courses represents only the general education portion of a degree; see specific program of study for total credit hour requirements.



Arizona General Education Curriculum (AGEC –A)

A. Freshman Composition English 101* English 102* 6

B. Mathematics MAT 142* College Mathematics or [MAT 151* College Algebra or a quantitative course that requires MAT 151 as a prerequisite.] 3-4

C. Arts and Humanities *Select courses with two different prefixes.*

<input type="checkbox"/> ART 130* Survey of World Art I <input type="checkbox"/> ENG 137 Introduction to Literature <input type="checkbox"/> ENG 234 English Literature II <input type="checkbox"/> HUM 150* Introduction to the Humanities I <input type="checkbox"/> HUM 151* Introduction to the Humanities II <input type="checkbox"/> MUS 101 Appreciation and Literature of Music <input type="checkbox"/> PHI 101* Introduction to Philosophy <input type="checkbox"/> PHI 205* Comparative World Religions	<input type="checkbox"/> ART 230* Survey of World Art II <input type="checkbox"/> ENG 233 English Literature I <input type="checkbox"/> ENG 235 American Literature I <input type="checkbox"/> ENG 236 American Literature II <input type="checkbox"/> HUM 250 Introduction to Cinema
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6

D. Social and Behavioral Sciences *Select courses with two different prefixes.*

<input type="checkbox"/> ANT 102* Cultural Anthropology <input type="checkbox"/> BUS 206* Micro Economics <input type="checkbox"/> GHY 240 World Regional Geography <input type="checkbox"/> HIS 131 History of the U.S. I <input type="checkbox"/> HIS 135 Western Civilization I <input type="checkbox"/> HIS 137 Twentieth Century World History <input type="checkbox"/> POS 120* American National Government <input type="checkbox"/> PSY 101* Introduction to Psychology <input type="checkbox"/> SOC 131* Introductory Sociology <input type="checkbox"/> SOC 140 Racial, Ethnic, and Gender Relations	<input type="checkbox"/> BUS 207* Macro Economics <input type="checkbox"/> HIS 132* History of the U.S. II <input type="checkbox"/> HIS 136 Western Civilization II <input type="checkbox"/> SOC136* Marriage and Family
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6

E. Physical and Biological Sciences *Choose two courses.*

<input type="checkbox"/> AST 101 Intro. Astronomy <input type="checkbox"/> BIO 100* Biology Concepts <input type="checkbox"/> BIO 181* General Biology I <input type="checkbox"/> BIO 182* General Biology II <input type="checkbox"/> CHM 130* Fundamental Chem. <input type="checkbox"/> CHM 151 Gen. Chem. I <input type="checkbox"/> CHM 152 Gen. Chem. II <input type="checkbox"/> ENV 101 Environmental Science	<input type="checkbox"/> GHY 212 Intro to Meteorology <input type="checkbox"/> GLG 101* Physical Geol. <input type="checkbox"/> GLG 102 Historical Geol. <input type="checkbox"/> GLG 110 Environmental Geology/ Natural Disasters <input type="checkbox"/> GLG 140 Intro to Oceanography <input type="checkbox"/> PHY 107 Conceptual Physics <input type="checkbox"/> PHY 111 Gen. Physics I <input type="checkbox"/> PHY 112 Gen. Physics II <input type="checkbox"/> PHY 115 University Physics I <input type="checkbox"/> PHY 116 University Physics II
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8

F. Options *Select courses according to major and language proficiency requirements. You may select courses from Sections C, D, and E above. If taking two option courses please select from two different areas of study below.*

Communication Computer Information Systems Critical Thinking & Logic Internat'l/ Multicultural Studies Language	<input type="checkbox"/> COM 121 Interpersonal Com. <input type="checkbox"/> COM 151* Public Speaking <input type="checkbox"/> CIS 110* Intro to CIS <input type="checkbox"/> PHI 151 Ethics <input type="checkbox"/> EDU 214 Cultural Diversity in Education <input type="checkbox"/> HIS 234 History of Indians of North America <input type="checkbox"/> HIS 281 Latin American History <input type="checkbox"/> PHI 205* Comparative World Religions <input type="checkbox"/> SPA 101* Elementary Spanish I <input type="checkbox"/> FRE 101 Elementary French I <input type="checkbox"/> ASL 101 American Sign Language I
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6-7

TOTAL MINIMUM HOURS CREDIT 35-37

* These courses are identified as assured offerings. **Please note that courses may have prerequisite requirements.

General Education and Transfer Degrees

Art - Associate of Arts

This degree provides experience in a variety of art media. Included in the program are courses to develop the student's design capabilities and basic skills in drawing, painting, ceramics and sculpture. This emphasis will provide course work found in the first two years of most baccalaureate programs.

General Education Credits35

See the General Education Core Requirements section of this catalog for details.

Choose 15 credits from the following:

- ART 111 Design I 3
- ART 112 Design II 3
- ART 121 Drawing I 3
- ART 125 Painting I 3
- ART 128 Watercolor I 3
- ART 171 Ceramics I 3
- ART 175 Sculpture I 3
- ART 221 Drawing II 3
- ART 223 Figure Drawing I 3
- ART 130 Survey of World Art I 3
- ART 230 Survey of World Art II 3
- Art Credits15

Elective Credits12-15
(Choose from Table of Transferrable Courses, Page 6?)

Total Degree Credit Hours . . .62-65

History

- Associate of Arts

The Associate of Arts - History will provide a student with an instrument to carry transfer credit to a university and declare history as the area of concentration. The program includes global and United States history, with an emphasis on cultural diversity, and provides the students with the basics in history that are valuable at the university level.

General Education Credits35

See the General Education Core Requirements section (AGEC-A) of this catalog for details.

Choose at least 15 credits from the

following:

- HIS 131 History of the United States I 3
- HIS 132 History of the United States II 3
- HIS 135 Western Civilization I 3
- HIS 136 Western Civilization II. . . . 3
- HIS 234 History of Indians of
North America 3
- HIS 274 History of Mexico 3
- HIS 281 Latin American History 3
- History Credits15

Elective Credits12-18
(Choose from Table of Transferrable Courses, Page 6.)

Total Degree Credit Hours . . .62-68

Liberal Arts

- Associate of Arts

General Education Credits35

See the General Education Core Requirements section (Associate of Arts) of this catalog for details.

Elective Credits27
(Choose from Table of Transferrable Courses, Page 6.)

You may select any 100-level or higher courses to apply toward the minimum 27 hours of elective credits. If you are preparing to transfer, you should consult with the college or university you plan on attending to assist in the selection of MCC courses that will be most beneficial in your program of study.

Total Degree Credit Hours . . . 62

Note: If you are earning or have earned an Associate of Applied Sciences (AAS) degree in a particular field (AJS, CIS, NUR, etc.), you may not earn an AA degree with that same emphasis. If you are earning or have earned an AA degree with an emphasis, you may not earn an AAS degree in that same field. See your local campus career planning counselor for a complete listing of applicable emphasis prefixes.

Mathematics

- Associate of Arts

The Associate of Arts - Mathematics is

designed for the student who wishes to obtain a broad background in mathematics prior to transferring to a college or university.

General Education Credits35

See the General Education Core Requirements section (AGEC-A) of this catalog for details.

Choose 15 credits from the following (excluding those used for the AGECE).

- MAT 160 Math for Elementary
Teacher I 3
- MAT 161 Math for Elementary
Teacher II 3
- MAT 181 Plane Trigonometry 3
- MAT 201 Finite Mathematics 3
- MAT 211 Introductory Statistics 3
- MAT 212 Brief Calculus 4
- MAT 221 Analytic Geometry and
Calculus I 4
- MAT 231 Analytic Geometry and
Calculus II. 4
- MAT 241 Analytic Geometry and
Calculus III 4
- MAT 260 Introduction to Differential
Equations 4
- Math Credits15

Elective Credits12-15
(Choose from Table of Transferrable Courses, Pages 30-32)

Total Degree Credit Hours . . .62-65

Science

- Associate of Arts

This emphasis area is designed to assist students in transferring to four-year degree programs in science, engineering, or pre-professional health science programs (i.e., pre-med, pre-dental, or pre-veterinary). This emphasis area allows the maximum flexibility of courses allowing students to tailor their course work to meet the specific requirements of the institution to which the student intends to transfer. Students should select courses for the Emphasis specific for the program and institution to which they intend to transfer. Courses should be selected with the assistance of an advisor.

General Education and Transfer Degrees

General Education Credits35

See the General Education Core Requirements section (AGEC-A) of this catalog for details.

Choose 15 credits from the following:

- BIO 181 General Biology (Majors) 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
- BIO 290 Field Biology I 1
- BIO 291 Field Biology II 1
- 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
- ENV 101 Environmental Science. 4
- GHY 212 Introduction to Meteorology 4
- GLG 101 Physical Geology. 4
- GLG 102 Historical Geology. 4
- GLG 110 Environmental Geology/ Natural Disaster 4
- PHY 111 General Physics I. 4

OR

- PHY 115 University Physics I. 5
- PHY 112 General Physics II 4

OR

- PHY 116 University Physics II 5
- Science Credits 15

Elective Credits 12-15

(Choose from Table of Transferrable Courses, Pages 30-32)

Total Degree Credit Hours . . .62-65

Social & Behavioral Science - Associate of Arts

The Associate of Arts Social and Behavioral Science Emphasis degree is a multidisciplinary program which provides students wishing to transfer to four-year institutions with the academic foundations applicable to the fields of sociology and psychology.

General Education Credits35

See the General Education Core Requirements section (AGEC-A) of this catalog for details.

Choose at least 15 credits from the following:

- PSY 135 Human Sexuality 3
- PSY 232 Psychology of Adjustment . 3
- PSY 234 Social Psychology 3
- PSY 240 Child Growth and Development 3
- PSY 245 Lifespan Development 3
- PSY 260 Introduction to Personality . 3
- PSY 270 Abnormal Psychology 3
- SOC 132 Social Problems in Modern Society. 3
- SOC 133 Sociology of Deviant Behavior 3
- SOC 136 Marriage and Family 3
- SOC 140 Racial, Ethnic, and Gender Relations 3
- WST101 Intro to Women's Studies . . . 3

Social & Behavioral Science Credits .15

Elective Credits 12-15

(Choose from Table of Transferrable Courses, Pages 30-32)

Total Degree Credit Hours . . .62-65

Social Studies

- Associate of Arts

The Associate of Arts Social Studies Emphasis will provide a student transfer credit to a university with social studies as the area of concentration.

The program includes both global and United States history, cultural diversity, government, and geography and allows students to begin state certification requirements to teach at the elementary or secondary level.

General Education Credits35

See the General Education Core Requirements section (AGEC-A) of this catalog for details.

Choose at least 15 credits from the following:

- GHY 240 World Regional Geography 3
- HIS 131 History of the United States I .3
- HIS 132 History of the United States II 3
- HIS 135 Western Civilization I 3
- HIS 136 Western Civilization II. 3
- HIS 234 History of Indians of North America. 3

- HIS 281 Latin American History 3
- POS 100 Arizona Constitution and Government 1
- POS 120 American National Government 3
- POS 227 United States Constitution. 1
- Social Studies Credits 15

Elective Credits 12-18

(Choose from Table of Transferrable Courses, Pages 30-32)

Total Degree Credit Hours . . .62-68

General Education and Transfer Degrees

Associate of Business (AGEC-B) General Education Core Requirements

The AGECE-B, a minimum block of 35 credit hours of lower-division general education course work, may be completed at any Arizona community

college. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. Students will be required to fulfill the course prerequisites, major requirements, and upper-division requirements specified by

each university. This block of courses represents only the general education portion of a degree. See specific programs of study for total credit hour requirements. Associate of Business degree core courses may not be used to satisfy AGECE-B requirements.



Arizona General Education Curriculum (AGEC –B)

A. Freshman Composition	<input type="checkbox"/> English 101* <input type="checkbox"/> English 102*	6
B. Mathematics	<input type="checkbox"/> MAT 212* Brief Calculus (or Higher)	3- 4
C. Arts and Humanities	<i>Select courses with two different prefixes.</i>	
	<input type="checkbox"/> ART 130* Survey of World Art I <input type="checkbox"/> ART 230* Survey of World Art II <input type="checkbox"/> ENG 137 Introduction to Literature <input type="checkbox"/> ENG 234 English Literature II <input type="checkbox"/> ENG 233 English Literature I <input type="checkbox"/> ENG 236 American Literature II <input type="checkbox"/> ENG 235 American Literature I <input type="checkbox"/> HUM 150* Introduction to the Humanities I <input type="checkbox"/> HUM 250 Introduction to Cinema <input type="checkbox"/> HUM 151* Introduction to the Humanities II <input type="checkbox"/> MUS 101 Appreciation and Literature of Music <input type="checkbox"/> PHI 101* Introduction to Philosophy <input type="checkbox"/> PHI 205* Comparative World Religions	6
D. Social and Behavioral Sciences	<i>Select courses with two different prefixes.</i>	
	<input type="checkbox"/> ANT 102* Cultural Anthropology <input type="checkbox"/> BUS 207* Macro Economics <input type="checkbox"/> BUS 206* Micro Economics <input type="checkbox"/> GHY 240 World Regional Geography <input type="checkbox"/> HIS 132* History of the U.S. II <input type="checkbox"/> HIS 131 History of the U.S. I <input type="checkbox"/> HIS 136 Western Civilization II <input type="checkbox"/> HIS 135 Western Civilization I <input type="checkbox"/> HIS 137 Twentieth Century World History <input type="checkbox"/> POS 120* American National Government <input type="checkbox"/> PSY 101* Introductory Psychology <input type="checkbox"/> SOC136* Marriage and Family <input type="checkbox"/> SOC 131* Introduction to Sociology <input type="checkbox"/> SOC 140 Racial, Ethnic, and Gender Relations	6
E. Physical and Biological Sciences	<i>Choose two courses.</i>	
	<input type="checkbox"/> AST 101 Intro. Astronomy <input type="checkbox"/> GHY 212 Intro to Meteorology <input type="checkbox"/> BIO 100* Biology Concepts <input type="checkbox"/> GLG 101* Physical Geology <input type="checkbox"/> BIO 181* General Biology I <input type="checkbox"/> GLG 102 Historical Geology <input type="checkbox"/> BIO 182* General Biology II <input type="checkbox"/> GLG 110 Environmental Geology/ Natural Disasters <input type="checkbox"/> CHM 130* Fundamental Chem. <input type="checkbox"/> GLG 140 Intro to Oceanography <input type="checkbox"/> CHM 151 General Chemistry I <input type="checkbox"/> PHY 107 Conceptual Physics <input type="checkbox"/> CHM 152 General Chemistry II <input type="checkbox"/> PHY 111 General Physics I <input type="checkbox"/> ENV 101 Environmental Science <input type="checkbox"/> PHY 112 General Physics II <input type="checkbox"/> PHY 115 University Physics I <input type="checkbox"/> PHY 116 University Physics II	8
F. Options	<i>Select courses according to major and language proficiency requirements. You may select courses from Sections C and, D above. If taking two option courses please select from two different areas of study below.</i>	
Communication	<input type="checkbox"/> COM 121 Interpersonal Com. <input type="checkbox"/> COM 151* Public Speaking	
Computer Information Systems	<input type="checkbox"/> CIS 110 Introduction to Computer Information Systems	
Critical Thinking & Logic	NOTE: CIS 110 may be used in either AGECE or for ABUS ONLY.	
Internat'l/ Multicultural Studies	<input type="checkbox"/> PHI 151 Ethics <input type="checkbox"/> EDU 214 Cultural Diversity in Education <input type="checkbox"/> HIS 234 History of Indians of North America <input type="checkbox"/> HIS 281 Latin American History <input type="checkbox"/> PHI 205* Comparative World Religions	
Language	<input type="checkbox"/> SPA 101* Elementary Spanish I <input type="checkbox"/> FRE 101 Elementary French I <input type="checkbox"/> ASL 101 American Sign Language I	6- 7
TOTAL MINIMUM HOURS CREDIT		35-37
* These courses are identified as assured offerings. **Please note that courses may have prerequisite requirements.		

General Education and Transfer Degrees

Business Administration – Associate of Business (A-Bus)

The Associate of Business is designed especially for the student who plans to transfer to a university.

General Education Credits 35-36

See the General Education Core Requirements section (AGEC-B) of this catalog for details.

BUS 202	Legal Environment of Business	3
BUS 206	Micro Economics	3
BUS 207	Macro Economics	3
BUS 208	Business Statistics	3
BUS 221	Financial Accounting	3
BUS 222	Managerial Accounting	3
CIS 110	Intro to Computer Information Systems	3
MAT 201	Finite Mathematics	3

Program Credits 24

Choose 3-4 credits from the following:

ACC 125	Introduction to Accounting Using QuickBooks.	4
BUS 204	Business Communications	3
CIS 120	Intro. to Programming.	3
Elective Credits		3-4

Total minimum credit hours . 63-64

Computer Information Systems

- Associate of Business - SR

This degree prepares students to transfer to an Arizona university to pursue a bachelor's degree in Computer Information Systems or Management Information Systems. The program requirements differ between universities and the Arizona Course Applicability System (AZCAS), the official transfer guide located at <http://aztransfer.com> should be consulted in order to include any additional requirements of each university.

General Education Credits 35-36

See the General Education Core

Requirements section (AGEC-B) of this catalog for details. Note that two (2) courses are required in the AGEC-B to satisfy the SR (Special Requirements) for this degree.

Social and Behavioral Sciences 6

BUS 206 Microeconomics is required in this area, then choose 1 additional course from the following list in the AGEC-B.

Options. 6

BUS 207 Macroeconomics is required in this areas, then choose 1 additional course from the following list in the AGEC-B. PLUS any additional requirements of the transfer university.

Additional Requirements: U of A (only)

– A four-credit hour language course, in a language other than English, which will transfer to the state universities.

Some programs of study require specific courses. Consult your advisor at the university of your choice before making course selections.

Program Requirements

The following courses have been identified as providing the best possible lower-division preparation for the degree listed above. You should complete these courses as part of your ABUS – CIS degree.

ACC 125	Introduction to Accounting Using QuickBooks.	4
BUS 202	Legal Environment of Business	3
BUS 221	Financial Accounting	3
BUS 222	Managerial Accounting	3
CIS 120	Introduction to Programming	3
CIS 208	Programming in C#.	3
CIS 270	Systems Analysis and Design	3
BUS 208	Business Statistics	3

Quantitative Methods

Please verify the Business Major Guide for the university specific quantitative requirement.

MAT 201	Finite Mathematics (NAU or U of A only)	3
OR		
MAT 231	Analytic Geometry & Calculus II (ASU only)	4

Recommended Lower Division Credits. 27-28

Total Degree Credit Hours . . 62-63

Note that a maximum of 64 credits of community college course work may be applied toward any Arizona public university degree program.



General Education and Transfer Degrees

Associate of Education (AGEC-E) General Education Core Requirements

The AGECE, a minimum block of 35 credit hours of lower-division general education course work, may be completed at any Arizona community

college. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. Students will be required to fulfill the course prerequisites, major requirements, and upper-division requirements specified by

each university. This block of courses represents only the general education portion of a degree. See specific programs of study for total credit hour requirements. Associate of Business degree core courses may not be used to satisfy AGECE requirements.

MCC Mohave Community College Arizona General Education Curriculum (AGEC – E)

A. **Freshman Composition** English 101* English 102* 6

B. **Mathematics** MAT 142* College Mathematics or MAT 151* College Algebra 3-4

C. **Arts and Humanities** *Select courses with two different prefixes.*

<input type="checkbox"/> ART 130* Survey of World Art I	<input type="checkbox"/> ART 230* Survey of World Art II
<input type="checkbox"/> ENG 137 Introduction to Literature	<input type="checkbox"/> ENG 233 English Literature I
<input type="checkbox"/> ENG 234 English Literature II	<input type="checkbox"/> ENG 235 American Literature I
<input type="checkbox"/> HUM 150* Introduction to the Humanities I	<input type="checkbox"/> ENG 236 American Literature II
<input type="checkbox"/> HUM 151* Introduction to the Humanities II	<input type="checkbox"/> HUM 250 Introduction to Cinema
<input type="checkbox"/> MUS 101 Appreciation and Literature of Music	
<input type="checkbox"/> PHI 101* Introduction to Philosophy	
<input type="checkbox"/> PHI 205* Comparative World Religions	

6

D. **Social and Behavioral Sciences** *Select two courses with different prefixes.*

<input type="checkbox"/> ANT 102* Cultural Anthropology	<input type="checkbox"/> BUS 207* Macro Economics
<input type="checkbox"/> BUS 206* Micro Economics	
<input type="checkbox"/> GHY 240 World Regional Geography	
<input type="checkbox"/> HIS 131 History of the U.S. I	<input type="checkbox"/> HIS 132* History of the U.S. II
<input type="checkbox"/> HIS 135 Western Civilization I	<input type="checkbox"/> HIS 136 Western Civilization II
<input type="checkbox"/> HIS 137 Twentieth Century World History	
<input type="checkbox"/> POS 120* American National Government (recommended)	
<input type="checkbox"/> PSY 101* Introduction to Psychology (recommended)	
<input type="checkbox"/> SOC 131* Introductory Sociology	<input type="checkbox"/> SOC136* Marriage and Family
<input type="checkbox"/> SOC 140 Racial, Ethnic, and Gender Relations	

6

E. **Physical and Biological Sciences** *Choose two courses with different prefixes.*

<input type="checkbox"/> AST 101 Intro. Astronomy	<input type="checkbox"/> GHY 212 Intro to Meteorology
<input type="checkbox"/> BIO 100* Biology Concepts	<input type="checkbox"/> GLG 101* Physical Geol.
<input type="checkbox"/> BIO 181* General Biology I	<input type="checkbox"/> GLG 102 Historical Geol.
<input type="checkbox"/> BIO 182* General Biology II	<input type="checkbox"/> GLG 110 Environmental Geology/ Natural Disasters
	<input type="checkbox"/> GLG 140 Introduction to Oceanography
<input type="checkbox"/> CHM 130* Fundamental Chem.	<input type="checkbox"/> PHY 107 Conceptual Physics
<input type="checkbox"/> CHM 151 Gen. Chem. I	<input type="checkbox"/> PHY 111 Gen. Physics I
<input type="checkbox"/> CHM 152 Gen. Chem. II	<input type="checkbox"/> PHY 112 Gen. Physics II
<input type="checkbox"/> ENV 101 Environmental Science	<input type="checkbox"/> PHY 115 University Physics I
	<input type="checkbox"/> PHY 116 University Physics II

8

F. **Options** *Select courses according to major and language proficiency requirements. You may select courses from Sections C, D, and E above. If taking two option courses please select from two different areas of study below.*

Communication Computer Information Systems Critical Thinking & Logic Internat'l/ Multicultural Studies	<input type="checkbox"/> COM 121 Interpersonal Com. <input type="checkbox"/> COM 151* Public Speaking <input type="checkbox"/> CIS 110* Intro to CIS <input type="checkbox"/> PHI 151 Ethics <input type="checkbox"/> EDU 214 Cultural Diversity in Education (recommended) <input type="checkbox"/> HIS 113 History of Asia <input type="checkbox"/> HIS 234 History of Indians of North America <input type="checkbox"/> HIS 281 Latin American History <input type="checkbox"/> PHI 205* Comparative World Religions <input type="checkbox"/> SPA 101* Elementary Spanish I <input type="checkbox"/> FRE 101 Elementary French I <input type="checkbox"/> ASL 101 American Sign Language I
---	---

6-7

TOTAL MINIMUM HOURS CREDIT 35-36

* These courses are identified as assured offerings. **Please note that courses may have prerequisite requirements.

General Education and Transfer Degrees

Elementary Education - Associate of Arts

The Associate of Arts with an emphasis in Elementary Education program provides the foundation coursework for future teachers in elementary education. Students intending to transfer to a four-year baccalaureate program are urged to contact an advisor at the transfer institution for content area recommendations. For a list of partner institutions please consult the Transfer Options section of the MCC catalog.

General Education Credits 35-37
See the General Education Core Requirements section (AGEC-E) of this catalog for details.

Recommended AGEC-E Courses
POS 120 American National Government 3
EDU 214 Cultural Diversity 3

Education Requirements
EDU 205 Introduction to Education . . 3
EDU 222 The Exceptional Student . . 3

Other Requirements:
MAT 160 Math for Elementary Teachers I 3
MAT 161 Math for Elementary Teachers II 3
POS 100 Arizona Constitution and Government 1

Content Area Coursework:*15

Choose a minimum of 15 credit hours from one of the following content areas:
Computer Science • Language Arts
Mathematics • Sciences • Social and Behavioral Sciences

Choose from Table of Transferrable Courses, Page 6.)
*ENG 101, ENG 102, MAT 121, MAT 142 and MAT 151 may not be used for Content Area Coursework.

Total Degree Credit Hours . . 63-64

Elementary Education with Emphasis in Early Childhood Education - Associate of Arts

This degree prepares the student to receive the Child Development Associate (CDA) credential or transfer to an Arizona state university to continue the required teacher preparation education.

General Education Credits 35-37
See the General Education Core Requirements section (AGEC-E) of this catalog for details.

Recommended AGEC-E Courses
POS 120 American National Government 3
EDU 214 Cultural Diversity in Education 3

Other Requirements10
MAT 160 Math for Elementary Teachers I 3
MAT 161 Math for Elementary Teachers II 3
POS 100 Arizona Constitution & Government 1

Elective 3

Early Childhood Education Core . . . 17
EDU 205 Introduction to Education . . 3
EDU 222 The Exceptional Student . . 3
ECE 271 Curriculum & Experiences in Early Childhood 3
ECE 272 Classroom Management . . 3
ECE 273 Play Education 3
ECE 274 Practicum 2

Total Degree Credit Hours . . 62-64



General Education and Transfer Degrees

Associate of Science (AGEC-S) General Education Core Requirements

The AGECS, a minimum block of 37 credit hours of lower-division general education course work, may be

completed at any Arizona community college. The approved courses will fulfill lower-division, general education requirements at any state of Arizona community college or state of Arizona university. Students will be required to fulfill the course prerequisites,

major requirements, and upper-division requirements specified by each university. This block of courses represents only the general education portion of a degree. See specific programs of study for total credit hour requirements.



Arizona General Education Curriculum (AGEC-S)

A. Freshman Composition

- English 101* English 102*

6

B. Mathematics

- MAT 221* Analytic Geometry and Calculus I
or any course for which this is a prerequisite.

4

C. Arts and Humanities *Select courses with two different prefixes.*

- | | |
|---|---|
| <input type="checkbox"/> ART 130* Survey of World Art I | <input type="checkbox"/> ART 230* Survey of World Art II |
| <input type="checkbox"/> ENG 137 Introduction to Literature | <input type="checkbox"/> ENG 234 English Literature II |
| <input type="checkbox"/> ENG 233 English Literature I | <input type="checkbox"/> ENG 236 American Literature II |
| <input type="checkbox"/> ENG 235 American Literature I | <input type="checkbox"/> HUM 151* Introduction to the Humanities II |
| <input type="checkbox"/> HUM 150* Introduction to the Humanities I | |
| <input type="checkbox"/> HUM 250 Introduction to Cinema | |
| <input type="checkbox"/> MUS 101 Appreciation and Literature of Music | |
| <input type="checkbox"/> PHI 101* Introduction to Philosophy | |
| <input type="checkbox"/> PHI 205* Comparative World Religions | |

6

D. Social and Behavioral Sciences *Select courses with two different prefixes.*

- | | |
|---|--|
| <input type="checkbox"/> ANT 102* Cultural Anthropology | <input type="checkbox"/> BUS 207* Macro Economics |
| <input type="checkbox"/> BUS 206* Micro Economics | |
| <input type="checkbox"/> GHY 240 World Regional Geography | <input type="checkbox"/> HIS 132* History of the U.S. II |
| <input type="checkbox"/> HIS 131 History of the U.S. I | <input type="checkbox"/> HIS 136 Western Civilization II |
| <input type="checkbox"/> HIS 135 Western Civilization I | |
| <input type="checkbox"/> HIS 137 Twentieth Century World History | |
| <input type="checkbox"/> POS 120* American National Government | |
| <input type="checkbox"/> PSY 101* Introductory Psychology | <input type="checkbox"/> SOC136* Marriage and Family |
| <input type="checkbox"/> SOC 131* Introduction to Sociology | |
| <input type="checkbox"/> SOC 140 Racial, Ethnic, and Gender Relations | |

6

E. Physical and Biological Sciences *Choose two courses in the same sequence.*

- | | | |
|---|-----|--|
| <input type="checkbox"/> BIO 181* General Biology I | and | <input type="checkbox"/> BIO 182* General Biology II |
| <input type="checkbox"/> CHM 151 General Chemistry I | and | <input type="checkbox"/> CHM 152 General Chemistry II |
| <input type="checkbox"/> PHY 111 General Physics I | and | <input type="checkbox"/> PHY 112 General Physics II |
| <input type="checkbox"/> PHY 115 University Physics I | and | <input type="checkbox"/> PHY 116 University Physics II |

8

F. Options *Using a transfer guide and/or with advice from a university program advisor, select a sequence of Mathematics courses above calculus and/or Science courses from: Astronomy, Biology, Chemistry, Environmental Science, Geology, Physics, or Physical Geography.*

- EITHER 1. a different sequence from section E
OR 2. MAT 231 Analytic Geometry and Calculus II
And
A science course from the list above in this section (F)

7-8

TOTAL MINIMUM HOURS CREDIT

37 - 38

* These courses are identified as assured offerings.
**Please note that courses may have prerequisite requirements.

General Education and Transfer Degrees

Chemistry

- Associate of Science

Students completing the AS-Chemistry will have the academic foundation and experience needed for transfer to a university chemistry degree program.

General Education Credits 37-38

See the General Education Core Requirements section (AGEC-S) of this catalog for details.

Note: MAT 221, and CHM 151 and CHM 152 must be taken to satisfy General Education Core Requirements. Mathematics Requirement

MAT 231 Analytic Geometry and Calculus II 4

Science Requirements21

CHM 235 General Organic Chemistry I 4
 CHM 236 General Organic Chemistry II. 4
 PHY 115 University Physics I. . . . 5
 PHY 116 University Physics II. . . . 5

General Elective* 3

*Consult an advisor before making selection

Total Degree Credit Hours . . 62-63

Geology

- Associate of Science

Students completing the AS-Geology will have the academic foundation and experience needed for transfer to a university geology degree program.

General Education Credits 37-38

See the General Education Core Requirements section (AGEC-S) of this catalog for details.

Note: MAT 221, and CHM 151 and CHM 152 must be taken to satisfy General Education Core Requirements.

Mathematics Requirement

MAT 231 Analytic Geometry and Calculus II 4

Science Requirements21



GLG 101 Physical Geology 4
 GLG 102 Introduction to Geology II 4
 PHY 115 University Physics I. . . . 5
 PHY 116 University Physics II. . . . 5

General Elective* 3

*Consult an advisor before making selection

Total Degree Credit Hours . . 62-63

Life Science

- Associate of Science

This program is designed for students interested in majoring in biology, botany, zoology, microbiology, wildlife biology, etc. at a four-year school. This emphasis will provide coursework found in the first two years of most baccalaureate programs. Students should select General Electives specific to the program and institution to which they transfer.

General Education Credits 37-38

See the General Education Core Requirements section (AGEC-S) of this catalog for details.

Note: MAT 221, and CHM 151 and CHM 152 must be taken to satisfy General Education Core Requirements.

Mathematics Requirement

MAT 231 Analytic Geometry and Calculus II 4

Science Requirements22

BIO 181 General Biology (Majors) I 4
 BIO 182 General Biology II 4
 CHM 235 General Organic Chemistry I 4
 CHM 236 General Organic Chemistry II. 4

General Elective* 6

*Consult an advisor before making selection

Total Degree Credit Hours . . 63-64

| Career and Technical Programs

Associate of Applied Science (AAS) General Education Core Requirements

A minimum block of 15 credits hours

of lower-division general education coursework must be completed. The block of courses represents only the general education portion of an AAS degree. See your specific program of

study for total credit hour requirements. The AAS is not a transfer degree program; however, many of the individual courses listed in the core may transfer to any state of Arizona community college or university.



AAS General Education Checklist

Communications..... 6 (choose 2 from the following list)

Course number and name	Cr. hrs	Dates offered	Sm/Yr taken	Grade
BUS 105 Business English	3			
BUS 204 Business Communication	3			
COM 121 Interpersonal Comm.	3			
COM 151 Public Speaking	3			
ENG 101 English Composition I	3			
ENG 102 English Composition II	3			
ENG 136 Report Writing	3			
Total Communications	6 cr.			

Critical Thinking and Reasoning..... 3-4

- Any 100-level or above Math, technical Math, or integrated or vocational math
- Any 100-level or above laboratory science course
- PHI 101 Introduction to Philosophy
- PHI 151 Ethics
- Any vocational ethics course
 - BUS 230 Business Ethics
 - AJS 245 Criminal Justice Ethics
 - CHD 120 Professional Ethics in Counseling the Chemically Dependent
 - HES 100 Medical Law and Ethics

Course number and name	Cr	Sm/Yr offered	Sm/Yr taken	Grade
Total Critical Thinking & Reasoning	3 cr.			

Global Awareness..... 3-4

Choose one from the following:

<input type="checkbox"/> ANT 102 Cultural Anthro	<input type="checkbox"/> FRE 101 Elem. French I	<input type="checkbox"/> PHI 205 Comparative World Relig.
<input type="checkbox"/> ART 130 Surv. of Wrld Art I	<input type="checkbox"/> GHY 240 World Reg'l Geog.	<input type="checkbox"/> POS 120 American Nat'l. Govt.
<input type="checkbox"/> ART 230 Surv. of Wrld Art II	<input type="checkbox"/> HIS 131 Hist. of the U.S. I	<input type="checkbox"/> PSY101 Intro to Psychology
<input type="checkbox"/> ASL 101 Amer. Sign Lang. I	<input type="checkbox"/> HIS 132 Hist. of the U.S. II	<input type="checkbox"/> SOC 131 Intro to Sociology
<input type="checkbox"/> BUS 206 Micro Econ.	<input type="checkbox"/> HIS 135 Western Civ. I	<input type="checkbox"/> SOC 136 Marriage and Family
<input type="checkbox"/> BUS 207 Macro Econ.	<input type="checkbox"/> HIS 136 Western Civ. II	<input type="checkbox"/> SOC 140 Racial, Ethn., & Gender Relations
<input type="checkbox"/> ENG 137 Intro to Literature	<input type="checkbox"/> HIS137 – 20 th Cent. Wld Hist.	<input type="checkbox"/> SPA 101 Elem. Spanish I
<input type="checkbox"/> ENG 233 English Lit. I	<input type="checkbox"/> HUM 150 Intro to Humanities I	<input type="checkbox"/> THE 150 Theater & Western World
<input type="checkbox"/> ENG 234 English Lit. II	<input type="checkbox"/> HUM 151 Intro to Humanities II	
<input type="checkbox"/> ENG 235 American Lit. I	<input type="checkbox"/> HUM 250 Intro to Cinema	
<input type="checkbox"/> ENG 236 American Lit. II	<input type="checkbox"/> MUS 101 Apprec. & Lit. Of Music	

Course number and name	Cr	Sm/Yr offered	Sm/Yr taken	Grade
Total Global Awareness Credits	3			

Technology..... 3

Any CIS course 105 or above

Course number and name	Cr.	Sm/Yr offered	Sm/Yr taken	Grade
Total Technology Credits	3			

Total minimum AAS General Education credit hours15

| Career and Technical Programs

Allied Health

Chemical Dependency Studies - Associate of Applied Science

This degree program is designed to prepare students as paraprofessionals in the field chemical dependency treatment. With coursework in abuse, dependence, addiction, pharmacology, ethics, documentation and interviewing, treatment philosophies, family systems, and relapse prevention, this program culminates with a 240-hour internship where students apply their knowledge in a guided field experience. The AAS in Chemical Dependency Studies can also afford many options for employment in any field requiring knowledge of substance abuse such psychology, social work, criminal justice, or any occupational field in which one works with people.

With this coursework, students will earn an AAS in Chemical Dependency Studies and complete the educational requirements necessary to apply for licensure as a Substance Abuse Technician (LSAT) through the Arizona Board of Behavioral Health Examiners (AzBBHE).

Important Program Notes:

- CHD100 is a pre-requisite for all other CHD courses, along with PSY101, SOC131, CIS110 (or CIS 131), and ENG101.
- Classes are not offered each semester.
- Students must achieve a minimum grade of 2.0 in each required course.
- Fingerprint Clearance Card is REQUIRED for field placement.
- Coursework is highly interactive and includes community-based activities.
- AAS in Chemical Dependency Studies emphasizes job skills for entry-level employment in substance abuse treatment.



Criteria for Internships:

While a student may be academically prepared for this field experience, agencies may reject a candidate at the application interview for reasons they deem appropriate and for which they have determined would make the student inappropriate for placement in their agencies. Field supervisors may also terminate a student's field experience at any time during the Internship if it is determined the student is resistant to supervision or non-compliant, or for any other reason the agency identifies in which the student poses a threat to client welfare.

- Students are required to have a Fingerprint Clearance Card prior to enrollment in the CHD280 course (Chemical Dependency Practicum).
- Registration in CHD280 is subject to the number of internships available each semester.
- Transportation related to internship placement is the responsibility of the student.
- Students are required to follow the placement agencies policies during their field experience
- Students are required to absorb any costs involved in obtaining placement (I.E.: finger print clearance card, criminal background check, urine

analysis, etc.)

SUGGESTED MATRIX

Prerequisites

Fall – Semester 1 / Year 1

CHD 100	Foundations of Chemical Dependency	3
CIS 110	Introduction to Computer Information Systems	

OR

CIS 131	Microsoft Office Suite . . .	3
PSY 101	Introductory Psychology .	3
SOC 131	Introduction to Sociology	3
ENG 101	English Composition I . . .	3
Total prerequisite credits		15

Program Requirements

Spring – Semester 2 / Year 1

CHD 102	Communication Skills in Chemical Dependency . . .	3
CHD 110	Biological Systems Pharmacology of the Chemical Dependent . . .	3
CHD 120	Professional Ethics in Counseling the Chemically Dependent.	2
CHD 150	Principles of Self-Help Groups.	2
CHD 161	Beginning Interviewing & Documentation Skills . . .	3
ENG 102	English Composition II	

OR

ENG 136	Report Writing.	3
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Total Spring Year 1		16
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Career and Technical Programs

Fall – Semester 1 / Year 2

CHD 165	Theory and Tech. in the Treatment of the Chem. Dependent.	2
CHD 220	Family Dynamics and Chemical Dependency	3
CHD 226	Counseling Multicultural and Diverse Populations	3
CHD 236	Recovery and Relapse of the Chemically Dependent	2
CHD 245	Dual Diagnosis	2
COM 121	Interpersonal Communication	3
Total Fall Year Two		.15

Spring – Semester 2 / Year 2

CHD 250	Group Intervention with the Chemically Dependent.	3
CHD 275	Adv. Theory and Tech. in the Treatment of the Chem. Dep	3
CHD 280	Chemical Dependency Practicum	6
PSY 234	Social Psychology	3
Total Spring Year Two		.15

Total Degree Credit Hours 61

Dental Programs

Dental Assisting - Certificate

The Dental Assisting Program at MCC is comprised of lecture, lab and clinical components. Students will satisfy clinical and lab requirements in the Dental Hygiene Clinic and in private dental offices in their respective communities.

Prerequisites

Students must show appropriate abilities on the assessment test by either placing into ENG 101 and TRM 091 or by passing PCS 021, TRE 089 and TRM 090. Students must maintain a valid American Heart Association Healthcare Provider CPR certification throughout the program. Students must complete

the Program Immunization and Health Declaration by the 3rd week of the semester for any lab classes.

FALL

STU 101	Introduction to College Success.	1
OR		
STU 103	Mastering Skills for College Success	3
DAE 100	Dental Assisting I	2
DAE 101	Biomedical Dental Science	3
DAE 105	Infection Control	1
DAE 106	Dental Assisting Radiography	3
DAE 110	Dental Assisting II.	3

Fall Credits 13-15

SPRING

DAE 102	Dental Assisting Materials.	3
DAE 120	Dental Specialties.	3
DAE 114	Clinical Procedures.	7
DAE 115	Office Management for the Dental Assistant.	1

Spring Credits 14

Total Certificate Credit Hours 27-29

Dental Hygiene - Associate of Applied Science

The Dental Hygiene Program is designed to equip the student with the knowledge and skills necessary to take the national and state licensing examinations for Dental Hygiene. Students must adhere to the prescribed program if they are to complete the program and become eligible to take the exams.

All General Education coursework must be completed prior to beginning Dental Hygiene classes, with a grade point average of 2.8 or above and a grade of "C" or higher in all courses. Science courses must have been taken within the last 10 years.

Students must complete an application specific to the Dental Hygiene Program and have their acceptance into the program confirmed prior to enrolling in any dental hygiene coursework. Program information and application procedures

are posted on the Dental Hygiene web pages on the MCC web site at www.mohave.edu. The program accepts 18 students each fall. The application deadline is March 1.

Admission Prerequisites

The Dental Hygiene program at MCC is highly selective. Students wishing to apply for admission to the Dental Hygiene Program must complete the following courses prior to admission.

Applicants may complete these courses during the spring semester in which they are applying to the program.

BIO 201	Human Anatomy & Physiology I.	4
BIO 205	Microbiology	4
CHM 130	Fundamental Chemistry or higher	4
ENG 101	English Composition I.	3
Total Credits		.15
BIO 202	Human Anatomy & Physiology II	4

ANY 3- credit Communication course

NUT 203	Human Nutrition in Health and Disease	3
PSY 101	Introductory Psychology	3
SOC 131	Introduction to Sociology	3

Total Credits 16
Total Prerequisite Credit Hours. 31

Program Prerequisites

Students must maintain a valid American Heart Association Healthcare Provider CPR certification throughout the program.

FALL YEAR ONE

DEH 100	Current Issues & Ethics in D.H.	1
DEH 101	Preclinical Dental Hygiene	5
DEH 106	Dental Radiology	3
DEH 121	Dental Anatomy	3
DEH 122	Head & Neck Anatomy	2
Fall Credits Year One		.14

SPRING YEAR ONE

DEH 102	Clinic I	6
DEH 111	Periodontology I	3
DEH 117	Applied Pharmacology	3
DEH 118	Anesthesiology	3
Spring Credits Year One		.15

Career and Technical Programs

SUMMER YEAR ONE

DEH 201 Clinic II	5
DEH 208 Dental Materials	2
Summer Credits Year One	7

FALL YEAR TWO

DEH 202 Clinic III	9
DEH 212 Periodontology II	2
DEH 223 General & Oral Pathology.	3
Fall Credits Year Two	14

SPRING YEAR TWO

DEH 203 Practice Mgmt. & Dental Hyg. Clinic IV.	9
DEH 235 Oral Health Promotion & Disease Prevention	2
DEH 243 Community Dental Health	3
Spring Credits Year Two.	14

Total Degree Credit Hours 95

This program is designed to produce a dental hygienist in a two-year period (after completion of general education requirements) at Mohave Community College. The dental hygiene courses may not transfer to another two-year or four-year college.

Emergency Medical Services/ Paramedic

Prerequisites

Prior to entry into any EMS certificate or degree program, the following prerequisites must be met.

1. Pass the assessment test or have completed College Reading (PCS 021) and Pre-algebra (TRM 091) before acceptance into the program. The director of student services must verify completion of this prerequisite by completing the "Assessment Results" portion of the application.
2. Completed application (available on MCC campuses from the director of student services and from the Emergency Medical Services office) submitted to the

- EMS office.
- 3. Be 18 years of age or older.
- 4. Be a currently certified Arizona EMT, with one year prehospital documented experience.
- 5. Successful completion of Haz-Mat First Responder 24-hour training.
- 6. Have successfully completed written and practical entrance exams and an oral interview.
- 7. Have current CPR certification at the American Heart Association Healthcare Provider or American Red Cross Professional Rescuer level.

Contact the EMS office for other prerequisites and application forms.

Upon successful completion of this program, students will be eligible to apply for the certification examination through the Department of Health Services. This program is approved by AZDHS, but successful completion of this program is not the sole criterion for obtaining certification for AZDHS or National Registry. Certification requirements are the exclusive responsibility of AZDHS, and students must satisfy those requirements independently of any requirements for graduation from MCC.

Paramedic - Certificate

This certificate prepares students to render prehospital emergency care as ambulance, fire department, search and rescue, and volunteer ambulance personnel. Care involves recognizing and managing patients with heart disease, accident injury, burns, poisoning, alcohol and drug overdose, births, acute psychiatric disorders and other medical emergencies. This program meets or exceeds all national DOT requirements. A grade of "C" or better must be maintained in all classes.

EMS 240 Paramedic I	6
EMS 241 Paramedic II	6
EMS 242 Paramedic III	6
EMS 243 Paramedic IV	6
EMS 244 Paramedic V	8

Total Certificate Credit Hours 32

Paramedic Emphasis - Associate of Applied Science

The Associate of Applied Science Paramedic emphasis is a continuation of the certificate program. For those already employed in the Paramedic field, the program may provide an opportunity for professional growth.

General Education Credits 15-17

See the General Education Core Requirements section (Associate of Applied Science (AAS)) of this catalog for details.

Paramedic Certificate. 32

Choose at least 13 elective credits from the following:

ANT 102 Cultural Anthropology	3
BIO 100 Biology Concepts	4
BIO 181 General Biology I	4
CHM 130 Fundamental Chemistry.	4
NUT 203 Human Nutrition in Health & Disease	3
PSY 101 Introductory Psychology	3
SOC 131 Introduction to Sociology	3

Elective Credits* 13-14

* If any of the elective credits are used as part of the General Education Core, they cannot be used as an elective.

Total Degree Credit Hours 60-63

Medical Assisting - General - Certificate

The medical assistant is an integral member of the health care delivery team, qualified by education and experience to work in physician's offices and other outpatient settings. The medical assistant performs administrative, clinical and laboratory roles. The medical assistant, a liaison between doctor and patient, is of vital importance to the success of the medical practice.

This certificate program prepares the student to take the American Medical Technologist (AMT) - Allied Health Professionals Certification Examination for Registered Medical Assistant. AMT issues national certification and maintains a registry of its certificate

Career and Technical Programs



holders. This certification requires a minimum of 720 clock hours (or equivalent) of training in Medical Assisting skills (including a clinical externship).

MEA 100 Medical Law and Ethics . . .	3
MEA 105 Medical Office Mgmt w/ Comp. Applications	3
HES 113 Medical Terminology	3
MEA 115 Basic Electrocardiograph Techniques	3
HES 128 Pharmacology: Allied Health Occupations	3
HES 129 Allied Health Anatomy & Physiology	3
MEA 140 Medical Coding	3
MEA 141 Medical Billing	3
MEA 200 Medical Assisting Clinical . . .	4
MEA 249 Laboratory Techniques	3
MEA 258 Medical Assisting Externship	4
CIS 131 Microsoft Office Suite	3
Total Certificate Credit Hours . . .	38

Medical Assisting - Insurance Coding - Certificate

The Insurance Coding Certificate prepares students with the knowledge and skills to work as a medical billing and coding professional. This certificate program uses the ICD-9, CPT-4 and other coding resources. Course work applies to the Medical Assistant Certificate and AAS Degree.

MEA 100 Medical Law and Ethics . . .	3
MEA 105 Medical Office Mgmt w/ Comp. Applications	3
HES 113 Medical Terminology	3
MEA 140 Medical Coding	3
MEA 141 Medical Billing	3
CIS 131 Microsoft Office Suite	3
Total Certificate Credit Hours . . .	18

Medical Assisting - Phlebotomy - Certificate

Prepares students to work as a Phlebotomist in a health care setting and to sit for the American Medical Technologist Phlebotomy Certificate.

MEA 101 Basic Phlebotomy Techniques	3
MEA 102 Phlebotomy Externship	3
HES 113 Medical Terminology	3
MEA 213 Advanced Phlebotomy Techniques	3
Total Certificate Credit Hours . . .	12

Medical Assisting - Associate of Applied Science

The medical assistant is an integral member of the health care delivery team, qualified by education and experience to work in physician's offices and other outpatient settings. The medical assistant performs administrative, clinical and laboratory roles. The medical assistant, a liaison between doctor and patient is of vital importance to the success of the medical practice.

This degree program prepares the student to take the American Medical Technologist (AMT) – Allied Health Professionals Certification Examination for Registered Medical Assistant. AMT issues national certification and maintains a registry of its certificate holders. This certification requires a minimum of 720 clock hours (or equivalent) of training in Medical Assisting skills (including a clinical externship.)

AAS General Education Credits. . . .	15
CIS 131 Microsoft Office Suite	3

PSY 101 Introductory Psychology	3
SOC 131 Introduction to Sociology	3
Elective	3

General Education Credits 27

MEA 100 Medical Law and Ethics	3
MEA 105 Medical Office Mgmt w/ Comp. Applications	3
HES 113 Medical Terminology...	3
MEA 115 Basic Electrocardiograph Techniques	3
HES 128 Pharmacology: Allied Health Occupations	3
HES 129 Allied Health Anatomy & Physiology	3
MEA 140 Medical Coding	3
MEA 141 Medical Billing	3
MEA 200 Medical Assisting Clinical . . .	4
MEA 249 Laboratory Techniques	3
MEA 258 Medical Assisting Externship	4

Program Credits 35

Total Degree Credit Hours 62

Nursing

Licensed Practical Nursing - Certificate

The certificate program in practical nursing is essentially the first year of the AAS nursing program with additional studies to address the role of the practical nurse. Students successfully completing this program will be eligible to take the national licensure examination for practical nurses.

Admission Requirements

See AAS Nursing Requirements

FALL

BIO 201 Human Anatomy and Physiology I	4
PSY 101 Introductory Psychology	3
NUR 121 Nursing I	8
Any 100-level or above MAT prefix course	3-4
Fall Credits	18-19

SPRING

BIO 202 Human Anatomy & Physiology II	4
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Career and Technical Programs

ENG 101 English Composition I . . . 3
 NUR 122 Nursing II 8
 PSY 245 Lifespan Development . . . 3
Spring Credits 18

SUMMER

NUR 123 Transition to
 Practical Nursing 3
Summer Credits 3

Total Certificate Credit Hours 39-40

LPN to RN Track

- Associate of Applied Science

This track is designed to transition licensed practical nurses into a registered nurse career in two semesters. Students must have completed the prerequisite courses described below before acceptance into the program. Students successfully completing the program will be eligible to take the national licensure examination for registered nurses. This track is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission.

Admission Requirements

A completed application must be submitted for admission to the LPN to RN Track .

An application may be obtained at any MCC campus from the career planning counselor, at the Nursing Department (1977 West Acoma Blvd., Lake Havasu City, AZ, 86403) or online at www.mohave.edu. Call 928.505.3368 for more details.

Prerequisites

BIO 201 Anatomy and Physiology I . . 4
 BIO 202 Anatomy and Physiology II 4
 ENG 101 English Composition I . . . 3
 PSY 101 Introductory Psychology . . . 3
 PSY 245 Lifespan Development . . . 3
 MAT 100-level Mathematics 3-4
 NUR 137 LPN Articulation Course . . . 3
Total Credit Hours 23-24

In addition the applicant must

1. Be a graduate of an approved/ accredited practical nursing program.
2. Provide a copy of current LPN

license to gain credit for Nursing I and Nursing II (16 credits)

3. If the applicant has been inactive in nursing for 4 years or more, the applicant must show evidence of successful completion of a refresher course within the past year.
4. Achieve an acceptable score on the Nursing Entrance Test.

Program Requirements

FALL

NUR 221 Nursing III 8
 ENG 102 English Composition II. . . 3
 BIO 205 Microbiology 4
Fall Credits 15

SPRING

NUR 222 Nursing IV 8
 Arts and Humanities Elective 3
Spring Credits 11

Total Degree Credit hours . . 65-66

Accelerated Nursing for Paramedics

This program is designed to transition paramedics into a registered nurse career in three semesters beginning with summer sessions. Students must have completed the prerequisite courses described below before acceptance into the program and beginning the summer sessions. Students successfully completing the program will be eligible to take the national licensure examination for registered nurses. The program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission.

Admission Requirements

A completed application must be submitted for admission to the Paramedic to RN track of the Nursing Program. An application may be obtained at any MCC campus from the career planning counselor, at the nursing department at the address listed below or online at www.mohave.edu. The paramedic is required to have current paramedic certification, two years of prehospital

experience and appropriate Nurse Entrance Test scores. 1977 W. Acoma Blvd., Lake Havasu City, AZ 86403 Call 928.505.3368 for more details.

General Education Requirements

BIO 201 Human Anatomy and
 Physiology I 4
 BIO 202 Human Anatomy and
 Physiology II 4
 BIO 205 Microbiology 4
 ENG 101 English Composition I . . . 3
 PSY 101 Introductory Psychology . . 3
 PSY 245 Lifespan Development . . . 3
 Any 100-level or above MAT
 prefix course 3-4

Total General Education Credit. . 24-25

Program Requirements

SUMMER

NUR 150 Transition to Nursing I . . . 3
 NUR 175 Transition to Nursing II . . . 9
Summer Credits 12

FALL

NUR 221 Nursing III 8
 NUR 225 Transition to Nursing III . . . 1
 ENG 102 English Composition II. . . 3
Fall Credits 12

SPRING

NUR 222 Nursing IV 8
 NUR 275 Transition to Nursing IV . . . 2
 Any Humanities course
 100-level or above 3
Spring Credits 13

Total Degree Credit Hours . . 61-62

Nursing

- Associate of Applied Science

This program is designed to prepare students for a career as a registered nurse. Students must have completed the prerequisites described below before applying for admission to this program. Students successfully completing the program will be eligible to take the national licensure examination for registered nurses. The program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission.

| Career and Technical Programs

Admission Requirements:

1. Graduate of a high school that is accredited by a regional accrediting association as defined by the United States office of education or approved by a state board of education or other appropriate state educational agency; has a high school certificate of equivalency; is 18 years of age or older and demonstrates evidence of potential success in the community college; or is a transfer student in good standing from another college or university.
2. Successful completion (with a "C" or better) of Fundamentals of Chemistry and a 100 level Biology. Acceptable college courses are:
 - a. BIO 100 Biology Concepts, BIO 181 General Biology or one semester of anatomy and physiology with lab. Students are given the opportunity to, by examination, to demonstrate competency in BIO 100. An examination will be available by appointment on each campus site. If competency is not demonstrated, the course must be taken.
 - b. CHM 130 Fundamentals of Chemistry or CHM 151 General Chemistry I
3. College courses over ten (10) years old will not be accepted as credit for biology and the chemistry requirement. Sciences over 10 years old will not transfer for General Education credits.
4. A student must have attained an appropriate score on the Assessment Test or have successfully completed PCS021-Reading Stage 2, TRE 089 Transitional English and TRM 091 Transitional Math prior to application to the Nursing Program.
5. Acceptable score on the Nursing Entrance Test (NET).
6. Extra consideration is given to applicants with general education co-requisites completed, Arizona residency, health care experience, and positive references.

A completed application must be submitted for admission to the Nursing Program once the prerequisite courses have been completed. An application for admission may be obtained from any MCC campus career counselor, at the Nursing Department (1977 West Acoma Blvd., Lake Havasu City, 86403) or online at www.mohave.edu. Application to the Nursing Program is not a guarantee of admission. Call 928.505.3368 for further details.

Application Requirements

- Completed Nursing Application
- Three (3) Professional References
- Official College and High School Transcripts (See Admission Information Packet)
- Nursing Entrance Test Results
- Verification of health care experience
- Verification of residency

FALL YEAR ONE

BIO 201 Human Anatomy & Physiology I	4
PSY 101 Introductory Psychology . . .	3
NUR 121 Nursing I	8
Any 100-level or above	
MAT prefix course	3-4
Fall Credits Year One	18-19

SPRING YEAR ONE

BIO 202 Human Anatomy & Physiology II	4
ENG 101 English Composition I . . .	3
NUR 122 Nursing II	8
PSY 245 Lifespan Development . . .	3
Spring Credits Year One	18

FALL YEAR TWO

BIO 205 Microbiology.	4
ENG 102 English Composition II . . .	3
NUR221 Nursing III	8
Fall Credits Year Two	15

SPRING YEAR TWO

HUM 150 Intro to the Humanities I	
OR	
HUM 151 Intro to the Humanities II .	3
NUR 222 Nursing IV	8
Spring Credits Year Two.	11

Total Degree Credit Hours . . 62-63

Requirements for Graduation

Passing all core nursing courses and co-requisite courses with a "C" grade or better or an 85% predictability of passing the NCLEX.

Health Policy for Nursing

Upon admission to the program, students will be required to:

1. Sign a waiver releasing the Department of Nursing and Mohave Community College from responsibility for injury or illness resulting from exposure to disease, medicines, or treatments and sign a release of medical information.
2. Present evidence of two-step tuberculosis testing within the past year.
3. Provide a documentation of measles, mumps, rubella immunizations and a varicella titer.
4. Provide evidence of HBV vaccination series or declination.
5. Provide documentation of physical examination within the six-month period immediately prior to admission to nursing program demonstrating the student's ability to perform the essential functions of the profession with or without reasonable accommodations.
6. Provide evidence of a negative drug screen.
7. Pass a Department of Public Safety background check.
8. Undergo a general background check.

Nurse Refresher Programs

The RN and LPN Nurse Refresher Courses are designed to assist the nurse in updating knowledge and skills of current nursing theory and practice. The didactic work is offered online and a clinical component is necessary. The Nurse Refresher Program is approved by the Arizona State Board of Nursing.

An application for admission to the program may be obtained at any MCC

Career and Technical Programs

campus from the career planning counselor, at the nursing department at the address listed below or online at www.mohave.edu. 1977 W. Acoma Blvd., Lake Havasu City, AZ 86403 Call 928.505.3368 for more details.

Admission Requirements

Ability to obtain a temporary practice license from the Arizona State Board of Nursing; current CPR card at health care provider level, signed preceptor agreement and required health data. Students must register through the Nursing Office.

NUR 135 LPN Refresher	6
NUR 235 RN Refresher	9
Total Credit Hours	15

Pharmacy Technology - Certificate

The Pharmacy Technology Certificate provides the basic health care skills students will use as pharmacy technicians. Pharmacy technicians can find employment in hospitals, nursing care facilities, drug stores, drug manufacturers, wholesale drug houses, and health maintenance organizations. Program graduates are prepared to assist the pharmacist in the packaging and distribution of medication.

CHM 130 Fundamentals of Chemistry	4
CHM 140 Fundamental Organic and Biochemistry.	4
PHT 170 Introduction to Pharmacy Technology	2
PHT 171 Pharmaceutical Calculations	4
PHT 172 Drug Therapy I.	4
PHT 174 Pharmacy Operations	3
PHT 178 Pharmacy Microcomputers	3
PHT 180 Sterile Products	4
PHT 182 Drug Therapy II	4
PHT 187 Pharmacy Law and Ethics	3
PHT 190 Pharmacy Technician Internship	4

Total Certificate Credit Hours . 39

Pharmacy Technology - Associate of Applied Science

The Associate of Applied Science Pharmacy Technology Degree program provides the basic health care skills students will use as pharmacy technicians. Pharmacy technicians can find employment in hospitals, nursing care facilities, drug stores, drug manufacturers, wholesale drug houses, and health maintenance organizations. Program graduates are prepared to assist the pharmacist in the packaging and distribution of medication. The A.A.S. degree student will have professional, technical skills with additional education in administration, supervisory skills, and basic sciences. The degree student will have spent considerable time in laboratory and clinical training.

SPRING YEAR ONE

CHM 130 Fundamentals of Chemistry	4
PHT 170 Introduction to Pharmacy Technology.	2
PHT 171 Pharmaceutical Calculations	4
PHT 172 Drug Therapy I.	4
Spring Credits Year One	14

FALL YEAR ONE

CHM 140 Fundamental Organic and Biochemistry	4
ENG 101 English Composition I.	3
PHT 174 Pharmacy Operations	3
PHT 178 Pharmacy Microcomputers.	3
PHT 180 Sterile Products	4
Fall Credits Year One	7

SPRING YEAR TWO

BIO 100 Biology Concepts	4
BUS 204 Business Communications	
OR	
COM 121 Interpersonal Communications	3
PHT 181 Interprofessional Relations in Pharmacy.	3
PHT 182 Drug Therapy II	4
PHT 187 Pharmacy Law and Ethics	3
Spring Credits Year Two.	17

FALL YEAR TWO

PHT 189 Pharmacy Technician Administration	3
PHT 190 Pharmacy Technician Internship	4
PSY 101 Introductory Psychology	3
SOC 131 Introduction to Sociology	3
Global Awareness Course (1) choose any listed in AAS	3-4
Fall Credits Year Two	16-17

Total Degree Credit Hours . . 64-65

Physical Therapist Assistant - Associate of Applied Science

* "Mohave Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA, 22314; 703.706.3245; email: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation

status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation."

The Physical Therapist Assistant program is a two-year course of study designed to prepare the student for the PTA licensing exam. Physical therapist assistants work with people of all ages suffering from weakness, stroke, surgery, orthopedic problems, wounds, spinal cord injury, and brain injury to help them achieve their rehabilitation goals. Physical therapist assistants are usually employed in outpatient physical therapy clinics, hospitals and skilled nursing facilities.

FALL YEAR ONE

BIO 160 Anatomy & Physiology of Human Structure and Function	4
COM 121 Interpersonal Communication	

OR

Career and Technical Programs



COM 151 Public Speaking 3
 PTA 101 Survey of Physical Therapy . 3
 PTA 103 Kinesiology. 4
 PTA 200 Patient Mobility Techniques. 4
Fall Credits Year One 18

SPRING YEAR ONE

ENG 101 English Composition I . 3
 PTA 202 Physical Therapy
 Modalities 5
 PTA 203 Clinical Pathology 3
 PTA 205 Communication in
 Physical Therapy 2
 PTA 214 Electro-modalities 3
Spring Credits Year One 16

SUMMER YEAR ONE

PSY 101 Introductory Psychology . . . 3
 PTA 206 Clinical Practicum I 4
Summer Credits Year One 7

FALL YEAR TWO

MAT 121 Intermediate Algebra 4
 PTA 208 Rehab. Of Special
 Populations. 5
 PTA 210 Orthopedic Physical
 Therapy. 4

PTA 215 Wound Care 1
 PTA 217 Clinical Neurology 2
Fall Credits Year Two 16

SPRING YEAR TWO

PTA 230 Physical Therapy Seminar . 2
 PTA 280 Clinical Practicum II 5
 PTA 290 Clinical Practicum III 5
Spring Credits Year Two. 12

Total Degree Credit Hours 69

Radiologic Technology Partnership with Arizona Western College

MCC currently has an articulation agreement with Arizona Western College (AWC) that will allow Mohave County students to take the courses that are a prerequisite for admission to AWC's Radiologic Technology Program. The student would take the courses listed below, apply to AWC and the Radiologic Technology department, and transfer to AWC to attain the degree.

The Radiologic Technology program is a comprehensive competency-based program of study that prepares students to take the National Registry Examination offered by the American Registry of Registered Technologists and allows successful students to graduate with entry-level expertise in the field of diagnostic radiology. Students will be able to use critical thinking skills and the application of technology for the fulfillment of personal goals, for community-centered professional practice, or to be eligible for education and training in other specialized diagnostic imaging fields.

BIO 160 Anatomy & Physiology of
 Human Structure & Function 4
 CIS 110 Intro to Computer
 Information Systems 3
 ENG 101 English Composition I 3
 ENG 102 English Composition II 3
 HES 113 Medical Terminology. 3
 MAT 142 College Mathematics. 3
 PSY 101 Introductory Psychology . . . 3

Choose 1 from the following:

ART 130, ART 230, ENG 233, ENG 234,
 ENG 235, ENG 236, MUS 101, PHI 101,
 PHI 151, PHI 201, or PHI 205 3

Total Credits at MCC 25

Surgical Technology - Certificate

Prerequisites

- HES 113 Medical Terminology and CPR at the health care provider level.
- Appropriate score on reading, communication and math assessment test.
- Students who have passed PCS 021, TRE 089 and TRM 090 will not be required to take an assessment test.

Health Policy for Surgical Technology Upon admission, students will be required to:

1. Sign a waiver releasing Mohave Community College from the responsibility for injury or illness resulting from exposure to disease, medicines or treatments and sign a

Career and Technical Programs

- release of medical information.
2. Present evidence of two-step tuberculosis testing within the past year.
3. Provide a documentation of measles, mumps, rubella immunizations and a varicella titer.
4. Provide evidence of HBV vaccination series or declination.
5. Provide documentation of physical examination within six months prior to admission to surgical technology program demonstrating the student's ability to perform the essential functions of the designated profession with or without reasonable accommodations.
6. Provide evidence of a negative drug screen.

Requirements for Completion of Surgical Technology Program

In order to progress within the Surgical Technology Program and achieve status as a candidate for graduation, the student must achieve a minimum of a 75 percent in all Surgical Technology courses and pass Clinical Lab and Clinical Site Competencies.

Students who choose to pursue an AAS degree or a baccalaureate degree need to be aware that the surgical technology courses are specialized to produce a surgical technologist in a one-year period of time. Colleges and universities may not offer equivalent training and they may not grant any transfer credit.

This is a one-year program which will equip the student with the knowledge necessary to take the national certification examination for Surgical Technology. The program is accredited by the Commission on Accreditation of Allied Health Education Programs [CAAHEP] in cooperation with the Accreditation Review Committee on Education in Surgical Technology.

FALL

- SGT 101 Orientation & Introduction to Surgery 2
- SGT 102 Surgical Techniques 6
- SGT 105 Microbiology for Surg Tech. 2

- BIO 160 Anatomy & Physiology of Human Structure & Function 4
- Fall Credits14**

SPRING

- SGT 111 Pharmacology for Surgical Technology. 1
- SGT 201 Surgical Procedures I 7
- SGT 202 Surgical Procedures II 6
- Spring Credits14**

SUMMER

- SGT 203 Specialty Areas 7
- Summer Credits 7**
- Total Degree Credit Hours 35**

Surgical Technology - Associate of Applied Science

This two-year program prepares the student to take the national certification examination for Surgical Technology. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Committee on Education in Surgical Technology.

In order to progress within the Surgical Technology Program and achieve status as a candidate for graduation, the student must achieve a minimum of a 75 percent in all Surgical Technology courses and pass Clinical Lab and Clinical Site Competencies.

General Education Core Requirements

COMMUNICATIONS

- ENG 101 English Composition 3
- AND**
- ENG 102 English Composition II 3
- OR**
- BUS 204 Business Communications . . 3

CRITICAL THINKING AND REASONING

- BIO 100 or 160. 4

GLOBAL AWARENESS

- PSY 101 Introductory Psychology . . . 3

TECHNOLOGY

- CIS 110 or above 3
- Total16**

Surgical Technology Requirements

- SGT 101 Orientation and Introduction to Surgery. 2
- SGT 102 Surgical Techniques 6
- SGT 105 Microbiology for the Surgical Technologist. 2
- SGT 111 Pharmacology for Surgical Technology 1
- SGT 201 Surgical Procedures I. 7
- SGT 202 Surgical Procedures II..... . 6
- SGT 203 Concentration of Specialty Areas. 7
- SGT 204 Specialty Areas II. 6
- Total37**

Other Requirements

- MEA 100 Medical Law and Ethics . . . 3
- HES 113 Medical Terminology. 3
- BIO 201 Human Anatomy & Physiology I 4
- BIO 202 Human Anatomy & Physiology II 4
- Total14**

Total Degree Requirements. . . . 67

Business

Bookkeeping - Certificate

This certificate is designed to help people obtain immediate jobs as bookkeepers by providing them with the skills to work with general ledger, receivables, payables, payroll, and accounting systems. After completing this certificate and the requisite work experience, students may consider sitting for the national Professional Bookkeepers exam. For more information on this exam, please visit www.aipb.org.

- ACC 125 Introduction to Accounting with QuickBooks 4
- CIS 131 Microsoft Office Suite 3
- GBS 110 Business Math 3
- ACC 135 Accounting Systems and Procedures 3
- ACC 139 Income Tax Accounting
- OR**
- ACC 143 Payroll Accounting 3
- CIS 136 Microsoft Excel. 3

Total Certificate Credits 19

| Career and Technical Programs

Accounting

- Associate of Applied Science

The Associate of Applied Science Degree in Accounting provides students with skills in accounting procedures and practices, finance, and computer technologies. Teamwork, leadership, problem-solving skills and effective business communications will be emphasized throughout the program. Graduates will be prepared for entry level employment in accounting, bookkeeping, tax preparation, payroll, and office management.

General Education Requirements . . .15

- GBS 105 Business English
- OR**
- ENG 101 English Composition 1 . . . 3
- BUS 204 Business Communications . 3

Communications 3

- GBS 110 Business Math
- Crit. Thinking/Reasoning 3**
- BUS 206 Micro Economics

Global Awareness. 3

- CIS 131 Microsoft Office Suite Technology. 3
- Total General Education credits . . .15**

Accounting Core Requirements . . .31

- ACC125 Introduction to Accounting with QuickBooks 4
- BUS 221 Financial Accounting 3
- BUS 222 Managerial Accounting . . . 3
- ACC 143 Payroll Tax Accounting . . . 3
- ACC 155 Cost Accounting 3
- ACC 225 Intermediate Accounting I . 3
- ACC 230 Intermediate Accounting II 3
- ACC 135 Accounting Systems and Procedures. 3
- ACC 139 Income Tax Accounting. . . 3
- ACC 250 Non-Profit and Governmental Accounting . 3

Total Accounting Core Credits31

Business/Management Requirements 12

- GBS 101 Introduction to Business . . 3
- GBS 230 Business Law
- OR**
- BUS 202 Legal Environment of Business 3
- MGT 221 Financial Management . . . 3
- BUS 207 Macro Economics 3

Additional CIS Requirements 6

- CIS 136 Microsoft Excel Spreadsheets 3
- CIS 135 Microsoft Access Database 3
- Total Additional CIS credits 6

Total Degree Credits 64

Entrepreneurship

- Certificate

Over the next decade, a majority of the U.S. job growth and economic expansion is forecast to come from the start-up and growth of entrepreneurial enterprises and small businesses. This Certificate is designed to provide students with the basic knowledge necessary to think like entrepreneurs in recognizing new business opportunities. It integrates functional areas of entrepreneurship such as start-up procedures including idea generation and business plan preparation with an overview of marketing, financing, and accounting principles.

- ENT 100 Discovering Entrepreneurship 3
- ENT 110 Finding Ideas & Business Opportunities. 3
- ENT 120 Marketing & Market Analysis for Entrepreneurs . 3
- ACC 125 Accounting Principles w/ Quickbooks 4
- ENT 130 Financial & Money Management 3

ENT 140 Creating the Business Plan . 3

Total Certificate Credits 19



Entrepreneurship and Small Business Management

- Associate of Applied Science

Over the next decade, a majority of the U.S. job growth and economic expansion is forecast to come from the start-up and growth of entrepreneurial enterprises and small businesses. This program is designed to prepare students for a career as a small business owner, and emphasizes the skills and behavior patterns necessary to contribute to business success, including the essential aspects of recognizing and researching opportunities which lead to starting and owning a successful small business venture. Students will study the steps to start up a new local

| Career and Technical Programs

or web-based business, learn to avoid pitfalls in purchasing an existing business and receive hands-on experience in business plan development, record keeping, marketing, advertising, human resources, leadership and management skills, computer applications, and salesmanship.

General Education Requirements . . .15

- GBS 105 Business English Communications 3
- BUS 204 Business Communications 3
- GBS 110 Business Math 3

Crit. Thinking/Reasoning 3

- BUS 206 Micro Economics

OR

Global Awareness

- BUS 207 Macro Economics 3
- CIS 131 Microsoft Office Suite Technology 3

Total General Education credits . . .15

Entrepreneurship Requirements . . .31

- ENT 100 Discovering Entrepreneurship 3
- ENT 110 Finding Ideas & Business Opportunities 3
- ENT 120 Marketing and Market Analysis for Entrepreneurs . 3
- ACC 125 Accounting Principles with QuickBooks 4
- ENT 130 Financial and Money Management 3
- ENT 140 Creating the Business Plan 3

Entrepreneurship Certificate credits .19

- ENT 210 Managing & Hiring Employees 3
- ENT 220 Risk Management and Insurance 3
- ENT 230 Global Trends and Global Markets 3
- ENT 250 Small Business Management 3

Advanced Entrepreneurship credits . .12

Total Entrepreneurship credits . . .31

Additional Program Requirements . .15

- GBS 230 Business Law 3
- CIS 136 Excel Spreadsheets 3
- CIS 140 Indesign Desktop Publishing with Adobe . . . 3
- CIS 143 Web Page Design 3
- CIS 241 E-Commerce Technology. . 3

Total Degree Credits 61

General Business

- Certificate

This certificate is intended to meet the needs of students who wish to gain a broad understanding of business principles. The coursework is designed to acquaint the student with major subject areas of business, such as accounting, marketing, ethics, customer service, management, and business law. Students can use this certificate to obtain an entry level position, enhance job performance or prepare for a career change.

- GBS 101 Introduction to Business . . 3
- GBS 102 Human Behavior in the Workplace 3
- ACC 125 Intro to Accounting Principles w/ QuickBooks . 4
- MGT 120 Principles of Management. 3
- GBS 121 Customer Service 3
- BUS 161 Marketing 3
- GBS 175 Business Ethics & Social Responsibility 3
- GBS 230 Business Law OR 3
- BUS 202 Legal Environment of Business 3
- BUS 247 Human Resource Management. 3
- MGT 260 Global Management 3

Total General Business Certificate 31

General Business

- Associate of Applied Science

The Associate in Applied Science (AAS) degree in General Business is designed to prepare students for the business challenges of the future by providing them with a broad understanding of business principles. The program content includes major subject areas of business such as accounting, economics, human resources, marketing, organizational and small business management, and business law. Additional skill sets such as effective oral and written communication, ethics, and computer proficiency are also emphasized. The program is intended for individuals who plan to use the competence gained from their studies for immediate employment, enhanced job performance, career advancement, or career change.

General Education Requirements

Communications 3

- BUS 204 Business Communications . 3

AND

- GBS 105 Business English

OR

- ENG 101 English Composition I 3

Crit. Thinking/Reasoning 3

- GBS 110 Business Math

Global Awareness. 3

- BUS 206 Micro Economics

Technology 3

- CIS 131 Microsoft Office Suite

Total General Education credits . . .15

General Business Certificate

(Business Core)

- GBS 101 Introduction to Business . . 3
- GBS 102 Human Behavior in the Workplace 3
- ACC 125 Intro to Accounting Principles w/QuickBooks . 4
- MGT 120 Principles of Management . 3
- GBS 121 Customer Service 3
- BUS 161 Marketing 3
- GBS 175 Business Ethics & Social Responsibility 3
- GBS 230 Business Law

OR

- BUS 202 Legal Environment of Business 3
- BUS 247 Human Resource Management. 3
- MGT 260 Global Management 3

Total General Business

Certificate (Core).31

Additional Program Requirements . .12

- ACC 143 Payroll Procedures 3
- BUS 207 Macro Economics 3
- ENT 250 Small Business Management 3
- MGT 275 Strategies of Effective Management. 3

Additional CIS Requirement 3

- CIS136 Excel Spreadsheets 3

Total Degree Credits 61

The AAS degree is not designed to transfer to a four-year college; however, many courses do transfer to many colleges.

| Career and Technical Programs

Casino Games Dealing

Casino Pit Games Dealer - Certificate

The Casino Pit Games Dealer Certificate offers training in specialized areas to prepare a student for an audition for entry-level employment in the casino industry.

Certificate Requirements

CGM 121 Casino Dealer – Poker . . .	3
CGM 122 Casino Dealer – Blackjack .	3
CGM 123 Casino Dealer – Dice (Craps)	4
CGM 124 Casino Dealer – Roulette .	4
GBS 105 Business English	3
Total minimum credit hours . .	17

Casino Pit Games Management - Certificate

The Casino Pit Games Management Certificate provides additional management training to prepare a student for advancement in the casino industry.

=Requirements . . Min. 26-27 Cr. Hours

Casino Pit Games Dealing Certificate	17
CGM 125 Casino Management:	
Floor Person	3

Electives

Choose any two from the following:

ACC 125 Introduction to Accounting with Quickbooks	4
MGT 110 Supervisory Techniques . .	3
MGT 120 Principles of Management .	3

Total minimum credit hours . 26-27

Computer Information Systems

Specialty Certificates in Computer Information Systems

The Specialty Certificate Programs provide students with skills for entry-level jobs in the field of their choice: Computer Graphics and Web Design, Systems Support and Security, Professional Applications, and Programming and Game Development.

Computer Graphics & Web Design - Certificate

The Computer Graphics and Web Design Certificate prepares students for positions in business and industry, or positions that require enhanced knowledge of computer graphics, desktop publishing and web page design. All courses satisfactorily completed in this certificate program will apply to the Associate of Applied Science degree in Computer Information Systems.

CIS 110 Intro to Computer Information Systems.	3
CIS 140 In Design Desktop Publishing	3
CIS 143 Web Page Design I	3
CIS 145 PhotoShop I.	3
Program Credits	12
Choose 6 credits from the following:	
CIS 206 Programming for Web with JavaScript.	3
CIS 241 E-Commerce Technology . .	3
CIS 243 Web Page Design II	3
CIS 245 PhotoShop II	3
Elective Credits	6

Total Certificate Credit Hours . 18

Systems Support and Security - Certificate

The Systems Support and Security certificate provides students with the skills needed to function as technical and network support for an organization. General network troubleshooting and computer repair procedures will be covered along with basic security protocols.

CIS 110 Introduction to Computer Information Systems	3
CIS 115 Computer Repair I	3
CIS 116 Computer Repair II.	3
CIS 153 Networking	3
CIS 253 Network Security.	3

Choose 3 credits (one course) from the following:

CIS 131 MS Office	
CIS 156 Firewalls and Intrusion Detection	
CIS 261 Computer Support Services	

Total Certificate Credit Hours . 18

Professional Applications - Certificate

The Professional Applications Certificate provides students a working knowledge of a variety of software programs used in business today. All courses satisfactorily completed in this certificate program will apply to the Associate of Applied Science degree in Business Administration or Computer Information Systems. Students may choose 16 credits in any combination of the following courses to complete their certificate.

Choose 16 credits from the following

CIS 135 Microsoft Access Database .	3
CIS 136 Microsoft Excel	3
CIS 138 Microsoft Word	3
CIS 140 In Design Desktop Publishing	3
CIS 141 Microsoft PowerPoint Presentations	3
CIS 143 Web Page Design I	3
CIS 145 Photoshop I	3
CIS 243 Web Page Design II	3
Elective: choose any CIS 100 or above elective	1-3

Total Certificate Credit Hours 16 - 18

| Career and Technical Programs

Programming & Game Development - Certificate

The Programming and Game Development Certificate prepares students to work as part of a programming and/or game application development team. Skills in the most commonly used programming languages will be developed and students will gain practice in systems theory, logic and design common to all programming languages. All courses successfully completed in this certificate program can apply to the Associate of Applied Science Degree in Computer Information Systems.

CIS 110 Intro to Computer Information Systems	3
CIS 120 Introduction to Programming Program Credits.	6

Choose 12 credits from the following:

CIS 125 Basic Game Design and Creation.	3
CIS 200 Programming & Game Design in Visual Basic.NET	3
CIS 204 Programming & Game Design in C++.	3
CIS 206 Programming for the Web in JavaScript	3
CIS 208 Programming in C#	3
CIS 243 Web Page Design II	3

Elective Credits	12
Total Certificate Credit Hours	18

Computer Information Systems - Associate of Applied Science

The Associate of Applied Science degree is intended for students who plan to use the competence gained from their studies—in-depth, career-specific training leading to a new technical career - for immediate employment.

When a student completes the required the CIS AAS degree foundation courses and then chooses two other specialty

certificates - certain courses will overlap for these degrees including CIS 110, CIS 120, and CIS 153. The student must take alternate CIS courses or courses from the General Education Core Requirements to fulfill the 30 credits of specialty certificate requirements.

Foundation Courses

GBS 105 Business English	
OR	
ENG 101 English Composition I	3
GBS 110 Business Math.	3
CIS 110 Introduction to Computer Information Systems	3
CIS 120 Introduction to Programming	3
CIS 153 Networking Essentials	3
Total Foundation Credits	15

Two specialty certificates AND any CIS 100 or above, OR a General Education Core requirement course for a minimum of 30 credits

CIS 100 or above electives	30
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Degree Requirements

BUS 204 Business Communications	3
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Global Awareness

BUS 206 Micro Economics	
OR	
BUS 207 Macro Economics.	3

Capstone Courses

CIS 210 Database Management & SQL Design	3
CIS 270 Systems Analysis & Design.	3
CIS 280 Internship	
OR	
CIS 290 Special Project.	3
Total Credit Hours	60

Systems Administration - Associate of Applied Science

The Associate of Applied Sciences (AAS) degree in CIS Systems Administration will transfer to Northern Arizona University for completion toward a BAS degree in Technology Management.

Note: Students may complete their degree with NAU through online classes.

Communication	6
ENG 101 English Composition I	
ENG 102 English Composition II	
Critical Thinking & Reasoning	4
MAT 151 College Algebra	

Global Awareness/Humanities
Choose 1 course from the AAS General Education Checklist.

Physical & Biological Sciences
Choose 1 course from the AAS General Education Checklist.

Computer Science
CIS 110 Intro to Computer Information Systems

General Education Credits	20
CIS 115 Computer Repair I.	3
CIS 116 Computer Repair II	3
CIS 120 Introduction to Programming	3
CIS 143 Web Page Design I	3
CIS 153 Networking Essentials	3
CIS 210 Database Management & SQL Design	3
CIS 261 Computer Support Services	3
CIS 270 Systems Analysis and Design	3

Choose 9 credits from the following:

CIS 200 Programming & Game Design in Visual Basic.NET	3
CIS 204 Programming & Game Design in C++.	3
CIS 206 Programming for the Web in Javascript	3
CIS 208 Programming in C#	3

CIS Credits

Choose 9 credits from the following:	
GBS 101 Introduction to Business.	3
ACC 125 Intro to Accounting with QuickBooks	4

OR	
BUS 221 Financial Accounting	3
BUS 206 Micro Economics	3
Department Credits	9
Total Degree Credit Hours	62-63

Essential Computer Technology - Certificate of Completion

This Certificate Program offers training in basic computer skills. This six-credit hour certificate does not qualify as a

Career and Technical Programs



CIS Specialty Certificate towards the Associate of Applied Science CIS degree. However, these credits may be included in the elective credits, if needed, toward degree completion.

Choose 6 credits from the following:

- CIS 100A Your New Computer & You . . . 1
- CIS 100B Learn to Use Windows . . . 1
- CIS 100C How to Use the Internet . . . 1
- CIS 100D The Basics of Word Processing 1
- CIS 100E Using Spreadsheets – Excel Basics 1
- CIS 100F Using Databases – Access Basics 1
- CIS 100G Your Digital Camera and You. 1
- CIS 100K Computer Presentations Using PowerPoint. 1
- CIS 100M Create Your Own Web Page 1
- CIS 105 Computers for Beginners
- OR** any other CIS 100 course 3

Total Certificate Credit Hours . . . 6

Culinary Arts

Baking and Pastry - Certificate

This comprehensive certificate covers baking and pastry arts.

- CUL 111 Introduction to Culinary . . . 4
- CUL 114 Baking 4
- CUL 115 Sanitation & Safety 3
- CUL 215 Artisan Breads 4
- CUL 216 Advanced Baking & Pastry . 4
- CUL 217 Chocolate, Confections, Sugar Work & Restaurant Desserts 4

Total Certificate Credits 23

Culinary Arts and Hospitality - Certificate

The Culinary Arts and Hospitality program offers a strong balance between the technical hands on training in culinary techniques and the theoretical training required to succeed in food service and hospitality management.

Program Requirements

- CUL 111 Introduction to Culinary . . . 4
- CUL 112 Techniques of Healthy Cooking 4
- CUL 113 Saucier 4
- CUL 114 Baking 4
- CUL 115 Sanitation and Safety 3
- CUL 116 Supervision. 3
- CUL 117 Purchasing & Receiving . . . 3
- CUL 118 Hospitality & Culinary Marketing 3
- CUL 119 Externship 3
- CUL 211 Food and Beverage Cost Control 3
- CUL 212 American Regional Cuisine. 4
- CUL 213 International Cuisine 4
- CUL 214 Hospitality and Culinary Law 3

Total Certificate Credit Hours . 45

Culinary Arts and Hospitality

- Associate of Applied Science

The Culinary Arts and Hospitality program offers a strong balance between the technical hands on training in culinary techniques, the theoretical training, and the general education core values required to succeed in food service and hospitality management. The courses are offered on a year round basis.

General Education Requirements. . . 15

ENG 101 English Composition I

OR

- GBS 105 Business English 3
- COM 151 Public Speaking 3
- GBS 175 Business Ethics 3
- PSY 101 Introductory Psychology . . 3
- CIS 110 Introduction to Computer Information Systems

OR

CIS 131 Microsoft Office Suite 3

Program Requirements

- CUL 111 Introduction to Culinary . . . 4
- CUL 112 Techniques of Healthy Cooking 4
- CUL 113 Saucier 4
- CUL 114 Baking 4
- CUL 115 Sanitation and Safety 3
- CUL 116 Supervision. 3
- CUL 117 Purchasing and Receiving . 3
- CUL 118 Hospitality and Culinary Marketing 3

Career and Technical Programs

CUL 119 Externship	3
CUL 211 Food and Beverage Cost Control	3
CUL 212 American Regional Cuisine.	4
CUL 213 International Cuisine	4
CUL 214 Hospitality and Culinary Law	3
Total Program Requirements45
Total Degree Credit Hours	60

Industrial Technology Programs

Automotive Collision Repair Technology - Associate of Applied Science

The Associate of Applied Science degree in Automotive Collision Repair Technology provides the necessary skills in the areas of basic mechanics, metal working, welding metal and plastics, damage analysis and structural repair, and preparation for painting repaired automobiles as well as in the areas of communication, technical writing and mathematics.

Automotive collision repair technicians are hired by automobile dealerships and independent auto body repair shops. As an experienced technician, the student may also choose to open a business, work as an insurance adjuster, or become a factory representative for industry suppliers.

SPRING YEAR ONE

ACT 110 Safety in Collision Repair.	2
ACT 111 Metal Welding and Cutting I	3
ACT 121 Non Structural Repair Preparation	3
ACT 123 Metal Finishing and Body Filling	3
ACT 141 Refinish Safety	1
ACT 142 Surface Preparation I	2
ACT 143 Spray Equipment Operation	2
Spring Credits Year One16

FALL YEAR ONE

ACT 150 Panel Repairs and Replacements	3
ACT 151 Structural Damage Diagnosis	3
ACT 152 Structural Damage Repair.	3
ACT 153 Refinishing I	2
ACT 160 Fixed Glass, Plastics and Adhesives.	2
*Critical Thinking & Reasoning Course.	3-4
Fall Credits Year One	16-17

SPRING YEAR TWO

ACT 205 Estimating and Shop Management	3
ACT 211 MIG Welding and Cutting II.	2
ACT 231 Adv Structural Damage Diagnosis & Repair	3
ACT 237 Automotive Collision Tech Lab	3
ACT 241 Paint Defects-Causes and Cures.	3
*Communications Course (1)	3
Spring Credits Year Two.17

FALL YEAR TWO

ACT 242 Surface Preparation II	2
ACT 243 Refinishing II	2
ACT 244 Final Detail	2
*Communications Courses (1)	3
*Global Awareness Course	3
*Technology Course	3

***Choose from AAS General Education Checklist.** Although these general education courses are listed as part of the second and fourth semesters, it is highly encouraged that the student take the second semester "Critical Thinking" and one of the "Communication" courses during the summer semester.

Fall Credits Year Two15
Total Degree Credit Hours	64-65

Automotive Service Technology - Associate of General Studies

Students completing this two-year program will receive an Associate of General Studies degree and will be prepared to test for ASE (Automotive Service Excellence) certification in eight specific areas.

FALL YEAR ONE

ASE 101 Workplace Skills Training	1
ASE 102 Introductory Automotive Technology	2
ASE 111 Electrical/Electronic Systems I	2
ASE 112 Electrical/Electronic Systems II	3
ASE 113 Electrical/Electronic Systems III.	2
ASE 131 Automotive Refrigeration Theory	2
ASE 132 Automotive HVAC Systems	3
Fall Credits Year One15

SPRING YEAR ONE

ASE 141 Automotive Engines I	3
ASE 142 Automotive Engines II	4
ASE 151 Automotive Ignition Systems	2
ASE 152 Intake and Exhaust Systems	2
ASE 153 Fuel Delivery Systems I	2
ASE 154 Fuel Delivery Systems II.	2
BUS 105 Business English.	3
Spring Credits Year One18

FALL YEAR TWO

ASE 255 Emission Control Systems	1
ASE 256 On-Board Diagnostic Systems	2
ASE 257 Automotive Ignition Systems	2
ASE 260 Manual Transmission Systems	2
ASE 261 Automotive Drive Axles and Differentials	2
ASE 262 NVH Theory/Diagnostic Strategy	1
ASE 271 Automatic Transmission Systems I	3
ASE 272 Automatic Transmission Systems II	2
Fall Credits Year Two	5

SPRING YEAR TWO

ASE 273 Four Wheel/All-Wheel Drive Systems	1
ASE 281 Brake Systems I.	3
ASE 282 Brake Systems II	3
ASE 291 Suspension and Steering I.	3
ASE 292 Suspension and Steering II	3
Spring Credits Year Two.13

Total Degree Credit Hours	61
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| Career and Technical Programs

Drafting - Mechanical Computer Aided - Certificate

The Mechanical Computer Aided Drafting Certificate prepares for entry-level employment in a commercial/manufacturing setting. In addition to manual drafting and basic CAD techniques, students will study descriptive geometry, geometric dimensioning and tolerancing and their importance in the mechanical/manufacturing environment. Both two-dimensional and three-dimensional drawing will be covered, as well as wireframe modeling, parametric solid modeling, and motion simulation.

DFT 100	Technical Sketching / Drawing	3
DFT 110	Computer Aided Drafting I	3
DFT 112	Computer Aided Drafting II.	3
DFT 115	Mechanical/Electro-Mechanical Computer Aided Drafting & Design I	3
DFT 125	Descriptive Geometry	3
DFT 201	Geometric Dimensioning and Tolerancing	3
DFT 205	Intro to Parametric Solid Modeling.	3

DFT 280	Computer Aided Design & Drafting Portfolio	3
Total Certificate Credit Hours		24

Drafting - Residential Computer Aided - Certificate

The Residential Computer Aided Drafting Certificate prepares students for entry-level employment in the residential construction industry. Students will learn how to prepare manual sketches, and utilize computer-aided drafting software to develop residential plans, as well as wire-frames and solid-modeling techniques for rendering and shading.

DFT 100	Technical Sketching / Drawing	3
DFT 110	Computer Aided Drafting I	3
DFT 112	Computer Aided Drafting II.	3
DFT 211	Residential Computer Aided Drafting & Design	3
DFT 215	Three-Dimensional Residential Drafting & Design	3
DFT 280	Computer Aided Design & Drafting Portfolio.	3
BTR 100	Blueprint Reading	3

BTR 121	Estimating for Residential & Commercial Building	3
Total Certificate Credit Hours		24

Drafting - Computer Aided

- Associate of Applied Science

The A.A.S. degree in Computer Aided Drafting prepares graduates for work as a drafter in the residential and commercial marketplaces. Students will learn how to perform manual drafting, computer-aided (AutoCAD) drafting, in both two-dimensional and three-dimensional modes. The concepts and techniques of integrating CAD drawings into renderings will also be covered.

AAS General Education Credits.		15
DFT 100	Technical Sketching / Drawing	3
DFT 110	Computer Aided Drafting I.	3
DFT 112	Computer Aided Drafting II	3
DFT 115	Mechanical/Electro-Mechanical Computer Aided Drafting & Design I.	3
DFT 125	Descriptive Geometry	3



Career and Technical Programs

DFT 201	Geometric Dimensioning and Tolerancing	3
DFT 205	Intro to Parametric Solid Modeling	3
DFT 211	Residential Computer Aided Drafting & Design . . .	3
DFT 215	Three-Dimensional Residential Drafting & Design	3
DFT 280	Computer Aided Design & Drafting Portfolio	3

Program Credits30

CIS 131	Microsoft Office Suite	3
CIS 145	Photoshop	3
BTR 100	Blueprint Reading	3
BTR 121	Estimating for Residential & Commercial Building . . .	3

Other Credits.12

Choose 1 from the following prefixes:

ELC, HVA, CIS, BUS, WLD, ACC, MGT, GBS	
Elective Credits	3

Total Degree Credit Hours . . . 60

Electrician - Certificate

Graduates of the Electrician Certificate are provided with the skills necessary to be successful as electricians in the workplace. Topics of study will include residential and industrial electricity, power distribution systems, electric motors and controls, and low-voltage system installation and maintenance. Students will be provided with opportunities to work in teams and develop appropriate communications skills necessary to be successful in the workplace. Workplace safety will be emphasized throughout the program of study.

BTR 100	Blueprint Reading.	3
BTR 105	Basic Trades Safety	3
ELC 110	Residential Wiring I.	3
ELC 111	Residential Wiring II	3
ELC 112	Electrical Calculations	2
ELC 115	AC/DC Theory	3
ELC 120	NEC Codes for Residential	3
ELC 210	Commercial/Industrial I	3
ELC 211	Commercial/Industrial II	3

ELC 200	Grounding & Bonding.	2
OR		
ELC 205	Programmable Logic Controllers	3
ELC 220	Electrical Motors & Controls	3
ELC 221	Low Voltage Systems	3
ELC 225	NEC Codes for Commercial	3

Total Certificate Credit Hours 37-38

Electrical - Industrial Maintenance - Certificate

Prepares graduates for employment in electrical installation and maintenance as required in an industrial setting, and is designed for individuals who have electrical workplace experience or who have completed the Residential Wiring Certificate. Students who have not previously completed an electrical program of study will be required to demonstrate their previous experience through certificates and/or letters of references from employers. Students will learn industrial troubleshooting and installation processes, the use of industrial motors and controls, as well as programmable logic controllers.

ELC 115	AC/DC Theory	3
ELC 210	Commercial/Industrial I.	3
ELC 211	Commercial/Industrial II	3
ELC 200	Grounding & Bonding	2
OR		
ELC 205	Relay Control Systems	3
ELC 220	Electrical Motors & Controls	3

Total Certificate Credit Hours 14-15

Electrical - Residential Wiring - Certificate

Prepares graduates for entry-level employment as a residential wiring installer. Graduates will learn how the proper techniques for wiring residential applications, including the use of the NEC codebook for residential electrical installations.

BTR 100	Blueprint Reading	3
ELC 110	Residential Wiring I	3
ELC 111	Residential Wiring II	3
ELC 112	Electrical Calculations	2
ELC 115	AC/DC Theory	3
ELC 120	NEC Codes for Residential.	3

Total Certificate Credit Hours . 17

Electrical Technology

- Associate of Applied Science

Prepares graduates to enter the electrical field with skills in electrical theory, maintenance and installation necessary to be successful residential and industrial technicians. Topics of study will include residential and industrial electricity, power distribution systems, electric motors and controls, and low-voltage system installation and maintenance. Students will learn to work in teams and develop the appropriate communications skills necessary to be successful in the workplace. Workplace safety will be emphasized throughout the program of study.

AAS General Education Credits 15

GBS 101	Introduction to Business	3
MGT 110	Supervisory Techniques	3
MGT 120	Principles of Management	3
GBS 121	Customer Service	3
BTR 100	Blueprint Reading	3
BTR 105	Basic Trades Safety	3

Other Credits. 18

ELC 110	Residential Wiring I.	3
ELC 111	Residential Wiring II	3
ELC 112	Electrical Calculations	2
ELC 115	AC/DC Theory	3
ELC 120	NEC Codes for Residential	3
ELC 210	Commercial/Industrial Electricity I	3
ELC 211	Commercial/Industry II	3
ELC 220	Electrical Motors & Controls	3
ELC 200	Grounding & Bonding	2
OR		
ELC 205	Relay Control Systems	3
ELC 221	Low Voltage Systems	3
ELC 225	NEC Codes for Commercial	3

| Career and Technical Programs

Program Credits 31-32

Total Degree Credit Hours . . 64-65

Heating, Ventilation & Air Conditioning - Residential - Certificate

The Certificate in Residential HVAC prepares the student for a career in residential heating, ventilation, and air conditioning. Topics will include safety and OSHA requirements, EPA certification, refrigeration theory, residential HVAC systems and installation, air distribution systems and ducting, troubleshooting and repair, including electrical and electronic diagnosis and repair.

- BTR 105 Basic Trades Safety 3
- HVA 105 Fundamentals of Refrigeration 3
- HVA 110 EPA Test Prep 1
- HVA 120 Residential HVAC Installation 3
- HVA 130 Residential HVAC 3
- HVA 140 Residential Heating 2
- HVA 150 Refrigeration Electrical Troubleshooting 3

Total Certificate Credit Hours .. 18

Refrigeration - Commercial - Certificate

The Certificate in Commercial Refrigeration prepares the student for a career in HVAC and refrigeration systems with an emphasis on commercial/ industrial applications. Topics will include safety and OSHA requirements, EPA certification, refrigeration theory, residential and commercial/industrial HVAC systems, and commercial/ domestic refrigeration repair. Advanced techniques for electrical and electronic diagnosis and repair will be emphasized.

- BTR 105 Basic Trades Safety 3
- HVA 105 Fundamentals of Refrigeration 3
- HVA 110 EPA Test Prep 1
- HVA 130 Residential HVAC 3
- HVA 150 Refrigeration Electrical

- Troubleshooting 3
- HVA 210 Commercial Air Management 2
- HVA 220 Commercial and Domestic Refrigeration . . . 3

Total Certificate Credit Hours . 18

Refrigeration Technology - Associate of Applied Science

The Associate of Applied Science Degree in Refrigeration Technology is designed to provide training in residential heating, ventilation, and air conditioning systems, as well as training in commercial HVAC, and commercial and domestic refrigeration systems. Topics will include safety and OSHA, refrigeration theory, residential HVAC installation, systems troubleshooting and repair, advanced electrical and electronic diagnosis and repair, commercial air management, hydronics, and computerized energy management systems.

AAS General Education Credits. . . 15

- BTR 100 Blueprint Reading 3
- BTR 105 Basic Trades Safety 3
- BTR 121 Estimating for Residential and Commercial Bldg . . . 3

Building Trades Credits 9

- GBS 101 Introduction to Business . . 3
- GBS 102 Human Relations in Organizations 3
- MGT 110 Supervisory Techniques . . 3
- GBS 121 Customer Service and Sales 3

Other Credits. 12

Elective Credits 6

- Choose from BUS, CIS, DFT, or any trades prefix
- HVA 105 Fundamentals of Refrigeration 3
- HVA 110 EPA Test Prep 1
- HVA 120 Residential HVAC Installation 3
- HVA 130 Residential HVAC 3
- HVA 140 Residential Heating. 2
- HVA 150 Refrigeration Electrical Troubleshooting 3

- HVA 210 Commercial Air Management 2
- HVA 220 Commercial and Domestic Refrigeration . . . 3

Program Credits 20

Total Degree Credit Hours . . . 62

Truck Driver Training - Certificate

The Tractor-Trailer Driver – Basic Certificate will provide students with 150 hours of instruction with one-on-one, hands-on training to obtain a Commercial Drivers License (CDL) to begin the students' career in the transportation industry. The program includes an ongoing placement service and refresher training for program graduates. Students interested in the program should contact the program director on the Kingman Campus for further information, application to the program and cost. Courses are only available as part of the CDL training program and are not offered individually.

- TDT 100 Basic Operation 2
- TDT 110 Safe and Advanced Operating Practices. 2
- TDT 120 Vehicle Maintenance 1
- TDT 130 Non-vehicle Activities . . . 2
- TDT 140 Preparation for CDL Written Exam. 1

Total Certificate Credit Hours . . 8

Refund Policy

MCC's Truck Driver Training program is offered in conjunction with Sage Corporation. Sage applies a prorated refund policy to students who have paid all required school charges (tuition, fees, etc.), but who cancel prior to starting class, withdraw after beginning classes, are terminated from the program, or otherwise fail to complete the program on or after the first day of the class enrollment for which they were charged.

Cancellation

If cancellation is effective within

| Career and Technical Programs

three business days after signing the Enrollment Agreement, but prior to the start of class, all money paid to the school will be refunded. If the applicant cancels the Agreement more than three business days after signing an Enrollment Agreement and making an initial payment, but prior to the start of classes, the applicant will be entitled to all money paid to the school minus \$100, or 5 percent of school charges (tuition, fees, etc.), whichever is less. Students who have not visited the school facility prior to enrollment will have the opportunity to cancel without penalty (full refund) within three business days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

Withdrawal and Termination

The enrollment period is measured in calendar time, and the refund is calculated based upon the last recorded day that the student attended the Sage program. Under the pro-rata calculation, Sage will only retain the amount of the total school charges (tuition, fees, etc.) proportional to the time completed by the student in the enrollment period. The pro-rata refund calculation is based upon the portion of the enrollment period that remains after the student's withdrawal date, which is calculated by dividing the time remaining in the enrollment period by the total time in the enrollment period. The resulting fraction is converted to a percentage and rounded down to the nearest 10 percent. All required school charges paid to Sage by the student are included in the refund calculation, except that Sage will retain a reasonable administrative fee not to exceed \$100 or 5 percent of the total school charges (whichever is less).

Refund policies of the federal or state government or an accredited agency that are in effect during the enrollment period, and which award more than Sage's refund policy, will be applied in lieu of Sage's policy. Sage will refund unearned tuition according to the school's Refund Policy within 30 days of the student's last day of attendance.

Welding Technology - Wire Feed and Shielded Metal Arc - Certificate

This certificate prepares students for maintenance welding, home welding, and an entry-level welder positions using gas metal arc welding, flux core arc welding-gas shielded, flux core arc welding-self shielded, shielded metal arc welding, and oxyacetylene welding and cutting.

WLD 101	Introduction to Welding	3
WLD 114	Math For Welders.	3
WLD 125A	Shielded Metal Arc Welding	5
WLD 125B	Shielded Metal Arc Welding	5
WLD 129	Gas Metal Arc Welding	5
WLD 201	Flux Cored Arc Welding	5
Total Certificate Credit Hours		26

Welding Technology - Associate of Applied Science

This degree provides training in Shielded Metal Arc Welding, Gas Tungsten Arc Welding, Gas Metal Arc Welding, Flux Core Arc Welding-Gas Shielded, Flux Core Arc Welding-Self Shielded and welding certifications for students to be employed as a welder.

Communications		6
<i>Choose 2 courses from the AAS General Education Core requirements.</i>		
Critical Thinking		3
WLD 114	Math For Welders	
Global Awareness.		3-4
<i>Choose 1 course from the AAS General Education Core requirements.</i>		
Technology		3
Any CIS course 105 or higher		
General Education Credits		15-16
DFT 100	Technical Sketching / Drawing	3
WLD 101	Introduction to Welding	3
WLD 125A	Shielded Metal Arc	

	Welding	5
WLD 125B	Shielded Metal Arc Welding	5
WLD 129	Gas Metal Arc Welding	5
WLD 201	Flux Cored Arc Welding	5
WLD 225	Pipe Welding with Shielded Metal Arc	5
WLD 228	Comprehensive Gas Tungsten Arc Welding	6
WLD 231	Welding Print Reading	3
WLD 255	Welding Technology Capstone Course	3
Program Credits		48
Total Degree Credit Hours		63-64

Paralegal

Paralegal - Certificate

This certificate prepares students an overview of the paralegal profession, learn the ethical rules for members of the legal community, learn how to conduct legal research and basic legal writing skills, how to interpret legal documents, how to interpret case law, how to investigate the facts of a case, how to prepare a case for trial, how to analyze and handle procedural problems, and an overview of law from core courses. Use these skills to become a paralegal, title examiner, trust officer, contract clerk, legal investigator or law firm administrator; or as a foundation for further legal education including later enrollment in law school.

PAR 101	Legal Research and Writing I	3
PAR 102	Introduction to Paralegal Careers	3
PAR 103	Legal Ethics for Paralegals	3
PAR 104	Civil Law and Litigation	3
PAR 105	Contract Law	3
PAR 106	Criminal Law and Procedure	3
PAR 107	Tort Law	3
PAR 108	Property Law and Real Estate Transactions	3
Total Certificate Credit Hours		24

| Career and Technical Programs



Paralegal - Associate of Applied Science

This degree prepares students to conduct legal research, legal writing skills, ethical rules for members of the legal community, how to interpret legal documents, how to interpret case law, how to investigate the facts of a case, how to prepare a case for trial, how to prepare legal documents, how to analyze and handle procedural problems, and an overview of law from both core and specialty courses. Use these skills to become a paralegal, title examiner, trust officer, contract clerk, legal investigator or law firm administrator; or as a foundation for further legal education including later enrollment in law school.

SPRING YEAR ONE

PAR 101 Legal Research and Writing I	3
PAR 102 Introduction to Paralegal Careers	3
PAR 103 Legal Ethics for Paralegals	3
ENG 101 English Composition I	3
MAT 121 Intermediate Algebra	3-4
Total Spring Credit Year One	15-16

FALL YEAR ONE

PAR 104 Civil Law and Litigation	3
PAR 105 Contract Law	3
PAR 106 Criminal Law and Procedure	3
ENG 136 Report Writing	3
Global Awareness Course	1
Choose any listed in AAS	3-4
Total Fall Credit Year One	15-16

SPRING YEAR TWO

PAR 107 Tort Law	3
PAR 108 Property Law and Real Estate Transactions	3
PAR 201 Legal Research and Writing II	3
PAR 202 Wills, Trusts, and Estates	3
CIS 131 Microsoft Office Suite	3
Total Spring Credit Year Two	15

FALL YEAR TWO

PAR 203 Family Law	3
PAR 204 Corporation Law	3
PAR 205 Bankruptcy	3
PAR 206 Internship	3
ACC 125 Intro to Accounting Using Computers	4
Total Fall Credit Year Two	16
Total Degree Credit Hours	60-63

Post-Degree Paralegal - Certificate

This certificate is for students who have

already earned a two or four year degree and wish to transition their profession into the legal field.

PAR 101 Legal Research and Writing I	3
PAR 102 Introduction to Paralegal Careers	3
PAR 103 Legal Ethics for Paralegals	3
PAR 104 Civil Law and Litigation	3
PAR 105 Contract Law	3
PAR 106 Criminal Law and Procedure	3
PAR 107 Tort Law	3
PAR 108 Property Law and Real Estate Transactions	3
PAR 201 Legal Research and Writing II	3
PAR 202 Wills, Trusts, and Estates	3
PAR 203 Family Law	3
PAR 204 Corporation Law	3
PAR 205 Bankruptcy	3
PAR 206 Internship	3

Total Certificate Credit Hours . 42

Public Safety

Administration of Justice - Corrections Officer - Certificate

The Corrections Officer Certificate Program prepares students for employment as corrections officers. For those already employed in corrections, or any other criminal justice system job, the program provides an opportunity for professional growth and preparation for career promotions and/or transfers.

AJS 101 Introduction to Administration of Justice	3
AJS 109 Substantive Criminal Law	3
AJS 140 Introduction to Corrections	3
AJS 225 Criminology	3
AJS 240 The Correction Function	3

Career and Technical Programs



AJS 260 Procedural Criminal Law . . . 3
 COM 121 Interpersonal
 Communication 3
 ENG 136 Report Writing 3
 PSY 101 Introductory Psychology . . 3
 SOC 140 Racial, Ethnic, and
 Gender Relations 3

Total Certificate Credit Hours . 30

Administration of Justice - Evidence & Crime Scene Technician - Certificate

The Evidence and Crime Scene Technician Certificate Program provides an opportunity for professional growth and preparation for career promotions and/or transfers.

AJS 101 Intro. to Administration
 of Justice 3
 AJS 109 Substantive Criminal Law . . 3
 AJS 170 Criminalistics 3
 AJS 261 Rules of Evidence. 3
 AJS 275 Criminal Investigation . . . 3
 BIO 100 Biology Concepts

OR

CHM 130 Fundamental Chemistry . . 4

Total Certificate Credit Hours . 19

Administration of Justice - Associate of Applied Science

The Associate of Applied Science in Administration of Justice prepares

students for employment in the area of judicial studies, law enforcement and corrections. This program provides for professional growth and preparation for continuing education, career promotions and transfers.

General Education Credits 15-17

See the General Education Core Requirements section of this catalog for details.

AJS 101 Intro to Administration of
 Justice 3
 AJS 109 Substantive Criminal Law . . 3
 AJS 200 Current Issues. 3
 AJS 212 Juvenile Justice Procedures . 3
 AJS 225 Criminology 3
 AJS 230 The Police Function. 3
 AJS 240 The Corrections Function . . 3
 AJS 245 Ethics and Administration
 of Justice 3
 AJS 260 Procedural Criminal Law . . 3
 AJS 270 Community Policing 3
 AJS 275 Criminal Investigation . . . 3
Program Credits 33

Choose 12 credits from the following:

All must be different prefixes.
 AJS course 3
 CIS course 3
 ENG 136 Report Writing
OR
 BUS 204 Business Communications . 3
 PSY 101 Introductory Psychology . . 3
 SOC 133 Sociology of Deviant
 Behavior 3
 Elective Credits 12

Total Degree Credit Hours . . 60-62

Fire Fighter - Certificate

The Fire Fighter Certification Program is designed to either prepare a student for a career in the fire service or to enhance the knowledge and skills of an individual who is already employed as a fire fighter.

FSC 105 Principles of Emergency
 Services. 3
 FSC 110 Fire Academy 10
 FSC 120 Fire Behavior and
 Combustion. 3
 FSC 220 Occupational Safety &
 Health for the Fire Service . 3

Total Certificate Credits 19

Driver/Operator - Certificate

The Driver / Operator Certificate Program is designed to prepare a student for advancement within the fire service to the position of driver / operator.

FSC 105 Principles of Emergency
 Services. 3
 FSC 110 Fire Fighter Academy . . . 10
 FSC 120 Fire Behavior and
 Combustion. 3
 FSC 131 Fire Protection Hydraulics
 and Water Supply. 4
 FSC 133 Fire Prevention 3
 FSC 220 Occupational Safety & Health
 for the Fire Service 3
 FSC 233 Building Construction for
 Fire Protection 3
 FSC 235 Fire Strategy / Tactics 3

Total Certificate Credit Hours . 32



Fire Officer - Certificate

The Fire Officer Certificate Program designed to prepare a student for company and officers positions within the fire service.

FSC 105 Principles of Emergency Services	3
FSC 110 Fire Fighter Academy	10
FSC 120 Fire Behavior and Combustion.	3
FSC 131 Fire Protection Hydraulics and Water Supply.	4
FSC 133 Fire Prevention	3
FSC 220 Occupational Safety & Health for the Fire Service	3
FSC 221 Fire Administration I	3
FSC 222 Fire Protection Systems	3
FSC 223 Legal Aspects of the Fire Service	3
FSC 233 Building Construction for Fire Protection	3
FSC 235 Fire Strategy / Tactics	3
FSC 242 Fire Investigation I	3
Total Certificate Credit Hours	44

Fire Science

- Associate of Applied Science

The Associate of Applied Science in Fire Science is for students who expect to further his or her career in the fire service or related fields. The Fire Science program offers students command development and continuing education courses.

Note: A "C" or better is required in all classes. Completion of all three Fire Science Certificates and the General Education credits is required for the Associate of Applied Science Degree.

AAA General Education Credits

See the General Education Core Requirements section of this catalog for details.

ENG 101 English Composition I	3
ENG 102 English Composition II	3
MAT 151 College Algebra	3

Physical & Biological Science Elective 4

Choose one (1) below or higher level

BIO 100 Biology Concepts	
CHM 130 Fundamental Chemistry	
PHY 107 Conceptual Physics	

Global Awareness Elective	3-4
Technology	3

Total General Education Credits 19-20

Program Requirements

FSC 105 Principles of Emergency Services	3
FSC 110 Fire Academy	10
FSC 120 Fire Behavior and Combustion.	3
FSC 220 Occupational Safety & Health for the Fire Service	3
FSC 131 Fire Protection Hydraulics and Water Supply.	4
FSC 133 Fire Prevention	3
FSC 233 Building Construction for Fire Protection	3
FSC 235 Fire Strategy / Tactics	3
FSC 221 Fire Administration I	3
FSC 222 Fire Protection Systems	3
FSC 223 Legal Aspects of the Fire Service	3
FSC 242 Fire Investigation I	3
Total	44

Total Degree Requirements. 63-64

General Studies

General Studies

- Associate of Applied Science

This program is intended for students who wish to explore many areas and broaden their knowledge. It is not designed for students wishing to specialize in some academic area or in a specific program. Such students are encouraged to follow other MCC degree programs. Students are encouraged to work closely with a career planning counselor to establish their program of studies.

General Education Credits 15-17

See the General Education Core Requirements section (Associate of Applied Science (AAS)) of this catalog for details.

Elective Credits 50

Total Degree Credit Hours 65-67

| Course Descriptions

Course Prefix Chart

PREFIX	FULL CATALOG NAME				
ACC	Accounting	ELC	Electrical	POS	Political Science
ACT	Automotive Collision Repair Technology	EMS	Emergency Medical Services	PSY	Psychology
AJS	Administration of Justice	ENG	English	* PTA	Physical Therapist Assistant
ANT	Anthropology	ENT	Entrepreneurship	SGT	Surgical Technology
ART	Art	ENV	Environmental Science	SOC	Sociology
ASE	Automotive Service Technology	FRE	French	STU	Student Study Skills
ASL	American Sign Language	FSC	Fire Science	SPA	Spanish
AST	Astronomy	GBS	General Business	TDT	Truck Driver Training
AVI	Aviation	GHY	Geography	THE	Theatre
BIO	Biology	GLG	Geology	TRE	Transitional English
BTR	Building Trades	HES	Health Science	TRM	Transitional Math
BUS	Business	HIS	History	WLD	Welding
CGM	Casino Gaming	HUM	Humanities	WST	Women's Studies
CHD	Chemical Dependency Studies	HVA	Heating, Ventilation and Air Conditioning		
CHM	Chemistry	MAT	Mathematics		
CIS	Computer Information Systems	MEA	Medical Assisting		
COM	Communication	MGT	Management		
CUL	Culinary Arts	MUS	Music		
DAE	Dental Assisting	NUR	Nursing		
DAN	Dance	NUT	Nutrition		
DEH	Dental Hygiene	PAR	Paralegal		
DFT	Drafting	PCS	Precollege Studies		
ECE	Early Childhood Education	PER	Physical Education & Recreation		
EDU	Education	PHI	Philosophy		
ELA	English Language Acquisition	PHT	Pharmacy Technology		
		PHY	Physics		
		PLU	Plumbing		

* "Mohave Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA, 22314; 703.706.3245; email: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation."

| Course Descriptions

ACCOUNTING

ACC 125 | INTRODUCTION TO ACCOUNTING USING QUICKBOOKS (4)

Transferrable Course • Four credits.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021, TRE089 and TRM090*

This course introduces students to accounting concepts and theory for the preparation and analysis of financial information. Content includes financial statement fundamentals, cash, receivables, inventory, payables, long-term assets, long-term debt, stockholders' equity, cash flow statements, internal controls, and financial statement analysis. Students will apply their knowledge of the generally accepted accounting principles to the complete accounting cycle through financial statement preparation using QuickBooks software.

ACC 135 | ACCOUNTING SYSTEMS AND PROCEDURES (3)

Three lecture.

Prerequisite: *Successful completion of ACC 125*

Provides study and practice in the preparation of source documents, flowcharts, journal entries, adjusting entries, general ledgers, subsidiary ledgers, bank reconciliations, depreciation schedules, payroll records, financial statements and the statement of cash flow.

ACC 139 | INCOME TAX ACCOUNTING (3)

Three lecture.

Prerequisite: *Successful completion of ACC 125*

The study of current federal and Arizona state income tax concepts, requirements, procedures and forms. Income inclusions and exclusions, capital gains and losses, business and personal deductions, and tax accounting methods will be studied. Computerized tax software may be used.

ACC 143 | PAYROLL ACCOUNTING (3)

Transferrable Course • Three lecture.

Prerequisite: *Successful completion of ACC 125.*

The study and practice of payroll pro-

cessing including the calculation of payroll taxes and other deductions. Automated and manual payroll systems will be studied, and the preparation of payroll including deductions, the writing of payroll checks and direct deposit procedures will be practiced.

ACC 155 | COST ACCOUNTING (3)

Three lecture.

Prerequisite: *Successful completion of ACC 130*

Covers the application of cost concepts in manufacturing under different costing methods. Job, process, standard, variable, and activity-based costing will be studied. The use of short-and long-term decision techniques that focus on cost-volume-profit analysis, incremental analysis and capital budgeting will be explored. Additional topics such as inventory control, just-in-time manufacturing, cost allocation methods, and decentralization issues with transfer pricing will also be examined.

ACC 225 | INTERMEDIATE ACCOUNTING I (3)

Three lecture.

Prerequisite: *Successful completion of ACC 130*

An in-depth study of financial accounting topics, including the conceptual framework for financial reporting and financial accounting principles. Financial statement preparation and analysis, the use and calculation of compound interest, annuities and present value, cash receivables, and inventory valuations will be studied.

ACC 230 | INTERMEDIATE ACCOUNTING II (3)

Three lecture.

Prerequisite: *Successful completion of ACC 225*

A continuation of ACC 225, provides an in-depth exploration of property, plant, and equipment depreciation and depletion, intangible assets, current and contingent liabilities, long-term liabilities, capital stock, additional paid-in capital, retained earnings and earnings per share calculations.

ACC 250 | NON-PROFIT AND GOVERNMENTAL ACCOUNTING (3)

Three lecture.

Prerequisite: *Successful completion of ACC 230*

An introduction to accounting and financial reporting for governmental and not-for-profit entities. The financial operation and accounting procedures, such as fund accounting used by state and local government agencies, health care organizations, colleges and universities will be studied. Contrasts between standard for-profit accounting procedures and non-profit accounting procedures will be emphasized.

ADMINISTRATION OF JUSTICE

AJS 101 | INTRODUCTION TO ADMINISTRATION OF JUSTICE (3)

Transferrable Course • Three lecture.

An examination of the organization and jurisdiction of local, state and federal law enforcement, judicial and correctional systems; the history and philosophy; career opportunities and qualifying requirements, terminology and constitutional limitations of the system.

AJS 109 | SUBSTANTIVE CRIMINAL LAW (3)

Transferrable Course • Three lecture.

Philosophy of legal sanctions and historical development from the common law to modern American Criminal Law, classifications of crimes, elements of and parties to crimes, general definitions of crimes, common defenses utilized and includes specific offenses and the essential elements of each.

AJS 140 | INTRODUCTION TO CORRECTIONS (3)

Transferrable Course • Three lecture.

Provides a history of correctional development, operations and the administration of correctional institutions. The course will introduce the student to the development of new correctional programs and the future of correctional institutions.

| Course Descriptions

AJS 160 | LEADERSHIP AND TEAM DYNAMICS IN PUBLIC SAFETY (3) **Three lecture.**

Provides fire and law enforcement personnel the skills necessary to be effective leaders in a public safety services environment. The student will learn the different types of leadership styles and identify the leadership characteristics and dynamics necessary to be an effective leader. The characteristics of positive team development will also be covered.

AJS 170 | CRIMINALISTICS (3) **Three lecture.**

Criminalistics is an understanding of the characteristics and elements of forensic process of collecting, preserving and analyzing different types of physical evidence. Criminalistics addresses the organization of a crime laboratory, crime scene processing and legal aspects.

AJS 190 | SPECIAL PROJECT CURRENT TRENDS AND ISSUES IN CRIMINAL JUSTICE (.5 - 4)

One-half to four lecture.

Current trends and issues on a variety of subjects of interest to criminal justice and related fields.

AJS 200 | CURRENT ISSUES (3) **Transferrable Course • Three lecture.**

Issues, techniques and trends in the criminal justice system.

AJS 212 | JUVENILE JUSTICE PROCEDURES (3)

Transferrable Course • Three lecture.

History and development of juvenile justice theories, procedures and institutions.

AJS 225 | CRIMINOLOGY (3) **Transferrable Course • Three lecture.**

Study of deviance, society's role in defining behavior; theories of criminality and the economic, social and psychological impact of crime and victimization; and relationships between statistics and crime trends.

AJS 230 | THE POLICE FUNCTION (3) **Three lecture.**

Theories of procedures and methods of operations of public police with emphasis on discretionary powers.

AJS 240 | THE CORRECTION FUNCTION (3)

Transferrable Course • Three lecture.

History and development of correctional theories and institutions.

AJS 242 | CORRECTIONAL OFFICERS TRAINING ACADEMY (18)

Eighteen lecture.

This academy will provide individuals with a basic understanding of workplace relations, ethical staff inmate relationships, inmate management and manipulation.

AJS 245 | ETHICS IN CRIMINAL JUSTICE (3)

Transferrable Course • Three lecture.

Theories and practices in the areas of legality, morality, values and ethics in the criminal justice system will be studied. Police discretion, criminal justice system corruption, brutality, use of deadly force, discrimination and professional conduct will be covered.

AJS 260 | PROCEDURAL CRIMINAL LAW (3)

Transferrable Course • Three lecture.

Prerequisite: Successful completion of AJS 109.

Provides the student with an understanding of the rationale underlying major court holdings, the procedural requirements that stem from these holdings, and their effect on the daily operations of the criminal justice system.

AJS 261 | RULES OF EVIDENCE (3)

Transferrable Course • Three lecture.

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights; and case studies are presented in depth.

AJS 270 | COMMUNITY POLICING (3)

Transferrable Course • Three lecture.

Examination, recognition and understanding of community problems; community action programs; methods of coping with human behavior, victimology,

conflict and communication; ethnic and minority cultures and environments; the community and relationships with the criminal justice system.

AJS 275 CRIMINAL INVESTIGATION (3)

Three lecture.

Theory of criminal investigation, crime scene procedures, case preparation, interviewing and basic investigative techniques.

AMERICAN SIGN LANGUAGE

ASL 101 | AMERICAN SIGN LANGUAGE I (4)

Transferrable Course

Four lecture; one lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Develop basic receptive and expressive conversational skills, basic grammar and syntax and knowledge of the deaf community and deaf culture.

ASL 102 | AMERICAN SIGN LANGUAGE II (4)

Transferrable Course

Four lecture; one lab.

Prerequisite: Successful completion of ASL 101.

Further development of receptive/expressive skills for communicating with deaf people in sign: finger spelling, vocabulary, grammar and culture.

ASL 110 | FINGERSPELLING I (2)

Two lecture.

Prerequisite: Successful completion of ASL 101 or ASL 131.

This course develops students' understanding of the use of finger spelling in the context of American Sign Language and then strives to assist students in developing fluency and clarity as they increase their receptive and expressive finger-spelling speed. This class starts with a review of finger spelling hand shapes, which the student learned in previous classes. Emphasis will be placed on learning finger spelling as phonetic elements used in the English Language

Course Descriptions

as well as Configuration, Content, and Cloze skills.

ASL 131 | CONVERSATIONAL ASL I (3)

Transferrable Course • Three lecture.

This course gives students a first look at American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Students will have an opportunity to develop a rudimentary syntactic knowledge of American Sign Language (ASL), a rudimentary vocabulary and rudimentary conversational skills.

ASL 201 | AMERICAN SIGN LANGUAGE III (4)

**Transferrable Course
Four lecture; one lab.**

Prerequisite: Successful completion of ASL 102.

Reviews American Sign Language vocabulary, language functions and grammatical structures presented in ASL 101 and 102. Focuses on grammatical and vocabulary expansion with emphasis on idiomatic usage and socio-cultural communicative functions. Continues development of communicative competence in ASL to enable students to express opinions, detail descriptions and participate in lengthier discourse and sign narratives.

ASL 202 | AMERICAN SIGN LANGUAGE IV (4)

**Transferrable Course
Four lecture; one lab.**

Prerequisite: Successful completion of ASL 201 or permission of academic chair. A continuation of ASL 201. Further development of American Sign Language communication skills and vocabulary with emphasis on spontaneous conversation, discussions and narratives.

ANTHROPOLOGY

ANT 102 | CULTURAL ANTHROPOLOGY (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

An introduction to the principles of so-

cial and cultural systems, technology, social organization and ideology.

ART

ART 111 | DESIGN I (3)

**Transferrable Course • Course Fee: \$15
Two lecture; three lab.**

A study of the elements and principles of design as a basis for the visual arts. Development of perception, imagination and expression through problem solving, discussions and critical evaluation is included. Emphasis is on two-dimensional work.

ART 112 | DESIGN II (3)

**Transferrable Course • Course Fee: \$15
Two lecture; three lab.**

Prerequisite: Successful completion of ART 111 or permission of academic chair.

A study of the elements and principles of design applied to three dimensional work. Develop perception, imagination and expression of three-dimensional form.

ART 113 | THE SCIENCE OF COLOR (3)

**Transferrable Course • Course Fee: \$15
Two lecture; three lab.**

A study of color theory. Course includes color mixing, the interaction and emotive qualities of colors.

ART 121 | DRAWING I (3)

**Transferrable Course • Course Fee: \$15
Two lecture; three lab.**

An introduction to fundamental approaches to drawing. Emphasis is on the development of perceptual skills, composition, critical analysis and basic techniques while using a variety of media.

ART 125 | PAINTING I (3)

**Transferrable Course • Course Fee: \$15
Two lecture; three lab.**

Prerequisite: Successful completion of ART 121 or permission of academic chair. Oil/acrylic. An introduction to painting techniques; including the study of color and composition. Emphasis is on personal creativity and uniqueness of expression.

ART 126 | PAINTING II (3)

**Transferrable Course • Course Fee: \$15
Two lecture; three lab.**

Prerequisite: Successful completion of ART 125 or permission of academic chair. Further study of painting techniques, color and composition. Emphasis is on improvement of technique, exploration and expression.

ART 128 | WATERCOLOR I (3)

**Transferrable Course • Course Fee: \$15
Two lecture; three lab.**

Prerequisite: Successful completion of ART 121 or permission of academic chair.

An introduction to the techniques and materials used in painting water-soluble media. Emphasis is on techniques, composition and color.

ART 129 | WATERCOLOR II (3)

**Transferrable Course • Course Fee: \$15
Two lecture; three lab.**

Prerequisite: Successful completion of ART 128 or permission of academic chair.

A continuation of the study of materials and techniques for aqueous painting. Emphasis is on control of the media and individual style.

ART 130 | SURVEY OF WORLD ART (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of TRE 089.

A study of art forms and expression from prehistory to the Renaissance.

ART 151 | BASIC BLACK AND WHITE PHOTOGRAPHY (3)

**Transferrable Course • Course Fee: \$30
Two lecture; two lab.**

An introduction to photography as a medium of personal expression stressing imaging concepts and composition with developing visual awareness. The course introduces exposure control and basic black and white darkroom procedures.

ART 152 | BASIC PHOTOGRAPHY (3)

**Transferrable Course • Course Fee: \$30
Two lecture; two lab.**

An introduction to photography that stresses developing visual awareness of

Course Descriptions

the world around us, fundamental composition and imaging concepts, basic digital image processing and technical understanding.

ART 162 | FIBERS I (3)

Transferrable Course
Two lecture; three lab.

Introduction to fiber media as an art including basketry, papermaking and tapestry weaving.

ART 171 | CERAMICS I (3)

Transferrable Course • Course Fee: \$60
Two lecture; three lab.

An introduction to the nature of clay and glazes, hand-forming methods, throwing on the potter's wheel, decorative processes and glaze application. Emphasis will be placed on hand-building processes and surface enrichment.

ART 172 | CERAMICS II (3)

Transferrable Course • Course Fee: \$60
Two lecture; three lab.

Prerequisite: Successful completion of ART 171 or permission of academic chair. An introduction to techniques using the potter's wheel and continued studies in design and aesthetics, glaze applications, decorative processes, clays and firing.

ART 175 | SCULPTURE I (3)

Transferrable Course • Course Fee: \$45
Two lecture; three lab.

An introductory study emphasizing three-dimensional form and basic sculpture techniques and materials.

ART 176 | SCULPTURE II (3)

Transferrable Course • Course Fee: \$45
Two lecture; three lab.

Prerequisite: Successful completion of ART 112 and ART 175. Instruction in techniques, materials and processes for aesthetic expression in sculpture.

ART 221 | DRAWING II (3)

Transferrable Course • Course Fee: \$15
Two lecture; three lab.

Prerequisite: Successful completion of ART 121 or permission of academic chair. Continued development of professional skills beyond ART 121 including the exploration of color media.

ART 223 | FIGURE DRAWING I (3)

Transferrable Course • Course Fee: \$60
Two lecture; three lab.

Prerequisite: Successful completion of ART 121 or permission of academic chair. Includes the development of skill and expressiveness in drawing from the human figure.

ART 230 | SURVEY OF WORLD ART II (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of TRE 089.

A study of art forms and expression from the Renaissance to the present.

ART 251 | INTERMEDIATE PHOTOGRAPHY (3)

Transferrable Course • Course Fee: \$30
Two lecture; two lab.

Prerequisite: Successful completion of ART 152.

Stresses a continuing visual awareness of the world around us, critical analysis of image composition, advanced imaging concepts, advanced digital image processing software, and an understanding of the technical aspects of the digital camera and the digital darkroom.

ART 256 | DIGITAL PHOTOGRAPHY I (3)

Transferrable Course • Course Fee: \$30
Two lecture; three lab.

Prerequisite: Successful completion of ART 111 or permission of academic chair. An introduction to the Fine Art applications of the Digital Darkroom. Includes art theory and the use of digital cameras, scanners, editing software and printers. Emphasis is placed on the elements and principles of art and how they are applied to digital images.

ASTRONOMY

AST 101 | INTRODUCTION TO ASTRONOMY (4)

Transferrable Course • Course Fee: \$30
Three lecture; three lab.

Prerequisite: Successful completion of TRM 091.

An introduction to astronomical process-

es, theories and features in the universe. Techniques and tools of the astronomer and the astrophysicist are included. Topics covered include concepts in: dynamics of motion, properties of light, astronomical techniques for observation, solar system components, stellar and planetary formation, evolution and classifications of stars, star clusters and nebula, galaxy structure and formation, chemistry, structure and origin of the universe. Laboratory work is included to provide observational examples of the above topics and to learn techniques of data gathering and interpretation.

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

ACT 110 | SAFETY IN COLLISION REPAIR (2)

Two lecture

Prerequisite: Appropriate score on assessment test or successful completion of the TRE 089.

Introduces the student to safety techniques and shop operations as they relate to shop safety and industry standards. The student is presented safety regulations and auto collision business operations.

ACT 111 | METAL WELDING AND CUTTING I (3)

Course Fee: \$165

Two lecture; two lab.

Corequisite: ACT 110

Introduction to sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, equipment, and setups. Personal and vehicle protective measures prior to welding procedures is presented.

ACT 121 | NON-STRUCTURAL REPAIR PREPARATION (3)

Course Fee: \$165 • Two lecture; two lab.
Corequisite: ACT 111.

Identifies the basic characteristics of preparation for automotive repair. Students familiarize themselves with damage analysis, extent of damage and the sequence of repair. Focuses on removal

Course Descriptions

of vehicle components and protection of panels along with storage and labeling of parts. Safety procedures and equipment use are included.

ACT 123 | METAL FINISHING AND BODY FILLING (3)

Course Fee: \$165 • **Two lecture; two lab.**
Corequisite: ACT 121

Procedures and processes used in metal finishing and metal shrinking and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection, and safety procedures for tools and equipment selected.

ACT 141 | REFINISH SAFETY (1)

Course Fee: \$55 • **One lecture.**
Corequisite: ACT 123

Introduces the use of safety procedures and equipment in auto body refinishing. Emphasizes national and state guidelines for proper disposal and handling of hazardous materials and the correct use of personal protective equipment.

ACT 142 | SURFACE PREPARATION I (2)

Course Fee: \$110 • **One lecture; two lab.**
Corequisite: ACT 141

Introduces surface preparation techniques used for auto body refinishing. Emphasizes the correct selection and application of primers.

ACT 143 | SPRAY EQUIPMENT OPERATION (2)

Course Fee: \$110 • **One lecture; two lab.**
Corequisite: ACT 142.

Prepares the student for the inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by setting-up and testing spray gun operations.

ACT 150 | PANEL REPAIR AND REPLACEMENTS (3)

Course Fee: \$165 • **Two lecture; two lab**
Prerequisite: Successful completion of ACT 143.

Discusses straightening techniques including tension pulls, stress relief, metal finishing, metal shrinking and use of fillers. Emphasizes the identification,

handling a replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts and accessories. Training covers the use of adhesives, sound deadeners and welding methods performed during repairs.

ACT 151 | STRUCTURAL DAMAGE DIAGNOSIS (3)

Course Fee: \$165 • **Two lecture; two lab.**
Corequisite: ACT 150.

Focuses on methods of frame measurement using dimension charts and service manuals. Includes the use of self-centering gauges and mechanical and electronic measuring. Appropriate terms and definitions of vehicle structures and vehicle diagnosis are covered including identification and analysis of damage. Includes the techniques for basic hook ups and safety procedures used in making frames.

ACT 152 | STRUCTURAL DAMAGE REPAIR (3)

Course Fee: \$165 • **Two lecture; two lab.**
Corequisite: ACT 151.

Continues the study and application of frame measurement and repair. The student applies methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training includes the replacement of a structural panel with the identification of damaged suspension components replaced according to manufacturer's recommendations.

ACT 153 | REFINISHING I (2)

Course Fee: \$235 • **One lecture; two lab.**
Corequisite: ACT 152.

Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching and selections of materials. Proper paint gun use and adjustments is taught for the product being applied. In addition, the student practices correct masking and detailing techniques.

ACT 160 | FIXED GLASS, PLASTICS AND ADHESIVES (2)

Course Fee: \$275 • **One lecture; two lab.**
Discusses the removal and replacement of fixed glass using manufacturer's speci-

fications, proper tools and recommended materials. Included are procedures on how to work with both state-of-the-art rigid and flexible plastic components using the latest manufacturer's repair techniques. Application of skills in both glass removal and replacement, and repair of plastic components are demonstrated.

ACT 205 | ESTIMATING AND SHOP MANAGEMENT (3)

Course Fee: \$165 • **Three lecture.**
Prerequisite: Successful completion of ACT 110 or permission of academic chair. Initiates written estimates on damaged vehicles. Student learn shop management, including: work orders, ordering supplies, operating costs, time cards, shop liabilities, employee's safety and insurance management issues.

ACT 211 | MIG WELDING AND CUTTING II (2)

Course Fee: \$110 • **One lecture; two lab.**
Prerequisite: Successful completion of ACT 111 or permission of academic chair.

Continues ACT 111 by further analysis of MIG welding procedures including seam weld, stitch welds and destructive testing. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, and equipment and operating procedures, with emphasis on shop safety are also presented.

ACT 231 | ADVANCED STRUCTURAL DAMAGE DIAGNOSIS AND REPAIR (3)

Course Fee: \$165
Two lecture; two lab.
Prerequisite: Successful completion of ACT 211

Reviews major automotive body repair in vehicles with major damage on conventional structure and unibody structures. The student learns the operation of equipment and techniques used to straighten and align damaged frames. Identification and analysis of frames, hot and cold stress relieving, servicing and sectioning of structural frames. Legal liability issues are also discussed.

Course Descriptions

ACT 237 | AUTOMOTIVE COLLISION TECHNOLOGY LAB (3)

Course Fee: \$165

Two lecture; two lab.

Prerequisite: Successful completion of ACT 110 or permission of academic chair. Applies the didactic knowledge and skills learned from the first year of training. Students will gain valuable practical experience in applying theory and skills in a controlled shop environment.

ACT 241 | PAINT DEFECTS - CAUSES AND CURES (3)

Course Fee: \$165 • **Two lecture; two lab.**

Prerequisite: ACT 237.

Emphasizes the causes of paint defects and the methods to cure problems during and after refinishing procedures. Students learn to identify the proper surface preparations to apply prior to refinishing. Training includes using paint equipment and determining paint film thickness with proper temperatures for refinishing.

ACT 242 | SURFACE PREPARATION II (2)

Course Fee: \$110 • **One lecture; two lab.**

Prerequisite: Successful completion of ACT 241.

Emphasizes surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare metals and priming. The application of primers, including why and where to use them is covered.

ACT 243 | REFINISHING II (2)

Course Fee: \$235 • **One lecture; two lab.**

Corequisite: ACT 242.

In this advanced course students learn the necessary skills used to tint and blend panels working with the latest finishes and paints. Special coatings and procedures are covered in this course.

ACT 244 | FINAL DETAIL (2)

Course Fee: \$110 • **One lecture; two lab.**

Corequisite: ACT 243.

Focuses on the detailing procedures in paint refinishing of vehicles. Methods and techniques are specialized to enhance painting skills. Transfers and tapes methods with decals etc. are demonstrated.

AUTOMOTIVE SERVICE TECHNOLOGY

ASE 101 | WORKPLACE SKILLS TRAINING (1)

One lecture.

Workplace Skills Training is in direct response to industry needs for students to possess the basic skills indicative of certified professionals. The course design encourages students in developing life skills necessary to locate gainful employment in the automotive industry. Instructional focus includes: seeking and applying for employment, preparing resumes, filling out applications, interviewing techniques, attending to personal appearance and communication skills. Furthermore, emphasis is placed upon the skills required to retain industry employment including: punctuality, regular attendance, following directions, general shop practices, productivity, hourly and flat rate compensation, time clock management, problem solving, employee loyalty and responsibility, employee professionalism and good customer service skills.

ASE 102 | INTRODUCTORY AUTOMOTIVE TECHNOLOGY (2)

One lecture; two lab.

Prerequisite: Successful completion of ASE 101 or permission of academic chair. Compliments ASE 101 and provides the automotive technology student career information about the automotive service industry. The class will provide theory and related hands-on experience on live vehicles as the foundation for advanced automotive courses. Instructional focus includes: shop safety, common hand tools, basic shop equipment, basic diagnostic equipment, measuring systems and tools, fasteners, service information, preventive maintenance, tire and wheel assembly service, up-sell theory, basic theories and math, common automotive industry terms and industry standards.

ASE 111 | ELECTRICAL/ELECTRONIC SYSTEMS I (2)

Course Fee: \$82 • **One lecture; two lab.**

Prerequisite: Successful completion of

ASE 101 and ASE 102.

Provides instruction in basic electricity and electronic systems required for successful completion of ASE area A6: Electrical/Electronic Systems. Instructional focus includes: electrical principles, basic circuit configuration, Ohm's Law, electrical components, wiring and wiring repairs, common tools and testing equipment, basic testing and problem isolation. The student will work with multi meters and other electrical test equipment in developing troubleshooting techniques.

ASE 112 | ELECTRICAL/ELECTRONIC SYSTEMS II (3)

Course Fee: \$123 • **Two lecture; two lab.**

Prerequisite: Successful completion of ASE 111 or permission of academic chair or instructor.

Compliments ASE 111 and builds upon basic principles required for successful completion of ASE area A6: Electrical/Electronic Systems by providing additional instruction in electricity and automotive electronic systems. Instructional focus includes: battery theory and operation, starting systems and charging systems. Students continue developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems.

ASE 113 | ELECTRICAL/ELECTRONIC SYSTEMS III (2)

Course Fee: \$82 • **One lecture; two lab.**

Prerequisite: Successful completion of ASE 112 or permission of academic chair or instructor.

Compliments ASE 112 and builds upon learned principles and techniques required for successful completion of ASE area A6: Electrical/Electronic Systems. Instructional focus includes: advanced schematic diagnosis, basic ignition principles, lighting systems, safety systems, basic body electronics and auxiliary systems, body computer parameters, electronic inputs and outputs, multiplexing, vehicle theft systems, electronic instrumentation, sound systems and chassis electronic control systems. Students continue developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems.

Course Descriptions

ASE 131 | AUTOMOTIVE REFRIGERATION THEORY (2)

Two lecture.

Prerequisite: Successful completion of ASE 101 and ASE 102.

Provides the basic theory, operation, testing and servicing of refrigerant required for successful completion of ASE area A7: Heating and Air Conditioning as well as the Federal Refrigeration Test. Instructional focus includes: safety precautions, environmental concerns, tooling, system identification, principles of refrigeration, states of matter, effects of pressure on gases and vapors, pressure temperature relationships, basic refrigeration cycle, refrigerant types, refrigeration system components and cooling system components.

Laboratory work includes proper handling of refrigerants, troubleshooting and basic servicing of these systems utilizing strategy-based diagnostics.

ASE 132 | AUTOMOTIVE HVAC SYSTEMS (3)

Course Fee: \$123 • **One lecture; four lab.**

Prerequisite: Successful completion of ASE 131 or permission of academic chair or instructor.

Corequisite: Verifiable registration/attempted testing of ASE area A7: Heating and Air Conditioning and successful completion of Federal Refrigeration Test is mandatory. (Requisite is pursuant to Federal Clean Air Act, Section 609.)

Compliments ASE 131 and builds upon learned principles required for successful completion of ASE area A7: Heating and Air Conditioning as well as the Federal Refrigeration Test. Instructional focus includes: Service information usage, air distribution system components, manual A/C control systems, electronic A/C control systems and rear HTR/A/C control systems. Students continue developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems.

ASE 141 | AUTOMOTIVE ENGINES I (3)

Course Fee: \$123 • **Two lecture; one lab.**

Prerequisite: Successful completion of ASE 101 and ASE 102.

Provides basic engine theory required for successful completion of ASE area

A1: Engine Repair. Instructional focus includes: engine classifications, engine identification, noise diagnosis, lubrication and cooling systems, engine sealing materials, basic blueprinting theory and torque principles.

ASE 142 | AUTOMOTIVE ENGINES II (4)

Course Fee: \$164

Three lecture; two lab.

Prerequisite: Successful completion of ASE 141 or permission of academic chair or instructor.

Compliments ASE 141 and builds upon learned principles required for successful completion of ASE area A1: Engine Repair. Instructional focus includes: recognizing and diagnosing causes of engine failure, engine disassembly, cleaning and inspection, short block procedures, cylinder head procedures, valve trains and modern reassembly procedures. ASE 142 prepares students for ASE area A1 Test: Engine Repair.

ASE 151 | AUTOMOTIVE IGNITION SYSTEMS (2)

Course Fee: \$82 • **One lecture; two lab.**

Prerequisite: Successful completion of ASE 101 and ASE 102.

Provides automotive ignition theory and operation characteristics required for successful completion of ASE area A8: Engine Performance. Instructional focus includes: basic circuitry, ignition components, triggering and switching devices, distributor operation, electronic ignition, system inspection, system troubleshooting and repair. The student will work with multi-meters and other ignition system test equipment while developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems.

ASE 152 | INTAKE AND EXHAUST SYSTEMS (2)

Course Fee: \$82 • **Two lecture.**

Prerequisite: Successful completion of ASE 151 or permission of academic chair or instructor.

Compliments ASE 151 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. Instructional focus includes: air induction systems, turbo charging

theory, supercharging theory, exhaust system components and exhaust system service.

ASE 153 | FUEL DELIVERY SYSTEMS I (2)

Course Fee: \$82 • **One lecture; two lab.**

Prerequisite: Successful completion of ASE 152 or permission of academic chair or instructor.

Compliments ASE 152 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. Instructional focus includes: fuel performance, air-fuel mixtures, general fuel system diagnosis, fuel tanks, fuel lines and filters, fuel pumps and open/closed loop carburetor theory.

ASE 154 | FUEL DELIVERY SYSTEMS II (2)

Course Fee: \$82 • **Four lab.**

Prerequisite: Successful completion of ASE 153 or permission of academic chair or instructor.

Compliments ASE 153 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. This is an advanced course in engine drivability and fuel management diagnosis. Instructional focus includes: basic fuel injection theory, Throttle Body Injection, Port Fuel Injection, Sequential Fuel Injection, Central Port Fuel Injection, Diesel Direct Injection, Common Rail Systems, injector service, regulation systems and basic fuel management strategies. Students develop troubleshooting/repair techniques by utilizing structured diagnostic stratagems.

ASE 255 | EMISSION CONTROL SYSTEMS (1)

Course Fee: \$41 • **One lecture.**

Prerequisite: Successful completion of ASE 154 or permission of academic chair or instructor.

Compliments ASE 151 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. Instructional focus includes: pollutant causes, evaporative control systems, EGR system operation, PCV system operation, EFE system operation, AIR system operation, catalytic converter system operation, OVR and advanced

Course Descriptions

OVR system operation. Students develop troubleshooting/repair techniques by utilizing structured diagnostic stratagems.

ASE 256 | ON-BOARD DIAGNOSTIC SYSTEMS I (2)

Course Fee: \$82 • **One lecture; two lab.**
Prerequisite: Successful completion of ASE 255 or permission of academic chair or instructor.

Compliments ASE 255 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. Instructional focus includes: OBD-I system standards, system components, system sensors, outputs and actuators, system function, terms, diagnostic scan tools and function testing. Students develop troubleshooting/repair techniques by utilizing structured diagnostic stratagems.

ASE 257 | ON-BOARD DIAGNOSTIC SYSTEMS II (2)

Course Fee: \$82 • **One lecture; two lab.**
Prerequisite: Successful completion of ASE 256 or permission of academic chair or instructor.

Compliments ASE 255 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. Diagnosis and service of advanced computerized engine control systems (OBD-II) and IM240 testing procedures are the main concepts covered. Instructional focus includes: OBD-II and IM240 system standards, drive cycle requirements, system components, system sensors, outputs and actuators, system functions, terms, diagnostic scan tools and function testing. Students continue developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems. Emphasis is placed upon cylinder misfire diagnostics/service and Enhanced EVAP system concerns.

ASE 260 | MANUAL TRANSMISSION SYSTEMS (2)

Course Fee: \$82 • **One lecture; two lab.**
Prerequisite: Successful completion of ASE 101 and ASE 102.

Provides basic theory required for successful completion of ASE area A3: Manual Drive Train and Axles. Instructional focus includes: clutch operation, clutch

diagnosis, clutch maintenance, clutch service, basic gear theory, transmission/transaxle design, shift mechanisms, synchronizer theory, power flow, gear ratios, system electrical, fluid service, disassembly and reassembly procedures. Emphasis is placed upon modern repair/replacement practices.

ASE 261 | AUTOMOTIVE DRIVE AXLES AND DIFFERENTIALS (2)

One lecture; two lab.
Prerequisite: Successful completion of ASE 260 or permission of academic chair or instructor.

Compliments ASE 260 and builds upon learned principles required for successful completion of ASE area A3: Manual Drive Train and Axles. Instructional focus includes: CV Joint identification, CV Joint service, U-Joint identification, U-Joint operation, RWD differentials, differential service, diagnosis and inspection, limited slip differential theory, differential disassembly and reassembly procedures.

ASE 262 | NVH THEORY/ DIAGNOSTIC STRATEGY (1)

One lecture.
Prerequisite: Successful completion of ASE 261 or permission of academic chair or instructor.

Compliments ASE 261 and is in direct response of industry needs for technicians trained in Noise/Vibration/Harshness diagnosis and repair. Instructional focus includes: vibration theory, vehicle vibration issues, road/service bay testing, EVA diagnosis, vibration software diagnosis and vibration math fundamentals. Students develop troubleshooting/repair techniques by utilizing structured diagnostic stratagems based upon modern NVH procedures.

ASE 271 | AUTOMATIC TRANSMISSION SYSTEMS I (3)

Course Fee: \$123 • **Two lecture; two lab.**
Prerequisite: Successful completion of ASE 101 and ASE 102.

Provides basic theory required for successful completion of ASE area A2: Automatic Transmission along with ATRA areas: Diagnostician, R&R Technician and Rebuilder. Instructional focus includes: transmission identification, hydraulic theory, planetary gear theory and

operation, torque converter operation, hydraulic governor operation, friction elements, valve body theory, disassembly procedures, inspection procedures and reassembly procedures. Emphasis is placed upon modern repair practices and warranty service issues.

ASE 272 | AUTOMATIC TRANSMISSION SYSTEMS II (2)

Course Fee: \$82 • **One lecture; two lab.**
Prerequisite: Successful completion of ASE 271 or permission of academic chair or instructor.

Compliments ASE 271 and builds upon learned principles required for successful completion of ASE area A2: Automatic Transmission. Instructional focus includes: systems electrical, electronic governor systems, final drives and differential assemblies, electronic diagnosis, road/service bay testing, current issues, five-speed transmission theory, shifting quality issues, CVT theory, performance enhancements, shift quality improvements and aftermarket practices. Students develop trouble-shooting/repair techniques by utilizing structured diagnostic stratagems based upon current OEM/aftermarket procedures.

ASE 273 | FOUR-WHEEL/ ALL-WHEEL DRIVE SYSTEMS (1)

One lecture.
Prerequisite: Successful completion of ASE 272 or permission of academic chair or instructor.

Compliments ASE 272 and builds upon learned principles. Instructional focus includes: four-wheel drive theory, transfer case theory, four-wheel drive operation, all-wheel drive theory, all-wheel drive components and systems, diagnostic procedures, disassembly and reassembly procedures. Emphasis is placed upon modern repair/replacement practices.

ASE 281 | BRAKE SYSTEMS I (3)

Course Fee: \$125 • **Two lecture; two lab.**
Prerequisite: Successful completion of ASE 101 and ASE 102.

Provides basic theory required for successful completion of ASE area A5: Automotive Brakes. Instructional focus includes: principles of hydraulic brake systems, system components, brake system inspection, system hoses and tubing,

Course Descriptions

master cylinder operation, booster systems and operation, brake systems diagnosis, drum brake design, operation and service, disc brake design and operation, frontwheel disc brake components, component inspection and service, allwheel disc brake components, all-wheel disc brake inspection and service, Emphasis is placed on proper service procedures and customer safety/satisfaction.

ASE 282 | BRAKE SYSTEMS II (3)

Course Fee: \$125 • **Two lecture; two lab.**

Prerequisite: Successful completion of ASE 281 or permission of academic chair or instructor.

Compliments ASE 281 and builds upon learned principles required for successful completion of ASE area A5: Automotive Brakes. Instructional focus includes: pulse variation/lateral run-out concerns, antilock brake theory, types of antilock brake systems, antilock components, system electrical/electronics, basic RWAL operation, basic Four-Wheel ABS operation, traction control systems, stability control systems, antilock brake diagnosis and service. Students develop troubleshooting/repair techniques by utilizing structured diagnostic stratagems and current industry requirements. Emphasis is placed on proper service procedures and customer safety/satisfaction.

ASE 291 | SUSPENSION AND STEERING I (3)

Course Fee: \$125 • **Two lecture; two lab.**

Prerequisite: Successful completion of ASE 101 and ASE 102.

Provides basic theory required for successful completion of ASE area A4: Suspension and Steering. Instructional focus includes: suspension system theory, front-suspension components, front-suspension service, rear-suspension components, rear suspension service, electronic steering system theory, system electrical/electronics, steering system theory, manual steering, power steering, steering components, variable effort steering system theory and components and steering system service.

ASE 292 | SUSPENSION AND STEERING II (3)

Course Fee: \$125 • **One lecture; four lab.**

Prerequisite: Successful completion of

ASE 291 or permission of academic chair or instructor.

Compliments ASE 291 and builds upon learned principles required for successful completion of ASE area A4: Suspension and Steering. Instructional focus includes: alignment geometry theory, wheel alignment equipment, front-wheel inspection and alignment procedures and four-wheel alignment procedures.

AVIATION

AVI 110 | BASIC GROUND SCHOOL (3)

Three lecture.

An introduction to the fundamentals of aviation needed by the private pilot and others with an interest in general aviation. Provides preparation for the FAA (Federal Aviation Administration) private pilot written examination.

BIOLOGY

BIO 100 | BIOLOGY CONCEPTS (4)

Transferrable Course • Course Fee: \$40

Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091.

A one semester introductory course for non-majors covering basic principles of biology and methods of scientific inquiry.

BIO 160 | ANATOMY & PHYSIOLOGY OF HUMAN STRUCTURE AND FUNCTION (4)

Course Fee: \$40

Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and TRM 091.

Designed for students in allied health programs such the Physical Therapist Assistant program, Medical Assisting and related professions. It will acquaint the student with human anatomy and physiology, structure and function. Course concepts will be organized and presented by organ systems, and the laboratory component of the course will emphasize structure and function of body systems.

BIO 181 | GENERAL BIOLOGY (Majors) I (4)

Transferrable Course • Course Fee: \$40

Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091.

This is the first in a two-course sequence designed for science majors. The course will provide a broad overview of life on earth today and how life has changed over time. The course deals with the basic mechanisms of life-cell structure and function, biochemistry, metabolism, energetics, genetics and evolution. The lab will compliment the lectures.

BIO 182 | GENERAL BIOLOGY (Majors) II (4)

Transferrable Course • Course Fee: \$40

Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091.

Covers the current classification, structure, and life-history of organisms. The structure and function of human organ systems will also be examined in detail. Additionally, the evolutionary forces and ecological stimuli for patterns of adaptation will also be examined. Laboratory experiences will provide students with an appreciation and knowledge of the tremendous diversity seen in the living world.

BIO 201 | HUMAN ANATOMY AND PHYSIOLOGY I (4)

Transferrable Course • Course Fee: \$40

Three lecture; three lab.

Prerequisite: One semester of college level biology (BIO 100 or BIO 181) or appropriate score on BIO Competency Exam.

Study of human anatomy and physiology using a body system approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Topics covered include: basic anatomical and directional terminology; fundamental concepts and principles of cell biology; histology; the integumentary, skeletal, muscular, and nervous systems; special senses; and the endocrine system.

Course Descriptions

BIO 202 | HUMAN ANATOMY AND PHYSIOLOGY II (4)

Transferrable Course • Course Fee: \$40
Three lecture; three lab.

Prerequisite: One semester of college level biology (BIO 100 or BIO 181) or appropriate score on BIO Competency Exam.

Continuing study of human anatomy and physiology using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. The topics covered include: the cardiovascular system; the lymphatic system and immunity; the respiratory system; the gastrointestinal system; the urinary system; fluid/electrolyte and acid/base balance; and the reproductive systems.

BIO 205 | MICROBIOLOGY (4)

Transferrable Course • Course Fee: \$50
Three lecture; three lab.

Prerequisite: Successful completion of BIO 100 or BIO 181 or permission of academic chair.

A study of the structure, function, and classification of microorganisms and their application to industrial, agricultural, and medical problems.

BIO 290 | FIELD BIOLOGY I (1)

Transferrable Course • Course Fee: \$20
Two lab.

Prerequisite: Credit or concurrent enrollment in BIO 100 or 181 or permission of academic chair.

An introduction to biological field studies focusing on the identification of plants and animals and observing them in their natural environments.

BIO 291 | FIELD BIOLOGY II (1)

Transferrable Course • Course Fee: \$20
Two lab.

Prerequisite: Credit or concurrent enrollment in BIO 100 or 181 or permission of academic chair.

Introduction to biological assessment of disturbed natural communities. Comparisons will be made between undisturbed natural communities and disturbed communities focusing on diversity and abundance of plant and animal species.

BUILDING TRADES

BTR 100 | BLUEPRINT READING (3) **Three lecture.**

A course designed to provide the student with the knowledge and skills required to read complete sets of working drawings for residential and light commercial construction projects.

BTR 105 | BASIC TRADES SAFETY (3) **Three lecture.**

Covers safe shop practices and techniques, including OSHA rules and regulations, tools of the trade, use of personal protective equipment, ladder handling, confined spaces, and hazardous conditions. Emphasizes safe work habits, workplace and employability skills.

BTR 121 | ESTIMATING FOR RESIDENTIAL AND COMMERCIAL BUILDING (3) **Three lecture.**

Covers techniques of estimating, familiarization with estimation of building construction costs, quantity take-off surveys, lab or productivity rates, local cost factors, overhead and profit, and short- and long-term arrangements.

BUSINESS

BUS 052 | KEYBOARDING (1)

One lecture.

Develop touch control of the keyboard and proper keyboarding techniques.

BUS 161 | MARKETING (3) **Transferrable Course • Three lecture.**

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Analyzes the theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer. Includes the development of a marketing plan.

BUS 162 | RETAILING (3) **Transferrable Course • Three lecture.**

Prerequisite: Appropriate score on assessment test or successful completion of

PCS 021 and TRE 089.

Examines the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations.

BUS 202 | LEGAL ENVIRONMENT OF BUSINESS (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

An examination of how the legal environment impacts the business world and what implications there are for the decision-maker. Included will be coverage of the legal framework, regulations, ethical considerations, and case analysis.

BUS 204 | BUSINESS COMMUNICATIONS (3)

Transferrable Course • Three lecture.

Prerequisites: Successful completion of GBS 105 or ENG 101.

Develops written and oral communication used in the workplace including preparation of business letters, memorandums, written and oral reports, resumes, and use of relevant communication equipment.

BUS 206 | MICRO ECONOMICS (3) **Transferrable Course • Three lecture.**

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Study of interaction of individuals, households, and firms in making production, consumption, and distribution decisions with their attendant social consequences. The relationship of consumer behavior to demand, and firm behavior to supply, in capitalistic and mixed-market systems, is overlaid.

BUS 207 | MACRO ECONOMICS (3) **Transferrable Course • Three lecture.**

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Introduction to the economizing problem: unlimited wants with scarce resources; a description of the various sectors of our economy, national income and its determination, monetary and fiscal policies, economic growth, external-

Course Descriptions

ties, international economics and global interdependence.

BUS 208 | BUSINESS STATISTICS (3) **Transferrable Course • Three lecture.**

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and MAT 151 or permission of academic chair.*

Basic study of business statistics including the collection, tabulation and analysis of business and economic data. Included will be averages, dispersion and statistical decision making, correlations and regression and business forecasting.

BUS 221 | FINANCIAL ACCOUNTING (3) **Transferrable Course • Three lecture.**

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and ACC 125.*

The study of the principles of accounting in order to develop financial data for partnerships and corporations. The major topics covered include: accounting as an information system; accounting measurement; Generally Accepting Accounting Principles (GAAP); professional ethics and the accounting profession; financial reporting, analysis, and performance evaluation; cash flow management; and accounting for short-term financial assets, inventories, current liabilities, long-term assets, long-term liabilities, contributed capital, and long-term investments.

BUS 222 | MANAGERIAL ACCOUNTING (3) **Transferrable Course • Three lecture.**

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and BUS 221 or permission of academic chair.*

Evaluates accounting information from a managerial perspective. Develops and analyzes accounting information for managerial planning and control. Microsoft Excel or general ledger software will be used in this class.

BUS 247 | HUMAN RESOURCE MANAGEMENT (3) **Transferrable Course • Three lecture.**

Prerequisite: *Appropriate score on assessment test or successful completion of*

PCS 021 and TRE 089.

Compares and contrasts the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issues.

CASINO GAMING

CGM 121 | CASINO DEALER - POKER (3)

Two lecture; two lab.

An intensive four-week course teaching dealer skills in poker for employment in the casino/resort industry. Hands-on practice with tables and casino equipment is included. The instructor monitors progress with tests. Class size is limited.

CGM 122 | CASINO DEALER - BLACKJACK (3)

Two lecture; two lab.

An intensive four-week course teaching dealer skills in blackjack for employment in the casino/resort industry. Hands-on practice with tables and casino equipment is included. The instructor monitors progress with check sheets. Class size is limited.

CGM 123 | CASINO DEALER - DICE (CRAPS) (4)

Three lecture; two lab.

An intensive six-week course teaching dealer skills in dice for employment in the casino/resort industry. Hands-on practice with tables and casino equipment is included. Class size is limited.

CGM 124 | CASINO DEALER - ROULETTE. (4)

Three lecture; two lab.

An intensive six-week course teaching dealer skills in roulette for employment in the casino/resort industry. Hands-on practice with tables and casino equipment is included.

CGM 125 | CASINO MANAGEMENT, FLOORPERSON (3)

Three lecture.

Prerequisite: *Two years experience dealing two or more casino games or recommendation by sponsoring casino.*

Designed for advancement to the position of casino floor person. Class limited to 15.

CHEMICAL DEPENDENCY STUDIES

CHD 100 | FOUNDATIONS OF CHEMICAL DEPENDENCY (3)

Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of TRE 089.*

Introduction to the foundations of the alcohol and drug abuse rehabilitation fields. Emphasis is on the roles and responsibilities of the addiction paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work stressed.

CHD 102 | COMMUNICATION SKILLS IN CHEMICAL DEPENDENCY (3)

Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of TRE 089 and CHD 100.*

Further examination and refinement of communication and beginning paraprofessional counseling skills as they relate to the chemically dependent client and family members. Emphasis is on practicing the application of these skills in various situations associated with treatment planning. Recordkeeping/documentation skills are emphasized.

CHD 110 | BIOLOGICAL SYSTEMS PHARMACOLOGY OF THE CHEMICALLY DEPENDENT (3)

Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of TRE 089, CHD 100 and PSY 101.*

Exploration of the physiological effects of chemical use on human biological systems and human development. Emphasizes human anatomy and physiology, and the identification and management of chemically induced crises situations.

Course Descriptions

CHD 120 | PROFESSIONAL ETHICS IN COUNSELING THE CHEMICALLY DEPENDENT (2)

Two lecture.

Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and CHD 100.

Exploration of topics relative to the professional and ethical development of the chemical dependency counselor, including manpower utilization, professionalism, and the meeting of individual counselor needs within the field.

CHD 150 | PRINCIPLES OF SELF-HELP GROUPS (2)

Two lecture.

Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and CHD 100.

Overview of the fundamental principles, concepts and historical antecedents of the various self-help groups. Emphasis is on the self-help groups of Alcoholics Anonymous, Al-Anon, Al-Ateen, Narcotics Anonymous, Codependents Anonymous, and Adult Children of Alcoholics.

CHD 161 | BEGINNING INTERVIEWING AND DOCUMENTATION SKILLS (3)

Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of TRE 089, CHD 100 and CHD 102. Overview of interviewing/paraprofessional counseling and documentation skills. Recordkeeping/documentation skills. Alcohol and drug abuse paraprofessional counselor core functions emphasized.

CHD 165 | THEORY AND TECHNIQUES IN THE TREATMENT OF THE CHEMICALLY DEPENDENT (2)

Two lecture.

Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and CHD 100.

Overview of the counseling theories including the application to chemical dependency groups. Recordkeeping skills and beginning paraprofessional counseling skills.

CHD 220 | FAMILY DYNAMICS AND CHEMICAL DEPENDENCY (3)

Three lecture.

Prerequisite: Successful completion of ENG 101, CHD 100, CHD 161, CHD 165

Analysis of the impact of addictions on all the members of a family. Interviewing, assessment and therapeutic approaches particularly useful for these family members presented.

CHD 226 | COUNSELING MULTICULTURAL AND DIVERSE POPULATIONS (3)

Three lecture.

Prerequisite: Successful completion of ENG 101, CHD 100, CHD 161, CHD 165, CHD 220

Exploration of implications of chemical use on multicultural and diverse populations. Emphasis is on area influences as well as the impact of paraprofessional relationships.

CHD 236 | RECOVERY AND RELAPSE OF THE CHEMICALLY DEPENDENT (2)

Two lecture.

Prerequisite: Successful completion of ENG 101, CHD 100, CHD 161, CHD 165, CHD 220

Introduction to the foundations of alcohol and drug abuse rehabilitation field. Emphasis is on the roles and responsibilities of the addition paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work stressed.

CHD 245 | DUAL DIAGNOSIS (2)

Two lecture.

Prerequisite: Successful completion of ENG 101, PSY 101, CHD 100, CHD 110, CHD 161, CHD 165

Examines dual diagnosis (mental illness and chemical dependency) from the biopsychosocial model. Includes causes, consequences assessment, and treatment of the dually diagnosed person. Emphasizes the psycho-educational model of treatment.

CHD 250 | GROUP INTERVENTION WITH THE CHEMICALLY DEPENDENT (3)

Three lecture.

Prerequisite: Successful completion of ENG 101, CHD 100, CHD 102, CHD 150, CHD 161, CHD 165

Focus on group dynamics and group process as they relate to chemical dependency. Exploration of group developmental stages, family intervention models, various counseling approaches/techniques and their applications to therapeutic, education and family groups.

CHD 275 | ADVANCED THEORY AND TECHNIQUES IN THE TREATMENT OF THE CHEMICALLY DEPENDENT (3)

Three lecture.

Prerequisite: Successful completion of ENG 101, PSY 101, CHD 100, CHD 110, CHD 120, CHD 150, CHD 161, CHD 165, CHD 220, CHD 226, CHD 245, CHD 250

Capstone course for level two certificate in chemical dependency program. Focus is on chemical dependency counseling theories and techniques used by chemical dependency paraprofessionals as they relate to the client and family members.

CHD 280 | CHEMICAL DEPENDENCY PRACTICUM (6)

Twelve lab.

Prerequisite: Successful completion of ENG 101, PSY 101, CHD 100, CHD 110, CHD 120, CHD 150, CHD 161, CHD 165, CHD 220, CHD 226, CHD 245, CHD 250

Co-requisite: CHD 275

Opportunity for advanced student to use his/her developed knowledge and skills in an applied setting with supervision.

CHD 281 | AIDS AND CHEMICAL DEPENDENCY (1)

One lecture.

Exploration of AIDS and its relationship to Chemical Dependency. Emphasis is on the myths and realities of AIDS, personal values, feelings and limitations and treatment goals.

Course Descriptions

CHEMISTRY

CHM 130 | FUNDAMENTAL CHEMISTRY (4)

Transferrable Course • Course Fee: \$40

Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRM 091 and TRE 089.

Fundamental chemistry covers principles of inorganic chemistry designed for programs requiring a year or less of chemistry, and for students proceeding on to one semester of organic chemistry.

CHM 140 | FUNDAMENTAL ORGANIC AND BIOCHEMISTRY (4)

Course Fee: \$50 • Three lecture; three lab.

Prerequisite: Successful completion of CHM 130.

Continuation of CHM 130. Emphasizes the importance of organic chemistry as the basis for the study of some important life processes. Includes the classification, structure and general chemical behavior of organic and biochemical compounds and systems.

CHM 151 | GENERAL CHEMISTRY I (4)

Transferrable Course • Course Fee: \$40

Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRM 091, TRE 089 and MAT 121.

Principles of inorganic chemistry, including molecules and ions, chemical reactions, thermochemistry, quantum theory and the periodic table, chemical bonding, proper use of lab equipment, and the use and application of the scientific method. This course is appropriate for students majoring in science and other programs requiring more than one year of chemistry.

CHM 152 | GENERAL CHEMISTRY II (4)

Transferrable Course • Course Fee: \$40

Three lecture; three lab.

Prerequisite: Successful completion of CHM 151.

A continuation of the study of inorganic chemistry begun in CHM 151.

CHM 235 | GENERAL ORGANIC CHEMISTRY I (4)

Transferrable Course • Course Fee: \$50

Three lecture; three lab.

Prerequisite: Successful completion of CHM 152.

Studies the properties and reactions of aliphatic and aromatic organic with emphasis being placed on reaction mechanism, fundamental principles, and modern instrumental methods.

CHM 236 | GENERAL ORGANIC CHEMISTRY II (4)

Transferrable Course • Course Fee: \$50

Three lecture; three lab.

Prerequisite: Successful completion of CHM 235.

A continuation of the study of organic chemistry begun in CHM 235.

COMMUNICATION

COM 121 INTERPERSONAL COMMUNICATION (3)

Transferrable Course • Three lecture.

Emphasizes the development of effective interpersonal communication skills significant to both personal and career success. Students will explore basic elements of interpersonal communication, including self-concept, perception, listening, verbal and non-verbal expression, emotional expression, critical thinking, conversational skills, personal relationships, intercultural communication, conflict resolution and personal power. Students evaluate their present communication

COM 151 | PUBLIC SPEAKING (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate assessment test score or successful completion of PCS 021 and TRE 089.

Emphasizes communication clearly and effectively before a group through the study of communication theory and through extensive practice speaking.

COMPUTER INFORMATION SYSTEMS

CIS 100A | YOUR NEW COMPUTER AND YOU (1)

One lecture.

This beginning course is ideal for anyone who is new to the world of computers.

You will learn the basics of computer operations, hardware, and software. This class will present hardware elements of the computer, provide basic literacy, and introduce students to computer software.

CIS 100B | LEARN TO USE WINDOWS (1)

One lecture.

An introduction to using MS Windows for personal interest and information.

Provides information on how to effectively use the Windows operating system. Emphasis will be given to navigation and file management.

CIS 100C | HOW TO USE THE INTERNET (1)

One lecture.

A course for students who want to learn the basics of using web browsers and the World Wide Web (WWW). The course will explain how to effectively search the World Wide Web and use email as a communication tool.

CIS 100D | THE BASICS OF WORD PROCESSING (1)

One lecture.

Introduces students to the basics of word processing including spelling and grammar check and customizing paragraph and print settings.

CIS 100E | USING SPREADSHEETS – EXCEL BASICS (1)

One lecture.

Introduces the basics of electronic spreadsheets including the creation of graphs and charts.

| Course Descriptions

CIS 100F | USING DATABASES – ACCESS BASICS (1)

One lecture.

Introduces students to basic database principles using tables, queries, forms, and reports.

CIS 100G | YOUR DIGITAL CAMERA AND YOU (1)

One lecture.

Introduces students to the basics of digital imaging technology including camera setup and photo manipulation.

CIS 100K | COMPUTERIZED PRESENTATIONS USING POWERPOINT (1)

One lecture.

This course introduces the basics of multimedia presentations. Topics will include the development of slides that include audio, graphics, text, and animation.

CIS 100M | CREATE YOUR OWN WEB PAGE (1)

One lecture.

This course introduces the basics of web page creation concepts and skills using fundamental HTML (Hypertext Markup Language) coding.

CIS 100S | INTERMEDIATE SPREADSHEETS (1)

One lecture.

Prerequisite: Successful completion of CIS 100E.

A continuation of CIS 100E: Spreadsheet Basics. Students will study the more advanced skills needed to complete more complicated spreadsheet tasks.

CIS 100T | INTERMEDIATE WORD PROCESSING (1)

One lecture.

Prerequisite: Successful completion of CIS 100D.

A continuation of CIS 100D: The Basics of Word Processing. Students will study the more advanced skills needed to complete more complicated word processing tasks.

CIS 105 | COMPUTERS FOR BEGINNERS (3)

Three lecture.

Designed for the beginning computer user to learn introductory concepts and how to use an operating system, process text and navigate the Internet.

CIS 110 | INTRODUCTION TO COMPUTER INFORMATION SYSTEMS (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

An introduction to hardware, software, data structures, information systems analysis, and other topics regarding the computer. Content covers historical and contemporary topics, and is oriented toward the use of the computer for professional, business and educational problem solving.

CIS 115 | COMPUTER REPAIR I (3)

Three lecture.

Prepares students to maintain personal computers. Part of a two course series that prepares students to take the CompTIA A+ certification exams. Computer Repair I emphasizes the hardware area and can be taken concurrently with CIS 116.

CIS 116 | COMPUTER REPAIR II (3)

Three lecture.

Prepares students to maintain personal computers. Part of a two course series that prepares students to take the CompTIA A+ certification exams. Computer Repair II emphasizes the software area and can be taken concurrently with CIS 115.

CIS 120 | INTRODUCTION TO PROGRAMMING (3)

Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Takes an in-depth look at programming concepts and techniques. Theoretical concepts along with practical hands-on projects will be used when examining programming techniques. This course will explore the advancement of program

development, as well as, problem solving strategies.

CIS 125 | BASIC GAME DESIGN AND CREATION (3)

Three lecture.

Provides students with an introduction to game design and development. Topics include creating objects, events, and multiple levels of game interaction.

CIS 131 | MICROSOFT OFFICE SUITE (3)

Three lecture.

The Microsoft Office Suite is used extensively in the workplace because of its versatility and the ability of each of its products to work together. This course will cover the basic functions of Word, Excel, Access, PowerPoint and Outlook.

CIS 135 | MICROSOFT ACCESS DATABASE (3)

Three lecture.

Learn to use Access for database design and management. This course prepares students to take the Microsoft Office Specialist (MOS) Expert Access Exam.

CIS 136 | MICROSOFT EXCEL SPREADSHEETS (3)

Three lecture.

Learn to use Excel to manage financial calculations, as well as to work with formulas, charts and graphics to develop a professional worksheet. This course prepares students to take the Microsoft Office Specialist (MOS) Proficient and Expert Exams.

CIS 138 | MICROSOFT WORD (3)

Three lecture.

Learn to format, print, and streamline your word processing tasks with Microsoft Word. This course prepares the students to take the Microsoft Office Specialist (MOS) Proficient and Expert Word Exams.

CIS 140 | INDESIGN DESKTOP PUBLISHING (3)

Three lecture.

Provides the techniques and information necessary to create text and graphic materials suitable for desktop publishing projects using Adobe InDesign.

| Course Descriptions

CIS 141 | MICROSOFT POWERPOINT PRESENTATIONS (3) *Transferrable Course • Three lecture.*

This course is an introduction to using multimedia presentation software. PowerPoint allows the user to create digital presentations that include graphics, animation, sounds and videos. This course also prepares students to take the Microsoft Office Specialist [MOS] Expert PowerPoint Exam.

CIS 143 | WEB PAGE DESIGN I (3) *Transferrable Course • Three lecture.*

This class teaches web page design techniques using the Macromedia Dreamweaver editing software to create web sites that include hyperlinks, graphics and text. Design issues such as creating successful web pages for target audiences and search engine placement are also included in this course.

CIS 145 | PHOTOSHOP I (3) *Transferrable Course • Three lecture.*

A beginning course in learning the fundamental concepts and features of image manipulation using the most popular program in the industry.

CIS 153 | NETWORKING ESSENTIALS (3) *Three lecture.*

Provides the basic building blocks of networks and gives students experience in planning and using them to create a network.

CIS 156 | FIREWALLS AND INTRUSION DETECTION (3) *Three lecture.*

Designed for the student who needs to learn the basics of network firewall security to prevent intrusion and destruction of computerized information.

CIS 185 | COMPUTER FORENSICS & INVESTIGATION (3) *Three lecture.*

Prerequisite: Successful completion of CIS 110 or permission of academic chair or program director.

Students will learn what computer forensics and investigation is as a profession, and gain an understanding of the overall investigation process.

CIS 200 | PROGRAMMING AND GAME DEVELOPMENT WITH VISUAL BASIC.NET (3) *Transferrable Course • Three lecture.*

Prerequisite: Successful completion of CIS 120 or permission of academic chair or program director.

Presents programming and game development concepts using Microsoft's Visual Basic.NET programming.

CIS 204 | PROGRAMMING AND GAME PROGRAMMING IN C++ (3) *Transferrable Course • Three lecture.*

Prerequisite: Successful completion of CIS 120 or permission of academic chair or program director.

Presents programming and game development concepts using the C++ programming language.

CIS 206 | PROGRAMMING FOR THE WEB IN JAVASCRIPT (3) *Three lecture.*

Prerequisite: Successful completion of CIS 120 and 143 or permission of academic chair or program director.

Presents fundamental concepts in JavaScript programming for web page applications.

CIS 208 | PROGRAMMING IN C# (3) *Transferrable Course* *Three lecture.*

Prerequisite: Successful completion of CIS 120 or permission of academic chair or program director.

Uses C#, an object-oriented programming language, to create projects using structured programming, function calling and parameter passing concepts.

CIS 210 | DATABASE MANAGEMENT AND SQL DESIGN (3) *Three lecture.*

Prerequisite: Successful completion of CIS 110 or permission of academic chair or program director.

Provides students with an introduction to database management and beginning SQL concepts, and design methodology.

CIS 241 | E-COMMERCE TECHNOLOGY (3) *Three lecture.*

Prerequisites: Successful completion of CIS 143.

This course addresses the key elements involved in Web-based transactions including designing and securing your online site through Web technology concepts.

CIS 243 | WEB PAGE DESIGN II (3) *Three lecture.*

Prerequisite: Successful completion of CIS 143 or permission of academic chair or program director.

This course includes the essential concepts of HTML, XHTML, and an introduction to XML and JavaScript. Projects consist of coding web pages with special effects, windows and frames.

CIS 245 | PHOTOSHOP II (3) *Transferrable Course • Three lecture.*

Prerequisite: Successful completion of CIS 145 or permission of academic chair or program director.

An advanced course in enhancing the concepts and features of image manipulation using the most popular program in the industry.

CIS 253 | NETWORK SECURITY (3) *Three lecture.*

Prerequisite: Successful completion of CIS 153 or permission of academic chair or program director.

Takes a comprehensive look at network security and provides students with the tools and techniques necessary to safeguard computer stored data.

CIS 258 | WINDOWS SERVER (3) *Three lecture.*

Prerequisite: Successful completion of CIS 153 or CIS 156 or permission of academic chair or program director.

Presents the concepts and issues involved in managing a Windows server.

CIS 261 | COMPUTER SUPPORT SERVICES (3) *Three lecture.*

Prerequisite: Successful completion of CIS 110 or permission of academic chair or program director.

Presents help desk operations and gen-

| Course Descriptions

eral troubleshooting techniques for technical support personnel.

CIS 270 | SYSTEMS ANALYSIS AND DESIGN (3)

Transferrable Course • Three lecture.

Prerequisite: Successful completion of CIS 110 or permission of academic chair or program director.

Focuses on the systems development life cycle. Systems are traced from initial investigation and feasibility studies through detailed analysis, software selection and/or programming, staff training, project implementation and review. The purpose is to develop system solutions in a complete business/management environment.

CIS 280 | CIS INTERNSHIP (1-3)

Transferrable Course • One to three lecture.

Prerequisite: Permission of academic chair or program director.

The internship provides the student with the opportunity to gain practical work experience by working for a local employer. An internship requires at least 30 clock hours of work for each credit.

CIS 290-294 | SPECIAL PROJECT: CIS (1-4)

Transferrable Course • One to four lecture.

A course for second-year computer information systems students or working professionals. New developments in the field of computer or management information systems are presented in the form of seminars, workshops or special work-study projects. Details given in semester course schedules.

CULINARY ARTS

CUL 111 | INTRODUCTION TO CULINARY (4)

Course Fee: \$705 • **Three lecture; 2 lab.**

Co-requisite: CUL 115

Students are introduced to the fundamental concepts, skills and techniques involved in professional cooking. Special emphasis is placed on classical theories, knife skills, safety, culinary math, interviewing and resumes, sanitation, mise en place, cooking techniques, and stocks, soups and sauces.

CUL 112 | TECHNIQUES OF HEALTHY COOKING (4)

Course Fee: \$340 • **Three lecture; two lab.**

Co-requisites: CUL 111 and CUL 115

The causes and effects of nutrition and dietary practices are presented to include the composition of foods, labeling, additives, special diets, RDA, BMI, and TEU. The interrelationship between nutrition, bodily systems, global foodways, food safety and environmental challenges are explored and analyzed. The practical portion of the course will explore the procurement, planning and preparation of Healthy Cuisine including Vegetarian, cooking with healthy ingredients, Recipes & Menus, Soups & Salads, Main Dishes, Side Dishes, Breakfast & Beverages, Baked Goods & Desserts and Chef's Pantry.

CUL 113 | SAUCIER (4)

Course Fee: \$340 • **Three lecture; two lab.**

Co-requisites: CUL 111 and CUL 115

The student will be immersed in the culinary fundamental skill set of the Saucier, (master of stocks, soups and sauces). The stocks covered will be brown, white, vegetable, fish fumet, shellfish. The soups covered will be cream, puree, broth, consume, specialty and national. The sauces covered will be the "mother sauces", derivative sauces and cold and dessert sauces. Additionally, the various thickening mixtures will be covered and utilized. Finally, students will be instructed on the proper use of convenience products such as stocks, soups and sauces.

CUL 114 | BAKING (4)

Course Fee: \$340 • **Three lecture; two lab.**

Co-requisites: CUL 111 and CUL 115

Students cover the fundamental concepts, skills and techniques involved in the art and science of baking. Focus is placed on accurate measurement, weighing, mixing, baking, and finishing baked goods. Quick breads, yeast breads, cookies, cakes, laminate doughs, puddings, pastry creams, frozen desserts, dessert sauces and restaurant desserts are produced. The process of ordering, planning, sanitation and marketing of commercial restaurant and/or hotel bakeshop are covered.

CUL 115 | SANITATION AND SAFETY (3)

Course Fee: \$40 • **Three lecture.**

Co-requisite: CUL 111

The Sanitation & Safety course covers the causes and effects of food-borne illness and food spoilage. The sanitation and personal hygiene principles, laws and regulations will be dealt with in a systematic, holistic environment. The Hazard Analysis Critical Control Point, HAPPC, is a method that insures safe food throughout the flow of the food in an operation.

CUL 116 | SUPERVISORY MANAGEMENT (3)

Course Fee: \$40 • **Three lecture.**

Co-requisites: CUL 111 and CUL 115

This course gives the student a general overview of the human resource function in the culinary world. Leadership, motivation, chain of command, span of control and other administrative functions are covered. The HR process is covered from recruitment, interviewing, selection, orientation, training, supervision, evaluation, progressive discipline and career development and advancement. The legal HR environment is covered including EEOC, sexual harassment, age, gender, ethnicity and culture.

CUL 117 | PURCHASING AND RECEIVING (3)

Course Fee: \$40 • **Three lecture.**

Co-requisites: CUL 111 and CUL 115

Student will be introduced to the concepts of selection and procurement, buyer relations, ordering and receiving as it pertains to the food service business. The food categories covered will be groceries, fruit and vegetables, meat, fish, seafood, cleaning products. Inventory control via perpetual or periodic methods, depreciation schedules and cash flow management are also covered.

CUL 118 | HOSPITALITY AND CULINARY MARKETING (3)

Course Fee: \$40 • **Three lecture.**

Co-requisites: CUL 111 and CUL 115

Marketing for Hospitality and Culinary will explore marketing as it relates to the multi-billion dollar hospitality industry. The five P's of marketing will be covered

Course Descriptions

and related to hospitality and culinary. The marketing process, opportunities, strategies, MIX, and management will be key learning modules. The specific hospitality segments of lodging, foodservice, travel and tourism, gaming and ecotourism will be covered in terms of marketing and public relations.

CUL 119 | EXTERNSHIP (3)

Six lab.

Prerequisites: Completion of all culinary courses required for the culinary certificate.

This course is designed to afford the student an opportunity to garner real-world experience in the food service/hospitality industry. Students will apply their practical and theoretical knowledge of the food service environment, including food preparation, budgeting and professionalism to their externship position. The externship will be set up on a case-by-case basis with consultation between the instructor, student, and employer.

CUL 211 | FOOD AND BEVERAGE COST CONTROL (3)

Course Fee: \$40

Three lecture.

Co-requisites: CUL 111 and CUL 115

This course is designed to prepare students to plan, prepare, understand, interpret, organize, analyze and evaluate the financial management functions of food-service firms. Four key areas are covered: terms, the four step control process, the food control process and labor control.

CUL 212 | AMERICAN REGIONAL CUISINE (4)

Course Fee: \$340 • **Three lecture; two lab.**

Co-requisites: CUL 111 and CUL 115

This course is designed to be a capstone course that brings together the culinary and academic training that was presented in the basic culinary curriculum. Students will utilize their previously acquired component skills and training from a macro-perspective to different cuisines. In this course the tapestry that makes-up American cuisine is presented in a protocol that focuses on food, culture, topography, history, trends, and multiple influences on the foodways and culture of America.

CUL 213 | INTERNATIONAL CUISINE (4)

Course Fee: \$340 • **Three lecture; two lab.**

Co-requisites: CUL 111 and CUL 115

This course is designed to explore the foodways of Europe and Asia. The history, topography, religions and indigenous ingredients of Europe and Asia are covered in a protocol that focuses on food, foodways, trends and how these cultures/cuisines influence the foodways and culture of America.

CUL 214 | HOSPITALITY AND CULINARY LAW (3)

Course Fee: \$40 • **Three lecture; two lab.**

Co-requisites: CUL 111 and CUL 115

A comprehensive overview of the laws and regulatory agencies governing the lodging, gaming, foodservice and travel industries. The historical development of innkeeper laws, guests' rights, food and beverage liability, employment laws, EEOC, sexual harassment, ADA, dram shop and the responsible service of alcohol and food borne illness issues.

CUL 215 | ARTISAN BREADS (4)

Course Fee: \$340

Three lecture; two lab.

Co-requisites: CUL 111, CUL 114, CUL 115

This course is designed to enable students to progress from basic baking to the expert baking of specialty, decorative and artisan bread making. Breads made with yeasted pre-ferments, levain, sourdough, straight-dough, decorative breads will be covered. The traditional artisan techniques, as well as the will be the focus of this course.

Additionally, students will learn the retail and wholesale production, marketing and quality controls in bread making.

CUL 216 | ADVANCED BAKING AND PASTRY (4)

Course Fee: \$340 • **Three lecture; two lab.**

Co-requisites: CUL 111, CUL 114, CUL 115

This course is designed to build on the basic baking course. The students will learn advanced techniques in the baking and pastry arts. Specific attention will be given to laminate doughs, individual pastries, cake decorating, chocolate, confections, sugar work and restaurant desserts.

CUL 217 | CHOCOLATE, CONFECTIONS, SUGAR WORK AND RESTAURANT DESSERTS (4)

Course Fee: \$340 • **Three lecture; two lab.**

Co-requisites: CUL 111, CUL 114, CUL 115

This is an advanced baking & pastry course which focuses primarily on chocolate and working with chocolate in professional baking and pastry. Additionally, confections, sugar work, and restaurant desserts are covered. This is a challenging course that will prepare students for work in a professional bakery in a hotel, restaurant or resort setting.

DANCE

DAN 115 | JAZZ DANCE (1)

Transferrable Course

One lecture; one lab.

Instruction in basic jazz dance technique, style, terminology and performance.

DAN 116 | MODERN DANCE (1)

Transferrable Course

One lecture; one lab.

Instruction in basic to modern dance principles of technique and movement, the elements of dance and principles of improvisation and composition.

DAN 117 | BALLET (1)

Transferrable Course • One lecture; one lab.

Instruction in basic to intermediate ballet barre and center floor technique, terminology and performance.

DAN 119 | TAP DANCE (1)

Transferrable Course • One lecture; one lab.

Instruction in basic tap dance techniques, style, terminology and performance.

DENTAL ASSISTING

DAE 100 | DENTAL ASSISTING I (2)

Course Fee: \$150

One and one half lecture; one lab

Prerequisite: Appropriate score on the assessment test or completion of PCS 021, TRE 089 and TRM 090.

An introduction to the career of dental assisting. Topics examined include the

Course Descriptions

patient record, vital signs and preventative dentistry.

DAE 101 | BIOMEDICAL DENTAL SCIENCES (3)

Three lecture

Prerequisite: *Appropriate score on the assessment test or completion of PCS 021, TRE 089 and TRM 090.*

Introduction to bio-sciences as they are related to the oral cavity. Includes anatomy and physiology, tooth morphology, oral pathology and nutrition, each of which affect total dental health.

DAE 102 | DENTAL ASSISTING MATERIALS (3)

Course Fee: \$175 • **Two lecture; two lab**

Prerequisite: *Successful completion of DAE 105*

Identification and description of dental materials. Manipulation of restorative, impression, laboratory and adjunct dental materials are emphasized.

DAE 105 | DENTAL INFECTION CONTROL (1)

One lecture. • **Course Fee:** \$50

Prerequisite: *Appropriate score on the assessment test or completion of PCS 021, TRE 089 and TRM 090.*

One lecture

Infection control procedures in a dental setting are emphasized. Microbiology, disease transmission, waste management and regulatory agencies will be examined in this context.

DAE 106 | DENTAL ASSISTING RADIOGRAPHY (3)

Course Fee: \$490-*includes certification exam fees*

Two lecture; two lab

Prerequisite: *Successful completion of DAE 105*

Course includes exposure, processing, mounting and evaluation of radiographs. Radiographic principles, landmarks and restorations are covered. Preparation for the Dental Assisting National Board Radiation Health and Safety exam and the Arizona Clinical Radiologic Proficiency exam are emphasized.

DAE 110 | DENTAL ASSISTING II (3)

Course Fee: \$150 • **Two lecture; two lab**

Prerequisite: *Successful completion of DAE 100 and DAE 105*

Presents fundamental skills for clinical dental assisting, emphasizing the role of the assistant in patient procedures and management.

DAE 114 | CLINICAL PROCEDURES (7)

One half lecture; Six and one half lab

Prerequisite: *Dental Programs Director approval*

Externships in which students integrate with the dental staffs of community dental practices, serving as contributing team members.

DAE 115 | OFFICE MANAGEMENT FOR THE DENTAL ASSISTANT (1)

One lecture

Prerequisite: *Appropriate score on the assessment test or completion of PCS 021, TRE 089 and TRM 090.*

A study of the basic business administration procedures in dentistry is emphasized. Job search skills including resumes and interviews will also be covered.

DAE 120 | DENTAL SPECIALTIES (3)

Course Fee: \$200 • **Two lecture; two lab**

Prerequisite: *Successful completion of DAE 110*

Specialty and expanded skills for the clinical dental assistant including prosthetics, orthodontics and surgical procedures are emphasized.

DENTAL HYGIENE

DEH 100 | CURRENT ISSUES AND ETHICS IN DENTAL HYGIENE (1)

One lecture.

Prerequisite: *Admission to Dental Hygiene Program.*

Discusses current issues in dental hygiene and heightens student's awareness of ethical issues and choices for action. Also includes an orientation to dentistry, a library project and an opportunity to facilitate discussion.

DEH 101 | PRE-CLINICAL DENTAL HYGIENE (5)

Two lecture; six lab.

Prerequisite: *Admission to Dental*

Hygiene Program.

Includes basic dental hygiene theory and development of basic clinical skills. Lectures, demonstrations, and laboratory experiences are related to dental hygiene patient treatment, including aseptic techniques and practices; medical histories; extraoral and intraoral examination; recognition, detection and documentation of dental restorations, carious lesions, and anomalies; principles of instrumentation. Also includes student participation in a written and oral case-based presentation on a Compromised Patient.

DEH 102 | CLINIC I (6)

Two lecture; eight lab.

Prerequisite: *Appropriate standing in Dental Hygiene Program.*

The focus of this course is prevention by way of patient education. Also included are continued dental hygiene clinical procedures, such as sealants, coronal polish, fluoride and an introduction to treatment planning.

DEH 106 | DENTAL RADIOLOGY (3)

Two lecture; two lab.

Prerequisite: *Admission to Dental Hygiene Program.*

Introduction to principles of x-radiation production and safety factors; application and theory of properly exposing, processing, mounting and evaluating dental radiographs; identification of normal anatomic landmarks and pathologic conditions. Utilization of the laboratory in performing procedures necessary to produce quality radiographs.

DEH 111 | PERIODONTOLOGY I (3)

Three lecture.

Prerequisite: *Appropriate standing in Dental Hygiene Program.*

Introduction to principles of periodontology and periodontal medicine, exhibited by describing and recognizing the periodontium in health and disease. Anatomy, physiology, histology and functions of dental tissues are discussed in depth. Periodontal diseases are discussed and classified, the etiology of periodontal diseases is explored, and particular emphasis is placed on the host immune response, effects of systemic conditions on the periodontium, and the effects periodontal disease has on systemic health.

Course Descriptions

DEH 117 | APPLIED PHARMACOLOGY (3)

Three lecture.

Prerequisite: *Appropriate standing in Dental Hygiene Program.*

Covers general pharmacology including the study of drug groups, dosages, administrations, and reactions of drugs common to dental patients.

DEH 118 | ANESTHESIOLOGY (3)

Two lecture; two lab.

Prerequisite: *Appropriate standing in Dental Hygiene Program.*

Covers neurophysiology and pharmacology of local anesthetic agents. Mastery of the armamentarium and techniques of regional anesthesia in dentistry is emphasized. The concepts, principles and administration of nitrous oxide-oxygen sedation are also covered. Prevention and treatment of anesthetic complications are reviewed and practiced.

DEH 121 | DENTAL ANATOMY (3)

Two lecture; two lab.

Prerequisite: *Admission to Dental Hygiene Program.*

Introduction to principles of dental anatomy, oral embryology, and histology, functional characteristics of human deciduous, mixed, and permanent dentitions; and related oral structure. Accomplished by participation in classroom activities, and laboratory assignments.

DEH 122 | HEAD AND NECK ANATOMY (2)

One and one-half lecture; one lab.

Prerequisite: *Admission to Dental Hygiene Program.*

A study of the anatomical structures of the head and neck, with emphasis on the nerve and vascular supply, muscles of mastication, bones of the skull, and the oral cavity.

DEH 201 | CLINIC II (5)

Two lecture; six lab.

Prerequisite: *Appropriate standing in Dental Hygiene Program.*

Ultrasonic devices and advanced instrumentation techniques are introduced in conjunction with treatment of the periodontal patient. Care for the special needs patient is introduced to include

geriatric, edentulous, cleft lip and palate and oral surgery patients.

DEH 202 | CLINIC III (9)

Two lecture; fourteen lab.

Prerequisite: *Appropriate standing in Dental Hygiene Program.*

Emphasizes the care of the special needs patient. Advanced clinical skills and patient management are presented and performed through comprehensive treatment planning and patient care. Students will prepare a presentation relating to the care of the special needs patient at the end of the course.

DEH 203 | PRACTICE MANAGEMENT (9)

Two lecture; fourteen lab.

Prerequisite: *Appropriate standing in Dental Hygiene Program.*

Designed to involve the student in research, presentation, and discussion regarding legal and ethical considerations of patient care; resumes, cover letters, job search and interview skills; roles, relationships, and requirements of the dental hygiene professional; organization and management of dental hygiene practice. In addition, state dental practice acts; licensure and credentialing, and various aspects of employment will be addressed.

DEH 208 | DENTAL MATERIALS (2)

One lecture; two lab.

Prerequisite: *Appropriate standing in Dental Hygiene Program.*

Introduction to principles of the physical and chemical properties and proper manipulation of dental materials utilized by dentists and their auxiliaries.

DEH 212 | PERIODONTOLOGY II (2)

Two lecture.

Prerequisite: *Appropriate standing in Dental Hygiene Program.*

Designed to teach the dental hygiene student how to relate the biological rationale for various treatment procedures to the conceptual understanding of the various periodontal disease processes; how to collect pertinent data, analyze it, and then develop a treatment plan and appropriate therapy for individual periodontal patients. Also helps student

to understand both non-surgical and surgical rationale, therapy, and techniques involved.

DEH 223 | GENERAL AND ORAL PATHOLOGY (3)

Three lecture.

Prerequisite: *Appropriate standing in Dental Hygiene Program.*

This course is the study of general and oral pathological processes. Topics include pathological diagnostic criteria, inflammation and repair with associated oral manifestations, immunity, autoimmunity and infectious diseases. Other topics include genetics, developmental disorders, neoplasia, nonneoplastic diseases of bone, oral manifestation of oral diseases and diseases of the TMJ.

DEH 235 | ORAL HEALTH PROMOTION/DISEASE PREVENTION (2)

Two lecture.

Prerequisite: *Appropriate standing in Dental Hygiene Program.*

Topics related to oral health promotion and disease prevention are taught. Particular emphasis is placed on the relationship of nutrition and advanced oral hygiene aids and techniques to oral health; the nutritional and oral hygiene needs of special population groups; nutritional assessment and counseling; the effects of nutrition and oral self-care habits on the decay process and other oral diseases; and the roles and relationships of the healthcare provider and the healthcare consumer in accomplishing behavioral change.

DEH 243 | COMMUNITY DENTAL HEALTH (3)

Two lecture; two lab.

Prerequisite: *Appropriate standing in Dental Hygiene Program.*

Concepts of preventive dentistry, health education, and dental public health applied to current problems affecting the dental health of the community. Practical experience through participation in community dental health projects.

| Course Descriptions

DRAFTING

DFT 100 | TECHNICAL SKETCHING/ DRAWING (3)

Three lecture.

Prerequisite: *Appropriate score on the assessment test or successful completion of PCS 021 and TRE 089.*

Covers the basic skills needed to transfer initial design ideas to paper, including the ability to sketch quickly and accurately, and compile into a formal drawing. Learners will practice free-hand sketching, lettering, and isometric sketching. The use of grid and isometric papers will be demonstrated and practiced. Reading and interpreting sketches and drawings will be emphasized.

DFT 110 | COMPUTER AIDED DRAFTING I (3)

Course Fee: \$30 • Three lecture.

Prerequisite: *Successful completion of DFT 100 or permission of academic chair.*

Covers the basic concepts of the Computer Aided Drafting, including basic CAD functions, drafting and CAD terminology, the principles of a CAD database, and basic dimensioning techniques.

DFT 112 | COMPUTER AIDED DRAFTING II (3)

Course Fee: \$30 • Three lecture.

Prerequisite: *Successful completion of DFT 110 or permission of academic chair.*

Covers advanced/intermediate applications of the CAD including but not limited to, three dimensional objects and views for both architectural and mechanical applications.

DFT 115 | MECHANICAL/ELECTRO- MECHANICAL COMPUTER AIDED DRAFTING AND DESIGN (3)

Course Fee: \$30 • Two lecture; two lab.

Prerequisite: *Successful completion of DFT 110 and DFT 112.*

Basic concepts, techniques, and applications for mechanical and electronic drafting. Includes mechanical / electro-mechanical design fundamentals and standards, advanced CAD applications, rendering, hard copy techniques and procedures, and advanced file management.

DFT 125 | DESCRIPTIVE GEOMETRY AND CAD (3)

Course Fee: \$30 • Three lecture.

Prerequisite: *Successful completion of DFT 110 or permission of academic chair.*

Utilizes CAD software to determine true angles, intersections, and lengths of oblique lines and planes. Includes methods for developing flat pattern objects such as ducting. Students will study the use of line-of-sight views and perspective, in conjunction with multiple planes, to accurately represent objects.

DFT 201 | GEOMETRIC DIMEN- SIONING AND TOLERANCING (3)

Course Fee: \$30 • Two lecture; two lab.

Prerequisite: *Successful completion of DFT 115.*

Establishing controls on sizes and allowances of mechanical parts. Includes definitions and rules, form tolerances, datums, orientation controls, location controls, runout, and profile. Concepts of quality control and statistical process control will be introduced.

DFT 205 | INTRODUCTION TO PARAMETRIC SOLID MODELING (3)

Course Fee: \$30 • Two lecture; two lab.

Prerequisite: *Successful completion of DFT 115.*

Covers basic parametric solid modeling including the creation of solid models, production drawings, assembling files and motion simulation. The basic editing of solid models in both the model and assembly process will also be covered.

DFT 211 | RESIDENTIAL COMPUTER AIDED DRAFTING AND DESIGN (3)

Course Fee: \$30

Three lecture.

Prerequisite: *Successful completion of DFT 112 or permission of academic chair.*

Covers the use of CAD software such as Architectural Desktop (ADT) for drawing, single family detached dwellings. Includes site, foundation, floor and roof framing, mechanical, plumbing and electrical plans, building and wall sections, building elevations, and working drawing coordination.

DFT 215 | THREE-DIMENSIONAL RESIDENTIAL DRAFTING AND DE- SIGN (3)

Course Fee: \$30 • Two lecture; two lab.

Prerequisite: *Successful completion of DFT 211.*

Covers three-dimensional residential concepts, and techniques. Includes 3-D wire frame, surface, and solid modeling applications, shading and rendering of 3-D models, and hard copy production techniques and procedures.

DFT 280 | COMPUTER AIDED DESIGN AND DRAFTING PORTFOLIO (3)

Course Fee: \$30 • One lecture; four lab.

Prerequisite: *Permission of the division chair.*

A capstone course to develop a portfolio, both printed and electronic of the students CAD projects. Their portfolio will contain examples that demonstrate the students proficiency with the techniques and concepts of computer aided drafting. This course is to be taken during the students final semester of the CAD program.

EARLY CHILDHOOD EDUCATION

ECE 271 CURRICULUM AND EXPERIENCES IN ECE (3)

Three lecture.

Prerequisite: *Successful completion of ENG 101 and EDU 205.*

Designed to help students understand the importance of early childhood curriculum and become energetic, creative and adaptive early childhood teachers in a dynamic educational environment. Special emphasis will be placed on developmental and age appropriate curriculum planning and instruction utilizing theory and hands-on interactive applications.

ECE 272 | CLASSROOM MANAGEMENT (3)

Three lecture.

Prerequisite: *Successful completion of ENG 101 and EDU 205.*

Designed to help students create a classroom management system using positive, age appropriate modeling allowing for

Course Descriptions

cultural, developmental and individual differences.

ECE 273 | PLAY EDUCATION (3)

Transferrable Course • Three lecture.

Prerequisite: Successful completion of ENG 101 and EDU 205.

Emphasizes play as a constructive process with applications to cognitive and social development, special attention to facilitating play in early childhood. Developing creative activities for young children through puppetry and drama, music and dance, movement exploration and play, and arts and crafts.

ECE 274 | PRACTICUM (2)

Two lecture.

Prerequisite: Successful completion of ENG 101 and EDU 205.

Co-requisites: Choose from ECE 271, ECE 272 or ECE 273.

Designed to provide the students with supervised practical experience. Provides opportunities to observe, implement and evaluate educational practices in a quality early childhood facility.

EDUCATION

EDU 200 | CHILDREN'S LITERATURE (3)

Transferrable Course • Three lecture.

Prerequisite: Successful completion of ENG 101 or permission of academic chair.

Focuses on oral reading skills and involves both student and instructor in the reading process. Lecture and discussion are used to improve students' understanding of children's literature and to improve their techniques for reading and evaluation of children's texts. Experience in reading aloud to children is emphasized. The course also includes a study of the various genres of children's literature, requires a wide range of reading, and provides practice in storytelling.

EDU 205 | INTRODUCTION TO EDUCATION (3)

Transferrable Course • Two lecture; two lab.

A survey of the field of education. Historical development, effective school theories, requirements for admission into teaching, approaches and theories, problems of teachers, organization and

administration, and legal aspects of education are considered.

EDU 207 | PROVISIONAL STRUCTURED ENGLISH IMMERSION (1)

One lecture.

Meets the SEI endorsement provisional certification requirements of the State of Arizona for current school teachers and administrators who received their AZ teaching certificate before August 31, 2006 with no breaks in their certification. Includes instruction in SEI methods of teaching English Language Learner students.

EDU 214 | CULTURAL DIVERSITY IN EDUCATION (3)

Transferrable Course • Three lecture.

Surveys the impact of cultural diversity in the classroom; concentrating on how racial, ethnic, and gender issues shape a child's self-concept and learning style. Additional topics focus on prejudice, discrimination, scape-goating, stereotyping, and cultural incompatibilities as concerns in the classroom.

EDU 222 | THE EXCEPTIONAL STUDENT (3)

Transferrable Course • Three lecture.

Provides an introduction to the physical and mental characteristics of students in special education. The course includes an introduction to the definitions and identifying characteristics of students with disabilities or health disorders and also includes an introduction to the laws, terminology, definitions, and specific educational recommendations for students with disabilities or health disorders.

EDU 240 | AUGMENTED PROVISIONAL STRUCTURED ENGLISH IMMERSION (3)

Three lecture.

Prerequisite: Successful completion of EDU 205 or appropriate teaching experience.

Designed to meet the Structured English Immersion Endorsement provisional certification requirements of the State of Arizona. Addresses SEI instructional methods for English Language Learners, including instruction in SEI strategies, ELL State Proficiency Standards, and assessment of ELL student academic prog-

ress. This is a post-baccalaureate course for professional educators only.

EDU 245 | INTEGRATING EDUCATIONAL TECHNOLOGY (1)

One lecture.

Prerequisite: Successful completion of EDU 205 or permission of academic chair.

Presents concepts and hands-on projects to help teachers incorporate computers and the Internet into their classroom activities.

EDU 250 | STRUCTURED ENGLISH IMMERSION: METHODS AND MATERIALS IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (3)

Three lecture.

Prerequisite: Student must hold current teaching license.

Designed to meet the Full Structured English Immersion Endorsement requirements set forth by the State of Arizona. Focuses on methods, strategies, and materials development teaching English Language Learners (ELL). Includes the examination and implementation of the ELL Proficiency Standards for the State of Arizona, data analysis and application to the classroom, the creation and implementation of formal and informal ELL assessments, examination of the foundations of Structured English Immersion, and integration of parent/home/school relationships.

EDU 260 | BUILDING READING LITERACY THROUGH WORD STUDY, COMPREHENSION STRATEGIES AND PHONICS SKILLS (3)

Three lecture.

A synthesis of methods to explain the components of a reading program. Vocabulary instruction, spelling, comprehension, word recognition, fluency, phonics, and phonemic awareness will be considered.

EDU 270 | CLASSROOM MANAGEMENT (3)

Three lecture.

Surveys the classroom management strategies that have positive influences on student achievement as suggested by research. The role of classroom management, community building, relationships,

Course Descriptions

rules, procedures, and interventions are considered.

EDU 278 | PREPARING PARAPROFESSIONALS FOR PRAXIS ASSESSMENT (1)

One lecture.

A review of the field of paraprofessionals in education for Arizona. Skills and knowledge in reading, mathematics, and writing and applying those skills to assist in classroom instruction will be addressed.

EDU 288 | PREPARING FOR THE ARIZONA EDUCATOR ASSESSMENTS: PROFESSIONAL KNOWLEDGE TEST (2)

Two lecture.

A review of the field of education for Arizona teaching Certification. Professional knowledge, subject knowledge, areas covered by the Arizona Academic (K—12) Standards, the Arizona Professional Teaching Standards, and the Arizona Professional Administrative Standards are considered. Elementary and Special Education (test 91), Secondary and Career and Technical Education (test 92)

ELECTRICAL

ELC 110 RESIDENTIAL WIRING I (3)

Course Fee: \$40 • **Two lecture; two lab.**

Prerequisite: *Appropriate score on the assessment test or successful completion of TRE 089 and TRM 091. Completion or concurrent enrollment in BTR 105.*

Covers Common safe electrical trade practices, electrical hardware and materials including hand tools, specialty tool and power tools as well as the many measuring instrument types used in residential wiring. Common residential architectural symbols will be discussed, as well as service entrance sites, branch circuits and techniques for installing appropriate electrical boxes.

ELC 111 | RESIDENTIAL WIRING II (3)

Course Fee: \$40 • **Two lecture; two lab.**

Prerequisite: *Successful completion of ELC 110, concurrent enrollment in ELC 112.*

Continues from ELC with raceway types

and installation requirements. Proper bending and installation techniques, common installation techniques for installing the conductors in a completed raceway system will be covered and practiced. Roughing-in the wiring for the switching circuits as well as common connection techniques for single-pole, three-way and four-way switching, and general lighting will be explored. Introduces the common installation practices for a structured cabling system, installation of lighting fixtures and device installation. Students will also practice the techniques used for service panel trim out, and troubleshooting electrical wiring systems.

ELC 112 | ELECTRICAL CALCULATIONS (2)

Two lecture.

Prerequisite: *Appropriate score on the assessment test or successful completion of TRM 091.*

Covers the basic math skills needed for work in the electrical trade, from starting with basic arithmetic and progressing to algebra and trigonometry. Practical problems that represent situations typically faced by electricians will be emphasized and practiced.

ELC 115 | AC/DC THEORY (3)

Three lecture.

Prerequisite: *Appropriate score on the assessment test or successful completion of TRM 091 and TRE 089.*

Examines the essential elements of alternating and direct current electrical theory. Topics will include the atomic structure, the study of material properties as conductors, semiconductors, and insulators, an in-depth exploration of Ohm's law and how it relates to voltage, current, resistance and power. Three-phase and single-phase circuitry will be covered as well as topics such as parallel and series circuits, magnetism, transformers and generators. Will focus on the theoretical concepts that are necessary for a successful career as an electrician.

ELC 120 | NEC CODES FOR RESIDENTIAL ELECTRICITY (3)

Three lecture.

Prerequisite: *Appropriate score on the assessment test or successful completion of TRM 091 and TRE 089.*

Analyze and interpret residential drawing, local codes and specific sections of the National Electrical Code. Includes needed materials derived from plans and specifications and the proper procedures for wiring a residence.

ELC 200 | GROUNDING AND BONDING (2)

Course Fee: \$20 • **One lecture; two lab.**

Prerequisite: *Successful completion of ELC 110 and ELC 111, or ELC 210 and ELC 211.*

Covers the essential elements of electrical grounding and bonding. Examines the concepts of calculating conductor sizes, and the use of grounded conductor connections in electrical installations. Will focus on the process of reading and interpreting the appropriate NEC tables. Includes study and practice in various installations and sizing activities.

ELC 205 | RELAY CONTROL SYSTEMS (3)

Course Fee: \$40 • **Two lecture; two lab.**

Prerequisite: *Successful completion ELC 210 and ELC 211 or permission of academic chair.*

Covers the principles and operation of basic relay control systems, including programmable logic controllers, and other solid-state devices that are commonly used in industrial settings and to industrial motors and automated equipment. The programming procedures for these devices will be covered, as well as typical installation practices and procedures. Advanced topics such as robotics and remote sensing devices will be discussed.

ELC 210 | COMMERCIAL/ INDUSTRIAL ELECTRICITY I (3)

Course Fee: \$40 • **Two lecture; two lab.**

Prerequisite: *Successful Completion of ELC 110-ELC 115, or demonstration of previous electrical experience.*

Covers the theory and application of electrical concepts for industrial maintenance and installation. Will emphasize

Course Descriptions

single-phase and three-phase installation, measuring instruments, conduction in liquids and gases, and the use of trigonometry and vectors in electrical calculations. Advanced topics such as magnetic induction, resistive-inductive series and parallel circuits, filters, three-phase transformers, three-phase alternators will also be explored.

ELC 211 | COMMERCIAL/ INDUSTRIAL ELECTRICITY II (3)

Course Fee: \$40 • **Two lecture; two lab.**

Prerequisite: Successful completion of ELC 210.

Continues the study of electricity as applied to the industrial setting. Advanced topics such as industrial lighting and lighting circuits, electrical distribution systems for 460 3-phase, 240V 3-phase, and 240/120 single-phase will be covered. In addition, local control stations, underground distribution system, as well as distribution maintenance will be studied.

ELC 220 | ELECTRICAL MOTORS AND CONTROLS (3)

Course Fee: \$40 • **Two lecture; two lab.**

Prerequisite: Successful completion of ELC 210 and ELC 211.

Will explore the operation of variable frequency drives, solid-state relays and other systems that utilize electronic devices. Covers the principles of single and three-phase motors, as well as motor current draw, sequence of operation, wiring diagrams and the electrical components associated with industrial motors. Procedures for evaluating electrical and mechanical problems with motors, including the applicable safety equipment and procedures will be stressed.

ELC 221 | LOW VOLTAGE SYSTEMS (3)

Course Fee: \$40 • **Two lecture; two lab.**

Prerequisite: Successful completion of ELC 115 or permission of academic chair.

Examines the installation and integration of various low voltage systems such as fire alarms, communication systems, audio processing, and closed circuit television. Topics include speaker placement, Class 1, 2, and 3 remote control, signaling and power limited circuits,

optical cables and raceways. NEC codes including Articles 640 – 830 that provide cabling and installation standards will be emphasized.

ELC 225 | NEC CODES FOR COMMERCIAL (3)

Three lecture.

Prerequisite: Successful completion of ELC 125, or demonstration of previous electrical experience and permission of academic chair.

IN-depth study of industrial electrical power techniques of low, medium and high-voltage systems. Selection of electrical distribution components, single and three phase systems, on line diagrams, motors, transformers, protective devices, power factor, demand factor, conductor selection, system planning, grounding and energy management.

EMERGENCY MEDICAL SERVICES

EMS 120 | FIRST AID (3)

Transferrable Course • Course Fee: \$20
Two lecture; two lab.

Presents instruction in theory and practice of first aid. Provides the student with knowledge and skill necessary to meet common emergencies associated with injury and illness. Topics include: CPR, bone and joint injuries, dressings and bandages, sudden illness, and emergency childbirth.

EMS 122 | FIRST RESPONDER (3)

Course Fee: \$20 • **Two lecture; three lab.**

Provides a viable alternative to EMT training to police, fire, industrial and other first responders without the commitment of time and recertification requirements associated with an EMT training program.

EMS 200 | EMS INSTRUCTIONAL STRATEGIES (2)

Two lecture.

Prerequisite: An EMT with a minimum of (2) two years experience as an EMT – Basic or higher (R9-25-312) and the recommendation of an MCC EMS instructor

Co-requisite: American Heart Association Basic Life Support Instructor.

This course is designed to prepare and make eligible the participant to gain approval to instruct Basic Emergency Medical Technician Courses in accordance with the Rules established by the Arizona Department of Health Services, Bureau of Emergency Medical Services and Trauma.

EMS 220 | FIRST RESPONDER REFRESHER (1.5)

Course Fee: \$10 • **One lecture; one lab.**

Prerequisite: Successful completion of EMS 122.

Designed to provide first responders with refresher skills to assure maintenance of the First Responder certifications as required by state and federal law. Students who have successfully completed EMS 122 are required to successfully complete this course every two (2) years for recertification.

EMS 222 | BASIC EMT (8)

Course Fee: \$50 • **Six lecture; six lab.**

Prerequisite: 18 years of age, appropriate score on assessment test or successful completion of PCS 021 and acceptance into program (approved application packet).

Covers all techniques of emergency medical care currently considered as responsibilities of the emergency medical technician. Skills are developed in recognizing symptoms of illness and injury and proper procedures of emergency care. Includes study of anatomy, physiology, triage, assessment and stabilization of patients. This course leads to National and State Certification as an EMT-Basic.

EMS 225 | REFRESHER EMT (3)

Course Fee: \$20

Two and one-half lecture; one lab.

Prerequisite: Successful completion of EMS 222 or permission of director.

Designed for emergency medical technicians to assure maintenance of a uniformly high level of training and skills in emergency care. Updating of basic skills; employment of acceptable, newly-developed equipment; new equipment faults that are not acceptable; and changes in state licensure or medico-legal requirements. Students who have satisfactorily

Course Descriptions

completed EMS 222 will be required to successfully complete this course every two years prior to being recertified or re-licensed as outlined by state and federal requirements.

EMS 240 | PARAMEDIC I (6)

Course Fee: \$120 • **Five lecture; two lab.**

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRM 091; application to EMS director, current Arizona certified EMT; one year field experience; current Healthcare Provider or Professional Rescuer CPR card; successfully complete written, practical and oral examination; and be accepted into Paramedic program.* Provides the roles and responsibilities of the paramedic, including communications, rescue, patient assessment, airway, shock, general pharmacology and stress management.

EMS 241 | PARAMEDIC II (6)

Course Fee: \$180 • **Five lecture; two lab.**

Prerequisite: *Successful completion of EMS 240.*

Provides a concentrated focus on the latest philosophies and techniques for recognizing and managing trauma patients.

EMS 242 | PARAMEDIC III (6)

Course Fee: \$195 • **Five lecture; two lab.**

Prerequisite: *Successful completion of EMS 241.*

Provides instruction in the anatomy and physiology of the conduction system of the heart, the electrical system, electrocardiography, abnormal EKG patterns, the recognition and management of dangerous or life threatening dysrhythmias, and didactic and psychomotor skill training in techniques of advanced cardiac life support. Includes endotracheal intubation, defibrillation, cardiovascular pharmacology, and newborn resuscitation.

EMS 243 | PARAMEDIC IV (6)

Course Fee: \$380 • **Four lecture; six lab.**

Prerequisite: *Successful completion of EMS 242.*

Provides instruction in anatomy and physiology and management techniques for medical emergencies. Students will begin clinicals in a hospital setting.

EMS 244 | PARAMEDIC V (8)

Course Fee: \$160 • **Four lecture; eight lab.**

Prerequisite: *Successful completion of EMS 243.*

Provides instruction in drug and alcohol abuse, infectious diseases, environmental injuries, and geriatrics to enable the student to become a certified paramedic.

EMS 245 | ADVANCED CARDIAC LIFE SUPPORT (1)

One lecture.

Prerequisite: *Current Arizona Certified IEMT and above.*

Designed for health care providers, this course provides lecture and psychomotor

training for advanced cardiac life support. Instruction includes: endotracheal intubation, defibrillation, dysrhythmia recognition, cardiovascular pharmacology and newborn resuscitation. This class meets the American Heart Association Advanced Cardiac Life Support (ACLS) provider certification and recertification requisites.

EMS 248 | PARAMEDIC REFRESHER (3)

Course Fee: \$155 • **Two lecture; three lab.**

Prerequisite: *Current or inactive paramedic certification.*

Designed to provide updated information and practical application refresher instruction to meet the minimum acceptable standards required for paramedic recertification.

EMS 250 | TRAUMA LIFE SUPPORT (1)

Course Fee: \$80 • **One lecture.**

Prerequisite: *Current Arizona Certified Emergency Medical Technician.*

Provides a concentrated focus on the latest philosophies and techniques for recognizing and managing trauma patients.

EMS 251 | PEDIATRIC EDUCATION FOR PREHOSPITAL PROFESSIONALS (BASIC LIFE SUPPORT) (1)

One lecture.

Prerequisite: *Current Arizona Certified Emergency Medical Technician.*

Provides a concentrated focus on the latest philosophies and techniques for recognizing and managing pediatric patients.

ENGLISH

ENG 101 | ENGLISH COMPOSITION I (3)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Reviews the fundamentals of grammar, sentence structure and paragraphs. Includes extensive theme writing with emphasis on exposition and critical thinking.

ENG 102 | ENGLISH COMPOSITION II (3)

Transferrable Course • Three lecture.

Prerequisite: *Completion of ENG 101 with a grade of "C" or better.*

Introduction to literature with an emphasis on literary research and the argumentative research paper.

ENG 136 | REPORT WRITING (3)

Transferrable Course • Three lecture.

Prerequisite: *Successful completion of ENG 101.*

Develops writing skills with an introduction to the general principles of business and technical writing, including the writing process, various writing formats, research, and special concerns related to written communication in the workplace.

ENG 137 | INTRODUCTION TO LITERATURE (3)

Three lecture.

Prerequisite: *Successful completion of ENG 101*

Introductory course in imaginative literature designed to provide students the skills necessary for understanding, appreciating, and analyzing works of fiction, poetry and drama.

ENG 138 | CREATIVE WRITING I (3)

Transferrable Course • Three lecture.

Prerequisite: *Successful completion of ENG 101 or permission of academic chair.*

Designed to meet the demand of students who have a facility and interest in personal literary expression.

| Course Descriptions

ENG 233 | ENGLISH LITERATURE I (3) *Three lecture.*

Prerequisite: Successful completion of ENG 101 or permission of academic chair. A general survey of the major works in English literature from Beowulf through Neoclassical periods is included.

ENG 234 | ENGLISH LITERATURE II (3)

Transferrable Course • Three lecture.

Prerequisite: Successful completion of ENG 101 or permission of academic chair. A general survey of the major works in British literature from the Romantic poets through the early modern writers.

ENG 235 | AMERICAN LITERATURE I (3)

Transferrable Course • Three lecture.

Prerequisite: Successful completion of ENG 101

Readings in representative American writers from Colonial times to the Civil War, including the growth of nationalism and the rise of the New England school are covered. Writers such as Rowlandson, Poe, Emerson, Thoreau, Hawthorne, Melville, Dickinson and Whitman are studied.

ENG 236 | AMERICAN LITERATURE II (3)

Transferrable Course • Three lecture.

Prerequisite: Successful completion of ENG 101.

A general survey of American Literature from the Civil War to present. Includes readings from representative American authors including Mark Twain, Henry James, T.S. Eliot, Robert Frost, Ernest Hemingway, Denise Chavez, James Baldwin, Willa Cather, Black Elk, Gertrude Stein, Katherine Anne Porter, Langston Hughes, Richard Wright, Sylvia Plath, Flannery O'Connor, N. Scott Momaday, Alberto Rios and Leslie Marmon Silko.

ENG 238 | WRITING FICTION (3)

Transferrable Course • Three lecture.

Prerequisite: Successful completion of ENG 101 or permission of academic chair.

Intensive study and practice of the craft of fiction writing with an emphasis on the reading and discussion of the student manuscripts and of published short fiction by contemporary writers.

ENGLISH LANGUAGE ACQUISITION

ELA 029 | ELAA ORIENTATION (1)

One lecture.

Prerequisites: Must be 16 years of age or older and not in high school.

A 15 hour orientation, designed to assess a student's academic competency. Emphasis is placed on the students understanding of the ELAA program expectations, time requirements, and the opportunity to improve understanding of English. A portion of the orientation is class placement which is based on pre-testing, using the Basic English Skills Test (BEST) or the Test of Adult Basic Education (TABE). Also included will be student success strategies for Non-English speaking students. The student must complete ELA 029 in order to take any ELAA classes.

ELA 030 | ELAA BEGINNERS (3)

Three lecture.

Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 029 ELAA Orientation, or obtain an appropriate score on the BEST test.

A 3 credit hour course, designed for students with no prior experience in the English language continuing from ELA 029. This class is intended to introduce students to basic vocabulary, grammar, listening and speaking skills which will enable them to function in daily activities.

ELA 031 | ELAA READING AND WRITING 1 (3)

Three lecture.

Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 030 ELAA Beginners, or obtain an appropriate score on the BEST test.

A 3 credit hour course, designed as an introductory level ELAA course continuing from ELA 030 in English grammar and usage for students whose first language is not English. The course introduces Basic English structure through all the skill areas focusing on reading and writing.

ELA 032 | ELAA LISTENING AND SPEAKING 1 (3)

Three lecture

Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 031 Reading and Writing 1, or obtain an appropriate score on the BEST test.

A 3 credit hour course, designed as a continuation ELA 031 course for students with some English experience. The course is intended to expose students to beginning vocabulary, grammar, listening and speaking. This will enable students to function in daily activities and employment on a beginning level.

ELA 033 | ELAA READING AND WRITING 2 (3)

Three lecture.

Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 032 Listening and Speaking 1, or obtain an appropriate score on the BEST test.

A 3 credit hour course, designed as a continuation of the ELA 032. This course continues presenting Basic English structure through all skill areas focusing on reading, and writing.

ELA 034 | ELAA LISTENING AND SPEAKING 2 (3)

Three lecture.

Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 033 Reading and Writing 2, or obtain an appropriate score on the BEST test.

A 3 credit hour course, designed as a continuation of the ELA 033 course for students with some English experience. The course is intended to expose students to intermediate vocabulary, grammar, listening and speaking skills. This class will enable students to function in daily activities on an intermediate level and to function comfortably with English in employment.

ELA 035 | ELAA READING AND WRITING 3 (3)

Three lecture.

Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 034 Listening and Speaking 2, or obtain an appropriate

Course Descriptions

score on the BEST test.

A 3 credit hour course, designed as a continuation of ELA 034 course in English grammar for the students whose first language is not English.

ELA 036 | ELAA LISTENING AND SPEAKING 3 (3)

Three lecture.

Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 035 Reading and Writing 3, or obtain an appropriate score on the BEST test.

A 3 credit hour course, designed as a continuation of the ELAA 035 course for students with some English experience. It is intended to expose students to high-intermediate vocabulary, grammar, listening and speaking skills; to enable them to function in daily activities on a high-intermediate level and to function comfortably with English in employment.

ELA 037 | ELAA READING AND WRITING 4 (3)

Three lecture.

Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 036 Listening and Speaking 3, or obtain an appropriate score on the TABE test.

A 3 credit hour course, designed as an advanced ELAA course in English grammar for students whose first language is not English.

ELA 038 | ELAA LISTENING AND SPEAKING 4 (3)

Three lecture.

Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 037 Reading and Writing 4, or obtain an appropriate score on the TABE test.

A 3 credit hour course, designed as a continuation of the Advanced ELAA course for students with some English experience. The course is intended to expose students to advanced vocabulary, grammar, listening and speaking skills; to enable them to function in daily activities on an advanced level and to function comfortably with English in employment.

ELA 039 | ELAA READING AND WRITING 5 (3)

Three lecture.

Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 038 Listening and Speaking 4, or obtain an appropriate score on the TABE test.

A 3 credit hour course, designed as a continuation of the advanced ELAA course in English Grammar and usage for the students whose first language is not English. The course continues presenting advanced English structure throughout all the skill areas of listening, speaking, reading, and writing.

ELA 040 | ELAA CITIZENSHIP PREPARATION (3)

Three lecture.

Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 034 Listening and Speaking 2, or obtain an appropriate score on the TABE test.

A 3 credit hour course, designed as an intermediate course that presents historical, political, geographical and other cultural information necessary to successfully complete the written and oral portion of the U.S. citizenship exam. Students will practice and develop the skills necessary to successfully complete the required personal interview including providing information about themselves and correctly and comfortably answering content questions.

ENTREPRENEURSHIP

ENT 100 | DISCOVERING ENTREPRENEURSHIP (3)

Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS021 and TRE089.

The personal characteristics, behaviors and traits of successful entrepreneurs/business owners will be explored. Fundamental business concepts for owning and running a small business will be introduced. The impact of small businesses upon the economy will be emphasized.

ENT 110 | FINDING IDEAS AND BUSINESS OPPORTUNITIES (3)

Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS021 and TRE089.

Generate business ideas and explore products and franchises appropriate for new business startups. Investigate niches and specialties that can be used as new business opportunities. Explore the advantages and disadvantages of starting a new business versus purchasing an existing enterprise.

ENT 120 | MARKETING & MARKET ANALYSIS FOR ENTREPRENEURS (3)

Three lecture.

Prerequisite: Successful completion of ENT 100.

Analyze local and national markets for trends and demographics. Use market segmentation to develop target markets and analyze the use of marketing and advertising. Examine strategies such as sales and promotions, pricing, and effective distribution channels in the development and growth of a small business.

ENT 130 | FINANCIAL AND MONEY MANAGEMENT (3)

Three lecture.

Prerequisite: Successful completion of ENT100 and ACC 125.

Explore sources of money and financing for a business including debt and equity. The tools and methods used for making sound business decisions will be examined, including financial products and services available from commercial banks, suppliers and the Small Business Administration.

ENT 140 | CREATING THE BUSINESS PLAN (3)

Three lecture.

Prerequisite: Successful completion of ENT130.

Analyzes the importance of a business plan to the successful start up and operation of a new business. Describes in detail the components that should be included referencing existing plans as examples. Students will have the opportunity to create their own plan based upon the concepts and techniques covered in this class.

| Course Descriptions

ENT 210 | MANAGING AND HIRING EMPLOYEES (3)

Three lecture.

Prerequisite: Successful completion of ENT 100 and GBS 102.

The impact of adding employees to a growing business and the use of out-sourced employees will be discussed. The principles and practices of employee recruiting, interviewing, hiring, training, supervising, leading, motivating and compensating will be covered. Rewarding and motivating employees to improve performance, as well as employee benefit packages will be explored.

ENT 220 | RISK MANAGEMENT AND INSURANCE (3)

Three lecture.

Prerequisite: Successful completion of ENT 140.

Identify and describe the potential internal and external risks associated with running a business, and develop and implement strategies designed to minimize losses and liability exposure. Insurance products such as liability policies will be explored. Statutory requirements such as workers compensation will be emphasized.

ENT 230 | GLOBAL TRENDS AND MARKETS (3)

Three lecture.

Prerequisite: Successful completion of ENT140.

Explore global trends for products, and develop strategies to exploit import and export opportunities. Analyze the impact of the global marketplace and the world economy on the business environment.

ENT 250 | SMALL BUSINESS MANAGEMENT (3) (Formerly BUS 250)

Three lecture.

Prerequisite: Permission of academic chair.

Explores the problems involved in establishing, owning, and improving small business operations. How to market to customers, hire and manage employees, secure financing, monitor performance, change location, plan for expansion, and consider a legal form for the business are covered in the course. The value, content, and preparation of the business plan are addressed throughout the course.

ENVIRONMENTAL SCIENCE

ENV 101 | ENVIRONMENTAL SCIENCE (4)

Transferrable Course • Course Fee: \$40

Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091 or permission of academic chair.

An introductory course that examines human influence on the environment. Basic ecological concepts are explored and major environmental problems including population growth, pollution, resource overuse; ecological degradation and the loss of biodiversity are evaluated for causes and solutions. The relationship between society, politics and the environment is also examined.

FIRE SCIENCE

FSC 105 | PRINCIPLES OF EMERGENCY SERVICES (3)

Three lecture.

This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introductory to fire strategy and tactics.

FSC 110 | FIRE FIGHTER ACADEMY (10)

Course Fee: \$2910 • Eight lecture; six lab.

This course is intended to introduce the student to the organization of the fire department; the role of the fire fighter in the organization, the fire department's standard operating procedures and the role of other agencies as they relate to the fire department.

FSC 112 | HAZARDOUS MATERIALS CHEMISTRY I (3)

Three lecture.

This course provides basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters.

FSC 120 | FIRE BEHAVIOR AND COMBUSTION (3)

Three lecture.

The course explores the theories and fundamentals of how and why fires start, spread and who they are controlled.

FSC 131 | FIRE PROTECTION HYDRAULICS AND WATER SUPPLY (4)

Three lecture; two labs

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

FSC 133 | FIRE PREVENTION (3)

Three lecture.

Surveys the fundamentals of fire prevention, including techniques, procedures, regulations, enforcement, and hazards in ordinary and special occupancies, supplemented by field trips.

FSC 220 | OCCUPATIONAL SAFETY AND HEALTH FOR THE FIRE SERVICE (3)

Three lecture.

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service.

FSC 221 | FIRE ADMINISTRATION I (3)

Three lecture.

This course introduces the student to the organization and management of a fire department and the relationship of gov-

Course Descriptions

ernment agencies to the fire service. Emphasis is on fire service leadership from the perspective of the company officer.

FSC 222 | FIRE PROTECTION SYSTEMS (3)

Three lecture.

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

FSC 223 | LEGAL ASPECTS OF THE FIRE SERVICE (3)

Three lecture.

This course introduces the Federal, State and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability and a review of relevant court cases.

FSC 233 | BUILDING CONSTRUCTION FOR FIRE PROTECTION (3)

Three lecture.

This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies.

FSC 235 | FIRE STRATEGY / TACTICS (3)

Three lecture.

Prerequisite: Successful completion of FSC 105.

This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment and extinguishing agents on the fire ground.

FSC 242 | FIRE INVESTIGATION I (3)

Three lecture.

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire science interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire-setter and types of fire causes.

FSC 243 | FIRE INVESTIGATION II (3)

Three lecture.

This course is intended to provide the student with advance technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and testifying.

FRENCH

FRE 101 | ELEMENTARY FRENCH I (4)

Transferrable Course • Four lecture; one lab.
Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension.

FRE 102 | ELEMENTARY FRENCH II (4)

Transferrable Course
Four lecture; one lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091.

Develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension. A continuation of FRE 101.

FRE 201 | INTERMEDIATE FRENCH I (4)

Transferrable Course • Four lecture; one lab.
Prerequisite: Successful completion of FRE 102 or permission of academic chair.

Reviews then consolidates and increases the skills learned in FRE 101 and FRE 102. It continues the practice and development of the fundamental language skills: speaking, listening comprehension, writing and reading comprehension at the intermediate level. It continues the development of communicative competence.

FRE 202 | INTERMEDIATE FRENCH II (4)

Transferrable Course • Four lecture; one lab.
Prerequisite: Successful completion of FRE 201 or permission of academic chair.

A continuation of FRE 201. The course continues to review, consolidate and increase the basic skills learned in FRE 101

and FRE 102. Emphasis on communication through reading comprehension, speaking, listening comprehension, composition and culture.

GENERAL BUSINESS

GBS 101 | INTRODUCTION TO BUSINESS (3) (Formerly BUS 101)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

An overview of business principles and leading-edge practices that examines in-depth the major issues that will shape the future of business: business ethics, economics and financial markets, customer satisfaction, quality, career development, entrepreneurship, small business management, global business and the impact of technology.

GBS | 102 HUMAN BEHAVIOR IN THE WORKPLACE (3) (Formerly BUS 104)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Students explore the importance of effective communication in our personal lives as well as in the world of business. Students scrutinize practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace.

GBS 105 | BUSINESS ENGLISH (3) (Formerly BUS 105)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Using examples from business, this course fine-tunes the basic principles of grammar, punctuation, capitalization, number styles, spelling and vocabulary. Emphasis is placed on extensive application of the use of these principles through paragraph, memo, and business letter writing.

| Course Descriptions

GBS 110 | BUSINESS MATHEMATICS (3) (Formerly BUS 102)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 or TRM 090 and TRE 089.

Covers the practical application of mathematics through the use of formulas for pricing decisions, interest computations, accounting valuations, currency exchange, metric quantities and elementary descriptive statistics.

GBS 121 | CUSTOMER SERVICE (3) (Formerly BUS 160)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Explores the implementation of relationship marketing through customer analysis, interpersonal communication, telephone courtesy, sales presentations and after-sales support.

GBS 175 | BUSINESS ETHICS AND SOCIAL RESPONSIBILITY (3) (Formerly BUS 175)

Transferrable Course • Three lecture.

Prerequisite: Successful completion of GBS 101

Explores concepts that are relevant to resolving ethical issues in the workplace. Students will develop the problem-solving, reasoning and analytical skills needed to make logical decisions. Students will also obtain the skills needed to identify the ethical issues involved in the management of specific problems areas in the workplace.

GBS 230 | BUSINESS LAW (3) (Formerly BUS 201)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

An introduction to law and the judicial system that incorporates a study of the law of contracts, sales, consumer protection, personal property and real property, and the principal and agent.

GEOGRAPHY

GHY 212 | INTRODUCTION TO METEOROLOGY (4)

Transferrable Course

Course Fee: \$40 • **Three lecture; three lab.**

Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and TRM 091.

Introduction to physical and chemical conditions that regulate global weather phenomenon on Earth. Topics covered include structure of the atmosphere, temperature, air pressure, humidity, winds, the development of weather systems, tornadoes, hurricanes and the parameters that affect local and global climate. Laboratory map interpretation and field investigations are included to provide experimental learning opportunities.

GHY 240 | WORLD REGIONAL GEOGRAPHY (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on the assessment test or successful completion of PCS 021 and TRE 089.

Provides an understanding of the interactions between people and their environments through a survey of the world's major realms. Each realm will be examined in terms of its physical, social, economic, and political conditions from a geographic perspective. Emphasis will be on contemporary issues and their geographic impact of world regions.

GEOLOGY

GLG 101 | PHYSICAL GEOLOGY (4)

Transferrable Course • Course Fee: \$40
Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or completion of TRE 089 and TRM 091.

An introduction to geologic processes on and within the Earth. Topics covered include concepts in mineral and rocks, tectonic processes, weathering and erosion, sedimentation, structural deformation, landscape development and ground water. Laboratory work and additional field trips are included to provide observational examples of the above topics and to learn geologic field techniques of data gathering.

GLG 102 | HISTORICAL GEOLOGY (4)

Transferrable Course • Course Fee: \$40
Three lecture; three lab.

Prerequisite: Successful completion of GLG 101.

An introduction to the evolutionary history of the earth and life on the planet. Topics covered include concepts in stratigraphy, rock dating, tectonic events, global climate and ecologic changes, and the study of faunal and floral succession over geologic periods of time. Laboratory work and additional field trips are included to provide observational examples of the above topics and to learn geologic field techniques of data gathering.

GLG 110 | ENVIRONMENTAL GEOLOGY/NATURAL DISASTERS (4)

Transferrable Course • Course Fee: \$40
Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091.

An introduction to Earth system phenomena and associate problems in conjunction with human activities. Causes of geologic and meteorologic disasters are investigated including earthquakes, volcanic activity, landslides, flooding, groundwater contamination, soil erosion, surface subsidence, coastal problems, tropical storms, tornadoes and precipitation. Laboratory and field investigations are included to provide experimental learning opportunities.

GLG 140 | INTRODUCTION TO OCEANOGRAPHY

Course Fee: \$40 • **Three lecture; three lab.**

Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and TRM 091.

This course introduces physical, chemical, and geological conditions that regulate global ocean phenomenon. Topics covered include history of oceanography, physical and chemical properties of ocean water, air-sea interactions, current, wave, and tidal phenomenon, origins of the oceans, geologic processes and features, biological influences, and environmental issues. Laboratory exercises are included to provide experimental learning opportunities.

Course Descriptions

HEALTH SCIENCE

HES 107 | INTRODUCTION TO HEALTH CARE OCCUPATIONS (3)

Three lecture.

Appropriate score on assessment test or successful completion of PCS 021 and TRE 089

This introductory course provides an overview of health professions and the health care delivery system. Other topics will include disease prevention and wellness promotion, guidelines for legal and ethical practice, and communication skills. This course will acquaint the student with basic anatomy and physiology as it relates to health care.

HES 113 | MEDICAL TERMINOLOGY (3)

Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089*

Presents a study of basic medical terminology. A programmed learning, word-building system will be used to master common medical terms. Emphasis is placed on spelling, definition, usage and pronunciation. Commonly used abbreviations will be introduced.

HES 128 | PHARMACOLOGY: ALLIED HEALTH OCCUPATIONS (3)

Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of the PCS 021 and TRM 091.*

This course will introduce common drug classifications, actions, uses, and side effects of pharmacological agents. Accurate calculation of dosage, administration skills, legal and safety considerations, as well as patient care implications will be emphasized.

HES 129 | ALLIED HEALTH ANATOMY AND PHYSIOLOGY (3)

Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and successful completion/concurrent enrollment HES 113.*

The basic concepts of anatomy and physiology of the human body are organized and presented by organ systems. Emphasis will be placed on vocabulary as

well as the basic mechanisms of disease and pathology for each body system, as required in medical assisting and related professions.

HEATING, VENTILATION AND AIR CONDITIONING

HVA 105 | FUNDAMENTALS OF REFRIGERATION (3)

Course Fee: \$60

Two lecture. Two lab.

Covers the basic principles of the refrigeration cycle. Emphasizes the safe use of the hand and power tools used in the trade, copper and plastic piping practices, as well as soldering and brazing. Basic electrical concepts as applied in the refrigeration industry will also be covered. Pressure and temperature gauges will be introduced and basic maintenance skills will be covered.

HVA 110 | EPA TEST PREP (1)

One lecture.

Prerequisite: *Successful completion of HVA 105 and BTR 105 or permission of academic chair.*

Prepares the student to sit for the national EPA refrigerant certification test. Appropriate theory including the proper transport, storage, and disposal of refrigerant will be covered. An additional fee is required at the time of the actual test.

HVA 120 | RESIDENTIAL HVAC INSTALLATION (3)

Course Fee: \$60 • Two lecture. Two lab.

Prerequisite: *Successful completion of HVA 105 and BTR 105 or permission of academic chair.*

Covers air distribution systems, including air flow and pressures, and various ducting systems. Techniques for proper installation of flexible ducting and ductboard systems and installation techniques for refrigerant piping, the use of rigging and system placement will be emphasized. The electrical requirements for installation will also be discussed.

HVA 130 | RESIDENTIAL HVAC (3)

Course Fee: \$60 • Two lecture. Two lab.

Prerequisite: *Successful completion of HVA 105 and BTR 105 or permission of academic chair.*

Covers the use of the refrigeration cycle as used in residential air conditioning systems. Emphasizes control circuits, metering devices, compressors, leak detection, evacuation and recovery. System charging techniques, using the appropriate tools and gauges, and the appropriate troubleshooting methods for servicing a system will be covered. The removal and replacement of mechanical and electrical components will be practiced.

HVA 140 | RESIDENTIAL HEATING (2)

Course Fee: \$60 • One lecture. Two lab.

Prerequisite: *Successful completion of HVA 105 and BTR 105 or permission of academic chair.*

Covers the use of heating theory as applied to residential heating systems. Covers the use of chimneys, vents, and flues. Covers gas-fired and electrical heating systems and their control circuits. Troubleshooting and repair techniques for residential heating systems, including radiant heat, baseboard heating, and duct heating systems will also be covered.

HVA 150 | REFRIGERATION ELECTRICAL TROUBLESHOOTING (3)

Course Fee: \$60 • Two lecture. Two lab.

Prerequisite: *Successful completion of HVA 105 and BTR 105 or permission of academic chair.*

Covers AC theory as it applies to refrigerant circuits, including transformers, capacitors, the various types of motors used in refrigeration equipment, safety, and the use of appropriate test equipment. Troubleshooting techniques for addressing motor and motor control problems, as well as troubleshooting control circuits, and electrical malfunctions related to mechanical refrigeration systems will be covered and practiced.

HVA 210 | COMMERCIAL AIR MANAGEMENT (2)

Two lecture.

Prerequisite: *Successful completion of HVA 140 and 150 or permission of academic chair.*

Course Descriptions

Covers the operating principles of commercial air systems, including their components, capacities and uses. Hydronic heating and cooling systems design and operation will also be discussed, including load and water balancing, steam cycle, and dual-temperature water systems, water treatment systems. The importance of indoor air quality will also be discussed. Building management systems, including computerized energy management, and the remote sensors will be discussed.

HVA 220 | COMMERCIAL & DOMESTIC REFRIGERATION (3)

Course Fee: \$60 • **Two lecture. Two lab.**

Prerequisite: Successful completion of HVA 140 and HVA 150 or permission of academic chair.

Covers the use of refrigeration theory in both low and medium temperature domestic and commercial refrigeration systems. The operation of commercial and domestic ice making equipment, water coolers, refrigerators, and walk-in coolers and freezers will be discussed and practiced. Charging and evacuation techniques, as well as mechanical and electrical troubleshooting and repair will be covered.

HISTORY

HIS 131 | HISTORY OF THE UNITED STATES I (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Contains a survey of the political, economic, and cultural history of the United States with emphasis placed on historical events, people and movements that impacted American society.

HIS 132 | HISTORY OF THE UNITED STATES II (3)

**Transferrable Course
Three lecture.**

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

A continuation of the survey of the United States history from the period of reconstruction to the present day.

HIS 135 | WESTERN CIVILIZATION I (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Contains a broad, historical study of the major elements in the western heritage from the world of the Greeks and Romans through the Middle Ages, Renaissance and Reformation to the Peace of Westphalia in 1648. Emphasis is placed on the history of Europe.

HIS 136 | WESTERN CIVILIZATION II (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

A continuation of Western Civilization starting with the Peace of Westphalia in 1648 and proceeding to the Twentieth Century.

HIS 137 | TWENTIETH CENTURY WORLD HISTORY (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

The study of the social, political and cultural trends of the world in modern times. Emphasis will be given to contemporary events to provide a historical perspective.

HIS 234 | HISTORY OF INDIANS OF NORTH AMERICA (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

A survey of the political, cultural and social experience of the Native American from the period of the earliest European explorations to the present, including such developments as Indian nationalism. Relations among Indian groups to establish continuity of Indian societies will be emphasized.

HIS 274 HISTORY OF MEXICO (3) Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of

PCS 021 and TRE 089.

Covers the history of Mexico from pre-Columbian times to the present. It includes political, economic, social and cultural developments covering the periods of the Mayas, Aztecs, the Spanish Independence, and the Revolution to the present.

HIS 281 LATIN AMERICAN HISTORY (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Surveys Latin American history from Colonialism and Independence to the present day.

HUMANITIES

HUM 150 – INTRODUCTION TO THE HUMANITIES I - PREHISTORY TO THE MIDDLE AGES (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Humanistic values are examined through the study of major art forms, philosophy and history. Emphasis on personal, societal, ethnic, racial, gender, global and historical factors which have influenced the expression of values through the arts from pre-historical time to the late Middle Ages and advent of the Renaissance.

HUM 151 INTRODUCTION TO THE HUMANITIES II – THE RENAISSANCE TO THE PRESENT (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Humanistic values are examined through the study of major art forms, philosophy, and history. Emphasis on the personal, societal, ethnic, racial, gender, global and historical factors which have influenced the expression of values through the arts from the Early Modern Age (the Renaissance) to the present day.

| Course Descriptions

HUM 250 | INTRODUCTION TO CINEMA (3)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

An examination of aesthetic values in short- and feature-length moving pictures; history of movies; and technical aspects of directing, photographing, editing and sound track scoring are included. Films shown will illustrate motion-capture and/or computer-generated animation, literature or theatre as these stories are adapted to film, various genres and sub-genres of film (film noir, western, documentary, gangster/detective, screwball comedy, historical/biographical epic), special effects and other elements of pre- and post-production elements of filmmaking.

MANAGEMENT

MGT 110 | SUPERVISORY TECHNIQUES (3) (Formerly BUS 142)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Emphasizes the principles and techniques of supervising and motivating personnel. Designed for students who are interested in supervising others or for those currently in supervision. Focuses on the human interaction in supervision

MGT 120 | PRINCIPLES OF MANAGEMENT (3) (Formerly BUS 144)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Surveys the principles of management. Emphasis is on the primary functions of planning, organizing, leading, and controlling with a balance between the behavioral and operational approach.

MGT 135 | PROJECT MANAGEMENT (3) (Formerly BUS 149)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Students master the essential skills need-

ed to make effective contributions and to have immediate impact on the accomplishments of projects in which they are involved. Project software will be used.

MGT 202 | ADMINISTRATIVE OFFICE MANAGEMENT (3) (Formerly BUS 241)

Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Explores the duties of a manager or supervisor in the administrative office. Covers all facets of skills, knowledge, and attitudes. Applies office skills, decision-making processes, and human relations through simulated office situations.

MGT 260 | GLOBAL MANAGEMENT (3)

Three lecture.

Prerequisite: *Successful completion of GBS 175.*

Explores the concepts of global management including cultural, religious, political differences as it pertains to management of companies.

MGT275 | EFFECTIVE MANAGEMENT AND LEADERSHIP (3)

Three lecture.

Prerequisite: *Successful completion of MGT 120.*

Co-requisite: MGT 260

Explores concepts of motivating and leading employees in the workplace. Techniques used to improve relationships between supervisors and employees to minimize conflict, improve employee morale and productivity will be examined. The impact of cultural diversity in the workplace will be emphasized throughout the course.

MATHEMATICS

MAT 121 | INTERMEDIATE ALGEBRA (4)

Transferrable Course • Four lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of TRM 091.*

Extends and strengthens concepts covered in Introduction to Algebra, includ-

ing linear equations, inequalities and functions, systems of linear equations, operations on polynomials, rational expressions and functions, quadratic equations, inequalities, and functions, and an introduction to exponential and logarithmic functions.

MAT 142 COLLEGE MATHEMATICS (3)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or completion of MAT 121 with a grade of "C" or better.*

Applications of basic college-level mathematics to real-life problems. Concepts, language and history of mathematics contributions to Western society also covered. Appropriate for students whose major does not require College Algebra or Pre-calculus.

MAT 151 | COLLEGE ALGEBRA (4)

Transferrable Course • Four lecture.

Prerequisite: *Appropriate score on assessment test or completion of MAT 121 with a grade of "C" or better.*

A more extensive and rigorous course in algebra. Emphasis in this course is on functions and relations. Systems of equations, inequalities and matrices are also covered.

MAT 160 | MATH FOR ELEMENTARY TEACHERS I (3)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or completion of MAT 142 or MAT 151 with a grade of "C" or better.*

Mathematical principles and processes underlying current and evolving programs of mathematics instruction in elementary schools for the grades K-8. The focus is on problem solving, logic, set theory, number systems and arithmetic.

MAT 161 | MATH FOR ELEMENTARY TEACHERS II (3)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or completion of MAT 160 with a grade of "C" or better.*

Mathematical principles and processes underlying current and evolving programs of mathematics instruction in elementary schools, grades K-8. The focus is on geometry, measurement, statistics, and probability.

Course Descriptions

MAT 181 | PLANE TRIGONOMETRY (3) **Transferrable Course • Three lecture.**

Prerequisite: Appropriate score on assessment test or completion of MAT 151 with a grade of "C" or better.

A study of trigonometric functions, inverse functions, identities and graphs and their applications to right and oblique triangles, vectors, complex numbers, and polar and parametric equations.

MAT 201 | FINITE MATHEMATICS (3) **Transferrable Course • Three lecture.**

Prerequisite: Completion of MAT 151 with a grade of "C" or better.

Focuses on the application of linear models, systems of linear equations, matrices, linear programming, mathematics of finance, combinatorics, probability, and statistics to solve problems in life and social sciences, business, management, and economics.

MAT 211 | INTRODUCTORY STATISTICS (3) **Transferrable Course • Three lecture.**

Prerequisite: Completion of MAT 142 or MAT 151 with a grade of "C" or better.

Investigates the basic concepts and techniques of descriptive and inferential statistics, including summaries and displays of data, measures of central tendency, variation and dispersion, probability and probability distributions, estimates and sample sizes, hypothesis testing, correlation, regression and statistical decision-making using critical thinking skills.

MAT 212 | BRIEF CALCULUS (3) **Transferrable Course • Three lecture.**

Prerequisite: Successful completion of MAT 151.

A study of elementary topics in differential and integral calculus of elementary functions with applications in business and social science.

MAT 221 | ANALYTIC GEOMETRY AND CALCULUS I (4) **Four lecture.**

Prerequisite: Successful completion of MAT 181.

A study of the differential and integral calculus of elementary functions, with applications to geometry mechanics.

MAT 231 | ANALYTIC GEOMETRY AND CALCULUS II (4) **Transferrable Course • Four lecture.**

Prerequisite: Successful completion of MAT 221.

A study of calculus including techniques of integration, applications of the definite integral, Analytic Geometry, polar coordinates, indeterminate forms, and improper integrals, Taylor polynomials and sequences and series.

MAT 241 | ANALYTIC GEOMETRY AND CALCULUS III (4) **Transferrable Course • Four lecture.**

Prerequisite: Completion of MAT 231 with a grade of "C" or better.

A study of vectors, the geometry of space, vector-valued functions, functions of several variables, partial differentiation, gradients, multiple integration and vector analysis.

MAT 260 | INTRODUCTION TO DIFFERENTIAL EQUATIONS (4) **Transferrable Course • Four lecture.**

Prerequisite: Completion of MAT 241 with a grade of "C" or better.

Solutions of first order differential equations, nth-order linear equations, systems of linear differential equations, series solutions of second-order linear equations, Laplace transforms, nonlinear differential equations and stability.

MEDICAL ASSISTING

MEA 100 | MEDICAL LAW AND ETHICS (3) **Three lecture.**

Prerequisite: Appropriate assessment score or successful completion of PCS 021 and TRE 089.

Introduces students to the legal, moral, and ethical issues that arise within the medical community. Included is an overview of the laws and ethics that relate to patient care as well as application and practice through the use of case studies and other simulated exercises.

MEA 101 | BASIC PHLEBOTOMY TECHNIQUES (3) **Course Fee: \$45 • Two lecture; two lab.**

Prerequisite: Appropriate score on

assessment test or successful completion of PCS 021 and TRE 089.

Corequisite: Concurrent enrollment in MEA 102

An introduction to the basic knowledge and skills necessary for the safe and successful collection of blood specimens. Prepares the student to write the AMT National Certification Examination for Phlebotomists.

MEA 102 | PHLEBOTOMY EXTERNSHIP (3) **Course Fee: \$45 • Six lab.**

Corequisite: Concurrent enrollment in MEA 101

Application of basic phlebotomy techniques in the clinical setting. This course provides the student the opportunity of practical experience in a health care setting.

MEA 105 | MEDICAL OFFICE MANAGEMENT WITH COMPUTER APPLICATIONS (3) **Two lecture; two lab.**

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Provides a basic understanding of the administrative duties and responsibilities pertinent to medical offices. Includes instruction in medical correspondence and records, case histories of patients, filing, telephone procedures, appointment scheduling, receptionist duties, and processing mail. Familiarizes the student with computer applications in the health care setting. Provides the student with basics of operations and applications of computer usage within the health care provider office.

MEA 115 | BASIC ELECTROCARDIOGRAPH TECHNIQUES (3) **Course Fee: \$30 • Two lecture; two lab.**

Prerequisite: Successful completion / concurrent enrollment HES 113.

Presents the rationale for obtaining an electrocardiogram as well as related theory including anatomy and physiology, procedural technique and equipment utilized. Students will be introduced to basic rhythm analysis including recognizing standard electrical waves and accurately measuring each normal sinus rhythm and basic arrhythmias.

Course Descriptions

MEA 140 | MEDICAL CODING (3)

Two lecture; two lab.

Prerequisite: Successful completion of HES 113.

Provides an overview of medical coding using CPT, ICD and HCPCS manuals and insurance reports as applied to the medical office.

MEA 141 | MEDICAL BILLING (3)

Two lecture; two lab.

Prerequisite: Successful completion of HES 113.

An overview of medical insurance programs and the skills needed in handling insurance forms and insurance reports as applied to the medical office. Includes simulated computer data entry for patient records, procedure and diagnostic codes, insurance processing and electronic transmission of claims.

MEA 200 | MEDICAL ASSISTING CLINICAL (4)

Course Fee: \$30 • Two lecture; four lab.

Prerequisite: Successful completion of HES 113 and successful completion/concurrent enrollment HES 129 or permission of academic chair.

Covers the competencies required of a medical assistant in the clinical setting, including patient screening, vital signs, basic assessments, specimen collection, and emergency situations. Administering medications, injections, and assisting with diagnostic and minor surgery procedures will be examined. The scope of practice of the medical assistant, as well as learning how to work as part of a team in the medical office will be emphasized throughout the course.

MEA 213 | ADVANCED PHLEBOTOMY TECHNIQUES (3)

Course Fee: \$30 • Two lecture; two lab.

Prerequisite: Successful completion of MEA 101 and MEA 102.

Continuation of the study of blood collection techniques such as butterfly draws, heel sticks, and skin punctures. Also includes other specimen collections for body fluids as well as the impact of drug testing in the public and private sectors including sports.

MEA 249 | LABORATORY TECHNIQUES (4)

Two lecture; four lab.

Prerequisite: Successful completion of MEA 200 or permission of academic chair.

This advanced course prepares students to understand and perform basic laboratory procedures. This includes fundamental principles of medical lab practice, disposal of biohazardous materials, specimen collection, use of methods of quality control, urinalysis testing, chemistry testing, hematology testing, immunology testing, microbiology testing and discussion of follow up testing results.

MEA 258 | MEDICAL ASSISTING EXTERNSHIP (4)

Course Fee: \$30 • One lecture: six lab.

Prerequisite: Successful completion of Medical Assisting core coursework and permission of academic chair or course coordinator.

A comprehensive practicum providing actual experience in a medical setting. Emphasis is on application of knowledge and skills developed in the Medical Assistant Program.

MUSIC

MUS 101 | APPRECIATION AND LITERATURE OF MUSIC (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of TRE 089.

A general introduction to music literature with emphasis upon the development of listening techniques. An historical and cultural background of music and analysis of selected representative works from each era.

MUS 102 | FUNDAMENTALS OF MUSIC (2)

Transferrable Course • Two lecture.

A study of the basic elements of music, including the staff, clefs, time and key signatures, notation, rhythm, scales, definitions, ear training and sight singing, and a basic introduction to the keyboard.

MUS 211 | COLLEGE CHOIR (1)

Transferrable Course • Three lab.

Open to all students in the College and interested singers in the community. Course content includes preparation and performance of the larger choral works. May be repeated for credit.

MUS 216 | COLLEGE BAND (1)

Transferrable Course • Three lab.

Open to all students in the College with a background in instrumental music on a band instrument and to all interested band musicians in the community. Course content includes preparation and performance of original concert symphonic band works and of orchestral transcriptions. May be repeated for credit.

NURSING

NUR 115 | NURSING ASSISTANT (6)

Course Fee: \$100 • Five lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and Healthcare Provider level CPR.

A comprehensive course to provide students with knowledge, skills and attitudes necessary to perform in the role of nursing assistant or home health aide. Principles of human biological sciences, communications, nutrition and nursing science are incorporated throughout. Students will be able to provide personal care services and assistance with activities of daily living to patients within a clinical setting. Clinical practice is arranged with local health care agencies. Call the Nursing office for Nursing Assistant physical examination requirements.

NUR 121 | NURSING I (8)

Five lecture; nine lab.

Prerequisite: Admission to Nursing Program.

An 8 credit course that focuses on the fundamental concepts of contemporary professional nursing. The emphasis of this course is on the student's development as a caring, competent nurse within the legal/ethical and scientific frameworks of the profession. Critical

Course Descriptions

thinking and communication skills are stressed. Using the transitions “model,” students learn to provide nursing care for individuals undergoing situational transitions in well-defined practice settings. Situational transitions include that of the individual to the nursing student role and the patient’s admission to and movement within the healthcare system. Concepts of nutrition, pathophysiology and pharmacology are integrated.

NUR 122 | NURSING II (8)

Transferrable Course

Four lecture; twelve lab.

Prerequisite: Successful completion of NUR 121.

Within the framework of transitions, the focus is on nursing care to promote healthy transitions for individuals and families with chronic health conditions in well-defined practice settings. Emphasis is on basic management concepts and continued development of critical thinking, clinical judgment and skills. Principles of pharmacology, culture and nutrition are integrated throughout the course.

NUR 123 | TRANSITION TO PRACTICAL NURSING (3)

Course Fee: \$50 • Two lecture; two lab.

Prerequisite: Successful completion of NUR 122.

Focus on scope of practice issues specific to the practical nurse, including care of individuals and families experiencing developmental and acute health-illness transitions. Concepts of clinical judgment, pathophysiology, pharmacology and nutrition are integrated. Also includes practical nurse level concepts of management and supervision.

NUR 135 | L.P.N. REFRESHER (6)

Course Fee: \$100 • Three lecture; nine lab.

Prerequisite: Current Arizona L.P.N. license or ability to obtain temporary license and current CPR card.

Designed for the Licensed Practical Nurse to update knowledge and skills of current nursing practice. There are 10 self-paced learning modules and a final examination that must be completed online prior to the clinical experience. During the 120 hours of mandated clinical experience, the LPN student functions

under the supervision of a Registered Nurse preceptor.

NUR 136 | L.P.N. INTRAVENOUS ADMINISTRATION (3)

Three lecture.

Prerequisite: Current L.P.N. license or permission of the Nursing Director.

This course prepares the licensed practical nurse to be able to start intravenous lines and add selective pre-mixed medications and solutions to pre-existing intravenous peripheral lines and peripheral heparin or saline wells.

NUR 137 | ARTICULATION TO HEALING COMMUNITY (3)

Course Fee: \$100 • Three lecture.

Prerequisite: Current L.P.N. license or permission of the Nursing Director.

Designed for the L.P.N. to update knowledge and skills preliminary to entering the ADN program and articulation into Healing Community Curriculum. There are nine self-paced learning modules that must be completed during the fifteen-week semester and one visit to nursing lab to demonstrate selected skills.

NUR 140 | CARDIOVASCULAR DRUG UPDATE (1)

One lecture.

Prerequisite: R.N., L.P.N., current nursing student or permission of the Nursing Director.

This class is designed to examine the actions, side effects and uses of common and new cardiovascular system drugs.

NUR 141 | NEUROLOGICAL DRUG UPDATE (1)

One lecture.

Prerequisite: R.N., L.P.N., current nursing student or permission of the Nursing Director.

This class is designed to examine the actions, side effects and uses of common and new neurological system drugs.

NUR 142 | RESPIRATORY AND GI DRUG UPDATE (1)

One lecture.

Prerequisite: R.N., L.P.N., current nursing student or permission of the Nursing Director.

This class is designed to examine the ac-

tions, side effects and uses of common and new respiratory and gastrointestinal system drugs.

NUR 143 | CHEMOTHERAPY ADMINISTRATION (1)

One lecture.

Prerequisite: R.N., L.P.N., current nursing student or permission of the Nursing Director.

This class is designed to examine the actions, side effects and uses of common and new chemotherapeutic agents used in the treatment of cancer.

NUR 150 | TRANSITION TO NURSING I (3)

Three lecture.

Prerequisite: Admission to the Paramedic to RN track of MCC Nursing Program.

Focuses on the principles of fundamentals of nursing. It addresses scope of practice issues specific to the nursing profession. The emphasis of this course is on the student’s development as a caring, competent nurse within the legal/ethical framework of the profession, using critical thinking and communication skills. Using the “transitions” model, the focus is on caring for individuals in well defined practice settings. Situational transitions include that of the individual to the nursing student role and the client’s admission to and movement within the healthcare system. Concepts of nutrition and pharmacology are integrated.

NUR 175 | TRANSITION TO NURSING II (9)

Five hours lecture; twelve hours lab.

Corequisite: NUR 175L.

Within the framework of transitions, the focus is on nursing care to promote healthy transitions for individuals and families with chronic health conditions in well-defined practice settings. Situational transitions of the individual to the nursing student role and the client’s admission to and movement within the healthcare system are included. Concepts of nutrition and pharmacology are integrated. Emphasis is on the student’s development as a caring, competent nurse within the legal/ethical framework of the profession, using critical thinking, communication and time management

Course Descriptions

skills. Principles of pharmacology, nutrition and pathophysiology are integrated throughout the course.

NUR 221 | NURSING III (8)

Transferrable Course

Four lecture; twelve lab.

Prerequisite: Successful completion of NUR 122 or L.P.N. plus completion of NUR 137.

Within the framework of transition, the focus is on nursing care to promote healthy transitions for individuals and families experiencing developmental milestones. Includes the transition of birth, childhood, adolescence, young adulthood, childbearing and middle adulthood. The student's transition to nurse includes group theory and nursing therapeutics when assisting the client through acute health care issues. Topics of nutrition, culture, and pharmacology are integrated. Concepts in critical thinking, organizational skills and psychosocial nursing are included.

NUR 222 | NURSING IV (8)

Transferrable Course

Four lecture; twelve lab.

Prerequisite: Successful completion of NUR 221.

Focus is on the impact of acute health/illness transitions on individuals, families and groups. Emphasis is on syntheses and applications of nursing therapeutics in the transition of students to their role in the profession of nursing with an introduction to organizational transitions. Concepts of nutrition, pharmacology, pathophysiology and nursing therapeutics are integrated.

NUR 225 | TRANSITION TO NURSING III (1)

One lecture.

Prerequisite: Successful completion of NUR 150 and NUR 175.

Corequisite: NUR 221 Nursing III

Designed to assist the Paramedic-to-RN students in their transition from nursing student to licensed practical nursing. This course is mandatory for the Paramedic to RN track student and offers options of alternative study within the course if LPN licensure is not desired.

NUR 227 | PHARMACOLOGY (3)

Three lecture.

Prerequisite: Current Arizona L.P.N. or R.N. license, current nursing student, or permission of the Nursing Director.

Introduces common drug classifications, actions, uses and side effects of pharmacological agents. Accurate calculation of dosage, administration techniques, legal safety considerations and nursing implications will be emphasized.

NUR 235 | REGISTERED NURSE REFRESHER (9)

Course Fee: \$100 • **Six lecture; nine lab.**

Prerequisite: Current Arizona R.N. license or ability to obtain temporary licensure and current CPR card.

Designed to assist the registered nurse to update knowledge and clinical practice. There are 12 self-paced modules and a minimum of four weeks of clinical practicum required. The modular format allows the student to work at their own pace with a coordinator to answer questions. The student is required to secure a clinical preceptor prior to registration and signing course agreement.

NUR 245 | GRADUATE NURSING REVIEW (2)

Two lecture.

Prerequisite: Successful completion of NUR 222

This course is designed to provide a comprehensive review for the graduate in preparation for the RN licensure examination. The course focus is review of the essential content areas which are tested.

NUR 275 | TRANSITION TO NURSING IV (2)

Two lecture.

Prerequisite: Successful completion of NUR 221 and NUR 225.

Corequisite: Successful completion of NUR 222.

Designed to assist the Paramedic-to-RN students in their transition from nursing student to registered nurse. This course is mandatory for the Paramedic to RN track student and its focus is on use of nursing process in clinical decision-making.

NUTRITION

NUT 203 | HUMAN NUTRITION IN HEALTH AND DISEASE (3)

Transferrable Course • Three lecture.

Nutritional principles and the scientific use of diet in health and disease throughout the life cycle.

PARALEGAL

PAR 101 | LEGAL RESEARCH AND WRITING I (3)

Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE089.

Introductory principles and procedures for conducting legal research and techniques for basic legal writing. Includes categories of research materials, proper citing of legal material, finding and using secondary authority, Shepard's Citations, case law, constitutions, statutes and administrative law. The analysis of research topics and the preparation of research reports, basic letter writing, and legal memorandums will also be covered.

PAR 102 | INTRODUCTION TO PARALEGAL CAREERS (3)

Three lecture.

Prerequisite: Successful completion of or concurrent enrollment in PAR 101

Role, responsibilities and ethical standards of the paralegal profession. Includes paralegal employment and regulation, ethical rules of the legal profession, law office administration, communication, legal research and analysis, state and federal judicial systems, and an overview of litigation and specialty areas of law.

PAR 103 | LEGAL ETHICS FOR PARALEGALS (3)

Three lecture.

Prerequisite: Successful completion of or concurrent enrollment in PAR 101

Rules and principles of professional responsibility in the legal field. Includes rules of legal ethics, ethical guidelines, attorney supervision of paralegals, unauthorized practice of law, confidentiality, conflict of interest, advertising and solicitation, attorneys' fees and fiduciary

Course Descriptions

duties, competence, malpractice, ethical conduct issues in litigation, and professional integrity issues.

PAR 104 | CIVIL LAW AND LITIGATION (3)

Three lecture.

Prerequisite: Successful completion of or concurrent enrollment in PAR 101

Covers the definition of civil versus criminal law. Case filing and initial pleadings and procedures will be discussed. An overview of discovery/disclosure procedures in Federal Court, and in Arizona Superior Court will also be covered. This course covers the procedures involved in the discovery and trial preparation stages of civil litigation, file organization and document control, pre-trial motions, the gathering and organizing of evidence, the preparation of witnesses, alternative dispute resolutions, trial, post-trial and appellate procedures will be covered.

PAR 105 | CONTRACT LAW (3)

Three lecture.

Prerequisite: Successful completion of or concurrent enrollment in PAR 101

Provides students with a comprehensive understanding of the common law of contracts, from the formation of a contract through its termination, including the several ways a contract can be entered, considerations, off and acceptance, neutral assent and defective agreement, contractual capacity, legality, the statute of frauds and discharge and remedy. Additionally, this course will familiarize the students with the Uniform Commercial Code and the law governing the sale of goods.

PAR 106 | CRIMINAL LAW AND PROCEDURE (3)

Three lecture.

Prerequisite: Successful completion of or concurrent enrollment in PAR 101

Criminal law and trial processes from arrest through pre-trial procedures. Includes rules of criminal procedure, initial criminal law process, pre-trial investigation and discovery, criminal and constitutional law cases, criminal statutes, and pre-trial motion practice, trial rights of defendants, trial procedure, case preparation for trial, direct and cross examination, evidentiary objections, and motions for the close of evidence.

PAR 107 | TORT LAW (3)

Three lecture.

Prerequisite: Successful completion of or concurrent enrollment in PAR 101

Concepts and procedures used in tort law cases. Includes tort litigation procedures and tort case law in the areas of negligence, professional negligence, strict liability, product liability, liability issues, and insurance coverage. Also includes interviewing and investigation techniques for the legal assistant in tort cases.

PAR 108 | PROPERTY LAW AND REAL ESTATE TRANSACTIONS (3)

Three lecture.

Prerequisite: Successful completion of or concurrent enrollment in PAR 101

Legal procedures and requirements in real estate transactions and litigation. Includes real estate principles and legal concepts, recording and constructive notice, and real property taxes. Also includes an analysis of real estate contracts/purchase agreements, escrows and closings, deeds, co-ownership, legal descriptions, leases, encumbrances, liens, and foreclosures.

PAR 201 | LEGAL RESEARCH AND WRITING II (3)

Three lecture.

Prerequisite: PAR 101 and PAR 102.

More advanced principles and techniques of legal research and writing. Students will learn to conduct legal research using online research resources. Includes writing style, editing and proofreading, legal analysis, legal brief types, and applications of legal writing for memorandum, litigation documents, correspondence, and transaction documents.

PAR 202 | WILLS, TRUSTS, AND ESTATES (3)

Three lecture.

Prerequisite: Successful completion of at least four (4) 100-level courses, including PAR 101.

Preparation to assist a lawyer in estate planning. Includes an introduction to wills, trusts and estates, intestate succession, guardianships, will related documents, will drafting and execution, estate administration, probate related legal

action, trusts and administration, and fiduciary duties.

PAR 203 | FAMILY LAW (3)

Three lecture.

Prerequisite: Successful completion of at least four (4) 100-level courses, including PAR 101.

Law and procedures related to family relationships and domestic matters. Includes basic principles of family law, marital contracts, legal issues in family law affecting children, initiating a divorce proceeding, contested proceedings, and assisting at a dissolution trial.

PAR 204 | CORPORATION LAW (3)

Three lecture.

Prerequisite: Successful completion of at least four (4) 100-level courses, including PAR 101.

Procedures and document drafting for the formation of business entities, business corporations, corporation changes, forms of corporations, financing a corporation, changes in corporate structure, and the role of the paralegal in corporate law.

PAR 205 | BANKRUPTCY (3)

Three lecture.

Prerequisite: Successful completion of at least four (4) 100-level courses, including PAR 101.

Application of legal procedures in bankruptcy. Includes jurisdiction, cast of characters and their roles in bankruptcy, client interview, evaluation of options, advising clients, and drafting Chapter 7 liquidation, Chapter 13 adjustment of debts of individuals, Chapter 12 adjustment of debts of family farmer, Chapter 11 reorganization, and the paralegals' roles.

PAR 206 | INTERNSHIP (3)

Six lab.

Prerequisite: Permission of academic chair.

Implement skills learned in the Paralegal program in a real work environment under the supervision of one or more attorneys. Students will keep a log of time spent and tasks performed in their internship which shall be signed off on by the supervising attorney and submitted to the course instructor at the conclusion of the internship. In addition, students

Course Descriptions

will be required to prepare and submit two (2) reports: one at the beginning of the semester providing their impression of the job and the legal community based upon their initial interactions; and a second report at the conclusion of the semester discussing what they learned through their internship and whether and how enrollment in the Paralegal program assisted them in the work environment. Students must spend a minimum of ninety hours at their internship in order to obtain course credit.

PHARMACY TECHNOLOGY

PHT 170 | INTRODUCTION TO PHARMACY TECHNOLOGY (2)

Two lecture.

Prerequisite: *Appropriate score on the assessment test or successful completion of PCS 021, TRE 089 and TRM 091.*

Overview of the role of pharmacy support personnel. Includes allied health professions, history and structure of pharmacy, and legal aspects of pharmacy. Also includes medical terminology emphasizing common medical roots, prefixes and suffixes, and pharmaceutical abbreviations.

PHT 171 | PHARMACEUTICAL CALCULATIONS (4)

Course Fee: \$50 • **Three lecture; two lab.**

Prerequisite: *PHT 170 or concurrent enrollment.*

Mathematical computations needed in the practice of pharmacy technology. Includes fundamentals of mathematical calculations, units, and measures for the calculation of drug dosages, and interpretation of the prescription or medication order. Also includes calculation of drug dosages, reducing and enlarging formulas, percentage preparations, dilution and concentration, isotonic solutions, and electrolyte solutions.

PHT 172 | DRUG THERAPY I (4)

Four lecture.

Prerequisite: *PHT 170 or concurrent enrollment.*

Overview of the relationship between the central nervous system (CNA), the

autonomic nervous system (ANS) and pharmaceutical therapy. Includes anatomy and physiology of the CNS, neurotransmission and disorders of the CNS, therapeutic applications of drugs affecting the CNS, and characteristics of drugs of the CNS. Also includes anatomy and physiology of the ANS, drug action on ANS neurotransmission, disorders treated with autonomic drugs, and types and characteristics of autonomic drugs.

PHT 174 | PHARMACY OPERATIONS (3)

Course Fee: \$66 • **Two lecture; two lab.**

Prerequisite: *PHT 170, PHT 171 and CHM 130 or concurrent enrollment.*

Technical aspects of drug distribution in both inpatient and outpatient settings. Includes basic pharmacy references, equipment and materials, non-sterile dosage forms, and inventory control. Also includes large and small scale compounding, packaging, and quality control.

PHT 178 | PHARMACY MICROCOMPUTERS (3)

Three lecture.

Prerequisite: *PHT 170 or concurrent enrollment.*

Basic concepts of computer operation. Includes the Internet, computer hardware and software, and professional pharmacy applications in retail and hospital pharmacy. Also includes legal and ethical considerations, and future directions.

PHT 180 | STERILE PRODUCTS (4)

Course Fee: \$71 • **Three lecture; two lab.**

Prerequisite: *CHM 140 and PHT 171 or concurrent enrollment.*

Upon completion of this course, the student will be able to do the following: Application of aseptic techniques and use of the laminar flow hood in the preparation of sterile products. Includes history of sterile products and parenteral therapy, characteristics of sterile products, principles of fluid and electrolyte therapy, basics of microbiology, antiseptics and sterilization, and sterile products calculations. Also includes introduction to IV labels and profile systems, aseptic techniques, total parenteral nutrition, incompatibilities, quality control, and specialized sterile products.

PHT 181 | INTERPROFESSIONAL RELATIONS IN PHARMACY (3)

Three lecture.

Prerequisite: *PHT 170 or concurrent enrollment.*

Overview of effective communication skills needed by the pharmacy technician to use interpersonally and between the pharmacist, the patient, and other health care professionals. Includes human relations development, personality inventory, and elements in communication in areas of non-verbal, interpersonal, barriers, listening, empathy, and interviewing. Also includes building better patient understanding in special situations such as death and dying, ethnicity, conflict resolution, and ethical patient care.

PHT 182 | DRUG THERAPY II (4)

Four lecture.

Prerequisite: *PHT 170 or concurrent enrollment.*

The relationship between anatomy and physiology, disease states, and pharmaceutical therapy. Includes origins, dosage forms, indications, actions, routes of administration and side effects of both the prescription and non-prescription drugs used in diseases of the cardiovascular, circulatory, renal, endocrine, respiratory, digestive, reproductive, and integumentary systems.

PHT 187 | PHARMACY LAW AND ETHICS (3)

Three lecture.

Prerequisite: *PHT 170 or concurrent enrollment.*

Practical guide to pharmacy law and ethics for the pharmacy technician. Includes state and federal law, roles of the pharmacist and the pharmacy technician, and ethical practices for patients.

PHT 189 | PHARMACY TECHNICIAN ADMINISTRATION (3)

Three lecture.

Prerequisite: *Completion of the core curriculum for the certificate.*

Practical management techniques for pharmacy technician supervisors and managers. Includes building an organization from the beginning stages. Also includes managing and maintaining the organization.

Course Descriptions

PHT 190 | PHARMACY TECHNICIAN INTERNSHIP (4)

Eight lab.

Prerequisite: Completion of the core curriculum for the certificate.

On-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist.

PHILOSOPHY

PHI 101 | INTRODUCTION TO PHILOSOPHY (3)

Transferrable Course • Three lecture.

Prerequisites: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

A study of the major philosophers, philosophical questions and methods of Western Civilization. Topics covered will include God, existence, knowledge and value.

PHI 151 | ETHICS

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

The principle problems of moral and social philosophy are studied.

PHI 205 | COMPARATIVE WORLD RELIGIONS (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Includes a study of the eleven major religions in the world today, together with background material in primitive and bygone religions; comparison of the major doctrines of these religions; the development of the doctrines; and the influence they have upon one another.

PHYSICAL EDUCATION & RECREATION

PER 110 | BASKETBALL (1)

Transferrable Course • Two lab.

Instruction and practice in the fundamentals of basketball, including team organization.

PER 140 | PHYSICAL FITNESS (1)

Transferrable Course • Two lab.

Designed to teach the students how to care for their bodies and how to make them more attractive.

PHYSICAL THERAPIST ASSISTANT

PTA 101 | SURVEY OF PHYSICAL THERAPY (3)

Three lecture.

Prerequisite: Appropriate score on the assessment test or successful completion of TRE 089 and TRM 091.

Corequisite: Concurrent enrollment in PTA 103 and PTA 200.

History of Physical Therapy, purpose, benefits, and goals of the Arizona and American Physical Therapy Associations (APTA). Roles and responsibilities of physical therapists (PT) and physical therapist assistants (PTA). Patient care, legal issues, principles of physical therapy treatment, education requirements, and functions of the American Physical Therapy Association. Introduction to medical terminology with emphasis on spelling, definition, usage, and pronunciation.

PTA 103 KINESIOLOGY (4)

Three lecture; three lab.

Prerequisite: Appropriate score on the assessment test or successful completion of TRE 089 and TRM 091.

Corequisite: Concurrent enrollment in PTA 101 and PTA 200.

Physical principles of human motion. Emphasis on structure, movement and stability of specific joints. Normal and abnormal human locomotion. Stabilizing and motion producing forces upon extremities and the spine. Kinesiological analysis of functional movement of the human body. Theory and principles of goniometry and manual muscle testing. Normal range of motion of the spine and extremities. Normal posture and common postural deviations. Palpation and identification of pertinent bony and soft tissue structures. Documentation in goniometry, muscle testing, and posture assessment.

PTA 200 | PATIENT MOBILITY TECHNIQUES (4)

Two lecture; six lab.

Prerequisite: Appropriate score on the assessment test or successful completion of TRE 089 and TRM 091.

Corequisite: Concurrent enrollment in PTA 101 and PTA 103.

Theory, principles and practice of proper body mechanics. Principles and techniques of gait training, patient bed mobility and transfers, wheelchair mobility. Theory, principles and techniques of therapeutic exercise. Patient instruction, assessment techniques, assistive devices and equipment used by the physical therapy assistants and their patients. Safety and first aid in physical therapy practice settings. Documentation requirements for physical therapy interventions.

PTA 202 | PHYSICAL THERAPY MODALITIES (5)

Three lecture; six lab.

Prerequisite: Successful completion of PTA 101, PTA 103, PTA 200

Corequisite: Concurrent enrollment in PTA 203, PTA 205 and PTA 214.

Stages of inflammation responses and tissue repair. Theories on pain. Guidelines for patient positioning and safety. Principles and application of thermal agents. Application and documentation of superficial heat and cold, ultrasound, electromagnetic radiation, massage, hydrotherapy, light intermittent venous compression, and traction. Indications and contraindications for treatment methods. Research in physical therapy.

PTA 203 | CLINICAL PATHOLOGY (3)

Three lecture.

Corequisite: Concurrent enrollment in PTA 202, PTA 205 and PTA 214.

Pathologic terminology and definitions. Specific disease processes specific to physical therapy. Functional anatomy, select medical tests for diagnosis, and medication and effects on therapy. Principles of wellness and disease prevention.

PTA 205 | COMMUNICATION IN PHYSICAL THERAPY (2)

Two lecture.

Corequisite: Concurrent enrollment in

Course Descriptions

PTA 202, PTA 203 and PTA 214.

Communication skills in the Physical Therapy setting. Self-image in communication. Active listening, responding to problems, body language, patient interview skills. Communicating with the chronically ill and dying patients and their families. Communicating with persons with disabilities. Cultural differences in communication and views of Health Care.

PTA 206 CLINICAL PRACTICUM I (3) 160 clinic hours.

Prerequisite: Successful completion of PTA 101-205 and PTA 214.

Clinical experience with maximum supervision for physical therapist assisting students. Application of physical therapy skills and techniques in specific clinical settings. Interaction with patients, family members and members of the health care team.

PTA 208 | REHABILITATION OF SPECIAL POPULATIONS (5)

Three lecture; six lab.

Corequisite: Concurrent enrollment in PTA 210, PTA 215, PTA 217 and PTA 230.

Rehabilitation strategies for brain injured patients. Neurodevelopmental treatment (NDT) emphasized. Theories and alternative physical therapy treatment for neurologically impaired patients. Clinical applications and treatment of patients. Neurodevelopmental treatment (NDT), proprioceptive neuromuscular facilitation (PNF), cardiopulmonary rehabilitation, spinal cord injury management, and prosthetics/orthotics. Emphasis on proficiency in "hands on" techniques.

PTA 210 | ORTHOPEDIC PHYSICAL THERAPY (4)

Three lecture; three lab.

Corequisite: Concurrent enrollment in PTA 208, PTA 215, PTA 217 and PTA 230.

Response of human bone and soft-tissue to injury. Orthopedic management and physical therapy procedures for common injuries of the extremities and spine. Common orthopedic surgeries. Joint mobilization techniques. Body mechanics and therapeutic exercise programs. Documentation procedures.

PTA 214 | ELECTRRMODALITIES (3)

Two lecture; three lab.

Corequisite: Concurrent enrollment in PTA 202, PTA 203 and PTA 205.

Electrical currents for physical therapy. Types of human muscular contractions. Safety stressed. Application of electrical currents for physical therapy. Uses and implications of electrical nerve tests. Bipophysical effects of transcutaneous electrical nerve stimulation. Use of low volt, high volt, and interferential electrical stimulation devices. Neuromuscular electrical stimulation (NMES). Use of biofeedback in physical therapy.

PTA 215 | WOUND CARE FOR THE PTA (1)

One lecture.

Corequisite: Concurrent enrollment in PTA 208, PTA 210, PTA 217 and PTA 230.

Introduction to current concepts in wound care management techniques for the physical therapist assistant including skin anatomy and physiology, principles of healing, types of wounds, and therapeutic interventions.

PTA 217 | CLINICAL NEUROLOGY (2)

Two lecture.

Corequisite: Concurrent enrollment in PTA 208, PTA 210, PTA 215 and PTA 230.

Anatomy and function of the brain, spinal cord and peripheral nervous system. Evaluation of the motor innervations and spinal tracts. Specific diseases of the central and peripheral nervous systems related to physical therapy. Emphasis on clinical signs and symptoms of neurological disorders.

PTA 230 | PHYSICAL THERAPY SEMINAR (2)

Two lecture.

Corequisite: Concurrent enrollment in PTA 208, PTA 210, PTA 215 and PTA 217.

Current practices and issues in physical therapy. Clinical problem solving, ethics, legal aspects, reimbursement, case management, research. Resume preparation and job interviewing skills. Stress management techniques. Total quality management principles. Employment issues.

PTA 280 | CLINICAL PRACTICUM II (5) 240 clinic hours.

Prerequisite: Successful completion of PTA 206-230.

Clinical experience with moderate supervision for physical therapist assisting students. Application of physical therapy skills and techniques in various clinical settings.

PTA 290 | CLINICAL PRACTICUM III (5) 240 clinic hours.

Prerequisite: Successful completion of PTA 280.

Clinical experience with minimum supervision for physical therapist assisting students. Application of physical therapy skills and techniques in specific clinical settings.

PHYSICS

PHY 107 | CONCEPTUAL PHYSICS (4)

**Transferrable Course • Course Fee: \$40
Three lecture; two lab.**

Prerequisites: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091.

An introduction to the concepts of physics and their applications to real world phenomena. Emphasis will be understanding the phenomena through experience and experiments in physics and not through mathematical manipulations. This course may be used as a science elective by a non-science major and is recommended for those taking General Physics without a strong high school mathematics or science background.

PHY 111 | GENERAL PHYSICS I (4)

**Transferrable Course • Course Fee: \$40
Three lecture; three lab.**

Prerequisites: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and MAT 181.

General Physics I covers the basics of mechanics and thermodynamics using trigonometry to solve problems within these areas. Laboratory explorations provide the opportunity to use the methods and processes of inquiry to analyze concepts studied in the lecture.

Course Descriptions

PHY 112 | GENERAL PHYSICS II (4)

Transferrable Course

Course Fee: \$40 • **Three lecture; three lab.**

Prerequisite: Successful completion of PHY 111.

General Physics II is a continuation of PHY 111 with an emphasis on electricity, magnetism and light.

PHY 115 | UNIVERSITY PHYSICS I (5)

Transferrable Course

Course Fee: \$50 • **Four lecture; three lab.**

Prerequisite: Successful completion of MAT 221.

General physics course using calculus to develop the principles of mechanics and thermodynamics. Recommended for majors in the science and mathematics. Required for engineering majors.

PHY 116 UNIVERSITY PHYSICS II (5)

Transferrable Course • Course Fee: \$50

Four lecture; three lab.

Prerequisite: Successful completion of PHY 115.

A continuation of PHY 115 with an emphasis on fluids, electricity, magnetism, light and optics. Recommended for majors in the science and mathematics. Required for engineering majors.

PLUMBING

PLU 101 | INTRODUCTION TO PLUMBING (3)

Course Fee: \$45 • **Two lecture; two lab.**

Prerequisite: Successful completion of BTR 105.

Provides basic skills in the fundamentals of plumbing. Students will be introduced to the trade, safety, building materials, tools, piping process, venting and drains.

PLU 102 | INTERMEDIATE PLUMBING CONCEPTS (3)

Course Fee: \$45 • **Two lecture; two lab.**

Prerequisites: Successful completion of BTR 105 and PLU 101.

Provides intermediate-level training in the construction and maintenance field of plumbing. This course provides students with an understanding of: trade math, commercial drawings, piping, drains, valves, fixtures, and water heaters.

POLITICAL SCIENCE

POS 100 | ARIZONA CONSTITUTION AND GOVERNMENT (1)

Transferrable Course • One lecture.

Examines the constitution and government of Arizona. Specifically designed to meet the state constitution requirements for teacher certification in Arizona and includes a brief study of the written constitution and the present governmental institutions.

POS 120 | AMERICAN NATIONAL GOVERNMENT (3)

Transferrable Course • Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

A survey of the United States government, including the Constitution; political parties and elections; pressure groups; Congress, the President, and bureaucracy; courts; civil rights and liberties; and foreign affairs.

POS 227 | UNITED STATES CONSTITUTION (1)

Transferrable Course • One lecture.

Designed to meet the federal Constitution requirement for teacher certification in Arizona and involves an intensive study of the written Constitution, as well as a survey of the American governmental institutions, which are based upon this document.

PRECOLLEGE STUDIES

PCS 010 | PCS ORIENTATION (1)

One lecture.

Prerequisite: Must be at least 16 years of age and not in high school.

A 15-hour orientation course designed to assess a student's academic competency. Where deficiencies are noted, an individualized program of study will be provided. The orientation will also include instruction concerning learning styles, study skills, goal setting, and time management. The student will be introduced to the Precollege Studies Learning Center and other college facilities designed to encourage student success.

PCS 021 | PCS READING (3)

Three lecture.

Prerequisite: Must be at least 16 years of age and not in high school. Successful completion of PCS 010 or appropriate score on TABE or COMPASS.

Group and individualized instruction prepares students for the GED exam and/or completes the college reading requirement. Areas of study include 0-8 levels of reading comprehension along with technology and study skills development. Students progress through the course based on a customized education plan which identifies only those areas necessary to study.

PCS 022 | PCS COMMUNICATION (3)

Three lecture.

Prerequisite: Must be at least 16 years of age and not in high school. Successful completion of PCS 010 and appropriate score on TABE.

Group and individualized instruction prepares students for the GED exam. Areas of study include 0-8 levels of written and verbal communications along with technology and study skills development. Students progress through the course based on a customized education plan which identifies only those areas necessary to study.

PCS 023 PCS MATH (3)

Three lecture.

Prerequisite: Must be at least 16 years of age and not in high school. Successful completion of PCS 010 or appropriate score on TABE or COMPASS.

Group or individualized instruction prepares students for the GED exam OR completes requirements for entrance into Transitional Math 089. Areas of study include 0-8 levels of math along with technology and study skills. Students progress through the course based on a customized education plan which identifies only those areas necessary to study.

PCS 033 | GED PREPARATION (3)

Three lecture.

Prerequisite: Must be at least 16 years of age and not in high school. Successful completion of PCS 010 and appropriate score on TABE or failure to pass one or more sections of the Official GED Test.

Course Descriptions

Group and individualized instruction prepares students for the GED exam. Areas of study include 9-12 levels of math, reading, writing, social studies, and science along with technology and study skills. Students progress through the course based on a customized education plan which identifies only those areas necessary to study.

PSYCHOLOGY

PSY 101 | INTRODUCTORY PSYCHOLOGY (3)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of ENG 101 or successful completion of TRE 089.*

An introduction to the field of psychology, dealing with such topics as the scientific method in psychology, a survey of the different fields of psychology, heredity and environment, intelligence, emotions, motivation, the nervous system, and the learning process.

PSY 135 | HUMAN SEXUALITY (3)

Transferrable Course • Three lecture.

The study of human sexuality with emphasis on anatomy and physiology of the male and female, typical sexual patterns, atypical sexual behaviors, marriage alternatives, birth control methods and current research. The student will gain increased understanding of his or her own sexuality. Designed for the married and unmarried.

PSY 234 SOCIAL PSYCHOLOGY (3)

Transferrable Course • Three lecture.

Prerequisite: *Successful completion of PSY 101 or SOC 131.*

Explores how social and group factors affect individual behavior. Topics include: social perception, communication, attitudes, attraction, love, sexism, and small group behavior.

PSY 240 | CHILD GROWTH AND DEVELOPMENT (3)

Transferrable Course • Three lecture.

Prerequisite: *Successful completion of PSY 101.*

A study of behavior and development in the child; encompasses genetic, prena-

tal and postnatal influences. Particular emphasis will be on motivation, perception and learning. Social processes and events affecting the child will also be studied.

PSY 245 | LIFESPAN DEVELOPMENT (3)

Transferrable Course • Three lecture.

Prerequisite: *Successful completion of PSY 101.*

Surveys the continuity of development throughout the lifespan, focusing on physical, intellectual, personal and social development.

PSY 260 | INTRODUCTION TO PERSONALITY (3)

Transferrable Course • Three lecture.

Prerequisite: *Successful completion of PSY 101.*

Focuses on the theories of personality development including psychoanalytic, physiological, trait and cognitive theories. Covers the major factors that influence personality development including genetics, environmental factors, self-concept, sex roles, and health.

PSY 270 | ABNORMAL PSYCHOLOGY (3)

Transferrable Course • Three lecture.

Prerequisite: *Successful completion of PSY 101.*

Focuses on the historical and current views involved in defining mental illness, the causes of mental illness, and the major types and methods of assessing, treating and preventing mental illness.

SOCIOLOGY

SOC 131 | INTRODUCTION TO SOCIOLOGY (3)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

An introduction to the field of sociology including culture, society, institutions, organizations, issues and movements, the future and change.

SOC 132 | SOCIAL PROBLEMS IN MODERN SOCIETY (3)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Provides an analysis of contemporary social problems, their likely causes, how they affect American society and possible solutions.

SOC 133 | SOCIOLOGY OF DEVIANT BEHAVIOR (3)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Examines deviant behavior as it develops from human behavior in groups. The class investigates various theories of deviancy, how society views deviant behavior, and ascertains the point of views of deviant groups.

SOC 136 | MARRIAGE AND FAMILY (3)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Explores the relationships of marriage and family in American society. It also examines gender roles, the traditional family, dating, diversity in families, relationships and family paradigms. The application of theories, cross-cultural comparisons and professional literature creates an understanding of American society's quest for intimacy.

SOC 140 | RACIAL, ETHNIC, AND GENDER RELATIONS (3)

Transferrable Course • Three lecture.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Examines cultural diversity in modern American society. The heterogeneous nature of society is explored in its racial, ethnic and gender relations.

SPANISH

SPA 101 | ELEMENTARY SPANISH I (4)

Transferrable Course • Four lecture; one lab.

Prerequisite: *Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension.

Course Descriptions

SPA 102 | ELEMENTARY SPANISH II (4)

Transferrable Course • Four lecture; one lab.

Prerequisite: Successful completion of SPA 101 or permission of academic chair.

Develops the fundamental language skills: speaking, listening, comprehension, writing and reading comprehension. A continuation of SPA 101.

SPA 124 | SPANISH FOR HEALTH CARE PROFESSIONALS (1)

One lecture.

Conversational practice in a medical context. Designed to develop speaking and listening techniques essential for basic medical situations, stressing expressions of courtesy and medical terminology.

SPA 131 CONVERSATIONAL SPANISH I (3)

Transferrable Course • Three lecture.

Emphasizes the conversational approach to learning Spanish with conversation built on basic vocabulary, grammar and sentence structure to enable the student to communicate socially, in the workplace or while traveling.

SPA 201 | INTERMEDIATE SPANISH I (4)

Transferrable Course • Four lecture; one lab.

Prerequisite: Successful completion of SPA 102 or permission of academic chair.

Reviews, consolidates and increases the basic skills learned in SPA 101 and 102. Emphasis on reading, speaking, listening comprehension, composition and culture. Continued development of communicative competence.

SPA 202 | INTERMEDIATE SPANISH II (4)

Transferrable Course • Four lecture; one lab.

Prerequisite: Successful completion of SPA 201 or permission of academic chair.

A continuation of SPA 201 Emphasis on reading, speaking, listening comprehension, composition and culture. Continued development of communicative competence. Successful completion of course meets fourth semester proficiency requirement.

STUDENT STUDY SKILLS

STU 101 | INTRODUCTION TO COLLEGE SUCCESS (1)

One lecture.

Designed to facilitate student success in the college environment. Introductory topics include realistic expectations, learning styles, time management, college resources, listening and study skills, note taking and testing strategies.

STU 103 | MASTERING SKILLS FOR COLLEGE SUCCESS (3)

Three lecture

Designed to enhance students' college readiness skills, including development of successful study habits, learning styles awareness, thinking skills, time management techniques, college resource utilization, listening skills, note taking techniques, testing strategies, establishing appropriate student expectations, and understanding instructor expectations.

SURGICAL TECHNOLOGY

SGT 101 | ORIENTATION AND INTRODUCTION TO SURGERY (2)

Course Fee: \$835 • **Two lecture.**

Prerequisite: Admission to Surgical Technology Program.

Designed to provide the student with the skills, knowledge and language necessary to define and evaluate the responsibilities of the OR team and the foundation of good patient care.

SGT 102 | SURGICAL TECHNIQUES (6)

Course Fee: \$835 • **Four lecture; six lab.**

Prerequisite: Admission to Surgical Technology Program.

Provides student with fundamentals in aseptic technique, safe patient care and knowledge to identify, select and safely use equipment and supplies in the operating room.

SGT 105 | MICROBIOLOGY FOR THE SURGICAL TECHNOLOGIST (2)

Two lecture.

Prerequisite: Admission to Surgical Technology Program.

For students who desire to work in the operating room. Acquaints the student with the history of microbiology and the function of microbes and their relationship to operating room procedures and aseptic techniques.

SGT 111 | PHARMACOLOGY FOR SURGICAL TECHNOLOGY (1)

One lecture.

Prerequisite: Appropriate standing in Surgical Technology Program and successful completion of HES 113.

Designed for students who desire to work in the operating room. It will acquaint the student with principles of drug use in the surgical patient and procedures for care and handling of drugs and solutions.

SGT 201 | SURGICAL PROCEDURES I (7)

Course Fee: \$835 • **Three lecture; twelve lab.**

Prerequisite: Appropriate standing in Surgical Technology Program and successful completion of SGT 101, SGT 102, SGT 105 and BIO 160.

Corequisite: Concurrent enrollment in SGT 111 and SGT 202.

Designed to provide clinical experience to refine and develop skills taught in SGT 102 in order to function in the clinical setting. In addition to surgical procedures, this course will include patient care concepts, psychiatric concepts of grief, death and dying, and technical sciences of electricity, physics and robotics in the operating room. Emphasis is on obtaining practical clinical experience.

SGT 202 | SURGICAL PROCEDURES II (6)

Course Fee: \$835 • **Four lecture; six lab.**

Prerequisite: Appropriate standing in Surgical Technology Program and successful completion of SGT 101, SGT 102, SGT 105 and BIO 160.

Corequisite: Concurrent enrollment in SGT 111 and SGT 201.

Designed to provide the Surgical Technology student with introduction to surgical procedure and orientation in the

Course Descriptions

role of primary scrub person on selected procedures.

SGT 203 | CONCENTRATION OF SPECIALTY AREAS (7)

Course Fee: \$650 • **One lecture; eighteen lab.**

Prerequisite: *Appropriate standing in Surgical Technology Program and successful completion of SGT 202.*

Emphasizes the scrub role and provide clinical experience to enable the student to demonstrate beginning employment-acceptable level of proficiency in commonly performed specialty procedures.

SGT 204 | CONCENTRATION OF SPECIALTY AREAS II (6)

Course Fee: \$835 • **One lecture; fifteen lab.**

Advanced clinical experience to fulfill the requirements of AST for an AAS degree in Surgical Technology. Extended experience in the scrub role and operating room environments.

THEATRE

THE 110 | BEGINNING ACTING (NONPRODUCTION) (3)

Transferrable Course

Three lecture.

Introduction to performance techniques and the development of physical skills for effective performance, techniques of acting and characterization, and an actor's relationship to all aspects of theatrical production are included.

THE 111 | THEATRE PRODUCTION I (4)

Transferrable Course • Eight lab.

Includes techniques of speech and movement on the stage, pantomime, character analysis and participation in laboratory scenes and department production.

THE 112 | THEATRE PRODUCTION II (4)

Transferrable Course • Eight lab.

Prerequisite: *Successful completion of THE 111 and an audition.*

Theatre Production II and Theatre Production III present an amplification of Theatre Production I rather than a sequential advancement in instruction. In all three courses, students are involved

in every aspect of theatre production, and the intermediate and advanced levels outlined in THE 112 and THE 113, respectively, represent an increasingly sophisticated level of the students' involvement in those aspects of theatre production.

THE 113 | THEATRE PRODUCTION III (4)

Transferrable Course • Eight lab.

Prerequisite: *Successful completion of THE 112.*

Theatre Production II and Theatre Production III present an amplification of Theatre Production I rather than a sequential advancement in instruction. In all three courses, students are involved in every aspect of theatre production, and the intermediate and advanced levels outlined in THE 112 and THE 113, respectively, represent an increasingly sophisticated level of the students' involvement in those aspects of theatre production.

TRUCK DRIVER TRAINING

TDT 100 | BASIC OPERATION (2)

One lecture; two lab.

Prerequisite: *Admission to program.*

Covers basic operation of control systems, shifting and transmissions, basic vehicle control, coupling and uncoupling.

TDT 110 | SAFE AND ADVANCED OPERATING PRACTICES (2)

One lecture; two lab.

Prerequisite: *Admission to program.*

Covers special rigs, visual search, communications, speed and space management, night and extreme driving conditions, hazards, emergency maneuvers, skid control and recovery.

TDT 120 | VEHICLE MAINTENANCE (1)

One lecture.

Prerequisite: *Admission to program.*

Covers an understanding of vehicle systems, general and advanced preventive maintenance, diagnosis and reporting of malfunctions, managing/handling cargo distribution and cargo documentation.

TDT 130 | NON-VEHICLE ACTIVITIES (2)

Two lecture.

Prerequisite: *Admission to program.*

Covers managing/handling cargo, distribution and cargo documentation. Learning the importance of personal health, hygiene and safety. It will also cover customer and employer relations along with career planning to ensure their success in the transportation industry.

TDT 140 | PREPARATION FOR CDL WRITTEN EXAM (1)

One lecture.

Prerequisite: *Admission to program.*

Covers Arizona Commercial Drivers License requirements for combination vehicles, Hazmat, double or triples, and tank endorsements.

TDT 150 | SPECIALIZED TRAINING (1)

Course Fee: \$300 • **One lecture.**

Designed to review skills for those who have previously held a Commercial Driver's License and are renewing it, or for those with a current CDL who would want practice. It is not open to the general public.

TRANSITIONAL STUDIES

TRE 089 | TRANSITIONAL ENGLISH (3)

Three lecture.

Prerequisite: *Appropriate score on Compass test.*

An intensive review of the fundamentals of written and oral communication. Written communication review will include grammar, word usage, punctuation, and sentence, paragraph and essay structure culminating in a short research paper. Oral communications review will focus on presentation skills.

TRM 090 | PRE-ALGEBRA (3)

Three lecture.

Prerequisite: *Appropriate score on assessment test.*

Bridging basic arithmetic and beginning algebra, this course integrates a review of arithmetic, negative numbers, fractions, ratio, proportion, percentage, simple geometry, unit analysis, and solving basic equations.

| Course Descriptions

TRM 091 | BEGINNING ALGEBRA (3)

Three lecture.

Prerequisite: Successful completion of TRM 090 or appropriate score on assessment test.

A beginning course in algebra including, linear equations and inequalities, basic graphing, systems of linear equations, polynomials, factoring, simple rational expressions and equations, integer exponents and simple radicals.

WELDING

WLD 101 | INTRODUCTION TO WELDING (3)

Course Fee: \$93 • **Two lecture; two lab.**

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021.

Emphasizes the safety practices and procedures used in the welding industry, as well as appropriate workplace skills. Introduces basic welding processes, including Shielded Metal Arc Welding (SMAW) (stick), Gas Metal Arc Welding (GMAW) (MIG), and Oxyacetylene welding & cutting.

WLD 114 | MATH FOR WELDERS (3)

Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of TRM 090.

Use basic mathematics skills in practical exercises useful in the welding field.

WLD 125A | SHIELDED METAL ARC WELDING (5)

Course Fee: \$155 • **Two lecture; six lab.**

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021.

A comprehensive study and application of Shielded Metal Arc Welding starting with WLD 125 A & ending with 125 B. Emphasizes the safety practices and procedures used in the welding industry as well as appropriate workplace skills. Also includes an introduction to the welding industry and weldability of metals.

WLD 125B | SHIELDED METAL ARC WELDING (5)

Course Fee: \$155 • **Two lecture; six lab.**

Prerequisite: Successful completion of WLD 125A within the last 12 months or permission of academic chair or course coordinator.

A comprehensive study and application of Shielded Metal Arc Welding starting with WLD 125 A & ending with 125 B. Emphasizes the safety practices and procedures used in the welding industry as well as appropriate workplace skills. Also includes related cutting processes and welding metallurgy.

WLD 129 | GAS METAL ARC WELDING (5)

Course Fee: \$155 • **Two lecture; six lab.**

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021.

A comprehensive study and application of Gas Metal Arc Welding & also emphasizes the safety practices and procedures used in the welding industry, as well as appropriate workplace skills also includes welding symbols, joint design, & control of distortion.

WLD 201 | FLUX CORED ARC WELDING (5)

Course Fee: \$155 • **Two lecture; six lab**

Prerequisite: Successful completion of WLD 129.

A comprehensive study and application of Flux Cored Arc Welding – Gas Shielded & Flux Cored Arc Welding – Self Shielded also emphasizes the safety practices and procedures used in the welding industry, as well as appropriate workplace skills. Also includes a brief intro to Gas Metal Arc Welding of Aluminum.

WLD 225 | PIPE WELDING WITH SHIELDED METAL ARC (5)

Course Fee: \$155 • **Two lecture; six lab.**

Prerequisite: Successful completion of WLD 125B, WLD 129 and WLD 201.

A study & application of pipe welding using Shielded Metal Arc to weld pipe in the 2G, 5G, and 6G positions using E6010 for the root & E7018 for filler & cap.

WLD 228 | COMPREHENSIVE GAS TUNGSTEN ARC WELDING (6)

Course Fee: \$186 • **Two lecture; eight lab.**

Prerequisite: Successful completion of WLD 101.

A comprehensive coverage of the Gas Tungsten Arc Welding process. Covers techniques in plate, tubing, and pipe welding using carbon steel, stainless steel, and aluminum. Includes an introduction to Plasma Arc Cutting.

WLD 231 | WELDING PRINT READING (3)

Three lecture.

Concentrates on print reading as it relates to the welding profession with a strong focus on welding symbols.

WLD 255 | WELDING TECHNOLOGY CAPSTONE COURSE (3)

Course Fee: \$78 • **One lecture; four lab.**

Prerequisite: Successful completion of WLD 125B.

An integrative welding project designed and executed by students with the guidance of the instructor as a capstone in preparation for the field certification tests.

WOMEN'S STUDIES

WST 101 | INTRODUCTION TO WOMEN'S STUDIES (3)

Transferrable Course • Three lecture.

Prerequisites: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

An interdisciplinary study to introduce the ways in which gender interacts with race, age, class and sexuality. In addition, the course examines in a theoretical framework women's issues: health, roles, religion, law and policy, communication, parenting, employment and global awareness.

| Notes

| Notes

| Administration, Faculty & Staff

Administration

Michael Kearns, D.D.S., M.B.A. President

Dr. Kearns received his Doctor of Dental Surgery from Case Western Reserve University Dental School, his Masters of Business Administration from Cleveland State University, and his Bachelor of Science from John Carroll University. Dr. Kearns served as founding Director of the MCC Dental Hygiene program, campus dean of Thomas C. Henry Campus – Bullhead City, and vice president of instruction for MCC. He was also the dental director of the Cleveland Development Center, a faculty member for Lorain County Community College, and a board member for a public library and a school district. Dr. Kearns was recently appointed to the board of directors of the Western Arizona Regional Medical Center in Bullhead City.

Chuck Spotts Vice President of Instruction and Student Services

Mr. Spotts received his master of science degree from George Mason University and his bachelor of science degree in Business *magna cum laude* from the University of Maryland. He received the Chief Information Officer certification in Federal Executive Competencies from CIO University in Washington DC. He has served as a regional general manager for SunGard Higher Education; chief information officer and vice chancellor for information technology for SunGard/Mohave Community College; deputy chief information officer and director of information technology for the University of Maryland, Robert H. Smith School of Business; network solutions manager for Science Applications International Corporation; and product configuration, integration, and test manager for Boeing Information Services.

Lynn Cundiff Vice President of Administration

Dr. Cundiff received his Ph.D. from Southern Illinois University, his M.A. from Northeast Missouri State University, and his B.A. from William Jewell College. He has completed postdoctoral work at

Harvard University and Oxford University. In addition to service as a chief executive officer in the private sector, Dr. Cundiff served as President of the 12-campus Salt Lake Community College in Utah, President of the five-campus Floyd College in Georgia, and Executive Vice Chancellor of the 36-college Alabama College System.

Academic Administration & Resident Faculty 2009-2010

Paul R. Abram
Henry Campus – Bullhead City
Auto Collision Repair
I-CAR certified in auto collision repair

Lale Cilenti Arac
Henry Campus – Bullhead City
Physical Science
MS, Chemistry, Ohio State University
and BA, Chemistry, DePauw University

Sheryl Armstrong
Henry Campus – Bullhead City
Dental Hygiene
BS, Dental Hygiene, Eastern
Washington University

Eric Aurand
Lake Havasu City Campus
Academic Chair
Ph.D., Mathematics, University of North
Texas; MS, Mathematics, East Texas State
University - Commerce; BA, Education -
Mathematics, University of Arizona

Kathleen (Robbi) Baleno
Henry Campus – Bullhead City
Dental Hygiene
BS, Health Sciences, University of Buffalo
and AAS, Dental Hygiene, Monroe
Community College

Michele Bogue
Henry Campus – Bullhead City
Social/Behavioral Sciences

M.Th., Theology, Brite Divinity School
of Texas Christian University; MA, Religion,
Southwestern Baptist Theological Seminary;
MAMFC Marriage and Family Counseling,
Southwestern Baptist Theological Seminary
and BA, Psychology, University of Tennessee

Paul Bowers
Henry Campus – Bullhead City
Developmental Reading
MA, Secondary Education, Northern
Arizona University and BS, Teaching,
Winona State University

Danette Bristle
Neal Campus - Kingman
Dean of Instruction
M.Ed., Educational Leadership, Northern
Arizona University and BA, Elementary
Education, Luther College

Shawn Bristle
Henry Campus – Bullhead City
- Campus Dean
MM, Music, Northern Arizona University
and BA, Music, Luther College

Clark Brown
Neal Campus - Kingman
Mathematics
MS and BA in Mathematics,
University of Wyoming

Richard Bullock
Henry Campus – Bullhead City
Mathematics
M.Ed., Education, Northern Arizona
University; MS, Mathematics, Northern
Arizona University; MBA, Marketing,
The University of Chicago; JD, Law,
Northern Illinois University;
MA, Philosophy, Northern Illinois University
and BA, Philosophy, University of Evansville

Matthew Butcher
Henry Campus – Bullhead City
Computer Information Systems
BS, CIS, St. Cloud State University

Teresa Cawley
North Mohave Campus
Mathematics
MS, Mathematics, University of Utah
and BS, Computing Int. Engineering, &
Technology, Mathematics Education,
Southern Utah University

| Administration, Faculty & Staff

Julie Chew

North Mohave Campus

Nursing

Ph.D. Psychology-Health Psychology & Behavioral Medicine, North Central University, MS, Nursing Education, St. Joseph's College of Maine; BS, Liberal Arts, Excelsior College, University of the State of New York; AS, Nursing, Weber State University

Jim Childe

Lake Havasu City Campus

Business

JD, University of Nebraska, Lincoln; MBA, Northwest Missouri State University; and BA, Law, University of Nebraska, Lincoln

Laurel Clifford

Lake Havasu City Campus

Mathematics

MAT, Advanced Math Education, Oregon State University and BA, Mathematics, University of Oregon

Marilyn Cox

North Mohave Campus

Precollege Studies

M.Ed., Educational Leadership, Northern Arizona University and BA, Social Sciences-History, Brigham Young University

Carole Elledge

Henry Campus – Bullhead City

Pharmacy Technology

BS, University of Arizona; Certified Pharmacy Technician

Penni Ellis

Henry Campus – Bullhead City

Nursing

MSN and BSN, University of Phoenix; MS, Healthcare Administration, University of La Verne; and BA, Liberal Studies, University of Redlands

Farah Farah

Neal Campus - Kingman

Chemistry/Physics

Ph.D., Inorganic Chemistry, Ohio University and BS in Chemistry/Physics, Ain Shams University, Cairo, Egypt

Peggy Federici

Neal Campus – Kingman

Education Faculty

Ph.D., Education, University of Idaho, MA,

Education, Sonoma State University and BS, Elementary Education, Bowling Green State University

Tracy Gift

Henry Campus – Bullhead City

Director - Dental Education Programs

MA, Health and Human Services and BS, Allied Health, Youngstown State University

Fred Gilbert, Jr.

Neal Campus – Kingman - Campus Dean

PhD. Higher Education Administration and Public Administration, Iowa State University; M.Ed. Administration, Loyola University and BA, Business Administration, Dillard University

Andra Goldberg

Neal Campus - Kingman

Computer Information Systems

EdD, Curriculum & Instruction, Northern Arizona University; MS in Agricultural Economics, University of Arizona; BS in Agricultural Industry, ASU; and CIS certificates

Robert Goodrich

Lake Havasu City Campus

Director of Surgical Technology

MD, Medical College of Georgia

Paul Haberstroh

Lake Havasu City Campus

Physical Science

Ph.D., Oceanography, University of Hawaii; MA, Oceanography, University of Washington; and BA, Biology, University of California

Alan Hall

Lake Havasu City Campus

Art

MA, Northern Arizona University and BFA, Colorado State University

Susan Hammon

North Mohave Campus - Campus Dean

M.Ed., Educational Leadership, Northern Arizona University; BS, Business Education, Southern Utah University; and AA, Liberal Arts, Mohave Community College

Kris Hansen

North Mohave Campus

Science

DC, Palmer College of Chiropractic West

G. Michael Harris

Henry Campus – Bullhead City

Culinary Arts

Ed.S., Higher Education Administration, University of Florida; MS, Human Resources Management, Nova Southeastern University and BS, Hotel and Restaurant Administration, Florida State University

Heidi Heckman

Henry Campus – Bullhead City

Humanities

MA, Art, California State University at Long Beach and BA, Studio Art, University of California at Irvine

Rick Hibbard

Neal Campus - Kingman

Adult Education

MS and BA in Ecology and Evolutionary Biology, University of Arizona and AB in English, Humboldt State University, California

Candace Hofstadter

Neal Campus - Kingman

Business

MS and BBA, Business, University of Wisconsin, Madison

Lori Howell

Lake Havasu City Campus

Chemical Dependency Therapy

MA, Counseling, Arizona State University; BA, Psychology, New Mexico State University; AA, Psychology, New Mexico State University

Stephanie Johnson

Neal Campus - Kingman

Social/Behavioral Sciences

MA, Sociology, University of Arkansas; BA, Psychology, University of Arkansas and AA CIS: ATU Transfer, University of Arkansas

Jeff Kingsbury

Lake Havasu City Campus

Life Science

MD and DDS, State University of New York at Buffalo and BS, Biology, State University of New York at Albany

John Kitts

Neal Campus - Kingman

English

Ph.D., English, University of Alabama; MFA, Creative Writing and MA, English,

| Administration, Faculty & Staff

McNeese State University, Louisiana; MA, Communications, Southwestern Baptist, Texas; and BA, Oral Communications, Music Theory and Literature, Baylor University

Alan Klaas

Associate Vice President for College Advancement
Ph.D. and M.S. from Southern Illinois University.

Kenneth Kramer

Henry Campus – Bullhead City
HVAC – A/C contractors license and 6 certificates of achievement

Mark Kucharek

Neal Campus - Kingman
Assistant Director - Nursing
MSN, University of Phoenix and BSN, Mercy College of Detroit

Jim Lyddane

Henry Campus – Bullhead City
English
MFA, Creative Writing, Arizona State University; MA, American Studies, University of Hawaii at Manoa; and BA, American Studies, University of Notre Dame

Jim Mahan

Lake Havasu City Campus
Social and Behavioral Sciences
MS, Curriculum and Instruction, Emporia Kansas State College and BA, History Education, Wichita State University, Kansas

Tim Mayo

Lake Havasu City Campus
Developmental Math
MS, Mathematics, California State University at Hayward; MA, Classical Languages, University of Missouri at Columbia; and BA, Greek, Baylor University, Texas

Tom McKinney

Neal Campus - Kingman
Science
Ph.D., Biology, University of Kentucky; MS, Biology, University of Miami; and BA, Biology, Austin College

Paula McNichols

Neal Campus - Kingman
Nursing
MSN, University of Phoenix

Michael Messner

Neal Campus - Kingman
Director - Public Safety
MS, Legal Studies: Law & Public Safety, California University of Pennsylvania

Todd Miller

Henry Campus – Bullhead City
Education/Spanish
BA, Spanish, Arizona State University

Jennifer Montante

Henry Campus – Bullhead City
Paralegal
BS, Criminal Justice, Rochester Institute of Technology; ASD, Criminal Justice, Monroe Community College; JD, Law, University of Law School

Timothy Montbriand

Lake Havasu City Campus
English
Ph.D., English, Wayne State University; MA, English, Wayne State University and BA, English, Oakland University

Lynn Napier

Neal Campus - Kingman
English
MA, English, Central Washington University; BA, Journalism, University of Washington; AA, Liberal Arts, North Seattle Community College

Marilyn Parker

Neal Campus - Kingman & Lake Havasu City Campus
Nursing
MSN, Northern Arizona University and BSN, University of New York

Carrie Perkins

Lake Havasu City Campus
Physical Therapist Assistant Program
AAS, Physical Therapist Assistant, Hocking College

Don Plantz

Henry Campus – Bullhead City
Science
Ph.D., Zoology, Arizona State University; MS, Marine Biology, University of the Pacific; and BS, Zoology, Arizona State University

Frank Port

Lake Havasu City Campus
Building Trades/HVAC

Holds twenty training certifications from Sears; certification in refrigerant handling and recovery from Sears and AHAM-NARDA; and completed US Air Force Aircraft Environmental Control Systems training

Richard Presnal

Neal Campus - Kingman
Welding
Certification in: Shielded Metal Arc Welding; Flux Cored Arc Welding - Gas Shielded; Flux Cored Arc Welding - Self Shielded; Gas Metal Arc Welding; and Submerged Arc Welding

Dan Pund

Lake Havasu City Campus
English
MA, Valley Christian University and BA, Azusa Pacific University

Linda Riesdorff

Lake Havasu City Campus
Director - Nursing
MS, Nursing, Edinboro University of Pennsylvania and BS, Nursing, Villa Maria College

Michael Rourke

Lake Havasu City Campus
Life Science
Ph.D. and MS, Ecology & Evolutionary Biology, University of Arizona; BS, Biological Sciences, University of California; and BS, Electrical Engineering, University of Nebraska

Marco Rucnov

Henry Campus – Bullhead City
Mathematics
BS, Mathematics and Physics, University of Zagreb, Socialist Federative Republic of Yugoslavia

Nicolas Sanchez

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Ph.D., Training & Learning Techniques and MA, Industrial Technology, University of New Mexico and BA, Industrial Education, New Mexico Highlands University

Soma Schieler

Henry Campus – Bullhead City
Life Science
MS, Microbiology and BS, Microbiology, Rani Durgavati Vishwavidyalaya formerly University of Jabalpur, India

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Rhonda Schnabl

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Director - Physical Therapist
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MPT, Physical Therapy, Medical College of Georgia; M.Ed, Exercise Science, University of Georgia; BS, Health Promotion/Wellness, University of Wisconsin – Stevens Point

William Siefert

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Angelyn Sills

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Diana Stithem

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JD and MA, Political Science, University of Wyoming and BS, Public Administration, University of Missouri

Claudia Timmann

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Director of Library Services
MLIS; BA, Spanish and BA, English Writing & Literature, University of Alabama

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MA, Speech Communication and BA, English, University of Utah, Salt Lake City

Jeff Turner

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Business
MS in Management, Indiana Wesleyan University and BS in Psychology, Western Michigan University.

J. David White

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Mariam Yesayan

Henry Campus – Bullhead City
Precollege Studies/English Language

Acquisition for Adults
MA and BA, Linguistics, State University, Yerevan, Armenia

Full-Time Staff

Baker, Craig

Maintenance/Custodian
Henry Campus – Bullhead City

Banks, Lynane

Academic Advisor
Henry Campus – Bullhead City

Becker, Jon

Academic Advisor
Distance Education

Bensch, Alan

Maintenance/Custodian
Neal Campus – Kingman

Benton, LeeAnn

Operations Specialist
Neal Campus – Kingman

Birkhead, Wendi

Librarian, Lake Havasu City Campus

Boone, Christiana

Director – Human Resources
Neal Campus - Kingman

Brendengen, Larry

Maintenance/Custodian
Lake Havasu City Campus

Brusby, David

Director – Facilities
Neal Campus – Kingman

Brusby, Susan

Operations Specialist
Neal Campus - Kingman

Brussat, Margaret

Accountant, Neal Campus – Kingman

Byrne, Mark

Academic Advisor
Neal Campus – Kingman

Castaneda, Aracely

Data Analyst
Neal Campus – Kingman

Cawley, Athena

Operations Specialist
North Mohave Campus

Chairez, Whitney

Operations Specialist
Henry Campus – Bullhead City

Cherry, Marjorie

Clerk, Neal Campus – Kingman

Colton, Terry

Director – Institutional Effectiveness
Neal Campus – Kingman

Cook, Daniel

Assessment Coordinator
Lake Havasu City Campus

Cooper, Kathy

Secretary
Henry Campus - Bullhead City

Corder, April

Manager - Precollege Studies
Neal Campus – Kingman

Corder, Eric

Accountant, Neal Campus - Kingman

Cordier, Gloria

Operations Specialist
Neal Campus – Kingman

Crandall, Sarah

Graphic Designer
Neal Campus – Kingman

Cruse, ViAnn

Nursing Lab Coordinator
Neal Campus – Kingman

Curley, Amy

Executive Assistant to the President
Neal Campus – Kingman

Curwick, Julie

Secretary, Neal Campus - Kingman

Davis, Bernita

Director –Disability Services
Neal Campus - Kingman

Dartsch-Tomkins, Tracee

Secretary, Neal Campus – Kingman

Diehl, Tommy

Maintenance/Custodian
Neal Campus – Kingman

| Administration, Faculty & Staff

Downey, Lisa

Financial Aid Loan Officer
Neal Campus – Kingman

Espinoza, Ruben

Clerk, Neal Campus – Kingman

Esposito, Jediah

Technology Specialist
Distance Education

Farrell, Frank

Accounting Technician
Neal Campus – Kingman

Ferguson, Tal

Maintenance/Custodian
Henry Campus – Bullhead City

Fernon, Jeanne

Career Planning Counselor
Henry Campus – Bullhead City

Freitas, Barbara

Tutor Coordinator
Neal Campus – Kingman

Figueroa, Roy

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Henry Campus – Bullhead City

Filipiak, Charlene

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Lake Havasu City Campus

Fiscella, Patricia

Clerk, Lake Havasu City Campus

Fitzl, Patty

Accounting Clerk
Neal Campus – Kingman

Flynn, Shirley

Director - Financial Services
Neal Campus – Kingman

Fogg, Misty

Career Planning Counselor
Neal Campus – Kingman

Frain, Deborah

Accountant, Neal Campus – Kingman

Frank, Helen

Operations Specialist
Neal Campus – Kingman

Frazier, Anne

Admissions Counselor
Lake Havasu City Campus

Frerichs, Donald

Secretary, Neal Campus – Kingman

Gohman, Patricia

Clerk, Neal Campus - Kingman

Gonzales, Martha

Human Resources Technician
Neal Campus – Kingman

Gorter, Sherri

Advancement Manager
Neal Campus – Kingman

Gray, Tiffany

Operations Specialist
Henry Campus – Bullhead City

Grissom Sr., Dennis

Manager – Facilities
Lake Havasu City Campus

Hamblin, Carolyn

Director - Student Services
North Mohave Campus

Hammon, Julia

Clerk, North Mohave Campus

Hanks, Sharon

Manager – Enrollment Services
Neal Campus – Kingman

Hardin, Marilyn

Director - Budget
Neal Campus – Kingman

Hembree, Jason

Recruitment Manager
Lake Havasu City Campus

Hernandez, Alfredo

Maintenance/Custodian
Lake Havasu City Campus

Hernandez, Terrie

Clerk, Henry Campus – Bullhead

Holden, Camille

Bursar, Neal Campus – Kingman

Hornal, Samantha

Financial Aid Technician
Neal Campus - Kingman

Horsley, Mary

Secretary, North Mohave Campus

Hucker, Brenda

Assessment Coordinator
Neal Campus - Kingman

Irving, Steven

Librarian, Henry Campus – Bullhead

Jacobs, Barby

Clerk, Neal Campus – Kingman

Jacobs, Jess

Controller, Neal Campus – Kingman

Jensen, Debbie

Maintenance/Custodian
Lake Havasu City Campus

Jeremiah, Lynn

Operations Specialist
Lake Havasu City

Johnson, Kathleen

Clerk, Henry Campus – Bullhead City

Johnson-Craft, Shirley

Director – Student Services
Neal Campus - Kingman

Jones, Chris

Operations Specialist
Lake Havasu City Campus

Kahokuolani, Linda

Secretary, Neal Campus – Kingman

Karlin, Bree

Academic Advisor
Lake Havasu City Campus

Kaye-Early, Jeannette

Operations Specialist
Neal Campus - Kingman

Keffer-Marsh, Kelley

Director – Small Business
Development Center
Neal Campus – Kingman

Keith, Tim

Manager - Precollege Studies
Lake Havasu City Campus

Keller, Charlotte

Director – Marketing &
Public Information

| Administration, Faculty & Staff

Neal Campus – Kingman

Kelly, Terry

Director - Title III
Henry Campus – Bullhead City

Kent, Amelia

Secretary, Neal Campus - Kingman

King, Krista

Programmer Analyst
Distance Education

Komar, Anne

Clerk, Henry Campus – Bullhead City

Lambert, Walter

Maintenance/Custodian
Henry Campus – Bullhead City

Lee, Peter

Academic Counselor
Neal Campus - Kingman

Licari, Ellen

Career Planning Counselor
Lake Havasu City Campus

Lopez, Lennette

Secretary, Neal Campus – Kingman

Lossing, Shelley

Secretary, Neal Campus – Kingman

MacDonald, Richard

Internal Auditor
Neal Campus - Kingman

Maddox, Irene

Accounting Technician
Neal Campus – Kingman

Madero, Sergio

Maintenance/Custodian
Henry Campus – Bullhead City

Masterson, Ana

Director - Student Services
Distance Education

McClure, Sally

Financial Aid Technician
Lake Havasu City Campus

McDade, Kimberly

Clerk, Neal Campus – Kingman

McElwee, Denise

Executive Secretary
Neal Campus – Kingman

McIlvain, Allen

Maintenance/Custodian
Lake Havasu City Campus

McVay, Stephen

Instructional Specialist
Distance Education

Messner, Michael

Director – Public Safety
Neal Campus - Kingman

Monda, Teresa

Clerk
Lake Havasu City Campus

Mooney, Alecia

Curriculum and Assessment Specialist
Neal Campus - Kingman

Morago, Juanita

Clerk
Neal Campus – Kingman

Nash, Jacey

Secretary, Neal Campus – Kingman

Naylor, Kimberly

Secretary, North Mohave Campus

Nelson-Simpson, Barbara

Clerk, Henry Campus – Bullhead City

Oleson, Marion

Human Resources Technician
Neal Campus – Kingman

Olson, Diane

College Recruitment Officer
Henry Campus - Bullhead City City

Osborn, William

Director – Financial Aid
Neal Campus – Kingman

Pappas, Laura

Web Content Administrator
Neal Campus - Kingman

Parson, Vikki

Human Resources Specialist
Neal Campus – Kingman

Pedersen, Marie

Financial Aid Advisor
Neal Campus – Kingman

Pike, Cheryl

Clerk, Lake Havasu City Campus

Potter, Karen

Secretary, Lake Havasu City Campus

Purcell, Matt

Manager - Facilities
Neal Campus – Kingman

Ramirez-Kenoyer, Tracy

Secretary, Neal Campus - Kingman

Reid, Maureen

Secretary, Distance Education

Rice, Jess

Maintenance/Custodian
Neal Campus – Kingman

Ruffner, Audrey

Financial Aid Advisor
Lake Havasu City Campus

Sagisi, Tina

Secretary, Neal Campus - Kingman

Samson, Denise

Secretary, Neal Campus – Kingman

Santangelo, Kim

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Henry Campus - Bullhead City

Sarabia, Priscilla

Assessment Coordinator
Henry Campus – Bullhead City

Shelby, Joan

Secretary, Neal Campus – Kingman

Simpson, William

Manager - Precollege Studies
Henry Campus – Bullhead City

Steenberg, Marie

Financial Aid Advisor
Henry Campus – Bullhead City

Sterling, Janet

Operations Specialist
Neal Campus – Kingman

| Administration, Faculty & Staff

Stockdale, Joyce

Credentials Evaluator
Neal Campus – Kingman

Stubblefield, Cathleen

Operations Specialist
Henry Campus – Bullhead City

Tamayo, Elizabeth

Clerk, Lake Havasu City Campus

Trybus, Kay Lynn

Admissions Counselor
Neal Campus – Kingman

Tubbs, Janice

Institutional Effectiveness Technician
Neal Campus – Kingman

Van Der Velden, Andre

Manager - Financial Aid
Neal Campus – Kingman

Waers, Echo

Accounting Technician
Neal Campus – Kingman

Warner, Brandon

Specialist - Community &
Corporate Outreach
Neal Campus – Kingman

Webber, Sandra

Secretary
Lake Havasu City Campus

Wilson, John

Registrar, Neal Campus – Kingman

Woods, Janice

Director - Student Services
Lake Havasu City Campus

Woodward, Sandra

Secretary, Lake Havasu City Campus

Worden, Daniel

Manager - Facilities
Henry Campus – Bullhead City

Worden, Sheri

Secretary
Henry Campus – Bullhead City

Wyble, Mark

Academic Advisor
Distance Education

Wyler, Lorie

Clerk, North Mohave Campus

Yost, Blaine

Director - Administrative
Support Services
Neal Campus – Kingman

Young, Margaret

Financial Aid Technician
Henry Campus - Bullhead City City

Zoll, Brian

Associate Registrar
Neal Campus – Kingman

| Associate Faculty

Abraham, Kathy
Acker, Raymond
Adler, Nathan
Allen, Judith
Alsobrook, Rhonda
Alvarez, Luis
Ameelyenah, Jolita
Anderson, Christopher
Anderson, Jennifer
Anderson, Mark
Anderson, Robert
Antoine, Richard
Arbogast, Coy
Armogeda, Robert
Arnold, Linda
Avalos, Diana
Babcock, Karen
Bacoka, Rebekah
Bagube, George
Baker, Emily
Baker, Jeffrey
Baldwin, Ronald
Baleno, Kathleen
Bangsund, Kevin
Bannon, Meredith
Bass, Rebekah
Bateman, Deloy
Batson, Donald
Batson, Michelle
Beatty, Robert
Beck, Ameer
Bell, Leslie
Bell, Lydia
Bem, Kimberly
Benton, Keith
Berg, Cynthia
Berg, James

Bergschneider, Cynthia
Biasucci, Anna
Bigelow, Toni
Bigelow, William
Bishop, Douglas
Bishop, Thomas
Blackburn, Louanna
Bower, Bobbi
Bowman, Meredith
Bradshaw, Cyril
Brown, Bernard
Brown, Debra
Brown, Lindajoy
Brown, Sandra
Bruno, Stephen
Bryant, Wendy
Brydon, Ruth
Bull, Paul
Bullock, Richard
Burdett, Cherene
Burns, Janet
Burnside, Weston
Byrne, Mark
Cabeen, Russell
Caldwell, James
Callner, Deborah
Campbell, Bonnie
Campbell, Danny
Canaman-Johnston, Evangeline
Carbone-Kebble, Kristin
Carroll, Fawneta
Carpenter, Barry
Carpenter, Samuel
Carranza, Carla
Casado, Nicole
Cawley, John
Cawley, Michael
Cawley, Teresa
Cayzer, RONALDA
Cencelewski, Denna
Cenkner, Kimberly
Chandler, Brandy
Charbonneau, Joann
Chava, Padmaja
Christensen, Joann
Cieslewicz, Kathy
Clark, Rosann
Claudio, Myrta
Cleland, Matthew
Coahran, Scott
Coddling, Deborah
Cole, Raili
Colon, Brenda
Colton, Frankie
Conder, Vicky
Connell, Eric
Connors, Sasha

| Administration, Faculty & Staff

Cook, Joseph
Cook, Michael
Cook, Ted
Corbin, Kristina
Costa, Cindi
Cox, Donna
Cox, Marilyn
Cox, William
Crawford, James
Crawford, Tina
Crough, Carol
Cummings, David
Curry, Ronald
Curry, Mary
Curtis, Christine
Deangelo, Anthony
Dear, Lorne
Delquadro, John
Dennison, Kris
Derby, Jacqueline
Desteffano, Elizabeth
Dios, Kim
Douglas, Kathleen
Drexelius, Martin
Drexler, John
Dumontier, Brian
Duncan, Donna
Duncan, Kathleen
Duncan, Patricia
Dykens, James
Dykman, Gary
Eagan, Terri
Ebert, Raymond
Echelbarger, Donald
Elms, Kimberly
Evins, Kenneth
Fail, Russell
Festa-Daigle, Jaime
Fine, Danny
Ford, Virginia
Fresh, Mark
Fuller, LaSchavio
Gagen, Gina
Galaviz, Irazema
Gaska, Joylene
Geddes, Rebecca
Geier, Teresa
Gembola, Alan
Gholson, Richard
Glover, Klint
Goldberg, Jerry
Goldstein, Beth
Gomez, Albert
Gottschalk, Mark
Grant, Benjamin
Gray, Shelagh Lee
Green, Tracy

Greene, Kevin
Grzywinski, Edward J
Guarino, Michael
Gwynne, Doris
Habibi, Samina
Haines, Eilene
Hairapetian, Anthony
Halbert, Gary
Hamilton, Marcia
Hammon, Douglas
Hanson, Timothy
Harmon, Harley
Harms, Brian
Hartford, Orlando
Haskett, Shirley
Hayes, Kathryn
Healey, Diana
Heck, Pauline
Heidrich, Sherri
Hein, Jeffrey
Henson, Rae
Hernandez, Martin
Higdon, Rebecca
Hilbert, Diane
Hilchey, Dana
Hockett, Brad
Hollingsworth, Elbert
Homer, Kimberly
Hoover, Joshua
Horridge, Nancy
Houghland, Audrey
Hull, Johnny
Hulscher, James
Huntington, Heather
Imswiler, Susan
Jackson, Carlos
Jackson, Jennifer
Jaeger, Susan
Jantz, Rhonda
Jay, Audrey
Jennings, Allison
Jeremiah, Jim
Jeter, Angela
Johnson, Scott
Johnson III, Jacob
Johnson-Thomas, Sandra
Jones, Dawn
Judson, Hannah
Keefe, Jason
Kelly, Pamela
Kenney, Dianna
Killen, Heather
King, Lewis
Kirby, Lois
Koch, Paul
Kopecky, David
Koster, William

Krausman, Victoria
Krueger, Susan
Kudera, Barry
Kunze, Edward
Lancaster, Meghan
Lara, Daniel
Larsen, Eric
Larsen, Jodi
Latimer, Mona
Laturner, Joyce
Lawrence, Steven
Lawson, Julie
Layzell, Delores
Leavitt, Vincent
Lee, Peter
Lee, Shu-Chen
Leerman, Craig
Lefebvre, Jennifer
Lefebvre, Rosemarie
Leforce, Dennis
Lehman, Tandi
Lemons, DezRee
Locatis, Christie
Lopez, Jessie
Lovell, Bridget
Lowder, Jenna
Lowe, Hollie
Lowery, Tricia
Lucero, Charles
Lucier, Celeste
Lusk, Marilyn
Macon, Don
Maderick, Joseph
Mahoney, Leo
Malchiodi, Michael
Manusia, Michael
Mariani, Sandra
Marino, Mark
Marolf, Ronald
Martignon, Elena
Martin, Maurice
Matthews, Haleen
Maurizi, Mary
May, Buddy
McAlister, Robin
McBee, Margaret
McCauley, Heather
McClure, Nancy
McCoy, Terence
McDaniel, David
McGehee, James
McGraw-Murdock, Jan
McKee, Theresa
McQueen, Steve
Meadors, Lawrence
Mejia, Kathleen
Melvin, Jeffrey

| Administration, Faculty & Staff

Menweg, Ralph
Merkel, William
Messer, Loretta
Mick, Lawrence
Miller, Cindie
Miller, Jeffery
Milton, Monica
Mitchell, Zachariah
Moffett, Susan
Moore, Charles
Moran, Martha
Morgan, Judy
Musgrave, Welsford
Musumeci, Frank
Myers, Craig
Nelson, Justina
Neuzil, Charles
Neuzil, Cynthia
Nicolai, Douglas
Noake, Sharon
Noble, Kerry
Noble, Tony
Nunemacher, Julie
Nyboer, Bertha
Ochoa, Sigifredo
Olsen, Larry
Orlowski, Andres
Orth, James
Ortiz, Angelina
Ortolano, Myirim
Paine, Jaimee
Palenque, Stephanie
Pantermoller, Lisa
Paronto, Russell
Patten, Robert
Pelletier, Patricia
Planinz, Kristin
Plummer, James
Podbielski, Zenona
Pollack, Cheryl
Polomski, Rodney
Porter, Kim
Pouraryan, Siamalz
Pratt, Cara
Prentice, Joseph
Presnal, Caleb
Raburn, Darrell
Radtke, Rebecca
Ravnikar, Michelle
Raymond, Shauna
Reed, Norma
Reigle, Rosemary
Reiten, Adeline
Renfro, Sylvia
Reynolds, Robert
Robert, Mark
Roberts, Jay

Roberts, Joshua
Roberts, Judith
Roberts, Walter
Roddy, John
Romoff, Robert
Roos, G. Richard
Rosenberger, Anthony
Rosenberger, Jennifer
Ross, Janice
Rourke, Lien
Rowland, John
Rucnov, Marko
Ruggles, Doreen
Russell, Anita
Russo, Joseph
Russo, Michele
Ryan, Melissa
Saadeh, Sana
Salerno, Carolyn
Salerno, Judith
Scarlett-Jones, Donna
Schick, Evelyn
Schmidt, Victoria
Schmitt, Roger
Seid, Steven
Shahan, Jessica
Simington, Sharon
Slaney, Florence
Smith, Arthur
Smith, Margaret
Smith, Roberta
Smythe, Phyllis
Sobczak, Scott
Sobraske, Melinda
Spengler, Thomas
Stanhope, Martha
Starr, Neil
Steele, Brian
Steele, Scott
Stephey, B
Stickel, Julie
Swenson, Cc
Swope, Marcia
Szpilka, Marianne
Teafatfiller, Mark
Teafatiller, Jerry
Terrell, Arlys
Terrell, Gary
Test, Jo
Thompson, Kari
Thornton, Nicole
Tidd, Jean-Nicole
Traner, Julie
Trimble, Mary
Unangst, Robert
Vallon, Chance
Vandyke, Brian

Vasquez, Julia
Vaughan, George
Vietor, Thomas
Villicano, Jordan
Vines, Holly
Waalkens, Chuck
Wallace, Charles
Wentling, Earl
Wentling, Ruth
Wheeler, Edward
Whitinger, Kathleen
Wicker, Michael
Widtfeldt, Denise
Widtfeldt, Mark
Wilhelm, Cheryl
Willard, Michelle
Williams, Donald
Williams, George
Williams, Grace
Williams, Jani
Williams, Jeanette
Williams, Katharine
Williams, Ruth
Wills, Janet
Wilson, Tonya
Wright, Steven
Yager, Kathy
Yee, Robert
Zachary, Theodore
Zegar, Leona
Zuno, Victor

| Scholarship & Award Recipients

Founder's Award Recipients

2009 - John and Diana Lingenfelter
2008 - Dan Hargrove, Victor Wakimoto
2007 - Bertha Nyboer
2006 - Lee Bruno, Elizabeth Mondschein, Jay Schritter, Ron TenBarge and Don Timpson, Ed.D.
2005 - Dan W. Messersmith and Dan Oehler
2004 - Patrick K. Carling and Stuart L. Anderson
2003 - Grace Helen Neal and Sally Eggers-Hero
2002 - Dean Finkbeiner and LaRue Davidson, Ed.D.
2001 - Adolph Cac Fossum and Gordon L. Ritter, D.O.
2000 - Tom Schrimsher, D.V.M. and Vince Salmon, Ed.D.
1999 - Walter Brazie, M.D. and Keith West, Ed.D.

Silver Scholarship Faculty and Staff Members

Jay A. Burnham-Kidwell	Janis Messersmith
Rebecca Faris	Martha J. Marty Norton
Shirley M. Flynn	Ronald W. Parrott
Thomas C. Hensel	Donald V. Plantz
Roger L Johnson	Haul M. Reddick
Paul D. Kessel	Gail O. Salmon
Carol Leatherwood	
James E. Mahan	
Dan W. Messersmith	



MCC BIGHORNS

2009-2010

Student Handbook

| 2009/10 MCC Bighorns Student Handbook

Your Personal Planner

Property of: _____

Address: _____

Phone Number: _____

E-mail Address: _____

In case of emergency please notify:

Name: _____

Phone Number: _____



2009/10 MCC Bighorns Student Handbook

Table of Contents

Your Personal Planner	124	Student Right to Know Act	150	Academic Year	160
Success Skills	126	Use of Electronic Devices.	150	Add/Drop	160,162
Test Taking Strategies	126	Visitor Expectations	150	Associate of Applied Science (AAS)	160
Manage Your Time Effectively	126	Weapons Policy.	150	Associate of Arts (AA)	160
Setting Goals	126	Student Club and Organization		Associate of Business (ABus)	160
Make Your Study Time Productive.	126	General Guidelines	151	Associate of Science (AS)	160
Take Good Notes	126	Privileges of a Chartered Organization	151	Certificates	160
College Procedures	126	How to Start a Student Club		Credit Hours	160
Academic Integrity	126	or Organization.	151	Degrees.	160
Academic Load	126,160	Who May Join a Student Club		Dean's List	160
Assessment Services	127	or Organization.	151	Dismissal (Academic).	161
Arizona Course Applicability System		Responsibilities of Student Club		Electives	161
(AzCAS)/AZ Transfer	127	or Organization.	151	Full-time Student	161
Arizona General Education Curriculum		Constitution.	152	General Education Courses	161
(AGEC) & Transfer of Credit	128	Club or Organization Officers	152	Good Academic Standing.	161
Arizona Higher Education Course		Effective Meetings.	152	Grades	161
Equivalency Guide (CEG)	128	Parliamentary Procedure	153	Grade Point Average (GPA)	161
Changing Student Information	128	Advisors	153	Honor's List	161
Classroom Behavior.	128	Role of an Advisor	154	Identifying a Course.	161
Copyright Act Compliance	128	Student Club and Organization		Major	161
Degree Audit	128	Financial Guidelines	154	Official Transcript.	161
Disciplinary Action	128	How to Properly Request Funds.	154	Part-time Student	161
Disruptive Student Procedure	128	Difference between Cash Drawer		Program of Study	161
Dress Code	128	and Petty Cash	154	Prerequisite	161
Drug-Free Student Guidelines.	128	Checklist - Cash Drawer	155	Probation (Academic).	161
Emergency Procedures	129	Checklist – Petty cash	155	Satisfactory Completion of a Course	161
Equal Opportunity Policy Statement	129	Checklist - Cash Drawer		Semester	161
Faculty Availability	129	and Cash Receipts	155	Summer Session	161
Financial Aid	129	Checklist - Petty Cash At		Transcript	161
Scholarships and Other Aid.	135	The End Of Event	155	Withdrawal period	161
Hope Scholarship Tax Credit	141	Checklist - Other Expenses	155	Zero-Level Courses	161
Infectious Disease Policies	141	Request For Payments To Individuals	156	Academic Calendar.	162
Parking for Persons with Disabilities	141	Club Travel Guidelines	156	– ADD DROP	162
Safety on Campus.	141	Checklist - Club Travel Request	156	– WITHDRAW PERIODS	162
Service/Working Animals	142	Fundraising Policy – Requirements &		My Class Schedule	163
Sexual Harassment	142	Procedures	156	Who Do I call When	
Smoke-Free Environment	142	Checklist - Request Funding From		I have a question?.	164
Solicitation	142	Student Government Association	157		
Student Code of Conduct	142	Student Government/Organizations.	157		
Action in Emergency Situations	143	Participation in student government			
Guidelines for implementing the		or organizations.	157		
Student Code of Conduct..	143	Mohave Community College Student			
Student Grievance Resolution Process	144	Government Association Constitution	157		
Student E-mail	145	College Terminology	160		
Student Information System – EX WEB	149	Academic Load	160		

The Mohave Community College governing board reserves the right to change or withdraw curriculum, policies, tuition or any other matters contained in this handbook without notice.

2009/10 MCC Bighorns Student Handbook

Success Skills

Test Taking Strategies

- Carefully read and follow the directions.
- Answer the easy questions first, mark the hard questions and return to them later.
- Pick out key words and phrases on which the meaning of the statement hinges.
- In true/false questions, if any part of the answer is false, the whole statement is false.
- In multiple choice questions, eliminate obvious false statements and then pick the alternative that most fully answers all aspects of the question.
- Go with your first intuition, unless you can more fully remember some new bit of information.
- If wrong answers count against you, then guess only if you have a 50/50 chance of getting it correct.

For essay exams:

- Carefully follow the directions. If you are asked to “describe,” “contrast,” “list,” or “compare and contrast,” then do so. Don’t paraphrase and summarize.
- Read through the entire test before you begin to answer questions. Some questions prompt the answers to other questions.
- Plan your time effectively; write a quick outline for yourself so you won’t forget any important points.
- It is absolutely important to write your ideas clearly in short, concise sentences that can be easily understood.
- Don’t “write around” the question. Answer it directly and concisely.
- Write or print to the best of your ability. If it is hard for you to read, it will be that much harder for your instructor to read.
- Use collegiate style writing, correct grammar, spelling and punctuation at all times.
- Finish on time.

Manage Your Time Effectively

- Learn to say “NO” and mean it. In order to make progress in college there are many things and friends that will try to take valuable study and preparation time away from you. You have to be able to say “NO” to those things, as well as to those who would want you to drop your studies and go with them.
- Prioritize your studies. Study more often on those subjects that give you more difficulty. As a rule of thumb, you should study two to three hours for each hour of class.
- Make a schedule of your time available. Block out the time needed for study.
- Use the 30/3/2 rule. Study for 30 minutes, break for three minutes and then review what you have just studied for about two minutes.

Setting Goals

- Write down realistic goal statements to be accomplished within a specific time.
- Each goal should be specific and clearly stated.
- Make sure the purpose of each goal is stated next to each goal statement.
- Set specific steps for accomplishing each goal.
- Set target dates to evaluate your progress and make adjustments if necessary.
- List any potential obstacles to reaching each goal statement.
- List strategies for overcoming the obstacles.
- Follow through on all strategies.
- Ask yourself this question, “Am I willing and able to accomplish these goals?”

Make Your Study Time Productive

- Find a well lit, quiet and somewhat comfortable place to consistently study.
- Turn off the TV.
- Clear away any clutter or distracting materials from the study surface.
- Spend the time necessary to cover the material.

- If you experience difficulty in specific courses, get supplemental instruction immediately.

Take Good Notes

- Short, clear and concise notes are most effective; use bullet points and comprehensive statements to summarize larger ideas.
- Title and date your notes.
- When reading textbooks, stop every few paragraphs and make a note of the main idea.
- When studying for tests rewrite and condense your lecture notes.
- If you do not understand your teacher, be sure to ASK for an example or further clarification.
- Review, clarify and expand on your notes as soon as possible after class. This will help your long-term retention.

College Procedures

Academic Integrity

A student is responsible for the academic integrity of all work completed for a given course. All reports, papers, projects and examinations must represent the student’s own work. References and other sources of information must be properly cited. For complete details and regulations regarding academic integrity, see the college catalog.

Academic Load

Lecture-type classes routinely require two to three hours of outside work for each hour spent in class. To ensure that students have every opportunity for success in courses undertaken, academic loads are controlled. The normal academic load is defined as 12-16 credit hours per semester. A student may enroll for up to 18 credit hours per semester without special permission (9 credits during the summer). Enrollment in excess of 18 credit hours requires the approval of the campus dean. For details, see the college catalog.

2009/10 MCC Bighorns Student Handbook

Assessment Services

Each campus at Mohave Community College (MCC) has an assessment center where students can take the Compass placement and other assessments as assigned by individual programs. For more information, contact the campus assessment center.

What is the Assessment Process?

Assessment screening is a computerized diagnostic tool used to help ensure that students have a greater probability of success. Assessment screening and a follow-up session with an advisor are designed to provide students with complete information about academic standing and the various MCC programs available.

How Can I Prepare for Assessment Screening?

An assessment guide that provides information on the assessment screening procedure is available at each campus Student Services Center. A copy of this guide is also available on the Mohave Community College web site at www.mohave.edu.

Students may become familiarize themselves with assessment screening by reviewing sample questions that are available on the ACT/Compass web site at: www.act.org/compass/sample Students may use their own Internet access or use computers in the MCC library or computer center to view the sample questions online.

Is Assessment Screening Required?

It is highly recommended that all students go through assessment screening. Certain courses at MCC have prerequisites or require an appropriate score on the assessment screening.

Assessment screening is available through each Student Services Office at the following numbers:

MCC Toll-free 866.664.2832
Henry Campus -Bullhead City
. 928.758.3926 Ext. 4409
Lake Havasu City Campus 928.505-3389
Neal Campus-Kingman . . . 928.692.3046

North Mohave Campus . . . 928.875.9116
North Campus Toll-free . . . 800.678.3992

Assessment Re-Test Policy

Students may re-test multiple times on a case-by-case basis. A student who desires to re-test may do so after first discussing the matter with the local assessment coordinator or a local advisor. Abuse of the re-test policy may result in the campus student services director revoking the student's right to re-test. The scores on a subsequent re-test will be recorded and the highest score received within a period of two years will be used.

Assessment Screening Waiver

Assessment screening may be waived under the following conditions:

- Students who enroll for a core curriculum course and provide a transcript or diploma which shows completion of an accredited associate's degree (or higher) at the time of registration.
- Transfer students who provide current Compass or ASSET assessment screening results.
- Transfer students whose official transcripts list the equivalent English or math courses with a grade of "C" or better will not be required to take the corresponding component of the assessment.
- Students who have the appropriate ACT/SAT score for English and math.

English Minimum Score

ACT English 21
SAT Verbal 530

Mathematics Minimum Score

ACT Mathematics 24
SAT Mathematics 540

Precollege Studies Assessments

Adult Basic Education (ABE) Test of English Language Acquisition for Adults (BEST)

The BEST is the state mandated test for speakers of other languages and is a requirement for those who are taking

an English Language Acquisition for Adults (ELAA) ABE grant-funded course. These courses lead to improved skills in listening, speaking, reading and language arts. A pre-test is given during orientation and an appropriate course level is assigned. Students are required to complete a post-test at each level to determine educational gains. If a student is returning after an absence of more than two semesters, the orientation and BEST must be retaken to establish the appropriate course enrollment.

Test of Adult Basic Education (TABE)

The TABE is the Test of Adult Basic Education and is a requirement for taking a non-ELAA ABE grant-funded course (including GED classes) that leads to improved skills in reading, language arts and math. The state mandated pre-test is taken during the orientation course and the post-test follows in the respective class. If a student is returning after an absence of two semesters or more the orientation course and the TABE test must be retaken to establish the appropriate course enrollment.

For further information on any aspect of obtaining your GED, contact Precollege Studies at the following locations:

Henry Campus
-Bullhead City 928.704.7786
Lake Havasu City Campus 928.505.3332
Neal Campus-Kingman . . . 928.692.3040
North Mohave Campus . . . 928.875.2799
E-mail mccged@mohave.edu

The state of Arizona has developed a web site to help students who wish to transfer from an Arizona public community college to an Arizona public four-year college or university. The Arizona Course Applicability System (AZCAS) answers many questions about transferring college credit. See your advisor for more information or visit the web site at: <http://aztransfer.com>



2009/10 MCC Bighorns Student Handbook

Arizona General Education Curriculum (AGEC) & Transfer of Credit

The Arizona General Education Curriculum (AGEC) is a block of 35 semester hours of lower division general education course work. Courses specific to this curriculum are listed in the degree information section in the college catalog as the general education curriculum for AA, ABus and AE, AS degree programs. The block can be completed by itself or as part of an associate's degree at MCC. The college certifies completion of the AGECEC on the transcript. The student receives a certificate of completion. For details see the college catalog.

Arizona Higher Education Course Equivalency Guide (CEG)

The Arizona Commission for Postsecondary Education, in conjunction with the Arizona Board of Regents, publishes the Arizona Higher Education Course Equivalency Guide (CEG) online at <http://aztransfer.com>

The CEG "equivalency" does not mean that the community college course is identical to the university course or vice versa, but that the course is regarded as fulfilling the requirement of the designated university or college course. The evaluations of transfer credit in the CEG refer only to Arizona public community college courses and their acceptance at the respective Arizona public four-year institutions. For details see the college catalog.

Changing Student Information

To make changes to student information such as student identification, social security number, name, address, telephone number, etc., a student data update form must be obtained from enrollment services. Student ID numbers are crucial for tracking student progress within all educational institutions and errors in ID numbers could lead to undocumented or inaccurate student information. Students may also change their personal information online utilizing the EX Web function. Login to EX Web and click on the Personal Info tab found next to your name. At the My Info screen,

click on the Biographical Information tab. At the Biographical Information screen, simply click on the pencil (located next to Name and Address) and begin making your changes. Once you have made the necessary changes, click the Submit button. It will take approximately 48 hours for your changes to register in the system.

Classroom Behavior

Any student who demonstrates unwillingness to comply with class procedures or whose behavior interferes with the educational progress of other students may be dismissed from a class session by an instructor. The instructor will report the action to the appropriate academic chair or program director. If the behavior continues, the Disruptive Student Procedure will be followed.

Copyright Act Compliance

All Mohave Community College students are expected to comply with the provisions of Title 17, United States' code pertaining to photocopying any material protected by this act.

Degree Audit

The Degree Audit is a computerized advising tool that details the requirements of the student's program of study. The degree audit outlines progress toward academic goals, courses completed at MCC, transferred courses and awarded credits. Student GPA is also computed. If a student is considering several programs he/she may get printouts of each and compare them. Please contact your local campus academic advisor for more information.

Disciplinary Action

Enrollment at Mohave Community College carries with it obligations in regard to conduct, both in and out of the classroom. Students are responsible for abiding by the laws governing the college and are expected to observe standards of conduct set by the college.

Student misconduct will be handled through counseling by the director of student services and/or disciplinary action by the campus dean. If a student has emotional, psychological, social or

medical problems that are considered to be the basis for misbehavior, he/she may be asked to withdraw from college until he/she has received the needed treatment or is otherwise deemed ready to re-enroll in college courses.

As identified in the Classroom Behavior section of this handbook, any student who demonstrates the inability to benefit from instruction due to unwillingness to comply with class procedures or whose behavior interferes with the educational progress of other students may be dismissed from a class session by an instructor. The instructor shall report the action to the appropriate academic chair or program director. If the behavior continues, the Disruptive Student Procedure will be followed.

If there are any questions regarding the due process procedures, please refer to Governing Board Policy on Student Conduct located in the campus library.

Disruptive Student Procedure

All referrals for immediate intervention with a disruptive student will be made to the appropriate director of student services. When a Student Behavior Alert Form has been filed, the director of student services, campus dean and academic chair will assess the student's issues and respond with suggested intervention.

Dress Code

There is no formal dress code at MCC. Students are asked to use good judgment and dress in appropriate attire while in classes, at an MCC function or on an MCC campus.

In instances of unsuitable dress an instructor or staff member may request that the student leave the campus, particularly if the appearance detracts from instruction. Students are being educated for responsible career positions and demonstrating their ability to work appropriately within a professional environment is important.

Drug-Free Student Guidelines

The Drug-Free Workplace Act of 1988 has mandated that recipients of \$25,000

2009/10 MCC Bighorns Student Handbook

or more from any federal agency must maintain a drug-free workplace. Included within the requirements of the Act is the adoption of a policy statement prohibiting the unlawful manufacture, distribution, possession or use of controlled substances in the workplace. While technically only those employees working in programs receiving federal aid or those students receiving Pell grants are subject to the law, drug awareness is a subject which must be addressed by all employees and students.

Purpose To provide a safe study environment free from the hazards associated with drug and alcohol use. These guidelines are designed to protect the workplace for the safety of all employees, students and the general population.

Definition Substance use/abuse refers to the use of illegal drugs, legal drugs through illegal possession or overuse either prescription or over-the-counter, intoxicating beverages and other mind altering substances.

Applications Students are responsible for knowing all local, state and national laws concerning substance use on MCC campuses, property controlled by MCC, or facilities leased by the college. No student who is under the influence of substances as defined above shall be allowed to attend class. Disciplinary action shall be initiated by recommendation of the instructor and with the approval of the campus dean.

No student shall manufacture, distribute or possess such substances at the college or during hours of accountability. Disciplinary action shall be initiated by recommendation of the instructor and with the approval of the campus dean.

Violators of national, state or local laws concerning illegal drugs will be prosecuted and punished by the applicable court of law. The college reserves the right to discipline any student who violates such drug laws before, during or after the court of law proceedings.

Sanctions Compliance with the above guidelines is a condition of enrollment for all MCC students.

Students violating the policy are subject to a wide range of actions depending upon the nature of the violation. Those actions may include reprimand, probation or suspension. A student may also be required to satisfactorily complete a drug or alcohol rehabilitation program as a condition of his/her continued enrollment. The expense of this requirement will be the student's responsibility.

Distribution Every student will be provided a copy of these guidelines as part of the student handbook, either in print or through the MCC Web site: www.mohave.edu.

Emergency Procedures

In the event of an emergency, please follow the instructions of MCC faculty and staff. Students may be asked to vacate buildings and go to a location at least 25 feet from the building. Emergency evacuation routes are posted in each building. Your cooperation in making a rapid, orderly exit will be appreciated. Do not use window exits unless the doorway exit is inaccessible. In any life threatening situation **immediately dial 9-1-1**.

- After completing your 9-1-1 call, notify the campus switchboard of the emergency by dialing 0.
- For more information, see the Campus Emergency Procedures posted at each campus.

Equal Opportunity Policy Statement

Mohave Community College does not discriminate on the basis of sex, color, race, religious preference, age, disability, national origin, veteran status or any other legally protected class in any of its policies, practices, and procedures, and it is an affirmative action and equal opportunity employer. For more information, call the Human Resources Office at 928.757.0835, 1971 Jagerson Ave., Kingman, AZ 86409. Grievance procedures are available at the Mohave Community College libraries in Bullhead

City, Colorado City, Kingman and Lake Havasu City.

Faculty Availability

Mohave Community College faculty are accessible to students during non-class hours. Resident faculty maintain office hours during which they are available to confer with individual students. Associate faculty are available by appointment.

Financial Aid

The Financial Aid Office's mission is to provide Mohave Community College (MCC) students (prospective, current, and past) with prompt, accurate and courteous financial aid assistance.

To help students meet the financial obligations of college attendance, Mohave Community College administers a varied and comprehensive financial aid program. Financial aid is designed to bridge the gap between the costs of attending college and what students and their families are expected to contribute. Citizens and eligible non-citizens of the United States may apply for assistance regardless of sex, age, color, religion, marital status, national origin, pregnancy related conditions, handicap, or veteran disability.

The U.S. Department of Education, through MCC, offers five major student financial aid programs:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG.)
3. Federal Work Study (FWS).
4. Federal Family Educational Loan Program (FFELP) which includes subsidized (FSSL) and unsubsidized Federal Stafford Student Loans (UFSL), and Federal Parent Loan for Undergraduate Students (PLUS). It is anticipated that the FFELP program will be phased out at the end of the 2008 – 2009 academic year at MCC and the Federal Direct Student Loan (FDSL) phased in for 2009 – 2010.
5. Federal Direct Student Loans (FDSL) which includes subsidized (SDSL) and unsubsidized

2009/10 MCC Bighorns Student Handbook

(UFDSL) and Federal Parent Loan for Undergraduate Students (PLUS).

A complete description of these programs is available on-line at: www.studentaid.ed.gov.

To be considered for financial aid, the following is required:

- Complete an application for admissions, www.mohave.edu/pages/137.asp, and be admitted to MCC in a degree program as a high school graduate with a high school diploma, a high school equivalence test (GED), or 16 years of age and been determined to have an Ability To Benefit through testing provided by MCC Assessment Office.
- Complete the Free Application for Federal Student Aid (FAFSA), resulting in a Student Aid Report (SAR), or an Institutional Student Information Report (ISIR). The FAFSA can be completed on the web at: <http://www.fafsa.ed.gov>.
- To sign this application electronically and access your federal financial aid account in the future, apply for PIN # at: www.pin.ed.gov. Dependent student's parent(s) also should apply for a federal PIN number.
- Documentation of information submitted on financial aid applications is required if the application is selected for verification.
- The student meets all other eligibility requirements as established by the U.S. Department of Education, State of Arizona, Mohave Community College and/or the funding agency.

The priority deadline for programs with limited funding such as FSEOG, FWS and Board of Governors Grant is February 1, annually. Additional information or help is available through the Financial Aid Office. Please come in or call with your questions. It is important to have the right answer the first time rather than

being delayed by inaccurate information. Corrections can be made electronically by the financial aid office or on-line at the FAFSA web site using your PIN number.

In general, eligibility for financial aid (Title IV funds) is determined through the following criteria:

- Student demonstrates financial need: when student's institutional budget minus FAFSA results, the Effective Family Contributions (EFC), results in a need. The FAFSA also determines eligibility for Pell grant.
- Student is enrolled in a program that leads to a certificate or degree with a minimum duration of not less than one academic year (30 weeks of instruction) and not less than 16 credit hours.
- Student's total number of credit hours enrolled in each semester (excluding Community and Corporate Outreach and Precollege Studies classes).
- Student meets Satisfactory Academic Progress standards as established by the Financial Aid Office, and in compliance with federal regulations.
- Student does not owe a Return of Funds to a federal grant program.
- Student is not in default on a Perkins, FFELP or FDSL loan and/or has not exceeded the maximum federal loan aggregate limits.
- Students who have earned a bachelor's degree are not eligible for financial aid at MCC unless they are pursuing a degree in education or nursing.

If a financial need has been demonstrated and the necessary qualifications have been met, assistance in the form of grants, work-study and/or loans may be made. Generally a "package" of aid or a combination of different types of assistance is awarded.

Because family capabilities vary, each aid award is designed specifically to fit the student's circumstances. All awards are made annually, so an application must be completed each year. Students will be notified by mail through an "award letter" once the awarding process is complete or through the MCC student web site. The award is based on the availability of funds and may be adjusted at any time.

Financial Aid Disbursements

Financial aid is disbursed to individual student accounts up to 10 days prior to the first day of class. If after tuition, MCC approved fees, and other student/parent authorized charges are paid, and a balance remains, the balance will be paid to Higher One. Students will select through Higher One the method of payment, whether by the Bighorn One Card, direct deposit, or a check issued by Higher One. A freshman first time borrower of a student loan may not receive the loan proceeds until 30 days into the semester.

Transfer Students from Other Institutions

If a student transfers to or from one school to another, previous financial aid awards will not automatically transfer. To receive aid at the new school, check with that school's financial aid office to find out what aid programs are available and what steps are required to receive it. Mid-year transfer students to MCC must notify the Financial Aid Office of the transfer status so required documents can be requested. Federal regulations require that MCC conduct a process called 'Transfer Monitoring' before disbursing financial aid.

Work Study

Mohave Community College provides many part-time work opportunities for students. Employment is available in a variety of campus jobs, including office clerks, lab assistants, custodial crews, library helpers, and others. Student employment may be made available as part of an award package through federal work study. If you desire a work study

2009/10 MCC Bighorns Student Handbook

position, make sure to request federal work study when completing the FAFSA. Students who have been awarded work study can find job opportunities on the MCC web site at: <http://www.mohave.edu/pages/215.asp>. This web site also guides the work study recipient through the employment process.

Academic Requirements

To be eligible to receive or continue to receive Title IV financial aid funds which include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Leveraging Educational Assistance Partnership Program (LEAP), Federal Family Educational Loan Program (FFELP), Federal Direct Student Loans and Federal Work Study (FWS); a student must be enrolled as a regular student and be in good standing. To be in good standing means that a student is permitted attendance and is in compliance with accepted enrollment and behavior practices of the Mohave Community College and the Financial Aid Office.

Section 43 CFR(S) 668.16(e), 668.32(f) and 668.34 of the Student Assistance General Provisions requires that a student must be maintaining satisfactory academic progress - qualitative and quantitative - in the degree or certificate being sought, to be eligible to receive or continue to receive federal financial aid. The quality of progress is measured by the cumulative grade point average (GPA). The quantity of progress requires a maximum time frame in which students must complete educational objectives; after which the student is no longer maintaining Satisfactory Academic Progress. The credit value of all classes enrolled for, whether or not completed, is part of the measurement of each equivalent semester used to evaluate the quantity of progress. A student who attended the College before applying for financial aid must have met the same standards as an aid recipient. "No institution has the authority to waive this requirement for any student or group of students."

To ensure financial aid recipients are making satisfactory academic progress, and to determine eligibility for future financial aid, academic transcripts are

reviewed minimally at the midpoint of the student's declared academic program and annually. All terms of attendance are reviewed, including periods in which the student did not receive financial aid.

A student's qualitative progress or cumulative grade point average must be 2.0 (C), or its equivalent. The student must continue to earn a cumulative GPA of 2.0 throughout the course of attendance. Grade point values are: A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0. Satisfactory (S) grades do not count toward GPA but do count as completed course work.

The quantitative progress will be based on the total number of credit hours attempted each semester. Federal regulations require students to complete their program of study in a 150% time frame. This time frame, as established in this policy, requires students to complete a minimum of 67 percent of attempted credit hours. If a student attempts twelve credit hours, the student must complete 8 credit hours. If a student attempts 24 credits he must have earned 16 credit hours. Given that most Associate Degree programs require 63 credit hours, the maximum credit hour limit at MCC is generally 96 attempted hours.

Students seeking additional degrees from MCC are limited as follows. After earning a first Associate Degree of any type, a student may earn an additional 30 hours toward a second Associate Degree but may not exceed 95 total credit hours. Students are limited to three certificates. Hours attempted while obtaining any degree count toward the aggregate of 95 credit hours. Students seeking a third Associate Degree or fourth Certificate are suspended from receiving Title IV financial aid even if they have fewer than 95 total credit hours.

The college does not consider Withdrawals (W), Administrative Withdrawal (WR), Fail (F), Incomplete (I), Unsatisfactory (U), Progress (PR), or Audit (AU) as successfully completed course work when determining quantitative progress. A student who completely withdraws whether official or unofficial, is considered to not be making satisfactory academic progress. An unsuccessfully

attempted course may be repeated only once. Courses dropped before expiration of the add/drop period are not counted against this calculation.

Students who are recommended by academic advising to take remedial course work will be given an additional 28 credit hours to complete degree requirements. This recommendation will result from the student's placement exam scores.

Students completing additional hours beyond the 150 percent allowed by regulation are required to complete the Maximum Time Frame (MTF) appeal form and be approved by a committee in order to continue receiving federal financial assistance. Generally, an appeal from the student and recommendation from the student's academic advisor is required stating the course(s) needed to complete a degree, a second major, and the semester the course(s) will be taken.

Attempted credit hours from other postsecondary institutions will be counted in the quantitative calculation. In keeping with institutional policy, the transferred GPA will not be included in the college's calculation of the institutional GPA.

There are instances when no aid will be awarded. This occurs when a student no longer demonstrates a willingness to maintain Satisfactory Academic Progress. No probation period will be given. If an aid recipient has his/her student account credited from student aid before grades are available, and/or it is later determined that he/she is no longer eligible, the Financial Aid Office will request the Business Office to debit the student's account to recover student aid funds. Circumstances that commonly result in a student being denied aid are:

1. The student's cumulative GPA is below the scheduled minimum 2.0.
2. The student's credits completed are less than the scheduled minimum.
3. The student has earned the maximum number of credit hours (150% of academic program).
4. The student has completed one

2009/10 MCC Bighorns Student Handbook

associate degree plus 30 hours or three certificates and has not completed the required MTF appeal.

5. The student's appeal is denied.

A student not eligible to receive federal financial aid at the time of application as a result of one or more items listed previously may again become eligible. To become eligible the student must attend courses using resources other than federal aid for the number of semesters needed to raise his/her cumulative GPA and/or complete the credit hours required to equal the scheduled minimum standard. Credit hours completed after suspension of federal aid will be counted as make-up hours when a student is deficient in credit hours toward quantitative progress. However, no payments will be made up in federal aid and no adjustments will be made in future payments to compensate for the loss of aid during semesters of ineligibility.

Students have the right to appeal suspension of financial aid through the financial aid appeals process. Suspended students will receive a suspension notice from the Financial Aid Office with information on the appeals process. Students who have been suspended from financial aid twice and have appealed twice for reinstatement have exhausted all appeals. Appeals denied by the Financial Aid Committee are final and cannot be changed.

Disbursement Policy

On December 1, 1994, the U.S. Department of Education instituted Cash Management requirements for institutions of Higher Education. These requirements affect the crediting and disbursement of financial aid funds. Highlights of these regulations are as follows:

- The College cannot disburse financial aid funds to a student's account until the student is enrolled in classes for the semester for which the funds are intended.
- The earliest the College may credit a student's account with financial

aid funds is 10 days before the first day of the payment period.

- The College can only credit student accounts for allowable charges; i.e., tuition, fees, room and board if on campus. Any discretionary charges on an account may only be credited by financial aid if the student or the student's parent, in the case of a PLUS loan, authorizes it through a signed statement. This authorization may be rescinded at any time by contacting the Financial Aid Office.
- After all allowable and authorized expenses are paid and a balance is owed the student; it will be paid within 14 days. Financial aid is disbursed to individual student accounts up to 10 days prior to the first day of class. After tuition, MCC approved fees, and other student authorized charges are paid and a balance remains, the balance will be transferred to the student's Higher One account. Students will select through Higher One the method of payment, whether by direct deposit, check or the Bighorn One Card.

Withdrawing from Classes

A student who has received Title IV grant or loan assistance and withdraws from MCC during a payment period must have a "Return of Title IV Funds" calculated in accordance with 34 CFR 668.22 of the Higher Education Act. A return of Title IV funds is owed when a student's total amount of Title IV grant and/or loan assistance that the student earned, as calculated in the Return of Title IV funds formula, is less than the amount of Title IV grant or loan assistance that was disbursed to the student or on behalf of the student in the case of PLUS loans, as of the date MCC determines the student to have withdrawn. The difference between the earned Title IV funds and the unearned aid will be returned to the Title IV programs by MCC. Title IV funds will be returned to the program from which the funds

originated, not to exceed the amount disbursed from that fund in the following order: Unsubsidized Stafford Loan/ Unsubsidized Direct Loan, Subsidized Stafford Loan/Subsidized Direct Loan, PLUS, Pell Grant, Federal Supplemental Opportunity Grant(FSEOG) and other Title IV programs. Title IV funds unearned by the student as determined by the Return of Title IV assistance formula will be returned as follows: Unsubsidized Stafford Loan/ Unsubsidized Direct Loan, Subsidized Stafford Loan/Subsidized Direct Loan, PLUS, Pell Grant x 50%, FSEOG x 50%; and other Title IV funds x 50%.

If MCC is required to return funds to a Title IV program that were not earned due to the Return to Title IV Funds calculation, MCC will require the student to pay the resulting unpaid institutional charges. MCC policies and procedures governing payment of student accounts are applicable for students owing the college as a result of a Return of Title IV Funds calculation.

The following is a description of the "Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program," formula.

Step 1: The College will determine if the student received or was eligible to receive Title IV assistance.

Step 2: The College will determine the percentage of Title IV aid earned by the student.

This is accomplished by determining the last date of enrollment as established by a notice of intent to withdraw or an official withdrawal to the Registrar, attendance records for programs that keep daily attendance, an academically-related activity such as an exam, a tutorial, computer-assisted instruction, academic counseling or advisement, turning in a class assignment or attending a study group assigned by the instructor. If a student notifies the Registrar or Financial Aid

2009/10 MCC Bighorns Student Handbook

Office of intent to withdraw, either orally or in writing, does not withdraw at that time but subsequently withdraws, the first date of notification will be used in establishing the date of withdrawal. If MCC determines that a student did not begin the withdrawal process due to illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the date that MCC determines is related to that circumstance will be used as the official date of withdrawal. If a student dropped out without notifying MCC, the student's withdrawal date will be the midpoint of the semester or one of the previously mentioned activity dates if that date can be documented. Students who drop out are those who earn no credit for the semester or only earn credit in a seminar course.

The college will calculate the total number of days in a semester minus any period during the semester when a break occurs which is five days or longer.

The student's total number of days completed is then divided by the total number of eligible days in the semester. If the resulting percentage is less than or equal to 60% a Return of Title IV Funds calculation is required. If greater than 60% (with or without rounding), no return of funds is required.

Step 3: The College determines the amount of Title IV aid that was earned by the student. The amount of Title IV aid earned by the student is determined by multiplying the percentage calculated in step 2 by the total Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester.

Step 4: The College now determines total Title IV aid to be disbursed or returned.

A. If the amount in step 3 is greater than the amount in step 1, (already disbursed Title IV aid), then go to 4-C. If the amounts are equal, stop here. No further action is required.

B. If the amount in step 3 is less than the amount in step 1 (already disbursed Title IV aid) a post-withdrawal disbursement is not required. If the amount in step 1 is less than the amount in step 2, (Title IV aid not yet disbursed) a post-withdrawal disbursement is required to either pay unpaid institutional charges or to be paid to the student. To determine the amount of the post-withdrawal disbursement the amount from step 1 is subtracted from the total aid disbursed in step 3. The balance is then used when completing the Post-Withdrawal Disbursement Tracking Sheet which is discussed later in this section.

C. The college now determines the total Title IV aid that must be returned.

The amount to be returned is calculated by subtracting the amount of aid earned from step 3 from the total aid disbursed, step 1. This is the amount of Title IV aid that must be returned.

Step 5: The College determines the amount of unearned Title IV aid due from MCC.

A. Allowable institutional charges for the semester are: Tuition+Fees+Other = Total institutional charges.

B. Total of Title IV aid unearned (100% - step 2).

C. Multiply institutional charges (step 5-A) by the percentage calculated in

step 5-B. The resulting figure is the amount to be repaid to Title IV grant or loan by MCC.

Step 6: MCC will return the unearned aid for which it is responsible as determined in step 5-C. These funds will be returned in the following order, up to the total net amount disbursed from each source: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS, Pell Grant, FSEOG and other Title IV programs.

Step 7: Student's initial amount of unearned Title IV aid which must be returned is determined as follows. The amount returned by MCC as determined in step 4 is subtracted from the amount determined in step 5-C. The resulting amount is what the student must return to the Title IV programs as unearned aid.

Step 8: The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible per step 7 by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%. The order is: *Unsubsidized Stafford Loan, *Subsidized Stafford Loan, *Perkins Loan, *PLUS, Pell Grant x 50%, FSEOG x 50% and other Title IV programs x 50%.

*Loan amounts are returned in accordance with the terms of the promissory note. The holder of your loan will be notified as to the last date of attendance.

Post-Withdrawal Disbursement

If, at the time of withdrawal, MCC makes the determination that less aid was disbursed than the student was eligible to receive, a post-withdrawal

2009/10 MCC Bighorns Student Handbook

disbursement will be offered. Post-withdrawal disbursements will continue to be offered within 30 days of the date MCC determined the student withdrew, will be in writing and will identify the types and amounts of Title IV funds that make up the post withdrawal disbursement. Students or parents will be notified that they can accept or decline some or all of the post-withdrawal disbursement that has not been credited to the student's account to pay unpaid institutional charges. Post withdrawal disbursements to the student/parent will be canceled if no response is received to this notification within 14 days of initial notification. MCC may disburse this payment at a later date if the student or parent subsequently requests the payment. This payment will be processed within 90 days of the request in the current fiscal year; if not in the current fiscal year, the request will be denied. Notification will be provided to the student or parent in writing of MCC's decision to process or not to process the post withdrawal disbursement. Post-withdrawal disbursements will first be made from grant programs and then from student loans.

The following steps will be followed in determining a post-withdrawal disbursement.

- Step 1:** Amount of the post-withdrawal disbursement as calculated in step 4-B of the Return of Title IV Funds procedures.
- Step 2:** Determine the post-withdrawal disbursement which will be credited to the student's account.
- A.** The outstanding institutional charges on the student's account are. **\$711.00**
 - B.** MCC will credit a post-withdrawal disbursement to the following:

Amount credited for tuition, fees, room & board (if living on campus) is: **\$711.00**

Amount credited for other charges is: **\$ 0.00**

Amount credited for prior year charges less than \$100 is: . . \$ **0.00**

Total amount credited to student account is: **\$711.00**

Step 3: The balance of the post-withdrawal disbursement will be offered to the student or parent.

- A.** The total amount of post-withdrawal disbursement from step 1 of Return of Title IV Funds procedures, is subtracted from the post-withdrawal disbursement credited to the students account from step 2-B equals the amount to be offered to the student/parent.

Examples of these policies and procedures are available upon request from the Financial Aid Office.

Financial Aid Program Descriptions

Grants

Federal Pell Grant - The Federal Pell Grant is a federal Title IV grant program to help undergraduates pay for educational costs after high school. For many students, these grants provide a foundation of financial aid to which aid from other Federal and non Federal sources may be added. Unlike loans, a Pell Grant does not have to be repaid. In order to receive a Federal Pell Grant you must be enrolled in an eligible certificate or degree program as outlined in this catalog. The amount of the award is based upon the Effective Family Contribution (EFC), the cost of attendance, enrollment status, and a payment schedule issued by the U.S. Department of Education. The award may range from \$0 to \$5,350 per academic year. The award schedule may be adjusted pending Congressional budget authorizations.

The Academic Competitiveness Grant (ACG)

- A fairly new grant program titled, "Academic Competitiveness Grant (ACG)" has been growing in popularity as students have become more aware of its existence.

Academic Competitiveness Grants go to Pell Grant eligible students, even if only eligible for \$400, if they have accomplished one of the following:

- Completed a rigorous high school education program,
- Passed at least 6 credits of concurrent enrollment with no less than a B grade,
- And/or passed two Advanced Placement tests with a score of 3 or better.

Depending on each student's grade level, if one of these requirements has been met and the student's high school class graduated before January 1, 2008, the student could be eligible for an ACG grant of \$750 or \$1300. Students should inquire at the Financial Aid Office for information about eligibility for an ACG.

Federal Supplemental Educational Opportunity Grant (FSEOG)

- FSEOG is another Title IV grant program which provides additional funds from the Federal Government to exceptionally needy students. This grant must be combined with other forms of aid and is also non repayable. A grant may range from \$200 to \$2,000 per academic year. These funds are limited and awarded to eligible students who meet the priority service deadline date, then to others.

Leveraging Educational Assistance Partnership Program (LEAP)

- LEAP is a federal grant program matched by the State of Arizona. Only Arizona residents are eligible. The award may range from \$100 to \$2,000 per academic year. These funds are limited and awarded to eligible students who meet the priority service deadline, then to others.

Federal Work Study (FWS)

- The FWS funds provide opportunities for students to work part time and earn income to help meet educational expenses. Salaries must be equal to the current minimum wage, but the maximum amount a student may earn in an academic year is determined by the Office of Student Financial Services. Federal

2009/10 MCC Bighorns Student Handbook

Work Study awards generally range from \$500 to \$6000 per academic year. Federal Work Study students are encouraged to perform community service employment and/or to participate in the America Reads Program. Funds are limited and awarded to eligible students who meet the priority service deadline, then to others.

Loans

Federal Direct Student Loans (FDSL subsidized) - FDSL

subsidized is a low interest loan made to the borrower directly by the Federal Government. Depending on need and eligibility a borrower may borrow up to \$3500 per year as a freshman and \$4500 as a sophomore at a two year institution. The minimum monthly payment, which begins six months after the borrower ceases to be enrolled at least halftime, is \$50. A loan counseling session is required prior to receiving the loan and before leaving the college. Other counseling and/or documents may be required at the discretion of the Student Loan Officer. A subsidized loan is one where the U.S. Government pays the interest while the borrower is in school or in deferment status. Deferment, forbearance or cancellation of payments is available for special circumstances. Borrowers must also sign a Master Promissory Note prior to receiving loan proceeds. See the MCC Loan Officer for additional information on these options.

Federal Unsubsidized Direct Student Loans (FUDL) - FUDL

is a low interest loan made to the borrower directly by the Federal Government. Any student who has applied for a Federal Pell Grant is eligible for a FUDL loan up to a maximum of \$6000 for independent undergraduate students. Dependent undergraduate students whose parents are unable to obtain a Federal Parent loan are eligible for increased FUDL limits. These maximums include portions of FDSL that may qualify for federal interest subsidies as described above. Repayment of interest on the loan begins from the date of the last disbursement; however, interest may be capitalized at the borrower's request. A FUDL entrance and exit counseling

session will be required for all borrowers. Borrowers must also sign a Master Promissory Note prior to receiving loan proceeds. Contact the MCC Loan Officer for additional information.

For additional information on Title IV financial aid program specifics, please request from MCC a copy of, "The Student Guide" published by the U.S. Department of Education or access this guide on the internet at: <http://www.ed.gov/proginfo/SFA/FYE>. Alcohol and drug information is also required by law to be given to students. This information is published annually in the "Crime statistics report". Information from this report may also be obtained on the internet at: www.ope.ed.gov/security.

Veterans Education Benefits

Mohave Community College provides services to veterans, widows and dependents that may be eligible for educational assistance from the U.S. Department of Veterans Affairs. Services offered include assistance with the application for educational benefits, tutorial assistance and services for disabled veterans.

Veterans must meet satisfactory academic progress to continue with the use of their VA Educational Benefits at MCC. Students using VA Education Benefits that are found to have met the requirements for Academic Dismissal as listed in this catalog will have their benefits discontinued and reported as terminated to the U. S. Department of Veterans Affairs. Students meeting the requirements for re-entrance will be allowed to re-initiate the use of their VA Education Benefits; although the U. S. Department of Veterans Affairs will make the final decision as to whether they will continue to pay out for those education benefits.

It is important to note that the VA will only pay for classes that are required for the degree or certificate the student is pursuing. Courses taken outside of the declared program of pursuit will not be certified for benefits. Please call or visit the Career Planning Counselor at the nearest MCC campus to obtain the

necessary paperwork to start or continue a claim for educational benefits. Additional information on VA Educational Benefits may be obtained at: <http://www.mohave.edu> or the VA Education Benefits website at: <http://www.gibill.va.gov>.

Cost of Attendance

- 1 year at MCC

The following are average costs of attendance for two types of students, those living at home with a parent or relative (commuter) and those renting an apartment or buying a home (off-campus). These budgets are representative of an academic year or nine month period. They are adjusted for periods of enrollment less than an academic year.

Budget Item	Commuter	Off Campus
Rent	\$2,597	\$8,612
Board	\$3,015	\$3,670
Books & Supplies	\$635	\$635
Transportation	\$4,814	\$5,860
Personal	\$4,990	\$6,611
Total	\$16,051	\$25,388

Scholarships & Other Aid

Academic Scholarships:

Academic Scholarships are given to newly graduated high school students who have achieved academically as evidenced by the SAT, ACT, COMPASS and/or cumulative high school grade point average. Notification of scholarship awards will be made by the Scholarship Officer.

President's (formerly Chancellor's) High Honors Scholarship

Outstanding Student Scholars as evidenced by a college entrance exam and/or cumulative high school grade point average, as described in chart A or B, will be awarded a scholarship of \$1750 per year for two academic years.

Campus Dean's (formerly President's) Academic Scholarship

Outstanding Student Scholars as evidenced by a college entrance exam and/or cumulative high school grade point average, as described in chart A or B, will be awarded a scholarship of \$1,250 for an academic year.

Academic Honors

Outstanding Student Scholars as evidenced by a college entrance exam

2009/10 MCC Bighorns Student Handbook

and/or cumulative high school grade point average, as described in chart A or B will be awarded a scholarship of \$850 for an academic year.

General Requirements for Academic Scholarship:

- Strongly encouraged to complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility for additional student aid.
- Must complete the Mohave Community College Scholarship Application.
- Must have a high school administrator or counselor complete Section 7 of the MCC Scholarship Application.
- Enroll as a full time student, twelve or more credit hours per semester.
- To keep the scholarship, recipients must complete 67 percent of attempted course work with a cumulative grade point average of 3.5 each academic year.
- Students with employee tuition benefits will be honored as a scholarship recipient but will be

paid the scholarship through the tuition benefits program. If the scholarship is worth more than the tuition benefit, the difference will be paid in scholarship.

- A student offered an Academic Scholarship may have the scholarship held in abeyance for up to two years if serving in the U. S. Military, Peace Corp, as a VISTA volunteer or church missionary. The student must provide the scholarship officer with some type of verification of this service in order to request an abeyance.

2009/10 MCC Bighorns Student Handbook

Chart A

Freshman Scholarship Table 2009-2010																					
Assessment Score																					
Compass*	242	236	229	222	216	209	202	195	189	182	175	168	162	155	148	142	135	128	121	115	108
ACT	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16
SAT	1600	1540	1490	1440	1400	1360	1330	1290	1250	1210	1170	1130	1090	1050	1020	980	940	900	860	820	770
4.0	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.9	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.8	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.7	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.6	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.5	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.4	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.3	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.2	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.1	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.0	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

	President's Chancellors High Honors
	Presidential Dean's Honor
	Academic

*Combined Reading and Math (A) score

2009/10 MCC Bighorns Student Handbook

Chart B

High School Cumulative GPA

4.0 – 3.8

3.7 – 3.4

3.3 – 3.0

Scholarship

President's High Honor

Campus Dean's Academic

Academic Honors

Academic Scholarships for Returning and/or Transfer Students

Academic Scholarships will be available to transferring and continuing students based on the following criteria:

Credit hours earned	Cumulative GPA	Scholarship Dollars
1 – 15	3.7	\$1500
16 – 30	3.5	\$1500
31 – 65	3.5	\$700

General requirements for Returning and/or Transfer academic scholarship

- Must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility for additional student aid.
- Must complete the Mohave Community College Scholarship Application with the exception of Section 7.
- Must be enrolled as a full time student (twelve or more credit hours per semester).
- Must complete 67 percent of attempted course work with a cumulative grade point of 3.5 or better each academic year to keep the scholarship.

Resident Faculty Scholarships

Resident Faculty Scholarships will be awarded based on the recommendation of resident faculty. The maximum dollar award is \$850.00 per academic year.

General Requirements:

- May include auditions, tryouts, portfolio review or resume.
- Must complete 67 percent of attempted course work with a cumulative grade point of 3.5 or better each academic year to keep the scholarship.

Private Scholarships

Many scholarships have been established for Mohave Community College students

by generous donors in the community and state. The following are entities or individuals who have generously donated scholarships. To apply, please complete number 6 on the scholarship application form and indicate your scholarship preference.

ACE Scholars

Eligibility criteria: (1) Students who are members of the Fort Mojave Indian Tribe and/or employees of the AVI Resort and Casino may apply for this scholarship. First priority is given to Fort Mojave Indian Tribe members. (2) Students must have (from high school or college) a 2.5 or higher grade point average (GPA) to qualify and must maintain a 2.5 or higher GPA. (3) Recipients may pursue any course of study and must carry six or more credit hours. The award may be renewed if eligibility is maintained and the student reapplies. (4) The award is based on financial need and a recommendation from the Human Resources Department of the Avi Resort and Casino. This scholarship is a funded by the Mojave Indian Tribe and administered by the Mohave Community College Foundation, Inc.

Arizona Association of Realtors

Eligibility criteria: (1) Arizona resident. (2) Enrolled full-time. (3) Working toward a degree in Business, with an interest in real estate. (4) Based on academics and financial need. (5) Must maintain a GPA

of at least 2.5. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by the Arizona Association of Realtors.

Arnold Scholars

Eligibility criteria: (1) Students with financial need attending full time with established good academic records or demonstrated potential for excellence. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by the Dr. Arthur A. Arnold Foundation.

Auto Collision Program

Eligibility criteria: (1) Students enrolled in the Auto Collision program at the Henry Campus Bullhead City are eligible to apply for this scholarship. (2) Based on financial need as established by FAFSA, applicants are selected by the Financial Aid Office. This scholarship is funded through donations to the Mohave Community College Foundation, Inc.

Betty Newcomer Memorial Fund for Nurses Training

Eligibility criteria: (1) Lake Havasu City residents. (2) Enrolled full-time as admitted students in the Mohave Community College nursing program. (3) Based on financial need. This scholarship is funded through an endowment maintained by the Mohave Community

2009/10 MCC Bighorns Student Handbook

College Foundation, Inc., as established by Warren Newcomer.

BHHC Legacy Foundation

Eligibility criteria: (1) Based on demonstrated financial need and other criteria set down by the BHHS Legacy Foundation. (2) Students must be enrolled in approved Allied Health programs at Henry Campus Bullhead City. This scholarship is funded through an annual gift to Mohave Community College by the BHHS Legacy Foundation.

Boys and Girls Clubs of the Colorado River – Youth of the Year Award

Eligibility criteria: (1) A youth member of the Boys and Girls Clubs of the Colorado River. (2) Selected annually by the Boys and Girls Club Board of Directors. (3) Student selected must attend the Henry Campus Bullhead City. This scholarship is funded by donations to the Mohave Community College Foundation, Inc., Henry Campus Bullhead City.

Cancer Association of Havasu – Dr. Don Nelson Hero of the Year Award

Eligibility criteria: (1) Lake Havasu residents who are second year students enrolled in the Nursing Program at the Lake Havasu City campus. (2) Based on need as determined by the FAFSA; applicants are selected by the Financial Aid Office. Hero of the Year awardees include: Kimberly Yee (2004); Bonnie Reynolds (2005); Evie Cistaro (2006); Sally Hileman (2007) and Dr. Don Nelson (2008). This scholarship is funded through donations to the Mohave Community College Foundation, Inc., by the Cancer Association of Havasu – Havasu Community Health Foundation.

Culinary Arts

This Scholarship is awarded to a student in the Culinary Arts program.

Don Hunt Memorial

Eligibility criteria: (1) Full-time students. (2) Demonstrated financial need. (3) Academic ability in the health professions field with an emphasis on nursing. This scholarship is funded through an

endowment maintained by the Mohave Community College Foundation, Inc., as established by Donald Hunt's estate.

Ed Redman Memorial

Eligibility criteria: (1) Based on financial need. (2) Enrolled at the Henry Campus Bullhead City in a general education or liberal arts program. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Stella Redman's estate.

Ernest and Blanche Johnson Memorial

Eligibility criteria: (1) Based on a combination of academic performance and financial need. (2) Specifically to be used for tuition and fees for full-time or part-time students on the Henry Campus Bullhead City. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by the Johnsons' estate.

George Clarke, MD and Marlene G. Clarke, RN, Memorial

Eligibility criteria: (1) must be admitted into the Mohave Community College nursing program. (2) May attend any MCC campus. This scholarship is funded through an endowment in memory of Dr. George and Marlene G. Clarke and maintained by the Mohave Community College Foundation, Inc.

Georgia M. Ford Davis Memorial

Eligibility criteria: (1) A full-time student who is a resident of Mohave County. (2) Must be enrolled in a health science field. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by the Davis family.

Gordon L. Ritter, D.O.

Endowment for Nurses Education

Eligibility criteria: (1) Students enrolled in coursework that leads to a degree in nursing at the Henry Campus Bullhead City. (2) Students in pre-nursing coursework must be full-time. (3) Students accepted into and enrolled in the nursing degree program are eligible if they are

enrolled for six or more credit hours. (4) Based on financial need. (5) Students must maintain satisfactory academic progress. This scholarship is funded through donations from the Gordon L. Ritter, D.O. Family Trust and administered by the Mohave Community College Foundation, Inc.

Grace Neal Memorial

Eligibility criteria: Full-time students who are residents of the Kingman area, attending the Neal Campus Kingman. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Grace Neal.

Havasu Community Health Foundation

Eligibility criteria: (1) Students must be a resident of Lake Havasu City in their 2nd year of the Nursing program. (2) The recipients are requested to attend a board meeting of the Havasu Community Health Foundation.

Helios Foundation

Eligibility criteria: (1) Awards are for Head of Households. (2) Awards are based on the Semester system. (3) First priority to Nursing IV students, second to Nursing III, third to Nursing II and forth to Nursing I.

ING Americas Scholarship for Women

Eligibility criteria: (1) Arizona residents, attending the Lake Havasu City Campus of Mohave Community College. (2) The fund is designed to help women students who are currently working at low-level, low-wage jobs and who have a desire and commitment to seek and succeed in higher education to advance their career opportunities. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc.

Jayne (Jay) M. Williams Memorial

Eligibility criteria: (1) Resident of the Bullhead City area, including Laughlin, Nev., and Needles, Calif. (2) Based on financial need. (3) It is available to assist students enrolled half-time or more in the Jewelry, Silversmith, Stained Glass or

2009/10 MCC Bighorns Student Handbook

Lapidary education programs at the Henry Campus Bullhead City. (3) On a case by case basis, students in other art programs may be considered. (4) Students must maintain satisfactory academic progress, and may apply for a renewal of the scholarship for two additional semesters. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc.

Kinder Morgan Foundation

Eligibility criteria: (1) Based on financial need. (2) Awarded to a student pursuing a certificate or degree in the Electrical Technology program. (3) Must be enrolled at least half time status. This scholarship is funded through donations to the Mohave Community College Foundation, Inc.

Kingman High Twelve Club Book

Eligibility criteria: (1) Based on financial need, for part-time students on the J. Leonard and Grace Neal Campus Kingman. (2) Must be used specifically to purchase books. This scholarship is funded through donations to the Mohave Community College Foundation, Inc.

Kingman Route 66 Rotary Club

Eligibility criteria: (1) Awarded to full-time students attending the J. Leonard and Grace Neal Campus – Kingman. (2) Based on financial need. This scholarship is funded by annual contributions for the Kingman Route 66 Rotary Club and administered by the Mohave Community College Foundation, Inc.

Kiwanis of Bullhead City

Eligibility criteria: (1) Resident of Bullhead City. (2) Attending the MCC campus at Bullhead City. (3) Based on financial need.

Klostermeier Family Nursing Scholarship

Eligibility criteria: (1) Lake Havasu resident's only. (2) Accepted and enrolled in as a nursing student. (3) Minimum GPA 2.5. (4) Must demonstrate financial need. (5) Student cannot fail a nursing course. (6) Must write a short essay on why they chose a career in nursing and how this career choice will benefit them and others.

Mary Bruce Bushman Memorial

Eligibility criteria: (1) Must have a demonstrated financial need. (2) Scholarships are for nursing students enrolled in the nursing program at the Lake Havasu City Campus. (3) Students must have a minimum of a 3.0 GPA. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc.

Mary Hoskins Memorial

Eligibility criteria: (1) Must have a demonstrated financial need. (2) Enrolled in the nursing program at the Lake Havasu City Campus. (3) Students must have a minimum of a 3.0 GPA. This scholarship is funded through annual donations and administered by the Mohave Community College Foundation, Inc.

Mohave Community College Foundation, Inc., Kingman Chapter

Eligibility criteria: (1) Residents of Kingman, Arizona and Mohave County, Arizona. (2) Recipients must maintain a GPA of 2.5 or better. (3) Selected on the basis of academic performance and financial need. (4) May be for full-time or part-time enrolled. This scholarship is funded by scholarship donations and income raised through Mohave Community College Foundation, Inc., Neal Campus Kingman's annual Mother's Day Festival of the Arts.

Mohave Community College Foundation, Inc., Kingman Chapter – Michael Gibelyou Leadership Award

Eligibility criteria: (1) Residents of Kingman, Arizona and Mohave County, Arizona. (2) Selected on the basis of academic performance and financial need. (3) Must maintain a GPA of 2.5 or better. (4) May be full-time or part-time enrolled. This scholarship is funded by scholarship donations and income raised through Mohave Community College Foundation, Inc., Neal Campus Kingman's annual Mother's Day Festival of the Arts.

Mohave Community College Foundation, Inc., Lake Havasu

City Chapter

Eligibility criteria: (1) Residents of Lake Havasu City, Arizona and Mohave County, Arizona. (2) Selected on the basis of academic performance and financial need. (3) Must maintain a GPA of 2.5 or better. This scholarship is funded by scholarship donations to Mohave Community College Foundation, Inc., Lake Havasu City Campus.

Mohave Electric Cooperative

Eligibility criteria: (1) Recipients are selected from MEC member families, who attend the Bullhead City campus. (2) The awards are based on financial need. (3) May be full-time or part-time enrolled. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Mohave Electric Cooperative.

Mohave Muslim

Eligibility criteria: (1) Residents of Arizona and Mohave County. (2) Recipients selected on a combination of academic ability and financial need. (3) Must have a GPA of 3.00 or higher from high school or prior college work to qualify. (4) Must maintain a minimum GPA of 3.00 to retain the scholarship. (5) All degree programs are eligible. (6) Recipients must enroll on a full-time basis. This scholarship is funded annually by donations to the Mohave Community College Foundation from the Mohave County Muslim community.

Mohave Scholars

Eligibility criteria: (1) Recent graduates of an accredited public high school in Mohave County, Arizona who meet the strict academic and community involvement requirements to become Mohave Scholars. (2) Mohave Scholars will be required to be active in their local Mohave Community College campus Foundation throughout their enrollment at Mohave Community College. (3) Applications will be accepted annually between February 15 and April 15 and will be available through each eligible high school guidance or scholarship office. This scholarship is funded by donations to and endowments administered by the Mohave Community

2009/10 MCC Bighorns Student Handbook

College Foundation, Inc.

Mona Brazie Memorial for Nurses

Eligibility criteria: (1) Must be enrolled as a full-time student. (2) Must have a demonstrated financial need. (3) Must be a resident of Mohave County, Arizona. (4) Must have academic potential and be working toward a degree in the Nursing Program at Mohave Community College. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Dr. Walter Brazie and the Brazie family.

Patty Brisco Memorial

Eligibility criteria: (1) This fund provides awards to re-entry students attending the Henry Campus Bullhead City. (2) Recipients are selected from applicants for financial aid. This scholarship is funded in part by contributions made in the memory of Patty Brisco and maintained by the Mohave Community College Foundation, Inc., Henry Campus Bullhead City.

Stella Redman Memorial for Nurses

Eligibility criteria: (1) Based on demonstrated financial need. (2) Enrolled in the Nursing degree program at Henry Campus Bullhead City. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Stella Redman's estate.

Veterans from the Forties, Louis and Alys Hoffman Memorial

Eligibility criteria: (1) Based on a combination of academic promise and financial need. (2) Recipient must be enrolled in a degree program. (3) A career objective in journalism or broadcasting is preferred but not required. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Dale Hoffman, Executor, and Hoffman estate.

Mohave Community College Silver Scholarship

Eligibility criteria: (1) based on financial

aid need. (2) Part time student with six or seven credit hours. (3) Resident of Mohave County. (4) Must have achieved sophomore status. (5) Must have a current grade point average of 3.0 or better and maintain this GPA. (6) May apply for the scholarship for two additional years. (6) Scholarship value is \$600 per year.

This scholarship recognizes MCC faculty and staff members who have achieved 25 years of service with the college. Silver Scholarship Faculty and Staff Members are: Donald V. Plantz, Jay A. Burnham-Kidwell, Shirley M. Flynn, Thomas C. Hensel, Roger L. Johnson, Paul D. Kessel, James E. Mahan, Martha J. (Marty) Norton, Ronald W. Parrott, Donald C. Plantz, Haul M. Reddick and Gail O. Salmon.

Early Start Scholarship

High school students, GED® graduates and home school students are eligible for the Early Start Scholarship.

This scholarship is available for a total of seven credit hours for three semesters after the student's junior year. The semesters include the summer semester after the junior year and the fall and spring semester during a student's senior year.

This scholarship is available for GED® graduates for one year from the date the GED® certificate is issued.

An application must be completed and processed by a campus admissions counselor or student services representative. Students under 18 must have parent/guardian signature on the application.

Hope Scholarship Tax Credit

Taxpayers may be eligible to claim a non-refundable Hope Scholarship credit against their Federal Income Tax. Taxpayers who want to claim the credit must meet certain requirements (See information in Federal Tax Guide). The Hope Scholarship may be claimed by taxpayers who pay registration/tuition and other fees for attending college on a half-time basis or more. This credit is designed to offset tuition costs incurred during the first two years of college. The credit

may be reduced by financial aid awards including Pell grants, Supplemental Educational Opportunity Grants and institutional waivers, grants, scholarships and other forms of tax-free educational assistance. Any student enrolled in classes for credit at Mohave Community College will receive a 1098-T form. MCC strongly encourages students to seek professional advice regarding eligibility for this tax credit.

Infectious Disease Policies

A copy of the complete Blood-Borne Pathogens policy guidelines is available in each campus library.

The exposure of any person at Mohave Community College to an infectious disease, infectious waste materials, or blood-borne pathogens must be reported immediately to the campus dean.

Parking for Persons with Disabilities

Certain parking spaces on all MCC campuses, marked with the international symbol of accessibility, are designated for those people with documented physical disabilities. Only those vehicles displaying the appropriate identification/placard as designated by Arizona State law or the state in which the vehicle is registered may park in spaces designated for persons with disabilities.

Mohave Community College follows the Arizona State Revised Statute 28-884. (See any MCC library for a complete accounting of this and other Arizona State Statutes.)

Exception: Any person who is chauffeuring a person with a physical disability shall be allowed, without the disability identification/placard, to park momentarily in any space designated for persons with disabilities, for the purpose of loading or unloading such person with a disability.

Safety on Campus

MCC is proud of its reputation as a "safe place to be." Safety requires constant vigilance by the college staff, students,

2009/10 MCC Bighorns Student Handbook

and all those using college facilities or resources.

MCC asks all students to observe the following:

- Always be aware of your surroundings.
- Park in designated, lighted college parking areas.
- When walking to or through a parking lot at night, go in a group or with at least one other person.
- Make sure friends have started their cars before you leave the lot, especially late at night.
- Always lock your car when you leave it and check inside before you get back in.
- Do not leave personal belongings in your car.
- When walking between buildings, use walkways.
- Do not flash your cash.
- Do not leave your purse or other belongings unattended.
- Do not hesitate to report unusual behavior or circumstances to an instructor or to the campus information desk.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires MCC to disclose statistics on crime committed on and near its campuses for the previous three years. You can obtain a copy of this report by accessing the following website: <http://www.mohave.edu/pages/236.asp>.

Students and employees witnessing crimes or who are victimized in the commission of a crime are strongly encouraged to report all such actions to appropriate local law enforcement agencies and the campus dean.

Service/Working Animals

A service animal is defined by the Americans with Disabilities Act (ADA) as any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability and assist its owner in one or more daily living tasks as defined in Arizona State Statute

11-1024. The animal must be sufficiently conditioned to be of no danger to the health, welfare and safety of the general public and the MCC community. Owners of service animals are liable for any damages done to MCC facilities by their animal and for any violations of state law regarding their animal.

Students using service animals on any Mohave Community College campus are required to provide to the director of disability services documentation regarding the disability and the assistance provided by the service animal. MCC requests that this information be provided before the animal is used as a service animal on any of its campuses.

See any MCC library for the complete information regarding service animals and State of Arizona statutes and United States' laws.

Service animals may be unrestrained when they are in use by and under the control of persons with disabilities or law enforcement partners. Service animals are permitted inside Mohave Community College buildings.

Sexual Harassment

The college is committed to creating and maintaining an educational environment in which students and employees can work and learn together and which is free of objectionable behavior of a sexual nature. MCC will take whatever action is needed to prevent, correct and if necessary, discipline persons whose behavior violates this policy.

Smoke-Free Environment

Mohave Community College provides a smoke-free environment in accordance with state guidelines.

Solicitation

Outside vendors must have written approval from the campus dean before soliciting on any MCC campus.

Student Code of Conduct

The rules and regulations in this code are to be followed by all Mohave Community College students. The College expects all Mohave Community College students to follow state and local laws and ordinances. Any legal action against a student who violates federal, state, or local laws and ordinances will not prevent the college from taking further disciplinary action. The discipline can include dismissal from the college.

Disciplinary action up to and including expulsion may be taken against any student by the college for offenses including but not limited to:

1. Threats of acts of violence against other persons
2. Misuse of alcoholic beverages: Students are responsible for the knowledge of all community, state, and federal laws pertaining to the use of alcoholic beverages. The selling, consumption, or possession of alcoholic beverages is prohibited on any Mohave Community College campus and college-owned or controlled property
3. Cheating and plagiarism: Dishonesty on assignments, examinations, or other academic work is considered a serious offense at Mohave Community College
4. Destruction of property: including destruction of college property or property belonging to individuals on college grounds
5. Disorderly conduct
6. Falsification of records: Any student who knowingly falsifies official records or documents is subject to immediate suspension or expulsion.
7. Illegal drugs: The violators of federal, state, or local laws or ordinances concerning illegal drugs will be prosecuted and punished by the applicable court of law. The college reserves

2009/10 MCC Bighorns Student Handbook

the right to discipline any student who violates such drug laws before, during, or after court proceedings

8. Theft
9. Trespassing or loitering
10. Violation of federal, state, or local laws, ordinances or regulations
11. Weapons: The possession of weapons is prohibited on any Mohave Community College campus and college-owned or controlled property
12. Hygiene affecting the ability of the student or others to learn or achieve satisfactory progress in the curriculum
13. Failure to comply with class and/or college procedures
14. Other conduct detrimental to the safe and orderly delivery of learning

Action in Emergency Situations

In a situation where urgent or emergency circumstances immediately threaten the peace, safety, or welfare of the college community or segments thereof, or where disruption of educational activities is occurring or is threatened, or where the physical property of the institution or the integrity of any person or property may be jeopardized, a student(s) may be summarily excluded from the properties of the institution for a period commensurate to the circumstances.

The determination of the necessity for such exclusion and authority to issue the order effectuating the same is held by the campus dean. The exclusion shall be terminated by the president/dean whenever and as soon as it becomes reasonably apparent that continuation thereof is no longer necessary.

Also, students who pose a serious risk of imminent harm, i.e., threats of violent acts against students and/or staff, may be expelled immediately.

Guidelines for Implementing the Student Code of Conduct

The following guidelines are to be followed in reporting and addressing misconduct on the part of students.

1. Investigations, hearings or appeals conducted as a part of disciplinary procedures used by the college are not courts of law and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of the college's standards may also violate the law, students may be accountable to both civil authorities and to the college for their actions. Disciplinary action at the college will normally proceed notwithstanding any civil or criminal proceeding.
2. Appropriate student conduct is the responsibility of the campus dean. The following guidelines should be followed when addressing student misconduct:
 - a. When any portion of the Student Code of Conduct or other college rule or regulation describing appropriate behavior is violated, a completed "Disruptive Behavior Alert Report" should be submitted to the campus director of student services. The director of student services will use this form to initiate an investigation into the matter, and will confer with the academic chair(s) and/or campus dean as appropriate.
 - b. Whenever deemed possible by College officials, effort will be made to address the student's inappropriate behavior through informal discussion, exchanges, helpful persuasion, clarification and reinforcement of rules of conduct.
3. If the campus dean or academic chair determines that informal measures have proven ineffective in

altering the student's behavior, or that the initial act was of such a serious nature as to warrant formal action immediately, the campus dean or academic chair will determine which formal steps to implement commensurate with the inappropriate behavior.

4. Formal disciplinary steps begin when a written complaint of misconduct against a student has been received by the academic chair or the director of student services, and when informal steps have either been exhausted or would not adequately address the severity of the misconduct. Any member of the college community may file a complaint against any student for misconduct.
5. A complaint should be submitted as soon as possible after the event takes place, preferably within five (5) working days of the alleged misconduct.
6. The academic chair (recipient) will conduct an investigation to determine whether the complaint has merit and to ensure that informal steps have been initiated where appropriate. If it is determined that the complaint does not have merit, or that additional informal steps are to be taken, the recipient of the complaint will notify the complainant of such.
7. If the complaint is found to have merit, the academic chair or his/her designee will schedule a hearing for the student within ten (10) working days of receiving the written complaint. The student should be informed in writing of the reasons for the proposed disciplinary action with sufficient information to ensure opportunity to prepare for the hearing. The hearing must be conducted within ten (10) working days of the date of the notification letter.
8. The hearing will be conducted by the academic chair (hearing officer) or his/her designee, with a recorder

2009/10 MCC Bighorns Student Handbook

in attendance selected by the hearing officer. Depending upon the severity of the case, the hearing officer may create a hearing council consisting of additional college staff members and students. The total number of individuals comprising the hearing council should not exceed five (5). The complainant and the accused may present evidence and witnesses to establish their respective positions. Each may be assisted by an advisor in preparation for the hearing; however, advisors are not permitted to speak or to participate directly during the hearing.

9. All proceedings shall be closed and considered confidential.
10. Selected information may be shared with specific responsible staff whom it is determined should be made aware of potentially dangerous or unstable situations as related to the alleged misconduct.
11. Hearings will proceed in the following order:
 - a. The reading of the alleged misconduct;
 - b. The student's denial or admission of the alleged misconduct
 1. If the student denies the misconduct, move to step 11, c.
 2. If the student admits the misconduct, move to step 12.
 - c. The presentation of evidence by complainant and questions by the student or hearing officer;
 - d. The presentation of evidence by the student and questions by the complainant or hearing officer; and
 - e. The closing statements by both parties.
12. A written or electronically recorded record of the hearing shall be made and kept in the office of the campus dean. A verbatim record shall not be required.
13. The hearing officer will notify the

student in writing of the hearing officer's or the hearing council's decision within five (5) working days of the hearing.

14. The following is a description of possible sanctions that the hearing officer or hearing council may impose or recommend, with steps for appeal in each case:
 - a. **Disciplinary Warning**
An official written notification that states:
 - The student's behavior is in violation of college regulations or standards
 - The student's expected behavior in the future
 - Further misconduct may be treated with more serious sanctions
 - The warning will not become part of the student's permanent file
 - b. **Disciplinary Probation:**
An official written notification that states:
 - The period of time in which the student's conduct is strictly observed.
 - A probationary period determined by the campus dean (after a recommendation by the hearing officer or hearing council)
 - The student's standing within the college is in jeopardy
 - Further misconduct will result in
 - Suspension or expulsion the action will not become part of the student's permanent file
 - c. **Suspension from the College**
This determination is made by the college vice president of instruction and student services and separates the student from the college for a specified period of time after recommendation from the hearing officer or hearing council and/or campus dean, with conditions of readmission stated in the notice of suspension. Such separation prohibits attendance at any classes, social events or other functions, and visiting college grounds or facilities unless by

written permission of the vice president of instruction and student services and will become part of student's permanent file.

d. Expulsion from the College

This determination is made by the college president, after recommendation by the vice president of instruction and student services. This sanction entails a permanent separation from the college and becomes part of the student's permanent file. No appeal is available.

Student Grievance Resolution Process

A student wishing to register a grievance should contact the campus director of student services for assistance in navigating this process. This process must be followed as outlined. Please note that most issues are resolved before reaching Level 2.

Non-Grade Related problem

Level 1 - Informal grievance resolution process

Within thirty (30) working days of the alleged event which forms the basis for the grievance, the student must contact the appropriate academic chair, director or campus dean who will answer questions and concerns and/or offer a resolution to the grievance.

Level 2 - Formal grievance resolution process

Within thirty (30) working days of the Level 1 resolution being offered, a student wishing further action on the grievance must complete and return a grievance resolution form. This form is available in the office of the director of student services and must be returned to the director of student services. The director of student services will forward a copy of the grievance resolution form to the respondent (person against whom the student has the grievance) and the appropriate academic chair, director or campus dean. The student must keep a copy of his/her completed complaint form. Within ten (10) working days of the receipt of the written complaint, the academic chair, director or campus

2009/10 MCC Bighorns Student Handbook

dean will work with all parties involved to resolve the grievance. Any or all of the parties involved may have a person accompany them during any discussions.

Level 3 – Appeal to Campus dean

Within ten (10) working days of the Level 2 resolution being offered, a student wishing further action on the incident must submit a copy of his/her completed grievance resolution form to the campus dean. Within twenty (20) working days of receipt of the grievance resolution form, the campus dean will conduct an investigation of the unresolved grievance and inform in writing the student, person against whom the student has the grievance, appropriate academic chair, campus dean, program director and vice president of instruction and student services of the results of this investigation. The campus dean may take one or more of the following actions:

1. Offer a resolution to the grievance.
2. Dismiss the grievance.
3. Take appropriate action.

All records regarding decisions and actions taken regarding the grievance will be housed with the vice president of instruction and student services.

NOTE: Any time limit herein may be extended by five (5) college working days by the campus dean with notice to the student. Timelines may be further modified by mutual agreement.

Grade Related Appeal

Level 1- Informal Grade Appeal process

A student must challenge a class grade within 90 days of the conclusion of the class by contacting the instructor of the class. The instructor will answer questions and concerns and/or offer a resolution to the grade challenge.

Level 2 – Formal Grade Appeal process

1. Within seven (7) working days of the Level 1 resolution offer, a student wishing further action on the grade appeal must complete and return a grade appeal form. This form is available in the office of the director of student services and must be returned along with any documentation that supports the complaint to the director of student services. The director of student

services will forward a copy of the grade appeal to the instructor and the appropriate academic chair. The student must keep a copy of his/her completed complaint form.

2. Within fourteen (14) working days of receipt of the grade appeal form, a Mediation Hearing Committee composed of the student, the instructor and the instructor's academic chair, who serves as chair of the committee, will convene. Any or all parties may have an on-campus person accompany them during any discussions. Meetings of the Mediation Hearing Committee are closed to observers. At this meeting the student and the instructor will resolve the issue or the academic chair will decide if the grade appeal is valid and what action should be taken.

Note: In cases where the instructor cannot be contacted by registered mail the academic chair, the Campus Dean and the registrar may certify grade changes.

3. Within seven (7) working days of the meeting date the academic chair will, in writing, inform the student and the instructor of his/her decision.

Level 3 – Appeal to Campus dean

1. Within seven (7) working days of the Level 2 decision, a student wishing further action on the grade appeal must submit a copy his/her completed grade appeal form, a copy of the academic chair's decision and any supporting documentation to the Campus Dean.
2. Within fourteen working days of receipt of the appeal the Campus Dean will conduct an investigation. The student, the instructor, the academic chair and the vice president of instruction and student services will be informed of the results of this investigation in writing and render a decision on the grade appeal. The campus dean's decision is the final decision of the college, and no further appeal is available.

Note: Semester breaks, vacations, etc.

may affect the resolution timeline.

Student E-mail

MCC students have MCC student e-mail accounts. Students will be assigned their student e-mail account after they have registered for classes and paid all tuition and fees. These e-mail accounts will give students access to up-to-date information throughout the semester (such as class schedules, special events, on-campus activities, etc.). Students are encouraged to use their MCC student e-mail account for all correspondence with faculty, staff and other students. Students who wish to utilize their own personal e-mail account must forward their MCC student e-mail account to their personal account to ensure they receive important information from the college. Please remember e-mail messages may be subject to public record inquiries.

Student Honor Code

Introduction

The passage of the recent amendment to the Higher Education Opportunity Act in August, 2008, is leading colleges to examine and improve upon their policies and procedures for ensuring academic integrity in distance delivered courses. In looking at MCC processes, it makes sense where applicable to include all students and all delivery modalities in any additional academic integrity procedures that support the MCC academic integrity policy.

An Honor Code

Although it is impossible to prevent every possible instance of cheating, honor codes have been shown to affect a school's cheating numbers. Traditional honor codes (no proctoring of any kind) are arguably more effective in smaller, more homogeneous academic communities. A "modified" honor code does not place the entire academic integrity responsibility on students, but rather combines both student responsibility and participation, and continued faculty proctoring. Early studies of "Modified" codes also show a decrease in cheating.

(See Houghton and Heberling, Academic

2009/10 MCC Bighorns Student Handbook

Dishonesty and the World Wide Web, Student Affairs Online, vol. 7 no. 1 – summer 2005, posted February 2006. www.studentaffairs.com/ejournal/Winter_2006/AcademicDishonesty.htm Accessed 13 November 2008)

Honor Policy Student Code of Conduct

The college shall establish a student code of conduct appropriate to the college, the communities, and the state.

Student Academic Honor Code

To support a climate of academic honesty, Mohave Community College adopts an Honor Policy that reflects the fundamental right of all students to an education based on a code of academic integrity and responsibility within the college community. The Honor Policy gives the responsibility for assuring academic integrity to the entire college academic community: students, faculty and the academic administration. Mohave Community College expects students to engage in all academic pursuits in a manner that is beyond reproach, and it expects faculty and the academic administration to fully support the MCC Honor Policy. Students found in violation of the Honor Policy that follows are subject to academic, and where appropriate, disciplinary penalty.

Definitions

The following definitions shall apply:

1. “Academic dishonesty” means any of the following:

- a. **CHEATING:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

To cheat on an exam is:

1. To use books, notes, or other materials not explicitly permitted by the instructor in taking the exam;
2. To copy other students’ work in taking an exam;
3. To use copies of examination material (whether stolen or accidentally obtained) in

preparing for an examination when the instructor has not made these materials public by prior distribution;

4. To assist a student in cheating in any of the aforementioned three ways.

To cheat on an assignment is to:

1. Use materials or sources explicitly forbidden by the instructor in completing the assignment (including the ideas and work of other students when forbidden);
2. Assist students in cheating as defined above.

Students should be aware that when taking online courses or when participating in online activities in ground courses, electronic trails may indicate cheating. Students sharing computers for the same course and submitting assignments within a few minutes of each other may give the appearance of shared work.

- b. **FABRICATION:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise with the intent of gaining an unfair academic advantage, either for the individual who is committing the fabrication or for another. A **falsification** is:

1. The manifestation of untruth with the intent to mislead;
2. Disregard for the truth;
3. False representation of one’s self;
4. Intentionally creating false data.

- c. **STEALING:** Stealing is the deliberate taking of another individual’s or group’s property without consent, permission, or acknowledgement with the intent of gaining an unfair academic advantage.

- d. **FACILITATING ACADEMIC DISHONESTY:** Intentionally or knowingly helping or attempting to help another to violate any provision

of this Code. Students are on their honor to report known academic dishonesty; failure to do so may incur a penalty.

- e. **PLAGIARISM:** Intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise. Plagiarism is the misrepresentation of someone else’s research, thought, or writing as one’s own. Plagiarism occurs when a student uses the ideas or phrasing of another individual or group and presents the information as their own without crediting the original source.

Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the Internet and not properly identified is also considered plagiarism.

Plagiarism includes, but is not limited to, the following:

1. Use of direct wording, artistic creations and/or expressions (written or musical) without proper acknowledgements
 2. False Citation: incorrect or inadequate citation of sources
 3. Purchasing, downloading, or using papers written by another individual
- f. **MISREPRESENTATION:** intentionally or knowingly claiming college credit, certificate, or diploma as one’s own when someone else did any or all work required toward the award of the credit/certificate/diploma.
 - g. **COLLUSION:** The unauthorized collaboration with another person in preparing written work offered for credit.
 - h. **ABUSE OF RESOURCE MATERIALS:** The intentional mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the

2009/10 MCC Bighorns Student Handbook

- mastery of course materials.
2. "Academic work" means the preparation of an essay, thesis, report, problem, classroom or online discussion, assignment or other project, whether done alone or in an assigned group, submitted for purposes of grade determination.
 3. "Academic penalty" means one or more of the following sanctions which may be imposed in cases involving violation of academic honesty:
 - a. A requirement to re-submit the academic work in question with an automatic grade reduction.
 - b. A requirement to perform additional academic work not required of other students in the course.
 - c. A reduction to any level of the grade in the course, or on the examination, or other academic work affected by violation of the Honor Code.
 - d. A requirement to withdraw from the course with a grade of "F" or a "W."
 4. "Disciplinary penalty" means any penalty which may be imposed in a student disciplinary matter pursuant to Mohave Community College Code of Student Conduct.
 5. "Honor Code" means the promise made to uphold the Mohave Community College Honor Policy.
 6. "Honor Code Reminder" is the standardized reminder placed in all course syllabi, on high stakes exams, and on the login page to the college online learning platform.
 7. "Honor Code Review Form" is that form used when a faculty member is convinced that a student has violated the Honor Code and the faculty has assessed an academic penalty or, additionally, recommended a disciplinary action. (The Student Behavioral Alert Form will still be used for non-academic dishonesty behavior.)
 8. "Honor Council" shall consist of a campus academic chair, director of student services and a designated

faculty member for academic penalty purposes. The Honor Council shall be expanded to include one current student selected by the Honor Council where an Honor Code violation includes recommendation of a disciplinary penalty. See 4.090.01.01 (Action in Emergency Situations, Item 8, inter alia, for the creation of a "hearing council" with student(s) included).

9. "Violation of the Honor Code" includes any act of academic dishonesty as defined by this policy.

Academic Honor Code

The Honor Code is the promise made by all members of the Mohave Community College community to uphold the MCC Honor Policy. The Code states:

We, the members of the Mohave Community College academic community hereby resolve to uphold individually and collectively the honor of the college by doing all that is within our power to prevent any form of dishonesty in our academic work, including, but not limited to, refusing to participate in any acts of cheating, fabrication, stealing, plagiarism, misrepresentation, collusion or facilitating the academic dishonesty of another.

Academic Honor Pledge

The Honor Pledge is a pledge of commitment to the Honor Code and shall appear on all final exams and other assessments as faculty deem appropriate. Student signature on the assessment shall be an acknowledgement of the pledge. The Honor Pledge shall also appear as a click through screen in ANGEL (or other MCC-adopted course platforms) in order to access final exams and other assessments as faculty deem appropriate. Students will be advised on that screen that by clicking through to the assessment they have acknowledged pledge.

In compliance with the Mohave Community College Honor Code, I pledge on my honor that I have not given or received any unauthorized assistance on this examination (or assignment) and that the person doing this course work is the person who is registered for this course.

I further pledge that I have not to my knowledge committed any of the acts of academic dishonesty identified in this Policy.

Scope

The Mohave Community College Honor Policy shall apply to all aspects of a student's academic life. This means that all tests, quizzes, examinations, and assigned written or oral work of any kind is expected to be the work of the student alone (unless otherwise assigned or approved) and that failure to observe this requirement shall be considered a violation of the Honor Code.

Faculty Responsibilities

The MCC "modified" honor system, requires that instructors retain the right to set such academic integrity measures as proctoring, using anti-plagiarism software, using secure testing software with additional passwords for online testing, etc.

All course syllabi shall reference the MCC Honor Policy, include the Honor Code, the Honor Pledge, and include the following reminder:

You are reminded that you acknowledge an understanding of the Honor Policy under which Mohave Community College places all academic work. If you are aware of dishonest work by your classmates in this course or other MCC courses, you are expected to contact the Honor Council through your campus Student Services Director. If dishonest work occurs in online or ITV courses, contact the Distance Education Office. The instructor is also responsible for providing clear and complete information regarding grading practices, allowed collaborations, and other academic expectations.

Student Rights and Responsibilities

Students have a right to expect that their instructors are competent to render fair evaluations of student work and that such evaluations will be free of prejudice and caprice. Tied to that right

2009/10 MCC Bighorns Student Handbook

is the expectation that students will take responsibility for reviewing their course syllabus at the start of the course, will ask for clarity if assignment instructions are not clear, will adhere to the MCC Honor Code, and will communicate promptly with their instructor if they believe they been graded unfairly. If a student believes the final grade for a course was based on an unfair evaluation, the student may proceed with the Student Problem Resolution (Grade-Related) Process as outlined in the MCC Student Handbook.

Honor Code Violation Procedures

Faculty Procedures When Suspecting Student Violation

When a faculty member reasonably suspects that a student under the faculty member's supervision has violated the Honor Code, the faculty member will follow these procedures. The faculty member's proceedings are informal and are not adversarial. The faculty member may consult with his or her dean, academic chair or director of student services regarding the matter.

1. The faculty member will summon the student orally or in writing to a private, personal conference. (Distance faculty may conference with the student by telephone and as a last result by MCC email.) At the meeting the faculty member will explain to the student both the suspected Code violation and the evidence that supports the suspicion that the violation occurred. The faculty member may rely on documents or electronic evidence and other written statements. If the faculty member relies on documents or other written statements the faculty member will provide the student with copies of such documents.
 - A. The faculty member will give the student at least three calendar days to respond to the suspected code violation. The student may respond in writing or in person at a subsequent meeting with the faculty member, as determined by the student.

The student may present witnesses, either by written statements or in person. However, neither the faculty member nor the student may be represented by legal counsel at any meeting.

- B. If the student fails to respond in the time that the faculty member provides, the faculty member may proceed to determine the matter as provided below.
2. The faculty member, after considering the evidence and the student's response, will determine whether the student violated the Honor Code and will notify the student of his or her determination and of any academic penalty assessed. The faculty member will also advise the student that the student may accept or appeal the faculty member's determination or any imposed academic penalty.
 - A. If the faculty member is not convinced that the student violated the Honor Code, the matter will end, and no Honor Code Review form will be submitted to the Vice President of Instruction and Student Services unless the student requests such.
 - B. If the faculty member believes the student violated the Honor Code and asks the student to re-submit the work with no grade penalty (such as a reduction in points or letter grade), and the student agrees to a work re-submission, the matter will end with the re-submission, and no Honor Code Review form will be submitted to the Vice President for Instruction and Student Services unless the student requests such.
 - C. If the faculty member is convinced that the student violated the Honor Code, the faculty member may assess an academic penalty as defined in Section 4.090.01.01 of this Manual.
 - D. In addition to an academic penalty, the faculty member

may recommend additional disciplinary penalty.

- E. On the Honor Code Review Form the faculty member shall:
 - (1) note his or her determination and any academic penalty;
 - (2) note any additional disciplinary penalty recommended;
 - (3) give the student an opportunity to indicate the student's acceptance of or objection to the faculty member's determination by signing the form;
 - (4) sign and date the form; and
 - (5) deliver the form to the with copies to the student the Registrar, the appropriate student services director and the faculty member's academic chair or dean.
3. The Vice President of Instruction and Student Services or designee will convene the Honor Code Council if (1) the faculty member recommends an additional disciplinary penalty; (2) the student objects to (appeals) the faculty member's determination; or (3) the student has a record of a previous violation of the Honor Code.
 - A. When the Honor Code Council convenes, it will give the student notice of the reported Code violation, notice of the evidence that it has to support that violation, and an opportunity to respond, according to these procedures.

(1) Reviewing Academic Penalties.

When the Honor Code Council reviews an academic penalty it will ask the faculty member to submit, in writing, the documentation and evidence that supports the suspected offense, as well as any mitigating evidence. The Council will then provide the student with a copy of the faculty member's materials and an opportunity to respond to those materials within a reasonable time determined by the Council. The Council may request

2009/10 MCC Bighorns Student Handbook

additional written materials from either party. The Council will consider all materials submitted and make its recommendation as provided below.

(2) Reviewing Disciplinary Recommendations.

When reviewing a recommendation for a disciplinary penalty, the expanded Honor Council will follow the applicable procedures for hearings in Section of the Code of Student Conduct. These procedures include notice to the student of the charges and evidence of an Honor Code violation and an opportunity to respond to the charges and evidence at a hearing.

(3) Reviewing Cases Involving Both Academic Penalties and Disciplinary Recommendations.

When reviewing cases that involve both an academic penalty and a recommendation for a disciplinary penalty, the Council will review the academic penalty under the procedures in subsection 1 above, and will review the disciplinary recommendation under the procedures in subsection 2 above.

B. After conducting its review, the Council will submit its findings and recommendations to the campus dean who will make a determination as to whether the student violated the Honor Code and if so, as to whether to impose any academic or disciplinary penalty on the student.

1. If the campus dean is not convinced that the student violated the Honor Code, the matter will end and the dean will remit the student's work to the faculty member for evaluation and grade assignment with supervision from the campus dean or a designated representative.
2. If the dean is convinced that the student violated the Honor Code, the dean may assess an academic penalty, a disciplinary penalty, or both.
4. Within five days of receiving the campus dean's written decision, the student may

appeal in writing to the Vice President for Instruction and Student Services. As provided in the MCC Policies and Procedures, the Vice President will hear appeals of academic decisions in both cases. Grounds for appeal are limited to allegations that:

- A.** Proper due process procedures were not followed. However, deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless they caused significant prejudice to the student;
 - B.** The penalties assessed are not commensurate with the Code violation committed; or
 - C.** The college has violated a right guaranteed the student by the Constitution or laws of the United States or the State of Arizona.
5. The Vice President will render decisions on the appeals within a reasonable time and will inform all parties, including the student and the faculty member, of the decision.

Note: If any conflict arises, the MCC Board Policies will prevail.

Student Procedures when notifying the honor council of dishonest work

1. Any student who suspects or is aware of dishonest work is personally responsible to contact the Honor Council. This may be done by sending a signed note in a sealed envelope to the campus student services director. The campus director of student services shall then notify the relevant instructor(s). If the referenced academic work is in an active course, the instructor shall promptly investigate the charge, and if justified, shall proceed with the Faculty process discussed above.
2. Any correspondence with the Honor Council is to remain confidential. Students who present their suspicions are not judges. The decision of guilt or innocence is the duty of the Honor Council.

3. Students accused of violating the Honor Code are considered innocent until proven guilty. A confession by the accused is not necessary to find a violation of the Code if conclusive evidence has been presented to the Council.
4. Nothing said during the meetings of the Honor Council shall be repeated outside the meeting. The alleged violator of the Honor Code is never informed of the name of the person who reported the alleged violation, unless that person agrees to allow the alleged violator to question her or him during a meeting of the Honor Council.

Special Departmental Honor Code Violation Procedures

In the event an individual department has a more exacting or rigorous violation policy, that policy shall supersede college policy.

Student Information System – EX WEB

A link to the EX Web directions may be found via the MyCampus Portal. Click on the Information tab, then Returning Students – Register Online Here.

In order to log into EX web as a student, you must first log into the MyCampus Portal. This is the standard MCC login that you have used for email and for logging into computers. Your username should be your last name, first initial, middle initial, and the last 4 digits of your student ID. The default password is the last 4 digits of your SSN.

Once you are logged in, click on the EX Web tab at the top right of the page. It will ask you again for your username and password. This will be your Student ID number, and birth date. Your birth date will be in MMDDYY format, so if it is February 20, 1967, it would be 022067.

Click login, and you will be taken to the EX Web site.

2009/10 MCC Bighorns Student Handbook

You should see something similar to the above screen. Your options are all on the left hand side of the screen. You can view a lot of information about yourself by following the links. **The biggest thing to remember about this site is that you don't want to use the back button.** This will cause you to see an error message.

Use the navigation tools to view different screens. Use the navigation bar to the left or the path in the middle of the screen.

Now that you understand navigating around the web site, you can start registering for classes. From the main student page, click on Add/Drop Courses.

On this page, you will be able to choose the year and term you would like to add courses for. You can enter them manually or search for them and add them. If you choose to type in the course, be sure you know the course and section you would like to enroll in. If you are unsure, you can search for courses and view all details of the course to select the best fit. To do this, click on "Course Search". This gives you some basic options. If you would like more, click on "More Search Options".

There are more options available. Feel free to search any way you like. Once you have found a course you like and are sure it's offered on your campus, click on the "add" box to the left of the course, and then click on the "Add Courses" button. This will add the selected course to your current schedule. You can then go back and search for and add any other courses. If you are unsure if a course is offered on your campus, click on the link to view all details of the course. This will tell you not only the days and times of the class, but also the location. Once you have verified that the course is available on your campus, Click "Add this Course".

If after you click "Add Courses" you receive an error message, please contact whoever is listed, or an academic advisor for assistance. Hopefully you are now fully registered for classes.

We can now proceed to the "Financial Aid and Account Information" page to view and pay for fees and tuition. On the

left hand side of the screen, click on the "Financial Aid and Account Information" link. From here, click on "My Account Balances" to view your current balance.

By clicking on the dollar amount shown, you can view a description of activity on your account. There will also be a link to make a payment.

Once you click on "Make a Payment" you will fill in the amount you would like to pay. The next screen asks what payment method you will be using. Once you click on "Make a Payment" you will fill in the amount you would like to pay. The next screen asks what payment method you will be using. The only current option for online payment is by credit card; if you wish to pay by credit card click continue.

You should now see the page to enter your personal information and credit card number. If you have any questions, please feel free to contact the college during business hours.

To reach an academic advisor, please call:

Henry Campus Bullhead City	928.758.3926
Lake Havasu Campus	928.505.3389
Neal Campus - Kingman	928.757.0877
North Mohave Campus	928.875.2799
Distance Education Campus	928.757.0867

Student Right to Know Act

The Student Right to Know Act has been in effect since July of 2000. It requires institutions that receive Title IV funding to disclose certain information, including institutional graduation rates, athlete graduation rates, financial assistance awarded and crime statistics. This information is available from the office of institutional effectiveness.

Use of Electronic Devices

The following applies to all devices used for communication -- cell phones, blackberries, MP3s, iPods, and other such portable devices, including those with text messaging capability - and has

been designed to limit interruptions and distractions in an educational setting. MCC understands that many students carry and use cell phones, especially for emergency purposes. MCC encourages all students and faculty to turn their cell phones off during class time. Those students who feel that they need to be available for emergency calls should change their phone setting to vibrate and should only answer calls that could be possible emergency situations. If a student is aware of a developing situation, he/she is strongly encouraged to notify the instructor before a class begins. If a student feels they must answer the phone because of a possible emergency, the student must take the call outside the room and return as soon as he/she knows it is not an emergency. It is the student's responsibility to obtain notes from a peer on material they may have missed. The use of cell phones and all other electronic devices during testing situations is strictly prohibited. Arrangements should be made to have another family member or an emergency contact person available.

Visitor Expectations

All individuals, whether currently enrolled or not, must abide by the college code of conduct and rules and regulations while on or using any college property, equipment or attending any college related function.

Weapons Policy

As defined in ARS §13-3102 A1, A2 and A10, all persons on Mohave Community College property are prohibited from carrying weapons or simulated weapons, represented by the person in possession of the simulated weapon to be a weapon, with or without a permit, on their person or in their vehicles or concealed within their immediate control.

Those items include, but are not limited to: all firearms, sheath knives, boot knives, swords, pocket or folding knives with a blade length greater than three (3) inches, crossbows, long bows, compound bows, sling shots, any instrument under the circumstances of use that could cause death or serious injury, nunchucks, throwing stars, darts, throwing knives and

2009/10 MCC Bighorns Student Handbook

related martial arts weapons, explosives, explosive devices, ammunition and ammunition components.

Persons excluded from this policy:

- Any certified peace officer currently employed by a law enforcement agency
- Any person possessing a weapon for education demonstration purposes

Student Club & Organization General Guidelines

Students who remember their college days the most are those students who were involved in activities outside the classroom. In addition to a number of campus organizations and clubs, many activities are scheduled specifically for students each semester. Be sure to watch for notices of what is happening on your campus or check our Web site at www.mohave.edu.

Privileges of a Chartered Organization

- Use of the college name
- Recruitment of their members on the campuses
- Opportunity to hold social functions on the campuses
- Use of the college grounds, facilities and equipment
- Use of the student centers for meetings and social events
 - ◆ Access to the college's services i.e. (club mailboxes, poster making, club travel, signboards, poster hangers, college vehicles etc.)
 - ◆ Designated space to display flyers, posters, and banners
- Advertisements of the organization's activities on the campuses

- Help from college staff in planning, starting and determining the organization's function
- Compliment and extend the learning activities of interested students
- To expand on existing interests
- To experiment with new activities
- To enhance a classroom experience
- To provide structured social outlets
- To offer students an opportunity to build leadership skills
- To build workforce skills that can enhance a student's professional development
- To provide opportunities to network with other students
- To provide opportunities for students to participate through campus involvement and community service
- Eligibility for awards and honors presented to student organizations and their members

How to Start a Student Club or Organization

Any group of students wishing to organize a club may do so, provided they complete the following necessary conditions:

- Contact the director of student services.
- Find at least five other currently enrolled students who are also interested in becoming a charter member of the club.
- Find a full-time employee at the college who will act as the club's advisor.
- All must have a minimum of two officers (President and Secretary/Treasurer) who are currently enrolled MCC students.
- Write a constitution for the club.
- Submit a constitution to be approved by the Director of Student Services and the Campus Dean.

Who May Join a Student Club or Organization

It is assumed that extra-curricular activities will not take priority over academic pursuits.

- Discrimination in determining club membership on the basis of age, creed, color, race, sex, religion, national origin or disability is strictly prohibited.
- All students, faculty, alumni, and Mohave staff may participate in clubs of their choice, provided they meet the requirements of the club(s) in which they are interested.

Responsibilities of Student Club or Organization

- All organizations must adhere to the policies and procedures of Mohave Community College and be approved by the Director of Student Services and Campus Dean.
- Obtain approval from the Campus Dean for all student functions.
- Keep the name of the college in good standing in all functions and actions.
- All organizations must have an advisor or substitute acceptable to the administration that should be present at all registered campus activities of the organization.
 - ◆ Keep the advisor informed regarding the operation and needs of the organization.
 - ◆ Provide the advisor with the minutes of all meetings.
 - ◆ Consult with the advisor regarding programs, events, and activities.
 - ◆ Update the advisor on the financial condition of the organization.
 - ◆ Inform the advisor immediately if situations arise that might cause problems for any individual member, the organization, or for the college.

2009/10 MCC Bighorns Student Handbook

- ◆ Provide opportunities for interaction between the advisor and the members of the organization.
- ◆ Give the advisor an opportunity to express an opinion on issues which affect the welfare of the organization and the college.
- ◆ Recognize that an advisor should not be committed to any type of obligation unless he/she agrees to the commitment.
- Adhere to all college rules and regulations including those that pertain to hazing, alcohol, posting, drawings, and the use of campus facilities and/or equipment.
- Avoid activities that pose undue risk to the safety of individuals or which create liability for the Club or Organization and the college.
- Plan no function where intoxicants or illegal substances are sold or used.
- Those organizations established as “fund-raising groups” are required to establish an account at Mohave Community College. They must deposit and withdraw all moneys through this account.
- All organizations have the responsibility of demonstrating financial responsibility with all club funds, college allocations, and club fundraising according to established policies and procedures.
- Obtain funds for student-sponsored functions by requesting funds from Student Government Association and by sponsoring money-making projects.
- Register current club officers and advisor each semester with the Director of Student Services.

Constitution

A draft constitution is required before starting a Club or Organization. After holding your first meeting, a copy of the finalized constitution and a list of officers should be turned in to the Director of Student Services for review. Please contact

the Director of Student Services or go online to receive a Constitution form and a Recognized Student Organization Officer/Advisor form.

Club or Organization Officers

All clubs must have a minimum of two officers (President and Secretary/Treasurer) who are currently enrolled MCC students. In the event any elected official of a club is not fulfilling his or her duties and responsibilities, he/she may be asked to step down, resign or may be impeached by a special meeting of the club members and the club advisor.

While no handout, person or any other source of information can tell you exactly what the officers of your organizations should be doing, the following will give you an idea of typical responsibilities for officers.

Use these generalizations as guidelines and adapt them to fit your organization.

President

- The person “in charge”, responsible for supervising/overseeing the work of the other officers and ensuring that they function together as an effective team.
- Provides overall vision and sense of direction for the organization.
- Spokesperson/representative/external liaison for the organization.
- Schedules and runs officer and organization meetings.
- Serves as a role model for other officers and members.

Vice President

- Specific roles and responsibilities for this position need to be clearly identified to ensure effectiveness.
- Supervises/oversees chair people and the work of all committees.
- Selects committee chairs.
- Delegates appropriate responsibilities to committee chairs.

- Actively keeps up-to-date on work of committees with committee chairs.
- Chairs occasional special committees or projects.
- “Assumes responsibility” during absence of president.

Secretary

- Records and distributes all pertinent information to members, including meeting minutes, upcoming events and opportunities.
- Handles all organizational correspondence.
- Keeps accurate membership lists with names, addresses and phone numbers. (including summer addresses).
- Maintains thorough organizational files and records.

Treasurer

- Establishes annual budget for organization and ensures it's followed.
- Reports the group's financial status regularly to organization officers and members.
- Manages day-to-day financial transactions.
- Records and pays bills/reimbursements.
- Deposits/withdraws funds. Works closely with Mohave Community College Business Office.

Effective Meetings

Seating for Success:

Arrange chairs in a circle seating arrangement, whenever the size of the room and the group allows, without excess room between chairs. If a chalkboard or pad will be used arrange the chairs in a semi-circle around, so all can see.

Be Prepared and On Time:

2009/10 MCC Bighorns Student Handbook

Make an agenda: An agenda will simplify the task of conducting a meeting. Prepare one with input from the members of your group. Distribute a copy to each person expected to attend. At the top, indicate the purpose or objective for attendance, and estimate a time frame for each item on the agenda. Bring any materials, ideas, or concerns you have to address.

Participate:

Listen: Concentrate on what the speaker is saying, instead of planning what you are going to say next. Avoid side talk. Silence is always golden: Clearly and briefly express your ideas or responses to the ideas of others. Address your comments to the whole group. Ask questions. It is O.K. not to know.

Cooperate:

Discuss the issue, not the person. Help look for alternatives and have an interest in the outcome. If more information is needed before the issue decision can be made, you may assign a committee to explore in more depth. You may table a motion until more information is collected.

Stick to the Subject and Keep the Meeting Moving:

Save socializing for the appropriate time. People deserve to use the meeting time in the expected way. The leader may use her/his own reactions as a guide: If you're feeling bored and restless, others probably are too. Communicate your concerns honestly and assertively. Break eye contact with an individual who is talking too long, or suggest a later discussion.

Give Recognition and Encouragement:

It is easier to notice some members than others, so spread this gift around. Encourage participation from all members present.

Make Decisions Through Group Discussion, Followed By a Vote:

Know and use parliamentary procedure.

Parliamentary Procedure

To participate effectively in the proceeding of a meeting, each voting member needs to be familiar with the basic rules of parliamentary procedure. These rules enable the members to transact business with expediency and efficiency, and in a manner fair to all. The parliamentary rules followed by Mohave Community College are *Robert's Rules of Order Newly Revised*.

Steps Necessary to Adopt a Motion

- a. Rise and address the chair (Madam Chairman, Mr. President)
- b. Receive Recognition (Chair speaks name or nods)
- c. Make the motion ("I move to..." or "I move that...")
- d. Second the motion (Second need not rise nor address the chair)
- e. Chair states the motion
- f. Discussion or debate
- g. Chair puts the question to vote
- h. Chair announces the vote and the results

To Withdraw a Motion

Before it is stated by the Chair, the maker of the motion may withdraw it. After it is stated, she/he may withdraw it if no one objects. Say: "If there is no objection, may I withdraw my motion?"

To Change a Motion (Amend it)

- a. When you wish to add words at the end of a motion, say: "I move to amend the motion by adding the word(s) ___."
- b. If you want to insert a word say: "I move to amend the motion by inserting the word ___ before the word ___."
- c. When you wish to strike out a word or words between two words already in the motion, say: "I move to amend the motion by striking out the word '___' before the word '___'."
- d. When you wish to strike out a word and put another in its place, say: "I move to amend the motion by striking out the word '___' and inserting the word '___'."

- e. When you wish to substitute a whole new paragraph, as when amending bylaws, say: "I move to amend article ___, section ___, by substituting – (read the substitute paragraph)."

To Accept the Amendment

If an amendment is offered to a motion and the maker of the motion likes the amendment, she/he may say, "I will accept the amendment." If no one objects, the amendment does not have to be voted on as it automatically becomes part of the original motion. Handling amendments in this manner saves time for the assembly.

Required Vote

Any motion which restricts the privilege of the members, or changes something that has already been adopted, requires a 2/3 vote; all others, majority vote.

Voting

Anyone may call for a rising vote or a ballot vote. Ask for a ballot vote if you feel the members are more likely to express their real opinions if the vote is secret.

Division

On a voice vote, when you think there is a question as to the result of the vote, you may call out "division" or "I call for division." This means you want a rising vote. You don't need to rise or address the chair. No Second is required.

General Consent

When the Chair knows everyone is in favor of a motion, she/he may say, "If there is no objection, we will dispense with the reading of the minutes of the last meeting." "If there is no objection, we will ask the secretary to send a letter of thanks." This is called voting by general consent and saves time. If anyone calls "I object," the Chair proceeds to take the vote as though the motion had duly been made, seconded and stated.

Advisors

An advisor must be selected to work with your club or organization. In selecting an advisor, remember that he/she will be

2009/10 MCC Bighorns Student Handbook

volunteering his/her time. It is best to ask a faculty, staff, or administrative member who has expressed an interest in your club and would be willing to help you reach the goals established by your organization.

Role of an Advisor

Advisors have a unique role in the development and growth of student organizations, serving as a vital link between the college and the students. Advisors can serve as valuable resources, mentors, and role models for students, particularly in the areas of leadership, communication, organization and personal growth.

Who are Advisors?

An advisor must be either a Mohave Community College employee or administrator.

If an advisor must resign prior to the end of the academic year, the organization and the Director of Student Services must be notified in writing. It would be helpful if the advisor could suggest alternative advisors.

Responsibilities

Be familiar with the mission, goals, and objectives of the organization and the college.

Be willing to assist students in familiarizing themselves with whom to contact for any questions about the various college policies and procedures (i.e. issues concerning student conduct, use of campus facilities and resources, handling complaints, purchasing, etc.). Be present or represented at meetings and organizational events.

Inform officers in the organization of any serious failure of the organization or its members in assuming responsibilities and assist in rectifying the problem(s). Report misconduct or violation of policy, which may harm the students, the organization or the college, to the Director of Student Services.

Maintain a liaison function between the organization and the Director of Student

Services. Remind students to provide a semester list of activities and officers to the Director of Student Services.

Be aware of liability issues; thus, limiting unnecessary risks by applying "reasonable person" standard precautions to prevent problems.

Maintenance Functions

- Assist with goal setting.
- Facilitate conflict resolution.
- Provide budget and proposal development.
- Provide direction and support.
- Link student Club or Organizations to administrative structure of college.

Group Growth Functions

- Teach and model techniques and responsibilities of effective leadership.
- Participate in the orientation and training of new officers.
- Facilitate communication among organizational members.
- Assist the groups in developing operational guidelines.

Program Content Functions

- Offer new program ideas - suggest new perspectives.
- Help students apply theories learned in the classroom.

Student Club and Organization Financial Guidelines

Access all forms for student clubs and organizations at: www.mohave.edu/pages/410.asp

How to Properly Request Funds

- All forms must be filled out electronically
- All required signatures for approval must be received prior to submitting forms to the business office.
- Attach supporting paperwork/quote which supports the amount of the requested expenditure.
- Attach a copy of club/organization minutes that approved the event and the amount to be spent.

- No reimbursement for purchases made without properly completed paperwork.

Difference between Cash Drawer and Petty Cash

- A Cash Drawer would be requested if a club or SGA is sponsoring a fund raiser and needs to provide change at the event. Please make certain that when the monies are turned in for deposit that the cash drawer is separately identified from the monies collected at the fund-raising event. Remember that the monies are due the day of the event or as soon as a cashier is available. You must have your account number X0-8-8044-5XX-1022 when you turn in the cash drawer money.
- Petty cash is a request for cash to make specified purchases at several different places when the amounts for each vendor are relatively small for getting a separate check for each vendor. Beginning now, the Student Club/ Organization Request for Purchase Order needs to be more detailed with regard to where the cash is to be spent and what is to be purchased.
- Petty cash is NOT to be used to bypass the normal approval process or because proper planning wasn't done in a timely manner. Care needs to be exercised in the requests for and use of petty cash to avoid the cancellation of the privilege of using this method of making purchases. As soon as the event for which the petty cash was expended is completed, the petty cash custodian needs to complete the reconciliation sheet (pink), attach the receipts, obtain appropriate approvals, and send the receipts to Business Services, NCK – 102. Any cash that is not expended needs to be turned in at the campus cashier (currently the front desk at LHC & BHC, the Business Office at NCK, and the bookstore at NMC). You must have your account number X0-8-

2009/10 MCC Bighorns Student Handbook

8044-5XX-1024 when you turn in your unexpended cash.

- ACCOUNT NUMBERS: 20 - NCK, 30 - LHC, 40 - BHC, AND 50 - NMC
- Example – 20-8-8044-5XX-1022
- REQUEST TO RESERVE CASH BOX FOR YOUR EVENT, if you do not have one, from the Director of Student Services

Checklist - Cash Drawer

- ✓ Limit is \$50 and allow three (3) weeks
- ✓ Does event require Cash Drawer?
- ✓ Account Code – X0-8-8044-5XX-1022
- ✓ STO 0012 Form – Student Club/Organization Request for Purchase Order (Requisition)
- ✓ Cash Custodian and Requester will be the Treasurer
- ✓ Special Instructions – How will the check be picked up – mailed or picked up from Business Office?
- ✓ Complete Form plus get the appropriate signatures: Club Advisor, Director of Student Services and Campus Dean
- ✓ Attach approved Fundraiser/Activity Approval Form STO 0002 and club/SGA minutes approving the event before sending to the Business Office - NCK

Checklist – Petty cash

- Allow three (3) weeks
- To purchase supplies directly related to an event you need to do a Student Club/Organization Request for Purchase Order (Requisition) with a list of the types of items to be purchased, proposed vendor(s), and approximate costs. Be sure to keep all receipts for reimbursement.
- ✓ Account Code – X0-8-8044-5XX-1024
- ✓ STO 0012 Form – Student Club/Organization Request for Purchase Order (Requisition)

- ✓ Cash Custodian and Requester/ Vendor will be the Treasurer
- ✓ Special Instructions – How will the check be picked up? – mailed or picked up from Business Office
- ✓ Complete Form plus get the appropriate signatures: Club Advisor, Director of Student Services and Campus Dean.
- ✓ Attach approved Fundraiser/Activity Approval Form (STO 0002) and club/SGA minutes approving the event before sending to the Business Office NCK.

Checklist - Cash Drawer and Cash Receipts

- * Student Government Association or Student Club Cash Drawer Report Form – STO0009 (Cash Drawer Report Form) is required.
- * At the end of the event – within 24 hours (Governing Board Policy 5075) all funds must be deposited at the Campus Front Desk, Business Office - NCK or the Bookstore at the North Mohave Campus with the correct account codes - X0-8-8044-5XX-1022 for the Cash Drawer and X0-8-8044-5XX- 2430 for the receipts from the event..
- ✓ Collect cash at the event
- ✓ Obtain receipts(s) (cash register receipt is preferable) if cash collected is used to pay expenses.

Receipts MUST:

- Be dated
- Provide name of entity or person paid
- Show the \$ amount and date
- Contain 2 signatures (club member, club officer, or club advisor)
- Individuals, including members, may not be paid with cash except to reimburse for items purchased during the event, and for which there is a business receipt.
- Count the money on hand at the end of the event and enter on the

Cash Drawer Report Form (STO 0009)

- List checks collected – include name on the check, address, name of bank, and \$ amount, then total all checks
- List receipts, if any, from #2 then total and attach to the Cash Drawer Report Form (STO 0009)
- Complete the Cash Drawer Report Form (STO 0009) including account numbers and signature of Treasurer or officer
- Take the money/checks and Cash Drawer Report Form (STO 0009) to the Cashier (Front Desk, Business Office – NCK, or NMC Bookstore); Keep copy of receipt
- Keep a copy of the Cash Drawer Report Form (STO 0009)

Checklist - Petty Cash At The End Of Event

- ✓ Turn in cash to the Front Desk Staff, Business Office – NCK, or NMC Bookstore with the correct account code - X0-8-8044-5XX-1024; Keep copy of receipt
- ✓ Complete STO 0013 Petty Cash Reconciliation form
- ✓ Attach all receipts
- ✓ Send to/take to Business Office - NCK, Accounts Payable

Checklist - Other Expenses

- * For A Specific Vendor – Advance Approval Required
- ✓ Account Code – X0-8-8044-5XX-2430
- ✓ STO 0012 Form – Student Club/Organization Request for Purchase Order (Requisition)
- ✓ Requester will be the Treasurer
- ✓ Special Instructions – How will the check be picked up? – mailed or picked up from Business Office – NCK

2009/10 MCC Bighorns Student Handbook

- ✓ Complete Form plus get the appropriate signatures: Club Advisor, Director of Student Services and Campus Dean
- Attach: Quote(s) for item(s) being requested and club/SGA minutes approving the expenses.
- ✓ Send to Business Office – NCK

Request For Payments

To Individuals

Payments to any individuals must be made by the College and the Club/SGA will donate the cost to the College. Please contact Business Services – NCK for the correct process to follow. If the person being paid is an MCC employee, the College must process the payment using regular accounts payable procedures. If the individual is not associated with the College, the payment is earmarked internally for potential income reporting. If operating under the College's umbrella and following the required guidelines seems too restrictive to Club/SGA members, consider the alternative:

To operate as a totally independent entity that wants to use College facilities and other amenities;

- The club would have to file for recognition as a non-profit organization under the rules set forth by the Internal Revenue Service and including filing information tax returns and possible payroll tax liability concerns.
- The club would have to meet all requirements for College facility use that other non-profit organizations have to meet, including maintaining expensive liability and property damage insurance and scheduling concerns.

CONTACT BUSINESS SERVICES IF YOU HAVE ANY QUESTIONS

Student Club Travel Guidelines

Note: Access all travel forms for student clubs and organizations at: www.mohave.edu/pages/410.asp

1.The Mohave Community College Policies and Procedures Manual, Revised January 5, 2009 states the following concerning Student Club Travel:

2.Requests for travel by student members of clubs must be submitted on travel request forms no less than fifteen days prior to the travel.

3.A club advisor must always be present with the club and responsible for travel arrangements and club activities. Only college employees are authorized to drive college-rented vehicles.

4.College-rented vehicles may be used by student clubs for approved travel under the conditions stated in Item 5, and with the approval of the campus dean. Approval of club travel in college-rented vehicles is subject to the availability of funding and must be approved by the campus dean.

5.No college-rented vehicles used for club activities may be parked at an airport. However, they may be used to transport personnel to and from the airport.

6.If rental vehicle is not available to a club, club members may use their own vehicles under the condition that a liability waiver is signed by the club members, and submitted to the business services department prior to travel. When a private vehicle is used, the driver's personal automobile insurance provides primary coverage. Prior to the use of a personal vehicle, proof of insurance must be provided to the business services department.

7.Mohave Community College will pay for the advisor's travel expenses with the approval of the campus dean. Students are responsible for their own expenses or must use available club funds.

8.All rental vehicles are to be returned with a full tank of gas and the vehicle must be clean.

Checklist - Student Club Travel Request

- **Note:** All out of state travel must

be approved by the President
Each club member traveling must complete Travel Release Form (STO 0011).

- If no expenses are to be paid through the college, complete ONE Travel Request Form (STO 0010) and attach all completed Travel Release Forms (STO 0011)

OR

- If all expenses to be paid through the club are for the entire group, complete ONE Travel Request Form (STO 0010) and attach all completed Travel Releases (STO 0011) for each.
- If each traveler will be incurring reimbursable expenses or expenses to be paid through the college, each traveler must complete a Travel Request Form (STO 0010 and attach his/her completed Travel Release Form (STO 0011).
- If expenses are to be paid by the college, mark the Travel Request Form and attach necessary information and/or Forms.
- If personal vehicle is being driven, attach a copy of driver's licenses and current insurance card.
- Attach copy of minutes approving the travel and expenses.
- Mail or send the appropriate Travel Request Form(s) with all attachments, to the Business Office – NCK.

Fundraising Policy

Note: Access all fundraising forms for student clubs and organizations at: <http://mohave.edu/pages/434.asp>

Fundraising activities for student clubs and organizations are encouraged and afford all participants with learning leadership experiences; while at the same time,

2009/10 MCC Bighorns Student Handbook

opportunity to build club or organization accounts for future activities.

Requirements

In order for a club or organization at Mohave Community College to participate in a fundraiser, the club or organization must be formally recognized by the college and have a current constitution and list of officers on file with the Director of Student Services.

The club or organization must have established an account with the MCC Business Office - NCK.

Student organizations must keep adequate records showing how the money was raised, how the funds have or will be spent, and the balances associated with spending club organization funds. A spreadsheet may be obtained through Director of Student Services to assist with this matter.

No individual or group may solicit business on campus with students or faculty without prior approval of the Campus Dean. Only recognized campus clubs/organizations with the approval of the Club Advisor, Director of Student Services and the Campus Dean may solicit funds.

Procedures

The Fundraiser/Activity Approval Form (STO 0002) must be completed, signed, and approved before the fundraiser may occur. Signatures received on this form include the following: person in charge of the event, Club Advisor, Director of Student Services, and Campus Dean. Any Request for a Purchase Order for club expenditures must be signed by the Club Advisor, approved by the Director of Student Services and the Campus Dean. All money raised must be deposited with the MCC Business Office – NCK, the front desk of your Student Center or the bookstore at the North Mohave Campus within 24 hours of the completion of the fundraiser, or as soon as a cashier is available.

All expenses for the fundraiser must be paid through the Business Office - NCK following the purchase order procedures or a receipt must be included with the deposit if distribution was provided through the cash box. No funds may be

directly taken out of the cash box without a receipt signed by at least two signatures (advisor, club officer or club member).

Receipts must be dated and include the name of the entity paid or person reimbursed.

All checks collected during the fundraiser must be written to "Mohave Community College Club or Organization name." The activity **MUST BE APPROVED IN WRITING** by the club advisor and the vice president of instruction and student services.

Any activity involving food purchases by the club or the college must submit a completed Statement of Public Benefit Form along with the Fundraiser Activity Approval Form BUS 0029.

The club advisor will arrange for a formal accounting of funds to the business services department.

Any solicitation of prizes from vendors outside the college must be approved by the club advisor and accompanied by a letter signed by the campus dean. An approved registration form must be submitted for any kind of raffle. The form number is MCC Form STO 0002 and should be obtained from the club advisor.

A Gambling and Raffle Registration form must be completed, approved by the vice president of instruction and student services and submitted to the attorney general's office prior to any organization conducting any kind of raffle. Organizations should plan far enough ahead for these approvals to be obtained.

Checklist - Request Funding From Student Government Association

- Event planned and approved by club members
- If event qualifies, complete the Student Club Activity Request for Funds from Student Government Association (STO0003)
- Receive copy of approved form from Business Office – NCK

Student Government/ Organizations

Participation in student government organizations

- Provides practical communication skills.
- Enhances educational experience and identification with the college.
- Aids and encourages fellow students.
- Initiates growth and positive changes on campus.

The Student Government Association (SGA) is designed to promote college spirit, provide a focal point for discussions between students and the college staff, and to give students a representative voice in college affairs.

Through its work, students are provided an opportunity to participate in the democratic process. Student Government Association serves as a collective voice for students in student-related issues and concerns. Elected student leaders seek to promote a progressive cultural and social environment. SGA supports other clubs in an attempt to enhance the leadership mission of the college.

Mohave Community College Student Government Association Constitution

Preamble:

We, the students of Mohave Community College, desiring to organize, promote, and sponsor college functions and activities for students, faculty, and staff; to promote student leadership; to promote student awareness of self and environment; to foster the recognition of rights and responsibilities of students to the college and the community; to promote positive relationships and mutual understanding among and between students, faculty, staff, and administration; to encourage the spirit of loyalty and respect for the college and its endeavors; do ordain and establish this Constitution for the students of Mohave Community College.

2009/10 MCC Bighorns Student Handbook

The Student Government Association, composed of elected officers and representatives as described herein, shall act as the executive and legislative body of the associated students of Mohave Community College,

Article I: (Membership)

Section 1: Qualifications

All registered students enrolled in academic credit classes for the semester shall be members of the Association. Membership in the Association shall entitle such members to vote in the election of the officers for the Association and to receive any other benefits offered by the Association.

Article II: (Nominations)

Section 1: Officers:

The four elective Student Government Association Officers are by title:

- President
- Vice-President
- Secretary
- Treasurer

Section 2: Nominations

Qualified candidates for the offices of President, Vice-President, Secretary, and Treasurer will file for candidacy with the Director of Student Services not later than five (5) days before the general election. Elections will be by secret ballot designed by the Director of Student Services. Nominees may not campaign on Election Day.

Section 3: Elections

- A. Elections for Government Association Office will be held annually during the spring semester with elected officers serving the following fall and spring semesters.
- B. Freshman representatives-at-large (2) will be elected during the first month of school in the fall and will serve for that academic year.
- C. Each of the chartered clubs/ organizations will meet, nominate, and select one
 1. Representative to the Student Government Association during

the first month of school in the fall each year.

- D. All elected officers and members will hold office for a term of one academic year unless removed by action of the Administration, Associated Students, or the Government Association.

Section 4: Vacancies

In the case of a vacancy in the Government Association due to resignation, dismissal for absenteeism, or unsatisfactory grades, the Government Association will accept applications for such vacancy (ies) for one week. The Government Association will elect new member (s) from the applicants by a 2/3 majority vote. Clubs which lose representation will be asked to select new representation.

Article III: (Duties of Officers)

Section 1: The President shall:

- A. Have completed twelve academic credit hours at Mohave Community College.
- B. Be chairman of the Student Government Association.
- C. Call and conduct all meetings of the Government Association and Associated Students in accordance with Robert's Rules of Order.
- D. Be an ex-officio member of every Government Association committee.
- E. Be an ex-officio member of the Campus Communication Council.
- F. Have the right to place motions before the Government Association and make requests on behalf of the College and /or Club/Organization.

Section 2: The Vice-President shall:

- A. Have completed twelve academic credit hours at Mohave Community College.
- B. Assume the duties of the President during his/her absence.
- C. Succeed to the Presidency upon Presidential vacancy.
- D. Perform duties as assigned by the President.

- E. Have the right to place motions before the Government Association and make requests on behalf of the College and/or Club/Organization.

Section 3: The Secretary shall:

- A. Have completed twelve academic credit hours at Mohave Community College.
- B. Maintain a record of all Government Association meetings.
- C. Maintain a record of all ordinances adopted by the Government Association.
- D. Be in charge of official correspondence of the Government Association.
- E. Act as presiding officer of the Government Association in the absence of both the President and the Vice-President.
- F. Have the right to place motions before the Government Association and make requests on behalf of the College and/or Club/Organization.

Section 4: The Treasurer shall:

- A. Have completed twelve academic credit hours at Mohave Community College.
- B. Record income and expenditures of the Government Association.
- C. Approve all purchases prior to procurement.
- D. Initialize payment of all bills.
- E. Present a treasury report at all meetings.
- F. Have the right to place motions before the Government Association and make requests on behalf of the College and/or Club/Organization

Section 5: The Parliamentarian shall:

- A. Be appointed by the President with confirmation of the Government Association members.
- B. Be versed in the rules and procedures of parliamentary law (Robert's Rules of Order).
- C. Maintain order according to Robert's Rules of Order throughout

2009/10 MCC Bighorns Student Handbook

- Government Association meetings.
- D.** Have the right to place motions before the Government Association and make requests on behalf of the College and/or Club/Organization.

Section 6: All Government

Association representatives shall:

- A.** Attend all Government Association meetings.
- B.** Represent the College and/or Club/Organization in voting on matters before the Government Association.
- C.** Communicate and interpret the decisions and projects of the Government Association to the College and/or Club/Organization.
- D.** Serve on a minimum of one Government Association committee per semester.
- E.** Have the right to place motions before the Government Association and make requests on behalf of the College and/or Club/Organization.
- F.** Have the right to vote on all motions made before the Government Association.

Article IV: (Committees)

Section 1: Committees will be formed by the President in response to specifically identified needs.

Section 2: Activity committee will serve as a standing committee, composed of all Government Association members, with the purpose of planning and organizing activities (social) for all MCC students and their guests. This committee shall work with and assist each college recognized organization (those receiving funds from the activity fee) in sponsoring a college social event during the school year.

Section 3: Allocation Committee:

Student fees are designed to support student-orientated clubs, organizations, and activities which are recommended by the Student Fee Allocation Committee. The purpose of the Committee will be to make recommendations to the Director of Student Services and the Campus Dean about the activities which should

receive student fee support and the level of assistance.

Membership:

- A.** The voting members of the Student Fee Allocation Committee will be all members of the Student Government Association.
- B.** The committee will be chaired by the Student Government Association President with the Director of Student Services attending as an ex-officio member.
- C.** Minutes of every Student Fee Allocation Committee meeting will be kept by the secretary.
- D)** A quorum shall consist of a majority of voting members and must be present before a decision is rendered.

Funding Criteria:

- A.** Student fees will be used to support student services, activities, clubs, organizations, campus improvements and programs which contribute to the overall mission and goals of the college and which are determined to be essential for the enrichment of the college community. Active Student Clubs which are fully recognized by the Student Government Association and approved by the Director of Student Services will be eligible to apply for student fee funding. The Student Fee Allocation Committee will provide limited funding for travel to national qualifying competition or conference if funds are available.
- B.** The area funded by student fees must demonstrate that they
1. Enhance student health and/or welfare, and
 2. Support social, cultural, educational, or recreational needs of students or
 3. Enhance the College's image. The goal will be to provide a variety of programs which attempt to meet the needs of as

many students as possible.

- C.** In evaluating funding requests, the level of student participation and past accomplishments will be two factors considered by the Committee.
- D.** The Committee will not usually provide support for programs in which a large portion of the funds provide direct benefit to individuals (e.g., salaries, room and board, scholarships), unless it can be shown that these individuals are providing services of value to a substantial portion of the student body.
- E.** The Committee will not entertain requests for student fee support from partisan political groups or sectarian religious groups.
- F.** The Committee will not consider any request for student fee support of any recruiting activity except on the written recommendation of the Campus Dean.
- G.** Final approval of funding is subject to confirmation by the Campus Dean.
- H.** Funds approved for any program under this policy will be administered by the College Business Office.

Article V: (Duties and responsibilities of the Government Association)

Section 1: The Student Government Association shall serve as the executive and the legislative body of the associated students of Mohave Community College.

Section 2: The Student Government Association shall be responsible for chartering all clubs and organizations established within Mohave Community College.

- A.** All organizations desiring to be recognized at MCC must have a representative present an application to the Government Association at a regularly scheduled meeting of the Government Association.
- B.** All organizations applying for

2009/10 MCC Bighorns Student Handbook

charter must have a constitution which calls for an elected President, Vice-President, Secretary, Treasurer, and faculty sponsor.

- C. All recognized clubs/organizations shall have a member of their organization on the Government Association with all rights/responsibilities and privileges granted to representatives.

Section 3: The Student Government Association shall have the general powers to enact any measure for the good of the students. This power shall be limited only by MCC administrative regulation and The Constitution.

Section 4: The Student Government Association will hold regular meetings. Special meetings may be called by the President with approval of the Advisor. Any member who misses three (3) consecutive scheduled meetings shall be subject to a probationary period or dismissal upon a hearing before the elective officers and a majority vote of the Government Association.

Section 5: All Student Government Association members must maintain a 2.0 GPA.

Section 6: Any action of a student organization affecting the MCC student body as a whole or the welfare of the college must have prior approval of the Government Association.

Article VI: (Advisor)

Section 1: The Director of Student Services shall select one or more faculty members to serve as representative(s) of the College Chancellor and the Board of Trustees at Government Association meetings.

Section 2: The Advisor shall:

- A. Function in an advisory role.
- B. Have veto power over the action of the Government Association on all matters involving school policy or MCC administrative regulations. This veto power is subject to confirmation by the Director of Student Services.
- C. Attend all Government Association

sponsored activities or obtain a substitute.

Article VII: (Amendments)

Section 1: Amendments to the Constitution may be proposed by a majority of the Government Association members or by petition of 25% of the student body at MCC.

Section 2: Proposed amendments must be filed with the Director of Student Services and posted in a prominent place for a minimum of one week prior to voting on the proposal.

Section 3: Amendments shall become effective upon ratification by a 2/3 majority vote of the student body at MCC.

Article VIII: (Ratification)

Section 1: This constitution shall become effective upon ratification by the majority of the members of the student body at Mohave Community College and upon approval of the Chancellor of Mohave Community College.

College Terminology

The following glossary of terms will help you with some of the basics of college terminology. If you have any questions about other terms that are unfamiliar, don't hesitate to ask any staff member.

Academic Load

Lecture-type classes routinely require two to three hours of outside work for each hour spent in class. To ensure that students have every opportunity for success in courses undertaken, academic loads are controlled. The MCC full-time academic load is defined as 12-16 credit hours per semester. Students may enroll for up to 18 credit hours per semester without special permission. Enrollment in excess of 18 credits requires the campus dean's approval. In summer, enrollment in excess of 9 credits requires the campus dean's approval.

Academic Year

An academic year is divided into a fall

semester, spring semester and a summer session.

Add/Drop

A period, after courses begin, in which students may add or drop a class in their schedule. Dropped classes do not appear on your transcript. For details see the college catalog.

Associate of Applied Science (AAS)

A degree designed for students in technical programs which prepares them for the job market.

Associate of Arts (AA)

A degree designed for students who wish to transfer to a college or university to earn a Bachelor of Arts degree.

Associate of Business (ABus)

A degree designed for students who wish to transfer to a college or university to earn a bachelor's degree in business.

Associate of Science (AS)

A degree designed for students who wish to transfer to a college or university to earn a Bachelor of Science degree.

Certificates

Awarded to students who successfully complete a specified group of courses in an approved program of instruction with no less than a "C" average (2.0 GPA).

Credit Hours

Awarded to a course based on the amount of time necessary to complete the class material.

Dean's List

Students who have earned at least 12 semester hours in courses numbered 100 or above within the semester under consideration, with a semester grade point average of 3.5 or better, are eligible for the dean's list. For details see the college catalog.

Degrees

MCC confers associate degrees to students who successfully complete 60 or more 100- and 200-level credit hours in an ap-

2009/10 MCC Bighorns Student Handbook

proved program of instruction with no less than a "C" average (2.0 GPA).

Dismissal (Academic)

The written notification from the registrar that the student has been dismissed from MCC for one semester on the basis of his/her academic record. For details see the college catalog.

Electives

Electives are additional courses that may be required in a program of study. Often a student is given some flexibility in choosing these electives.

Full-time Student

A student enrolled for 12 or more semester hours.

General Education Courses

Courses required for all degrees; examples include classes such as English, mathematics, sciences, social and behavioral science, languages, etc.

Good Academic Standing

To maintain good academic standing a student must have a cumulative career GPA of at least 2.0.

Grades

At the end of a class, grades will be awarded and recorded in your permanent educational record (i.e., the transcript).

Grade Point Average (GPA)

A measurement of a student's academic achievement, calculated by dividing earned grade points by the divisor listed on the student's transcript.

Honor's List

Part-time students who have accumulated 12 or more semester hours of 100-level or above course work at MCC may be eligible for honor's list. To qualify for the list, students must have completed, in the semester under consideration, a minimum of six credits in courses numbered 100 or above, with a GPA of 3.5 or better. For details see the college catalog.

Identifying a Course

Courses are identified by a prefix and a numeric code that indicates the difficulty level of the course. As an example: CIS 110 – Introduction to Computer Information Systems (CIS is the letter code for Computer Information Systems; 110 indicates the difficulty level of the course). Courses numbered in the 100 series are considered to be first-year courses and 200 series are considered to be second-year courses. Descriptions of all courses are listed in the course descriptions section of the college catalog.

Major

The subject a student wishes to study, for example, business, computers, English, etc.

Official Transcript

A student's college record sent by the MCC office of the registrar at the student's request to a college of his/her choice or a student's previous college records sent by that institution to MCC. A hand delivered copy is "unofficial" even if it is in a sealed envelope.

Part-time Student

A student enrolled for fewer than 12 semester hours. For details see the college catalog.

Program of Study

The specific program a student follows. After choosing a specific degree or certificate type, a student will then choose the major within that degree or certificate. A program of study for each major choice is generally in the catalog and it gives a student a blueprint to follow. Examples of degrees or certificate majors include: AAS in nursing, AA with an emphasis in mathematics and a certificate in computer aided drafting.

Prerequisite

A requirement that must be satisfied before a student can enter a course. The prerequisite may be a previous course, specific experience, or specific scores on the assessment placement screening.

Probation (Academic)

Students who are identified as not having made satisfactory academic progress will be placed on academic probation. For details see the college catalog.

Satisfactory Completion of a Course

A 100- or 200-level course is satisfactorily completed when a student earns the equivalent of a grade of "C" or better. Satisfactory completion of a zero-level course occurs when a student receives a grade of "S".

Semester

Fall and spring semesters are 15 weeks.

Summer Session

Summer session has five-week and eight-week courses running concurrently.

Transcript

Official record of all classes for which a grade is received. A transcript includes withdrawals but excludes drops.

Withdrawal period

A period in which students may withdraw from enrolled courses. Students who withdraw from courses during this period are financially responsible for the course.

Zero-Level Courses

Zero-level courses are pass/fail (S/U) graded courses and are not intended for college transfer. They do not count toward degree or certificate requirements and are not part of the grade point average calculation. However, zero-level courses may be required prior to enrollment into a course(s) needed for graduation. This would be determined by assessment testing and degree/certificate requirements.

2009/10 MCC Bighorns Student Handbook

Mohave Community College
2009 - 2010 Academic Calendar

Fall Semester 2009		
Monday, August 3, 2009	Resident Faculty Report Full - Time	
Monday, August 10, 2009 - Friday, August 14, 2009	Faculty Preparation and Orientations	
Monday, August 17, 2009	Start of: Full Semester Courses, 1st Session Courses	
Monday, September 7, 2009	College Closed - Labor Day	
Tuesday, September 8, 2009	General Staff & In-Service - NO CLASSES	
Thursday, September 10, 2009	Start of 12-Week Courses	
Wednesday, September 30, 2009	45th Day FTSE (Full Time Student Equivalency) Determined	
Friday, October 9, 2009	Last Day of 1st Session Courses	
Monday, October 12, 2009	Start of 2nd Session Courses	
Wednesday, October 14, 2009 (Entry begins Monday, October 5, 2009)	ALL Grades MUST be submitted by ALL FACULTY (1st Sess)	
Monday, November 2, 2009	December Graduates - Applications Due	
Wednesday, November 11, 2009	College Closed - Veterans Day	
Thursday, November 26, 2009 - Saturday, November 28, 2009	College Closed - Thanksgiving Break	
Friday, December 04, 2009	Last Day for Full Semester, 2nd Session, 12-Week Courses	
Monday, December 7, 2009 - Friday, December 11, 2009	Faculty Duty Days: Departmental Mtgs. and Prof. Dev.	
Wednesday, December 9, 2009 (Entry begins, Monday, November 30, 2009)	ALL Grades MUST be submitted by ALL FACULTY	
Friday, December 18, 2009	College Closes for Winter Break	
Add/Drop Period	Begins	Ends
Full Semester & 1st Session	Monday, August 17, 2009	Monday, August 24, 2009
12-Week Courses	Thursday, September 10, 2009	Thursday, September 17, 2009
2nd Session	Monday, October 12, 2009	Monday, October 19, 2009
Withdraw Periods	Begins	Ends
Full Semester	Tuesday, August 25, 2009	Wednesday, November 18, 2009
1st Session	Tuesday, August 25, 2009	Friday, September 25, 2009
2nd Session	Tuesday, October 20, 2009	Wednesday, November 18, 2009
12-Week Courses	Friday, September 18, 2009	Wednesday, November 18, 2009
Spring Semester 2010		
Monday, January 4, 2010	College Reopens	
Monday, January 11, 2010	Resident Faculty Report Full - Time	
Monday, January 11, 2010 thru Friday, January 15, 2010	Faculty Preparation and Orientations	
Monday, January 18, 2010	College Closed - Martin Luther King Day	
Monday, January 25, 2010	Start of: Full Semester Courses, 1st Session Courses	
Wednesday, February 10, 2010	Start of 12-Week Courses	
Monday, February 15, 2010	College Closed - Presidents Day	
Monday, March 1, 2010	May Graduates and Summer Graduates wishing to attend commencement - Applications Due	
Wednesday, March 10, 2010	45th Day FTSE (Full Time Student Equivalency) Determined	
Monday, March 15, 2010 - Saturday, March 20, 2010	College Closed - Spring Break	
Tuesday, March 23, 2010	Last Day of 1st Session Courses	
Wednesday, March 24, 2010	Start of 2nd Session Courses	
Thursday, March 25, 2010 (Entry begins Friday, March 12, 2010)	ALL Grades MUST be submitted by ALL FACULTY (1st Sess)	
Thursday, May 13, 2010	Last Day of Full Semester, 2nd Session & 12-Week Courses	
Friday, May 14, 2010 (Entry begins, Friday, May 7, 2010)	ALL Grades MUST be submitted by ALL FACULTY	
Friday, May 14, 2010	Commencement	
Friday, May 14, 2010	Last Faculty Duty Day	
Add/Drop Period	Begins	Ends
Full Semester & 1st Session	Monday, January 25, 2010	Monday, February 1, 2010
12-Week Courses	Wednesday, February 10, 2010	Wednesday, February 17, 2010
2nd Session	Wednesday, March 24, 2010	Wednesday, March 31, 2010
Withdraw Periods	Begins	Ends
Full Semester	Tuesday, February 2, 2010	Thursday, April 29, 2010
1st Session	Tuesday, February 2, 2010	Friday, February 26, 2010
12-Week Courses	Thursday, February 18, 2010	Thursday, April 29, 2010
2nd Session	Thursday, April 1, 2010	Thursday, April 29, 2010
Summer Session 2010		
Monday, May 31, 2010	College Closed - Memorial Day	
Tuesday, June 1, 2010	Summer Graduates - Applications Due	
Monday, June 7, 2010	Start of Summer Session (5 Wk & 8 Wk Courses)	
Monday, July 5, 2010	College Closed - Independence Day	
Thursday, July 8, 2010	Last Day of 5 Wk Courses	
Thursday, July 15, 2010 (Entry begins Thursday, July 8, 2010)	ALL Grades MUST be submitted by ALL FACULTY (5-wk)	
Thursday, July 29, 2010	Last Day of 8 Wk Courses	
Thursday, August 5, 2010 (Entry begins Thursday, July 29, 2010)	ALL Grades MUST be submitted by ALL FACULTY (8-wk)	
Add/Drop Periods	Begins	Ends
5 Week Session	Monday, June 7, 2010	Thursday, June 10, 2010
8 Week Session	Monday, June 7, 2010	Thursday, June 10, 2010
Withdraw Periods	Begins	Ends
5 Week Session	Monday, June 14, 2010	Thursday, June 24, 2010
8 Week Session	Monday, June 14, 2010	Thursday, July 15, 2010

2009/10 MCC Bighorns Student Handbook

My Class Schedule

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
8-9						
9-10						
10-11						
11-12						
12-1						
1-2						
2-3						
3-4						
4-5						
5-6						
6-7						
7-8						
8-9						
9-10						

2009/10 MCC Bighorns Student Handbook

Who do I call when I have a question?

	<i>BHC</i>	<i>LHC</i>	<i>NCK</i>	<i>NMC</i>	<i>Distance Education</i>
<i>General Information</i>	758.3926	855.7812	757.4331	875.2799 or 800.678.3992	757.0867
<i>Front Desk TTY/TDD only</i>	800.367.8939	800.367.8939	800.367.8939		800.367.8939
<i>Admissions and Records</i>	704.7799	505.3389	757.0878	875.-9137	757.086
<i>Advising</i>	704.7799	505.3389	757.0857	875.9116	757.086
<i>Bookstore</i>	704.9403	680.5908	692.-3060	875.9127	Local campus
<i>Career Planning</i>	758.1406	680.0633	692.-3013	875.9116	Local campus
<i>Disability Services</i>	704.7794	680.5946	757.0848	875.9116	Local campus
<i>Financial Aid</i>	758.8407	505.3307	757.0855	875.9116	Local campus
<i>GED Testing</i>	704.7786	505.3332	692.3034	875.2799	Local campus
<i>Library</i>	758.9465	505.3337	692.3008	875.9124	Local campus
<i>Precollege Studies</i>	704.7786	505.3332	692.3034	875.2799	Local campus
<i>Registration/Records</i>	758.1139	453.1139	757.0839	875.9137	757.0867
<i>Registration TTY/TDD only</i>	704.7798	505.7366	692.0205	800.367.8939	*711 +
<i>Student Support Services</i>	704.7799	505.3389	757.0857	875.9116	757.0867
<i>Testing</i>	758.3926 x4409	680.5946	692.3046	875.9116	757.0867
<i>General Information TTY/TDD only</i>	704.9466	505.3381	757.0899	800.367.8939	*711+
<i>Disability Services TTY/TDD only</i>	704.7798	505.7366	692.0205	800.367.8939	*711+
<i>Veterans Educ. Benefits</i>	758.-1406	680.-0633	6923.-3013	875.-9116	692.-3025

* Dial the Arizona Relay Service at 711 and request the phone number included in the section.

Index

A

AAS General Education Checklist 42
 Academic Administration113
 Academic Advising9
 Academic Advising (Transfer Students) . . 9
 Academic Amnesty21
 Academic Dismissal22, 161
 Academic Expectations20
 Academic Honor Code20,147
 Academic Honor Pledge147
 Academic Integrity126
 Academic Load126,160
 Academic Probation22
 Academic Services16
 Academic Year160
 Accounting, AAS52
 Accreditation2
 Action in Emergency Situations143
 ADA Statement2
 Add/Drop10,160,162
 Administration of Justice, AAS63
 Administrative Fees13
 Administrative Withdrawal11
 Admission Information5
 AGEC-A.33
 AGEC-B.36
 AGEC-E.38
 AGEC-S.40
 Application for Graduation23
 Arizona General Education Curriculum (AGEC) & Transfer of Credit128
 Arizona Higher Education Course Equivalency Guide (CEG)27,128
 Art Emphasis, AA34
 Assessment (Course Placement).9
 Assessment Services127
 Associate Faculty119
 Associate of Arts (AA) Degree26,160
 Associate of Applied Science (AAS) 26,160
 Associate of Business Degree (ABus) 26,160
 Associate of General Studies (AGS) 26
 Associate of Science Degree (AS)26,160
 Assured Course Offerings29
 Attendance21
 Auditing Classes11
 Automotive Service Technology, AGS 57
 Auto Collision Repair Technology, AAS . . . 57
 AZ Transfer27,127

B

Baking and Pastry Certificate56
 Board of Governors2
 Bookstore.16
 Bookkeeping Certificate.51
 Business Administration (ABus)37

C

Career Services19
 Casino Pit Games Dealer Certificate 54
 Casino Pit Games Management Certificate.54
 Catalog Choice9
 Certificates160
 Certificate of Completion28
 Certificate of Proficiency28
 Challenge Examination17
 Changing Student Information128
 Checklist (Student Club/Organization)
 Cash Drawer155
 Cash Drawer and Cash Receipts155
 Club Travel Request156
 Other Expenses.155
 Petty cash155
 Petty Cash At The End Of Event.155
 Chemical Dependency Studies AAS.43
 Chemistry, AS.41
 Classification of Students7
 Classroom Behavior.128
 College Level Examination Program (CLEP)17
 College Preparatory Services17
 College Procedures126
 College Terminology160
 Commencement Ceremony.24
 Commercial Refrigeration Certificate 60
 Computer Aided Drafting AAS58
 Computer Information Systems AAS.55
 Computer Information Systems ABus-SR 37
 Computer Graphics/Web Design Cert.54
 Copyright Act Compliance128
 Correction Officer Certificate62
 Cost of Attendance135
 Course Fees.14
 Course Descriptions65
 Course Placement.9
 Course Prefix Chart65
 Credit for Formal Military Education and Training8
 Credit Hours160
 Culinary Arts and Hospitality Certificate 56
 Culinary Arts and Hospitality AAS56

D

Deans's List22,160
 Degree Audit128
 Degrees.160
 Degree and Certificate Information26, 28
 Dental Assisting Certificate44
 Dental Hygiene AAS44
 Disability Services20

Disruptive Student Procedure128
 Distance Education19
 Drafting - Computer Aided, AAS58
 Drafting - Mechanical Computer Aided Certificate58
 Drafting - Residential Computer Aided Certificate58
 Dress Code128
 Driver/Operator Certificate63
 Drug-Free Student Guidelines.128
 Dual Enrollment Opportunities11

E

Early Childhood Education Emphasis, AA 39
 Early Start Scholarship16
 Effective Meetings.152
 Electives161
 Elementary Education, AA39
 Electrician Certificate59
 Electrical - Industrial Maintenance Cert. 59
 Electrical - Residential Wiring Certificate 59
 Electrical Technology AAS59
 Emergency Medical Services (EMS) 45
 Emergency Procedures129
 English Language Acquisition for Adults (ELA)13,17
 Entrepreneurship Certificate52
 Entrepreneurship and Small Business Management, AAS 52
 Equal Opportunity Statement2
 Essential Computer Technology Certificate55
 Evidence and Crime Scene Technician Certificate63

F

Faculty, Associate119
 Faculty Availability129
 Faculty, Resident113
 Federal Work Study134
 Fees.12
 FERPA.18
 Financial Aid15,129
 Fire Fighter Certificate63
 Fire Officer Certificate64
 Fire Science, AAS64
 Food Services20
 Foreign Credit.7
 Founder's Award Recipients.122
 Full-Time Staff116
 Full-time Student161
 Fundraising Policy Requirements & Procedures.156

Index

G

GED 13,17
 General Business Certificate 53
 General Business, AAS 53
 General Education Core Requirements 42
 General Education Courses 161
 General Education Philosophy 20
 General Studies, AAS 64
 Geology, AS. 41
 Good Academic Standing. 161
 Grade Point Average (GPA) 161
 Grades 21,161
 Grading Standards 23
 Grading System 22
 Graduation 23
 Grants 134
 Guidelines for implementing
 the Student Code of Conduct 143

H

Heating, Ventilation
 & Air Conditioning Certificate. 60
 High School Advanced
 Placement Test (AP) 17
 History, AA 34
 Hope Scholarship Tax Credit 141
 Honors List 22,161
 Housing. 20
 Hybrid Courses 19

I

Identifying a Course. 161
 Incoming Transfer Students 8
 Independent Study 11
 Infectious Disease Policies 141
 Interactive Television Courses (ITV) 19
 Insurance Coding Certificate 46
 International Students. 8

L

Liberal Arts, AA 34
 Library Services 18
 Life Science, AS. 41
 Loans 135

M

Major 161
 Make Your Study Time Productive. 126
 Manage Your Time Effectively 126
 Mathematics, AA 34

MCC Accreditations 2
 MCC's Goal. 1
 MCC's Mission 1
 MCC Phone Directory At-A-Glance. 4
 MCC's Values Statement 3
 Medical Assisting, AAS 46
 Medical Assisting - General Certificate 45
 Medical Assisting - Insurance
 Coding Certificate. 46
 Medical Assisting
 - Phlebotomy Certificate 46
 Methods of Payment 13
 Mohave Community College Student
 Government Association Constitution. 157
 My Class Schedule 163

N

Non-Academic Services 19
 Nursing, AAS 47
 Nursing- LPN - RN Track 47
 Accelerated Nursing for Paramedics AAS 47
 Nurse Refresher. 48
 Nursing - Licensed Practical
 Nursing Certificate 46

O

Official Transcript 161
 Online Courses 19
 Online Registration 9

P

Paralegal, AAS 62
 Paralegal Certificate 61
 Paramedic Certificate and AAS 45
 Parking 20
 Parking for Persons with Disabilities 141
 Participation 21
 Part-time Student 161
 Partner Institutions 28
 Pharmacy Technology Certificate 49
 Pharmacy Technology, AAS 49
 Physical Therapy Assistant, AAS. 49
 Post-Degree Paralegal Certificate 62
 Practical Nursing Certificate 46
 Precollege Studies 17
 Precollege Studies Assessments 127
 Prerequisite 161
 President's Welcome Message 1
 Privileges of a Chartered Organization 151
 Probation (Academic). 161

Program of Study 161
 Programs (List of Degrees & Certificates) 25
 Professional Applications Certificate 54
 Program Fees 13
 Programming and Game
 Development Certificate 55

R

Radiologic Technology 50
 Readmission after Academic Dismissal 22
 Refrigeration Technology, AAS 60
 Refrigeration, Commercial 60
 Refunds 15
 Register for Classes 9
 Repeating Classes. 11
 Residency Requirements 7
 Residential HVAC Certificate. 60

S

Safety on Campus. 2,141
 Satisfactory Completion of a Course 161
 Scholarship and Other Aid 16,135
 Science, AA. 34
 Semester 161
 Service/Working Animals 142
 Setting Goals 126
 Sexual Harassment 142
 Senior Citizen Rates. 12
 Silver Scholarship Members. 122
 Small Business
 Development Center (SBDC) 20
 Smoke-Free Environment 142
 Social Studies, AA 35
 Social and Behavioral Science, AA 35
 Solicitation 142
 Special Circumstance Refunds 15
 Student E-mail 145
 Student Government/Organizations. 157
 Advisors 153
 Constitution. 152
 Difference between Cash Drawer
 and Petty Cash 154
 Financial Guidelines 154
 General Guidelines 151
 How to Start a Student Club/Org. 151
 How to Properly Request Funds. 154
 Officers 152
 Parliamentary Procedure 153
 Participation 157
 Request For Payments To Individuals 156
 Responsibilities 151

| Index

Role of an Advisor	154	Truck Driver Training Refunds.	15,60
Travel Guidelines	156	Tuition Rates	12
Travel Request	156	Tutoring.	17
Who May Join	151		
Student Grievance Resolution Process	144	U	
Grade Related	145	Use of Electronic Devices.	21,150
Non-Grade Related	144	Understanding Transfer	27
Student Guarantee Program.	22		
Student Handbook	123	V	
Student Honor Code	145	Veterans Education Benefits.	16,135
Student Information System – EX WEB	149	Visitor Expectations	150
Student Life.	20		
Student Records.	18	W	
Student Right to Know Act	150	Weapons Policy.	150
Success Skills	126	Web-Enhanced Courses.	19
Summer Session	161	Welding Technology AAS.	61
Supplemental Instruction	17	Western Undergraduate Exchange	
Surgical Technology Certificate	50	Residency	7
Surgical Technology, AAS	51	Tuition Rate	12
Systems Administration, AAS	55	Who Do I call When	
Systems Support and Security Certificate	54	I have a question?.	164
		Withdrawal period	161,162
		Withdrawal Procedure	10,132
		Wire Feed & Shielded	
		Metal Arc Welding Tech Cert	61
		Work Study	130
		Writing Across the Curriculum	20
T		Y	
Table of Contents	3	Your Personal Planner.	124
Take Good Notes	126		
Tech Prep	8	Z	
Technology Fee	12	Zero-Level Courses	21,161
Telephone Registration	9		
Testing Fees.	13		
Test Taking Strategies	126		
Transcripts	18,161		
Transferrable Courses.	30		
Transfer from MCC	27		
Transferring Credits	8		
Transitional Studies	17		
Truck Driver Training	60		