

# Revisions have been made to the following pages in the 2005-2006 MCC Catalog.

## Catalog Page Change or Addition

- 4** Our apologies to Trustee French.  
The correct spelling of her name is Lynda.
- 7** See Addendum Page 4 for details.
- 9** Under International Studies, the website for ACEI **SHOULD READ:**  
**www.acei1.com** NOT www.acei.com
- 50, 52, 54** Under Options, HIS 113 has been dropped and **JPN 101** has been added.
- 51, 53, 55** Under Section C, PHI 205 (Religion) is now **Comparative World Religions**  
NOT Contemporary World Religions  
Under Section F, Options: HIS 113 has been dropped and  
**JPN 101** has been added.
- 57** ADDITION to Allied Health Section Divider - **Dental Assisting**
- 58** ADDITION - Certificate in Dental Assisting.  
See Page 5 in this addendum for details.
- 60** Under AAS Medical Assistant, Foundation Core, Anatomy Prerequisites, MEA 113  
should be **HES 113** in both references.  
ENG 105 should be **BUS 105** (Business English)  
Under Requirements:  
HES 103 is **3** credits NOT 4  
HES 104 is **4** credits NOT 2  
Total Credit Hours are **26** NOT 25  
Total Degree Credit Hours are **63** NOT 62
- 61** Under Certificate - Practical Nursing  
General Education Requirements: - **Min. 40 Credit Hours**, NOT 20
- 66** Under Certificate - Administrative Office Management:  
Total Credit Hours are **16-18** NOT 15
- 68** Under Associate of Applied Science - Business Administration, Paragraph 2,  
first line should read: The degree is a **62-66** credit hour program, NOT 60.  
Prerequisites: Credit Hours are **47-51**, NOT 45
- 72** Under Certificate - Computer Information Systems Foundation, 4th line should  
read: **Computer Information Systems** department, NOT Business.

# Revisions to the 2005-2006 MCC Catalog, cont'd.

- 72, 73** Certificate - Computer Graphics - Print Media  
Total Credit Hours are **21 (Includes CIS 110)** NOT 18-21  
Certificate - Computer Support Services  
Total Credit Hours are 21 **(Includes CIS 110)**
- 73, 74** Certificate - Network Support and Security  
Total Credit Hours are 21 **(Includes CIS 110)**
- 74** Certificate - Programming  
Total Credit Hours are 24 **(Includes CIS 110)**  
Certificate - Web Design & Development  
Total Credit Hours are **24 (Includes CIS 110)** NOT 21
- 85** DELETION - Automotive Service Technology Certificate from section divider.
- 86** Automotive Service Technology Certificate is void.  
See page 6 in this Addendum for the REVISED Associate of General Studies,  
Automotive Service Technology.
- 91** ADDITION to Liberal Arts & Sciences  
Certificates and Degrees - **ADD - Associate of Arts** to the section divider
- 92** See Page 7 in this Addendum for specific information  
regarding the Associate of Arts Degree.
- 99** Associate of Science - Chemistry Emphasis  
Under General Education Requirements:  
Language changed to **Language Requirements.**  
Associate of Science - Geology Emphasis  
Under General Education Requirements:  
Language changed to **Language Requirements.**  
Associate of Science - Life Sciences Emphasis  
Under General Education Requirements:  
Language changed to **Language Requirements.**
- 107** ADDITION - DAE - Dental Assisting
- 114-115** All previous ASE courses are void.  
See Course Description Appendix, Addendum Pages 8-10  
for new ASE course descriptions.
- 123** See Course Description Appendix, Addendum Page 11  
for new DAE course descriptions.
- 149** Larry Neubauer holds a **PhD in Chemical Engineering from Brigham  
Young University** in addition to his MS, Meteorology, University of Utah, Salt  
Lake and BS, Chemistry, North Dakota State University.

3. "Domicile" means a person's true, fixed and permanent home and place of habitation. It is the place where he/she intends to remain and to which he/she expects to return when he/she 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 that status of an in-state student on such unemancipated person.

**In-state Student Status [ARS 15-1802]**

**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 the state for one-year (12 months), except that the 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 student as an exemption for state and federal tax purposes.
2. The person is a full-time employee of an employer which 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 non-certified classroom aide, at a school within that school district. For 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 such person's parent.

**D.** Any unemancipated person who remains in this state when such person's parent, who had been domiciled in this state and moves from this state, is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, so long as such 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 stationed in this state pursuant to military orders is entitled to classification as an in-state student. 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 12 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 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 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's 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.

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

**Changes to Catalog Page 7 and portions of Page 8 are identified here by bold type.**

**Certificate**

**Dental Assistant**

The Dental Assisting Program at MCC is a 2 semester certificate program 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.

**Fall**

**Prerequisite** –Students must show college level abilities on the assessment test by either placing into ENG 101 and MAT 142 or MAT 151 or by passing ENG 089 and MAT 121.

<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
DAE 100	Dental Assisting I.....	5
DAE 101	Biomedical Dental Science.....	3
DAE 102	Dental Assisting Materials.....	4
DAE 103	Oral Radiography for the Dental Assistant I.....	2.5
EMS 110	CPR: Basic Life Support.....	.5
<b>Total Fall Credits.....</b>		<b>15</b>

**Spring**

<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
DAE 110	Dental Assisting II.....	4
DAE 113	Oral Radiography for the Dental Assistant II.....	2
DAE 114	Clinical Procedures.....	8
DAE 115	Office Management for the Dental Assistant.....	1.5
<b>Total Spring Credits.....</b>		<b>15.5</b>

**Total Credit Hours.....30.5**

**Associate of Applied Science**

**Dental Hygienist**

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 DEH 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, or can be obtained by contacting the dental hygiene department.

The program accepts 18 students each fall. The application deadline is March 1.

**Prerequisites to applying for admission:**

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.

**Fall**

<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
BIO 201	Human Anatomy & Phys I.....	4.00
BIO 205	Microbiology.....	4.00
CHM 130	Fundamental Chemistry.....	4.00
ENG 101	English Composition.....	3.00
<b>Total Fall 2005.....</b>		<b>15.00</b>

**Spring**

<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
BIO 202	Human Anatomy & Phys II.....	4.00
COM 121	Interpersonal Communications.....	3.00
<b>or</b>		
COM 151	Public Speaking.....	3.00
NUT 203	Human Nutrition in Health and Disease.....	3.00
PSY 101	Intro to Psychology.....	3.00
SOC 131	Intro to Sociology.....	3.00
<b>Total Spring 2006.....</b>		<b>16.00</b>

**Total Prerequisite Credit Hours.....31**

**Required Dental Hygiene Classes:**

**Fall Year One**

<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
DEH 100	Current Issues & Ethics in Dental Hygiene.....	1.00
DEH 101	Preclinical Dental Hygiene.....	5.00
DEH 106	Dental Radiology.....	3.00
DEH 121	Dental Anatomy.....	3.00
DEH 122	Head & Neck Anatomy.....	2.00

**Associate of General Studies (AGS)**  
**Automotive Service Technology**

Students completing this two-year program will receive and 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
Total credit hours. . . . .		15

**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
ASE 199	Automotive Practicum I. . . . .	1-6
Total credit hours . . . . .		16-21

**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
Total credit hours . . . . .		15

**Spring Year Two**

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
ASE 299	Automotive Practicum II. . . . .	1-6
Total credit hours . . . . .		13-18

Total credits required . . . . . 59-69

**Construction Technology - Carpentry**

**Certificate**  
**Framing & Rough Carpentry**

The Carpentry Level I certificate is designed to train students in the area of carpentry as it relates to the maintenance and construction industry. The program provides students an opportunity to develop team concepts, communication skills and various employability skills necessary to succeed in the workplace.

**Requirements:**

ITP 100	Basic Skills . . . . .	3
BTR 100	Blueprint Reading . . . . .	3
BUS 142	Supervisory Techniques . . . . .	3
BTR 101	Framing and Rough Carpentry. . . . .	7
Total minimum credit hours . . . . .		16

**Certificate**  
**Finish Carpentry**

The Finish Carpentry Certificate is designed to prepare students for employment in any finish carpentry specialty, including cabinet making, residential and commercial finish carpentry and furniture making. The student will be able to safely operate the tools of the trade while using industry standard processes and materials. The student will also develop leadership skills, team concepts, communication skills and various employability skills necessary to succeed in the workplace.

**Requirements:**

ITP 100	Industrial Basic Skills Training . . . . .	3
WDW 100	Introduction to Woodworking . . . . .	3
WDW 101	Woodworking I. . . . .	3
WDW 110	Furniture and Cabinetry Construction . . . . .	3
BUS 142	Supervisory Techniques . . . . .	3
<b><u>Electives:</u></b> . . . . .		3

Total minimum credit hours . . . . . 18

**Associate of Arts**

This curriculum is designed especially for students who plan to transfer. The Bachelor of Arts and the Bachelor of Science requirements are similar in that both require distribution of studies, yet there is some room for specialization. The Bachelor of Arts degree emphasizes a broad humanistic program, while the Bachelor of Science degree provides emphasis in a specific scientific field.

**General Ed. Requirements: Min 35-36 Credit Hours**  
See the General Education Core Requirements section of this catalog for AA degree details.

Total minimum credit hours . . . . . 62-64  
*Note: Students are encouraged to work closely with an academic counselor to establish their program of study.*

**Certificate**  
**Art**

The Art certificate provides experience in a variety of art media in an art program, with the possibility of selecting electives in related fields of interest. Included in the program are courses to develop the student's design capabilities and basic skills in drawing, painting, ceramics and sculpture.

**Art Requirements:**

ART 111	Design I . . . . .	3
ART 112	Design II (Prereq: ART 111 or P of I) . . .	3
ART 121	Drawing I . . . . .	3
ART 125	Painting I . . . . .	3
	(Prereq: ART 121 or P of I)	
	<b>AND</b>	
ART 126	Painting II . . . . .	3
	(Prereq: ART 125 or P of I)	
	<b>OR</b>	
ART 128	Watercolor I . . . . .	3
	(Prereq. ART 121 or P of I)	
	<b>AND</b>	
ART 129	Watercolor II (Prereq. ART 128). . . . .	3
ART 171	Ceramics I . . . . .	3
	<b>AND</b>	
ART 172	Ceramics II . . . . .	3
	(Prereq: ART 171)	
	<b>OR</b>	
ART 175	Sculpture I . . . . .	3
	<b>AND</b>	
ART 176	Sculpture II (Prereq: ART 175). . . . .	3
ART 221	Drawing II (Prereq. ART 121)	
	<b>OR</b>	
ART 223	Figure Drawing I (Prereq: ART 121). . . . .	3
ART 230	Survey of World Art II. . . . .	3

Prereq: Appropriate Assessment Test score

**Electives:** . . . . . 6  
**See your advisor for a list of qualified electives.**

**Total minimum credit hours . . . . . 33**

**Associate of Applied Science**  
**Art**

The Associate of Applied Sciences Degree in Art is intended to provide a background for students seeking employment as an artist either in industry or in the area of fine arts.

**General Ed. Requirements: Min 17 Credit Hours**  
See the General Education Core Requirements section of this catalog for AAS degree details.

**Art Requirements:\***

ART 111	Design I . . . . .	3
ART 112	Design II (Prereq: ART 111 or P of I) . . .	3
ART 113	The Science of Color. . . . .	3
ART 121	Drawing I . . . . .	3
ART 125	Painting I (Prereq: ART 121 or P of I)	
	<b>or</b>	
ART 128	Watercolor I (Prereq: ART 121 or P of I). 3	
ART 130	Survey of World Art I (See note below)	
	Prereq.: Assessment Test	
ART 140	Introduction to Graphic Art . . . . .	3
ART 171	Ceramics I	
	<b>or</b>	
ART 175	Sculpture I . . . . .	3
ART 221	Drawing II (Prereq: ART 121 or P of I)	
	<b>or</b>	
ART 223	Figure Drawing I . . . . .	3
	Prereq.: ART 121 or P of I	
ART 230	Survey of World Art II. . . . .	3
	Prereq: Appropriate Assessment Test score	

**Electives:** . . . . . 19  
**See your advisor for a list of qualified electives.**

**Total minimum credit hours. . . . . 61-63**  
**\* NOTE:** These degrees require ART 130 & 230; 130 will be applied toward General Education requirements for Arts & Humanities; 230 will be applied to Art requirements.

**Associate of Applied Science**  
**General Technology**

**ASE-101 WORKPLACE SKILLS TRAINING** One hour credit. Workplace Skills Training is in direct response of 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, 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. One lecture.

**ASE-102 INTRODUCTORY AUTOMOTIVE TECHNOLOGY** Two hours credit This course 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. Pre-requisite: Registration or credit in AST-101 or Instructor Approval. One lecture; two lab.

**ASE-111 ELECTRICAL/ELECTRONIC SYSTEMS I** Two hours credit. This course 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. Pre-requisite: Registration or credit in AST-101 and AST-102 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A6: Electrical/Electronic Systems. One lecture; two lab.

**ASE-112 ELECTRICAL/ELECTRONIC SYSTEMS II** Three hours credit. This course compliments AST-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. Pre-requisite: Registration or credit in AST-111 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A6: Electrical/Electronic Systems. One lecture; four lab.

**ASE-113 ELECTRICAL/ELECTRONIC SYSTEMS III** Two hours credit. This course compliments AST-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. Pre-requisite: Registration or credit in ASE-112 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A6: Electrical/Electronic Systems. One lecture; two lab.

**ASE-131 AUTOMOTIVE REFRIGERATION THEORY** Two hours credit This course 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. Pre-requisite: Registration or credit in AST-101, AST-102, AST-111 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A7: Heating and Air Conditioning. Co-requisite: Successful completion of Federal Refrigeration Test is mandatory. Requisite is pursuant to Federal Clean Air Act, Section 609. Two lecture.

**ASE-132 AUTOMOTIVE HVAC SYSTEMS** Three hours credit. This course compliments AST-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. Pre-requisite: Registration or credit in AST-131 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A7: Heating and Air Conditioning. Co-requisite: Successful completion of Federal Refrigeration Test is mandatory. Requisite is pursuant to Federal Clean Air Act, Section 609. One lecture; four lab.

**ASE-141 AUTOMOTIVE ENGINES I** Three hours credit. This course 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. Pre-requisite: Registration or credit in AST-101, AST-102, AST-111 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair. Two lecture; one lab.

**ASE-142 AUTOMOTIVE ENGINES II** Four hours credit. This course compliments AST 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. AST-142 prepares students for ASE area A1: Engine Repair. Pre-requisite: Registration or credit in AST-141 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair. One lecture; six lab.

**ASE-151 AUTOMOTIVE IGNITION SYSTEMS** Two hours credit. This course 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. Pre-requisite: Registration or credit in AST-101, AST-102, AST-111 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance. One lecture; two lab.

**ASE-152 INTAKE AND EXHAUST SYSTEMS** Two hours credit. This course compliments AST-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. Pre-requisite: Registration or credit in AST-151 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance. Two lecture.

**ASE-153 FUEL DELIVERY SYSTEMS I** Two hours credit. This course compliments AST-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. Pre-requisite: Registration or credit in AST-152 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance. One lecture; two lab.

**ASE-154-FUEL DELIVERY SYSTEMS II** Two hours credit. This course compliments AST-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. Pre-requisite: Registration or credit in AST-153 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance. Four lab.

**ASE-199 AUTOMOTIVE PRACTICUM I** One to six hours credit. This course requires current workplace experience, or internship under the supervision of a certified ASE technician in selected industry settings. Students will diagnose and repair problems complimenting learned principles allowing for integration of knowledge and practice for achievement of basic-level skill competency. AST 199 requires verifiable employment and completion of assigned NATEF Task Requirements for credit. ASE-199 may coincide with student enrollment in Automotive Technology 100-Level courses. Pre-requisite: Registration in ASE Program or credit in ASE-101, ASE-102, ASE-111/112/113, ASE-131/132, ASE-141/142, ASE-151/152/153/154 or have consent of program coordinator.\* Co-requisite: Completion of all instructor assigned NATEF tasks. One –six hours lab/lecture. \*Based upon the sector of ASE-automotive service a student desires to pursue, substitutions may be made to above list with consent of AST- Coordinator.

**ASE-255 EMISSION CONTROL SYSTEMS.** One hour credit This

course 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 OVR system operation. Students develop troubleshooting/repair techniques by utilizing structured diagnostic stratagems. Pre-requisite: Registration or credit in ASE-154 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance. One lecture.

**ASE-256 ON-BOARD DIAGNOSTIC SYSTEMS I.** Two hours credit. This course 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 trouble-shooting/repair techniques by utilizing structured diagnostic stratagems. Pre-requisite: Registration or credit in ASE-255 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance. One lecture; two lab.

**ASE-257 ON-BOARD DIAGNOSTIC SYSTEMS II** Two hours credit. This course 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 (OBDII) 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. Pre-requisite: Registration or credit in ASE-256 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance. Four lab.

**ASE-260 MANUAL TRANSMISSION SYSTEMS** Two hours credit. This course 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. Pre-requisite: Registration or credit in ASE-101, ASE-102, ASE-111 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A3: Manual Drive Train and Axles. One lecture; two lab.

**ASE-261 AUTOMOTIVE DRIVE AXLES AND DIFFERENTIALS** Two hours credit. This course compliments AST-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. Pre-requisite: Registration or credit in ASE-260 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A3: Manual Drive Train



and Axles. One lecture; two lab.

**ASE-262 NVH THEORY/DIAGNOSTIC STRATEGY** One hour credit. This course 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 trouble-shooting/repair techniques by utilizing structured diagnostic stratagems based upon modern NVH procedures. Pre-requisite: Registration or credit in AST-261 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A3: Manual Drive Train and Axles. One lecture.

**ASE-271 AUTOMATIC TRANSMISSION SYSTEMS I** Three hours credit. This course 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. Pre-requisite: Registration or credit in AST-101 and AST-102 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A2: Automatic Transmission/Transaxle. Co-requisite: Verifiable registration/attempted testing of ATRA areas: Diagnostician, R&R Technician, Rebuilder. Two lecture; one lab.

**ASE-272 AUTOMATIC TRANSMISSION SYSTEMS II** Two hours credit. This course 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. Pre-requisite: Registration or credit in ASE-271 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A2: Automatic Transmission/Transaxle. Four lecture.

**ASE-273 FOUR-WHEEL/ALL-WHEEL DRIVE SYSTEMS** One hour credit. This course compliments AST-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. Pre-requisite: Registration or credit in AST-272 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A2: Automatic Transmission/Transaxle.

**ASE-281 BRAKE SYSTEMS I** Three hours credit. This course 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, master cylinder operation, booster systems and operation, brake systems diagnosis, drum brake design, operation and service, disc brake design and operation, front-wheel disc brake components, component inspection and service, all-

wheel disc brake components, all-wheel disc brake inspection and service, Emphasis is placed on proper service procedures and customer safety/satisfaction. Pre-requisite: Registration or credit in ASE-101 and ASE-102 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area. One lecture; four lab.

**ASE-282 BRAKE SYSTEMS II** Three hours credit. This course 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 trouble-shooting/repair techniques by utilizing structured diagnostic stratagems and current industry requirements. Emphasis is placed on proper service procedures and customer safety/satisfaction. Pre-requisite: Registration or credit in ASE-281 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A5: Automotive Brakes. One lecture; four lab.

**ASE-291 SUSPENSION AND STEERING I** Three hours credit. This course 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. Pre-requisite: Registration or credit in ASE-101 and ASE-102 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A4: Suspension and Steering. Two lecture; one lab.

**ASE-292 SUSPENSION AND STEERING II** Three hours credit. This course 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. Pre-requisite: Registration or credit in ASE-291 or Instructor Approval. Co-requisite: Verifiable registration/attempted testing of ASE area A4: Suspension and Steering. One lecture; four lab.

**ASE-299 AUTOMOTIVE PRACTICUM II** One to six hours credit. This course requires current workplace experience, or internship under the supervision of a certified ASE technician in selected industry settings. Students will diagnose and repair problems complimenting learned principles allowing for integration of knowledge and practice for achievement of basic-level skill competency. ASE-299 requires verifiable employment and completion of assigned NATEF Task Requirements for credit. ASE-299 may coincide with student enrollment in Automotive Technology 200 Level courses. Pre-requisite: Registration in ASE Program or credit in AST-101, AST-102, AST-200 Level Courses or have consent of program coordinator.\* Co-requisite: Completion of all instructor assigned NATEF tasks. One to six hours lecture/lab. \*Based upon the sector of AST-automotive service a student desires to pursue, substitutions may be made to above list with consent of AST- Coordinator.

DAE 100 DENTAL ASSISTING I Five hours credit. An introduction to the career of dental assisting. Fundamental skills for clinical dental assisting and the role of the dental assistant in patient management. General dentistry office design, operation and maintenance of dental equipment, four handed delivery system, and dental instruments covered. New patient examination, prophylaxis, amalgam restoration, composite restoration, composite veneer and tooth whitening procedures, placement of matrix band, wedge and rubber dam. Medical/Dental health history and obtaining and recording vital signs. Drug references, methods of administration, anesthetics and patient prescriptions are included. Medical emergencies and the medically compromised patient is also covered. The role of the dental assistant in patient procedures is emphasized. Three lecture; four lab.

DAE 101 BIOMEDICAL DENTAL SCIENCE Three hours credit. The bio-sciences as they are related to the oral cavity. Includes dental anatomy and head and neck anatomy, physiology, histology, microbiology, infection control, oral pathology, and nutrition as each affects total dental health. Two lecture; two lab.

DAE 102 DENTAL ASSISTING MATERIALS Four hours credit. Identification and description of dental materials. Manipulation of restorative, impression, laboratory and adjunct dental materials are emphasized. Three lecture; two lab.

DAE 103 ORAL RADIOGRAPHY FOR THE DENTAL ASSISTANT I Two and one-half credits. Principles of radiography, legal considerations, biological effects of x-radiation, radiation safety, film types and uses, automatic vs. manual processing, mounting and evaluation of bitewing radiographs, paralleling and bisecting angle techniques, infection control procedures and intraoral camera techniques.

Two lecture; one lab.

DAE 110 DENTAL ASSISTING II Four hours credit. Specialty and expanded skills for clinical dental assisting. Fixed prosthetics preparation and cementation, removable prosthetics, endodontics, periodontics, orthodontics, oral and maxillofacial surgeries, placement of sealants, retraction cord, periodontal dressing and provisional restorations. Removal of excess cements. Three lecture; two lab.

DAE 113 ORAL RADIOGRAPHY FOR THE DENTAL ASSISTANT II Two hours credit. Advanced dental radiography including use of the intra-oral camera, full mouth series using paralleling and bisecting angle techniques, use of positioning devices and digital radiography. Includes radiographic landmarks, pathology and restorations. One lecture; two lab.

DAE 114 CLINICAL PROCEDURES Eight hours credit. Students have externships in assigned dental practices in the community and the dental clinic. Students integrate with the dental staff as contributing members of the team. Emphasis is on application of content taught in the program to include professionalism, chairside assisting skills and patient management. Includes direct supervision of the dentist and instructor. One lecture; seven lab.

DAE 115 OFFICE MANAGEMENT FOR THE DENTAL ASSISTANT One and one-half credits. A study of the basic business administration procedures in dentistry including resumes and interviewing, staff and patient management, communication skills, inventory control, computer skills, appointment control, record keeping, insurance forms, patient files, recall systems and office finances. Overview of computerized record keeping in dental office. One lecture; one lab.

**The complete corrected  
2005 - 2006 Mohave Community College Catalog  
is available online.**

**Visit [www.mohave.edu](http://www.mohave.edu) and click on the  
CATALOG LINK in the left hand column.**

# 2005-2006 Catalog & Student Handbook



# Mohave

Community College

*Think Smart. Think MCC!*



[www.mohave.edu](http://www.mohave.edu)

*Affordable, Accessible, High Quality Education  
For Bullhead City, Kingman, Lake Havasu City, North Mohave County*

# ACADEMIC CALENDAR

## FALL SEMESTER 2005

August 1 (Mon)	Start of Short Early Fall Courses
August 11 (Thu)	Last Day of Short Early Fall Courses
August 15 (Mon)	First Faculty Duty Day
August 15-18 (Mon-Thu)	Faculty Preparation and Associate Faculty Orientations
August 19 (Fri)	General Staff & In-Service
August 29 (Mon)	Start of: Full Semester Courses (On Ground, Online & ITV) 1st Session Courses (On Ground, Online) and 12-Week Mixed Media Courses
September 5 (Mon)	College Closed – Labor Day
September 19 (Mon)	Start of 12-week Online Courses
October 12 (Wed)	45th Day - FTSE (Full-Time Student Equivalency) determined
October 18 (Tue)	Last Day of 1st Session Courses
October 19 (Wed)	Start of 2nd Session Courses (On Ground, Online)
November 11 (Fri)	College Closed - Veterans Day
November 19 (Sat)	Last Day of 12-week Mixed Media Courses
November 24-25 (Thu-Fri)	College Closed - Thanksgiving Break
December 10 (Sat)	Last Day for Full Semester (On Ground, Online & ITV, 12-week online) & 2nd Session Courses
December 12-16 (Mon-Fri)	Faculty Duty Days
December 13 (Tue)	Grades/Rosters Due from ALL Faculty
December 16 (Fri)	College Closes for Semester Break

## SPRING SEMESTER 2006

January 3 (Tues)	College Reopens
January 3 (Tues)	Start of Early Spring Courses
January 9 (Mon)	First Faculty Duty Day
January 10-12 (Tues-Thu)	Faculty Preparation and Associate Faculty Orientations
January 13 (Fri)	Last Day of Early Spring Courses
January 16 (Mon)	College Closed - Martin Luther King/Civil Rights Day
January 23 (Mon)	Start of: Full Semester Courses (On Ground, Online & ITV) 1st Session (On Ground & Online), 12-week Mixed Media Courses
February 13 (Mon)	Start of 12-week Online Courses
February 20 (Mon)	College Closed - Presidents Day
March 8 (Wed)	45th Day - FTSE (Full-Time Student Equivalency) determined
March 14 (Tues)	Last Day of 1st Session (including On Ground & Online) Courses
March 15 (Wed)	Start of 2nd Session (On Ground & Online) Courses
March 20-24 (Mon-Fri)	College Closed - Spring Break
April 22 (Sat)	Last Day of Mixed Media Courses
May 11 (Thu)	Last Day of Full Semester (including On Ground, Online & ITV), 12-week Online & 2nd Session Courses
May 12 (Fri)	Commencement
May 12 (Fri)	Last Faculty Duty Day

## SUMMER SESSION 2006

May 29 (Mon)	College Closed - Memorial Day
June 5 (Mon)	Start of Summer Session (5-week and 8-week courses)
July 4 (Tue)	College Closed - Independence Day
July 6 (Thu)	Last Day - 5-week Classes
July 31 (Mon)	Last Day of Summer Session

Program and course start dates vary. To accommodate students, registration is ongoing throughout the academic year. Check the online schedule of classes at [www.mohave.edu](http://www.mohave.edu) for details.

ADD/DROP PERIODS					
FALL 2005		SPRING 2006		SUMMER 2006	
Aug 29 – Sep 2	Full Semester On Ground, ITV & Online, Mixed Media, 1 <sup>st</sup> session	Jan 23 – Jan 27	Full Semester On Ground, ITV & Online, Mixed Media, 1 <sup>st</sup> session	June 5 - 6 June 5 - 8	5-week & 8-week courses
Sep 19 – Sep 23	12-week Online	Feb 13 – Feb 17	12-week Online		
Oct 19 – Oct 25	2 <sup>nd</sup> session	Mar 15 – Mar 21	2 <sup>nd</sup> Session		
<ul style="list-style-type: none"> <li>The drop date for short-term courses longer than 4 days and shorter than 7 ½ weeks is the day after class starts.</li> <li>The drop date for short-term courses less than 4 days is up to the first day of class but before the scheduled class time.</li> </ul>					
WITHDRAW PERIODS					
<ul style="list-style-type: none"> <li>The <b>WITHDRAW</b> period begins after the last day of official <b>ADD/DROP</b> period, and ends on the last day of that particular course.</li> </ul>					

# Welcome to Mohave Community College

## Why is MCC a Smart Choice?

### Education = Higher Income

Everyone likes to talk about the lofty merits of higher education; but the cold hard fact is this - more education equals more money and a better quality of life.

According to the U.S. Census Bureau, earning an associate's degree from MCC can mean 26 percent more in your paycheck than if you have just a high school diploma. If you go on to earn a bachelor's degree you'll earn 37 percent more than a person with an associate's degree and 72 percent more than those with just a high school education.

### Affordable

MCC's tuition is one of the lowest in the state of Arizona. You can attend classes here for one-fourth the cost of tuition at a state university and one-tenth the cost of many online universities.

In addition, financial aid is currently available at MCC to 100 percent of those who qualify.

### Accessible

With four campuses in Mohave County, MCC is close to home. Courses are offered days and evenings for your convenience and if you have a challenging schedule you can even attend classes from your home or office through our Distance Education program.

It is even possible to complete a bachelor's degree at MCC through partnership programs with eight universities, including Northern Arizona University which has satellite offices on the MCC campuses. For a list of partner universities, see the "What Else Should I Know" section of this catalog.

### High Quality Education

MCC takes great pride in the quality and dedication of its faculty. Small class size means students can enjoy one-on-one attention from their professors and have an opportunity to share their thoughts and questions with fellow students. Classes are conducted in an atmosphere of exploration and camaraderie, so learning is a joy.

MCC students who go on to university studies have an extremely high success rate and find their courses at MCC prepared them well for advanced study.

### Variety of Programs

In addition to associate degree programs and academic transfer programs for those wanting a bachelor's degree, MCC offers a wide variety of occupational degrees and occupational certificates.

Occupational degrees (also known as Terminal Degrees) are two-year associate of applied science degrees which qualify graduates for positions in

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career/technical fields including applied health sciences, computer sciences, business and more.

Occupational certificates are usually short programs that give students a working knowledge and a saleable skill in a high-demand career field.

Those who aren't seeking a degree or certificate take advantage of the opportunity for lifelong learning at MCC. Without committing to a program of study, students can enroll in a single class to learn a new skill, refresh their memory in the basics of education or take courses just for the fun of it.

The new Leisure Studies Program at MCC offers non-credit courses with no pressure, no tests and no grades - just an opportunity for developing new interests and meeting new friends.

### Accreditations

MCC is fully accredited by the North Central Association of Colleges and Schools, 30 N. LaSalle Street., Suite 2400, Chicago, IL 60602-2504. Telephone number 800-621-7440.

The MCC Nursing Program is approved by the Arizona State Board of Nursing, 1651 East Morten, Suite 150, Phoenix, AZ 85020. Telephone number 602-331-8111.

The MCC Paramedic and Emergency Medical Technician programs are accredited by the Arizona Department of Health Services Bureau of Emergency Medical Services, 1651 East Morten, Suite 120, Phoenix, AZ 85020. Telephone number 602-364-3150.

### A History of Service

By a vote of the citizens of Mohave County in 1970, Mohave Community College was established. In 1971 the college began to offer occupational training courses in Kingman, Peach Springs, Bullhead City/Mohave Valley and Lake Havasu City.

In 1974 with the addition of an associate of arts curriculum and another vote of the public, MCC became part of the state community college system.

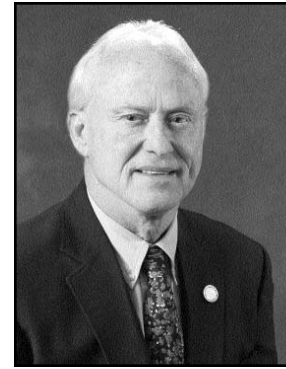
Today the college serves more than 11,000 students each year and enrollment is now growing steadily.

In addition to serving the academic needs of students, MCC works closely with businesses to provide the education and training required for their employees. The college is also a center for the arts and cultural events.

If it involves education and higher quality of life . . .

**. . . Think Smart. Think MCC!**

Mohave Community College 2005-2006 Catalog - 3



MCC President  
Dr. Thomas Henry

WHY IS MCC A SMART CHOICE?

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 is the contract between MCC and students who enroll in the 2005-2006 academic year.

## MCC's Mission

The mission of Mohave Community College is to serve our 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, and Lake Havasu City, a wide variety of classes at off-site locations and an extensive Distance Education program, 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 more than 11,000 students annually.

## MCC's Values Statement

**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.

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.

## The MCC Board of Governors



Sally  
Eggers-Hero,  
President



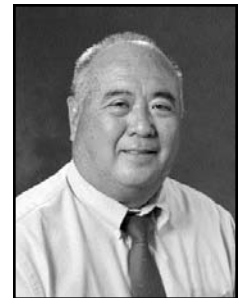
Dan  
Hargrove,  
Secretary



Lynda  
French,  
Trustee



John  
Neal,  
Trustee



Victor  
Wakimoto,  
Trustee

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The MCC Governing Board reserves the right to change or withdraw, without notice, curriculum, policies, tuition or any other matters described in this catalog.

**Equal Opportunity Policy Statement**

Mohave Community College does not discriminate on the basis of sex, color, race, religious preference, age, disability, or national origin in the educational programs or activities it conducts, 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 86401. 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 student services shall act as ADA coordinators for the college to oversee compliance in the areas of facilities, student accommodations and employment practices.

## Apply for Admission

Admission to the community colleges in Arizona may be granted to any person who meets one of the following criteria:

1. Is a graduate of a high school which 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, or
2. Has a high school certificate of equivalency (GED), or
3. Is 18 years of age or older and demonstrates evidence of potential success in the community college, or
4. Is a transfer student in good standing from another college or university.

New students to MCC and returning students with more than one-year absence must complete the admission/re-admission form before registering.

Additional documentation may be requested to clarify or verify information provided by applicants for admission to Mohave Community College.

### Admission of Students Under Age 18

1. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who achieves the following test scores:
  - a. SAT (Scholastic Aptitude Test) composite score (verbal and math) of 930 or more; or
  - b. ACT (American College Test) composite score of 22 or more.
2. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency (GED), grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least the test score specified in paragraph 1., subparagraphs a. or b. of this subsection.
3. A student admitted under this subsection is not guaranteed admission to a specific degree program or to all courses offered by the community college.
4. A community college may limit the number of semester credit hours in which the student may enroll to no fewer than six semester credit hours.

### Admission of Students in Special Status

Students not meeting any of the provisions stated above may be admitted on an individual basis with the approval of college officials (campus dean or designee), so long as the students meet the established requirements of the courses for which they enroll and the college officials determine that such admission is in the best interest of the students.

### Classification of Students

**Freshman:** A student with less than 28 semester hours of college credit.



**Sophomore:** A student who has completed 28 or more 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

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

### Residency Determination

A student's Arizona state residency status with the college will determine how tuition and fees are assessed. The following information explains and defines who qualifies for residence status.

### Definition of Terms

1. "Armed Forces of the United States" means the Army, Navy, Air Force, Marine Corps, Coast Guard, the commissioned corps of the United States Public Health Service and the National Oceanographic and Atmospheric Association.
2. "Continuous attendance" means enrollment at an educational institution in the state as a full-time student, as defined by the governing body of the institution, for a normal academic year since the beginning of the period for which continuous education is claimed. Such person need not attend summer sessions or other such intersessions beyond the normal academic year in order to maintain continuous attendance.



## Apply for Admission

3. "Domicile" means a person's true, fixed and permanent home and place of habitation. It is the place where he/she intends to remain and to which he/she expects to return when he/she 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 that status of an in-state student on such unemancipated person.

### **In-state Student Status [ARS 15-1802]**

1. 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.

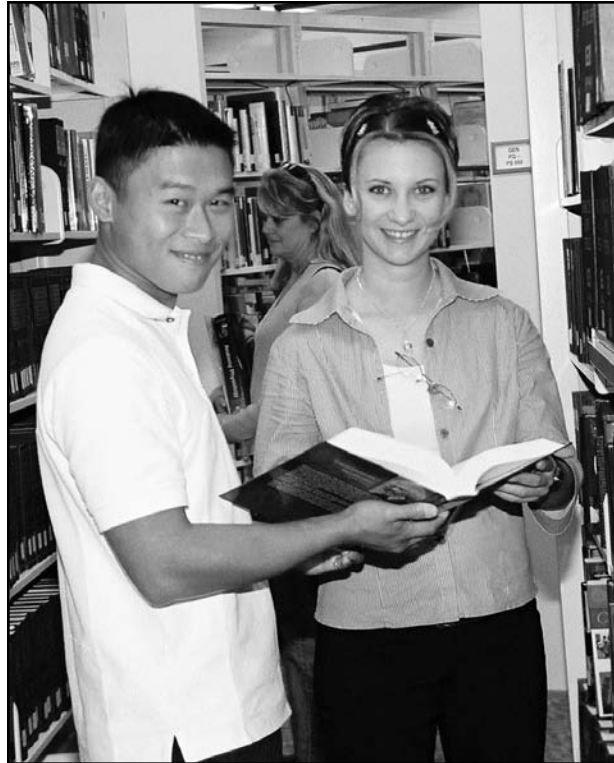
2. A person is not entitled to classification as an in-state student until the person is domiciled in the state for one-year (12 months), except that the person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:

- A. The person's parent's domicile is in this state, and the parent is entitled to claim the student as an exemption for state and federal tax purposes.
- B. The person is a full-time employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.
- C. 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 non-certified classroom aide, at a school within that school district. For 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. A 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.

3. The domicile of an unemancipated person is that of such person's parent.

4. Any unemancipated person who remains in this state when such person's parent, who had been domiciled in this state and removes from this state, is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, so long as such person maintains continuous attendance.

5. 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 stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.



6. 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 12 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 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 apply.

7. 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

## Apply for Admission

enrolled, does not lose in-state student classification if the person has met all of the following requirements:

- a. 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.
  - b. 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:
    1. An Arizona driver's license
    2. Arizona motor vehicle registration
    3. Employment history in Arizona
    4. Arizona voter registration
    5. Transfer of major banking services to Arizona
    6. Change of permanent address on all pertinent records
    7. Other materials of whatever kind or source relevant to domicile or residency status.
  - c. Filed an Arizona income tax return with the Department of Revenue during the previous tax year.
8. 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.

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

### Incoming Transfer Students

Students who have attended other colleges should indicate that fact on the admission form, and provide Mohave Community College with an OFFICIAL

TRANSCRIPT of all work completed. Upon the student's request through the local campus academic counselor, the Office of the Registrar will evaluate transcripts to determine how much credit will be granted for transfer courses toward satisfying MCC degree and certificate requirements. Only courses with a "C" or better will be considered for transfer credit. Certain pass/fail grades may be accepted for students with at least a 2.5 cumulative grade point average. Science, nursing, computer courses and other technical courses taken 10 or more years ago are not accepted. Police Science, Fire Science and Early Childhood Education classes taken five or more years ago are not accepted.

Transfer credits must have been acquired through an accredited college or school listed in The Higher Education Directory, National Guide to Credit Recommendations for Non-collegiate Schools or The Guide to the Evaluation of Educational Experiences in the Armed Services.

If a student's GPA was below 2.0 at a previous college, he/she will be admitted to MCC on academic probation (refer to the section on Academic Standards).

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment.

Note: One-third of the credits needed to earn an associate's degree or one-half of the credits needed to earn a certificate of proficiency must be completed at MCC.



# Apply for Admission

## International Students

Mohave Community College is authorized under Federal law to enroll non-immigrant alien students. For more information, interested persons must send a written request to:

Office of the Registrar  
Mohave Community College  
1971 Jagerson Avenue  
Kingman, AZ 86401

Mohave Community College does not evaluate transcripts from institutions of higher learning outside of the United States. Students wishing to have credit from such sources applied to their degree/certificate at MCC must have their transcripts evaluated by a foreign education credential service. An official, sealed copy of the evaluation must be submitted directly from the evaluation service to MCC's Office of the Registrar. Final determination of transfer credit will then be made by MCC. Currently, MCC recommends the use of Academic Credentials Evaluation Institute Inc., (ACEI). Information on this evaluation service can be found at [www.acei.com](http://www.acei.com). If a student has had his or her transcripts evaluated by another service or would like to use a service other than ACEI, he or she should contact the Office of the Registrar to determine if that evaluation will be considered.

## Seasonal Students

Winter visitors who have not established Arizona as their permanent domicile, even though they may be here for more than a year, are still considered out-of-state. (MCC has special tuition rates for many groups. See the tuition schedule in this catalog.)

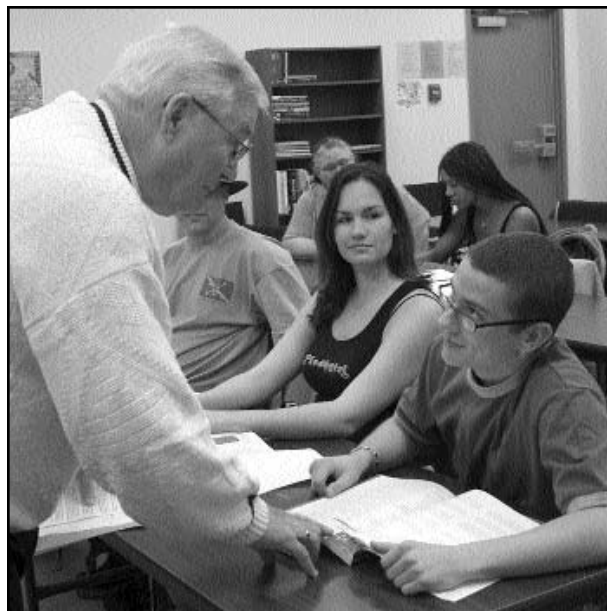
## Western Undergraduate Exchange

Mohave Community College participates in the Western Undergraduate Exchange Program (WUE), a program of the Western Interstate Commission for Higher Education (WICHE). Residents of eligible states (currently Alaska, California, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming) will be charged significantly reduced out-of-state tuition. All Mohave Community College programs are eligible for WUE tuition rates.

Full-time enrollment under WUE status does not count toward establishing Arizona residency for tuition purposes. Eligible students will be automatically given WUE status.

## Admission Catalog

Students who do not maintain continuous enrollment are subject to the requirements of the catalog in effect for the academic year in which they return or any catalog in effect after their continuous enrollment begins.



## Admission for TECH PREP Students

Tech Prep students may elect to use the catalog year when they enter the Tech Prep program. These students must continue enrollment with no more than a one-year break after high school to maintain their catalog of initial enrollment.

## Program Requirements

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 department are subject to the catalog requirements in effect at the time of their departmental admission acceptance, e.g., Dental Hygiene, Nursing, Paramedic and Truck Driving programs.

## Readmission for Academically Dismissed Students

Students who are academically dismissed must not 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 the campus dean. 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 academic counselor to formulate a detailed plan for course completion. Students who are readmitted will have a restricted academic load. Upon readmission, the campus dean will notify the appropriate persons of the decision and explain the academic restrictions. Readmission to the college does not necessarily mean readmission to a specific program.

For the Academic Dismissal Appeal process, see that section under Student Services.

## Be Assessed for Placement

Mohave Community College wants you to be successful in the courses in which you enroll. The assessment screening is a way for MCC to determine your readiness for certain courses, especially those that require minimum skill levels in reading, English composition or mathematics.

### What is the Assessment Process?

Assessment screening is a diagnostic tool used to help academic counselors advise you more appropriately, which will help ensure that you enjoy a greater probability of success. Assessment screening and a follow-up session with a faculty advisor or academic counselor are designed to provide you with complete information about your academic standing and the various MCC programs available.



### How Can I Prepare for Assessment Screening?

An Assessment Guide that provides more information on the procedure is available at each campus Academic Counseling Office. A copy of this guide is also available on the Mohave Community College web site at [www.mohave.edu](http://www.mohave.edu), under Student Services.

You may practice for the assessment by reviewing practice questions that are available on the ACT/Compass web site at:

<http://www.act.org/compass/sample>

You may use your own Internet access or use computers in the MCC library or computer center to view the practice questions online. You may also get copies of the questions from the Academic Counseling Office on each campus.

### Is Assessment Screening Required?

Certain courses at MCC have prerequisites or require an appropriate score on the assessment test.

Assessment testing is available through each student services office at the following numbers:

Bullhead City campus	758-3926
Kingman campus	692-3046
Lake Havasu City campus	505-3389
North Mohave campus	875-2799

Mohave Community College wants you to be successful in the courses in which you enroll. The assessment test is a way for MCC to ascertain your readiness for certain courses, especially those that require minimum skill levels in reading, English composition or math.

Mathematics assessment scores will be valid for two years from the date of the original or re-test assessment.

If you are planning to register for Arizona General Education Curriculum (AGEC) classes for the first time, and have not previously taken the assessment test (see AA, ABus, AS and AAS general education core) at Mohave Community College, you must take the skills assessment.

### Test of English Language Acquisition for Adults (BEST).

The BEST is the state mandated test for speakers of other languages and is a requirement if you are taking grant-funded courses. These classes lead to improved skills in listening, speaking, reading and language arts. A pre-test is given during orientation and appropriate course level are assigned. A post-test is required to complete each level and determine educational gains. If you are returning after an absence of more than two semesters you must retake the orientation and BEST testing to establish appropriate course enrollment.

### Test of Adult Basic Education (TABE)

The TABE is the Test of Adult Basic Education and is a requirement if you are taking grant-funded courses (including GED classes) that lead to improved skills in reading, language arts, and math. The pre-test is taken during the orientation course and state mandated post-test follows in the respective class. If you are returning after an absence of two semesters or more you must retake orientation and the TABE testing to establish appropriate course enrollment. Students in AED 080 and AED 085 must arrange to take the TABE in their local Foundation Studies Center (FSC) prior to the start of classes. Students in GED classes (AED 067) take the TABE in the GED orientation class, (AED 066) in addition to the Official Practice Test (OPT) for the GED. Student who took AED 066 prior to when the TABE was required, must arrange to take the TABE in the local FSC. Students must retake the TABE each year they enroll in AED classes.

## Be Assessed for Placement



HOW DO I GET STARTED?

### Assessment Test Retake Policy

Assessment tests may be retaken as many times and as frequently as desired, but there is a retest fee of \$5 for each part of the test that is retaken, or a \$10 fee for retaking the full set of three tests. The scores received on a subsequent retake will be recorded and replace any prior test scores, even if the retake scores are lower.

### Assessment Test Waiver

Assessment testing may be waived under the following conditions:

- If a student enrolls for a core curriculum course (A-F Academic Standard), and provides the academic counselor with a transcript or diploma which shows completion of an accredited associate degree or above at the time of registration.
- Transfer student who has taken the Compass or ASSET assessment test previously.
- Transfer student whose official transcript lists ENG 101 or MAT 151 with a grade of “C” or better will not be required to take the corresponding component of the assessment test.
- Students who enroll in the lowest level course the college offers in math, (i.e., AED 085).

AED 085 Guideline: Students must be 16 years of

age or older and not currently re-enrolled in a high school.

- Students who have the appropriate ACT/SAT score for English and math:

#### English Minimum Score

ACT English score of 21  
SAT Verbal score of 530

#### Mathematics Minimum Score

ACT Mathematics score of 24  
SAT Mathematics score of 540

### Academic Load

Lecture-type classes routinely require two to three hours of outside work for each hour spent in class. To ensure that you have every opportunity for success in courses undertaken, academic loads are controlled. The normal academic load is defined as 15-16 credit hours per semester. You may enroll for up to 18 credit hours per semester without special permission. Enrollment in excess of 18 credits requires campus dean approval.

### 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.

## Advising at MCC

### Academic Advising for New Students

MCC encourages new students to have an advising session with an academic counselor. The session includes guidance in planning a program and selecting courses that are appropriate to your educational goals. The academic counselor will use information (e.g., high school transcripts, assessment scores and other evaluative data) to assist you in pursuing a program consistent with your educational goals and level of preparation.

### Succeeding at MCC

You are responsible for knowing the degree requirements and for knowing that the courses in which you enroll will meet the degree requirements. To gain a total college experience, you are encouraged to familiarize yourself with MCC's campus, services, activities and resources. MCC faculty and academic counselors, as well as family and peers, can all be valuable sources of information and referral.

You should become familiar with the *Class Schedule*, this *College Catalog* and the *Student Handbook* section at the back of this catalog. You are also encouraged to participate in programs, classes and activities that help you develop and grow academically.

### Academic Advising for Continuing Students

You may enroll in courses for which you have completed the prerequisites without an academic counselor's signature. The following students must meet with an academic counselor:

- New students who wish to attain a degree or certificate
- All financial aid students
- Students who have not met prerequisites for their classes
- First-time transfer students, or students who will meet prerequisites with SAT or ACT scores

All students may meet with an academic counselor or faculty advisor upon request and certain categories of students are urged to see a counselor. They are:

- Students who are changing their degree, major or catalog year
- Transfer students
- Students who would like to review their progress and
- Graduating students at least a semester before commencement

### Where Do I Go for Advising?

Academic counselors have an office at each campus. Please inquire at the front desk at any MCC campus, or



call the local number below to schedule an appointment.

Bullhead Campus	758-3926
Kingman Campus	757-0864
Lake Havasu Campus	505-3389
North Mohave Campus	(928) 875-2799

### Academic Advising for Transfer Students

Students intending to transfer to another institution should meet with an academic 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 the AzCAS, an online evaluation tool for transfer students. Students may also obtain the *Transfer Planner*, a guide developed by MCC for transfer students.

### 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://az.transfer.org/cas>

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.

# Register for Classes

## How Do I Register?

The act of registration on the part of the student is regarded as a commitment to comply with all regulations of the college.

Registration is the process of choosing courses, submitting a completed registration form to the Registration Office at MCC, and paying/making payment arrangements for appropriate tuition and fees for the selected courses.

You may not attend classes until you are officially registered in them.

Registration for current and upcoming semesters is ongoing through the academic year, which allows extra time for effective use of advising services and to reserve a seat in classes that fill early in the regular registration period. Contact your local campus for more information.

## Telephone Registration

Telephone registration is designed for your convenience in registering. If you are receiving financial aid or other assistance you must register on campus. Please note that some classes require prerequisites or assessment testing and you must meet those requirements before you can register by phone. Review the class schedule for orientation and assessment testing dates and times.

The hours for telephone registration are the same as on-campus registration. For dates and times, see the "Registration" section of the current class schedule.

*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 plus MCC ID number
- Date of Birth
- Course numbers (Example: PSY101, BUS 204)
- Credit card number and expiration date. (MCC accepts VISA, MasterCard, Discover or American Express.)

**STEP 2:** Dial the local number of the Office of Enrollment Services to register for classes:

Bullhead City Campus	758-1139
Kingman Campus	757-0839
Lake Havasu City Campus	453-1139
North Mohave Campus	(928) 875-2799
	or (800) 678-3992

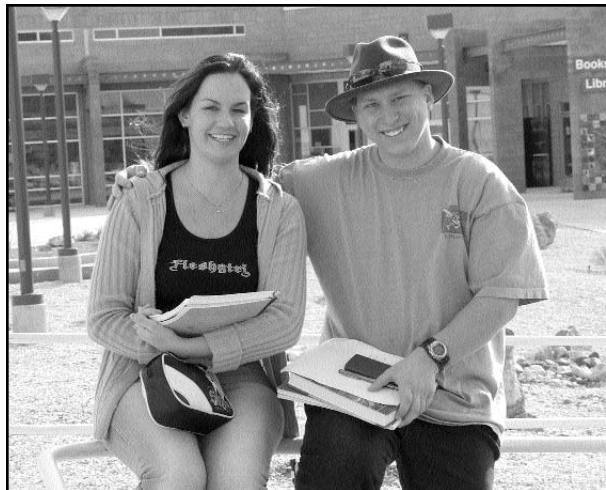
If you are out of the local calling area, call toll-free: 866-664-2832

## Online Registration

Online registration is now available for students who meet the following requirements:

- 1) Have attended MCC within the last two semesters.

- 2) Have met all prerequisites for the class. (Students who have met the prerequisites through ACT/SAT testing and/or transfer classes will need to register after meeting with a campus academic advisor.)
- 3) Will be making payment with a credit card or through the college's FACTS Management tuition payment program.



## Complete Registration

Registration is complete when all tuition and fee payment arrangements have been made. The above arrangements must be made by the beginning of the ADD/DROP period or the College may drop you from all courses.

## Add/Drop - See current schedule for specific dates

You may ADD a course to your schedule during the official ADD/DROP period.

You may DROP a course and receive a refund, if applicable, if the course is dropped during the official ADD/DROP period. See section on Tuition and Fee Refunds for more information.

## Withdrawal

It is the student's responsibility to withdraw from a class. Ceasing to attend the class does not constitute withdrawal.

The withdrawal period begins after the last day of official ADD/DROP period, and ends on the last day of that particular class.

Debts owed to the college must be cleared by the Business Office before the student will be officially withdrawn, including:

- Library Fees
- DE Fees, including return of materials
- FACTS loans

## Register for Classes

### Administrative Withdrawal

The College reserves the right to withdraw students from classes at any time during the semester. An instructor may issue an administrative withdrawal due to total non-attendance or total non-participation. You may appeal an administrative withdrawal by following the grade appeal procedure described in this catalog.

### Repeating Classes

NOTE: Specific MCC programs, and Financial Aid, limit the number of times a course may be repeated. The procedures of those programs supercede this procedure. Exceptions to the following course repeat limits require the written approval of the Vice President of Instruction.

You may repeat one time:

- A course for which the previous grade was “C” or better.

You may repeat up to 4 times:

- Courses in music, dance and theatre performance, art studio, physical education and recreation, and creative writing.
- A course for which the previous grade was below a “C.”

You may repeat as necessary:

- Developmental 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.

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

An Audit designation must be specified by the student during registration. Audited courses do not count as part of the semester’s credit hour load nor as credit toward graduation unless repeated for credit. No credit or grade will be given. An auditing fee of \$10 per credit hour will be charged in addition to the regular registration and tuition fees. In addition, audited courses will appear on the transcript as an “AU.” Students will not receive financial aid or veterans educational benefits for audits.

### Enrichment Classes

These are a series of selected course offerings made available for individuals who want to take classes, but who are not interested in receiving college transfer or



degree credit. Changes from regular credit to enrichment credit (or vice versa) must be made by the end of the Add/Drop period. Course offerings range across most programs offered by the college. Some of the selected course offerings available require completion of prerequisite courses and/or an appropriate score on the assessment test. Students enrolled in enrichment courses attend classes with students taking the same class for transfer or degree credit. However, enrichment students are graded on an “S” (Satisfactory) or “U” (Unsatisfactory) basis. In addition, final exams are not required and other requirements may be waived based on the individual course guidelines. Tuition and fees are the same as regular classes.

### Independent Study

If you wish to take a class by Independent Study, you must meet with your campus academic counselor to see if you meet the Independent Study Application requirements. After the instructor and division chair approve the application, you may register for the class.

### Dual Enrollment Opportunities

Area high schools and Mohave Community College may offer college courses at the high school 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.” [ARS 15-1821.01]

For more information, contact your area high school guidance counselor or one of the MCC academic counselors.



## Tuition & Fees

All tuition and fees are to be paid at the time of registration or through an approved monthly payment plan. The following Tuition Schedule applies to all college instruction.

Special tuition rates are currently in effect for residents of the states participating in the Western Undergraduate Exchange (see WUE rates).

### Mohave Community College Tuition Schedule 2005-2006

Credit Hours	In-State	Out-of-State	Senior	Western Undergrad. Exchange	Workshop
0.25					36
0.50					53
1.00	46	138	34.50	69	71
2.00	92	276	69.00	138	142
3.00	138	414	103.50	207	
4.00	184	552	138.00	276	
5.00	230	690	172.50	345	
6.00	276	828	207.00	414	
7.00	322	966	241.50	483	
8.00	368	1,104	276.00	552	
9.00	414	1,242	310.50	621	
10.00	460	1,380	345.00	690	
11.00	506	1,518	379.50	759	
12.00	552	1,656	414.00	828	
13.00	598	1,794	448.50	897	
14.00	644	1,932	483.00	966	
15.00	690	2,070	517.50	1,035	
16.00	736	2,208	552.00	1,104	
17.00	782	2,346	586.50	1,173	
18.00	828	2,484	621.00	1,242	

**WHAT WILL MY CLASSES COST?**

## Tuition & Fees

### Western Undergraduate Exchange

The Western Undergraduate Exchange is an agreement with the Western Interstate Commission for Higher Education. A special schedule for tuition is in effect for residents of Nevada and Utah, as well as residents of the following states: Alaska, Colorado, Hawaii, Idaho, Montana, New Mexico, North Dakota, Oregon, South Dakota, Washington and Wyoming.

### Senior Citizens Discount

Senior adults, 55 years of age and over as of the first day of the semester, are eligible for special senior tuition as listed in the current tuition schedule. The senior discount rate does not include course specific, lab, testing or administrative fees.

### Course, Lab, Testing and Administrative Fees

Some programs, courses and activities at MCC have additional fees associated with them. Please see the MCC Course & Lab Fees and MCC Testing & Administrative Fees for a complete list of MCC course specific, lab, testing and administrative fees.

### English Language Acquisition for Adults (ELAA) & GED

Please consult your local campus Foundation Studies Center for current tuition rates for Adult Basic Education

(ABE), English Language Acquisition for Adults (ELAA) and General Educational Development (GED) Programs.

### Methods of Payment

MCC will accept personal checks, MasterCard, VISA, Discover, American Express, money orders and cash. In addition, you can arrange periodic tuition payments through the FACTS program.

FACTS is a tuition management plan that provides you with a low cost option for budgeting tuition and other educational expenses. If you wish to take advantage of this option, you pay a \$30 nonrefundable enrollment fee. You are then allowed to make regularly scheduled payments. Additional information is available from the Office of the Registrar, or an academic counselor can provide a FACTS brochure.

You have the following options:

- Pay the full tuition and fee payment at the time of registration.
- Pay the full tuition and fee payment by the deadline.
- Receive a Financial Aid Award by the deadline.
- Sign up for the MCC monthly payment plan by the deadline. Ask for a FACTS brochure.



# Tuition & Fees

## Course and Lab Fees 2005-2006

Course and Lab Fees	Unit	Student Fee	Non-Student Fee
Art Labs	.Credit	.5	
Audit	.Credit	.10	
Automotive Technology Program Fee (1st Semester)	.Program	.700	
BIO 205 Microbiology	.Credit	.10	
Casino Gaming Courses	.Course	.35	
*Culinary Arts Program Fee	.Program	.2500	
Dental Assisting Program	.Program	.1000	
Dental Hygiene Program Fee (Four Semesters)	.Semester	.2500	
Distance Education (.5 to 3.0 credit maximum per course)	.Credit	.20	
Drafting Courses using Auto-Cad	.Course	.80	
Electrician - ELC Courses	.Credit	.10	
Emergency Medical Services			
EMS Lab Courses (except 240, 241, 242, 243, 244)	.Credit	.5	
EMS 240 (Name Tag, Shirts, Program Fee)	.Credit	.20	
EMS 241, 242, 243, 244 (Program Fee)	.Credit	.20	
EMS 241, 246 (Advanced Cardiac Life Support)	.Course	.60	
EMS 242, 250 (Pre-Hospital Trauma Life Support Cert.)	.Course	.60	
EMS 242, 250 (PHTLS National Registration)	.Course	.15	
EMS 243, 249 (PALS/PEPP)	.Course	.60	
EMS 243 Cadaver Lab	.Course	.125	
EMS 248 Pediatric Education for Pre-hospital Providers and PHTLS Certification	.Course	.120	
EMS 248 (PHTLS National Registration)	.Course	.15	
Health Sciences Lab Courses	.Credit	.10	
Heating, Ventilating and Air Conditioning - HVA Courses	.Course	.55	
Jewelry	.Credit	.5	
Laboratory Sciences	.Credit	.5	
Leadership Course Fee (POS 270)	.Course	.250	
Music Lessons, Private	.1/2 Hr/Wk	.200	
Music Lessons, Private	.1 Hr/Wk	.400	
Nursing Program Fee (Four Semesters)	.Semester	.750	
For all nursing students <b>admitted Fall 2004 and after</b>			
Nursing Fees for all nursing students <b>admitted prior to Fall 2004</b>			
NUR 222 Lodging	.Course	.150	
Nursing Manuals	.Course	.40	
Nursing Program (NUR 222)	.Semester	.450	
Other Nursing Fees			
NUR 115 Nursing Assistant	.Course	.100	
NUR 123 Transition to Practical Nursing	.Course	.50	
NUR 135 LPN Refresher	.Course	.100	
NUR 235 RN Refresher	.Course	.100	
Surgical Technology Program (Fall and Spring)	.Semester	.1400	
(Summer Session)	.Session	.400	
*Truck Driving Program		.3350	
Welding	.Course	.60	
Woodworking	.Credit	.5	

\*Program Fee includes Tuition

WHAT WILL MY CLASSES COST?

## Tuition & Fees

### Testing Fees

<b>Course and Lab Fees</b>	<b>Unit</b>	<b>Student Fee</b>	<b>Non-Student Fee</b>
AZ/US Constitution Test . . . . .	Test . . . . .	.15 . . . . .	.40
CLEP Administration Fee (3+ credits) . . . . .	Test . . . . .	.25 . . . . .	.50
CLEP Collected at time of test . . . . .	Test . . . . .	.55 . . . . .	.55
COMPASS Retest Fee (one part) . . . . .	Test . . . . .	.5 . . . . .	.5
COMPASS Retest Fee (full test) . . . . .	Test . . . . .	.10 . . . . .	.10
C-NET . . . . .	Test . . . . .	.20 . . . . .	.45
Credit by Examination . . . . .	Test . . . . .	Tuition Rate	
EMS 122 Practical Exam . . . . .	Test . . . . .	.35	
EMS 222 Practical Exam . . . . .	Test . . . . .	.40	
EMS 225 Practical Exam . . . . .	Test . . . . .	.40	
EMS 225 Recertification Challenge Written Examination . . . . .	Test . . . . .	.30	
EMS 225 Recertification Challenge Practical Examination . . . . .	Test . . . . .	.140	
EMS 244 National Registry Written and Practical Exams . . . . .	Test . . . . .	.125	
EMS 244 National Registry Certification Application . . . . .	Test . . . . .	.50	
EMS National Registry Practical Retest (per station) . . . . .	Test . . . . .	.35	
EMS National Registry Written Retest . . . . .	Test . . . . .	.40	
Exams from Other Schools . . . . .	Test . . . . .		.25
GED Testing Fee, Collected at time of test . . . . .	Test . . . . .	.50	
GED Retest, per section, Collected at time of test . . . . .	Test . . . . .	.15	
Nurse's Entrance Test . . . . .	Test . . . . .	.15	

### Administrative Fees

<b>Course and Lab Fees</b>	<b>Unit</b>	<b>Student Fee</b>	<b>Non-Student Fee</b>
Aviation Simulator Fee . . . . .	Hour . . . . .	.10	
College Library Card Replacement . . . . .	Each . . . . .	.5	
Returned Checks . . . . .	Each . . . . .	.25	
Certificate/Degree Replacement . . . . .	Each . . . . .	.40	
Transcript Fee (First copy free) . . . . .	Each . . . . .	.5	
Field Trip Transportation Fee . . . . .	Each . . . . .	.15	
Field Trip Entrance/Attendance Fees may be student's responsibility			
College for Kids . . . . .	Summer . . . . .		.90
Two or more children in the same family, each child . . . . .	Summer . . . . .		.75
Primary Arts for Kids . . . . .	Summer . . . . .		.80
Theatre Production for Kids . . . . .	Production . . . . .		.60

\* No Non-Student Fees exist for these programs.  
 \*\* Fee is per semester, 15 classes.

# Refund Policy

## Tuition Refunds

If you drop a class, you are entitled to a refund of tuition paid to the college on the following basis:

1. 100% refund of tuition for a class dropped prior to the end of the Add/Drop period.
2. 0% refund of tuition for a class dropped after the Add/Drop period.

In special circumstances, after the ADD/DROP period, you may drop all courses for the following reasons and receive a refund of tuition and a refund of fees except for instrument, tool or uniform costs:

1. Serious Illness (pro rata refund of tuition and net fees) as long as the request is made prior to the end of the semester in which the illness occurs. You must produce a verifiable doctor's statement certifying that the illness prevents you from attending classes.
2. Your death, your spouse's, parent's or child's death (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. You or your 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 you belong to the armed forces or National Guard and are called to active duty and assigned to a duty station distant from the campus. A copy of the military orders must be provided.

Approval for special circumstance refunds must be obtained from the Vice President of Student Services.

## Fee Refunds

If you drop a class, you are entitled to a refund of fees on the following basis:

1. 100 percent refund of fees for a class dropped prior to the end of the ADD/DROP period.
2. Zero percent refund of fees for a class dropped after the ADD/DROP period.

## General

Refunds require up to 10 business days to process. The college will provide full refunds for any classes the college cancels. If you drop a one- to four-day class/workshop, you must do so before the scheduled time of the first meeting to receive a refund.

## Process

1. If you wish to obtain a refund, you must complete the required paperwork available at student registration.
2. Your instructor, if available, or a division chair must approve the request to drop a class.
3. Final approval is obtained from the Director of Financial Aid who will forward approved requests to Enrollment Services.

## 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 school charges (tuition, fees), but who cancel prior to starting class, withdraw after beginning classes, are terminated from the school, or otherwise fail to complete the program on or after the first day of the class enrollment for which they were charged.



WHAT WILL MY CLASSES COST?

## Financial Aid Requirements

The Financial Aid Office's mission is to provide prompt, accurate and courteous financial aid assistance. Although primary responsibility for educational costs rests with you and your family, MCC, the federal government and the state of Arizona all assist you in pursuing a higher education. Students applying for financial aid should complete a Free Application for Federal Student Aid (FAFSA) available at all four MCC campuses. Please refer to the MCC web site [www.mohave.edu](http://www.mohave.edu) for the most recent information on financial aid. Applications for federal aid are available at all campus locations. The following is a summary of available financial aid programs and policies.

### General Eligibility Requirements

To receive financial aid a student must:

- Be a U.S. citizen or an eligible non-citizen.
- Be a graduate of a U.S. high school or foreign high school or GED
- Not be in default of student loan or repayment of a grant.
- Maintain satisfactory academic progress defined by federal regulations.
- Enroll in eligible courses defined by the institution. Inquiries on course eligibility is available by calling (928) 757-0855.
- Enroll in an eligible program of study.
- Have not exceeded Federal Aggregate Loan limits as defined by the Department of Education.

Home school students who have completed a home school program and are beyond Arizona's compulsory school attendance age may be eligible for financial aid.

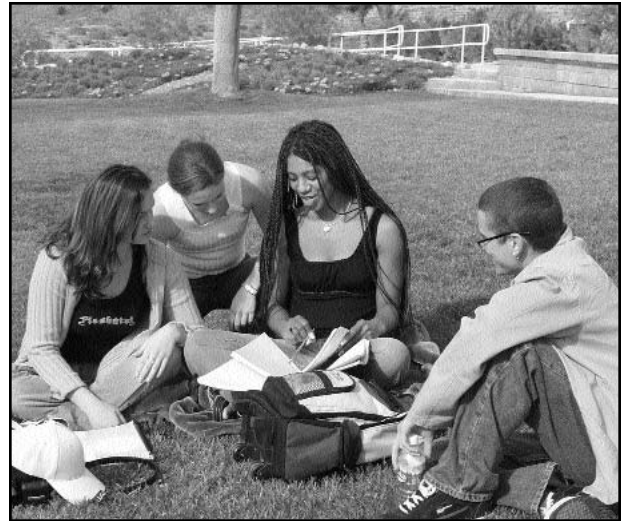
A student who has not earned a GED or high school diploma may be eligible for financial aid if the student earns a passing score on the three components of an Ability to Benefit exam (TABE) as required by the department of education. If all three scores are not met in one sitting, the student must retest.

### Awards

All financial aid awards are based on information provided by the student, availability of funds and on general eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, family contribution or failure to meet satisfactory academic progress. Withdrawals or reductions in enrollment may affect an award or any future awards. The regularly scheduled dates of disbursement of financial aid checks are each Friday except on the initial dates of disbursement, which are posted on the web site.

### Grants

The Federal Pell Grant provides funds to undergraduate students without bachelor's degrees. Awards range between \$200 and \$4,050 per academic year, depending on a student's enrollment status, cost of attendance and family contribution. Students who receive Federal



Supplemental Educational Opportunity Grants (SEOG) must demonstrate exceptional financial need and the lowest expected family contribution. Leveraging Educational Assistance Partnership (LEAP) Grant recipients must demonstrate substantial financial need, be Arizona residents and enrolled at least half time.

### Loans

Federal Subsidized and Unsubsidized Stafford Loans require a separate application. Before applying for a loan, you must first complete the Free Application for Federal Student Aid (FAFSA). If you receive a loan, you must be enrolled for six credit hours. Congress also establishes loan limits that may be prorated depending on your classification. All first-time borrowers at MCC must complete an entrance interview at the FAO before loans are processed. If you meet Subsidized Stafford Loan eligibility requirements, you may borrow up to \$2,625 per year as a first-year student and \$3,500 per year as second-year student.

### Work Study

Federal Work Study (FWS) and Institutional Work Study are subsidized work programs. If you participate in the workstudy program, you are required to be enrolled in at least six credit hours and maintain Financial Aid Satisfactory Academic Progress while employed under the workstudy program. If you are interested in MCC's student employment program, you must be enrolled in at least six credit hours, maintain a cumulative GPA of 2.0 and complete a Free Application for Federal Student Aid (FAFSA).

### Scholarships and Other Aid

Institutional and external scholarships are available. Amounts, deadlines and eligibility requirements vary from scholarship to scholarship. For more information, please visit the Financial Aid Office. Assistance is also available through the Veterans Administration. Students interested in obtaining VA educational benefits may contact the Financial Aid Office at (928) 757-0855.

# Financial Aid Requirements

## Check Release

You may pick up checks at the campus you are attending, after presenting a valid picture ID. If a check is not picked up within seven days of the release date, it will be mailed to the address on record.

## Philosophy

Federal regulations require that financial aid recipients meet certain academic standards to be eligible for federal financial aid. To ensure financial aid recipients are making satisfactory academic progress, and to determine eligibility for the next year, academic transcripts are reviewed each year. All terms of attendance are reviewed, including periods in which the student did not receive financial aid. Financial Aid Satisfactory Academic Progress does not authorize or deny a student's eligibility to enroll in school. Any student may appeal and will receive fair consideration for reinstatement.

## MCC Standards

1. **Qualitative Progress:** Students must maintain a cumulative grade point average of at least 2.0 (a "C" average). 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.
2. **Completion Rate:** Students must complete a minimum of 70 percent of all course work (registered credit hours) attempted at MCC. Any course with a grade of Withdraw (W), Fail (F), Incomplete (I), In Progress (IP), Audit (AU) or Unsatisfactory (U) is not considered completed course work. Repeated courses are included in the calculation. Repeated courses beyond the second attempt are considered attempted but not completed.
3. **Maximum Time Frame (MTF):** Students must complete their program within 150 percent of the credit hours required by the program. Students who have reached the MTF will not be eligible for additional financial aid. Preparatory hours are excluded from this calculation. Repeated courses and transfer credits accepted by MCC toward a degree are included in the student's maximum time frame calculation. Courses dropped before expiration of the full refund date are not counted against the calculation.
4. **IMPORTANT:** Students Changing Majors. Credits attempted and grades earned by students who are changing majors may not be counted toward the student's new major in the calculation of the student's SAP standing. You must see a FA Advisor for determination on eligible credits and grades.

## Financial Aid Probation

Recipients are placed on one term of financial aid probation after the first term in which they fail to meet the qualitative or completion rate components of Satisfactory Academic Progress. Students will receive federal student aid during their probationary term.

## Conditional Probation

Students who would otherwise be suspended as a result of not meeting the Standards of Satisfactory Academic Progress will be placed on Conditional Probation if they are able to demonstrate that SAP standards were met during the preceding term by establishing a 2.0 grade point average and completing 70 percent of the coursework. Students exceeding the MTF are not eligible for Conditional Probation. All student academic transcripts will be evaluated against the new SAP standards and placed in applicable status i.e., Satisfactory, Probation, Conditional Probation, or Suspension. Students will be notified of their status before the start of the Fall 2005 term. Establishment of Conditional Probation is necessary due to the change of SAP Policy at MCC [Student Financial Aid Handbook Vol. 2, Chapter 10 page 2-190].

## Financial Aid Suspension

Students are suspended from receiving financial aid if they do not meet the Standards of Satisfactory Academic Progress by the end of their probationary term. Students on financial aid suspension are not eligible for Federal or State Financial Aid (Grants, Loans, Student Employment). Financial aid eligibility is reinstated when all the Standards of Satisfactory Academic Progress are met or an appeal has been approved. Students suspended from receiving financial aid are not eligible for a financial aid deferment. Students may submit an appeal for reinstatement consideration.

## The Appeal Process

Students suspended from receiving financial aid may appeal their suspension if there are mitigating circumstances affecting their progress. Students who would like to appeal their suspension status must submit an appeal form to the Financial Aid Office and attach all required documentation. A committee will review the appeal and may grant reinstatement of financial aid for one term based on mitigating circumstances that directly contributed to deficient academic performance. Appeals are evaluated on a term-by-term basis. Appeal forms are available at each campus Financial Aid Office.

## Policy for Closed Institutions

The MCC Satisfactory Academic Progress policy requires that all transfer hours be evaluated from academic transcripts for students enrolled in certain programs, when calculating total credit hours attempted. In the event that a student is unable to obtain academic transcripts as a result of the institution's closure, the financial aid administrator, with sufficient documentation, may waive the request for transcript.

## Scholarship Information

A number of scholarships have been established for Mohave Community College students by generous private donors in the community. Most scholarships are not renewed automatically and require the recipient to reapply each academic year. MCC reserves the right to grant all or part of a scholarship. Contact the MCC campus Office of Student Financial Aid Services for a scholarship application.

### **Arizona Association of Realtors Scholarship**

**Eligibility:** An Arizona resident, working full-time toward a degree in Business, with an interest in real estate. Based on academics and financial need. Must maintain a grade point average (GPA) of at least 2.5. Funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by the Arizona Association of Realtors.

### **Arnold Scholars**

**Eligibility:** Students with financial need attending full-time with established good academic records or demonstrated potential for excellence. Funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by the Dr. Arthur A. Arnold Foundation.

### **Betty Newcomer Memorial Fund for Nurses Training**

**Eligibility:** Lake Havasu City residents who are enrolled full-time as admitted students in the Mohave Community College nursing program. Based on financial need. Funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Warren Newcomer.

### **Bill Aston Memorial Scholarship/Kiwanis Club of Bullhead City, Morning**

**Eligibility:** A full-time student at the Bullhead Campus. Recipient selected by the club from scholarship applications submitted through Mohave Community College financial aid application process.

### **Don Hunt Memorial Scholarship**

**Eligibility:** Full-time students with demonstrated need and academic ability in the health professions field with an emphasis on nursing. Funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Donald Hunt's Estate.

### **Dougherty Foundation Scholarship**

**Eligibility:** Must complete a Dougherty Foundation Application and include a statement of goals, a recommendation and a GPA of 3.0 or better. Financial need and full-time enrollment are also required. Selections are made by the Foundation with input from the MCC Office of Student Financial Aid Services.

### **Ed Redman Memorial Scholarship**

**Eligibility:** Based on financial need, these scholarships go to students enrolled at the Bullhead Campus in a

general education program. Funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Stella Redman's Estate.

### **Ernest and Blanche Johnson Memorial Scholarship**

**Eligibility:** Based on a combination of academic performance and financial need. Specifically to be used for tuition and fees for full-time or part-time students on the Bullhead Campus. Funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by the Johnson's Estate.

### **Excellence in Accounting Scholarship**

**Eligibility:** A sophomore student who is attending the Lake Havasu Campus, majoring in accounting with a GPA of 3.0 or better. Funded by contributions to the account and maintained by the Mohave Community College Foundation, Inc., as established by Michael Bersch, C.P.A.

### **Georgia M. Ford Davis Scholarship**

**Eligibility:** A full-time student who is a resident of Mohave County and is enrolled in the health science field. Funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by the Davis Family.

### **Gordon L. Ritter, Dr., Endowment for Nurses Education**

**Eligibility:** Students enrolled in coursework that leads to a degree in nursing at the Bullhead City campus are eligible for this award. Students in pre-nursing coursework must be full-time. Students accepted into and enrolled in the nursing degree program are eligible if they are enrolled for six or more credit hours. Based on financial need. Students must maintain satisfactory academic progress as defined by the Bullhead City campus Office of Student Financial Aid Services. This is a fund administered by the Mohave Community College Foundation, Inc.

### **ING Americas Scholarship for Women**

**Eligibility:** Arizona residents, attending the Lake Havasu Campus of Mohave Community College. 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. The Lake Havasu Chapter of the Mohave Foundation selects the recipient. Funded through an endowment maintained by the Mohave Community College Foundation, Inc.

### **Jayne (Jay) M. Williams Memorial Scholarship**

**Eligibility:** Resident of the Bullhead City area, including Laughlin, Nev., and Needles, Calif. The award is based on financial need. It is available to assist students enrolled half-time or more in the Jewelry,



# Scholarship Information

Silversmithing, Stained Glass or Lapidary education programs at the Bullhead City campus. Students must maintain satisfactory academic progress, and may apply for a renewal of the scholarship for two additional semesters. Funded through an endowment maintained by the Mohave Community College Foundation, Inc.

## **Jeld-Wen, WENCO Foundation Scholarship**

Eligibility: Based on financial need and academic potential, the recipient must be a freshman student at the Kingman Campus. One award per year. Selections are made with input from MCC Financial Aid Officer.



## **Jim and Cecille Van Eyck Scholarships**

Eligibility: Based on combination of academic potential and financial need, the recipient must be enrolled in nursing, with a career objective as a Registered Nurse. Must also maintain a 3.00 GPA, and be a Mohave County resident. MCC selects the recipients.

## **Kevin Scott Bainer Memorial Scholarship**

Eligibility: Based on financial need, for a student enrolled in a law enforcement program. Funded by contributions made in the memory of Kevin Scott Bainer and maintained by the Mohave Community College Foundation, Inc.

## **Kingman High Twelve Club Book Scholarship**

Eligibility: Based on financial need, for part-time students on the Kingman Campus to use specifically for books. Funded through donations to the Mohave Community College Foundation, Inc.

## **Kingman Route 66 Rotary Club Scholarship**

Eligibility: Awarded to full-time students attending the Kingman Campus and is based on financial need.

## **Kingman Shrine Club Scholarship**

Eligibility: Based on a combination of academic potential and financial need, the recipient must be enrolled in a degree program. Must also be a resident of Arizona, Mohave County and graduate of Kingman High School. Must have a GPA of 3.0 or better.

## **Kiwanis Club of Kingman Scholarship**

Eligibility: Kingman High School graduates selected on the basis of need and academic potential by the Kiwanis Dollars-For-Scholars program.

## **Lake Havasu City Rotary Club, Al Funk Memorial Scholarship**

Eligibility: Permanent residents of Lake Havasu City, attending full-time at the Lake Havasu Campus in a vocational program. The selected recipients must agree to attend a Lake Havasu City Rotary Club luncheon to acknowledge and receive their award.

## **London Bridge Lions Club**

Eligibility: Second year student attending the Lake Havasu Campus and maintaining a GPA of 3.0 or better.

## **Marlene G. Clarke, RN, Memorial Scholarship**

Eligibility: Must be admitted into the Mohave Community College nursing program. May attend any MCC campus. Funded by contributions made in the memory of Marlene G. Clarke and maintained by the Mohave Community College Foundation, Inc.

## **Mohave Community College Board of Governors B.M. "Ozzie" Osborn Memorial Honors Scholarship**

Eligibility: This award is given annually to a recipient selected from the Phi Theta Kappa honor society of each campus. The recipient must be a current and active member of the society and be enrolled full-time.

## **Mohave Community College Board of Governors Early Start Program**

Eligibility: Students who are enrolled in an approved high school and are residents of Mohave County may be eligible for a tuition award during their senior year and the following summer, for up to seven credit hours of courses that lead to a certificate or degree program. This is not applicable to dual enrollment courses. In addition, students who are in an approved home school program, or are MCC GED graduates, may be eligible for a tuition award for up to seven credit hours of approved college-level coursework within one academic year. Value of each award: "Regular" tuition, up to seven hours.

## **Mohave Community College Board of Governors Founder's Award Scholarship**

Eligibility: The selection is based on need and goes to a student who is a sophomore, in attendance full-time and carries a GPA of 3.0 or better. One award per year per recipient. Founder's Award Recipients: Walter Brazie, M.D. and Keith West, Ed.D. (1999), Tom Schrimsher, D.V.M. and Vince Salmon, Ed.D (2000), Adolph (Cac) Fossum and Gordon L. Ritter, D.O (2001), Dean Finkbeiner and LaRue Davidson, Ed.D (2002), Grace Helen Neal and Sally Eggers-Hero (2003), Patrick K. Carlin and Stuart L. Anderson (2004), Dan Messersmith and Dan Oehler (2005).

## Scholarship Information

### **Mohave Community College Board of Governors GED Scholarship**

Eligibility: Awarded each year to the outstanding graduate from each of the three Mohave Community College GED testing sites. The recipient must be an Arizona and Mohave County resident and must enroll full-time, maintaining a GPA of 2.5 or better and complete a minimum of 24 semester hours per school year.

### **Mohave Community College Board of Governors High School Graduates Scholarship**

Eligibility: Most recent graduates of the Mohave County high schools that are Arizona and Mohave County residents. Based on academic performance, personal achievements, extracurricular activities and financial need. The recipients must enroll full-time, maintaining a GPA of 2.5 or better and complete a minimum of 24



semester hours per school year.

### **Mohave Community College Board of Governors Part-Time Scholarship**

Eligibility: Based on financial need, this award goes to Mohave County residents who are enrolled for at least six semester hours and no more than 11 semester hours and are working toward a declared degree objective. The recipients must maintain a GPA of 2.5 or better.

### **Mohave Community College Foundation, Inc., Bullhead Chapter Scholarship**

Eligibility: Residents of the Bullhead City area and Mohave County selected on the basis of academic performance and financial need. Recipients must maintain a grade point average GPA of 2.5 or better. Funded by scholarship donations to the Bullhead City Chapter of the Mohave Community College Foundation, Inc.

### **Mohave Community College Foundation, Inc., Kingman Chapter Scholarship**

Eligibility: Residents of Kingman and Mohave County selected on the basis of academic performance and financial need. Recipients must maintain a GPA of 2.5 or better. May be full-time or part-time awards. Funded by scholarship donations to the Kingman Chapter of the Mohave Community College Foundation, Inc.

### **Mohave Community College Foundation, Inc., Lake Havasu Chapter Scholarship**

Eligibility: Residents of Lake Havasu City and Mohave County selected on the basis of academic performance and financial need. Recipients must maintain a GPA of 2.5 or better. Funded by scholarship donations to the Lake Havasu City Chapter of the Mohave Community College Foundation, Inc.

### **Mohave Community College Silver Scholarship**

Eligibility: Based on financial need, these scholarships are specifically for part-time students enrolled in six or seven credit hours. The recipients must be Mohave County residents, and have achieved sophomore status at the College. The students must maintain a GPA of 3.0 or better, and may apply for a renewal of the scholarships for up to two additional years. One award per recognized MCC faculty or staff member who has achieved 25 years of service with the college. Silver Scholarship Faculty and Staff Members: Jay A. Burnham-Kidwell, Rebecca Faris, Shirley M. Flynn, Thomas C. Hensel, Roger L. Johnson, Paul D. Kessel, James E. Mahan, Dan W. Messersmith, Jan Messersmith, Martha J. (Marty) Norton, Ronald W. Parrott, Haul M. Reddick, Gail O. Salmon.

### **Mohave Electric Cooperative Scholarship**

Eligibility: Recipients are selected from MEC member families, who attend the Bullhead City campus. The awards are based on need. There are both full-time and part-time awards. Funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Mohave Electric Cooperative.

### **Mona Brazie Memorial Nursing Scholarship**

Eligibility: These awards go to full-time students with demonstrated financial need who are residents of Mohave County, with good academic potential and who are working toward a degree in the Nursing Program at Mohave Community College. 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 Scholarship**

Eligibility: This fund provides awards to re-entry students attending the Bullhead Campus. Recipients are selected from applicants for financial aid. Funded by contributions made in the memory of Patty Brisco and maintained by the Mohave Community College Foundation, Inc.

# Scholarship Information

## **Stella Redman Memorial Nursing Scholarship**

Eligibility: Based on demonstrated financial need, these scholarships are for students enrolled in the Nursing degree program at Bullhead City campus. 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 Scholarship**

Eligibility: Based on a combination of academic promise and financial need, the recipient must be enrolled in a degree program. A career objective in journalism or broadcasting is preferred but not required. Funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Dale Hoffman, Executor, Hoffman Estate. One award per year.

## **Western Arizona Regional Medical Center Auxiliary Association Education Scholarship**

Eligibility: Students entering the nursing program sign a work agreement with W.A.R.M.C. in exchange for a scholarship from the W.A.R.M.C. Auxiliary Association. The awards are based on academics and need. Selections are made with input from the Mohave Community College Office of Student Financial Aid Services. Renewals are based on academic performance.

## **Other Scholarships**

### **Mohave Community College Foundation, Inc., General Scholarship Fund**

Contributions to this general scholarship fund are used to provide scholarships to students with financial need. Contributions can be made to this fund instead of a specific account and are fully tax deductible.

### **Mohave Community College Foundation Memorial Scholarship Fund**

This fund is designed to accept one-time memorial contributions in the name of a special friend or loved one. These funds are used to help students with financial need. Prior memorials to this fund have been made in the memory of Douglas K. Bein, Ron Birkelbach, Tappan Collins, Barbara DiAmbrosio, H. Dean Downey, Jerry McGraham, William Howard Pender, Bob Roberts, and John Sweeney.

## **Outside Scholarships**

Community groups and organizations have provided scholarships in the past. Interested scholarship applicants should personally contact these organizations for application procedures and deadlines. Appropriate addresses are usually listed in the local telephone directory or may be acquired through each local Chamber of Commerce.

These organizations include, but are not limited to:

[www.mohave.edu](http://www.mohave.edu)



American Association of University Women, Arizona Elks Foundation, Arizona Society of Practicing Accountants, 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, Knights of Columbus of Kingman, Knights of Columbus of Lake Havasu City, Kiwanis Club of the Colorado River, Lake Havasu City Business and Professional Women, London Bridge Rotary Club Foundation, Soroptimist International of Kingman, Soroptimist International of Lake Havasu City, Venture Club of Kingman.

## **Veterans Educational Benefits**

MCC 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 application for educational benefits, student job placement, tutorial assistance and services for disabled veterans.

Satisfactory academic progress standards for veterans benefits recipients are not the same as those outlined for financial aid recipients earlier in this section. Please contact MCC's VA Certifying Official for details. It is important to note that the VA will only pay for classes that are required of the degree or certificate the student is pursuing. Please visit the Financial Aid Office at your nearest campus to obtain the necessary paperwork to start or continue your claim for educational benefits or to be put in contact with MCC's VA Certifying Official. Additional information on VA educational benefits may be obtained on the Mohave Community College web site at [www.mohave.edu](http://www.mohave.edu) or the VA Education Benefits web site at [www.gbill.va.gov/](http://www.gbill.va.gov/).

## Academic Services

It is our goal at MCC to serve each student to the very best of our ability. To be sure we are succeeding, we have a Student Services customer service survey at MCC that asks if we have reached our goal. These surveys are available on each campus in the Student Services Office. Please take a moment to let us know how we have served you, or how we may better serve you. Your time is appreciated and valued.

### Bookstore

Each campus has a bookstore which sells the books and supplies required for MCC classes. The bookstores also sell art and craft supplies, clothing with the MCC logo, greeting cards and paperbacks, calculators, gift items and more. MCC gift certificates are also sold. The bookstores will take special orders.

### Challenge Examination

A Challenge Examination is a test you may take after enrolling in selected courses offered by Mohave Community College. You may request and take the exam within the scheduled Add/Drop period if you feel you have already acquired the objectives of the course. Not all courses may be challenged. You should discuss with the appropriate faculty member whether a course has a challenge test and, if so, the requirements for taking the test. By taking a Challenge Examination, you are “testing out” of a course. If you satisfactorily complete the Challenge Examination, you will receive a permanent grade for the course. If you do not satisfactorily complete the Challenge Examination, you may remain in the course.

There is no additional fee for a Challenge Exam beyond the regular course tuition and fees. You will not be allowed to receive a refund for a class you drop after a Challenge. Challenge Exams are given at times designated by the instructor of the course. You should check with the instructor or division chairperson about the feasibility of taking the test.

The grade appears on the transcript and counts in the grade point average (GPA) computation. No special designation appears on the transcript or permanent record.

### College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP), sponsored by the College Entrance Examination Board, is a national program of credit by examination which offers people of all ages and backgrounds the opportunity to obtain recognition for college-level achievement no matter how acquired. CLEP offers two types of tests - general examinations and subject examinations. Not all universities accept CLEP credits.

**General Examinations:** General Examinations measure college-level achievement in four basic areas of the liberal arts: humanities, mathematics, natural and social sciences and history. Mohave Community College can grant a maximum of six credits for each general examination successfully completed.

**Subject Examinations:** Subject Examinations measure achievement in specific college courses and serve to grant credit for them. These tests stress concepts, principles, relationships and applications of course materials. The amount of credit awarded for each subject examination successfully completed varies from three to six credits.

Credit by CLEP may be earned if you meet the following requirements: you are currently registered for at least three semester hours, are in good standing and pay all applicable testing fees in advance. Individuals not enrolled at MCC may ask to take the test for an administrative fee, payable to MCC, in addition to all other applicable test fees.

Students earning a score in the 50th percentile or higher receive credit. If you have taken a CLEP Subject Examination and scored in the 50th percentile or higher, the earned credit is applied to the appropriate course as determined by the Office of the Registrar. Notation will be made on transcript “CLEP Passed,” name of test, and date of test.

Additional information about the CLEP program application forms (registration, cost, score reporting policies and restrictions) can be obtained by contacting a campus academic counselor. Questions regarding the amount of credit granted should be directed to the Office of the Registrar.

### Course Credit Evaluation

MCC believes that learning is not always acquired in a formal classroom setting. A student may have already mastered college-level material through life experiences such as reading, advanced courses in high school, on-the-job training, etc. The college may recognize what the student has already learned and grant college credit through the satisfactory completion of “advanced standing” (credit earned for prior learning), and may be used to fulfill the requirements for an Associate’s Degree or Certificate of Proficiency. A student may earn a maximum of one-third of the total credits required for the degree or certificate as advanced standing.

Nontraditional credits accepted at MCC include:

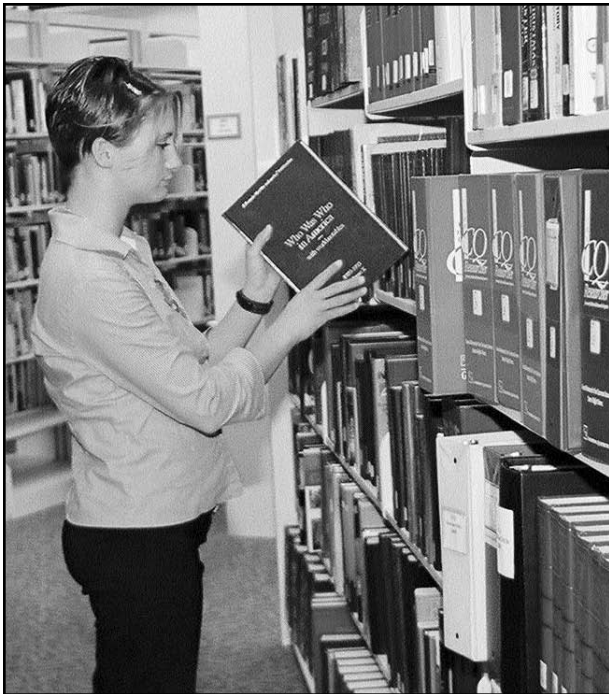
- CLEP tests
- Advanced Placement high school tests
- Formal Military Training
- American Council of Education recommended programs completed at non-collegiate organizations

## Academic Services

For more information, contact the Office of the Registrar.

### Credit for Formal Military Education and Training

Military veterans are eligible for credit based upon formal vocational training and education obtained while in the armed forces. Credit may be granted for a variety of programs described in "A Guide to the Evaluation of Educational Experience in the Armed Services." Veterans interested in obtaining credit for their formal military education should contact the Office of the Registrar.



### Credit for Programs Completed at Non-Collegiate Organizations

Students who have successfully completed educational programs at non-collegiate organizations may be eligible to receive academic credit for these experiences. Credit may be granted for a variety of programs described in "A Guide to Educational Programs in Non-collegiate Organizations." Credit may be granted for non-collegiate training completed at such organizations as the National Security Agency, U.S. Department of Agriculture Graduate School and others. Students interested in receiving credit for non-collegiate learning should contact the Office of the Registrar at MCC. Non-collegiate courses taken through the military, business, government agencies, etc., must have an American Counsel of Education (ACE) recommendation. Credit for previous experiences, not found in the guide, may be given through proficiency and challenge examinations.

### English Language Acquisition for Adults (ELAA)

This series of classes has been designed for students who have come to the United States and whose native language is not English. Students are assessed and placed into one of three class levels (beginning, intermediate or advanced) during the ELAA orientation - AED 029.

### Foundation Studies Centers

Foundation Studies Centers help students improve their academic skills. Foundation Studies Center services include:

- Group and computer-aided learning assistance (tutoring) in reading, writing, math and study skills.
- Tutoring support in reading, writing and math.
- Orientations for Adult Education & GED classes.
- Preparation classes for official GED examination.

### GED Preparation Classes

GED (General Education Development) classes are offered at Mohave Community College. The classes include instruction in the five areas on the GED test: writing skills, math skills, social studies, science and reading skills.

In order to sign up for the class, students must:

- Attend a GED class orientation - AED 066.
- Be at least 16 years old.
- Not be currently enrolled in another secondary school program.
- Submit proof of having failed one or more sections of the official GED examination.

On-campus orientation/class enrollment sessions are held several times a semester on each campus (off-campus orientations are generally held once a semester).

At the session, students:

- Register for the class.
- Take the TABE test and official GED Practice Tests to assess their test readiness (on campus only).
- Fill out state paperwork.
- Set up a personal class schedule with the advisor.

Instruction for the GED is individualized. The time it takes a student to prepare to pass the official GED final test varies according to the skills of the individual student and the amount of time spent studying.

GED classes are held on each campus and at different sites around the county. For more information about the GED classes, call your local campus.

### GED Testing

GED tests are given by an independent examiner appointed by the State Department of Education.

Testing sessions are held at the Bullhead City, Kingman

## Academic Services

and Lake Havasu City campuses approximately once a month. The test has five sections: writing skills, math skills, social studies, science and reading.

**The cost of the GED test is \$50.**

**The cost for a GED retest is \$15 per section.**

In order to take the GED test, an examinee under the age of 18 must meet the following requirements:

- Be at least 16 years old.
- Have the required letter from the last school attended, certifying that the applicant has officially withdrawn from school.
- Have his/her parent's or legal guardian's notarized statement of consent to take the test if the examinee is not married.
- Present two forms of identification — one being a current picture I.D.
- Pay \$50 test fee either in cash or by money order.
- Participate in the test registration prior to the actual test.

An 18-year-old or older examinee must:

- Not be a high school or GED graduate.
- Not be currently enrolled in a public or private high school.
- Present two forms of identification — one being a current picture I.D.
- Pay \$50 test fee either in cash or by money order.
- Participate in the test registration prior to the actual test.

A person can take the GED test without having taken the GED class offered at MCC. It is recommended, however, that the person come to a GED orientation/practice-testing session to have his/her skills assessed with the official TABE and the GED Practice Tests. For more information about the GED test, call the local campus number and ask for the Foundation Studies Center.

### Library Services

Library Services are provided to support the college curriculum on the Bullhead City, Kingman, Lake Havasu City and North Mohave campuses. Inter-library loan service, periodicals, online journals, magazines, video and audio cassette tapes, books, DVDs, microfiche, online searching and library orientation tours, and instruction on how to use the library effectively are all available.

An automated circulation system and online public access terminals help provide for ease in checking out materials and in searching for needed information. Each library is open during the hours listed below while college classes are in session:

### Bullhead City, Kingman

#### & Lake Havasu City Campuses:

Monday - Thursday: 8 a.m. - 9:30 p.m.

Friday: 8 a.m. - 6 p.m. and Saturday: 9 a.m. - 1 p.m.

### North Mohave Campus:

Monday - Thursday: noon to 9 p.m.

Friday: 10 a.m. - 2 p.m.

A great deal of research information may also be accessed from home through the library web page at [www.mohave.edu/library](http://www.mohave.edu/library).

### REACH

REACH (RE-entry and Change) is a support services program designed to assist single parents and displaced homemakers. Qualified vocational students may be eligible for scholarships for books and tuition. For more information about the REACH start up program, contact the Bullhead City campus at 758-5817; the Kingman campus at 757-0850; the Lake Havasu campus at 680-0633; or the North Mohave campus at (928) 875-2799.

### Student Government/Organizations

The Student Government Association (SGA) Constitution and Bylaws were approved by the Mohave Community College Board of Governors on March 13, 1975, and the students ratified the constitution by a special election held in the spring of 1975. Officers are elected once each year.

One of the advantages of the community college is the fact that students can play key roles on the campus. Students are encouraged to volunteer their assistance in fostering student activities. Participation in student government and/or organizations: (1) provides practical training in such areas as leadership, organization and communication skills; (2) enhances educational experience and identification with the college; (3) aids and encourages fellow students; and (4) initiates growth and positive changes on campus.

### Student Records

Student records are housed at the Office of the Registrar in Kingman. All inquiries regarding a student's official records should be made through the Office of the Registrar.

### Student Records Confidentiality

Currently-enrolled students may withhold disclosures of any category of 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 classes each semester. Failure on the part of any student to specifically request that categories of "Directory

## Academic Services

Information” be withheld, indicates individual approval for disclosure. The Federal Privacy Act of 1974 also provides that a student is not required to provide Social Security numbers on any college materials requested, but may do so on a voluntary basis. However, if the student is applying for financial aid or wishes to claim education tax benefits, a social security number must be provided. Students wanting a student I.D. number will be issued one to use in lieu of their social security number.

MCC designates the following categories of student information as public or “Directory Information.” At its discretion, the institution may disclose such information unless a student requests that it not be revealed. MCC may use the student’s I.D. number for informal research.

**Category 1:** Name, address, telephone number and dates of attendance.

**Category 2:** Previous institution(s) attended, major field of study, awards, honors (includes Dean’s List) and degree(s) conferred (including dates).

**Category 3:** Past and present participation in officially-recognized sports and activities, physical factors (height, weight of athletes) and date and place of birth.

### Tech Prep

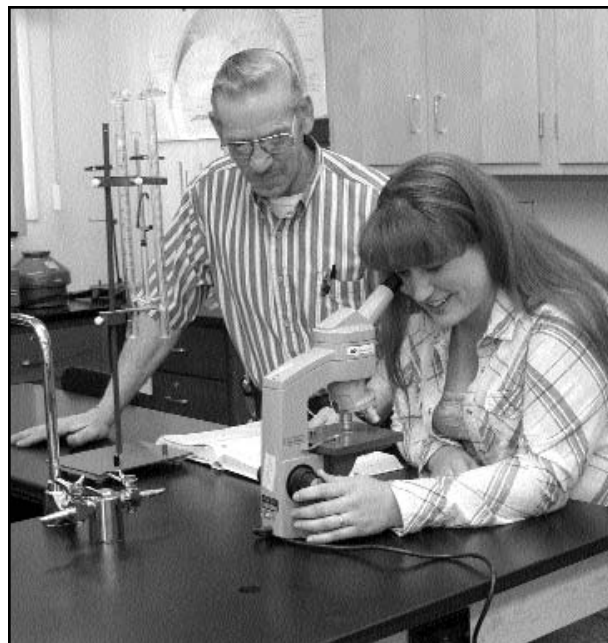
Tech Prep is a nationwide program designed to help students get a jump start on earning college credits before they graduate from high school, saving them time and money. Students can take advantage of the program by taking Tech Prep courses at participating high schools (those that have an articulation agreement for specific courses with Mohave Community College). Students who have taken those courses and passed them with at least a “B” grade while in the 11th or 12th grades can then submit their high school transcript at any time to MCC’s Registrar for verification of earned credits.

Participating high schools include Colorado City High School, Kingman High School, Lake Havasu High School, Mohave High School, and River Valley High School. More information is available by calling 928-757-0893. Think Smart. Think Tech Prep and Mohave Community College!

### Transcripts

Students requesting MCC transcripts should complete a Transcript Request Form and return it to the campus front office or the Office of the Registrar with the appropriate fee. Student signatures are required to release information to a third party. The first transcript is free; additional copies are \$5 each.

Students may also send written, signed requests via mail



or fax 928-757-0808 to the Office of the Registrar, Mohave Community College, 1971 Jagerson Avenue, Kingman, AZ 86401. Students must include the following information with their request:

- Student’s full name
- Social Security number
- Current mailing address
- Student’s signature
- Complete name and address where transcripts are to be sent
- Check, money order or credit card (type, number and expiration date) for appropriate fee. No cash, please.

Students may view their unofficial transcript by using the online Student Information System (SIS) on the Internet at [www.mohave.edu](http://www.mohave.edu). Log in with student ID and PIN (birth date, MMDDYY).

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

### Tutoring

Tutoring is available through Foundation Studies at the local campus. Students are encouraged to request tutoring as soon as they anticipate difficulties in class.

#### Foundation Studies locations:

Bullhead Campus	758-3926, x4431
Kingman Campus	757-4331, x1289
Lake Havasu Campus	505-3332
North Mohave Campus	(928) 875-2799, x2226

## Non-Academic Services

### Career Services

The career services program offers career counseling for all potential and currently enrolled 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.

### Disability Services

Each campus has staff that coordinate assistance to persons with disabilities. These individuals provide disability related accommodations, information and referral services. They serve as a connecting link between students with disabilities and the college. Students needing accommodations should contact one of these individuals before registering for classes. The college requires six weeks notice to provide disability-related accommodations. See Page 158 in the Student Handbook section of this catalog for contact information. MCC does not provide eyeglasses, hearing aids or personal attendants.

### Food Services

The Bullhead City, Kingman and Lake Havasu City campuses have food vending areas. Catering services may be arranged for events both on and off campus.

### Housing

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

### Parking

Student parking is provided at MCC campuses. Student driving behavior should be consistent with laws and regulations established by the state and with those established by the college. Vehicles parked illegally may be towed at the owner's expense.

### 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 at (928) 757-0895.

### Student Life

MCC offers many opportunities to grow outside of the classroom. To get the most out of college, students are encouraged to participate in the cultural, social, enrichment and recreational activities offered through Mohave Community College





# Distance Education

Distance Education (DE) at Mohave Community College offers a flexible alternative to traditional classroom instruction. Online (Internet) and Mixed Media courses accommodate students with hectic schedules who find it difficult to attend class on campus. Distance Education also coordinates classes offered via ITV (Interactive Television), where students from all campuses simultaneously meet with their instructor and classmates. Web-enhanced and Hybrid courses provide a campus-based classroom experience with value-added online enhancements.

Although Distance Education is an alternative to traditional classroom learning, courses offered through MCC DE provide a complete educational experience comparable to the traditional classroom experience.

## What Classes are Offered Via DE?

A wide variety of DE classes are offered each semester. Classes may be taken that apply to an associate's degree, a certificate program, transfer, or for enrichment. Classes vary in length. Some run the length of the full semester; others are accelerated and run for shorter periods. For the most current DE class schedule information visit the MCC web site at [www.mohave.edu](http://www.mohave.edu). All DE students must have an active MCC student email account to participate in DE courses. E-mail information is available on the MCC web site.



[www.mohave.edu](http://www.mohave.edu)



## Specific Types of DE Courses

**Online/Internet** courses are 100 percent online. (Note, some online courses do require proctored mid-term and final exams. Exam dates are provided in the course schedule.) Students access course information, including syllabus and assignments, online when they log on the first day of the course. Textbooks and other online course materials are available at the campus bookstores. Students should take care that they are purchasing texts designated for their online course section, as some online courses require texts with additional pre-packaged software. Minimum computer requirements are set forth on the Distance Education web pages at [www.mohave.edu](http://www.mohave.edu), and in the current course schedules. Some courses also require that students have access to one of MCC's computer centers or have certain software loaded on their home computer.

**Mixed Media** courses are multi-media, non-classroom courses. Course materials include a syllabus and additional materials mailed from the Distance Education office to students prior to the start of the course. Textbooks and other course materials are available through each campus bookstore. Most courses also use video cassettes, which students will borrow from an MCC campus library. Students in courses that require videos will need an MCC library card and access to a video cassette player. Courses requiring other equipment, such as an audio tape player or DVD player will be noted in the appropriate schedule. Mixed media courses include scheduled assignments that need to be mailed to the Distance Education office and, usually, proctored mid-term and final exams. Exam dates are provided in the schedule.

WHAT IF GOING TO CAMPUS ISN'T POSSIBLE?

## Distance Education

**Interactive Television (ITV)** courses are taught through the use of campus-based ITV facilities. Classes meet at scheduled times and students from all four campuses participate from their home campus during a specified time slot. Most ITV courses are Web-Enhanced.

**Web-Enhanced** courses are campus-based classroom courses that utilize the web (Internet) to enhance the classroom learning experience. Time spent in the classroom is not decreased. Web-enhanced courses require access to a computer with an Internet connection and hardware and software required for online courses. (Note: Many students use computers located at the MCC Computer Centers located on each campus.) Students in web-enhanced courses must also have an active MCC student email account. E-mail information is available on the MCC web site, [www.mohave.edu](http://www.mohave.edu). Specific instructions for the online portions of a web-enhanced class are given by the instructor during the class sessions.

**Hybrid** courses are those in which a significant portion of the learning activities have been moved to Internet-based methods of delivery. Time traditionally spent in the classroom is reduced but not eliminated. Classroom instruction and online instruction are integrated in a complementary manner so that the best features of in-class teaching combine with the best features of online-based learning to promote active independent learning. Actual class meeting times are listed in the course schedule. Students will need the same computer availability as required with online or web-enhanced classes.

### How Do I Register for A DE Class?

You may register for DE classes in the same way you register for other MCC classes, as set forth in the schedule.

### How Much Do DE Classes Cost?

The MCC regular tuition schedule applies to DE. In addition, most DE classes are assessed a Distance Education Fee.

### Is Distance Education Right For Me?

#### Successful DE students are:

- Motivated to succeed
- Able and willing to budget their time
- Capable of following instructions on their own
- Comfortable reading and able to learn by reading (especially true for online students)

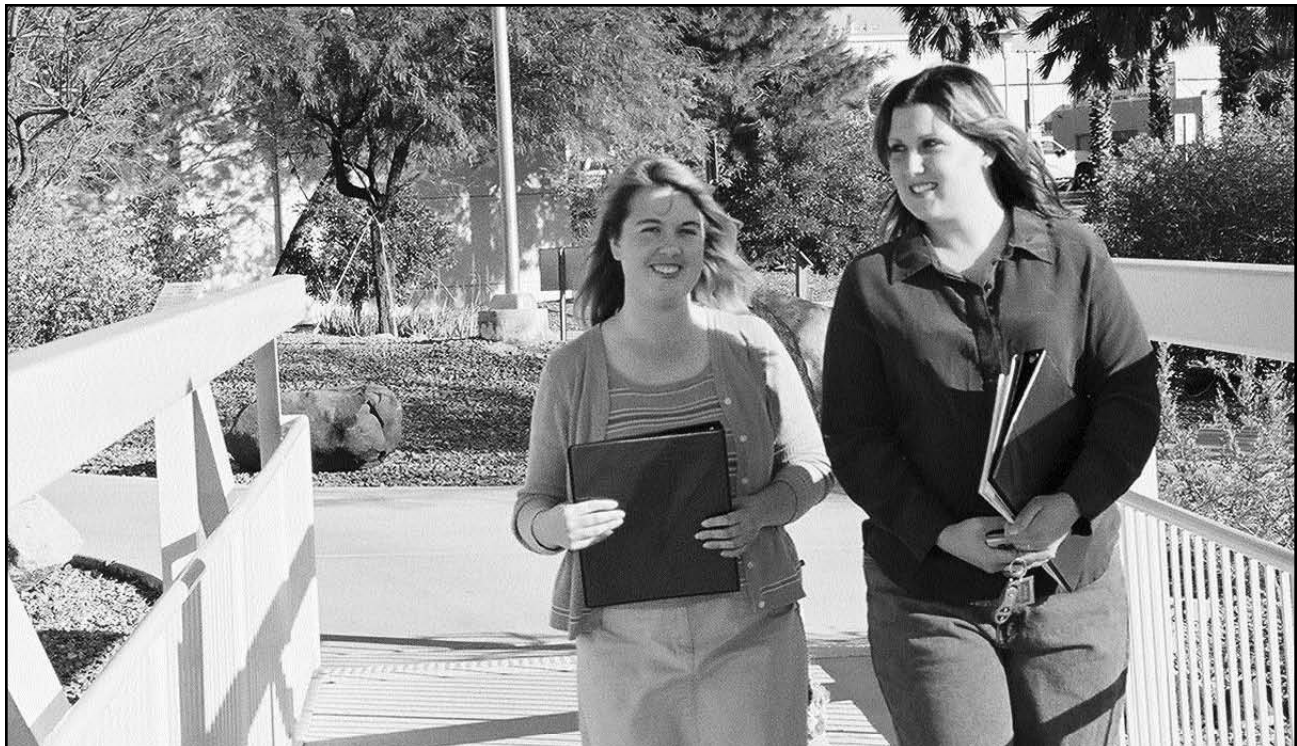
#### Successful ONLINE students are also:

- Computer users with appropriate computer equipment and software
- Connected to the Internet and willing to check in daily for new assignments and class announcements
- Willing to participate in online course discussions and interactions
- Realistic about working online and prepared for technological glitches
- Self-starters and have taken the MCC online practice course at <http://blackboard.mohave.edu>

Distance Education contact information:

Toll-Free: 1-866-664-2832, press 5, or enter ext. 1167

E-Mail: [DE@mohave.edu](mailto:DE@mohave.edu)



# Academic Standards and Graduation

## Academic Integrity

Each 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. Any student who violates these regulations will fail the specific assignment or examination and may be dropped from class. Further difficulty in this respect may result in expulsion from MCC.

Examples of a breach of academic integrity may include:

- Representation of the work of others as one's own.
- Use of unauthorized assistance in any academic work.
- Failure to cite sources used.
- Obtaining and/or using a test unless distributed by the faculty member.
- Copying the work of another on any test.
- Offering unauthorized assistance to another student.
- Modification, without the faculty member's approval, of any examination, paper, record, report or project for the purpose of obtaining additional credit or an improved grade.
- Failure to meet other conditions of academic integrity as required by the faculty member.

## Academic Probation

Students who are identified as not having made satisfactory academic progress will be placed on academic probation status. These students will be required to review their program plans with an academic counselor or an approved faculty advisor. Academic loads of these students in the upcoming term may be restricted. A student attempting to earn seven or more credits will be placed on academic probation if a minimum 2.0 semester GPA is not maintained.

Academic probation is a written letter from the Registrar to the student stating that his/her academic record may warrant dismissal if improvement is not made. A copy of this letter is placed in the student's file and a notation made on the student's transcript. At the end of the probationary semester, the student's record will be reexamined. If the problem persists, the student will be academically dismissed.

## Attendance/Participation

Regular, punctual attendance is required in all credit courses taught in traditional formats, and regular active participation is required of all courses taught via distance education formats. Each instructor will inform students by means of a written syllabus of participation requirements, including attendance, 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% of the total points for the course. 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.

## 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. Students receiving a grade of "I" may be eligible for retroactive placement on the list upon conversion of the "I" to a permanent grade within 15 weeks of the initial enrollment. Students who have met the qualifications will be recognized as superior students by the dean, and their names will be published on the Dean's List each semester.

## Dismissal

Academic dismissal is 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. Dismissed students may apply for readmission to the college through the campus dean after they have reassessed their goals and priorities.

## Academic Standards and Graduation

### Dismissal/Appeal Process

Ordinarily, a student is not eligible for readmission in the semester immediately following academic dismissal; however, a written appeal may be submitted to the campus dean within 30 calendar days of the official notification of dismissal. If an appeal is not granted by the campus dean, the student may further appeal this decision by submitting a request in writing to the vice president of instruction for a hearing by the curriculum subcommittee for readmission. The committee will review appropriate material in addition to conducting a student interview, and will make a recommendation to the vice president for instruction regarding the readmission of the student. The vice president for instruction has the final decision as to whether the student should be readmitted.

### 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 seek 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

### Grades

You will receive a grade in each course at the end of each semester. MCC does not require a mid-term grade. Generally, however, students doing below-average work will be notified by the faculty member. Grades will not be recorded for courses cancelled during the first two weeks.

MCC student grades are available online using the Student Information System (SIS) at [www.mohave.edu](http://www.mohave.edu). Log in with student ID Number and PIN number (birth date, MMDDYY). Grades are mailed only upon request.



If you believe you have been given an unfair grade, you may pursue an appeal of grade by following the procedure specified in the MCC Student Handbook section at the back of this catalog and at the MCC web site at [www.mohave.edu](http://www.mohave.edu).

### Grading System

Final grades will be issued at the end of each semester. All grades earned will remain on the official transcript.

Letter grades earn grade points according to the "Grading Standard" schedule at the end of the Student Services section of this catalog.

### Honors List

Part-time students who have accumulated 12 or more semester hours of 100 level or above at MCC may be eligible for the list of honor students. 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 within 15 weeks of the initial enrollment. Students who qualify for this list will be recognized by the college and their names will be published on the List of Honor Students.

### 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

# Academic Standards & Graduation

tuition-free credit hours of additional skill training under the conditions of the guarantee policy.

### Special Conditions:

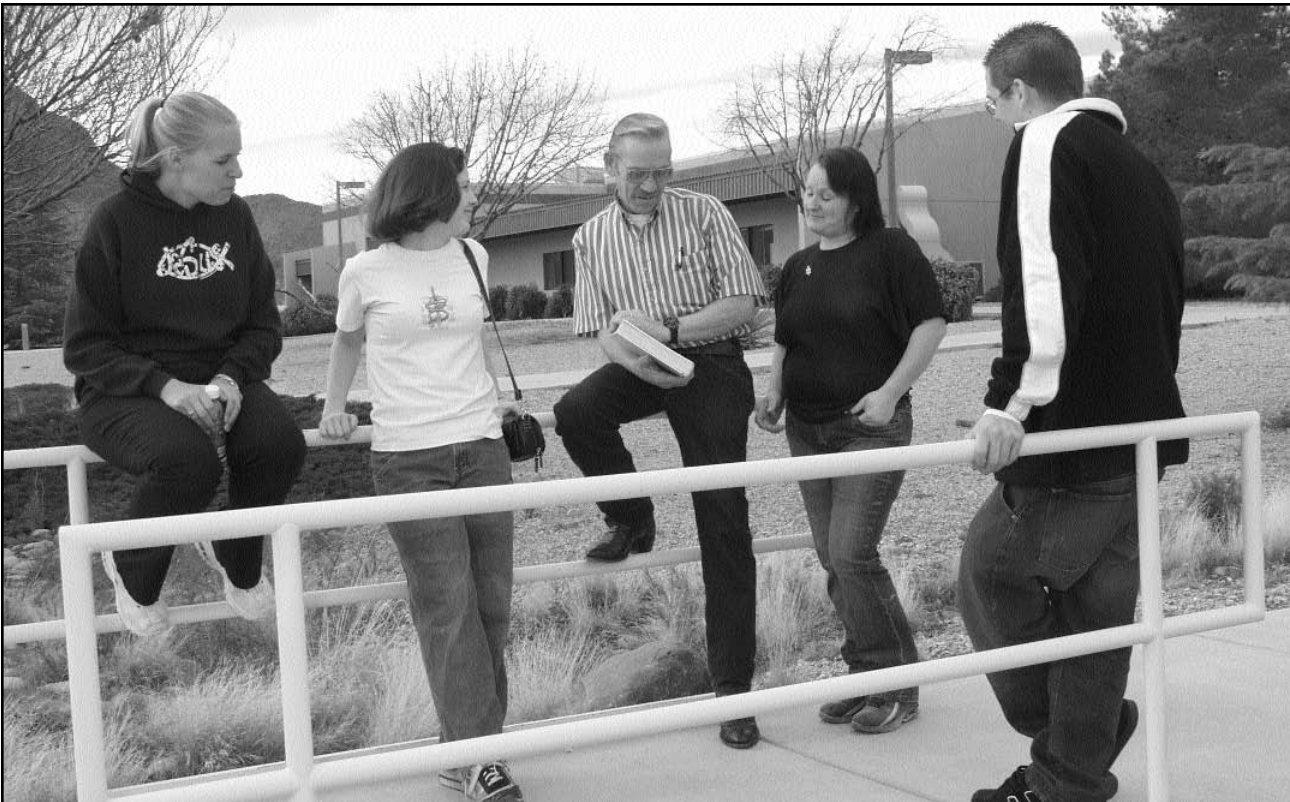
- The graduate must have earned the AAS degree, beginning May 1990 or thereafter, in an occupational program identified in the college catalog.
- The graduate must have completed the AAS degree at MCC (with a majority of the credits being earned at MCC) and must have completed the degree within a four-year 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 college Vice President for Instruction.
- 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 for a particular career.
- Student'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.

### 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 not only the content but the writing skill will be evaluated. Feedback will be given to the students so that their written communication skills will be improved. 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.

WHAT IS EXPECTED OF ME?



# Grading Standards

Standard	Grade	Grade Point
Mastery of course objectives with outstanding quality of academic achievement.	A	4
Mastery of course objectives with high quality of academic achievement.	B	3
Mastery of course objectives.	C	2
Borderline mastery of course objectives.	D	1
Lack of mastery of course objectives.	F	0
<b>Satisfactory/Unsatisfactory</b> 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.”	S/U	None
<b>Withdrawal.</b> Student initiated through the last day of class.	W	None
<b>Administrative Withdrawal.</b> This grade is given by faculty to a student who is enrolled, but who has never attended or participated.	W/R	None
<b>Incomplete.</b> 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 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. Normally, the period to complete objectives shall not exceed the end of the seventh week of the next full semester, or it will be converted to an “F” grade. 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 Enrollment Services.	I	None
<b>Audit</b> (no credit).	AU	None

# Graduation

## Application for Graduation

MCC conducts one formal commencement ceremony each year in May. Students who have filed a graduation application and have received eligibility notification from the Office of the Registrar may participate in the ceremony.

All students who anticipate successful completion of their program course requirements for a degree or certificate must meet with their academic counselor to complete their graduation application. Participation in the ceremony does not guarantee graduation.

### *Graduation applications must be filed with 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, and applicable transfer credits.

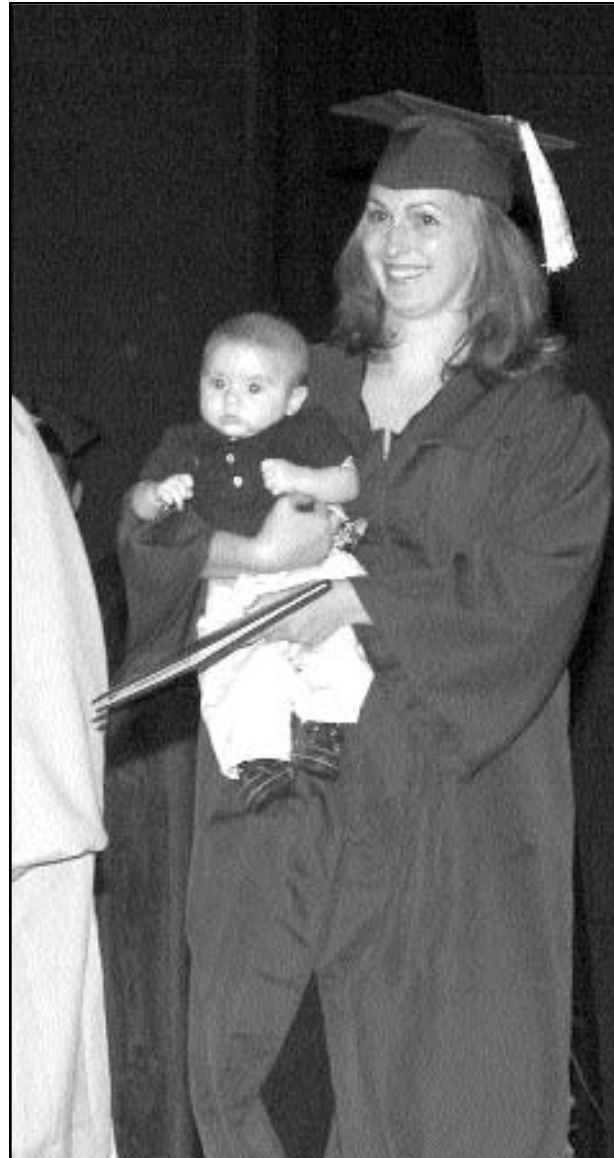
If a student has met all degree/certificate requirements, approval is given by the Registrar for the awarding of the degree/certificate, and the degree/certificate is then listed on the student's transcript.

Degrees and certificates are mailed out by the Student Services Office.

## Graduation Requirements:

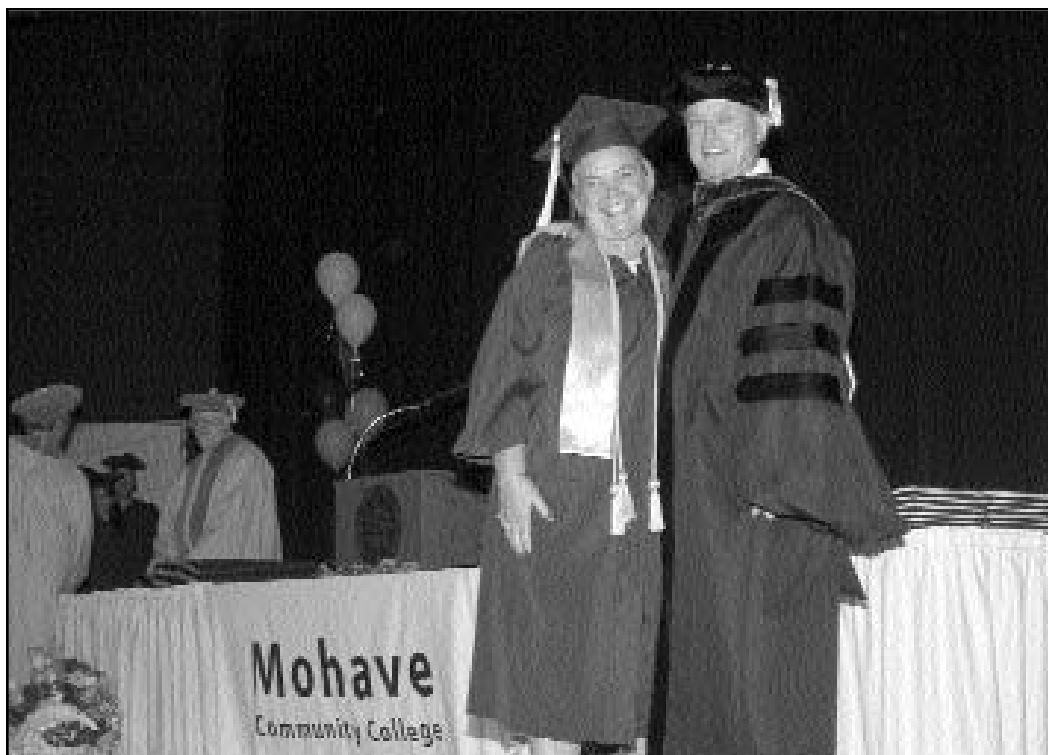
Students must meet with an academic counselor for final review of their degree/certificate program requirements at least one semester before applying for graduation.

- 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 continue in attendance at MCC, missing no more than one semester (summer session excluded), in order to be subject to the catalog of initial enrollment.
- Students missing more than one semester will fall under the catalog requirements in effect when they return.
- Substitution of a course must be approved by the academic counselor and division chair in writing and be submitted to the Office of the Registrar through



- the student's advisor. Final approval for all course substitutions comes from the Office of the Registrar.
- Students must have a grade point average of 2.0 or better in all work completed at MCC, including failures.
- The AA, ABUS, AS and AGECE require a "C" or better in each course and accumulative grade point average of 2.0 or better.
- Students must have resolved any indebtedness to the College.
- 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 are responsible for purchasing a cap and gown to be eligible to participate in the commencement ceremony.
- Students who are receiving a Certificate of Completion are not eligible for commencement.

# Graduation



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 also be earned by completing the additional degree requirements with a minimum of fifteen (15) additional 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) 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, AS or AGS 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.

## **Graduation with Honors**

A student's transcript is evaluated by the Registrar for

degree requirements and the student's Grade Point Average (GPA).

- Degree students must have completed a minimum of 30 semester hours in residence at MCC.
- Certificate of Proficiency students must have completed a minimum of one-half of their certificate program at MCC.
- Transfer classes do count toward total credits earned for graduation but are not counted toward the graduating student's GPA.

### **Degree with Honors:**

Degree students with an overall cumulative 3.75 GPA for all MCC courses completed by the end of the semester in which they have applied for graduation will be certified by the Registrar as graduating with honors.

### **Certificate of Proficiency with Honors:**

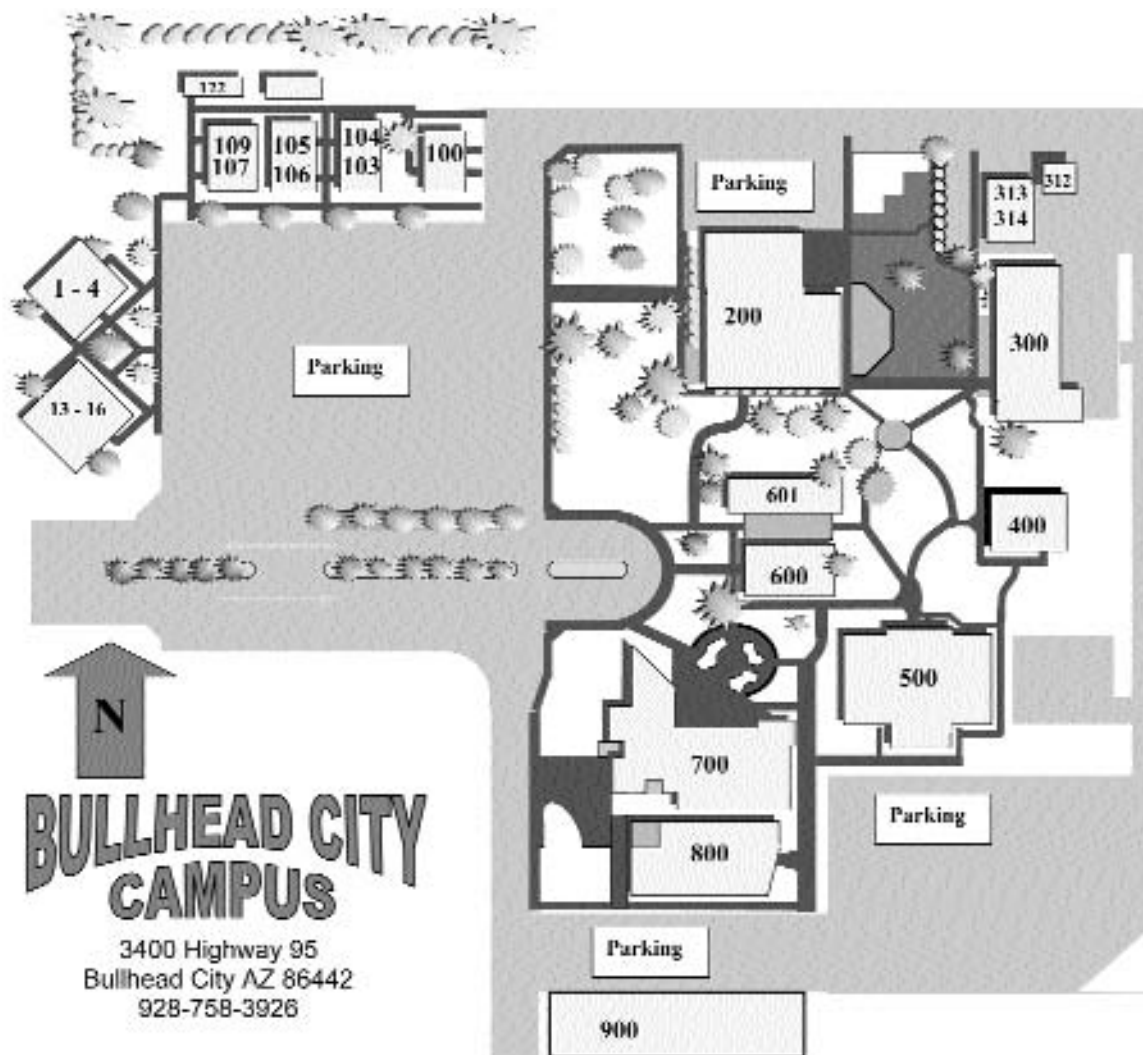
Certificate of proficiency students with an overall cumulative 4.0 GPA for all MCC courses completed by the end of the semester in which they have applied for graduation will be certified by the Registrar as graduating with honors.

Students graduating with honors will be recognized on the commencement program.



# Campus Map - Bullhead City

HIGHWAY 95

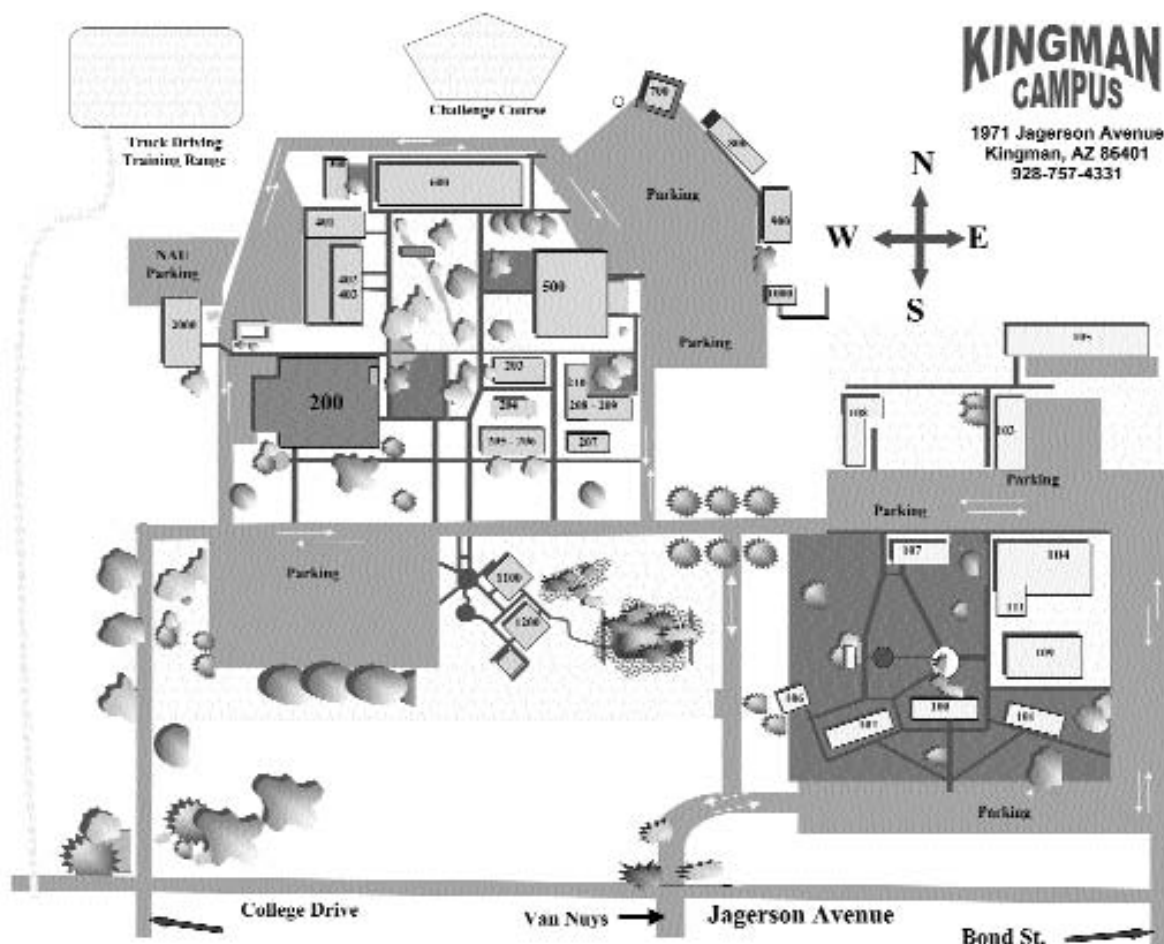


WHAT ELSE SHOULD I KNOW?

## DIRECTORY

1-109	Classrooms	400	Fine Arts
100	Casino Training		Dance / Music
104	Faculty Offices	500	Computer Center
122	Photo Lab		Classrooms 501-509
200	Student Center		ITV Classroom
	Campus Dean		Disability Services/Testing
	Registration	600	Multi-Purpose Meeting Room
	Student Advising	601	Faculty Offices
	Financial Aid	601	Classroom
	Foundation Studies	700	Library and Bookstore
	Culinary Arts	800	Classrooms
	N.A.U.	900	Legacy Allied Health
300	Industrial Trades - Art		Sciences Building
	HVAC		Dental Hygiene
	Auto Technology		Nursing
	Ceramics		Chemistry Lab
312-314	Classrooms		Faculty Offices

# Campus Map - Kingman



WHAT ELSE SHOULD I KNOW?

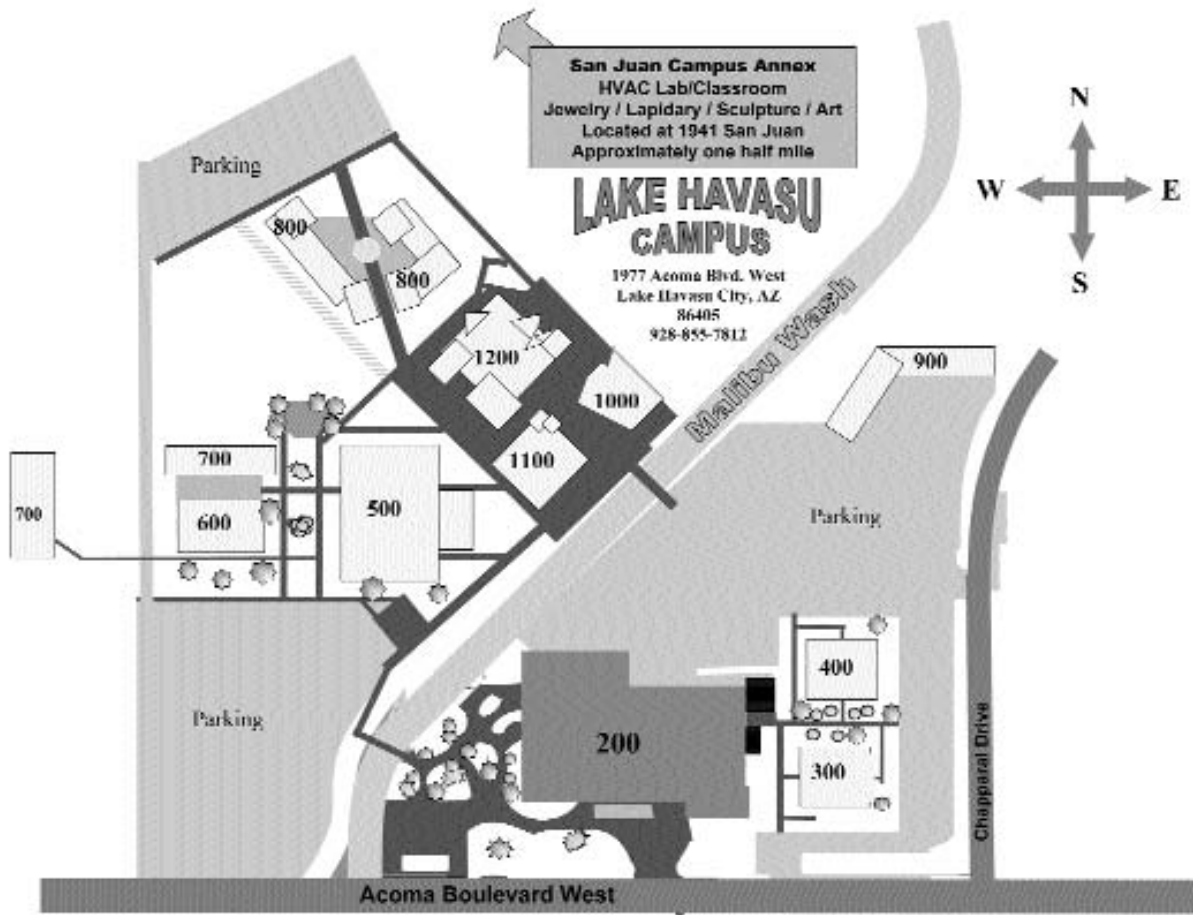
## DIRECTORY - WEST END

200	Student Center Campus Dean Library Bookstore
203	Faculty Offices
204	Classroom
205-206	Nursing Nursing Lab Nursing Faculty
208-210	Faculty Offices and Program Directors
300	Classrooms
401	Ceramics
402	Jewelry and Lapidary
500	Computer Center ITV Classroom
600	Classrooms
700	Headstart
800	P.A.S.S.
900	Foundation Studies Center
1000	Sage Truck Driving School
1100	Continuing Education Offices/Classrooms
1200	Physical Science Chemistry Lab & Biology Lab
2000	Northern Arizona University

## DIRECTORY - EAST END

100	Finkbeiner Administration Building Office of the President Vice President of Instruction Vice President for Administration Vice President of Student Services
101	Distance Education Small Business Development Center & S.C.O.R.E.
102	Human Resources Office of Business Services
103	Technology Support
104	Registrar Big Sandy Conservation District
105	Facilities and Trades Maintenance Department College Mail Services Woodshop Lab
106	Public Information Grant Management Internal Auditor
107	Stuart Anderson Student Services Building Registration Academic Advising Testing
108	Financial Aid Disability Services
109	Welding Lab
104	Institutional Effectiveness

# Campus Map - Lake Havasu City



## DIRECTORY 1977 W. ACOMA BLVD.

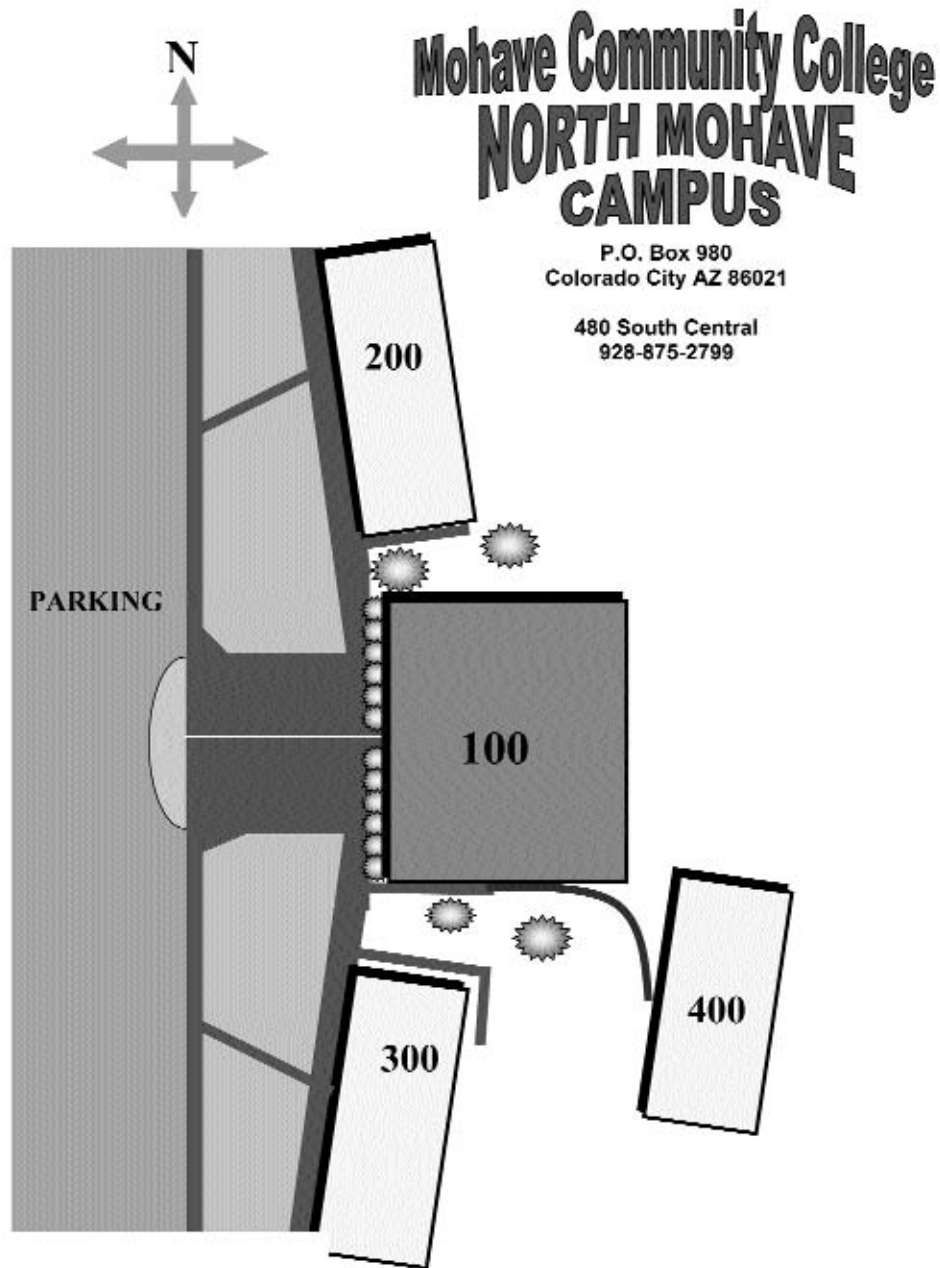
200	Student Center Academic Advising Campus Dean Career Services Disability Services Faculty Offices Financial Aid Foundation Studies Registration Surgical Tech Lab Theater/Dance Lab	700	Classrooms Faculty Offices Trades Classroom Maintenance Dept.
300	Classrooms	800	Classrooms
400	Chemistry Lab Biology Lab Classrooms	900	Nursing Offices Photography Lab
500	Computer Center Computer Lab ITV Classroom	1000	Bookstore
600	Multipurpose Room	1100	Northern Arizona University
		1200	Library

## DIRECTORY SAN JUAN CAMPUS ANNEX 1941 SAN JUAN

101	HVAC Instructional Lab
105	Sculpture
107	Ceramics
109	Art
111	Jewelry
112	Lapidary

WHAT ELSE SHOULD I KNOW?

## Campus Map - North Mohave



### DIRECTORY

100 – Student Center  
Academic Advising  
Campus Dean  
Career Services  
Disability Services  
Financial Aid  
Registration  
Nursing Lab  
ITV Classroom

200 – Science Lab  
Library  
300 – Classrooms  
Faculty offices  
400 - Classrooms

# Reaching Your Goals

## Program Requirements at MCC

If you are enrolling in a degree or certificate program at Mohave Community College (MCC), this catalog can help you map your successful journey. It shows the courses required for your degree as well as the classes needed for your area of emphasis.

A select number of MCC programs, and their required courses, are “Assured Offerings” for students who begin their programs in 2005-2006. Additional programs and their courses will be added to the Assured Offerings in order of highest demand.

These assured courses will be offered, regardless of enrollment. Even if only one student is enrolled, the course will be offered as scheduled. A student will be able to complete an associate degree in two years and go on for a bachelor’s degree at a four-year institution.

Completion of an associate degree at MCC in art, business or science, which includes Arizona General Education Curriculum classes, assures a student of entering a state of Arizona university or other partner university, as a junior – an upper classman. MCC presents Assured Offerings that will allow students to complete their AGEC Associate’s transfer degree in two years.

In addition to the associate transfer degrees, Assured Offerings have been established for students in the nursing program, dental hygiene program, surgical technologist program and the Associate of Applied Science in Business and General Studies. See the Program of Study pages for details.

Students who enroll in the Assured Offerings programs, and take the prescribed courses in accordance with the program schedule, are assured that they will be able to complete their course of study in the time frame indicated. The courses will be available either on campus or through distance education.

For programs with multiple options or electives, the Assured Offerings have been pre-selected to provide a balanced program. Alternative courses may be taken but there is no assurance of availability.

If you declare a degree program at MCC in the 2005-2006 academic year, we encourage you to save this catalog to use as your point of reference as you plan your schedule each semester. Your success is our goal!

# Degrees and Certificates

## TRANSFER CERTIFICATES

Arizona General Education Curriculum (AGEC)  
 AGECE-A - Arts  
 AGECE-B - Business  
 AGECE-S - Science

## TRANSFER DEGREES

Associate of Arts (AA)  
 Associate of Business (ABus)  
 Associate of Science (AS)

## ALLIED HEALTH

### Dental Hygiene

Associate of Applied Science

### Emergency Medical Training

Certificate - Paramedic  
 Associate of Applied Science - Paramedic

### Medical Assistant - AMT

Certificate  
 Associate of Applied Science

### Nursing

Certificate - Practical Nursing  
 Certificate - Perioperative Nursing  
 Associate of Applied Science

### Phlebotomy Training

Certificate

### Surgical Technologist

Certificate

## BUSINESS

### Business

Certificate - Accounting  
 Certificate - Administrative Office Management  
 Certificate - Business Foundation  
 Certificate - General Management  
 Certificate - Medical Office Management  
 Certificate - Professional Applications  
 Certificate - Retail Management

### Business Administration

Associate of Applied Science

## COMPUTER INFORMATION SYSTEMS

### Computer Information Systems

Certificate - CIS Foundation  
 Certificate Computer Graphics - Print Media  
 Certificate - Computer Support Services  
 Certificate - Network Support & Security  
 Certificate - Programming  
 Certificate - Web Design & Development  
 Certificate of Completion - Essential Computer  
 Technology  
 Associate of Applied Science - CIS  
 Associate of Applied Science - System  
 Administration

## EDUCATION

### Early Childhood Education

Certificate  
 Associate of Applied Science

### Education

Associate of Arts

## HOTEL & RESTAURANT MANAGEMENT

### Casino Gaming

Certificate - Casino Pit Games Dealer  
 Certificate - Casino Pit Games Manager

### Culinary Arts

Certificate - Culinary Arts

### Hotel & Restaurant Management

Certificate - Hotel & Restaurant Management  
 Associate of Applied Science - Hotel &  
 Restaurant Management

# Degrees and Certificates

## INDUSTRIAL TECHNOLOGY

### Automotive Service Technology

Certificate - Automotive Service Technology  
Associate of General Studies -  
Automotive Service Technology

### Construction Technology

Certificate - Electrician  
Associate of General Studies - Electrical  
Technology  
Certificate - HVAC  
(Heating, Ventilating & Air Conditioning)  
Associate of General Studies - HVAC  
(Heating, Ventilating & Air Conditioning)  
Certificate - Gas Tungsten Arc Welding  
Technology  
Certificate - Industrial Maintenance Technician  
Associate of General Studies  
Industrial Maintenance Technician  
Certificate - Wire Feed and Shielded  
Metal Arc Welding Technology

### Drafting Technology

Certificate - Computer Aided Drafting

### Truck Driver Training

Certificate - Truck Driver Training

## LIBERAL ARTS & SCIENCES

### Art

Certificate  
Associate of Applied Science

### Jewelry

Certificate  
Associate of Applied Science

### Photography

Certificate

### Theatre

Certificate - Theatre Production  
Certificate - Theatre Performance  
Certificate - Theatre Performance, Adv.

### General Studies

Associate of Applied Science -  
General Technology  
Associate of General Studies

### Social Studies

Certificate - History  
Certificate - Geographic Information Systems

### Spanish

Certificate - Conversational Spanish I

## SCIENCE

### Environmental Science for Science Majors

Certificate

### Environmental Science for Non-Science Majors

Certificate

### Science

Associate of Science

## PUBLIC SAFETY

### Administration of Justice

Associate of Applied Science  
Certificate - Corrections Officer  
Certificate - Evidence & Crime Scene  
Technician  
Certificate - Homeland Security & Terrorism

### Fire Science

Associate of Applied Science  
Certificate

## BEHAVIORAL SCIENCES & SOCIOLOGY

### Chemical Dependency Therapy

Associate of Applied Science

### Sociology

Certificate

## Degrees & Certificates

### General Information about 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 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) 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, AS, or AGS 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 ABus, AAS (Dental, Nursing and Paramedic) and some other 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.

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

### CERTIFICATE OF COMPLETION

MCC offers, in selected occupational and academic areas, a Certificate of Completion that is intended to define entry-level competencies. The 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 graduation.

### CERTIFICATE OF PROFICIENCY

MCC offers, in selected occupational and academic area, certificate programs that are intended to improve students' existing skills or provide competencies for entry-level employment.

Certificates of Proficiency are awarded after specific levels of competency are attained by students. Certificates are awarded after successful completion of a series of specific courses in a selected certificate program.

Students must have a grade point average of 2.0 or better in all work completed at MCC, including failures.

### TERMINAL DEGREES

#### 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.

Advising note: The AAS is not a transfer degree program; however, some courses may transfer. If you decide to pursue a baccalaureate degree after completing the AAS, the general education courses may be acceptable for transfer credit. Some of the vocational course work may also transfer. However, some courses in vocational 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. Faculty advisors and the academic counselor maintain lists of courses which may be accepted by the three State of Arizona universities. Students must have a grade point average of 2.0 or better in all work completed at MCC, including failures.

#### Associate of General Studies(AGS)

The Associate of General Studies degree is designed for students whose academic interests are interdisciplinary and require flexibility. The AGS allows students to declare a broad selected area of studies as a major and to include a large number of electives in the design of their program. Courses must be numbered 100-level or above. Advising note: The AGS is not a transfer degree program; however, some of the individual courses may transfer to another Arizona community college or university. Students who have specific educational goals should consult with a faculty advisor or academic counselor to determine if the Associate of General Studies (AGS) is appropriate for them. The advisors will guide students in determining how to select courses which will best meet the students' objectives while



## Degrees & Certificates

satisfying the requirements of Mohave Community College. Students must have a grade point average of 2.0 or better in all work completed at MCC, including failures.

### TRANSFER DEGREES

Students may choose to earn an AA, ABus or AS with an emphasis in a particular discipline or disciplines. Students take the general education course and then choose an emphasis through their electives. In order to earn an emphasis, students must complete a minimum of 15 credit hours in 100-level or higher classes in a particular discipline. These credits include those courses in the general education core in the same discipline.

For example: A student completes all general education courses and has 6 credit hours in English and 3 in Psychology. As her electives, she takes 9 credits in English, 12 in psychology and 3 in art (24 credit hours total). Her diploma would state "Associate of Arts Degree, Emphasis in English and Emphasis in Psychology."

### Associate of Arts (AA)

The Associate of Arts degree is designed to enable a person to transfer to a college or university granting the baccalaureate degree. Students following these programs will have taken the university-parallel requirements in general education and most of the freshman-sophomore courses in their major. Students intending to transfer to State of Arizona institutions should consult the Course Equivalency Guide and the major pathways transfer

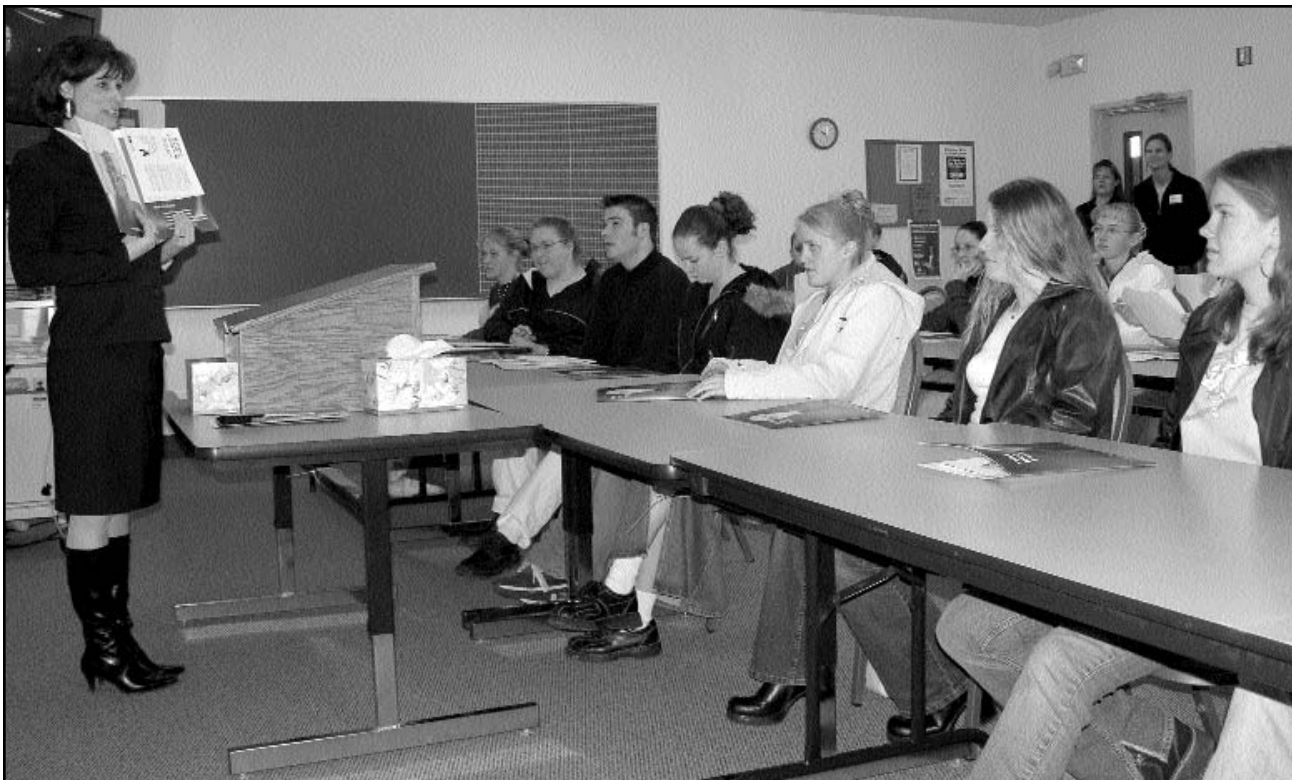
curriculum, AGECA-A, available from faculty advisors and academic counselors. Students must complete the courses in this program of study with a C or better and have an overall grade point average of 2.0 or better in order to graduate.

### Associate of Business (ABus)

The Associate of Business degree is designed to enable a person to transfer to a college or university granting the baccalaureate degree in Business. Students following these programs will have taken the university-parallel requirements in general education and most of the freshman-sophomore courses in their major. Students intending to transfer to State of Arizona institutions should consult the Course Equivalency Guide and the major pathways transfer curriculum, AGECA-B, available from faculty advisors and academic counselors. Students must complete the courses in this program of study with a C or better and have an overall grade point average of 2.0 or better in order to graduate.

### Associate of Science (AS)

The Associate of Science degree is designed for students in physical and life sciences. Students wishing to transfer their credits need to follow the university transfer curriculum guide for their transfer institution. The AGECA-S block of 35 semester credit hours meets the Arizona universities' undergraduate lower-division general education class requirements. Students should see a faculty advisor or academic counselor for Course Equivalency Guide and the major pathways transfer curriculum. Students must complete the courses in this program of study with a C or better and have an overall grade point average of 2.0 or better in order to graduate.



## Beyond MCC

### TRANSFER OPTIONS

#### Beyond MCC (Articulation)

MCC has articulation agreements with institutions of higher education to enable students to pursue their upper-division and graduate level 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.

Currently MCC has articulation agreements with Arizona State University (ASU), Capella University, Jones International University, Northern Arizona University (NAU), University of Arizona (UofA), University of Phoenix and Upper Iowa University.

#### 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 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 AGECE on the student's transcript.

A completed AGECE will 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 AGECE 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 AGECE must still meet upper-division university General Education Requirements, college requirements and major requirements.

#### Transferring to Other Institutions

Check with the institution to which you intend to transfer for course transferability.

### Planning on transferring to an Arizona university after MCC?

Let **azcas** help!  
Arizona Course Applicability System

Find course equivalency guides  
and transfer pathway  
information

@

<http://az.transfer.org/cas>

 **azcas**  
Arizona Course Applicability System

## Assured Offerings

Mohave Community College has identified a select number of popular program options and the courses that support them to be offered as “assured offerings” for students beginning their programs in the 2005-06 academic year. Assured courses may be offered more frequently.

Students electing these programs and taking the prescribed courses in accordance with the following schedule are assured that they will be able to complete their course of study in the time frame indicated. The time frame is generally two years for an associate’s degree and one year for a certificate.

The courses listed are available through the Bullhead City, Kingman and Lake Havasu City campuses only and will be available either on campus or via distance education. You can count on it!

Some of the programs offered by Mohave Community College give students many choices of electives. Popular choices that provide a balanced program have been selected for this list of assured courses and programs.

Courses indicated as “core” are required. Courses indicated as “electives” are among a variety of courses that will satisfy program completion requirements. Alternative courses may be selected to meet the program requirements, but there is no assurance of availability for the alternative courses.

Courses indicated, as “night” will be offered in the evening hours. The general education cores and many programs can be completed in the evening. Courses not indicated as “night” may be offered either in the day or evening hours.

### Assured Offerings for 2005-2007

Course	Course Description	Fall 05	Spring 06	Summer 06	Fall 06	Spring 07	Summer 07
ANT 102	Cultural Anthropology		X			X	
ART 130	Survey of World Art			N	X		
BIO 100	Biology Concepts	N			X		
BIO 181	General Biology I	N			X		
BIO 182	General Biology II		N			X	
BUS 101	Introduction to Business						
BUS 204	Business Communications	X	X		N	X	X
BUS 207	Macro Economics	N	N		N	N	
CIS 110	Introduction to Computer Information Systems				N		
COM 151	Public Speaking						X
EDU 211	Learning Styles and Teaching Strategies		X				
EDU 214	Cultural Diversity I	X					
EDU 222	The Exceptional Student		X				
ENG 101	English Composition I				N	X	
ENG 102	English Composition II	X				N	
GHY 240	World Regional Geography	X					
GLG 101	Physical Geology					X	
HIS 132	History of the United States II					N	
HUM 101	Introduction to the Humanities					N	
MAT 142	College Mathematics			X			X
MAT 151	College Algebra	N				X	
MAT 160	Math for Elementary Teachers I	N					
MAT 161	Math for Elementary Teachers II		N				
MAT 212	Brief Calculus		X				
MAT 221	Analytic Geometry and Calculus I	X			N		
PHI 151	Ethics	X					
POS 120	American National Government		X				
PSY 101	Introductory Psychology		N				X
SOC 131	Introductory Sociology					X	
SOC 136	Marriage and Family		X				
SPA 101	Elementary Spanish I	X			X		

X = Guaranteed  
N = Guaranteed at Night

## General Education Core Requirements

### Associate of Arts (AGEC-A)

A minimum block of 35 credit hours of lower-division general education course work may be completed at an Arizona community college. The approved courses will fulfill lower-division, general education requirements upon transfer to another state of Arizona community college or any of the state of Arizona universities. You 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 your specific program of study for total credit hour requirements. The AGEC-A general education core is available as a certificate.

SUBJECT AREA	MIN. CREDIT HOURS
<b>Freshman Composition</b> . . . . .	<b>6</b>
Required: ENG 101 and ENG 102	
<b>Mathematics</b> . . . . .	<b>3-4</b>
MAT 142, MAT 151 or a quantitative course requiring MAT 151 as the prerequisite.	
<b>Arts and Humanities</b> . . . . .	<b>6</b>
Select at least one course from the Fine Arts list: ART 130, ART 230, MUS 101, or THE 150	
AND	
Select at least one course from the Humanities list: ENG 233, ENG 234, ENG 235, ENG 236, HUM 101, HUM 250, PHI 101, or PHI 205	

**Social and Behavioral Sciences** . . . . . **6**  
Select courses with two different prefixes.  
ANT 102, BUS 206, BUS 207, GHY 240, HIS 131,  
HIS 132, HIS 135, HIS 136, HIS 137, POS 120,  
PSY 101, SOC 131, SOC 136, or SOC 140.

**Physical and Biological Sciences** . . . . . **8**  
Choose two courses. The courses may be from different disciplines or a sequential pair in the same discipline:  
AST 101, BIO 100, BIO 150, BIO 181, BIO 182, CHM 130, CHM 151, CHM 152, ENV 101, GHY 212, GLG 101, GLG 102, GLG 110, PHY 107, PHY 111 or PHY 112.

**Options** . . . . . **6**  
Select courses according to major and language proficiency requirements. You may select courses from Arts and Humanities, Social and Behavioral Sciences, and Physical and Biological Sciences above. If taking two option courses please select from two different prefixes of study below:  
COM 121, COM 151, CIS 110, PHI 151, PHI 201, EDU 214, ENG 265, HIS 113, HIS 281, PHI 205, SPA 101, FRE 101, RUS 101, or ASL 101.

**Total minimum hours credit** . . . . . **35**  
NOTE: Some programs of study require specific courses. Consult your program advisor before making course selections. A student must pass an assessment test in English or have successfully completed ENG 085 and ENG 089 prior to enrolling in core classes. An assessment test is required before taking any mathematics course.

### Assured Offerings for Associate of Arts (AGEC-A) for 2005-2007

Course	FALL 05	SPR 06	SUM 06	FALL 06	SPR 07	SUM 07
ANT 102		X				
ART 130			N	X		
BIO 100	N			X		
CIS 110	X	X	X	N	X	X
ENG 101				N	X	
ENG 102	X				N	
COM 151						N
GLG 101		N			X	
HIS 132					N	
HUM 101		X			N	
MAT 142			X			X
MAT 151	N				X	
PHI 101		X			N	
POS 120		X				
PSY 101		N				X

X=Guaranteed  
N=Guaranteed at Night

# General Education Core Requirements



## Arizona General Education Curriculum (AGEC –A)

<b>A. Freshman Composition</b>	<input type="checkbox"/> English 101* <input type="checkbox"/> English 102*	<b>6</b>
<b>B. Mathematics</b>	<input type="checkbox"/> MAT 142 College Mathematics or 151* College Algebra or a quantitative course that requires MAT 151 as a prerequisite.	<b>3-4</b>
<b>C. Arts and Humanities</b>	<i>Select at least one course from the Fine Arts list</i>	
Art (ART)	<input type="checkbox"/> 130* or <input type="checkbox"/> 230 Survey of World Art 1 & 2	
Music (MUS)	<input type="checkbox"/> 101 Appreciation and Literature of Music	
Theatre (THE)	<input type="checkbox"/> 150 Theatre and the Western World	
	<i>AND select at least one course from the Humanities list.</i>	
Literature (LNG)	<input type="checkbox"/> 233 or <input type="checkbox"/> 234 English Lit. 1 & 2	<input type="checkbox"/> 235 or <input type="checkbox"/> 236 Amer. Lit. 1 & 2
Humanities (HUM)	<input type="checkbox"/> 101* Introduction to Humanities	<input type="checkbox"/> 250 Introduction to Cinema
Philosophy (PHI)	<input type="checkbox"/> 101 Introduction to Philosophy	
Religion (PHI)	<input type="checkbox"/> 205 Contemporary World Religions	<b>6</b>
<b>D. Social and Behavioral Sciences</b>	<i>Select courses from at least two prefixes.</i>	
Anthropology (ANI)	<input type="checkbox"/> 102* Cultural Anthropology	
Business (BUS)	<input type="checkbox"/> 206 Microeconomics <input type="checkbox"/> 207 Macro economics	
Geography (GHY)	<input type="checkbox"/> 240 World Regional Geography	
History (HIS)	<input type="checkbox"/> 131 or <input type="checkbox"/> 132* HisL of the U.S. I & II <input type="checkbox"/> 135 or <input type="checkbox"/> 136 WesL Civ. I & II	
	<input type="checkbox"/> 137 Twentieth Century World History	
Political Science (POS)	<input type="checkbox"/> 120 American National Government	
Psychology (PSY)	<input type="checkbox"/> 101* Introduction to Psychology	
Sociology (SOC)	<input type="checkbox"/> 131* Introductory Sociology <input type="checkbox"/> 136* Marriage and Family	
	<input type="checkbox"/> 140 Racial, Ethnic, and Gender Relations	<b>6</b>
<b>L. Physical and Biological Sciences</b>	<i>Choose two courses.</i>	
Astronomy (AST)	<input type="checkbox"/> 101 Intro. Astronomy	
Biology (BIO)	<input type="checkbox"/> 100* Biology Concepts <input type="checkbox"/> 150 Human Structure and Function	
	<input type="checkbox"/> 181* General Biology I <input type="checkbox"/> 182* General Biology II	
Chemistry (CHM)	<input type="checkbox"/> 130 Fundamental Chem. <input type="checkbox"/> 151 Gen. Chem. I	
	<input type="checkbox"/> 152 Gen. Chem. II	
Environmental Sci. (FNV)	<input type="checkbox"/> 101 Environmental Science	
Geography (GHY)	<input type="checkbox"/> 212 Intro to Meteorology	
Geology (GLG)	<input type="checkbox"/> 101* Physical Geol. <input type="checkbox"/> 102 Historical Geol.	
	<input type="checkbox"/> 110 Environmental Geology/ Natural Disasters	
Physics (PHY)	<input type="checkbox"/> 107 Conceptual Physics	
	<input type="checkbox"/> 111 Gen. Physics I <input type="checkbox"/> 112 Gen. Physics II	<b>8</b>
<b>F. Options</b>	<i>Select courses according to major and language proficiency requirements. You may select courses from Sections C, and E above. If taking two option courses please select from two different areas of study below.</i>	
Communication (COM)	<input type="checkbox"/> 121 Interpersonal Com. <input type="checkbox"/> 151* Public Speaking	
Computer Sci. (CIS)	<input type="checkbox"/> 110* Intro to CIS	
Critical Thinking & Logic (PHI)	<input type="checkbox"/> 151* Ethics <input type="checkbox"/> 201 Intro to Logic	
<b>International/ Multicultural Studies</b>		
Education (EDU)	<input type="checkbox"/> 214* Cultural Diversity in Education	
English (ENG)	<input type="checkbox"/> 265 Women in Literature	
History (HIS)	<input type="checkbox"/> 113 History of Asia <input type="checkbox"/> 281 Latin American History	
Philosophy (PHI)	<input type="checkbox"/> 205 Contemporary World Religions	
Language	<input type="checkbox"/> SPA 101* <input type="checkbox"/> FRF 101 <input type="checkbox"/> RUS 101 <input type="checkbox"/> ASI 101	<b>6-7</b>
<b>TOTAL MINIMUM HOURS CREDIT</b>		<b>35</b>

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

# General Education Core Requirements

## Associate of Business (AGEC-B)

A minimum block of 35 credit hours of lower-division general education course work may be completed at an Arizona community college. These approved courses will fulfill lower-division, general education requirements upon transfer to another state of Arizona community college or any of the state of Arizona universities. You will be required to fulfill the course prerequisites, major requirements and upper-division requirements specified by each university.

The Associate of Business program allows students to complete the first two years of the four-year business administration curriculum leading to a bachelor's degree.

1. Associate of Business degree core courses may not be used to satisfy AGECE-B requirements.
2. 0-6 hours may be taken in the options category as needed to complete the minimum 35 hours required for the AGECE-B.

SUBJECT AREA	MIN. CREDIT HOURS
<b>Freshman Composition</b> .....	<b>6</b>
Required: ENG 101 and ENG 102	
<b>Mathematics</b> .....	<b>3</b>
MAT 212 or higher required.	

**Arts and Humanities.** ..... **6**  
 Select at least one course from the Fine Arts list:  
 ART 130, ART 230, MUS 101, or THE 150.

AND

Select at least one course from the Humanities list:  
 ENG 233, ENG 234, ENG 235, ENG 236, HUM 101,  
 HUM 250, PHI 101, or PHI 205.

**Social and Behavioral Sciences** ..... **6**  
 Select courses with two different prefixes.  
 ANT 102, GHY 240, HIS 131, HIS 132, HIS 135, HIS  
 136, HIS 137, POS 120, PSY 101, SOC 131, SOC 136,  
 or SOC 140.

**Physical and Biological Sciences.** ..... **8**  
 Choose two courses. The courses may be from different  
 disciplines or a sequential pair in same discipline:  
 AST 101, BIO 100, BIO 150, BIO 181, BIO 182, CHM  
 130, CHM 151, CHM 152, ENV 101, GHY 212, GLG  
 101, GLG 102, GLG 110, PHY 107, PHY 111 or PHY  
 112.

**Options:** ..... **6-7**  
 Select courses according to major and language proficiency requirements from Arts and Humanities, and Social and Behavioral Sciences. If taking two option courses, select from two different areas of study.  
 COM 121, COM 151, CIS 110, PHI 151, PHI 201, EDU  
 214, ENG 265, HIS 113, HIS 281, PHI 205, SPA 101,  
 FRE 101, RUS 101, or ASL 101.

**Total minimum hours credit** ..... **35**



# General Education Core Requirements

<b style="font-size: 1.2em;">Mohave</b> Community College		<h2 style="margin: 0;">Arizona General Education Curriculum (AGEC –B)</h2>
A. <u>Freshman Composition</u>	<input type="checkbox"/> English 101* <input type="checkbox"/> English 102*	6
B. Mathematics	<input type="checkbox"/> MAT 212* Brief Calculus or higher	3
C. <u>Arts and Humanities</u> Select at least one course from the Fine Arts list Art (ART) <input type="checkbox"/> 130* or <input type="checkbox"/> 230 Survey of World Art 1 & 2 Music (MUS) <input type="checkbox"/> 101 Appreciation and Literature of Music Theatre (THE) <input type="checkbox"/> 150 Theatre and the Western World AND select at least one course from the Humanities list. Literature (FNG) <input type="checkbox"/> 233 or <input type="checkbox"/> 234 English I lit. 1 & 2 <input type="checkbox"/> 235 or <input type="checkbox"/> 236 Amer. I lit. 1 & 2 Humanities (HUM) <input type="checkbox"/> 101* Introduction to Humanities <input type="checkbox"/> 250 Introduction to Cinema Philosophy (PHI) <input type="checkbox"/> 101 Introduction to Philosophy Religion (PHI) <input type="checkbox"/> 205 Contemporary World Religions		
		6
D. <u>Social and Behavioral Sciences</u> Select courses from at least two prefixes. Anthropology (ANT) <input type="checkbox"/> 102* Cultural Anthropology Geography (GHY) <input type="checkbox"/> 240* World Regional Geography History (HIS) <input type="checkbox"/> 131 or <input type="checkbox"/> 132* Hist. of the U.S. I & II <input type="checkbox"/> 135 or <input type="checkbox"/> 136 Western Civ. I & II <input type="checkbox"/> 137 Twentieth Century World History Political Science (POS) <input type="checkbox"/> 120* American National Government Psychology (PSY) <input type="checkbox"/> 101* Introduction to Psychology Sociology (SOC) <input type="checkbox"/> 131* Introductory Sociology <input type="checkbox"/> 136* Marriage and Family <input type="checkbox"/> 140 Racial, Ethnic, and Gender Relations		
		6
F. <u>Physical and Biological Sciences</u> Choose two courses. Astronomy (AST) <input type="checkbox"/> 101 Intro. Astronomy Biology (BIO) <input type="checkbox"/> 100* Biology Concepts <input type="checkbox"/> 150 Human Structure and Function <input type="checkbox"/> 181* or <input type="checkbox"/> 182* General Biology I & II Chemistry (CHM) <input type="checkbox"/> 130 Fundamental Chem. <input type="checkbox"/> 151 or <input type="checkbox"/> 152 Gen. Chem. I & II Environmental Sci. (ENV) <input type="checkbox"/> 101 Environmental Science Geography (GHY) <input type="checkbox"/> 212 Intro to Meteorology Geology (GLG) <input type="checkbox"/> 101* Physical Geology <input type="checkbox"/> 102 Historical Geology <input type="checkbox"/> 110 Environmental Geology/ Natural Disasters Physics (PHY) <input type="checkbox"/> 107 Conceptual Physics <input type="checkbox"/> 111 or 112 Gen. Physics I & II		
		8
F. <u>Options</u> Select courses according to major and language proficiency requirements. You may select courses from Sections C and D. If taking two option courses please select from two different areas of study below. Communication (COM) <input type="checkbox"/> 121 Interpersonal Com. <input type="checkbox"/> 151* Public Speaking Computer Sci. (CIS) <input type="checkbox"/> 110* Intro to CIS Critical Thinking & Logic (PHI) <input type="checkbox"/> 151* Ethics <input type="checkbox"/> 201 Intro to Logic International/ Multicultural Studies Education (EDU) <input type="checkbox"/> 214* Cultural Diversity in Education English (ENG) <input type="checkbox"/> 265 Women in Literature History (HIS) <input type="checkbox"/> 113 History of Asia <input type="checkbox"/> 281 Latin American History Philosophy (PHI) <input type="checkbox"/> 205 Contemporary World Religions Language <input type="checkbox"/> SPA 101* <input type="checkbox"/> FRF 101 <input type="checkbox"/> RUS 101 <input type="checkbox"/> ASI 101		
		6-7
<b>TOTAL MINIMUM HOURS CREDIT</b>		35
* These courses are identified as assured offerings.		

# General Education Core Requirements

## Associate of Science (AGEC-S)

A minimum block of 35 credit hours of lower-division general education course work may be completed at an Arizona community college. These approved courses will fulfill lower division, general education requirements upon transfer to another state of Arizona community college or any of the state of Arizona universities. You 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 your specific programs of study for total credit hour requirements.

**SUBJECTAREA                      MIN. CREDIT HOURS**  
**Freshman Composition..... 6**  
 Required: ENG 101 and ENG 102

**Mathematics..... 3-4**  
 MAT 221 or any mathematics course for which this course is a prerequisite.

**Arts and Humanities..... 6-9**  
 Select at least one course from the Fine Arts list  
 ART 130, ART 230, MUS 101, or THE 150.  
 AND  
 Select at least one course from the Humanities list.

ENG 233, ENG 234, ENG 235, ENG 236, HUM 101, HUM 250, PHI 101, or PHI 205.

**Social and Behavioral Sciences..... 6-9**  
 Select two courses with different prefixes.  
 ANT 102, BUS 206, BUS 207, GHY 240, HIS 131, HIS 132, HIS 135, HIS 136, HIS 137, POS 120, PSY 101, SOC 131, SOC 136, or SOC 140.

**Physical and Biological Sciences..... 8**  
 Choose two courses from the same discipline: BIO 181 and BIO 182 or CHM 151 and CHM 152 or PHY 111 and PHY 112.

**Options..... 0-7**  
 Select courses according to major and language proficiency requirements. You may select courses from Arts and Humanities and Social and Behavioral Sciences above. If taking two option courses, please select from two different areas of study below.

COM 121, COM 151, CIS 110, PHI 151, PHI 201, EDU 214, ENG 265, HIS 113, HIS 281, PHI 205, SPA 101, FRE 101, RUS 101, or ASL 101.

**Total minimum hours credit..... 35**  
 See NOTE: under Associate of Arts requirements.





# General Education Core Requirements



## Arizona General Education Curriculum (AGEC –S)

### A. Freshman Composition

- English 101\*       English 102\*

6

### B. Mathematics

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

3-4

### C. Arts and Humanities *Select at least one course from the Fine Arts list*

- Art (ART)       130\* or  230 Survey of World Art 1 & 2  
Music (MUS)       101 Appreciation and Literature of Music  
Theatre (THF)       150 Theatre and the Western World

*AND select at least one course from the Humanities list.*

- Literature (ENG)       233 or  234 English Lit. 1 & 2  
                                  235 or  236 Amrcr. LiL 1 & 2  
Humanities (HUM)       101\* Introduction to Humanities       250 Intro to Cinema  
Philosophy (PHI)       101 Introduction to Philosophy  
Religion (PHI)       205 Contemporary World Religions

9

### D. Social and Behavioral Sciences *Select courses from at least two prefixes.*

- Anthropology (ANI)       102\* Cultural Anthropology  
Business (BUS)       206 Microeconomics       207\* Macro economics  
Geography (GHY)       240\* World Regional Geography  
History (HIS)       131 or  132\* Hist. of the U.S. I & II  
                                  135 or  136 Western Civ. I & II  
                                  137 Twentieth Century World History  
Political Science (POS)       120\* American National Government  
Psychology (PSY)       101\* Introduction to Psychology  
Sociology (SOC)       131\* Introductory Sociology       136\* Marriage and Family  
                                  140 Racial, Ethnic, and Gender Relations

9

### L. Physical and Biological Sciences *Choose two courses in the same discipline.*

- Biology (BIO)       181\* General Biology I       182\* General Biology II  
Chemistry (CHM)       151 General Chemistry I       152 General Chemistry II  
Physics (PHY)       111 General Physics I       112 General Physics II

8

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

- Communication (COM)       121 Interpersonal Com.       151\* Public Speaking  
Computer Sci. (CIS)       110\* Intro to CIS  
Critical Thinking & Logic (PHI)       151\* Ethics       201 Intro to Logic  
International/ Multicultural Studies  
    Education (FDU)       214\* Cultural Diversity in Education  
    English (ENG)       265 Women in Literature  
    History (HIS)       113 History of Asia       281 Latin American History  
    Philosophy (PHI)       205 Contemporary World Religions  
Language       SPA 101\*       IRL 101       RUS 101       ASL 101

6-7

**TOTAL MINIMUM HOURS CREDIT**

**35**

\* These courses are identified as assured offerings.

\*\*Please note that courses may have prerequisite requirements.

# General Education Core Requirements

## Associate of Applied Science (AAS)

A minimum block of 15 credits hours of lower-division general education course work 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, some of the individual courses listed in the core may transfer to any State of Arizona community college or university.

**SUBJECTAREA . . . . .MIN. CREDIT HOURS**

**Communications . . . . .6**  
Choose two courses: Any 100-level or above English, technical English or integrated academic or vocational course.

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

Choose one course from the three options:

**Group I** - Any 100-level or above math, technical mathematics, or integrated mathematics or vocational course.

**Group II** - Any 100-level or above laboratory science course.

**Group III** - PHI 101, PHI 151 or any vocational ethic course.

**Global Awareness . . . . .3-4**

Choose one course: ANT 102, ART 130, ART 230, ASL 101, BUS 206, BUS 207, ENG 233, ENG 234, ENG 235, ENG 236, FRE 101, GHY 240, HIS 131, HIS 132, HIS 135, HIS 136, HIS 137, HUM 101, HUM 250, MUS 101, PHI 205, POS 120, PSY 101, SOC 136, SOC 140, SPA 101 or THE 150.

**Technology . . . . .3**

Required: Any CIS course 105 or above, or integrated academic or vocational course.

**Total minimum hours credit . . . . .15**

## Assured Offerings for Associate of Applied Science 2005-2007

Course	FALL 05	SPR 06	SUM 06	FALL 06	SPR 07	SUM 07
CIS 110	X	X	X	N	X	X
FNG 101				N	X	
ENG 102	X				N	
PHI 101		X			N	
PSY 101		N			X	N

X = Guaranteed  
N = Guaranteed at Night

## Associate of General Studies (AGS)

The Associate of General Education Studies Degree (AGS) is designed for students whose academic interest is interdisciplinary and requires flexibility. The AGS allows students to declare a broad selected area of studies as a major and to include a large number of electives in the design of their program. Courses must be numbered 100-level or above. The AGS is not a transfer degree program; however, some of the individual courses may transfer to another State of Arizona community college or university.

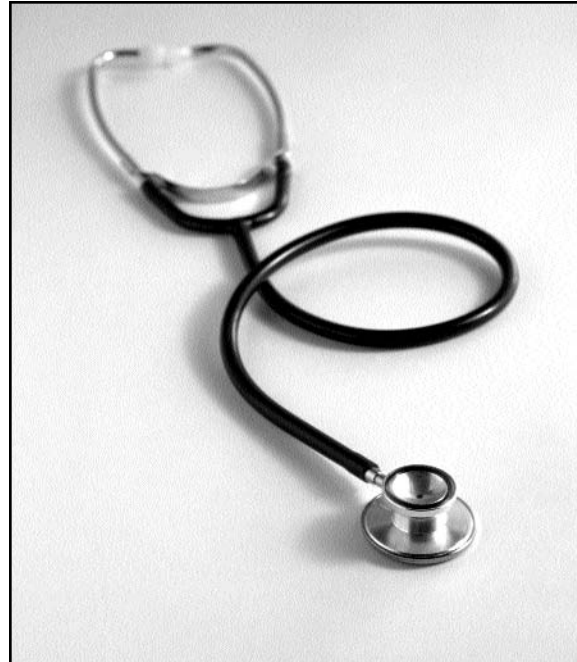
Students who have specific educational goals should consult with a faculty advisor or academic counselor to determine if the Associate of General Studies [AGS] is appropriate for them. The advisor will guide students in determining how to select courses that will best meet their objectives while satisfying the requirements of Mohave Community College.

### Basic requirements for the Associate of General Studies:

- Completion of a minimum of 60 semester hours with a cumulative grade point average of 2.0 or better.
- Completion of a minimum of 20 semester hours in residence at Mohave Community College.
- Completion of a specific program of elective interdisciplinary studies, in consultation with advisors or academic counselors, using courses of 100-level or above that have been approved.
- Completion of individual certificate programs that may be included in the AGS program of study.
- Completion of a general education core if required by the program of study selected by the student.

NOTE: Some programs of study require specific courses. Consult your program advisor before making course selections. A student must pass an assessment test in English or have successfully completed ENG 085 and ENG 089 prior to enrolling in core classes. An assessment test is required before taking any mathematics course.

# Allied Health



## Allied Health Certificates

- Paramedic
- Medical Assistant
- Practical Nursing
- Perioperative Nursing
- Phlebotomy Technologist
- Surgical Technologists

## Allied Health AAS Degrees

- Dental Hygiene
- Paramedic
- Medical Assistant
  - Nursing
  - Paramedic

**Associate of Applied Science  
Dental Hygienist**

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 DEH 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](http://www.mohave.edu), or can be obtained by contacting the dental hygiene department.

The program accepts 18 students each fall. The application deadline is March 1.

**Prerequisites to applying for admission:**

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.

**Fall**

<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
BIO 201	Human Anatomy & Phys I	4.00
BIO 205	Microbiology	4.00
CHM 130	Fundamental Chemistry	4.00
ENG 101	English Composition	3.00
<b>Total Fall 2005</b>		<b>15.00</b>

**Spring**

<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
BIO 202	Human Anatomy & Phys II	4.00
COM 121	Interpersonal Communications	3.00
		<b>or</b>
COM 151	Public Speaking	3.00
NUT 203	Human Nutrition in Health and Disease	3.00
PSY 101	Intro to Psychology	3.00
SOC 131	Intro to Sociology	3.00
<b>Total Spring 2006</b>		<b>16.00</b>

**Total Prerequisite Credit Hours**..... 31

**Required Dental Hygiene Classes:**

**Fall Year One**

<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
DEH 100	Current Issues & Ethics in Dental Hygiene	1.00
DEH 101	Preclinical Dental Hygiene	5.00
DEH 106	Dental Radiology	3.00
DEH 121	Dental Anatomy	3.00
DEH 122	Head & Neck Anatomy	2.00
EMS 110	CPR: Basic Life Support	0.50
<b>Total Fall Year One</b>		<b>14.50</b>

**Spring Year One**

<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
DEH 102	Prevention & Continuation Clinical Skills	6.00
DEH 111	Periodontology I	3.00
DEH 117	Applied Pharmacology	3.00
DEH 118	Anesthesiology	3.00
<b>Total Spring Year One</b>		<b>15.00</b>

**Summer Year One**

<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
DEH 201	Dental Hygiene Clinic II	5.00
DEH 208	Dental Materials	2.00
DEH 221	General & Oral Pathology I	1.00
<b>Total Summer Year One</b>		<b>8.00</b>

**Fall Year Two**

<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
DEH 202	Advanced Clinical Skills DH Clinic III	9.00
DEH 212	Periodontology II	2.00
DEH 222	General & Oral Pathology II	3.00
EMS 111	CPR Refresher	0.50
<b>Total Fall Year Two</b>		<b>14.50</b>

**Spring Year Two**

<b>Course</b>	<b>Course Name</b>	<b>Credits</b>
DEH 203	Practice Management & DH Clinic IV	9.00
DEH 235	Oral Health Promotion & Disease Prevention	2.00
DEH 243	Community Dental Health	3.00
<b>Total Spring Year Two</b>		<b>14.00</b>

**Total Credit Hours**..... 97

If a student chooses to pursue an associate or baccalaureate degree at another institution, he/she needs to be aware that the dental hygiene courses are specialized to produce a dental hygienist in a two-year period of time (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.

**Paramedic Prerequisite:**

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

**Prerequisite for application:**

1. Pass the assessment test or have completed College Reading (ENG 085) and Pre-algebra (MAT 021) before acceptance into the program. The academic counselor must verify completion of this prerequisite by completing the "Asset Test Results" portion of the application.
2. Completed application (available on MCC campuses from the academic counselor 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 pre-hospital experience.
5. Have successfully completed written and practical entrance exams and an oral interview.
6. 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.**

This certificate provides intermediate emergency medical technician training for patient care in the rural pre-hospital setting. The treatment capabilities above the emergency medical technician basic level include intravenous therapy, gastric intubation and suctioning, and specified parenteral injections. Includes extensive anatomy, physiology and medical terminology. Supervised clinical experience is provided. A "C" or better must be maintained in all classes.

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 ADHS, but successful completion of this program is not the sole criterion for obtaining certification for ADHS or National Registry. Certification requirements are the exclusive responsibility of ADHS, and students must satisfy those requirements independently of any requirements for graduation from MCC.

**Emergency Medical Services Requirements:**

EMS 226	Intermediate EMT I . . . . .	6
	Prereq.: Appropriate Assessment Test score or successful completion of MAT 021 & ENG 085	
EMS 227	Intermediate EMT II . . . . .	6
	Prereq.: EMS226 & Admission to IEMT program	
EMS 228	Intermediate EMT III. . . . .	6
	Prereq.: EMS226 & Admission to IEMT program	

**Total minimum credit hours. . . . . 18**

**Certificate  
Paramedic**

This certificate prepares students to render pre-hospital 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 "C" or better must be maintained in all classes.

**Paramedic Requirements:**

EMS 240	Paramedic I . . . . .	6
	Prereq: Appropriate Assessment Test score or successful completion of MAT 021 & ENG 085	
EMS 241	Paramedic II . . . . .	6
EMS 242	Paramedic III. . . . .	6
EMS 243	Paramedic IV. . . . .	6
EMS 244	Paramedic V . . . . .	8

**Total minimum credit hours. . . . . 32**

**Associate of Applied Sciences**

**Paramedic Emphasis**

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 Ed. Requirements: Min. Cr. Hours 15-17**

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

**Paramedic Requirements:**

Paramedic Certificate . . . . .	32
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**Electives: . . . . . 13-14**

**Electives must be chosen from the following list:**

ANT 102	Cultural Anthropology. . . . .	3
BIO 100	Biology Concepts . . . . .	4
BIO 150	Human Structure and Function . . . . .	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	Introductory Sociology . . . . .	3

*\*If any of the above courses are used as part of the General Education Core, the course cannot be used as an elective.*

**Total minimum credit hours . . . . . 60-63**

**Certificate  
Medical Assistant**

The medical assistant is an integral member of the health care delivery team, qualified by education and experience to work in physician offices and other varied 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 – Allied Health Professionals Certification Examination for Registered Medical Assistant. AMT issues a national certification and maintains a registry of its certificants. It is a member of the National Organization for Competency Assurance. This certification requires a minimum of 720 clock hours (or equivalent) of training in Medical Assisting skills (including a clinical externship).

**Foundation Core:**

HES 113	Medical Terminology . . . . .	3
HES 129	Allied Health Anatomy & Physiology . . . . .	3
	Prereq.: Appropriate Assessment Test score or successful completion of ENG 085 and HES 113 or concurrent enrollment in HES 113	
CIS 131	Microsoft Office Suite . . . . .	3
EMS 120	First Aid . . . . .	3
BUS 105	Business English . . . . .	3
<b>Total credit hours</b>		<b>15</b>

**Requirements:**

HES 128	Pharmacology: Allied Health Occupations .3	
	Prereq.: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 223	Medical Billing Recordkeeping . . . . .	3
	Prereq.: HES 113 or instructor’s permission	
BUS 244	Medical Office Management . . . . .	3
MEA 114	Lab Techniques . . . . .	3
	Prereq.: HES 103, 104 and Foundation Core	
HES 103	Back Office I . . . . .	3
	Prereq.: HES 113, 129 or instr. permission	
HES 104	Back Office II . . . . .	4
	Prereq.: HES 113, 128 or instr. permission	
BUS 226	Medical Billing & Coding . . . . .	3
	Prereq.: HES 113 or instructor’s permission	
HES 106	Medical Assistant Externship . . . . .	4
	Prereq.: All Foundation Core courses must be completed	
<b>Total credit hours</b>		<b>26</b>

**Total Certificate Credit Hours . . . . . 41**

**Associate of Applied Science (AAS)  
Medical Assistant**

**Foundation Core:**

HES 113	Medical Terminology . . . . .	3
HES 129	Anatomy & Physiology . . . . .	3
	Prereq.: Appropriate Assessment Test score or successful completion of ENG 085 and MEA 113 or concurrent enrollment in MEA 113	
CIS 131	Microsoft Office Suite . . . . .	3
EMS 120	First Aid & CPR . . . . .	3
ENG 105	Business English . . . . .	3
<b>Total credit hours</b>		<b>15</b>

**Requirements:**

HES 128	Allied Health Pharmacology . . . . .	3
	Prereq.: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 223	Medical Financial Management . . . . .	3
	Prereq.: HES 113 or instructor’s permission	
BUS 244	Medical Office Management . . . . .	3
MEA 114	Lab Techniques . . . . .	3
	Prereq.: HES 103, 104 and Foundation Core	
HES 103	Back Office I . . . . .	4
	Prereq.: HES 113, 129 or instr. permission	
HES 104	Back Office II . . . . .	2
	Prereq.: HES 113, 128 or instr. permission	
BUS 226	Medical Coding . . . . .	3
	Prereq.: HES 113, 129 or instr. permission	
HES 106	Externship . . . . .	4
	Prereq.: All coursework must be completed prior to externship.	
<b>Total credit hours</b>		<b>25</b>

**Capstone:**

MEA 203	Disease Conditions . . . . .	3
PSY 101	Intro to Psychology . . . . .	3
COM 121	Interpersonal Communications . . . . .	3
BUS 111	Medical Document Processing . . . . .	3
	Prereq.: CIS 131 and HES 113	
PHI 101	Intro to Philosophy . . . . .	3
MEA 251	Advanced Administrative & Clinical Externship (120 Hours) . . . . .	4
	Prereq.: HES 106	

**Electives:**

Choose three credit hours in total from the following prefixes: BUS, CIS, ENG, PSY, HES . . . . . 3  
**Total credit hours . . . . . 22**

**Total Degree Credit Hours . . . . . 62**

## Certificate Practical Nursing

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:** A completed application must be submitted for admission to the Nursing program, once prerequisite courses have been completed. An application for admission to the program may be obtained at any MCC campus from the academic counselor or at the nursing department.

**General Ed. Requirements: Min. 20 Credit Hours**

Fall			Core/ Elect
Course	Course Name	Credits	
BIO 201	Human Anatomy & Phys I . . .	4.00	C
MAT 121	Intermediate Algebra . . . . .	4.00	E
PSY 101	Introduction to Psychology. . .	3.00	C
NUR 121	Nursing I . . . . .	8.00	C
	<b>Total Fall</b>	<b>19.00</b>	

Spring			Core/ Elect
Course	Course Name	Credits	
BIO 202	Human Anatomy & Phys II . .	4.00	C
ENG 101	English Composition . . . . .	3.00	C
NUR 122	Nursing II . . . . .	8.00	C
PSY 240	Child Growth & Development	3.00	
	<b>OR</b>		
PSY 245	Lifespan Development. . . . .	3.00	C
	<b>Total Spring</b>	<b>18.00</b>	

Summer			Core/ Elect
Course	Course Name	Credits	
NUR 123	Transition to Practical Nursing . . . . .	3.00	C
	<b>Total Summer</b>	<b>3.00</b>	

**Total minimum credit hours . . . . . 40**

## Certificate Perioperative Nursing

This certificate provides continuing education to registered nurses with an opportunity to gain experience and knowledge within the perioperative specialty of patient care. The curriculum is founded on the American Operating Room Nurse Association's Standards Recommended Practices and Guidelines. The certificate is a combination of didactic work and an extensive clinical practicum.

**Admission Requirements:** An application must be submitted for admission to this program through the Nursing Department.

Course	Course Name	Credits
NUR 270	Intro to Perioperative Principles . . . . .	3
NUR 271	Perioperative Principles . . . . .	4
NUR 272	Perioperative Clinical Practicum . . . . .	5

**Total Credits . . . . . 12**

## Associate of Applied Sciences Nursing

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 selective program. Students successfully completing the program will be eligible to take the national licensure examination for registered nurses.

**Admission Requirements:** A completed application must be submitted for admission to the Nursing program once prerequisite courses have been completed. An application for admission to the program may be obtained at any MCC campus from the academic counselor or at the nursing department.

**Nursing Department - Mohave Community College**  
1977 W.Acoma Blvd., Lake Havasu City, AZ 86403  
(928) 505-3368

**Admission Prerequisites:** BIO 100 Biology Concepts, BIO 150 Human Structure and Function, or BIO 181 General Biology I; CHM 130 Fundamental Chemistry.

**General Ed. Requirements:**

Fall Year One			Core/ Elect
Course	Course Name	Credits	
BIO 201	Human Anatomy & Phys I . . .	4.00	C
MAT 121	Intermediate Algebra . . . . .	4.00	E

## Allied Health - Nursing

PSY 101	Intro to Psychology . . . . .	3.00	C
NUR 121	Nursing I . . . . .	8.00	C
<b>Total Fall Year One</b>		<b>19.00</b>	

<b>Spring Year One</b>			<b>Core/</b>
<b>Course</b>	<b>Course Name</b>	<b>Credits</b>	<b>Elect</b>
BIO 202	Human Anatomy & Phys II . .	4.00	C
ENG 101	English Composition . . . . .	3.00	C
NUR 122	Nursing II . . . . .	8.00	C
PSY 240	Child Growth & Dev. . . . .	3.00	C
	OR		
PSY 245	Lifespan Development. . . . .	3.00	C
<b>Total Spring Year One</b>		<b>18.00</b>	

<b>Fall Year Two</b>			<b>Core/</b>
<b>Course</b>	<b>Course Name</b>	<b>Credits</b>	<b>Elect</b>
BIO 205	Microbiology. . . . .	4.00	C
ENG 102	English Composition . . . . .	3.00	C
NUR 221	Nursing III. . . . .	8.00	C
<b>Total Fall Year Two</b>		<b>15.00</b>	

<b>Spring Year Two</b>			<b>Core/</b>
<b>Course</b>	<b>Course Name</b>	<b>Credits</b>	<b>Elect</b>
HUM 101	Intro to the Humanities . . . . .	3.00	C
NUR 222	Nursing IV. . . . .	8.00	C
<b>Total Spring Year Two</b>		<b>11.00</b>	

**Total minimum credit hours . . . . . 63**  
**Requirements for graduation:** Passing all core nursing courses and co-requisites courses with a "C" grade or

better and a passing score on the standardization RN readiness test.

**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.

Application packets, which include required physical examination and immunizations are available at each campus from the academic counselor and/or the nursing department. Call the nursing department for Nursing Assistant physical examination.

## Allied Health - Phlebotomist

### Certificate Phlebotomist

This program of study is designed to prepare students seeking a career in Phlebotomy. After completion of the program, the student will have the knowledge, skills, and attitudes necessary to perform as a phlebotomist in medical laboratories or similar environments. The student will be qualified to take the National Certification Examination for Phlebotomists.

**Phlebotomy Requirements:**

HES 101	Introduction to Phlebotomy . . . . .	4
	Prereq.: Appropriate Assessment Test score or ENG 085.	
	Coreq.: Concurrent enrollment in HES 102	
HES 102	Phlebotomy Practicum . . . . .	4
	Coreq.: Concurrent enrollment in HES 101	
HES 113	Medical Terminology. . . . .	3

**Total minimum credit hours. . . . . 11**

**Health Policy for Health Sciences:**

Medical Assistant and Phlebotomy students will be minimally required to:

1. Sign a waiver releasing MCC from responsibility for injury or illness resulting from exposure to disease, medicines, or treatments and sign a release of medical information.
2. Health requirements may change depending on clinical assignment desired. See packet for details.

Application packets for admission are available at each campus, see the academic counselor.



**Certificate**

**Surgical Technologist**

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.

**Requirements for Admission:**

1. High School Graduation, Home School Education Diploma [HSED], or GED.
2. May include mechanical [dexterity] aptitude test.
3. May include a personal interview.

**Prerequisites:**

1. Medical Terminology and CPR at the health care provider level.
2. Reading, writing, and mathematics at acceptable standard (Compass: reading 74, writing 44, math 56)
3. Students who have passed ENG 085, ENG 088, and AED 085 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 the Department of Nursing and Mohave Community College from the 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 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.

**Surgical Technologist Requirements:**

Fall	Course Name. . . . .	Credits
SGT 101	Orientation & Introduction . . . . . to Surgery. . . . .	2.00



SGT 102	Surgical Techniques . . . . .	6.00
SGT 105	Microbiology for Surg Tech . . . . .	2.00
SGT 129	Allied Health Anatomy & . . . . . Physiology . . . . .	3.00
<b>Total Fall . . . . .</b>		<b>13.00</b>

Spring	Course Name. . . . .	Credits
SGT 111	Pharmacology for Surg Tech. . . . .	1.00
SGT 201	Surgical Procedures I . . . . .	7.00
SGT 202	Surgical Procedures II. . . . .	4.00
<b>Total Spring . . . . .</b>		<b>12.00</b>

Summer	Course Name. . . . .	Credits
SGT 203	Specialty Areas. . . . .	7.00
<b>Total Summer . . . . .</b>		<b>7.00</b>

**Total minimum credit hours. . . . . 32**

**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% (C) in all Surgical Technology courses.

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. The courses offered in this program were designed toward that goal and are not meant as transfer credit. Colleges and universities may not offer equivalent training and they may not grant any transfer credit.

**PROGRAMS OF STUDY**

# Business



## Business Certificates

- Business Foundation
  - Accounting
- Administrative Office Management
  - General Management
- Medical Office Management
  - Professional Applications
  - Retail Management

## Business Degrees

- AAS - Business Administration
  - Associate of Business

## Business Certificates

**Basic Skills:** Students entering the Business Administration Program are required to have basic skills in reading, writing, math and computer literacy to complete the higher levels of the program. Students who need additional preparation in these skill areas can receive individualized, group or computer-aided tutoring from the college. Once the basic skills are achieved, students may begin their Business Foundation program.

**Certificate Programs:** The Certificate Programs have been designed for students who plan to use the competence gained from their studies for entry-level jobs in the field of their choice: administrative office management, accounting, medical office, professional software applications, or general management.

Microsoft Office Suite software is required. Additional industry specific software may be required for specific courses of study. It is recommended that students complete the Business Foundation certificate in addition to a Certificate in the field of their choice.

*Note: Courses that appear in more than one certificate may only be counted once for credit; therefore, when an "or" is indicated, the student must choose the alternate course for completion of a second certificate.*

### Certificate Business Foundation

The Business Foundation coursework, other certificate programs and the AAS degree in the Business Department provide students with a common core of entry-level skills that support student success in higher levels of this program. Students will explore the business environment from a theoretical, ethical and technical perspective. Microsoft Office 2003 is required.

BUS100	Business Ethics . . . . .	3
BUS101	Introduction to Business . . . . .	3
BUS105	Business English . . . . .	3
	<b>OR</b>	
ENG101	English Composition I. . . . .	3
BUS125	Intro to Accounting . . . . .	3
CIS131	Microsoft Office Suite. . . . .	3
	<b>OR*</b>	
CIS 110	Introduction to Computer Information Systems . . . . .	3
	Prereq: Appropriate Assessment Test Score or successful completion of ENG 085 & ENG 089	

\* See "Note" above under Certificate Programs

**Total Credit Hours . . . . . 15**

### Certificate Accounting

The Accounting Certificate program equips students with the skills to provide technical administrative support to professional accountants and other financial management personnel. All courses satisfactorily completed in this certificate program will apply to the Associate in Applied Science degree in Business Administration.

BUS 128	Computerized Accounting . . . . .	3
	<b>OR*</b>	
BUS 122	Bookkeeping with QuickBooks . . . . .	3
BUS 126	Records and Database Management. . . . .	3
BUS 143	Payroll Procedures. . . . .	3
BUS 221	Financial Accounting. . . . .	3
	Prereq.: Bus 125 or instr. permission	
CIS 136	Microsoft Excel. . . . .	3
Elective	Student will choose Any Elective . . . . .	1-3

\* See "Note" under Business Certificates.

**Total Credit Hours. . . . . 16-18**

### Certificate Administrative Office Management

The Administrative Office Management Certificate prepares students to manage office activities, prepare plans for overall office maintenance, and provide assistance for top management. All courses satisfactorily completed in this certificate program will apply to the Associate in Applied Science degree in Business Administration.

BUS 110	Document Processing . . . . .	3
BUS 122	Bookkeeping with QuickBooks . . . . .	3
	<b>OR*</b>	
BUS 128	Computerized Accounting . . . . .	3
BUS 126	Records and Database Management. . . . .	3
BUS 160	Customer Service and Sales. . . . .	3
BUS 241	Administrative Office Management. . . . .	3
Elective	Student will choose Any Elective . . . . .	1-3

\* See "Note" under Business Certificates

**Total Credit Hours . . . . . 15**

### Certificate General Management

The General Management Certificate prepares students for entry-level positions in supervision and management.

Students can use this program to prepare for upward mobility and/or update management and supervisory skills. All courses satisfactorily completed in this certificate program will apply to the Retail Management Certificate and the Associate in Applied Science degree in Business Administration.

BUS 102	Business Math	3
BUS 142	Supervisory Techniques	3
BUS 161	Marketing	3
BUS 162	Retailing	3
BUS 247	Human Resources Management	3
Elective	Student will choose Any Elective	1-3

**Total Credit Hours. . . . . 16-18**

**Certificate**

**Medical Office Management**

The Medical Office Management Certificate prepares students to develop the knowledge and marketable skills specific to managing the medical office. All courses satisfactorily completed for this certificate will apply to the Associate in Applied Science degree in Business.

BUS 111	Medical Document Processing	3
BUS 223	Medical Billing & Record Management	3
	Prereq.: HES 113 or P of I	
BUS 226	Medical Coding	3
	Prereq.: HES 113 or P of I	
BUS 244	Medical Office Management	3
HES 113	Medical Terminology	3
Elective	Student will choose Any Elective	1-3

**Total Credit Hours. . . . . 16-18**

**Certificate**

**Professional Applications**

The Professional Applications Certificate is designed to give the student 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 in Applied Science degree in Business Administration. Students may choose 16 credits in any combination of the following courses to complete their certificate:

CIS 135	Microsoft Access Database	3
CIS 136	Microsoft Excel	3
CIS 138	Microsoft Word	3

CIS 141	Microsoft PowerPoint Presentations	3
DIS 140	Desktop Publishing	3
CIS 143	Web Page Design	3
CIS 145	Photoshop I	3
CIS 147	Illustrator I	3
Elective	Student will choose Any Elective	1-3

**Total Credit Hours. . . . . 16-18**

**Certificate**

**Retail Management**

The Retail Management Certificate is designed to prepare current and future retail employees for management positions. The curriculum encompasses several business essentials and also emphasizes the “soft skills” of management and communication required for career success in the retail industry. This program is sponsored by local retail food stores, some of which offer reimbursement to their employees for the cost of tuition and books.

BUS 102	Business Mathematics	3
	Prereq: Appropriate Assessment Test score or successful completion of AED 085 or MAT 020	
BUS 104	Human Relations in Organizations	3
BUS 125	Introduction to Accounting	3
BUS 142	Supervisory Techniques	3
BUS 161	Marketing	3
BUS 162	Retailing	3
BUS 204	Business Communications	3
	Prereq: ENG 101 or BUS 105	
BUS 247	Human Resource Management	3
CIS 105	Computers for Beginners	3
	<b>OR*</b>	
CIS 110	Introduction to Computer Information Systems	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 & 089	
COM 151	Public Speaking	3
	Prereq: Assessment Test, ENG 101 or permission of instructor	

\*See “Note” under Certificate Programs

**Total minimum credit hours . . . . . 30**

**Associate of Applied Science**

**Business Administration**

The Associate of Applied Science degree is intended for students who plan to use the competence gained from their studies for immediate employment. The program provides in-depth, career-specific training leading to a new business career, enhanced job performance or a career change.

The degree is a 60-credit program offered in levels, or building blocks, so that after completion of every 15 credits students achieve a milestone and are awarded a Certificate of Proficiency in Business Foundations, a Program Certificate (5 certificates available) or the AAS degree. Each level of study builds on the prior level(s). *Courses may not be duplicated for the degree. Business electives may be chosen with the help of your business faculty advisor.* The following coursework is required for the AAS degree in Business Administration:

**Prerequisites: . . . . . 45 Credit Hours**  
 Business Foundation Certificate . . . . . 15  
 Two Business Program Certificates. . . . . 32-36

**Degree Requirements: . . . . . 15**  
 BUS144 Principles of Management . . . . . 3  
 BUS201 Business law . . . . . or  
 BUS202 Legal Environment of Business . . . . . 3  
 BUS204 Business Communication. . . . . 3  
 BUS207 Macroeconomics . . . . . 3  
     Prereq.: Appropriate Assessment Score  
 BUS250 Small Business Management\* . . . . . 3

**Total Credit Hours . . . . . 62-66**

\*\*BUS250 Small Business Management is the capstone course for this degree. If possible, this class should be taken in the student's last semester before degree completion.

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

leges.

**Associate of Business (ABus)**

**Business Administration**

The Associate of Business is designed especially for the student who plans to transfer to a four-year State of Arizona university.

**General Ed. Requirements: Min. 35-36 Cr. Hours**  
 See the General Education Core Requirements section of this catalog for Associate of Business (AGEC-B) degree details.

**Business Requirements:**

BUS 202 Legal Environment of Business. . . . . 3  
 BUS 206 Micro Economics . . . . . 3  
     Prereq.: Appropriate Assessment Test score  
 BUS 207 Macro Economics . . . . . 3  
     Prereq.: Appropriate Assessment Test score  
 BUS 208 Business Statistics. . . . . 3  
     Prereq.: MAT 151 or P of I  
 BUS 221 Financial Accounting. . . . . 3  
     Prereq: BUS 124 or 125  
 BUS 222 Managerial Accounting . . . . . 3  
     Prereq: BUS 221 or P of I  
 CIS 110 Intro to Computer Info. Systems . . . . . 3  
     Prereq.: Appropriate Assessment Test score  
 MAT 201 Finite Mathematics . . . . . 3  
     Prereq: MAT 151 with a grade of "C"  
     or better.

**Business Elective: . . . . . 3**  
**Elective must be chosen from following list:**

BUS 204 Business Communications. . . . . 3  
 BUS 125 Introduction to Accounting . . . . . 3  
 CIS 120 Intro. to Programming. . . . . 3  
     Prereq: CIS 110 or P of I

**Total minimum credit hours . . . . . 62-63**

**Assured Offerings for AAS in Business for 2005-2007**

Course	FALL 05	SPR 06	SUM 06	FALL 06	SPR 07	SUM 07
BUS 100	X	X		X	X	
BUS 101	X	X		X	X	
BUS 204	X	X		N	X	X
CIS 110	X	X	X	N	X	X
CIS 131	X	X	X	X	X	X

X = Guaranteed  
 N = Guaranteed at Night

NORTHERN  
ARIZONA  
UNIVERSITY



FOUNDED 1899

Northern  
Arizona  
University      Distance Learning

# Bachelor of Arts in Liberal Studies

B.A.i.L.S.

NAU-Mohave  
Distance Learning Service  
Academic Programs

**Bachelor of Arts in Liberal Studies (B.A.i.L.S.)  
is designed to broaden your background through  
requirements that can more readily be tailored to your  
individual needs and interests.**

(Please note that this degree isn't appropriate if you are seeking a career for which entry is governed by licensure and/or professional certification.)

PROGRAMS OF STUDY





# Computer Information Systems



## CIS Certificates

- CIS Foundation
- Computer Graphics
- Computer Support Services
- Network Support and Security
- Programming
- Web Design and Development

## Associate Degrees

- AAS - Computer Information Systems
- AAS - Systems Administration

## Computer Information Systems - Foundation Certificate

The certificates and degrees in the Computer Information Systems program are intended for students who plan to pursue immediate employment in the fields of Computer Graphics, Computer Support Services, Network Support and Security, Programming and Web Design and Development.

**Basic Skills:** Students entering the Computer Information Systems Program are required to have basic skills in reading, writing, math and computer literacy required to complete the higher levels of the program. Students who need additional preparation in these skill areas can receive individualized, group, or computer-aided tutoring from the college. Once Basic Skills are achieved, students may begin their CIS Foundation program.

### Certificate

#### CIS Foundation

The CIS Foundation studies coursework provides students with a common core of entry-level skills that support student success in other certificate programs and the AAS degree in the Business department. Students will develop computer skills and learn advanced concepts in the use of computers within a business environment from a theoretical, ethical and technical perspective. Note that CIS 110 provides the foundation and prerequisite for many of the classes within the program. Programming classes, as well as Database

Management, can require CIS 120 as a prerequisite. The courses in this certificate may be taken either concurrently or sequentially.

#### **Certificate Requirements:**

BUS 100	Business Ethics . . . . .	3
BUS 105	Business English . . . . .	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 & 089	
	<b>OR</b>	
ENG 101	English Composition I . . . . .	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 & 089	
CIS 110	Introduction to Information Systems . . . . .	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 & 089	
CIS 120	Introduction to Programming. . . . .	3
CIS 170	Information Systems Management. . . . .	3

**Total Credit Hours . . . . . 15**

All courses satisfactorily completed in this CIS Foundation Certificate program will apply to the Associate in Applied Science degree in Computer Information Systems.

*Note: Courses that appear in more than one certificate may only be counted once for credit; therefore, when an "or" is indicated the student must choose the alternate course for completion of a second certificate. There is an exception for the CIS 155 series due to the various network operating systems.*

## Computer Information Systems - Specialty Certificates

The Specialty Certificate Programs have been designed to provide students with skills for entry-level jobs in the field of their choice: Computer Graphics, Computer Support Services, Network Security and Support, Programming and Web Design and Development.

Students are encouraged to complete the CIS Foundation Certificate, which provides the prerequisites, communication and business competencies necessary for attaining the CIS Associate of Applied Sciences degree, before completing the Specialty Certificates.

### Certificate

#### Computer Graphics - Print Media

The Computer Graphics and Web Page Design Certificate is designed to prepare the student for positions in business and industry, or positions that require enhanced knowledge of computer graphics and

desktop publishing/print media. Skills such as photo editing, creating illustrations, and developing publications will be included. All courses satisfactorily completed in this certificate program will apply to the Associate in Applied Science degree in Computer Information Systems.

#### **Prerequisite for Certificate:**

	Completion or enrollment in:	
CIS 110	Introduction to Information Systems . . . . .	3
	Prereq: Appropriate Assessment test score or successful completion of ENG 085 & 089	

#### **Certificate Requirements:**

ART 111	Design I . . . . .	3
ART 140	Introduction to Graphic Art . . . . .	3
CIS 140	Desktop Publishing . . . . .	3
CIS 145	PhotoShop I. . . . .	3
CIS 147	Illustrator I . . . . .	3
	<b>OR</b>	

# Computer Information Systems - Specialty Certificates

CIS 148	Corel Draw . . . . .	3
CIS 245	PhotoShop II . . . . .	or
	Prereq: CIS 145 or Permission of Instructor	
CIS 247	Illustrator II. . . . .	3
	Prereq: CIS 147 or Permission of Instructor	

**Total Credit Hours. . . . . 18-21**

## Certificate Computer Support Services

The Computer Support Services Certificate provides students with the skills needed to function as technical support for an organization. Help Desk operations as well as hardware and software troubleshooting techniques will be studied. Students completing this certificate will be qualified to take the A+ industry certification for computer repair. This certificate applies towards the Associate in Applied Science Degree in Computer Information Systems.

**Prerequisite for Certificate:**

Completion of or enrollment in:

CIS 110	Introduction to Information Systems . . . . .	3
	Prereq.: Appropriate Assessment test score or successful completion of ENG 085 & 089	

**Certificate Requirements:**

CIS 115	Microcomputer Repair I . . . . .	3
CIS 116	Microcomputer Repair II. . . . .	3
CIS 131	Microsoft Office Suite. . . . .	3
CIS 150	Operating Systems. . . . .	3
CIS 153	Networking Essentials. . . . .	3
CIS 261	Computer Support Services. . . . .	3
	Prereq: CIS 110 or permission of instructor	

**Total Credit Hours. . . . . 21**

## Certificate Network Support & Security

The Network Security and Support Certificate is designed to prepare the student for a position as a network administrator. General network procedures will be covered as well as techniques to defend computerized data and assets. Courses that present investigative techniques and intrusion detection concepts are also included. All courses satisfactorily completed in this certificate program will apply to the Associate in Applied Science degree in Computer Information Systems.

**Prerequisite for Certificate:**

Completion of or enrollment in:

CIS 110	Introduction to Information Systems. . . . .	3
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[www.mohave.edu](http://www.mohave.edu)

Prereq.: Appropriate Assessment test score or successful completion of ENG 085 & 089

**Certificate Requirements:**

CIS 150	Operating Systems . . . . .	3
CIS 153	Networking Essentials. . . . .	3
CIS 253	Network Security . . . . .	3
	Prereq: CIS 153 or permission of instructor	

**Additional Requirements: . . . . . 9**

CIS 155	Network Operating Systems (A,B,C or D) . . . . .	3
	Prereq: CIS 110 or permission of instructor (This course may be repeated for credit using different Network Operating Systems)	
CIS 156	Firewalls and Intrusion Detection. . . . .	3
	Prereq: CIS 110 or permission of instructor	
CIS 185	Computer Forensics and Investigations . . . . .	3
	Prereq: CIS 110 or permission of instructor	

**Total Credit Hours . . . . . 21**

## Certificate Programming

The Programming Certificate is designed to prepare students to work as part of a programming/ application development team. Skills in the most commonly used programming languages will be developed, as well as practice in systems theory, logic and design common to all programming languages. All courses satisfactorily completed in this certificate program will apply to the Associate in Applied Science degree in Computer Information Systems.

**Prerequisite for Certificate:**

Completion of or enrollment in:

CIS 110	Introduction to Information Systems . . . . .	3
	Prereq.: Appropriate Assessment test score or successful completion of ENG 085 & 089	

**Certificate Requirements:**

CIS 120	Introduction to Programming. . . . .	3
CIS 200	Programming in Visual Basic . . . . .	3
	Prereq: CIS 120 or Permission of Instructor	
CIS 204	Programming in C++. . . . .	3
	Prereq: CIS 120 or permission of instructor	
CIS 205	Programming in Java. . . . .	3
	Prereq: CIS 120 or permission of instructor	

**Electives: . . . . . 9**

**Choose three from the following list:**

CIS 206	Web Languages. . . . .	3
	Prereq: CIS 110 and CIS 143 or permission of instructor	
CIS 221	Advanced Visual Basic Programming . . . . .	3
	Prereq: CIS 200 or permission of instructor	

## Computer Information Systems- Specialty Certificates

CIS 222	Advanced C++ Programming . . . . .	3
	Prereq: CIS204 or permission of instructor	
CIS 223	Advanced Java Programming . . . . .	3
	Prereq: CIS 205 or permission of instructor	
CIS 243	Advanced Web Page Design . . . . .	3
	Prereq: CIS 143 or permission of instructor	

CIS 206	Web Languages. . . . .	3
	Prereq: CIS 120 and CIS143 or P of I	

**Total Credit Hours . . . . . 21**

**Total Credit Hours . . . . . 24**

### Certificate

### **Web Design & Development**

The Web Design and Development Certificate prepares students to work in jobs that require enhanced knowledge of computer graphics and web page design and development. This certificate program will apply to the Associate in Applied Science degree in Computer Information Systems.

#### Prerequisite for Certificate:

Completion of or enrollment in:

CIS 110	Introduction to Information Systems . . . . .	3
	Prereq.: Appropriate Assessment test score or successful completion of ENG 085 & 089	

#### Certificate Requirements:

CIS 120	Introduction to Programming. . . . .	3
CIS 143	Beginning Web Page Design . . . . .	3
CIS 149	Multimedia on the Web . . . . .	3
	Prereq: CIS 143 or permission of instructor	
CIS 163	Web Marketing Project Management. . . . .	3
	Prereq: CIS 143 or permission of instructor	
CIS 165	Web Servers . . . . .	3
CIS 243	Advanced Web Page Design . . . . .	3
	Prereq: CIS 143 or permission of instructor	

### Certificate of Completion

### **Essential Computer Technology**

This Certificate Program is designed to recognize students who have obtained basic computer skills. Students may choose 6\*\* credits in any combination of the following classes:

CIS 100A	Your New Computer & You . . . . .	1
CIS 100B	My Windows XP. . . . .	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	Computerized Presentations Using PowerPoint . . . . .	1
CIS 100M	Create Your Own Web Page . . . . .	1
CIS 105	Computers for Beginners. . . . .	3
	<b>OR Any other CIS 100 course</b>	

\*\*Advising Note: Students who participate in the TECH PREP program through Mohave County high schools typically take two courses on an MCC campus.

**Total minimum credit hours . . . . . 6**



# Computer Information Systems Degrees

## Associate of Applied Science Computer Information Systems

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.

**Prerequisites:**

- Basic Skills. . . . . N/Cr.
- CIS Foundation Certificate . . . . . 15
- Two Specialty Certificates . . . . . 36

**Degree Requirements:**

The capstone coursework listed below is required for the AAS degree in Computer Information Systems

- BUS 206 Micro Economics . . . . . 3  
Prereq.: Appropriate Assessment Test score or successful completion of ENG 085 & 089  
**OR**
- BUS 207 Macro Economics . . . . . 3  
Prereq.: Appropriate Assessment Test score or successful completion of ENG 085 & 089
- CIS 210 Database Management and Design . . . . . 3  
Prereq: CIS 110 and a programming course or Permission of Instructor
- CIS 270 Systems Analysis and Design . . . . . 3  
Prereq: CIS 170 or Permission of Instructor
- CIS 280 Internship . . . . . 3  
Prereq: Permission of Instructor  
**OR**
- BUS 281 Business Leadership . . . . . 3
- Total Credit Hours . . . . . 63**

## Associate of Applied Science Systems Administration

The Associate of Applied Sciences degree in CIS Systems Administration leads to an AAS that transfers to Northern Arizona University toward completion of a BAS degree. The AAS qualifies for a block transfer arrangement with NAU. Associate of Applied Science CIS Systems Administration, upon completion, transfers as a block for the first two years of a BAS in Computer Technology from NAU.

*Note: Students may complete their degree with NAU through online classes over the Internet.*

**General Ed. Requirements: Min. 23 Cr. Hours**

- CIS 110 Introduction to CIS . . . . . 3  
Prereq.: Appropriate Assessment Test score or successful completion of ENG 085 & 089

- ENG 101 English Composition I. . . . . 3  
Prereq.: Appropriate Assessment Test score or passing grade in ENG 085 & ENG 089
- ENG 102 English Composition II . . . . . 3  
Prereq.: ENG 101, "C" grade or better
- MAT 151 College Algebra: . . . . . 4  
Prereq.: Appropriate Assessment Test score or MAT 121 with "C" or better grade

**Lab Science: . . . . . 4**

**Choose one from the following list:**

- AST 101, BIO 100, BIO 181, CHM 130, CHM 151, ENV 101, GLG 101, GHY 110, GHY 212, or PHY 111

**Global Awareness/Humanities: . . . . . 3**

**Choose one from the following list:**

- ART 130, ART 230, ENG 233, ENG 234, ENG 235, ENG 236, HUM 101, HUM 250, MUS 101, PHI 101, PHI 151, PHI 205 or THE 150

**CIS Core Requirements: Min 33 Cr. Hours**

- CIS 115 Microcomputer Repair I\*. . . . . 3
- CIS 120 Introduction to Programming\*. . . . . 3
- CIS 143 Introduction to Web Page Design. . . . . 3
- CIS 150 Operating Systems\*. . . . . 3
- CIS 153 Networking Essentials\*. . . . . 3
- CIS 170 Information Systems Management\*. . . . . 3  
\*Prereq: CIS 110 or P of I
- CIS 210 Database Management. . . . . 3  
Prereq: CIS 110 and a programming course (CIS 120, 200, 204-206)
- CIS 270 Systems Analysis and Design. . . . . 3  
Prereq: CIS 170 or P of I

**Choose three from the following list: . . . . . 9**

- CIS 200 Programming in Visual Basic\*\*. . . . . 3
- CIS 204 Programming in C++\*\*. . . . . 3
- CIS 205 Programming in Java\*\*. . . . . 3
- CIS 206 Web Languages. . . . . 3  
Prereq: CIS 120 and CIS 143 or P of I
- CIS 220 Advanced Programming Language\*\* . 3  
\*\*Prereq: CIS 120 or P of I
- CIS 221 Advanced Visual Basic Programming . . . 3  
Prereq: CIS 200 or Permission of Instructor
- CIS 222 Advanced C++ Programming . . . . . 3  
Prereq: CIS204 or Permission of Instructor
- CIS 223 Advanced Java Programming. . . . . 3  
Prereq: CIS 205 or Permission of Instructor

**Department Requirements: Min. 9 Cr. Hours**

- BUS 101 Introduction to Business . . . . . 3
- BUS 125 Introduction to Accounting . . . . . 3  
**OR**
- BUS 221 Financial Accounting. . . . . 3  
Prereq: BUS 125 or P of I
- BUS 206 Micro Economics. . . . . 3  
Prereq.: Appropriate Assessment Test score or successful completion of ENG 085 & 089

**Total minimum credit hours. . . . . 62**

**PROGRAMS OF STUDY**

# Education



## Education Certificates

- Early Childhood Education

## Education Degrees

- AAS - Early Childhood Education
  - AA - Education

**Certificate**

**Early Childhood Education**

The ECE training program consists of highly individualized, competency-based courses taught primarily onsite in early childhood settings where students are working with children. A certified community college instructor called an ECE Advisor is assigned to students enrolled in these courses.

ECE students must have a grade of “C” or better in all courses to graduate.

ECE 101 How Children Grown and Learn. . . . . 4  
 ECE 102 Supporting Children’s Social/Emotional Growth . . . . . 4  
 ECE 120 Children’s Physical Development . . . . . 4  
 ECE 170 Setting Up a Positive Learning Environment . . . . . 4  
 EDU 222 The Exceptional Student. . . . . 3  
 ECE 230 Children’s Concepts and Cognitive Development . . . . . 4  
 ECE 240 Keys to Establishing Relationships with Parents . . . . . 4

**Total minimum credit hours . . . . . 27**

**Associate of Applied Science**

**Early Childhood Education**

The AAS with an emphasis in Early Childhood Education is designed to provide training for those persons interested in becoming childhood caregivers. Childhood caregivers work with newborn children through age five in either center-based, family childcare, or home visitor settings. ECE students must have a grade of “C” or better in all courses to graduate.

**General Education Requirements:**

General Education Curriculum for the AAS degree with an ECE Emphasis should be chosen from the following courses with the assistance of a faculty advisor or academic counselor.

**Core Studies I: . . . . . 9**

**Choose three from the following**

BUS 105 Business English. . . . . 3  
 Prereq: Appropriate score on Assessment Test or successful completion of ENG 089  
 ENG 101 English Composition I . . . . . 3  
 Prereq: Appropriate score on assessment test or successful completion of ENG 085 & 089  
 ENG 102 English Composition II . . . . . 3  
 Prereq.: ENG 101

BUS 102 Business Mathematics . . . . . 3  
 Prereq: Appropriate score on assessment test or successful completion of AED 085 or MAT 020

Any MAT prefix course 100-level or higher . . . . 3

**Core Studies II: . . . . . 3**

**Choose one from the following:**

HUM 101 Introduction to Humanities . . . . . 3  
 Prereq: Appropriate score on assessment test or successful completion of ENG 085 & 089.  
 COM 121 Interpersonal Communication. . . . . 3  
 SOC 234 Social Psychology . . . . . 3  
 Prereq: PSY 101 or SOC 131.

**Core Studies III: . . . . . 6**

**Required:**

PSY 101 Introductory Psychology . . . . . 3  
 Prereq: Appropriate score on assessment test or successful completion of ENG 085 & 089.

**Choose one from the following:**

SOC 133 Sociology of Deviant Behavior. . . . . 3  
 Prereq: Appropriate score on assessment test or successful completion of ENG 085 & 089.  
 SOC 136 The Changing American Family. . . . . 3  
 Prereq: Appropriate score on assessment test or successful completion of ENG 085 & 089.  
 SWU 144 Family Violence/Child Abuse-Neglect 3  
 Prereq: Appropriate score on assessment test or successful completion of ENG 085 & 089.

**Early Childhood Education Requirements . . . . . 24**

ECE 101 How Children Grown and Learn . . . . 4  
 ECE 102 Supporting Children’s Social/Emotional Growth. . . . . 4  
 ECE 120 Children’s Physical Development. . . . 4  
 ECE 170 Setting Up a Positive Learning Environment . . . . . 4  
 ECE 230 Children’s Concepts and Cognitive Development . . . . . 4  
 ECE 240 Keys to Establishing Relationships with Parents. . . . . 4

**Additional Requirements: . . . . . 13**

EMS 120 First Aid\*. . . . . 3  
 ENG 200 Children’s Literature . . . . . 3  
 Prereq: ENG 101 or permission of instructor  
 PSY 240 Child Growth and Development. . . . 3  
 Prereq: PSY 101  
 ASL 101 American Sign Language I. . . . . or  
 Prereq: Appropriate score on assessment test or successful completion of ENG 085 & 089.  
 SPA 101 Elementary Spanish I . . . . . 4  
 Prereq: Appropriate score on reading assessment test or ENG 089.

**Electives: . . . . . 9**



## Education - Early Childhood Education

**Must be chosen from the following:**

- BUS 140 Starting a Business. . . . . 3
- CIS 110 Intro to CIS. . . . . 3  
Prereq: Appropriate Assessment Test score  
or successful completion of ENG 085 & 089
- EDU 208 Storytelling and Puppetry . . . . . 3
- ECE 210 Internship\* . . . . . 2
- EDU 213 Creative and Cognitive Experience for  
Children . . . . . 3
- EDU 214 Cultural Diversity in Education. . . . 3
- EDU 222 The Exceptional Student. . . . . 3
- PSY 140 Effective Parenting . . . . . 2

\*Students must complete ECE program requirements of

ECE 101, 102, 120, EMS 120 and PSY 234 before enrolling in the ECE 210 Internship. Permission of the program director is required.

**Total minimum credit hours. . . . . 64**

Students must have current First Aid, CPR, Food Handler Permit, TB and Fingerprinting for Internship and/or Graduation.

## Education Degrees

### Associate of Arts (Education AA) Education

The Associate of Arts with an emphasis in Education program allows students to complete the first two years of the four-year baccalaureate degree in education. The Associate of Arts in Education qualifies the degree holders as certified paraprofessionals and provides the pre-service education necessary for future teachers in elementary education.

**Gen. Education Requirements: Min. 35 Cr. Hours**

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

**Education Requirements:**

- EDU 103 Positive Interaction in School Settings. . . 3
- EDU 205 Introduction to Education. . . . . 3
- EDU 211 Learning Styles and Teaching Strategies . 3  
Prereq: PSY 101
- EDU 214 Cultural Diversity . . . . . 3

- EDU 222 The Exceptional Student . . . . . 3

**Other Requirements:**

- MAT 160 Math for Elementary Teachers I. . . . . 3  
Prereq: MAT 142 or 151
- MAT 161 Math for Elementary Teachers II . . . . . 3  
Prereq: MAT 160

**Content Area:\* . . . . . 4-8**  
**Choose one or two courses with the assistance of an advisor.**

**Choose from these content areas:**

- Computer Science
- Language Arts
- Mathematics
- Sciences
- Social and Behavioral Sciences

\*May not be used toward General Education Core Requirements.

**Total minimum credit hours. . . . . 60-64**

### Assured Offerings for AA Education Emphasis for 2005-2007

Course	FALL 05	SPR 06	SUM 06	FALL 06	SPR 07	SUM 07
EDU 205	X			X		
EDU 211		X			X	
EDU 214	X			X		
EDU 222		X			X	
GHY 240	X					
MAT 160	N					
MAT 161		N				

X - Guaranteed  
N - Guaranteed at Night

**PROGRAMS OF STUDY**

# Hotel & Restaurant Management & Casino Gaming



## Certificates

- Casino Pit Games Dealer
- Casino Pit Games Manager
- Culinary Arts

## Associate's Degrees

- AAS - Hotel & Restaurant Management

**Hotel & Restaurant Management – Casino Gaming**

**Certificate  
Casino Gaming**

**CASINO PIT GAMES DEALER**

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.

CGM 122	Casino Dealer-Blackjack . . . . .	3
CGM 123	Casino Dealer-Dice . . . . .	4
CGM 124	Casino Dealer-Roulette . . . . .	4
CGM 223	Advanced Casino Dealer-Dice. . . . .	3
HRM 100	Introduction to Hotel & Restaurant Management . . . . .	3

**Total minimum credit hours . . . . . 17**



**CASINO PIT GAMES MANAGEMENT**

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

<b>Casino Pit Games Dealer Certificate. . . . .</b>	<b>17</b>
CGM 125 Casino Management: Floor person . . . . .	3

**Electives: . . . . . 6**

**Choose any two from the following:**

BUS 125	Introduction to Accounting . . . . .	<b>or</b>
BUS 128	Computerized Accounting . . . . .	3
BUS 142	Supervisory Techniques . . . . .	3
BUS 144	Principles of Management . . . . .	3
CIS 130	Computer Applications: Software. . . . .	3

**Total minimum credit hours . . . . . 26**



**Hotel & Restaurant Management – Culinary Arts**

**Certificate  
Culinary Arts**

The MCC Culinary Arts program is accelerated to offer serious, motivated Culinary Arts students the opportunity to complete the certificate program in 12 weeks of coursework (24 credit hours) and nine credit hours (270 on-the-job hours) of externship.

A Mohave County Food Handler’s Card is required. Each course must be passed with a “C” or better.

**Requirements: Min 33 Cr. Hours**

**The following courses are taken sequentially:**

CUL 101	Introduction into Culinary Arts . . . . .	3
CUL 102	Meat Fabrication . . . . .	3
CUL 103	Saucier . . . . .	3
CUL 104	Baking . . . . .	3
CUL 105	Continental Cuisine . . . . .	3
CUL 106	Management . . . . .	3
CUL 107	Purchasing and Receiving . . . . .	3
CUL 108	Advanced Cookery . . . . .	3
CUL 109	Externship . . . . .	9

**Total Credit Hours . . . . . 33**

# Hotel & Restaurant Management

## Certificate

### Hotel & Restaurant Management

The certificate in Hotel and Restaurant Management is designed to serve two purposes. First, to prepare the student for immediate employment or advancement in hotel and restaurant industries. Second, to prepare the student for transfer into the School of Hotel and Restaurant Management at Northern Arizona University for the completion of a Bachelor's of Science in Hotel and Restaurant Management.

BUS 221	Financial Accounting. . . . .	3
	Prereq: BUS 125 or P of I	
CIS 110	Computer Information Systems . . . . .	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 & 089	
HRM 100	Intro to Hotel & Rest. Mgmt. . . . .	3
HRM 210	Front Office Management . . . . .	3
HRM 220	Hotel Facilities Management. . . . .	3
HRM 240A	Food Service Systems Mgmt. . . . .	2
HRM 240B	SERVSAVE Certification. . . . .	1
HRM 270	Hotel and Rest. Info. Systems . . . . .	3
	Prereq: CIS 110 or P of I	

**Total Credit Hours . . . . . 21**

## Associate of Applied Sciences

### Hotel & Restaurant Management

Hospitality is one of the fastest growing industries in the world today. This program is designed to provide students with the opportunity to enhance their professional and technical competence in the hospitality industry.

**General Ed. Requirements: Min. Credit Hrs. 15-17**

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

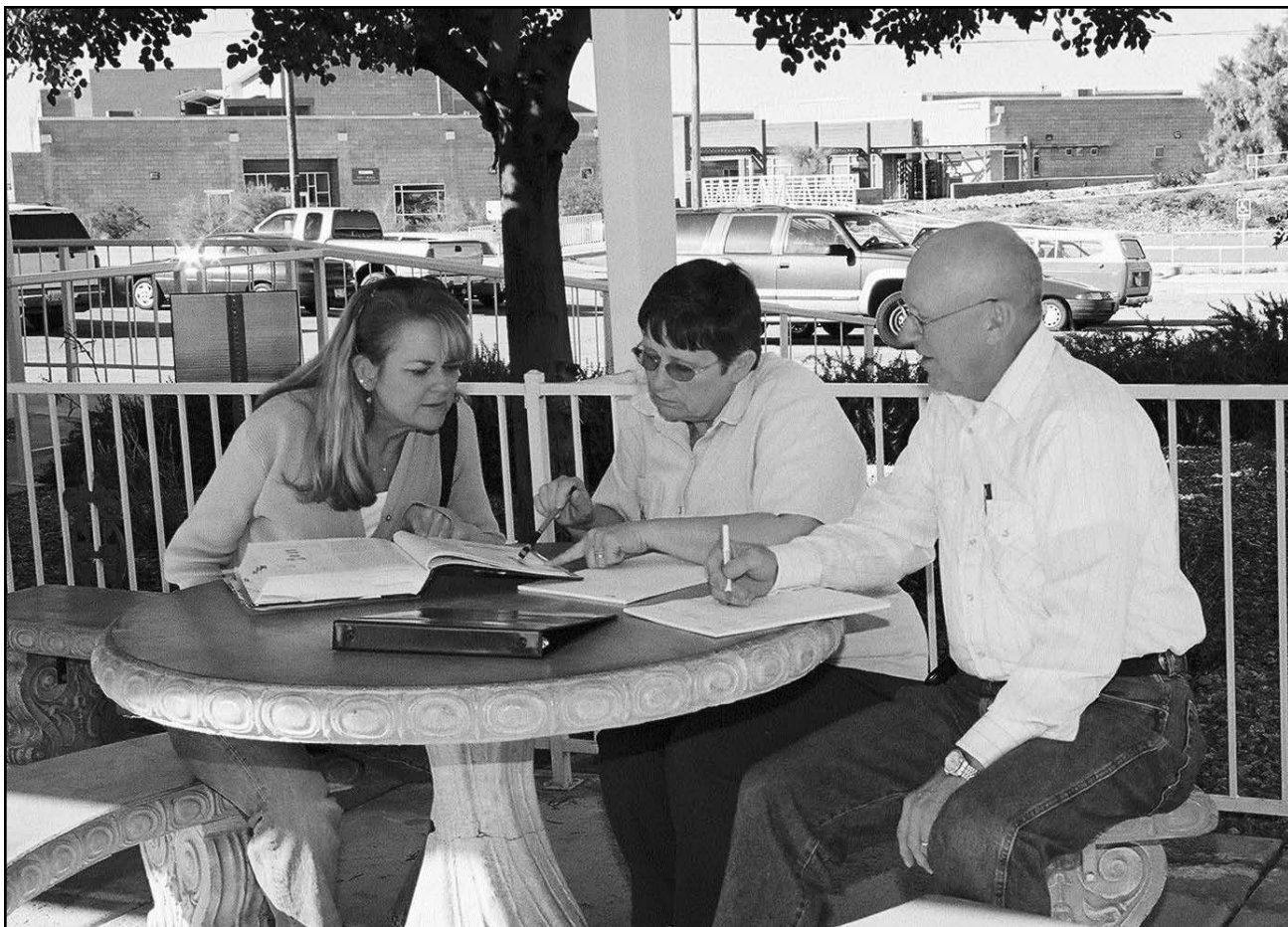
**Hotel and Restaurant Management Courses. . . . 30**

**Choose with an advisor**

**Electives: . . . . . 15**

Any 100-level or above college courses to be selected with the assistance of a faculty advisor or academic counselor.

**Total credit hours. . . . . 60-62**





# Industrial Technology



## Industrial Technology Certificates

- Automotive Service Technology
  - Electrician
- Heating, Ventilation, Air Conditioning
  - Welding
- Computer Aided Drafting
- Truck Driver Training

## Industrial Technology AGS Degrees

- Automotive Service Technology
  - Electrical Technology
- Heating, Ventilation, Air Conditioning
- Industrial Maintenance Technology

## Automotive Service Technology

Graduates of the Mohave Community College Automotive Service Technology program will be qualified to work in many different areas of the automotive service field. The program is designed to meet Automotive Service Excellence (ASE) standards established by the National Automobile Technicians Education Foundation (NATEF).

Students will earn a Certificate in Automotive Service Technology upon successful completion of 33 credit hours of automotive course work. With the Certificate, they are qualified for a variety of positions in the automotive industry. Students seeking employment at a higher professional level can continue and earn an Associate of General Studies degree. The AGS requires an additional 27 credit hours of automotive technology courses.

### Certificate

### Automotive Service Technology

<b>Level 1 Requirements:</b>	<b>.33</b>
ASE 102 Intro to Automotive Shop	.2
ASE 110 Brakes	.3
ASE 120 Basic Automotive Electricity	.2
ASE 123 Automotive Battery, Starting and Charging Systems	.2
ASE 130 General Engine Diagnosis	.2
ASE 132 Ignition System Diagnosis and Repair	.2
ASE 134 Automotive Emissions	.2
ASE 150 Automotive U-joint & Axle Shaft Service	.2
ASE 160 Automotive Engine Removal & Installation	.1

ASE161 Engine Disassembly, Diagnosis & Assembly	.5
ASE 221 Automotive Body Electrical	.4
ASE 231 Automotive Computers	.2
ASE 233 Fuel Injection and Exhaust Systems	.4
<b>Total credit hours</b>	<b>.33</b>

### Associate of General Studies Automotive Service Technology

#### Requirements:

<b>Level 1 Course Work:</b>	<b>.33</b>
<b>Level 2 Course Work:</b>	<b>.27</b>
ASE220 Specialized Electronics Training	.2
ASE151 Automotive Manual Transmission/Transaxles & Clutches	.2
ASE152 Differentials & 4WD/AWD Service	.2
ASE250 Automatic Transmission/Transaxle Service	.1
ASE251 Automatic Transmission/Transaxle Diagnosis and Assemblies	.5
ASE210 Brakes II	.3
ASE140 Suspension & Steering I	.3
ASE240 Suspension & Steering II	.3
ASE265 Automotive Heating & Air Conditioning	.5
ASE235 Drivability & Diagnosis	.1
<b>Total Credit Hours</b>	<b>.60</b>

## Construction Technology - Carpentry

### Certificate

### Framing & Rough Carpentry

The Carpentry Level I certificate is designed to train students in the area of carpentry as it relates to the maintenance and construction industry. The program provides students an opportunity to develop team concepts, communication skills and various employability skills necessary to succeed in the workplace.

#### Requirements:

ITP 100 Basic Skills	.3
BTR 100 Blueprint Reading	.3
BUS 142 Supervisory Techniques	.3
BTR 101 Framing and Rough Carpentry	.7

**Total minimum credit hours .16**

### Certificate

### Finish Carpentry

The Finish Carpentry Certificate is designed to prepare students for employment in any finish carpentry specialty, including cabinet making, residential and commercial finish carpentry and furniture making. The student will be able to safely operate the tools of the trade while using industry standard processes and materials. The student will also develop leadership skills, team concepts, communication skills and various employability skills necessary to succeed in the workplace.

#### Requirements:

ITP 100 Industrial Basic Skills Training	.3
WDW 100 Introduction to Woodworking	.3
WDW 101 Woodworking I	.3
WDW 110 Furniture and Cabinetry Construction	.3
BUS 142 Supervisory Techniques	.3

**Electives: .3**

**Total minimum credit hours .18**





## Construction Technology Heating, Ventilation & Air Conditioning

### Associate of General Studies **Heating, Ventilation & Air Conditioning**

The HVAC (Heating, Ventilation and Air Conditioning) Degree is designed to provide training in the areas of heating, ventilation, refrigeration and air conditioning systems, electricity, electronic controls and instrumentation, hydronics, electro-mechanical devices, and general repair. Students will require skills necessary to assess and solve problems quickly in emergency situation, based on an understanding of regulatory guidelines. The program provides students an opportunity to develop team concepts, communication skills and various employability skills necessary to succeed in the workplace, as well as business courses.

**Foundation Core:**

BUS 100	Business Ethics	.....3
BUS 101	Introduction to Business	.....3
BTR 100	Blueprint Reading	.....3

BUS 142	Supervisory Techniques	.....3
BUS 204	Business Communications	.....3

**Total Foundation Core credit hours** .....15

**Requirements:** **Min. Cred Hours 30**

ITP 100	Industrial Basic Skills Training	.....3
HVA 101	Introduction to HVAC	.....6
	Prereq. Or Coreq.: ITP 100	
HVA 102	Intermediate HVAC	.....6
	Prereq.: ITP 100 & HVA 101	
HVA 103	Advanced HVAC	.....6
	Prereq.: ITP 100 & HVA 101 & 102	
HVA 104	Mastery HVAC	.....6
	Prereq.: ITP 100 & HVA 101, 102 & 103	
DFT 101	Drafting Basics	.....3

**Electives:** .....15

Electives should be selected with assistance from academic advisor

**Total minimum credit hours** .....60

## Construction Technology - Maintenance Technician

### Certificate **Industrial Maintenance Technician**

This program is a sequence of courses that prepares students for employment as industrial maintenance technicians. The student receives training in the technical areas of industrial basic skills, heating, ventilation, air conditioning, plumbing and electrical applications and troubleshooting.

**Requirements:** .....27

ITP 100	Industrial Basic Skills Training	.....3
HVA 101	Introduction to HVAC	.....6
	Prereq. Or Coreq.: ITP 100	
PLU 101	Introduction to Plumbing Concepts	.....3
	Prereq.: ITP 100 & HVA 101	
PLU 102	Intermediate Plumbing Concepts	.....3
	Prereq.: ITP 100, HVA 101 & PLU 101	
ELC 101	Introduction to Electrical Concepts	.....6
	Prereq. or Coreq.: ITP 100	
ELC 102	Intermediate Electrical Concepts	.....6
	Prereq.: ITP 100 & ELC 101	

**Total minimum credit hours** .....27

### Associate of General Studies **Industrial Maintenance Technician**

This degree provides further training for employment in industrial maintenance supervisory positions. The student receives training in the technical areas of industrial basic skills, heating, ventilation, air conditioning, plumbing and electrical applications, and troubleshooting and supervision.

**Foundation Core:** .....15

BUS 100	Business Ethics	.....3
BUS 101	Introduction to Business	.....3
BTR 100	Blueprint Reading	.....3
BUS 142	Supervisory Techniques	.....3
BUS 204	Business Communications	.....3

**Requirements:** .....30

ITP 100	Industrial Basic Skills Training	.....3
HVA 101	Introduction to HVAC	.....6
	Prereq. or Coreq.: ITP 100	
PLU 101	Introduction to Plumbing Concepts	.....3
	Prereq.: ITP 100 & HVA 101	
PLU 102	Intermediate Plumbing Concepts	.....3
	Prereq.: ITP 100, HVA 101 & PLU 101	

## Construction Technology - Maintenance Technician

ELC 101	Introduction to Electrical Concepts . . . . .	6
	Prereq. or Coreq.: ITP 100	
ELC 102	Intermediate Electrical Concepts . . . . .	6
DFT 101	Drafting Basics . . . . .	3

**Electives:** . . . . .15  
 Electives should be selected with assistance from academic advisor

**Total minimum credit hours . . . . .60**

## Construction Technology - Welding

### Certificate

### Wire Feed and Shielded Metal Arc Welding Technology

**Welding Requirements:**

WLD 114	Math for Welders . . . . .	3
WLD 125A	Shielded Metal Arc Welding. . . . .	4
WLD 125B	Shielded Metal Arc Welding. . . . .	4
	Prereq.: WLD 125A	
WLD 127A	Wire Feed Welding. . . . .	4
WLD 127B	Wire Feed Welding. . . . .	4
	Prereq.: WLD 127A	

**Total minimum credit hours. . . . . 19**

### Certificate

### Gas Tungsten Arc Welding Technology

**Welding Requirements:**

WLD 114	Math for Welders . . . . .	3
WLD 126	Gas Tungsten Arc Welding . . . . .	6
WLD 226	Adv. Gas Tungsten Arc Welding. . . . .	6
	Prereq.: WLD 126	

**Other Requirements:**

DFT 101	Drafting Basics. . . . .	3
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**Total minimum credit hours. . . . . 18**

## Drafting Technology

### Certificate

### Drafting Technology

This certificate is designed to prepare students who are seeking entry-level employment with basic two-dimensional AutoCAD drafting skills.

BTR 100	Blueprint Reading . . . . .	3
DFT 101	Drafting Basics . . . . .	3
DFT 110	Computer Aided Drafting I . . . . .	3
	Prereq: DFT 101 or P of I	
DFT 120	Applied Math with CAD . . . . .	3
	Prereq: DFT 110	

**Electives:** . . . . .6

**Elective must be chosen from the following list:**

BTR 110	Intro to Construction Technologies . . . . .	3
BTR 121	Estimating for Residential & Commercial Building . . . . .	3
CIS 100B	My Windows XP . . . . .	1
CIS 100D	The Basics of Word Processing . . . . .	1
CIS 100E	Using Spreadsheets - Excel Basics . . . . .	1

**Total Certificate Hours . . . . .18**

### Certificate

### Computer Aided Drafting

This is a second-level certificate designed to prepare students for entry-level employment with advanced three-dimensional AutoCAD drafting skills.

DFT 210	Computer Aided Drafting II . . . . .	3
	Prereq: DFT 120	
DFT 220	Advanced 3D AutoCAD . . . . .	3
	Prereq: DFT 210 or concurrent enrollment	
DFT 230	Rendering, AutoCAD Peripherals . . . . .	3
	Prereq: DFT220 or concurrent enrollment	
DFT 290	Certificate Special Project, CAD . . . . .	3
	Prereq: DFT 230 or concurrent enrollment	
BUS 101	Introduction to Business . . . . .	3
	or Management Course (BUS 142-247) (choose with assistance of advisor)	

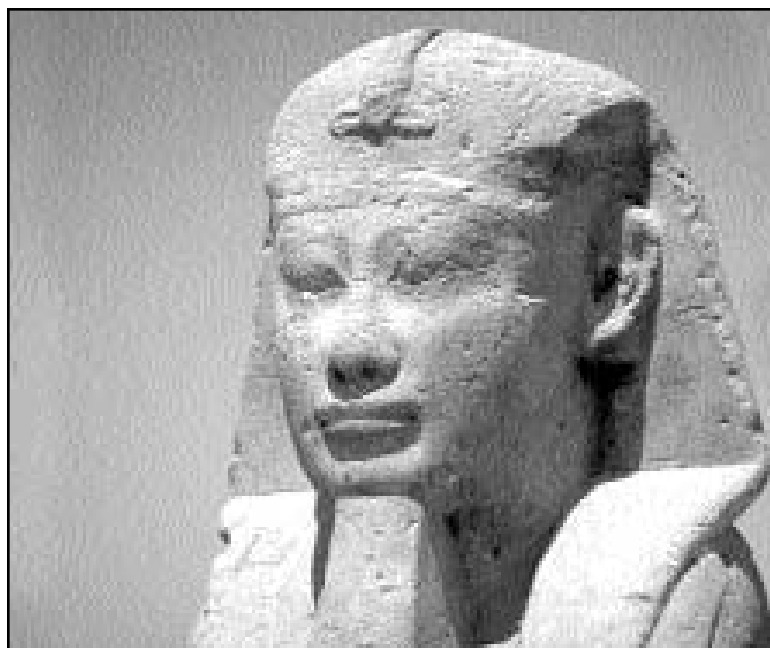
**Elective:** . . . . .1

**Choose from BUS or CIS courses**

**Total Certificate Hours . . . . .16**



# Liberal Arts



## Liberal Arts & Sciences Certificates

- Art
- Jewelry
- Photography
- Theatre
- General Studies
- Social Studies - History
- Geographic Information Systems
- Spanish

## Liberal Arts & Sciences Degrees

- AAS - Art
- AAS - Jewelry
- AGS - General Studies

**Certificate**

**Art**

The Art certificate provides experience in a variety of art media in an art program, with the possibility of selecting electives in related fields of interest. Included in the program are courses to develop the student's design capabilities and basic skills in drawing, painting, ceramics and sculpture.

**Art Requirements:**

ART 111	Design I . . . . .	3
ART 112	Design II (Prereq: ART 111 or P of I) . . .	3
ART 121	Drawing I . . . . .	3
ART 125	Painting I . . . . .	3
	(Prereq: ART 121 or P of I)	
	<b>AND</b>	
ART 126	Painting II . . . . .	3
	(Prereq: ART 125 or P of I)	
	<b>OR</b>	
ART 128	Watercolor I . . . . .	3
	(Prereq. ART 121 or P of I)	
	<b>AND</b>	
ART 129	Watercolor II (Prereq. ART 128) . . . . .	3
ART 171	Ceramics I . . . . .	3
	<b>AND</b>	
ART 172	Ceramics II . . . . .	3
	(Prereq: ART 171)	
	<b>OR</b>	
ART 175	Sculpture I . . . . .	3
	<b>AND</b>	
ART 176	Sculpture II (Prereq: ART 175) . . . . .	3
ART 221	Drawing II (Prereq. ART 121)	
	<b>OR</b>	
ART 223	Figure Drawing I (Prereq: ART 121) . . . . .	3
ART 230	Survey of World Art II. . . . .	3
	Prereq: Appropriate Assessment Test score	

**Electives:** . . . . . 6  
 See your advisor for a list of qualified electives.

**Total minimum credit hours . . . . . 33**

**Associate of Applied Science**

**Art**

The Associate of Applied Sciences Degree in Art is intended to provide a background for students seeking employment as an artist either in industry or in the area of fine arts.

**General Ed. Requirements: Min 17 Credit Hours**  
 See the General Education Core Requirements section of this catalog for AAS degree details.

**Art Requirements:\***

ART 111	Design I . . . . .	3
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ART 112	Design II (Prereq: ART 111 or P of I) . . .	3
ART 113	The Science of Color. . . . .	3
ART 121	Drawing I . . . . .	3
ART 125	Painting I (Prereq: ART 121 or P of I) . .	<b>or</b>
ART 128	Watercolor I (Prereq: ART 121 or P of I) .	3
ART 130	Survey of World Art I (See note below)	
	Prereq.: Assessment Test	
ART 140	Introduction to Graphic Art . . . . .	3
ART 171	Ceramics I . . . . .	<b>or</b>
ART 175	Sculpture I . . . . .	3
ART 221	Drawing II (Prereq: ART 121 or P of I) .	<b>or</b>
ART 223	Figure Drawing I . . . . .	3
	Prereq.: ART 121 or P of I	
ART 230	Survey of World Art II. . . . .	3
	Prereq: Appropriate Assessment Test score	

**Electives:** . . . . . 19  
 See your advisor for a list of qualified electives.

**Total minimum credit hours . . . . . 61-63**  
 \* NOTE: These degrees require ART 130 & 230; 130 will be applied toward General Education requirements for Arts & Humanities; 230 will be applied to Art requirements.

**Associate of Applied Science**

**General Technology**

This program is intended for students who wish to explore many areas and broaden their knowledge while completing a program of emphasis in General Technology. 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 an academic counselor to establish their program of studies.

**General Ed. Requirements: Min. 15-17 Cr. Hours**  
 See the General Education Core Requirements section of this catalog for AAS degree details. (See Page 56.)

**Other Requirements:**

**Electives:** . . . . . 50

**Total minimum credit hours . . . . . 65-67**

**Certificate**

**Geographic Information Systems**

This certificate concentrates on developing skills using geographic information systems to help students gain employment as geographic information analysts. The curriculum is designed to give students a background in

computer technology coupled with geographic training. A "C" or better must be maintained in all classes.

**Requirements:**

- CIS 110 Introduction to CIS. . . . . 3  
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 & 089
- CIS 210 Database Management Concepts. . . . . 3  
Prereq: CIS 110 and a programming course (CIS 120 or 200)
- GHY 205 Intro to Geographic Information Systems . 3  
Prereq: MAT 021 or Appropriate Assessment Test score
- GHY 240 World Regional Geography. . . . . 3

**Electives:** . . . . . 6

**Electives must be chosen from the following list:**

- BUS 208 Business Statistics . . . . . 3
- or**
- MAT 211 Introductory Statistics . . . . . 3
- CIS 120 Introduction to Programming . . . . . 3
- CIS 170 Information Systems for Management 3
- CIS 200 Programming with Visual Basic. . . . . 3
- GLG 101 Physical Geology. . . . . 4

**Total minimum credit hours. . . . . 18**

**Certificate  
Jewelry**

The Jewelry certificate program is designed to provide a basic background for people seeking knowledge and proficiency in the jewelry-making craft. The program concentrates on the handworking of nonferrous metals and associated materials into jewelry. Included in the program are courses to develop students' design capabilities, courses concerning the collecting, cutting, and polishing of minerals and gemstones; and a comprehensive group of courses in jewelry-making techniques. The program is structured to benefit the beginner as well as intermediate and proficient craftspeople and is a stepping stone toward completion of an AAS degree.

**Jewelry Requirements:**

- JWL 138 Jewelry and Silversmithing I. . . . . 3
- JWL 139 Jewelry and Silversmithing II . . . . . 3  
Prereq: JWL 138 or P of I
- JWL 140 Lapidary I. . . . . 3
- JWL 141 Lapidary II . . . . . 3  
Prereq: JWL 140 or P of I
- JWL 237 Jewelry Casting. . . . . 3  
Prereq: JWL 138 or P of I
- JWL 238 Jewelry and Silversmithing III. . . . . 3  
Prereq: JWL 139 or P of I
- JWL 239 Jewelry and Silversmithing IV. . . . . 3  
Prereq: JWL 238 or P of I



- JWL 240 Lapidary III. . . . . 3  
Prereq: JWL141 or P of I

**Other Requirements:**

**Electives:** . . . . . 6  
See your advisor for a list of qualified electives.

**Total minimum credit hours . . . . . 30**

**Associate of Applied Sciences  
Jewelry**

This program is intended to provide a basic background for people seeking employment in the jewelry industry or planning to transfer to a craft-oriented university program.

*Note: A student planning to transfer to a four-year college or university should consult with an academic counselor and the transfer institution.*

**General Ed. Requirements: Min 15-17 Cr. Hours**  
See the General Education Core Requirements section of this catalog for AAS degree details.

**Jewelry Requirements:**

- JWL 138 Jewelry and Silversmithing I. . . . . 3
- JWL 139 Jewelry and Silversmithing II . . . . . 3  
Prereq: JWL 138 or P of I

JWL 140	Lapidary I . . . . .	3
JWL 141	Lapidary II . . . . .	3
	Prereq: JWL 140 or P of I	
JWL 237	Jewelry Casting. . . . .	3
	Prereq: JWL 138 or P of I	
JWL 238	Jewelry and Silversmithing III. . . . .	3
	Prereq: JWL 139 or P of I	
JWL 239	Jewelry and Silversmithing IV. . . . .	3
	Prereq: JWL 238 or P of I	
JWL 240	Lapidary III. . . . .	3
	Prereq: JWL 141 or P of I	

**Other Requirements:**

**Electives:** . . . . . 25

See your advisor for a list of qualified electives.

**Total minimum credit hours . . . . . 64-66**

**Certificate  
Photography**

This certificate is designed for the student who desires to become employable within the photography field. A solid basis of photography, art and other related courses provides a foundation for further study toward a bachelor's degree at a four-year college or university.

ART 150	History of Photography . . . . .	3
ART 151	Basic Black and White Photography . . . . .	3
ART 152	Basic Color Photography. . . . .	3
ART 251	Interm. Blk and Wht Photography. . . . .	3
	Prereq: ART 111 and 151 or P of I	
ART 252	Interm. Color Photography . . . . .	3
	Prereq: ART 152 or P of I	
ART 253	Advanced Photography . . . . .	3
	Prereq: ART 252 or P of I	
ART 254	Large Format Photography . . . . .	2
	Prereq: ART 151, 251, 253 or P of I	

**Other Requirements:**

ART 111	Design I. . . . .	3
BUS 105	Business English	
	<b>OR</b>	
ENG 101	English Composition I. . . . .	3
	Prereq: Assessment Test	
BUS 102	Business Mathematics . . . . .	3
CIS 105	Computers for Beginners. . . . .	3

**Elective:** . . . . . 3

**Select one of the following:**

COM 101	Elements of Speech Comm. . . . .	3
PSY 105	Introductory Psychology . . . . .	3
SOC 131	Introductory Sociology . . . . .	3

**Total minimum credit hours. . . . . 35**

**Certificate  
Social Studies**

This Certificate in Social Studies will provide a student with an instrument to carry transfer credit to a university and declare social studies as the area of concentration. The certificate provides a global and United States emphasis, including cultural diversity, and satisfies the state certification requirements to teach at the secondary level. However, please note that to teach at the university level, a course in methods may also be required.

GHY 240	World Regional Geography . . . . .	3
HIS 131	History of the United States I . . . . .	3
	Prereq: Appropriate Assessment Test score	
HIS 132	History of the United States II. . . . .	3
	Prereq: Appropriate Assessment Test score	
HIS 135	Western Civilization I . . . . .	3
	Prereq: Appropriate Assessment Test score	
HIS 136	Western Civilization II. . . . .	3
	Prereq: Appropriate Assessment Test score	
POS 120	American National Government . . . . .	3
	Prereq: Appropriate Assessment Test score	
POS 140	State and Local Government . . . . .	3

**Total minimum credit hours. . . . . 21**

**Certificate  
Social Studies – History**

The Certificate in History contains all the courses a student would need to complete a minor, except for one course which transfer students should take at the university since each institution places its own emphasis on historians and their theories. The certificate provides a global and United States emphasis, including cultural diversity, and provides the students with the basics in history that are valuable at the university level.

HIS 131	History of the United States I. . . . .	3
	Prereq: Appropriate score on Assessment Test	
HIS 132	History of the United States II . . . . .	3
	Prereq: Appropriate score on Assessment Test	
HIS 135	Western Civilization I. . . . .	3
	Prereq: Appropriate score on Assessment Test	
HIS 136	Western Civilization II . . . . .	3
	Prereq: Appropriate score on Assessment Test	

**Choose two from the following: . . . . . 6**

HIS 234	History of Indians of North America . . . . .	3
HIS 274	History of Mexico . . . . .	3
HIS 281	Latin American History . . . . .	3

**Total minimum credit hours . . . . . 18**



**Certificate Programs**

**Spanish**

The certificates in Spanish provide students with the knowledge and skills to communicate on a rudimentary level with Spanish speakers in the workplace, in the community and in visits to countries where Spanish is spoken.

**Conversational Spanish**

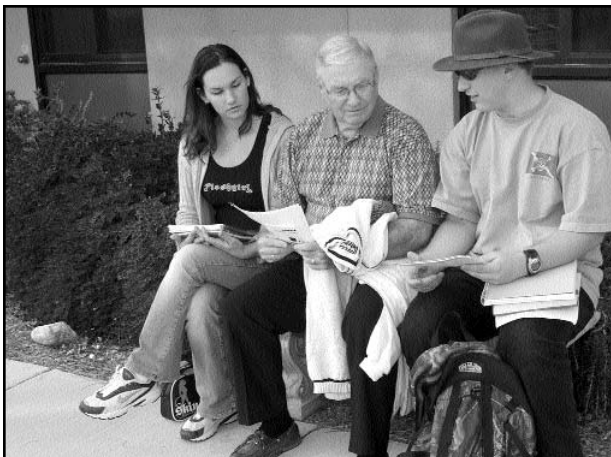
**Required Core:**

SPA 131	Conversational Spanish I . . . . .	3
SPA 132	Conversational Spanish II. . . . .	3
	Prereq: SPA 131 or P of I	
SPA 133	Conversational Spanish III . . . . .	3
	Prereq: SPA 132 or P of I	
SPA 134	Conversational Spanish IV . . . . .	3
	Prereq: SPA 133 or P of I	

**Choose two or three of the following . . . . . 4**

SPA 151	Languages Studies: Special Topics . 1-2	
	Prereq: SPA 102, 133 or P of I	
SPA 152	Languages Application: Special Topics. . . . .	1-2
	Prereq: SPA 102, 133 or P of I	
SPA 153	Languages Culture and Literature: Special Topics. . . . .	1-2
	Prereq: SPA 102, 133 or P of I	

**Total minimum hours credit. . . . . 16**



**Certificate**

**Theatre**

**Theatre Production**

THE 111	Theatre Production I . . . . .	4
THE 115	Stagecraft and Production . . . . .	3
THE 116	Theatrical Make-up . . . . .	1
THE 150	Theatre and the Western World* . . . . .	3
	Prereq: Appropriate score on Assessment Test or successful completion of ENG 085 & 089	
THE 221	Voice and Diction . . . . .	3

**Elective: . . . . . 2-3**

**Total minimum credit hours . . . . . 16-17**

**Theatre Performance**

THE 110	Beginning Acting . . . . .	3
THE 111	Theatre Production I . . . . .	4
THE 114	Musical Theatre Dance . . . . .	2
THE 150	Theatre and the Western World* . . . . .	3
	Prereq: Appropriate score on Assessment Test or successful completion of ENG 085 & 089	
THE 221	Voice and Diction . . . . .	3

**Elective: . . . . . 1-3**

**Total minimum credit hours . . . . . 16-18**

**Theater Performance Advanced**

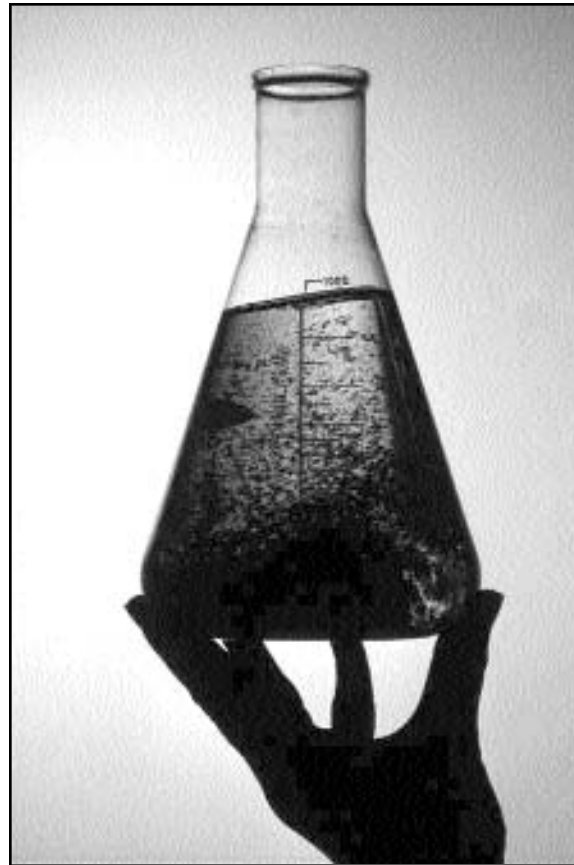
THE 112	Theatre Production I . . . . .	4
	Prereq: THE 111	
THE 113	Theatre Production II. . . . .	4
	Prereq: THE 112	
THE 120	Theatre Production [non-musical] . . . . .	3
THE 220	Acting Shakespeare. . . . .	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 & 089	
THE 121	Chamber Theatre. . . . .	1

**Elective: . . . . . 1-3**

**Total minimum credit hours . . . . . 16-18**

**PROGRAMS OF STUDY**

# Science



## Science Certificates

- Environmental Science

## Science Degrees

- Chemistry Emphasis
- Geology Emphasis
- Life Science Emphasis

## Science - Certificates

A student who desires a degree in the sciences should maintain close contact with a science faculty member and an academic counselor when planning his or her program of study.

### Certificate Programs

#### Science

This certificate is a specialization within the general field of environmental science to help students gain employment as field or laboratory technicians, assistants or interns. The nature of the curriculum is designed to give students a broad background in disciplines encompassing environmental studies. The certificate is broken into two parts for science and non-science majors. A "C" or better must be maintained in all classes.

All courses will transfer to the three major Arizona universities and most qualify to fulfill science requirements in other degree programs that students at MCC may elect to pursue.

#### ENVIRONMENTAL SCIENCE

##### For Science Majors

#### Requirements:

- BIO 181 General Biology (Majors) I . . . . . 4  
Prereq: ENG 085, 089 and MAT 031  
or Appropriate Assessment Test score
- CHM 151 General Chemistry I. . . . . 4  
Prereq: Appropriate Assessment Test score,  
MAT 151 (may be taken concurrently) or  
equivalent



- ENV 101 Environmental Science. . . . . 4  
Prereq: ENG 085, 089 and MAT 021  
or Appropriate Assessment Test score
- GLG 110 Environmental Geology/Natural Disaster . 4  
Prereq: MAT 021 Appropriate Assessment  
Test score

#### Electives:\* . . . . . 8

#### **Electives must be chosen from the following list:**

- BIO 182 General Biology (Majors) II. . . . . 4  
BIO 205 Microbiology . . . . . 4  
BIO 226 Ecology . . . . . 4  
BIO 290 Field Biology I. . . . . 1  
CHM 152 General Chemistry II . . . . . 4  
CHM 235 General Organic Chemistry I . . . . . 4  
GHY 212 Introduction to Meteorology. . . . . 4  
GLG 102 Physical Geology . . . . . 4  
GLG 285 Field Geology . . . . . 1

\*Note: Biology majors must pair BIO 181 & 182  
Chemistry majors must pair CHM 151 & 152  
Geology majors must pair GLG 101 & 102

**Total minimum credit hours . . . . . 24**

#### ENVIRONMENTAL SCIENCE

##### For Non-Science Majors

#### Requirements:

- BIO 100 Biology Concepts. . . . . 4  
Prereq: ENG 085, 089 and MAT 021  
or Appropriate Assessment Test score
- CHM 130 Fundamental Chemistry . . . . . 4  
Prereq: Successful completion of MAT 031  
or concurrent enrollment or Appropriate  
Assessment Test score
- ENV 101 Environmental Science. . . . . 4  
Prereq: ENG 085, 089 and MAT 021  
or Appropriate Assessment Test score
- GLG 110 Environmental Geology/Natural Disaster 4  
Prereq: MAT 021 or Appropriate  
Assessment Test score

#### Electives: . . . . . 4

#### **Electives must be chosen from the following list:**

- BIO 181 General Biology (Majors) I. . . . . 4  
BIO 205 Microbiology . . . . . 4  
BIO 226 Ecology . . . . . 4  
BIO 290 Field Biology I. . . . . 1  
CHM 151 General Chemistry I . . . . . 4  
CHM 235 General Organic Chemistry I . . . . . 4  
GHY 212 Introduction to Meteorology. . . . . 4  
GLG 101 Physical Geology . . . . . 4  
GLG 140 Intro. to Oceanography. . . . . 4  
GLG 285 Field Geology. . . . . 1

**Total minimum credit hours . . . . . 20**

## Associate of Science Chemistry Emphasis

This program will transfer to a four-year institution. Students intending to major in chemistry would have the opportunity to start their degree program at MCC. Students completing the AS-Chemistry will have the academic foundation and experience needed for transfer to a university chemistry degree program.

### General Ed. Requirements: Min. 35-36 Cr. Hours

See the General Education Core Curriculum section of this catalog for AGEC-S degree details.

*Note: MAT 221 and CHEM 151 & 152 must be selected to satisfy General Education Core Requirements.*

Language\* . . . . . 4  
\*Any four-credit language course, other than English, which will transfer to a state university.

### Mathematics Requirement:

MAT 231 Analytic Geometry and Calculus II. . . . . 4

### Science Requirements:

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\* . . . . . 2  
\*Consult advisor before making selection

**Total minimum credit hours. . . . . 63-64**

## Associate of Science Geology Emphasis

This program will transfer to a four-year institution. Students intending to major in Geology would have the opportunity to start their degree program at MCC. Students completing the AS-Geology will have the academic foundation and experience needed for transfer to a university geology degree program.

### General Ed. Requirements: Min. 35-36 Cr. Hours

See the General Education Core Requirements in this catalog for AGEC-S degree details.

*Note: MAT 221 and CHEM 151 & 152 must be taken to satisfy General Education Core Requirements.*

Language . . . . . 4  
\*Any four-credit language course, other than English, which will transfer to a state university.

### Mathematics Requirement:

MAT 231 Analytic Geometry and Calculus II. . . . . 4

### Science Requirements:

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: . . . . . 2

**Consult advisor before making selection**

**Total minimum credit hours. . . . . 63-64**

## Associate of Science Life Sciences Emphasis

This program is designed for students interested in majoring in biology, botany, zoology, microbiology, wildlife biology, etc., at a four-year school. It will provide course work found in the first two years of the curriculum of the school to which they transfer.

### General Ed Requirements: Min. 35-36 Cr. Hours

See General Education Core Requirements for AGEC-S degrees in the previous section.

*Note: MAT 221, and CHM 151 and CHM 152 must be taken to satisfy General Education Core Requirements. The language requirement should be fulfilled in the AGEC-S optional requirements.*

Language . . . . . 4  
\*Any semester of a four-credit language course, other than English, which will transfer to a state university.

### Mathematics Core Requirement: . . . . . 4

MAT 231 Analytic Geometry and Calculus II. . . . . 4

### Science Requirements: . . . . . 8

BIO 181 General Biology (Majors) I. . . . . 4  
Prereq: ENG 085, 089 & MAT 031  
or Assessment Test. . . . . **and**  
BIO 182 General Biology II . . . . . 4  
Prereq: BIO 181 or P of I  
**OR**  
CHM 235 General Organic Chemistry I . . . . . 4  
Prereq: CHM 152. . . . . **and**  
CHM 236 General Organic Chemistry II. . . . . 4  
Prereq: CHM 235

### BIO Electives: . . . . . 8

**Must be chosen from the following list:**

BIO 201 Human A and P I. . . . . 4  
BIO 202 Human A and P II . . . . . 4  
BIO 205 Microbiology . . . . . 4  
BIO 226 Ecology. . . . . 4

**Total minimum credit hours. . . . . 63-64**

**PROGRAMS OF STUDY**

# Public Safety



## Public Safety Certificates

- Administration of Justice - Corrections Officer
- Administration of Justice - Evidence & Crime Scene Technician
  - Administration of Justice - Homeland Security & Terrorism
    - Fire Science

## Public Safety Degrees

- AAS - Administration of Justice
  - AAS - Fire Science

**Certificate**

**Administration of Justice  
Corrections Officer**

The Corrections Officer certificate program is designed to provide students employment opportunities 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.

**Administration of Justice Requirements:**

- AJS 101 Introduction to Administration of Justice 3
- AJS 109 Substantive Criminal Law . . . . . 3
- AJS 140 Introduction to Corrections . . . . . 3
- AJS 225 Criminology. . . . . 3  
Prereq: AJS 101
- AJS 240 The Correction Function . . . . . 3  
Prereq: AJS 101
- AJS 248 Principles of Drug Abuse  
& Enforcement . . . . . 3
- AJS 260 Procedural Criminal Law. . . . . 3  
Prereq: AJS 109

**Other Requirements:**

- COM 121 Interpersonal Communication . . . . . 3
- ENG 136 Report Writing. . . . . 3  
Prereq: ENG 101
- PSY 101 Introduction to Psychology . . . . . 3  
Prereq: Appropriate Assessment Test score  
or successful completion of ENG 085 & 089
- SOC 140 Racial, Ethnic, and Gender Relations. . . 3

**Total minimum credit hours. . . . . 33**

**Certificate**

**Administration of Justice  
Evidence & Crime Scene Tech**

The Evidence and Crime Scene Technician certificate program is designed to provide students employment opportunities as evidence and/or crime scene technicians. For those already employed in any other criminal justice system job (civilian or sworn position), the program provides an opportunity for professional growth and preparation for career promotions and/or transfers.

**Administration of Justice Requirements**

- 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  
Prereq: AJS 101

**Other Requirements**

- BIO 100 Biology Concepts. . . . . or  
Prereq: ENG 085, 089 and MAT 021 plus  
Appropriate Assessment Test score
- CHM 130 Fundamental Chemistry . . . . . 4  
Prereq: Successfully completed or currently  
enrolled in MAT 031 or Appropriate  
Assessment Test score

**Total minimum credit hours. . . . . 19**

**Associate of Applied Science  
Administration of Justice**

This Associate of Applied Science with an Administration of Justice emphasis is intended to prepare people seeking 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.

Note: A "C" or better is required for all classes for graduation.

**General Ed. Requirements: Min. 15-17 Cr. Hours**

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

**Administration of Justice Requirements:**

All of the AJS courses listed below are transferable to public community colleges and/or Arizona State University and Northern Arizona University.

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



## Public Safety - Administration of Justice

**Required Electives: . . . . . 12**

**Choose four from the following**

- AJS course . . . . . 3
- CIS course . . . . . 3
- ENG 136 Report Writing. . . . . 3  
Prereq: ENG 101
- FSC 111 Hazardous Materials First Responder. 3
- POS 140 State and Local Government . . . . . 3
- PSY 101 Introduction to Psychology . . . . . 3
- SOC 133 Sociology of Deviant Behavior . . . . . 3
- SWU 142 Juvenile Delinquency. . . . . 3

**Total minimum credit hours . . . . . 60-62**

**Certificate**

**Homeland Security**

An introduction to the dynamics of “Homeland Security” including domestic and international terrorism. The program presents the history, contemporary developments, trends and events.

**Requirements:**

- AJS 101 Introduction to Administration of Justice . . . . . 3
- PSY101 Introduction to Psychology . . . . . 3
- AJS 115 Homeland Security and Terrorism . . . . . 3
- FSC 111 Hazardous Materials First Responder . . . 1.5
- FSC115 Domestic Preparedness . . . . . 1.5
- AJS 261 Rules of Evidence . . . . . 3  
Prerequisite: AJS 101
- AJS 275 Criminal Investigation . . . . . 3  
Prerequisite: AJS 101

**Electives:**

**Choose 9 Credits from the following options:**

- AJS 109 Substantive Criminal Law . . . . . 3
- AJS185 Computer Forensics & Investigation . . . . 3
- FSC 211 Comprehensive Hazardous Materials . . . . 3
- FSC 236 Introduction to Fire Cause and Origin . . . 3
- FSC 238 Hazardous Materials Technician . . . . . 6
- EMS 222 Basic EMT . . . . . 8

**Total minimum credit hours . . . . . 27**

## Public Safety - Fire Science

**Certificate**

**Fire Science**

Practical fire fighting operations and practice will be emphasized by the Fire Science certificate curriculum. The fire science certificate program will also serve as a step in students’ work to earn an Associate of Applied Science degree with an emphasis in Fire Science.

**Fire Science Requirements:**

- FSC 121 Hazardous Materials First Responder . . . . 3
- FSC 130 Introduction to Fire Department Organization & Operations . . . . . or
- FSC 140 Fire Department Operations I. . . . . 3-4  
Prereq: Sponsored by fire service agency
- FSC 131 Fire Apparatus and Hydraulics . . . . . 4  
Prereq: Assessment Test or MAT 021
- FSC 133 Fundamentals of Fire Prevention. . . . . 3
- FSC 220 Firefighter Occupational Health and Safety . . . . . 3
- FSC 233 Building Construction for Fire Safety . . . . 3
- FSC 235 Fire Suppression Strategy and Tactics . . . . 3  
Prereq: FSC 130 or 140

**Other Requirements:**

- EMS 222 Basic EMT . . . . . 8  
Prereq: 18 years of age, Appropriate Assessment Test score or ENG 085, &

- application & acceptance into program
- ENG 136 Report Writing . . . . . 3  
Prereq: ENG 101

**Fire Science Electives: . . . . . 3**

**Electives must be chosen from the following list:**

- FSC 232 Rescue Practices . . . . . 3
- FSC 236 Intro to Fire Cause & Origin . . . . . 3
- FSC 238 Hazardous Materials Technician . . . . . 6  
Prereq: Candidates must be sponsored by an official emergency services agency
- FSC 240 Fire Department Operations II. . . . . 4  
Prereq: FSC 140 & sponsored by agency
- FSC 241 Fire Department Supervision & Management . . . . . 3  
Prereq: FSC 240 or Firefighter II certificate
- FSC 260 Fire Science Organization, Management and Development . . . . . 3

**Total minimum credit hours . . . . . 36-37**

**Associate of Applied Science**

**Fire Science**

The Associate of Applied Science with an emphasis in Fire Science is designed for the student who expects to further his or her career in the fire service or related fields. The Fire Science program offers students

**Public Safety - Fire Science**

command development and continuing education courses.

Note: A "C" or better in all classes is required for graduation.

**General Ed. Requirements: Min. 15-17 Cr. Hours**

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

**Fire Science Requirements:**

- FSC 121 Comprehensive Hazardous Materials . . . . 3
- FSC 131 Fire Apparatus and Hydraulics. . . . . 4  
Prereq: Assessment Test or MAT 021
- FSC 133 Fundamentals of Fire Prevention . . . . . 3
- FSC 140 Fire Department Operations I. . . . . 4  
Prereq: Sponsored by fire service agency
- FSC 220 Firefighter Occupational Health  
and Safety . . . . . 3  
Prereq.: FSC 130 or FSC 140
- FSC 233 Building Construction for Fire Safety. . . . 3
- FSC 240 Fire Department Operations II . . . . . 4  
Prereq.: FSC 140 & sponsorship by an  
official emergency services agency

**Other Requirements:**

- EMS 222 Basic EMT. . . . . 8  
Prereq: 18 years of age, appropriate  
assessment score or ENG 085, & application  
& acceptance into program

- ENG 136 Report Writing. . . . . 3  
Prereq: ENG 101

**Fire Science Electives: . . . . . 9**

**Choose 9 hours of the following**

- FSC 111 Hazardous Material First Responder 1.5
- FSC 115 Domestic Preparedness . . . . . 1.5
- FSC 130 Introduction to Fire Department  
Organization and Operations. . . . . 3
- FSC 160 Leadership and Team Dynamics. . . . . 3
- FSC 190L Fire Instructor Certification . . . . . 3  
Prereq.: FSC 140 & FSC 240 and  
3 years in service
- FSC 235 Fire Suppression Strategy and Tactics. 3  
Prereq: FSC 130 or 140
- FSC 236 Intro to Fire Cause & Origin. . . . . 3
- FSC 238 Hazardous Materials Technician . . . . . 6  
Prereq: Candidates must be sponsored  
by an official emergency services agency.
- FSC 241 Fire Department Supervision  
& Management. . . . . 3  
Prereq: FSC 240 or Firefighter II certificate

**Other Electives: . . . . . 6**

**Choose two from the following**

- PSY 101 Introduction to Psychology . . . . . 3
- BUS 142 Supervisory Techniques . . . . . 3
- BUS 144 Principles of Management. . . . . 3

**Total minimum credit hours . . . . . 65-67**

# Sociology & Behavioral Science



## Behavioral Science & Sociology Certificates

- Sociology

## Behavioral Science & Sociology Degree

- AAS - Chemical Dependency Therapy

The Chemical Dependency Therapy Program is designed to train practitioners in the field of chemical dependency therapy. The program's focus is on offering education to persons seeking to become chemical dependency therapy professionals or para-professionals. The Associate of Applied Science is designed to meet the needs of students seeking to become certified with state and/or national chemical dependency counseling certification boards.

**Associate of Applied Science**  
**Chemical Dependency Therapy**

**General Ed Requirements                      Min. 21 Cr Hours**

ENG 101	English Composition I	.....3
ENG 102	English Composition II	.....3
COM 121	Interpersonal Communication	.....3
HUM 101	Introduction to the Humanities	.....3
SOC 131	Introduction to Sociology	.....3
PSY 101	Introduction to Psychology	.....3
PSY 234	Social Psychology	.....3

**CDT Requirements                                      Min. 41 Cr Hours**

CHD 100	Foundations of Chemical Dependency	..3
CHD 102	Communication Skills in Chemical Dependency	.....3
CHD 110	Biological Systems Pharmacology of the Chemically Dependent	.....3
CHD 120	Professional Ethics in Counseling the Chemically Dependent	.....1
CHD 145	AIDS and Chemical Dependency	.....1
CHD 150	Principles of Self-Help Groups	.....2
CHD 161	Beginning Interviewing & Documentation Skills	.....3
CHD 165	Theory & Techniques in the Treatment of the Chemically Dependent	.....3
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
CHD 250	Group Interventions with the Chemically Dependent	.....3
CHD 275	Advanced Theory & Techniques in the Treatment of Chemically Dependent	...3
CHD 280	Chemical Dependency Practicum	.....6
<b>Total minimum credit hours</b>		<b>..... 62</b>

**Certificate**  
**Sociology**

This certificate provides education majors with foundation requirements for a sociology minor at the Arizona state universities. A certificate in sociology provides a student with the knowledge and skills that apply in the field of Sociology.

**Sociology Requirement:                      Min. 18 Credit Hours**

SOC 131	Introduction to Sociology	..... 3
Prereq.: Appropriate Assessment Test score or successful completion of ENG 085 & 089		

**Electives: ..... 15**

**Select Sociology Electives from the following list.**

SOC 132	Social Problems in Modern Society	... 3
Prereq: SOC 131		
SOC 133	Sociology of Deviant Behavior	..... 3
SOC 136	Marriage and Family	..... 3
Prereq: Appropriate Assessment Test Score or successful completion of ENG 085 & 089		
SOC 140	Racial, Ethnic, and Gender Relations	... 3
SOC 230	Introduction to Research and Statistics	.. 3
Prereq: PSY 101 or SOC 131 or SWU 102 and MAT 142 or 151		
SOC 234	Social Psychology	..... 3
Prereq: PSY 101 or SOC 131		
WST 101	Into to Women's Studies	..... 3

**Total minimum credit hours ..... 18**



# Course Descriptions

## Course Prefix Chart

<u>PREFIX</u>	<u>FULL CATALOG NAME</u>	<u>PREFIX</u>	<u>FULL CATALOG NAME</u>
AED	ADULT BASIC EDUCATION	HRM	HOTEL AND RESTAURANT MANAGEMENT
AJS	ADMINISTRATION OF JUSTICE	HUM	HUMANITIES
ANT	ANTHROPOLOGY	HVA	HEATING, VENTILATION & AIR CONDITIONING
ART	ART	ITL	ITALIAN
ASE	AUTOMOTIVE SERVICE TECH	ITP	INDUSTRIAL TRADES PROGRAM
ASL	AMERICAN SIGN LANGUAGE	JPN	JAPANESE
AST	ASTRONOMY	JWL	JEWELRY
AVI	AVIATION	MAT	MATHEMATICS
BIO	BIOLOGY	MEA	MEDICALASSISTANT
BTR	BUILDING TRADES	MUS	MUSIC
BUS	BUSINESS	NUR	NURSING
CGM	CASINO GAMING	NUT	NUTRITION
CHD	CHEMICAL DEPENDENCY THERAPY	PER	PHYSICAL EDUCATION AND RECREATION
CHM	CHEMISTRY	PHI	PHILOSOPHY
CIS	COMPUTER INFORMATION SYSTEMS	PHY	PHYSICS
COM	COMMUNICATIONS	PLU	PLUMBING
CUL	CULINARY ARTS	POS	POLITICAL SCIENCE
DAN	DANCE	PSY	PSYCHOLOGY
DEH	DENTAL HYGIENE	REA	REAL ESTATE
DFT	DRAFTING	SGT	SURGICAL TECHNOLOGIST
ECE	EARLY CHILDHOOD EDUCATION	SOC	SOCIOLOGY
EDU	EDUCATION	SPA	SPANISH
ELC	ELECTRICIAN	SWS	SOUTHWEST STUDIES
EMS	EMERGENCY MEDICAL SERVICES	SWU	SOCIAL WORK UNDERGRADUATE
ENG	ENGLISH	TDT	TRUCK DRIVER TRAINING
ENV	ENVIRONMENTAL	THE	THEATRE
FRE	FRENCH	WDW	WOODWORKING
FSC	FIRE SCIENCE	WLD	WELDING
GER	GERMAN	WST	WOMEN'S STUDIES
GHY	GEOGRAPHY		
GLG	GEOLOGY		
HES	HEALTH SCIENCE		
HIS	HISTORY		

# Administration of Justice

## ADMINISTRATION OF JUSTICE STUDIES

**AJS 101 INTRODUCTION TO ADMINISTRATION OF JUSTICE.** Three hours credit. An examination of the organization and jurisdiction of local, state and federal law enforcement, judicial and correctional systems; their history and philosophy; career opportunities and qualifying requirements, terminology and constitutional limitations of the system. Three lecture.

**AJS 109 SUBSTANTIVE CRIMINAL LAW.** Three hours credit. 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. Three lecture.

**AJS 115 HOMELAND SECURITY AND TERRORISM.** Three hours credit. This course covers the philosophy of homeland security, the agencies involved and methods used to prevent domestic and international terrorism on American soil. Three lecture.

**AJS 140 INTRODUCTION TO CORRECTIONS.** Three hours credit. This course will provide 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. Three lecture.

**AJS 150 INTERNSHIP: COURT INTERN I.** Three hours credit. This course introduces the student to the court administrative process including arraignment, orders of protection, operations, traffic citations and hearings. Includes a four-hour ride-along with police department or equivalent. The student will demonstrate an understanding of court procedures by performing numerous functions and procedures. The court will assess potential students; the internship will not be open to all candidates. Three lecture. Prerequisite: Permission of Instructor.

**AJS 151 INTERNSHIP: COURT INTERN II.** Three hours credit. This course is designed for the student who has a basic knowledge of court administrative processes, including arraignment and ticket input and a cursory knowledge of the collection process. At the conclusion of the course, the student will demonstrate the process required to prepare court documents and become familiar with the Tax Intercept Program. Three lecture. The court will assess potential students; the internship will not be open to all candidates. Prerequisite: Permission of Instructor.

**AJS 160 LEADERSHIP AND TEAM DYNAMICS IN PUBLIC SAFETY.** Three hours credit. Course emphasis is to provide 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. Three lecture.

**AJS 170 CRIMINALISTICS.** Three hours credit. Criminalistics is an understanding of the characteristics and elements of forensic science. It is the 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. Three lecture.

**AJS 190 SPECIAL PROJECT: CURRENT TRENDS AND ISSUES IN CRIMINAL JUSTICE.** One-half to four hours credit. Current trends and issues on a variety of subjects of interest to criminal justice and related fields. One-half to four lecture.

**AJS 200 CURRENT ISSUES.** Three hours credit. Issues, techniques and trends in the criminal justice system. Three lecture. Prerequisite: AJS 101.

**AJS 212 JUVENILE JUSTICE PROCEDURES.** Three hours credit. History and development of juvenile justice theories, procedures and institutions. Three lecture. Prerequisite: AJS 101.

**AJS 225 CRIMINOLOGY.** Three hours credit. 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. Three lecture. Prerequisite: AJS 101.

**AJS 230 THE POLICE FUNCTION.** Three hours credit. Theories of procedures and methods of operations of public police with emphasis on discretionary powers. Three lecture. Prerequisite: AJS 101.

**AJS 240 THE CORRECTION FUNCTION.** Three hours credit. History and development of correctional theories and institutions. Three lecture. Prerequisite: AJS 101.

**AJS 242 CORRECTIONAL OFFICERS TRAINING ACADEMY.** Eighteen hours credit. This academy will provide individuals with a basic understanding of workplace relations, ethical staff inmate relationships, inmate management and manipulation. Eighteen lecture.

**AJS 245 ETHICS IN CRIMINAL JUSTICE.** Three hours credit. 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. Three lecture.

**AJS 260 PROCEDURAL CRIMINAL LAW.** Three hours credit. 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. Three lecture. Prerequisite: AJS 109.

**AJS 261 RULES OF EVIDENCE.** Three hours credit. 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. Three lecture.

**AJS 270 COMMUNITY POLICING.** Three hours credit. 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. Three lecture. Prerequisite: AJS 101.

**AJS 275 CRIMINAL INVESTIGATION.** Three hours credit. Theory of criminal investigation, crime scene procedures, case

# Administration of Justice -to- Adult Basic Education

preparation, interviewing and basic investigative techniques. Three lecture. Prerequisite: AJS 101.

## ADULT BASIC EDUCATION

AED 029 ELAA ORIENTATION. One-half hour credit. Emphasis is placed on student understanding of ELAA program expectations, time requirements, and the opportunity to improve understanding and use of English. Pretesting using Basic English Skills Test (BEST) and class placement is part of the orientation. Being an Adult Education course that requires data collection, this course is required so the student can take the BEST before enrolling in an ELAA class. If student is out of the ELAA program for more than one semester he/she must be pretested again. Students must take the BEST post-test in order to take another ELAA class. If student does not complete AED 029, he/she must be pretested again before retaking the course. One-half lecture. Prerequisite: Must be 16 year of age or older and provide all data required on student record form. Formerly AED 065

AED 030A ELAA BEGINNERS. Three hours credit. An ELAA course for students with no English experience. Intended to introduce students basic vocabulary, grammar, listening and speaking skills to enable them to function in daily activities on a survival level. Three lecture. Prerequisite: AED 029

AED 031A ELAA LISTENING AND SPEAKING 1A. Three hours credit. A beginning ELAA course in oral skills for students with little English experience. Three lecture. Prerequisite: The "Met" level on the State ELAA Beginners or placement based on the BEST Test.

AED 031B ELAA LISTENING AND SPEAKING 1B. Three hours credit. A continuation ELAA course for students with some English experience. Intended to expose students to beginning vocabulary, grammar, listening and speaking skills to enable them to function in daily activities and in employment on a beginning level. Three lecture. Prerequisite: The "Approaching" level on the State ELAA standards for ELAA I or placement based on the BEST test.

AED 031C ELAA GRAMMAR 1. Three hours credit. This is an introductory level ELAA course in English grammar and usage for students whose first language is not English. The course introduces basic English structure through all the skill areas of listening speaking, reading and writing. Three lecture. Prerequisite: The "Met" level on the State ELAA standards for ELAA I or placement based on the BEST test.

AED 032A ELAA LISTENING AND SPEAKING 2A. Three hours credit. An intermediate ELAA course in oral skills for students with some English experience. Three lecture. Prerequisite: The "Exceeding" level on the State ELAA standards for ELAA I or placement based on the BEST test.

AED 032B ELAA LISTENING AND SPEAKING 2B. Three hours credit. A continuation of the intermediate ELAA course for students with some English experience. Intended to expose students to intermediate vocabulary, grammar, listening and speaking skills to enable them to function in daily activities on an intermediate level and to function comfortably with English in employment. Three lecture. Prerequisite: The "Met" on the State ELAA standards for ELAA 2 or placement on the BEST test.

AED 032C ELAA GRAMMAR 2 Three hours credit. A continuation of the introductory ELAA course of English grammar and usage for students whose language is not English. Intended to continue presenting basic English structure through all skill areas of listening, speaking, reading, and writing. Three lecture. Prerequisite: The "Met" level on the State ELAA standards for ELAA 2 or placement based on the BEST test.

AED 033A ELAA LISTENING AND SPEAKING 3A Three hours credit. A high intermediate ELAA course in oral skills for students with some English experience. Three lecture. Prerequisite: The "Exceeding" level on the State ELAA standards for ELAA 2 or placement based on the BEST test.

AED 033B ELAA LISTENING AND SPEAKING 3B. Three hours credit. A continuation of the high to intermediate ELAA course for students with some English experience. Intended to expose students to high to 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. Three lecture. Prerequisite: The "Approaching" level on the State ELAA standards for ELAA 3 or placement based on the BEST test.

AED 034A ELAA LISTENING AND SPEAKING 4A. Three hours credit. An advanced ELAA course in oral skills for students with some English experience. Three lecture. Prerequisite: The "Exceeding" level on the State ELAA standards for ELAA 3 or placement based on the TABE test. Sixth-grade level reading and fourth-grade language skills are required.

AED 034B ELAA LISTENING AND SPEAKING 4B. Three hours credit. A continuation of the advanced ELAA course for students with some English experience. 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. Three lecture. Prerequisite: The "Approaching" level on the State ELAA standards for ELAA 4 or placement based on the TABE test. Seventh-grade level reading and sixth-grade language skills are required.

AED 034C ELAA GRAMMAR 4. Three hours credit. An advanced ELAA course in English grammar for students whose first language is not English. Three lecture. Prerequisite: The "Met" level on the State ELAA standards for ELAA 4 or placement based on the TABE test. Seventh-grade level reading language skills are required.

AED 035A ELAA GRAMMAR 5. Three hours credit. This is 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. Three lecture. Prerequisite: The "Exceeding" level on the State ELAA standards for ELAA 4 or placement based on the TABE test. Ninth-grade level reading and language skills are required.

AED 035B ELAA FUNDAMENTAL WRITING Three hours credit. This is an ELAA special writing course. This is intended to help students to acquire basic writing skills such as four types of sentences, multi-paragraphs, and essential essays. Three lecture. Prerequisite: The "Met" level on the State ELAA standards for ELAA 5 placement based on the TABE test. Tenth-grade level reading and language skills are required.

## Adult Basic Education -to- American Sign Language

**AED 061 ELAA CITIZENSHIP: PREPARATION FOR THE ORAL EXAM.** One hour credit. A eight week intermediate course that provides students who are preparing for the US citizenship exam with skills necessary to successfully complete the oral interview. Prerequisite: AED 065 or AED 031. One lecture.

**AED 062 ELAA CITIZENSHIP: PREPARATION FOR THE WRITTEN EXAM.** Three hours credit. An intermediate course that presents historical, political, geographical and other cultural information necessary to successfully complete the written portion of the U.S. citizenship exam. Three lecture. Prerequisite: Placement is based on the TABE test. Fifth-grade level reading skills are required.

**AED 066 GED ORIENTATION.** One-half hour credit. A 12-hour orientation course designed to introduce GED preparation requirements. Emphasis is placed on student understanding of course work, time requirements and the opportunity available to the student during open Foundation Studies Center times. A GED practice exam is provided as part of the orientation. One-half lecture. Prerequisite: Must be at least 16 years of age and withdrawn from high school.

**AED 067 GED PREPARATION.** Three hours credit. Lecture and individualized instruction prepares the student for the GED exam. Areas studied include reading skills, writing skills, math, social studies, science, and study skills. Grading is "S" (Satisfactory) or "U" (Unsatisfactory). On campus classes require attendance and registration at a weekly GED orientation. Prerequisite: AED 066 or documentation of failure to pass the GED. Being an adult education course that requires data collection, this course also requires that students must take the TABE pre- and posttest and be 16 years of age or older and withdrawn from high school. Three lecture.

**AED 068 GED TEST TAKING SKILLS.** One-quarter hour credit. An intensive course intended to train students in GED test-taking skills. One-quarter lecture.

**AED 080 BASIC LANGUAGE SKILLS.** Three hours credit. A competency-based language program intended to help students acquire basic reading skills needed for literal, evaluative and interpretive comprehension, and most essential writing skills for simple instruction, description, narration and exposition. Grading is "S" (satisfactory) or "U" (unsatisfactory). Prerequisite: Being an adult education course that requires data collection, this course requires that students must take the TABE pre- and post-test and be 16 years of age or older and withdrawn from high school. If student does not pass AED 080 or take the posttest, he/she must be pretested again before retaking the course. Mandatory state testing using TABE (Test of Adult Basic Education) pretest; 5th grade level reading skills; providing all data required on student record form. Three lecture.

**AED 085 BASIC SKILLS MATH.** Three hours credit. A competency-based learning program intended to help students, review and practice basic math skills. Grading is "S" (satisfactory) or "U" (unsatisfactory). Prerequisite: Being an adult education course that requires data collection, this course requires that students must take the TABE pre- and posttest and be 16 years of age or older and withdrawn from high school. If student does not pass AED 085 or take the posttest, he/she must be pre-tested again before retaking the course. Mandatory state testing using TABE (Test of Adult Basic Education) pretest; 5th grade level reading skills; providing all data required on student record form. Three lecture.

**AED 088 INTRODUCTION TO QUALITY LIVING.** Three hours credit. This course introduces the student to the liberal arts and sciences and includes the relationship of stress management and health and fitness techniques to quality of life issues. Emphasis will be placed upon redirecting and motivating the novice student to improve hi/he/ser quality of life by broadening the student's basic knowledge of, and exposure to, the liberal arts and health sciences. Restricted enrollment by permission of instructor only. Three lecture.

**AED 089 LIFE SKILLS.** Three hours credit. This course is designed to provide students an understanding of the skills necessary to prepare for the workforce. This includes: how to develop interpersonal communication skills; an awareness of everyday law (criminal, civil and traffic); an understanding of goals, character development, ethical and leadership issues; fundamental applications of business, consumer and construction math; purposes of a budget and development of financial priorities; an awareness of the work ethic required for successful career enhancement and employment; and how to develop employment interview and oral presentation skills. Three lecture.

### AMERICAN SIGN LANGUAGE

**ASL101 AMERICAN SIGN LANGUAGE I.** Four hours credit. Develop basic receptive and expressive conversational skills, basic grammar and syntax and knowledge of the deaf community and deaf culture. Four lecture; one lab. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

**ASL 102 AMERICAN SIGN LANGUAGE II.** Four hours credit. Further development of receptive/expressive skills for communicating with deaf people in sign: finger spelling, vocabulary, grammar and culture. Four lecture; one lab. Prerequisite: ASL 101.

**ASL 110 FINGERSPELLING I.** Two hours credit. This course develops students' understanding of the use of fingerspelling 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 fingerspelling speed. This class starts with a review of fingerspelling hand shapes, which the student learned in previous classes. Emphasis will be placed on learning fingerspelling as phonetic elements used in the English Language as well as Configuration, Content, and Cloze skills. Two lecture. Prerequisite: ASL101 or ASL 131

**ASL 131 CONVERSATIONAL ASL I.** Three hours credit. 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. Three lecture.

**ASL 132 CONVERSATIONAL ASL II.** Three hours credit. A continuation of ASL 131. This course introduces students to American Sign Language. Students continue to focus on visual/receptive skills as well as basic syntax, vocabulary and communication at a novice level. Three lecture. Prerequisite: ASL 131 or Permission of Instructor.

**ASL 201 AMERICAN SIGN LANGUAGE III.** Four hours credit. Reviews American Sign Language vocabulary, language functions and grammatical structures presented in ASL



# American Sign Language -to- Art

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. Four lecture; one lab. Prerequisite: ASL102.

ASL 202 AMERICAN SIGN LANGUAGE IV. Four hours credit. A continuation of ASL 201. Further development of American Sign Language communication skills and vocabulary with emphasis on spontaneous conversation, discussions and narratives. Four lecture; one lab. Prerequisite: ASL 201 or equivalent skills and knowledge.

## ANTHROPOLOGY

ANT 101 HUMAN ORIGINS AND BIOLOGICAL ANTHROPOLOGY. Three hours credit. An introduction to the basic areas of anthropology including a survey of the discipline, human and primate evolution, human and primate behavior, paleoanthropology, and archaeology. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

ANT102 CULTURAL ANTHROPOLOGY. Three hours credit. An introduction to the principles of social and cultural systems, technology, social organization and ideology. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

ANT103 SOUTHWESTERN ARCHAEOLOGY. Three hours credit. A survey of archaeological techniques and prehistoric Indians in Arizona and New Mexico and how they lived their lives over the past 12,000 years. Common misconceptions and stereotypes are given special attention. Field trips to sites are a basic part of this course. Three lecture; one lab.

ANT 104 ARCHAEOLOGICAL SITE SURVEY. Two hours credit. How to find and record archaeological sites. Field trips to local sites are a basic part of this course. Two lecture; one lab.

ANT 201 SOUTHWESTERN NATIVE AMERICAN CULTURES. Three hours credit. An introduction to the cultures and environments of the Native Americans of the Southwest. Three lecture.

ANT226 BURIED CITIES AND LOST TRIBES. Three hours credit. Archaeology and cultural evolution of the world from prehistory to the rise of civilization. Three hours credit. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

ANT 250 PRINCIPLES OF ARCHAEOLOGY. Three hours credit. This course will examine the method, theory, history and directions that archaeology takes as a sub-discipline of anthropology. Three hours lecture. Prerequisites: Must have completed ENG 089 and ENG 089 or have appropriate score on assessment test.

## ART

ART 111 DESIGN I. Three hours credit. 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. Two lecture; three lab.

ART 112 DESIGN II. Three hours credit. A study of the elements and principles of design applied to three-dimensional work. Develop perception, imagination and expression of three-dimensional form. Two lecture; three lab. Prerequisite: ART 111 or Permission of Instructor.

ART 113 THE SCIENCE OF COLOR. Three hours credit. A study of color theory. Course includes color mixing, the interaction and emotive qualities of colors. Two lecture; three lab.

ART 116 STAINED GLASS I. Three hours credit. Instruction in basic use of hand tools and production techniques covering proper methods of glass cutting, lead framing and design techniques for home and commercial use. Safety is stressed. Two lecture; three lab.

ART 117 STAINED GLASS II. Three hours credit. A continuation of Stained Glass I utilizing those skills and techniques. Emphasis is on furthering design quality, glass painting and perfecting other studio techniques. Individual projects and techniques are stressed. Two lecture; three lab. Prerequisite: ART 116.

ART 121 DRAWING I. Three hours credit. 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. Two lecture; three lab.

ART 122 PASTEL PAINTING. Three hours credit. Pastel drawing and painting techniques of mixing, blending and color theories. Student will produce still-life, landscape and figure drawings. Two lecture; three lab. Prerequisite: ART 121 or Permission of Instructor.

ART 125 PAINTING I. Three hours credit. Oil/acrylic. An introduction to painting techniques; including the study of color and composition. Emphasis is on personal creativity and uniqueness of expression. Two lecture; three lab. Prerequisite: ART 121 or Permission of Instructor.

ART 126 PAINTING II. Three hours credit. Further study of painting techniques, color and composition. Emphasis is on improvement of technique, exploration and expression. Two lecture; three lab. Prerequisite: ART 125 or Permission of Instructor.

ART 128 WATERCOLOR I. Three hours credit. An introduction to the techniques and materials used in painting water-soluble media. Emphasis is on techniques, composition and color. Two lecture; three lab. Prerequisite: ART 121 or Permission of Instructor.

ART 129 WATERCOLOR II. Three hours credit. A continuation of the study of materials and techniques for aqueous painting. Emphasis is on control of the media and individual style. Two lecture; three lab. Prerequisite: ART 128 or Permission of Instructor.

ART 130 SURVEY OF WORLD ART I. Three hours credit. A study of art forms and expression from prehistory to the Renaissance. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

## Art

### COURSE DESCRIPTIONS

**ART 140 INTRODUCTION TO GRAPHIC ART.** Three hours credit. An introduction to the analysis and interpretation of the principles and elements of art as applied to visual communication. Emphasis is on the production of graphic images using traditional mechanical methods as well as visual technology and the effective application of visual images in the field of print and web based graphic art. Two lecture; three lab. Prerequisite: ART 111 or Permission of Instructor.

**ART 141 IMAGE MANIPULATION I.** Three hours credit. An exploration of the production of images using visual technology. Emphasis is on types and means of producing images; the expressive alteration of images, and how images are applied in the field of print and web based graphic art. Two lecture; three lab. Prerequisite: ART 140.

**ART 147 LAYOUT AND PUBLICATION I.** Three hours credit. An exploration of print publication, layout and page design. Emphasis is on elements of page design, the effective use of text, typography, and visual images combined to create effective and visually interesting print publications. Two lecture, three lab. Prerequisite: ART 140.

**ART 150 HISTORY OF PHOTOGRAPHY.** Three hours credit. A history of the efforts to develop the photochemical processes to an art form and the application of this art form since its conception. An overview of the researchers, photographers and aesthetic movements that have shaped the medium. Also, discussions on the critical analysis of photographers' work. Three lecture.

**ART 151 BASIC BLACK AND WHITE PHOTOGRAPHY.** Three hours credit. 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. Two lecture; two lab.

**ART 152 BASIC COLOR PHOTOGRAPHY.** Three hours credit. An introduction to color photography as a medium of personal expression stressing imaging concepts and composition along with developing visual awareness. The course introduces exposure control and basic color darkroom procedures. Two lecture; two lab.

**ART 162 FIBERS I.** Three hours credit. Introduction to fiber media as an art including basketry, papermaking and tapestry weaving. Two lecture; three lab.

**ART 171 CERAMICS I.** Three hours credit. 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. Two lecture; three lab.

**ART 172 CERAMICS II.** Three hours credit. An introduction to techniques using the potter's wheel and continued studies in design and aesthetics, glaze applications, decorative processes, clays and firing. Two lecture; three lab. Prerequisite: ART 171 or Permission of Instructor.

**ART 173 ADVANCED CERAMICS HANDBUILDING I.** Three hours credit. A continuation of ART 171 with a concentration on furthering the knowledge and skills of hand-forming methods. Emphasis is on the development of decorative processes, surface enrichment and larger more refined forms. Two lecture; three lab. Prerequisite: ART 171 or Permission of Instructor.

**ART 174 ADVANCED CLAY METHODS.** Three hours credit. This course is intended for students with previous ceramic experience. The student will develop solutions to individual problems and needs with the assistance and guidance of the instructor. Two lecture; three lab. Prerequisite: Previous experience in clay or Permission of Instructor.

**ART 175 SCULPTURE I.** Three hours credit. An introductory study emphasizing three-dimensional form and basic sculpture techniques and materials. Two lecture; three lab.

**ART 176 SCULPTURE II.** Three hours credit. Instruction in techniques, materials and processes for aesthetic expression in sculpture. Two lecture; three lab. Prerequisite: ART 112 and 175.

**ART 177 RAKU CERAMICS.** Three hours credit. Advanced ceramics applications through the exploration of the traditional and modern techniques of forming and firing Raku pottery with an emphasis on glazes and surface decoration. The student will become familiar with the history of the art form, its roots in traditional Japanese ceremony, the modern Western developments and the processes. Two lecture; three lab. Prerequisite: ART 171 or Permission of Instructor.

**ART 216 STAINED GLASS III.** Three hours credit. A continuation of ART 117 that stresses problems in reinforcing larger stained glass windows and their installation. This course studies color from a physiological and a psychological standpoint and teaches how to choose color for these effects. Two lecture; three lab. Prerequisite: ART 117 or Permission of Instructor.

**ART 217 STAINED GLASS IV.** Three hours credit. A study of bending, slumping, fusing, sandblasting and painting glass. Two lecture; three lab. Prerequisite: ART 216 or Permission of Instructor.

**ART 221 DRAWING II.** Three hours credit. Continued development of professional skills beyond ART 121 including the exploration of color media. Two lecture; three lab. Prerequisite: ART 121 or Permission of Instructor.

**ART 223 FIGURE DRAWING I.** Three hours credit. Includes the development of skill and expressiveness in drawing from the human figure. Two lecture; three lab. Prerequisite: ART 121 or Permission of Instructor.

**ART 224 PORTRAIT DRAWING I.** Three hours credit. A study of the anatomy of the human head and the development of skill and expressiveness in portrait drawing. Two lecture; three lab. Prerequisite: ART 121 or Permission of Instructor.

**ART 225 PAINTING III.** Three hours credit. Oil/Acrylic. Continued study of painting techniques, composition and expression. Emphasis is on improvement of technique, exploration of styles and expression. Two lecture; three lab. Prerequisite: ART 126 or Permission of Instructor.

**ART 226 PAINTING IV.** Three hours credit. Individual expression and problems designed to increase aesthetic awareness and the development of personal style. Two lecture; three lab. Prerequisite: ART 225 or Permission of Instructor.

**ART 227 FIGURE PAINTING.** Three hours credit. This course covers the development of skill and expressiveness in painting from the human figure. Students will learn a variety of styles, techniques and approaches while developing personal style and

# Art -to- Astronomy

self-expression. Two lecture; three lab. Prerequisite: ART 125 or Permission of Instructor.

ART 228 WATERCOLOR III. Three hours credit. Includes a study of watercolor styles and techniques, with an emphasis on personal growth through experimentation. Two lecture; three lab. Prerequisite: ART 129 or Permission of Instructor.

ART 229 WATERCOLOR IV. Three hours credit. Problems designed to increase the student's awareness of self-expression in the watercolor media are included. Two lecture; three lab. Prerequisite: ART 228 or Permission of Instructor.

ART 230 SURVEY OF WORLD ART II. Three hours credit. A study of art forms and expression from the Renaissance to the present. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

ART 241 IMAGE MANIPULATION II. Three hours credit. A continuation of the production of images using visual technology. Emphasis is on advanced techniques of producing and altering images for expression and how images are effectively applied in the field of print and web based graphic art. Two lecture; three lab. Prerequisite: ART 141.

ART 243 FIGURE DRAWING II. Three hours credit. Continued development of skill and expressiveness in drawing from the human figure with emphasis on color and self-expression. Two lecture; three lab. Prerequisite: ART 223 or Permission of Instructor.

ART 251 INTERMEDIATE BLACK AND WHITE PHOTOGRAPHY. Three hours credit. A continuation of ART 151 stressing advanced exposure management, imaging and composition concepts for black and white photography along with the continued development of visual awareness for personal expression. Two lecture; two lab. Prerequisite: ART 111 and 151 or Permission of Instructor.

ART 252 INTERMEDIATE COLOR PHOTOGRAPHY. Three hours credit. A continuation of ART 152 stressing advanced exposure management, imaging and composition concepts for color photography along with the continued development of visual awareness for personal expression. Two lecture; two lab. Prerequisite: ART 152 or Permission of Instructor.

ART 253 ADVANCED PHOTOGRAPHY. Three hours credit. This course allows students to investigate photographic subjects or genre of particular interest under the guidance of an instructor; stressing the continued development of visual awareness and advanced technique, and includes portfolio development. Two lecture; two lab. Prerequisite: ART 252 or Permission of Instructor.

ART 254 LARGE FORMAT PHOTOGRAPH. Two hours credit. An introduction to large format photography stressing imaging concepts, techniques and developing visual awareness. Includes a study of camera movements and large format applications. One lecture; two lab. Prerequisite: 151 or 152 or Permission of Instructor.

ART 255 ADVANCED PHOTOGRAPHIC PRINTING. Two hours credit. Course covers advanced photographic printing techniques including multi-contrast techniques, making use of alternative developers, etc. One lecture; two lab. Prerequisite: ART 151, 152, 251, 252 or Permission of Instructor.

ART 256 DIGITAL PHOTOGRAPHY I. Three hours credit.

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. Two lecture; three lab.

ART 262 FIBERS II. Three hours credit. Continued exploration of fiber as art with an emphasis on personal expression. The student will gain experience working on and off the loom with fiber as well as papermaking and basketry techniques. Two lecture; three lab. Prerequisite: ART 162.

ART 264 PORTRAIT DRAWING II. Three hours credit. Continued development of technical and expressive skills in portrait drawing with an emphasis on the study of the human figure and hands in portraiture. Two lecture; three lab. Prerequisite: ART 224.

ART 271 CERAMICS III. Three hours credit. A continuation of the study of wheel throwing, ceramics form, design analysis, glaze formulation and decorative processes. Emphasis is on more complex forms, experimentation in glaze formulation and the development of personal direction. Two lecture; three lab. Prerequisite: ART 111 and ART 172 or Permission of Instructor.

ART 272 CERAMICS IV. Three hours credit. Covers an exploration of form and personal expression through clay. Emphasis is placed on advanced wheel throwing techniques, individual direction and the development of critical analysis. Two lecture; three lab. Prerequisite: ART 271 or Permission of Instructor.

ART 273 ADVANCED CERAMICS HANDBUILDING II. Three hours credit. Covers an exploration of form and personal expression through clay. Emphasis is placed on advanced handbuilding techniques, individual direction and the development of critical analysis. Two lecture; three lab. Prerequisite: ART 173.

ART 274 CERAMICS GLAZES DEVELOPMENT. Three hours credit. The course offers a practical approach to the understanding and development of ceramic glaze recipes, the interactive effects of glaze ingredients and the development of color. The student will gain an understanding of the materials, processes and testing procedures used in the development of glazes for the studio potter. Two lecture; two lab. Prerequisite: ART 171 or Permission of Instructor.

ART 275 SCULPTURE III. Three hours credit. An introduction to bronze casting techniques using the lost wax process. Two lecture; three lab. Prerequisite: ART 176 or Permission of Instructor.

ART 280 KILN BUILDING. Three hours credit. A study of the various types of kilns, kiln construction materials and the problems involved with their construction. Two lecture; three lab.

## ASTRONOMY

AST101 INTRODUCTORY ASTRONOMY. Four hours credit. An introduction to astronomical processes, 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,

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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. Three lecture; three lab. Prerequisite: MAT 031.

## AUTOMOTIVE SERVICE TECHNOLOGY

**ASE 102 INTRODUCTION TO THE AUTOMOTIVE SHOP.** Two hours credit. This course prepares the incoming automotive student to work in the shop safely. After this course, the student should be familiar with the shop and some of its common equipment. One lecture; two lab.

**ASE 110 BRAKES I.** Three hours credit. This course covers basic operation of automotive braking systems. Included with the course are operation, diagnosis, and basic repair of the disc brakes and basic hydraulic systems. One lecture; four lab. Prerequisite: ASE 102

**ASE 120 BASIC AUTOMOTIVE ELECTRICITY.** Two hours credit. This course is an introduction to automotive electricity. Included in the course are basic electrical theory, circuit designs, and wiring methods. Students are also introduced to multi-meter usage and wiring diagrams. One lecture; two lab. Prerequisite: ASE 102

**ASE 123 AUTOMOTIVE BATTERY, STARTING AND CHARGING SYSTEMS.** Two hours credit. This course covers the operation, testing and servicing of automotive battery, starting, and charging systems. Included in the course are voltage and amperage testing of starter and generator. Load testing and maintenance of a battery. Starter and generator overhaul. One lecture; two lab. Prerequisite: ASE 120

**ASE 130 GENERAL MACHINE DIAGNOSIS.** Two hours credit. A comprehensive course combining lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors. One lecture; two lab. Prerequisite: ASE 102

**ASE 132 IGNITION SYSTEM DIAGNOSIS AND REPAIR.** Two hours credit. A comprehensive course combining lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems. One lecture; two lab. Prerequisites: ASE 102 and ASE 130

**ASE 134 AUTOMOTIVE EMISSIONS.** Two hours credit. A comprehensive course combining lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems. One lecture; two lab. Prerequisite: ASE 130

**ASE 140 SUSPENSION AND STEERING I** Three hours credit. A comprehensive course combining lecture and related objectives in the diagnosis and service of suspensions and steering systems and their components. One lecture; four lab. Prerequisite: ASE 102

**ASE 150 AUTOMOTIVE U-JOINT & AXLE SHAFT SERVICE** Two hours credit. A comprehensive course combining lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics will include the diagnostic and repair procedures for the engine block and head assemblies. One lecture; two lab. Prerequisite: ASE 102

**ASE 151 AUTOMOTIVE MANUAL TRANSMISSION/TRANSAXLES AND CLUTCHES** Two hours credit. A comprehensive course combining lecture and laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles, and clutches and related components. One lecture; two lab. Prerequisite: ASE 150

**ASE 152 DIFFERENTIALS AND 4WD/AWD SERVICE** Two hours credit. A comprehensive course combining lecture and laboratory experiences in the diagnosis and repair of automotive differentials, four-wheel and all-wheel drive units. One lecture; two lab. Prerequisite: ASE 151

**ASE 160 AUTOMOTIVE ENGINE REMOVAL AND INSTALLATION** One hour credit. A comprehensive course combining lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front wheel and rear wheel drive vehicles. Two lab. Prerequisite: ASE 102

**ASE 161 ENGINE DISASSEMBLY, DIAGNOSIS & ASSEMBLY** Five hours credit. A comprehensive course combining lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics will include the diagnostic and repair procedures for the engine block and head assemblies. One lecture; eight lab. Prerequisite: ASE 102

**ASE 210 BRAKES II** Three hours credit. This course covers the operation and theory of modern automotive braking systems. Included in the course are operation, diagnosis, service, and repair of the anti-lock braking system, power assist units and machine operations of today's automobile. One lecture; one lab. Prerequisite: ASE 110

**ASE 220 SPECIALIZED ELECTRONICS TRAINING** Two hours credit. This course provides a systematic approach to automotive electrical systems. This course builds from the basic electrical principles and concepts through semiconductors and microprocessors. On-bench exercises are features of the classroom activities. The students will practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems. One lecture; one lab. Prerequisite: ASE 120

**ASE 221 AUTOMOTIVE BODY ELECTRICAL** Four hours credit. This course provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories. One lecture; six lab. Prerequisite: ASE 120

**ASE 231 AUTOMOTIVE COMPUTERS** Two hours credit. A comprehensive course combining lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems. One lecture; two lab. Prerequisite: ASE 130

**ASE 233 FUEL INJECTION AND EXHAUST SYSTEMS** Four hours credit. A comprehensive course combining lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems. One lecture; six lab. Prerequisites: ASE 120, ASE 130, ASE 134 and ASE 231

**ASE 235 DRIVABILITY DIAGNOSIS** One hour credit. A comprehensive course combining lecture and related laboratory experiences in the diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students will diagnose live vehicle drivability

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problems. Two lab. Prerequisites: ASE 120, ASE 130, ASE 134, and ASE 231

**ASE 240 SUSPENSION AND STEERING II** Three hours credit. A comprehensive course combining lecture and related objectives in the diagnosis and service of electronic suspensions and steering systems and their components. One lecture; four lab. Prerequisite ASE 140

**ASE 250 AUTOMOTIVE TRANSMISSION/TRANSAXLE SERVICE** One credit. Practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle. Two lab. Prerequisite: ASE 152

**ASE 251 AUTOMOTIVE TRANSMISSIONS/TRANSAXLES DIAGNOSIS AND REPAIRS** Five credits. A comprehensive course combining lecture and laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles, and clutches and related components. One lecture; eight lab. Prerequisite: ASE 250

**ASE 265 AUTOMOTIVE HEATING & AIR CONDITIONING** Five credits. A comprehensive course combining lecture and laboratory experiences in the diagnosis and repair of automotive heating and air conditioning systems and their components. One lecture; eight lab.

## AVIATION

**AVI 110 BASIC GROUND SCHOOL.** Three hours credit. 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. Three lecture.

**AVI 112 INSTRUMENT GROUND SCHOOL.** Three hours credit. Prepares students for the FAA (Federal Aviation Administration) instrument pilot written examination. Three lecture. Prerequisite: Private pilot's license.

## BIOLOGY

**BIO 100 BIOLOGY CONCEPTS.** Four hours credit. This course is a one semester introductory course for non-majors covering basic principles of biology and methods of scientific inquiry. Prerequisite: ENG 085, 089 and MAT 021 or appropriate score on the Assessment Test. Three lecture; three lab.

**BIO 109 NATURAL HISTORY OF THE SOUTHWEST.** Three hours credit. An introduction to the identification, distribution and ecology of common plants and animals of the Southwest, including man. Emphasis is on adaptations that have enabled their survival in our southwest deserts. Field trips included. Three lecture; one lab. Prerequisite: ENG 085, 089, MAT 021 or appropriate score on assessment, or Permission of Instructor.

**BIO 181 GENERALBIOLOGY(Majors) I.** Four hours credit. 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. Three lecture; three lab. Prerequisite: ENG 085, 089 and MAT 031 or appropriate

score on assessment test.

**BIO 182 GENERAL BIOLOGY (Majors) II.** Four hours credit. This course deals with 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. Prerequisite: ENG 085, 089 and MAT 031 or appropriate score on assessment test. Three lecture; three lab

**BIO 191 ANATOMICAL KINESIOLOGY** One hour credit. This course is designed to study the anatomical aspects of human body movement, including skeletal, muscular, mechanical, structural, functional, and neuromuscular control aspects. Prerequisite: One semester of 100-level or above Biology or permission of instructor. One lecture; one lab.

**BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I.** Four hours credit. 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. Prerequisite: One semester of college level biology or permission of instructor. Three lecture; three lab.

**BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II.** Four hours credit. 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. Prerequisite: One semester of college level biology or permission of instructor. Three lecture; three lab.

**BIO 205 MICROBIOLOGY.** Four hours credit. A study of the structure, function, and classification of microorganisms and their application to industrial, agricultural, and medical problems. Three lecture; three lab. Prerequisite: BIO 100, BIO 150, BIO 181 or the permission of the instructor

**BIO 226 ECOLOGY.** Four hours credit. This introduction ecology course examines basic ecological principles including: evolution and ecology, population dynamics, community structure and structural controlling factors, ecosystem structure and function, and human environmental impacts. Prerequisite: BIO 100 or BIO 182 or permission of instructor. Three lecture; three lab.

**BIO 290 FIELD BIOLOGYI.** One hour credit. An introduction to biological field studies focusing on the identification of plants and animals and observing them in their natural environments. Two lab. Prerequisite: Credit or concurrent enrollment in BIO 100 or 181 or permission of instructor.

**BIO 291 FIELD BIOLOGYII.** One hour credit. 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. Two lab. Prerequisite:

## Biology - to - Business

Credit or concurrent enrollment in BIO 100 or 181 or permission of instructor.

**BIO 292 ANATOMY AND PHYSIOLOGY PRACTICUM.** Two hours credit. An introduction to pathophysiology using case histories to review the physiological components of homeostasis and diseases resulting from homeostatic imbalances. The lab component is an independent research project using the methods and processes of inquiry to observe, analyze, draw inferences, and evaluate students' individual health and well being. One lecture; two lab. Prerequisite: Two semesters of anatomy and physiology taught as one discipline or separate disciplines or Permission of Instructor.

### BUILDING TRADES

**BTR 100 BLUEPRINT READING.** Three hours credit. 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. Three lecture.

**BTR 101 FRAMING AND ROUGH CARPENTRY.** Seven hours credit. This course provides basic skills in the fundamentals of carpentry. Students will be introduced to the processes, tools and materials of the trade. Topics will include: orientation to the trade, safety, building materials, fasteners and adhesives, hand and power tools, floor systems, wall and ceiling framing, roof framing, and windows and exterior doors. This course is provided in conjunction with industry partners. Three lecture; eight lab.

**BTR 120 SOLAR ENERGY AND SYSTEMS.** Three hours credit. Course will cover fundamentals of solar energy, equipment and systems for converting solar energy into usable energy. Three lecture.

### BUSINESS

**BUS 052 KEYBOARDING** One hour credit. Develop touch control of the keyboard and proper keyboarding techniques. One lecture.

**BUS 100 BUSINESS ETHICS.** Three hours credit. This course 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 problem areas in the workplace. Three lecture. Prerequisite: Appropriate placement assessment scores or completion of basic business skills requirements.

**BUS 101 INTRODUCTION TO BUSINESS.** Three hours credit. Designed for orientation of the student to the role of business in the American economic system. A study is made of business ownership, management, marketing, financial and legal problems. Three lecture.

**BUS 102 BUSINESS MATHEMATICS.** Three hours credit. Covers the practical application of algebra to pricing decisions, interest computations, accounting valuation, currency exchange, metric quantities, and elementary descriptive statistics. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of AED 085 or MAT 020.

**BUS 104 HUMAN RELATIONS IN ORGANIZATIONS.** Three hours credit. 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. Three lecture.

**BUS 105 BUSINESS ENGLISH.** 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. Three lecture.

**BUS 110 ADMINISTRATIVE DOCUMENT PROCESSING.** Three hours credit. This course offers further development of keyboarding skills while emphasizing the production of a wide range of business correspondence, tables, reports and forms from un-arranged and rough draft sources. Three lecture.

**BUS 111 MEDICAL DOCUMENT PROCESSING.** Three hours credits. This course offers further development of keyboarding skills while emphasizing the production of medical documents in specific format for the medical office. Three lecture.

**BUS 122 BOOKKEEPING WITH QUICKBOOKS.** Three hours credit. An introduction to generally accepted accounting principles, and the complete accounting cycle through financial statement preparation using QuickBooks software. This includes, but is not limited to, accounting for cash, invoicing for sales, payment processing, payroll, inventory control, and job costing. Emphasis is placed on bookkeeping functions, accounting terminology, and the QuickBooks software. Three lecture.

**BUS 125 INTRODUCTION TO ACCOUNTING.** Three hours credit. Students study accounting principles for understanding of the theory and logic that underlie procedures and practices. Students examine the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, and depreciation methods and practices. Students will use general ledger software in this class. Three lecture.

**BUS 126 RECORDS AND DATABASE MANAGEMENT.** Three hours credit. The dramatic growth of information technology offers professions in records and information management. This course presents the functions of records information management with hands-on applications in creating, distributing, maintaining, protecting, controlling, storing and eventually destroying the records created in an information system (including hard copy and computer database). Three lecture.

**BUS 128 COMPUTERIZED ACCOUNTING.** Three hours credit. Students learn basic accounting while developing proficiency in the use of general ledger software. Students explore the capabilities of computer applications in accounting while solving accounting problems of a financial nature and hardware and software controls. Three lecture. Prerequisite: BUS 125 or Permission of Instructor.

**BUS 142 SUPERVISORY TECHNIQUES.** Three hours credit. Students study the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Students focus on the human interaction in supervision. Three lecture.

# Business

**BUS 143 PAYROLL PROCEDURES.** Three hours credit. Develop an understanding of payroll principles and the ability to perform payroll work by preparing payroll, both manually and on the computer. This course covers payroll functions such as timekeeping techniques, payroll accounting records, check writing, preparation of federal and state payroll reports, insurance reports and retirement plan reports. Three lecture.

**BUS 144 PRINCIPLES OF MANAGEMENT.** Three hours credit. Students survey 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. Three lecture.

**BUS 149 PROJECT MANAGEMENT.** Three hours credit. Students master the essential skills needed to make effective contributions and to have immediate impact on the accomplishments of projects in which they are involved. Project software will be used. Three lecture.

**BUS 160 CUSTOMER SERVICE AND SALES.** Three credit hours. How to implement relationship marketing through customer analysis, interpersonal communication, telephone courtesy, sales presentations and after-sales support. Three lecture.

**BUS 161 MARKETING.** Three hours credit. Students analyze the theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer. Students will develop a marketing plan. Three lecture.

**BUS 162 RETAILING.** Three hours credit. Students examine the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations. Three lecture.

**BUS 201 BUSINESS LAW.** Three hours credit. 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. Three lecture.

**BUS 202 LEGAL ENVIRONMENT OF BUSINESS.** Three hours credit. Students explore areas of public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an appreciation of the role of law in social, political, and economic change. Three lecture.

**BUS 204 BUSINESS COMMUNICATIONS.** Three hours credit. Covers 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. Three lecture. Prerequisites: BUS 105 or ENG 101.

**BUS 206 MICRO ECONOMICS.** Three hours credit. 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. Three lecture. Prerequisite: Appropriate assessment test score or successful completion of ENG 085 and 089.

**BUS 207 MACRO ECONOMICS.** Three hours credit. Students study the American economy, stressing the interrelationships among household, business, and government sectors. Students explore saving and investment decisions, unemployment, inflation, national

income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. Three lecture. Prerequisite: Appropriate assessment test score or successful completion of ENG 085 and 089.

**BUS 208 BUSINESS STATISTICS.** Three hours credit. 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. Prerequisite: MAT 151 or Permission of Instructor. Three lecture.

**BUS 221 FINANCIAL ACCOUNTING.** Three hours credit. Students apply the fundamental theory of accounting principles and procedures, including interpretation of general-purpose financial statements. Microsoft Excel or general ledger software will be used in this class. Three lecture. Prerequisite: BUS 125 or Permission of Instructor.

**BUS 222 MANAGERIAL ACCOUNTING.** Three hours credit. Students evaluate accounting information from a managerial perspective. Students develop and analyze accounting information for managerial planning and control. Microsoft Excel or general ledger software will be used in this class. Three lecture. Prerequisite: BUS 221 or Permission of Instructor.

**BUS 223 MEDICAL BILLING RECORDKEEPING.** Three hours credit. This course prepares the student to work as a medical office assistant in a health-care practice. The students learn to input patient information, schedule appointments, and handle billing. Current industry software will be used. Three lecture. Prerequisite: HES 113 or Permission of Instructor.

**BUS 226 MEDICALBILLING AND CODING.** Three hours credit. This course prepares students to work as a medical office assistant with responsibilities for complex medical coding according to CPT and ICD-9 rules. Practice is provided in a variety of medical specialties. Three lecture. Prerequisite: HES 113 or Permission of Instructor.

**BUS 241 ADMINISTRATIVE OFFICE MANAGEMENT.** Three credit course. Study of the duties of a manager or supervisor in the administrative office. The course covers all facets of skills, knowledge, and attitudes. Application of the office skills, decision-making processes, and human relations through simulated office situations are covered. Three lecture.

**BUS 244 MEDICALOFFICE MANAGEMENT.** Three hours credit. This course presents practical information on administrative procedures, interpersonal communications, records management, and financial duties involved in the medical office. It covers applications of office skills, problem solving skills, and team-building skills through computer-simulated activities. Three lecture.

**BUS 247 HUMAN RESOURCE MANAGEMENT.** Three hours credit. Students compare and contrast some of 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. Three lecture.

**BUS 250 SMALLBUSINESS MANAGEMENT.** Three hours credit. Students have an opportunity to study and discuss 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

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form for the business are covered in the course. The value, content, and preparation of the business plan are addressed throughout the course. Three lecture. Prerequisite: BUS 125 or Permission of Instructor.

**BUS 281 LEADERSHIP IN BUSINESS.** Three hours credit. Effective leaders develop many skills, among them the ability to observe and listen carefully, be patient, think creatively, and be flexible -- knowing when to take charge and when to hold back. This course provides students opportunities to build their confidence as leaders. As the capstone course for the business program, students will also complete a project relevant to the field of their choice. Three lecture. Prerequisite: Successful completion of the Business Foundation and two Certificate Programs of the business program.

### CASINO GAMING

**CGM 121 CASINO DEALER - POKER.** Three hours credit. 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. Two lecture; two lab.

**CGM 122 CASINO DEALER - BLACKJACK.** Three hours credit. 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. Two lecture; two lab.

**CGM 123 CASINO DEALER - DICE.** Four hours credit. 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. Three lecture; two lab.

**CGM 124 CASINO DEALER - ROULETTE.** Four hours credit. 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. Three lecture; two lab.

**CGM 125 CASINO MANAGEMENT, FLOORPERSON.** Three hours credit. Designed for advancement to the position of casino floorperson. Class limited to 15. Three lecture. Prerequisite: Two years experience dealing two or more casino games or recommendation by sponsoring casino.

**CGM 126 POKER PROTECTION.** One hour credit. The course teaches Omaha high-low split protection techniques. The emphasis is on dealing speed and accuracy along with protection techniques. One lecture.

**CGM 127 BLACKJACK PROTECTION.** One hour credit. Intensive one-week course teaching students fundamental game protection and the identification of possible cheating techniques. One lecture.

**CGM 128 DICE PROTECTION.** One hour credit. A twenty-hour course teaching Craps protection techniques. The emphasis is on game protection and an introduction to various cheating schemes used against the casino industry. One lecture. Prerequisite: Permission of Instructor.

**CGM 129 ROULETTE PROTECTION.** One hour credit. A twenty-hour course teaching Roulette protection techniques. The emphasis is on game protection and an introduction to various cheating schemes used against the casino industry. One lecture. Prerequisite: Permission of Instructor.

**CGM 221 ADVANCED CASINO DEALER - POKER.** Two hours credit. An intensive three-week course teaching advanced level poker skills. Hands-on practice with casino equipment is included. One lecture; one lab. Prerequisite: Evaluation and Permission of Instructor.

**CGM 222 ADVANCED CASINO DEALER - BLACKJACK.** Two hours credit. An intensive three-week course designed to increase the student's skills in Blackjack or acquire skills in a second game. Students will be required to demonstrate dealing procedures as well as appropriate protective measures and appearance standards. One lecture; one lab.

**CGM 223 ADVANCED CASINO DEALER - DICE.** Three hours credit. An intensive four-week course designed to increase the student's skills in Dice or acquire skills in a second game. Students will be required to demonstrate dealing procedures as well as protective measures and appearance standards. Two lecture; one lab.

**CGM 224 ADVANCED CASINO DEALER - ROULETTE.** Three hours credit. An intensive three-week course designed to increase the student's skills in Roulette or acquire skills in a second game. Students will be required to demonstrate dealing procedures as well as appropriate protective measures and appearance standards. Two lecture; one lab.

### CHEMICAL DEPENDENCY THERAPY

**CHD 100 FOUNDATIONS OF CHEMICAL DEPENDENCY.** Three hours credit. 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. Three lecture.

**CHD 102 COMMUNICATION SKILLS IN CHEMICAL DEPENDENCY.** Three hours credit. 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. Three lecture.

**CHD 110 BIOLOGICAL SYSTEMS PHARMACOLOGY OF THE CHEMICALLY DEPENDENT** Three hours credit. 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. Three lecture.

**CHD 120 PROFESSIONALETHICS IN COUNSELING THE CHEMICALLY DEPENDENT.** One hour credit. 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. One lecture.



# Chemical Dependency Therapy -to- Computer Information Systems

**CHD 145 AIDS AND CHEMICALDEPENDENCY** One hour credit. 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. One lecture.

**CHD 150 PRINCIPLES OF SELF-HELPGROUPS** Two hours credit. 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. Two lecture

**CHD 161 BEGINNING INTERVIEWING AND DOCUMENTATION SKILLS.** Three hours credit. Overview of interviewing/paraprofessional counseling and documentation skills. Recordkeeping/documentation skills. Alcohol and drug abuse paraprofessional counselor core functions emphasized. Three lecture.

**CHD 165 THEORY AND TECHNIQUES IN THE TREATMENT OF THE CHEMICALLY DEPENDENT.** Two hours credit. Overview of the counseling theories including the application to chemical dependency groups. Recordkeeping skills and beginning paraprofessional counseling skills. Two lecture. Prerequisite: CHD 161

**CHD 220 FAMILY DYNAMICS AND CHEMICAL DEPENDENCY.** Three hours credit. 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. Three lecture.

**CHD 226 COUNSELING MULTICULTURAL AND DIVERSE POPULATIONS.** Three hours credit. Exploration of implications of chemical use on multicultural and diverse populations. Emphasis is on area influences as well as the impact of paraprofessional relationships. Three lecture.

**CHD 236 RECOVERY AND RELAPSE OF THE CHEMICALLY DEPENDENT.** Two hours credit. 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. Two lecture. Prerequisite: CHD 165

**CHD 245 DUAL DIAGNOSIS.** Two hours credit. Examines dual diagnosis (mental illness and chemical dependency) from the bio-psycho-social model. Includes causes, consequences assessment, and treatment of the dually diagnosed person. Emphasizes the psycho-educational model of treatment. Two lecture.

**CHD 250 GROUP INTERVENTION WITH THE CHEMICALLY DEPENDENT** Three hours credit. 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. Three lecture. Prerequisite: CHD 165

**CHD 275 ADVANCED THEORY AND TECHNIQUES IN THE TREATMENT OF THE CHEMICALLY DEPENDENT** Three hours credit. Capstone course for level two certificate in chemical dependency program. Focus is on chemical depend-

ency counseling theories and techniques used by chemical dependency paraprofessionals as they relate to the client and family members. Three lecture. Prerequisites: CHD220, CHD 226, CHD 245 and CHD 250

**CHD 280 CHEMICAL DEPENDENCY PRACTICUM** Six credit hours. Opportunity for advanced student to use his/her developed knowledge and skills in an applied setting with supervision. Six lecture. Prerequisite: CHD 275

## CHEMISTRY

**CHM 130 FUNDAMENTAL CHEMISTRY.** Four hours credit. 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. Three lecture; three lab. Prerequisite: ENG 085, 089 and MAT 031 or appropriate score on assessment.

**CHM 151 GENERAL CHEMISTRY I.** Four hours credit. 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. Three lecture; three lab. Prerequisite: ENG 085, ENG 089 and MAT 151 or appropriate score on assessment.

**CHM 152 GENERAL CHEMISTRY II.** Four hours credit. A continuation of the study of inorganic chemistry begun in CHM 151. Three lecture; three lab. Prerequisite: CHM 151 with a grade of "C" or better.

**CHM 235 GENERALORGANIC CHEMISTRY I.** Four hours credit. Studies the properties and reactions of aliphatic and aromatic organic with emphasis being placed on reaction mechanism, fundamental principles, and modern instrumental methods. Three lecture; three lab. Prerequisite: CHM 152.

**CHM 236 GENERAL ORGANIC CHEMISTRY II.** Four hours credit. A continuation of the study of organic chemistry begun in CHM 235. Three lecture; three lab. Prerequisite: CHM 235.

## COMMUNICATION

**COM 121 INTERPERSONAL COMMUNICATION.** Three hours credit. This course introduces the study of communication processes, variables and skills underlying the formation and maintenance of healthy interpersonal relationships. The course is evenly balanced between theory and practice. Three lecture.

**COM 151 PUBLIC SPEAKING.** Three hours credit. Emphasizes communication clearly and effectively before a group through the study of communication theory and through extensive practice speaking. Three lecture. Prerequisite: Successful completion of ENG 089 or appropriate score on assessment test.

## COMPUTER INFORMATION SYSTEMS

**CIS 027 INTRODUCTION TO COMPUTERS AND THE INTERNET.** Three hours credit. This course is designed to

# Computer Information Systems

## COURSE DESCRIPTIONS

extend literacy in both the English language and computers for students whose first language is not English. By combining grammar topics with computer instruction and providing oral skills practice through communicative activities, the students are able to develop work place skills that will afford them greater options and opportunities in today's technology-based society. Three lecture. Prerequisite: AED 029.

**CIS 100A YOUR NEW COMPUTER AND YOU.** One hour credit. A course for people computing at home or work who want to learn the basics of computer operation, hardware and software. The course will present hardware elements of the computer, provide basic literacy and introduce students to computer software, specifically the operating system. Emphasis will be given to navigation and file management. One lecture.

**CIS 100B MYWINDOWS XP.** One hour credit. An introduction to using MS Windows for personal interest and information. The course will explain how to effectively use the Windows operating system. Emphasis will be given to navigation and file management. One lecture.

**CIS 100C HOW TO USE THE INTERNET.** One hour credit. A course for people computing at home 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 e-mail as a communication tool. One lecture.

**CIS 100D THE BASICS OF WORD PROCESSING.** One hour credit. This course will introduce the students to the basics of word processing, focusing primarily on personal use. This course may be repeated using different word processing software packages. One lecture.

**CIS 100E USING SPREADSHEETS – EXCELBASICS.** One hour credit. This course will introduce the students to the basics of electronic spreadsheets, focusing on personal use. One lecture.

**CIS 100F USING DATABASES – ACCESS BASICS.** One hour credit. This course will introduce the students to basic database principles using tables, queries, forms and reports. One lecture.

**CIS 100G YOUR DIGITAL CAMERA AND YOU.** One hour credit. A course for people computing at home or work who want to learn the basics of digital imaging using scanners and digital cameras. One lecture.

**CIS 100K COMPUTERIZED PRESENTATIONS USING POWERPOINT.** One hour credit. A course for people computing at home or work who want to learn the basics of multimedia presentations. Topics will include the development of slides that include audio, graphics, text and animation. Slide transitions, different viewing options and modifications will also be discussed. One lecture.

**CIS 100M CREATE YOUR OWN WEB PAGE.** One hour credit. This class provides the student with basic web page creation concepts and skills. One lecture.

**CIS 100P GET CONNECTED! SMALL HOME/OFFICE NETWORKS.** One hour credit. This course will assist the student who wishes to create or troubleshoot a small network. Course will cover network design, wired and wireless applications, and security. One lecture.

**CIS 100Q SOLD! BUYING AND SELLING ONLINE.** One hour credit. This course will assist the student who wishes to learn the basics, tips, and tricks of buying and selling in online auctions and stores like Ebay, Yahoo, and Amazon.com Z Shops. The course discusses best practices, software, and resources. One hour credit.

**CIS 105 COMPUTERS FOR BEGINNERS.** Three hours credit. Class is designed for the beginning computer user to learn introductory concepts and how to use an operating system, process text and navigate the Internet. Three lecture.

**CIS 110 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS.** Three hours credit. 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. Prerequisite: Appropriate score on Assessment Test or successful completion of ENG 085 and ENG 089. Three lecture.

**CIS 115 MICROCOMPUTER REPAIR I.** Three hours credit. This course is to prepare students to maintain personal computers. It is the first in a two-course series and prepares students to take the CompTIAA+ certification exams. Three lecture.

**CIS 116 MICROCOMPUTER REPAIR II.** Three hours credit. This course is to prepare students to maintain personal computers. It is the second in a two-course series and prepares students to take the CompTIAA+ certification exams. Three lecture.

**CIS 120 INTRODUCTION TO PROGRAMMING.** Three hours credit. This course 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. Three lecture. Prerequisite: CIS 110

**CIS 131 MICROSOFT OFFICE SUITE.** Three hours credit. 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. Three lecture.

**CIS 135 MICROSOFT ACCESS DATABASE.** Three hours credit. Microsoft Access is a computer program used to enter, maintain and retrieve related data in a format known as a database. This course prepares students to take the Microsoft Office Specialist (MOS) Expert Access Exam. Three lecture.

**CIS 136 MICROSOFT EXCEL SPREADSHEETS.** Three hours credit. Make sense of your data by organizing, calculating and analyzing it with Microsoft Excel. Excel will help you improve accuracy and save time by using formulas to calculate values automatically. This course prepares students to take the Microsoft Office Specialist (MOS) Proficient and Expert Exams. Three lecture.

**CIS 137 MICROSOFT OUTLOOK.** Three hours credit. This class will teach users to manage their electronic mail, schedule appointments and meetings and configure dial-up networking connections using Microsoft Outlook. This course prepares students to take the Microsoft Office Specialist (MOS) Proficient and Expert Exams. Three lecture.

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CIS 138 MICROSOFT WORD. Three hours credit. This course will help you learn the techniques necessary to format, print, integrate and streamline your word processing tasks. This course prepares students to take the Microsoft Office Specialist (MOS) Proficient and Expert Word Exams. Three lecture.

CIS 140 DESKTOP PUBLISHING: (SOFTWARE). Three hours credit. An introduction to desktop publishing using microcomputers. Topics will include the development of text and graphic material and the use of page layout programs to produce a variety of documents for publication. Three lecture.

CIS 141 MICROSOFT POWERPOINT PRESENTATIONS. Three hours credit. An introduction to desktop presentation technology using multimedia presentation software that allows the user to create a series of slides to communicate information during a presentation that includes graphics, animation, sounds and videos. This course also prepares students to take the Microsoft Office Specialist [MOS] Expert PowerPoint Exam. Three lecture.

CIS 143 BEGINNING WEB PAGE DESIGN: (SOFTWARE). Three hours credit. This class uses software concepts to create web pages that include links and graphics. Three lecture.

CIS 145 PHOTOSHOP I. Three hours credit. A beginning course in learning the fundamental concepts and features of image manipulation using the most popular program in the industry. Three lecture.

CIS 146 INTRODUCTION TO COMPUTER ANIMATION. Three hours credit. Provides students with the ability to use graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation and editing of Flash animation graphics. Three lecture. Prerequisite: CIS 143.

CIS 147 ILLUSTRATOR I. Three hours credit. This course teaches the Illustrator drawing program tools and processes. The student will then produce paths with the Pen and Pencil tools, create and modify geometric objects, define process colors, and utilize layers to manage multifaceted illustrations. Three lecture.

CIS 148 COREL DRAW. Three hours credit. This course teaches the fundamental concepts and a variety of illustration techniques found in CorelDraw, a professional graphic program for print, multimedia, and online illustrations. Three lecture. Prerequisite: CIS 110 or Permission of Instructor.

CIS 149 MULTIMEDIA ON THE WEB. Three hours credit. This course introduces students to the concepts and application software used to create multimedia applications on today's Web. Three lecture. Prerequisite: CIS 143 or Permission of Instructor.

CIS 150 PRINCIPLES OF OPERATING SYSTEMS. Three hours credit. This course is an introduction to operating system functions and design principles. Topics include processor management, comparative analysis of user interface design, real and virtual memory management, comparative analysis of user interface design, real and virtual memory management, device management, file systems, system performance indicators and other related topics. Current operating systems are used to demonstrate the concepts presented in the course. Three lecture.

CIS 153 NETWORKING ESSENTIALS. Three hours credit. This course provides the basic building blocks of networks and gives students experience in planning and using them to create

a network. Three lecture.

CIS 155A NETWORKING OS: WINDOWS XP. Three hours credit. This course covers the Windows XP Professional when used as a network operating system. Concepts to be covered include: creating and managing users, managing access to files, monitoring server performance, managing and implementing backups and disaster recovery, and administering web resources. Three lecture. Prerequisite: CIS 110 or Permission of Instructor.

CIS 155B NETWORKING OS: UNIX/LINUX. Three hours credit. The topics covered in this networking course will include: Linux installation and initialization, file system management, creating and securing user accounts, and other common administrative tasks. Three lecture. Prerequisite: CIS 110 or Permission of Instructor.

CIS 155C NETWORKING OS: NOVELL. Three hours credit. This class will familiarize the student with the administration of Novell for Local Area Networks. The topics will include components of a LAN and their use, Imanage and Nwadm32 and user/workstation management and security. Three lecture. Prerequisite: CIS 110 or Permission of Instructor.

CIS 155D NETWORKING OS: WIRELESS NETWORKING. Three hours credit. This course provides a broad survey of wireless communications including in-depth coverage of protocols, standards, transmission methods, and explores the latest wireless technologies including: cellular, infrared, microwave, and satellite. Three lecture. Prerequisite: CIS 110 or Permission of Instructor.

CIS 156 FIREWALLS AND INTRUSION DETECTION. Three hours credit. This course is designed for the student who needs to learn the basics of network firewall security to prevent intrusion and destruction of computerized information. Three lecture.

CIS 163 WEB MARKETING AND PROJECT MANAGEMENT. Three hours credit. This class will explore Internet and Web oriented production strategies. Effective Internet project management and legal issues for Internet based transactions will also be discussed in this class preparing the student for Webmaster certification exam. Three lecture. Prerequisite: CIS 143 or Permission of Instructor.

CIS 165 WEB SERVER ADMINISTRATION. Three hours credit. Learn what is going on behind the scenes of a web site. Acquire the skills and tools necessary to create your own web site. Learn web server administration and web security preparation for the World Organization of Web Masters certification exam. Three lecture. Prerequisite: CIS 143 or Permission of Instructor.

CIS 170 INFORMATION SYSTEMS FOR MANAGEMENT. Three hours credit. This course focuses on information system concepts including transaction processing and decision support systems. The student will work with systems development and the results on end-user computing. Three lecture. Prerequisite: Appropriate assessment test score or successful completion of ENG 085 and ENG 089.

CIS 180 TEACHING AND TRAINING WITH TECHNOLOGY. Three hours credit. An online course for educators, corporate or business trainers and support personnel; giving an overview of learning and teaching methodologies and the use of microcomputers and other instructional technologies in edu-

# Computer Information Systems -to- Culinary Arts

cation and training. An introduction to classroom management software tools and the use of the Internet for distance education is also presented. Students must have access to the Internet to participate in and complete the course. Three lecture. Prerequisite: BUS 101 and CIS 100C or Permission of Instructor.

**CIS 185 COMPUTER FORENSICS & INVESTIGATION.** Three hours credit. Students will learn what computer forensics and investigation is as a profession, and gain an understanding of the overall investigation process. Three lecture. Prerequisite: CIS 110 or Permission of Instructor.

**CIS 200 PROGRAMMING WITH VISUAL BASIC.** Three hours credit. The course teaches students how to design, code and debug computer programs using the Visual Basic language. The major course goal is for students to be able to write effective programs in a graphical, event-driven environment. Three lecture. Prerequisite: CIS 120 or Permission of Instructor.

**CIS 204 PROGRAMMING IN C++.** Three hours credit. This course emphasizes solving computer problems using the C++ programming language. The focus is on structured problem solving and the analysis of data. Three lecture. Prerequisite: CIS 120 or Permission of Instructor.

**CIS 205 PROGRAMMING IN JAVA.** Three hours credit. Emphasizes solving computer problems using the Java programming language. Focuses on structured problem-solving, object-oriented programming, data handling and building user interfaces. Three lecture. Prerequisite: CIS 120 or Permission of Instructor.

**CIS 206 WEB LANGUAGES.** Three hours credit. This course is for all persons who are experienced in the use of the Internet and in building basic web sites with text, graphics and links. The focus will be on the acquisition of advanced programming skills in current Web languages, the technologies that underlie advanced web sites, and application of these skills to develop advanced web sites. Three lecture. Prerequisite: CIS 120 and 143 or Permission of Instructor.

**CIS 210 DATABASE MANAGEMENT CONCEPTS.** Three hours credit. The course will provide students with the basic building blocks for creating and implementing well-designed database systems and utilizing pc-based software applications. Three lecture. Prerequisite: CIS 110 and a programming course (CIS 120 or 200, 204-206) or Permission of Instructor.

**CIS 220 ADVANCED PROGRAMMING: LANGUAGE.** Three hours credit. Course introduces students to graphical user interfaces, event-driven programming, input and output streams, data structures, sorting and searching. Three lecture. Prerequisite: CIS 120 or Permission of Instructor.

**CIS 221 ADVANCED VISUAL BASIC PROGRAMMING.** Three hours credit. This course presents advanced elements of Visual Basic which will include the development of: menus, dialog boxes, error trapping, reports, variable arrays, OLE, ActiveX, and other advanced controls. Three lecture. Prerequisite: CIS 200 or Permission of Instructor.

**CIS 222 ADVANCED C++ PROGRAMMING.** Three hours credit. This course explores advanced applications of C++ programming techniques including: file access, abstract data structures, class inheritance, and other advanced methods. Three lecture. Prerequisite: CIS 204 or Permission of Instructor.

**CIS 223 ADVANCED JAVA PROGRAMMING.** Three hours credit. This course includes advanced topics in Java programming including software development methodologies using Java tools and APIs, Java Database Connectivity (JDBC), and Java core technologies. Three lecture. Prerequisite: CIS 205 or Permission of Instructor.

**CIS 243 ADVANCED WEB PAGE DESIGN.** Three hours credit. This course is for all persons who are experienced in the use of the Internet and in building basic web sites with text, graphics and links. The focus will be on the acquisition of advanced programming skills in current web language(s), the integration of the free resources available on the Internet (JavaScript's, CGI scripts, e-commerce sites, etc.), the technologies that underlie advanced web sites, and application of these skills to develop advanced web sites. Three lecture. Prerequisite: CIS 143 or Permission of Instructor.

**CIS 245 PHOTOSHOP II.** Three hours credit. An advanced course in enhancing the concepts and features of image manipulation using the most popular program in the industry. Three lecture. Prerequisite: CIS 145 or Permission of Instructor.

**CIS 247 ILLUSTRATOR II.** Three hours credit. Students will learn to use advanced software drawing options and tools including the interactivity between Illustrator and graphics designed for web pages and publications. Three lecture. Prerequisite: CIS 147 or Permission of Instructor.

**CIS 253 NETWORK SECURITY.** Three hours credit. This course takes a comprehensive look at network security and provides students with the tools and techniques necessary to safeguard computer stored data. Three lecture. Prerequisite: CIS 153 or Permission of Instructor.

**CIS 261 HELP DESK SUPPORT.** Three hours credit. This course will present help desk operations and general troubleshooting techniques for technical support personnel. Three lecture. Prerequisite: CIS 110 or Permission of Instructor.

**CIS 270 SYSTEMS ANALYSIS AND DESIGN.** Three hours credit. This course 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. Three lecture. Prerequisite: CIS 170 or permission of the instructor.

**CIS 280 CIS INTERNSHIP.** One to three hours credit. 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. One to three lecture. Prerequisite: Permission of Instructor.

**CIS 290-294 SPECIAL PROJECT: CIS/MIS.** One to four hours credit. 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. One to four lecture.

## CULINARY ARTS

**CUL 101 INTRODUCTION INTO CULINARY ARTS.** Three

# Culinary Arts -to- Dental Hygiene

hours credit. Students are introduced to the fundamental concepts, skills & techniques involved in cooking. Special emphasis is placed on classical theories, knife handling, safety, culinary math, interviewing & resumes, sanitation & a variety of cooking techniques. Three lecture.

**CUL102 MEATFABRICATION.** Three hours credit. Students obtain a working knowledge of meat, poultry & fish fabrication working with primal cuts. Focus is placed on basic techniques to customize cuts suitable for menu items & creations not readily available from purveyors. Three lecture. Prerequisite: CUL101

**CUL 103 SAUCIER.** Three hours credit. Students build upon the knowledge, skills & techniques covered in previous class sessions. Emphasis is placed on knife skills, mise en place, stocks, soups, the grand sauces, contemporary sauces & modern sauce-making techniques. Three lecture. Prerequisite: CUL 101, CUL102

**CUL104 BAKING** Three hours credit. Students cover the fundamental concepts, skills & techniques involved in baking. Focus is placed on classical baking theory, safety, sanitation, weights & measures, as well as the preparation on quick breads, yeast breads. Croissants, pie dough, pastry, cakes, puddings, fillings, pastry creams, icings & frostings. Three lecture. Prerequisites: CUL101, CUL102, CUL 103

**CUL 105 CONTINENTAL CUISINE.** Three hours credit. Students study the concepts & skills necessary to expand their knowledge of banquet cooking, catering & special events. They develop methods of preparation of global cuisine, hot & cold hors d'oeuvres, decorative fruits & vegetable carving & canapés. Three lecture. Prerequisites: CUL 101, CUL 102, CUL103 & CUL 104

**CUL 106 MANAGEMENT.** Three hours credit. Students are introduced to the skills of administration, organization & management of food service. Focus is placed on menu development & design, cost controls, marketing, budgeting, profit & loss statements, staffing, training behavior & motivation. Leadership skills & communication are covered. Three lecture. Prerequisites: CUL 101,CUL 102, CUL 103, CUL 104,CUL 105, CUL106

**CUL 107 PURCHASING AND RECEIVING** Three hours credit. Students will be introduced to the concepts of selection & procurement, buyer relations, ordering & receiving as it pertains to the food service industry. Three lecture. Prerequisites: CUL 101, CUL102, CUL103, CUL 104, CUL105 and CUL 106

**CUL 108 ADVANCED COOKERY** Three hours credit. Students will further their practical & theoretical knowledge in the restaurant environment. Focus will be placed on team service, menu development, & running an establishment. The use of flavor combinations & menus designed by them will enable the students to put into practical application the skills & knowledge learned in previous classes. Special emphasis is placed on sills, techniques, plate presentation, organization & timing. Three lecture. Prerequisites: CUL 101,CUL 102, CUL 103, CUL104, CUL 105, CUL106 and CUL 107.

**CUL109 EXTERNSHIP** Nine hours credit. Requires culinary employment. Nine lecture; eighteen lab. Prerequisites: CUL 101,CUL102, CUL 103, CUL 104, CUL105, CUL 106, CUL 107 and CUL108

## DANCE

**DAN 115 JAZZ DANCE.** One hour credit. Instruction in basic jazz dance technique, style, terminology and performance. One lecture; one lab.

**DAN 116 MODERN DANCE.** One hour credit. Instruction in basic to modern dance principles of technique and movement, the elements of dance and principles of improvisation and composition. One lecture; one lab.

**DAN 117 BALLET.** One hour credit. Instruction in basic to intermediate ballet barre and center floor technique, terminology and performance. One lecture; one lab.

**DAN 119 TAP DANCE.** One hour credit. Instruction in basic tap dance techniques, style, terminology and performance. One lecture; one lab.

**DAN 215 INTERMEDIATE JAZZ DANCE.** One hour credit. Instruction in intermediate jazz dance technique, style, terminology, and performance. One lecture; one lab. Prerequisite: DAN 115 or Permission of Instructor.

**DAN 216 INTERMEDIATE MODERN DANCE.** One hour credit. Instruction in intermediate modern dance principles of technique and movement with a more in depth understanding of the elements of dance, and principles of improvisation and composition. One lecture; one lab. Prerequisite: DAN 116 or permission of instruction.

## DENTAL HYGIENE

**DEH 100 CURRENT ISSUES AND ETHICS IN DENTAL HYGIENE.** One hour credit. 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. One lecture.

**DEH 101 PRE-CLINICAL DENTAL HYGIENE** Five hours credit. 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. Two lecture; six lab.

**DEH 102 PREVENTION AND CONTINUATION OF CLINICAL SKILLS –** Six hours credit. The focus of this course is prevention by way of patient education. Also included are continued dental hygiene clinical procedures, such as sealants, polishing, fluoride treatments, and treatment planning, as well as continued instrumentation instruction with Gracy cures. Three lecture; six lab. Prerequisite: DEH 101.

**DEH 106 DENTAL RADIOLOGY.** Three hours credit. 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. Two lecture; two lab. Prerequisite: Admission into Dental Hygiene Program.

## Dental Hygiene -to- Drafting

DEH 111 PERIODONTOLOGY I. Three hours credit. 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. Three lecture. Prerequisite: Second semester standing in the Dental Hygiene Program.

DEH 117 APPLIED PHARMACOLOGY. Three hours credit. This course covers general pharmacology including the study of drug groups, dosages, administrations, and reactions of drugs common to dental patients. Three lecture.

DEH 118 ANESTHESIOLOGY. Three hours credit. This course 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. Two lecture; two lab.

DEH 121 DENTAL ANATOMY. Three hours credit. 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. Two lecture; two lab.

DEH 122 HEAD AND NECK ANATOMY. Two hours credit. 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. One and one-half lecture; one-half lab.

DEH 201 CLINIC II – LECTURE. Five hours credit. Continued development of clinical skills with an introduction to treatment planning for the periodontal patient. Gracey curets. Emphasis on the patient with special needs. Two lecture; six lab.

DEH 202 ADVANCED CLINICALSKILLS. Nine hours credit. Advanced clinical skills and patient management are presented and performed through comprehensive treatment planning and patient care. Emphasis placed on the periodontal involved patient: examination, treatment planning, root planning and rationale for soft tissue curettage. Ultrasonic scaling devices are introduced in conjunction with other advanced instrumentation techniques. A periodontal patient case work-up, utilizing the skills learned in the course, will be presented by each student at the completion of this instruction, on an appropriate patient. Two lecture; fourteen lab.

DEH 203 PRACTICE MANAGEMENT. Nine hours credit. This course is 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. Two lecture; fourteen lab. Prerequisite: DEH 202.

DEH 208 DENTAL MATERIALS. Two hours credit.

Introduction to principles of the physical and chemical properties and proper manipulation of dental materials utilized by dentists and their auxiliaries. One lecture; two lab.

DEH 212 PERIODONTOLOGY II. Two hours credit. This course is 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. Two lecture. Prerequisite: DEH 111.

DEH 221 GENERAL AND ORAL PATHOLOGY I. One hour credit. The study of general and oral pathological processes. Topics include terminology, diagnosis, inflammation and repair, developmental defects of the teeth, and oral structures, genetic disorders and neoplasms. One lecture.

DEH 222 GENERAL AND ORAL PATHOLOGY II. Three hours credit. This is the continued study of general and oral pathological processes. Topics include immunology, immunopathology, infectious diseases, and oral manifestations of systemic diseases. Three lecture.

DEH 235 ORAL HEALTH PROMOTION/DISEASE PREVENTION. Two hours credit. 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. Two lecture. Prerequisite: Second-year standing in the Dental Hygiene Program.

DEH 243 COMMUNITY DENTAL HEALTH. Three hours credit. 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. Two lecture; two lab.

### DRAFTING

DFT 101 DRAFTING BASICS. Three hours credit. Includes freehand technical sketching and instrument-working drawings. Principles of projections, pictorial drawings and measurement and dimensioning practices are studied. Basic descriptive geometry is studied in its application to solving engineering space problems. Two lecture; two lab.

DFT 110 COMPUTER-AIDED DRAFTING I. Three hours credit. This course demonstrates basic applications of computer-aided drafting using a computer software package. This study includes, but is not limited to, covering the basic functions of dimensioning and elementary drafting using a computer-aided drafting software package. Three lecture. Prerequisite: DFT 101 or Permission of Instructor.

DFT 120 APPLIED MATH WITH CAD. Three hours credit. Using the CAD software for mathematical solutions to estimating and volumetric problems used in the building trades and engineering fields. Three lecture. Prerequisite: DFT 110 or

# Drafting -to- Education

Permission of Instructor.

**DFT 210 COMPUTER AIDED DRAFTING II.** Three hours credit. This course demonstrates advanced applications of the AutoCAD software package including, but not limited to, three dimensional objects and views, world and user coordinate system, customizing the program, architectural view, details and rendering. Three lecture. Prerequisite: DFT 110 or Permission of Instructor.

**DFT 220 ADVANCED 3D AUTOCAD.** Three hours credit. This course demonstrates the use of AutoCAD to develop three-dimensional drawings of architectural and mechanical objects for engineering, building or sales purposes. Three lecture. Prerequisite: DFT 210 or concurrent enrollment.

**DFT 230 ADVANCED RENDERING AND AUTOCAD PERIPHERALS.** Three hours credit. This course demonstrates color rendering of AutoCAD drawings and use of after market software such as landscaping, interior design, etc. Three lecture. Prerequisite: DFT 220 or concurrent enrollment.

**DFT 290 CERTIFICATE SPECIAL PROJECT, CAD.** Three hours credit. The student will have the opportunity to show skill and usage of the AutoCAD software by preparing and demonstrating a professional approach and completion of a complex project. As an alternative the student may choose to enroll in an internship program for a semester. Three lecture. Prerequisite: DFT 230 or concurrent enrollment.

## EARLY CHILDHOOD EDUCATION

**ECE 101 HOW CHILDREN GROW AND LEARN.** Four hours credit. An introduction to early childhood education in which the student learns guidance principles for encouraging self discipline, techniques for observing children, understanding how children learn and enhancing a positive self concept. Student begins to develop by collecting, organizing and using creative materials; a portfolio of teaching aids that will be added to throughout the ECE program and will be evaluated at last class of instruction prior to graduation by an instructor. Three lecture; two lab.

**ECE 102 SUPPORTING CHILDREN'S SOCIAL AND EMOTIONAL GROWTH.** Four hours credit. The student also learns the normal sequence of social and emotional development with emphasis on providing appropriate experiences and environment to enhance development of social competency and positive functioning within a group through observation and participation in activities. The student further enhances teaching portfolio. Three lecture; two lab.

**ECE 120 CHILDREN'S PHYSICAL DEVELOPMENT.** Four hours credit. The student learns the normal sequence of physical development from infant, toddler to school age through classroom work, observations and participation in children's activities. Emphasis on the development of large and small muscle groups and physical development from infant, toddler to school age. The student further enhances teaching portfolio. Three lecture; two lab.

**ECE 170 SETTING UP A POSITIVE LEARNING ENVIRONMENT.** Four hours credit. Practical theories and principles for the arrangement of a safe, healthy environment for infant, toddlers, and school age with emphasis on indoor/outdoor environments and material selection and usage, based on observation and participation in a child care setting. Applicable

state and local, and or federal regulations and administrative law. Included nutrition. Student further enhances teaching portfolio. Three lecture; two lab.

**ECE 210 INTERNSHIP.** Two-six hours credit. Supervised field experience to expand career interests, apply knowledge gained in the classroom, refine technical skills and gain relevant experience in the workplace. May be repeated for a total of six credits. Two-six lecture. Prerequisite: Completion of a minimum of 12 credit hours of 110/200 level college coursework (at least six credit hours must be within the discipline related to the internship); ENG 101 or ENG 136; minimum GPA of 2.50; and Permission of Instructor.

**ECE 220 PRACTICUM.** Four hours credit. Practicum provides supervised experience in the education, guidance, and care of young children. Begins with opportunity to observe appropriate curriculum, then to plan and implement age-appropriate activities under careful supervision. Three lecture; two lab. Prerequisite: ECE 100 and PSY 240.

**ECE 230 CHILDREN'S CONCEPTS AND COGNITIVE DEVELOPMENT.** Four hours credit. Theories, trends and principles of cognitive, growth and development. How language is developed from infant, toddler to school age children. This course of instruction examines developmental stages and norms of children through observation and participation in activities. Curriculum development and learning materials. Includes science and discovery and math concepts. Student further enhances teaching portfolio. Three lecture; two lab.

**ECE 240 KEYS TO ESTABLISHING RELATIONSHIPS WITH PARENTS.** Four hours credit. How to build relationships with parents. Develop support for growth and education of parents. Develop and enhance family involvement. Professionalism to include early childhood field history, advocacy of ethical behavior and commitment to professional growth. Student further enhances teaching portfolio. Three lecture; two lab.

## EDUCATION

**EDU 103 POSITIVE INTERACTION IN SCHOOL SETTINGS.** Three hours credit. Emphasis will be placed on the role of the paraprofessional in maintaining a learning environment within a school classroom. The course will involve an in-depth study of individual student behavior as well as behavior in groups. Both positive and negative reinforcers and punishment will be evaluated. Working relationships between teachers and paraprofessionals will be the major focus. Three lecture.

**EDU 105 LIBRARY SKILLS AND METHODS.** One hour credit. This course is designed to enable students to identify and use library resources with both traditional library tools such as catalogs, print sources, and microforms, as well as many electronic library tools such as databases and the Internet. Students will also be introduced to concepts of library organization and logical search strategies pertinent to any type of library usage as well as unique characteristics of the Mohave Community College Library System and academic libraries in general. One lecture.

**EDU 107 EDUCATIONAL RECORDS AND SCHOOL EQUIPMENT.** Two hours credit. Focuses on the types of records and communication used by the paraprofessional in school settings. Emphasis will be placed on the systems and

## Education -to- Electrician

working records of the local school districts. Observation/experience in a school setting will be part of the course. Two lecture; one lab.

**EDU 110 INTRODUCTION TO SUBSTITUTE TEACHING.** Two hours credit. This course equips the prospective substitute teacher with the skills necessary to function effectively in the classroom. Course includes a discussion of teaching techniques, classroom management, and procedural issues along with a practicum for implementing course concepts. Two lecture.

**EDU 115 INSTRUCTIONAL SKILLS SEMINAR.** One-half hour credit. Students will identify the elements of a course syllabus and develop a course syllabus in class. One-half lecture.

**EDU 150 COLLEGE STUDY SKILLS.** Three hours credit. Designed to assist the student with integrating organizational skills and learning strategies for college-level course work. Topics include: time management; making use of college resources; exploring creativity; traditional and alternative techniques for taking lecture, study, and research notes; developing study skills systems and strategies for assignments and exams. Recommended for all students. Three lecture.

**EDU 200 CHILDREN'S LITERATURE.** Three hours credit. Course 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. Three lecture. Prerequisite: ENG 101 or Permission of Instructor.

**EDU 205 INTRODUCTION TO EDUCATION.** Three hours credit. 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. Two lecture; two lab.

**EDU 207 PROVISIONAL STRUCTURED ENGLISH IMMERSION.** One hour credit. This course is designed to meet the Structured English Immersion Endorsement provisional certification requirements of the State of Arizona. The course includes the instruction in SEI methods of teaching English Language Learner students including but not limited to instruction in SEI strategies, teaching with the ELL Proficiency Standards adopted by the board and monitoring ELL student academic progress using a variety of assessment tools through a training program. One lecture.

**EDU 208 STORYTELLING AND PUPPETRY.** Three hours credit. Course provides an introduction to various methods of storytelling. Students will learn to use a wide variety of materials in storytelling and will demonstrate techniques they have learned in the course by presenting stories to the class. Students will also learn how to make puppets, write a script, develop scenery, and present a complete puppet show. Three lecture.

**EDU 210 THE COMMUNITY COLLEGE.** Three hours credit. An introductory course dealing with the philosophy, purpose, objectives, curricula, and organizational patterns of American community colleges. The course is designed to meet the Arizona certification requirements for all faculty and administrators. Three lecture.

**EDU 211 LEARNING STYLES AND TEACHING STRATEGIES.** Three hours credit. Focuses on understanding and using classroom strategies to promote learning. Strategies will address learning channels, lesson development instruction, reinforcement, mastery, testing, grading, and cooperative learning. Three lecture. Prerequisite: PSY101.

**EDU 213 CREATIVE AND COGNITIVE EXPERIENCE FOR CHILDREN.** Three hours credit. Provides an examination of creative and cognitive development in children and has been designed for both teacher and parents. The course examines theories about, and research into curriculum experiences that will enhance the child's thinking and understanding of his world. The impact of adult behavior and the environment upon the development of children will also be examined, along with the implications of Piaget's theories for curriculum application. Three lecture.

**EDU 214 CULTURAL DIVERSITY IN EDUCATION.** Three hours credit. This class 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, scapegoating, stereotyping, and cultural incompatibilities as concerns in the classroom. Three lecture.

**EDU 222 THE EXCEPTIONAL STUDENT.** Three hours credit. 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. Three lecture.

**EDU 224 LANGUAGE ARTS COACHING TECHNIQUES.** Three hours credit. Emphasis will be placed on the role of the paraprofessional in helping children to develop reading and writing skills. Opportunity is provided to observe and work with children in a learning environment. Two lecture; two lab. Prerequisite: EDU 211.

**EDU 225 MATHEMATICS COACHING TECHNIQUES.** Three hours credit. Emphasis will be placed on the role of the paraprofessional in helping children to develop ideas and relationships in mathematics. Particular emphasis will be on methods and activities designed to get children mentally involved in mathematics. Opportunity is provided to observe and work with children in a learning environment. Two lecture; two lab. Prerequisite: EDU 211.

**EDU 230 PRACTICUM.** Three hours credit. Work experience through a K-12 education provider for application of concepts and strategies learned in education courses. Includes seminars to review and analyze problems and situations that develop during the practicum experience. Schedule each week will include a minimum of nine hours of practical experience in an educational setting and completion of required paperwork. Two lecture; three lab. Prerequisite: EDU 224 and 225.

### ELECTRICIAN

**ELC 101 INTRODUCTION TO ELECTRICAL CONCEPTS.** Six hours credit. Introduction to Electrical Concepts provides the basic principles of electrical safety, electrical theory, alternating current, raceways, boxes and fittings, fasteners and anchors, hand bending, conductors and conductor terminations



# Electrician -to- Emergency Medical Services

and splices, and wiring. Students learn the proper selection, inspection, use and maintenance of common electrical test equipment and are introduced to the National Electrical Code. Six lecture. Prerequisite or co-requisite: ITP100.

**ELC 102 INTERMEDIATE ELECTRICAL CONCEPTS.** Six hours credit. Students implement methods and techniques for the installation of electric services. Students conduct in depth exploration of motors theory and application, grounding conduit bending, boxes and fittings, conductor installations, cable tray, conductor terminations and splices, circuit breakers and fuses, contractors and relays. Students also examine the basic principles of human vision and the characteristics of light. Six lecture. Prerequisite: ITP 100 and ELC 101

**ELC 103 ADVANCED ELECTRICAL CONCEPTS.** Six hours credit. Students use industry standards to conduct load calculations for branch circuits, conductor selections and calculations, and to conduct motor calculations. Students examine overcurrent protection for all types of electrical systems, raceway, box and fitting requirements, wiring devices, distribution equipment, lamps, ballasts and components, and the distribution system transformers. Students conduct motor maintenance and select, size, and install motor controls. All classes of hazardous locations are also covered. Six lecture. Prerequisite: ITP 100, ELC 101 and ELC 102

**ELC 104 MASTERY ELECTRICAL CONCEPTS.** Six hours credit. Students compute basic calculations for commercial and residential electrical applications, examine NEC installation requirements for electric generators, fire alarm systems, specialty transformers, advanced motor controls, heat tracing and freeze protection, high-voltage terminations/splices, and standby and emergency systems. Students become adept at electrical troubleshooting and NEC requirements. Six lecture. Prerequisite: ITP100, ELC 101, ELC 102, and ELC 103

## EMERGENCY MEDICAL SERVICES

**EMS 110 CPR: BASIC LIFE SUPPORT.** One-half hour credit. How and when to activate the EMS system, how to perform basic resuscitation techniques on adults, infants, and children, and use of automated electronic defibrillators. One-half lecture.

**EMS 111 CPR: BASIC LIFE SUPPORT REFRESHER.** One-half hour credit: Review of activation of the EMS system, performance of basic resuscitation techniques on adults, infants, and children, and use of automated electronic defibrillators. One-half lecture.

**EMS 120 FIRSAID.** Three hours credit. 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. Two lecture; two lab.

**EMS 122 FIRST RESPONDER.** Three hours credit. 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. Two lecture; three lab.

**EMS 222 BASIC EMT.** Eight hours credit. The basic emergency medical technician course 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. Six lecture; six lab. Prerequisite: 18 years of age, appropriate score on assessment test or have completed ENG 085, and application and acceptance to program.

**EMS 225 REFRESHER EMT.** Three hours credit. 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 completed EMS 222 will be required to successfully complete this course every two years prior to being recertified or relicensed as outlined by state and federal requirements. Two and one-half lecture; one lab. Prerequisite: EMS 222 or equivalent.

**EMS 240 PARAMEDIC I.** Six hours credit. This course provides the roles and responsibilities of the paramedic, including communications, rescue, patient assessment, airway, shock, general pharmacology and stress management. Five lecture; two lab. Prerequisite: Admission to the Paramedic Program and appropriate score on assessment test or successful completion of ENG 085 and MAT 021; 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.

**EMS 241 PARAMEDIC II.** Six hours credit. This course provides a concentrated focus on the latest philosophies and techniques for recognizing and managing trauma patients. Five lecture; two lab. Prerequisite: EMS 240 and admission to the Paramedic Program.

**EMS 242 PARAMEDIC III.** Six hours credit. This course 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. Five lecture; two lab. Prerequisite: EMS 241 and admission to the Paramedic Program.

**EMS 243 PARAMEDIC IV.** Six hours credit. This course provides instruction in anatomy and physiology and management techniques for medical emergencies. Students will begin clinicals in a hospital setting. Four lecture; six lab. Prerequisite: EMS 242 and admission to the Paramedic Program.

**EMS 244 PARAMEDIC V.** Eight hours credit. This course provides instruction in drug and alcohol abuse, infectious diseases, environmental injuries, and geriatrics to enable the student to become a certified paramedic. Four lecture; eight lab. Prerequisite: EMS 243 and admission to the Paramedic Program.

**EMS 245 ADVANCED CARDIAC LIFE SUPPORT.** One hour credit. 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

## Emergency Medical Science -to- Environmental Science

Heart Association Advanced Cardiac Life Support (ACLS) provider certification and recertification requisites. One lecture. Prerequisite: Current Arizona Certified IEMT and above.

EMS 248 PARAMEDIC REFRESHER. Three hours credit. This course is designed to provide updated information and practical application refresher instruction to meet the minimum acceptable standards required for paramedic recertification. Two lecture; three lab. Prerequisite: Current or inactive paramedic certification.

EMS 250 TRAUMA LIFE SUPPORT. One hour credit. This course provides a concentrated focus on the latest philosophies and techniques for recognizing and managing trauma patients. Prerequisite: Current Arizona Certified Emergency Medical Technician. One lecture.

EMS 251 PEDIATRIC EDUCATION FOR PREHOSPITAL PROFESSIONALS (BASIC LIFE SUPPORT). One hour credit. This course provides a concentrated focus on the latest philosophies and techniques for recognizing and managing pediatric patients. One lecture. Prerequisite: Current Arizona Certified Emergency Medical Technician.

### ENGLISH

ENG 085 COLLEGE READING. Three hours credit. Consists of individual and group instruction in mastering a variety of reading-study techniques. Emphasis is placed upon the development of reading-study skills, comprehension, word attack, vocabulary improvement, outlining/summary writing and test-taking strategies. Three lecture. Prerequisite: Appropriate assessment test score.

ENG 088 ENGLISH REVIEW. Three hours credit. A study in English grammar designed to give the student competency over the structure of English and the writing of error-free sentences. Frequent practice in expressing ideas in sentences and short paragraphs. Assignment is based upon language deficiency as determined by assessment testing. Students will also be oriented to study skills necessary for success in college. Three lecture. Prerequisite: Appropriate assessment test score.

ENG 089 PRE-COLLEGE WRITING. Three hours credit. An intensive review of the fundamentals of grammar, word usage, punctuation, and sentence structure with emphasis on the fundamentals of paragraph structure and the writing of short essays to prepare the student for ENG 101. Three lecture. Prerequisite: Appropriate assessment test score.

ENG 101 ENGLISH COMPOSITION I. Three hours credit. Reviews the fundamentals of grammar, sentence structure and paragraphs. Includes extensive theme writing with emphasis on exposition and critical thinking. Three lecture. Prerequisite: ENG 085 and 089 or appropriate score on assessment test.

ENG 102 ENGLISH COMPOSITION II. Three hours credit. Introduction to literature with an emphasis on literary research and the argumentative research paper. Three lecture. Prerequisite: ENG 101 with a grade of "C" or better.

ENG 136 REPORT WRITING. Three hours credit. 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. Three lecture. Prerequisite: ENG 101.

ENG 138 CREATIVE WRITING I. Three hours credit. Designed to meet the demand of students who have a facility and interest in personal literary expression. Three lecture. Prerequisite: ENG 101 or Permission of Instructor.

ENG 139 CREATIVE WRITING II. Three hours credit. Designed to aid the student in developing his/her creative writing skills in a particular area: narrative fiction, poetry or drama. Three lecture. Prerequisite: ENG 138 or Permission of Instructor.

ENG 140 CREATIVE WRITING III. Three hours credit. Designed to aid the student in developing his/her creative writing skills in a particular area: narrative fiction, poetry or drama. Three lecture. Prerequisite: ENG 139 or Permission of Instructor.

ENG 233 ENGLISH LITERATURE I. Three hours credit. A general survey of the major works in English literature from Beowulf through Neoclassical periods is included. Three lecture. Prerequisite: ENG 101 or Permission of Instructor.

ENG 234 ENGLISH LITERATURE II. Three hours credit. A general survey of the major works in British literature from the Romantic poets through the early modern writers. Three lecture. Prerequisite: ENG 101 or Permission of Instructor.

ENG 235 AMERICAN LITERATURE I. Three hours credit. 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, Dickenson and Whitman are studied. Three lecture. Prerequisite: ENG 101.

ENG 236 AMERICAN LITERATURE II. Three hours credit. 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. Three lecture. Prerequisite: ENG 101 or Permission of Instructor.

ENG 255 LITERATURE OF THE AMERICAN WEST. Three hours credit. Both fictional and nonfictional works reflecting the character of the American West are covered. Three lecture. Prerequisite: ENG 101 or Permission of Instructor.

ENG 261 INTRODUCTION TO SHAKESPEARE I. Three hours credit. Major comedies, histories and tragedies are studied. Three lecture. Prerequisite: ENG 101 or Permission of Instructor.

### ENVIRONMENTAL SCIENCE

ENV 101 ENVIRONMENTAL SCIENCE. Four hours credit. This introductory course examines human influence on the environment. Basic ecological concepts are explored and major environmental problems including population growth, pollution, resource overuse, ecosystem degradation, and the loss of biodiversity are evaluated for causes and solutions. The relationship between society, politics and the environment is also examined. Three lecture; three lab. Prerequisite: Must have passed ENG 085, 089 and MAT 021 or attained an appropriate score on assessment or Permission of Instructor.

# Fire Science -to- French

## FIRE SCIENCE

FSC 101 HAZARDOUS MATERIAL AWARENESS. One-half hour credit. The course is designed for a basic understanding of hazardous material classification, substances, and the resources needed in an environment. One-half lecture.

FSC 111 HAZARDOUS MATERIALS FIRST RESPONDER. One and one-half hours credit. This course will prepare first on scene public safety responders with the awareness needed to identify those indicators and dangers of a hazardous material environment. One and one-half hour lecture.

FSC 115 DOMESTIC PREPAREDNESS. One and one-half hours credit. This course is designed to develop an awareness of the issues involved with international and domestic terrorism. The areas of concern are radiological (Nuclear), biological (B) and chemical (C) hazardous material agents (NBC). The course targets public safety, emergency responders, government, and business personnel. One and one-half hour lecture.

FSC 130 INTRODUCTION TO FIRE DEPARTMENT ORGANIZATION AND OPERATIONS. Three hours credit. A history of fire service, its role in the community, familiarization with fire department equipment, emergency and rescue operations, extinguishment methods and techniques, and a study of fire characteristics and behavior. Three lecture.

FSC 131 FIRE APPARATUS AND HYDRAULICS. Four hours credit. Principles of care, maintenance and operation of fire apparatus and pumps. Principles of hydraulics and pumping utilizing basic calculations relating to friction loss and water supply. Three lecture; two lab. Prerequisite: MAT 021 or appropriate score on assessment test.

FSC 133 FUNDAMENTALS OF FIRE PREVENTION. Three hours credit. Surveys the fundamentals of fire prevention, including techniques, procedures, regulations, enforcement, and hazards in ordinary and special occupancies, supplemented by field trips. Three lecture.

FSC 140 FIRE DEPARTMENT OPERATIONS I. Four hours credit. Designed to introduce the new recruit to operations of the fire department. The course covers all aspects of fire department operations, including equipment and personnel policies. Three lecture; three lab. Prerequisite: Candidates must be sponsored by a fire agency.

FSC 160 LEADERSHIP AND TEAM DYNAMICS IN PUBLIC SAFETY. Three hours credit. Course emphasis is to provide fire and law enforcement personnel the skills necessary to be an effective leader in a public safety 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. Three lecture.

FSC 190L FIRE INSTRUCTOR CERTIFICATION. Three hours credit. This course will instruct fire fighters in adult education, curriculum development and assessment. Three lecture. Prerequisite: FSC 140 and 240 and three years in service.

FSC 211 COMPREHENSIVE HAZARDOUS MATERIALS. Three hours credit. This course provides the student with an extensive understanding of hazardous material classification, substances, and environment. It will provide a logical systematic process for responding to and managing hazardous material emergencies. Three lecture.

FSC 220 FIREFIGHTER OCCUPATIONAL HEALTH AND SAFETY. Three hours credit. An information base to reduce injuries to firefighting personnel. Emphasis is placed on awareness, training and research of equipment to develop a safety program meeting the needs of the fire service. Three lecture. Prerequisite: FSC 130 or 140.

FSC 233 BUILDING CONSTRUCTION FOR FIRE SAFETY. Three hours credit. Instruction in safety for firefighters on the fire ground. Effects of fire and heat on various types of building construction resulting in loss of structure will be explored. Includes signs and symptoms of structural damage. Three lecture.

FSC 235 FIRE SUPPRESSION STRATEGY AND TACTICS. Three hours credit. The art of using manpower, equipment and apparatus on the fire ground is covered. Included are practical methods of how to attack, control and extinguish structural, oil and other types of fires. Will include field exercises. Two lecture; two lab. Prerequisite: FSC 130 or 140.

FSC 236 INTRODUCTION TO FIRE CAUSE AND ORIGIN. Three hours credit. This course covers methods of determining area and point of fire origin; path of fire travel; fire causes; recognizing and preserving evidence; interviewing witnesses; arson laws and types of arson fires; court testimony, and reports and records. Three lecture.

FSC 238 HAZARDOUS MATERIALS TECHNICIAN. Six hours credit. This course addresses the minimum competencies required to meet state and national objectives for response to and control of hazardous materials emergencies. Areas covered include: fundamentals of chemistry used in the fire service; chemistry of flammable, toxic, reactive, corrosive and unstable materials; container used for storage and transportation; and equipment used to control hazardous materials emergencies. Course also includes strategic and tactical considerations for hazardous materials incidents as well as laws and standards related to storage, use and transportation. Considerations for human and environmental safety, toxicology and sampling of unknown substances are also addressed. Four lecture; four lab. Prerequisite: Candidates must be sponsored by an official emergency services agency.

FSC 240 FIRE DEPARTMENT OPERATIONS II. Four hours credit. A continuation of FSC 140. Three lecture; three lab. Prerequisite: FSC 140 and candidates must be sponsored by an official emergency services agency.

FSC 241 FIRE DEPARTMENT SUPERVISION AND MANAGEMENT. Three hours credit. Administrative methods for the fire department in fire safety, department organization and personnel supervision. Includes elements of management needed for the fire department first level supervisor. Three lecture. Prerequisite: FSC 240 or Firefighter II Certificate.

## FRENCH

FRE 101 ELEMENTARY FRENCH I. Four hours credit. This course develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension. Four lecture; one lab. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

FRE 102 ELEMENTARY FRENCH II. Four hours credit. This course develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension. A

## French -to- German

continuation of FRE 101. Four lecture; one lab. Prerequisite: FRE 101.

**FRE 131 CONVERSATIONAL FRENCH I.** Three hours credit. This course emphasizes the simple conversational approach to learning French with conversation built on basic vocabulary, grammar and sentence structure. Three lecture.

**FRE 201 INTERMEDIATE FRENCH I.** Four hours credit. This course 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. Four lecture; one lab. Prerequisite: FRE 102 or Permission of Instructor.

**FRE 202 INTERMEDIATE FRENCH II.** Four hours credit. 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. Four lecture; one lab. Prerequisite: FRE 201 or Permission of Instructor.

### GEOGRAPHY

**GHY 142 LAND NAVIGATION AND GPS.** Two hours credit. This course provides the student with an opportunity to investigate various methods of land navigation using a compass, map and GPS receiver. Student learning will be enhanced by participation in a required field trip where land navigation techniques discussed in the classroom will be practiced. Two lecture.

**GHY205 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS.** Three hours credit. Introduction to GIS concepts such as map projections and coordinating systems, geocoding, attribute and database management and manipulating queries as applied to spatial analysis mapping. Students will learn GIS skills using ArcView and other GIS software. Two lecture; three lab. Prerequisite: CIS 110 or Permission of Instructor.

**GHY 212 INTRODUCTION TO METEOROLOGY.** Four hours credit. 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. Three lecture; three lab. Prerequisite: ENG 085, 089 and MAT 021 or appropriate score on assessment.

**GHY 240 WORLD REGIONAL GEOGRAPHY.** Three hours credit. This course investigates the basic physical and cultural elements of world regional geography. Three lecture. Prerequisite: Successful completion of ENG 085 and 089 or appropriate score on assessment test.

### GEOLOGY

**GLG 101 PHYSICAL GEOLOGY.** Four hours credit. 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. Three lecture; three lab. Prerequisite: ENG 085, 089 and MAT 021 or appropriate score on assessment.

**GLG 102 HISTORICAL GEOLOGY.** Four hours credit. 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. Three lecture; three lab. Prerequisite: ENG 085, 089 and MAT 021 or appropriate score on assessment.

**GLG 110 ENVIRONMENTAL GEOLOGY/NATURAL DISASTERS.** Four hours credit. 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. Three lecture; three lab. Prerequisite: ENG 085, 089 and MAT 021 or appropriate score on assessment.

**GLG 140 INTRODUCTION TO OCEANOGRAPHY.** Four hours credit. 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. Note: There may be an extended field trip in this course, which would require student expenditures beyond normal registration costs. Three lecture; three lab. Prerequisite: Appropriate score on assessment test or successful completion of MAT 021.

**GLG 280 GEOLOGY OF ARIZONA.** Three hours credit. An examination of the geologic regions and tectonic history of Arizona including the study of rocks and minerals, fossils, stratigraphic relationships, desert landscape evolution, and emplacement of ore bodies. Three lecture. Prerequisite: GLG 101 and 102 or Permission of Instructor.

**GLG 285 FIELD GEOLOGY.** One hour credit. Develop skills in the field identification of rocks and minerals, the interpretation and mapping of rock units, and the integration of stratigraphic and structural relationships through practice and applying geologic field techniques and reporting. Three lab. Prerequisite: GLG 101 and 102 or Permission of Instructor.

### GERMAN

**GER 131 CONVERSATIONAL GERMAN I.** Three hours credit. This course emphasizes the conversational approach to learning German with conversation built on basic vocabulary, grammar and sentence structure to enable the student to communicate socially, in the workplace or while traveling. Three lecture.

# Health Science - to - Heating, Ventilation & Air Conditioning

## HEALTH SCIENCE

HES 101 INTRODUCTION TO PHLEBOTOMY. Four hours credit. 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. Three lecture; two lab. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and co-requisite of concurrent enrollment in HES 102.

HES 102 PHLEBOTOMY PRACTICUM. Four hours credit. Application of basic phlebotomy techniques in the clinical setting. This course provides the student the opportunity of practical experience in a health care setting.. Eight lab. Co-requisite of concurrent enrollment in HES 101

HES 103 BACK OFFICE I. Three hours credit. This course is an introduction to the role of the Medical Assistant in an ambulatory care setting. Legal/ethical aspects of the health care system are discussed. Principles and procedures for obtaining and recording vital signs, infection control, physical assessments and assisting with procedures are introduced. Two lecture; two lab. Prerequisite: HES 113, HES 129 or Permission of Instructor.

HES 104 BACK OFFICE II. Four hours credit. An introduction to basic microbiology, hematology, phlebotomy and electrocardiology. Principles and procedures for medication administration and specimen collection and handling are introduced. Three lecture; two lab. Prerequisite: HES 103, 128, or Permission of Instructor.

HES 106 MEDICALASSISTANT EXTERNSHIP. Three hour credit. A comprehensive practicum providing actual experience in back office areas in a medical setting. Emphasis is on application of knowledge and skills developed in the Medical Assistant Program. Six lab. Prerequisite: EMS 120, HES 103, 104,128, and 129.

HES 110 MASSAGE TECHNIQUES. Two hours credit. Instruction in massage, passive movement and acupressure techniques to reduce stress, relieve muscle pain and promote relaxation and mental and physical well-being. Movements and stretches for self-care also taught. Upon completion of this course student will be able to give a competent, whole-body massage. One lecture; two lab.

HES 113 MEDICAL TERMINOLOGY. Three hours credit. This course 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. Three lecture.

HES 114 HEALTH UNIT COORDINATOR. Four hours credit. Provides students with the knowledge and skills necessary to function as an acute care health unit coordinator. Prepares students for the National Certification Examination for health unit coordinators. Three lecture; two lab.

HES 120 REFLEXOLOGY AND OTHER THERAPEUTIC MODALITIES. Two hours credit. Introduces specialized applications of massage therapy. Techniques of reflexology, acupressure, myofascial release, aromatherapy, polarity and Trager therapy will be discussed. One and one-half lecture; one lab.

HES 128 PHARMACOLOGY: ALLIED HEALTH OCCUPATIONS. Three hours credit. 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. Three lecture. Prerequisite: Assessment test or successful completion of AED 085 or MAT 020

HES 129 ALLIED HEALTH ANATOMY AND PHYSIOLOGY. Three hours credit. This course will acquaint the student with human anatomy, structure and function of the human body. This course is designed for students pursuing an allied health occupation degree or certificate. Three lecture. Prerequisite: Appropriate score on assessment or successful completion of ENG 085 and HES 113.

HES 150 THERAPEUTIC TOUCH AND ENERGY BASED THERAPY. Three hours credit. This course will provide an in-depth analysis and demonstration of energy based therapies. Students will learn the techniques and applications of therapeutic touch. Two lecture; two lab.

HES 226 HEALTH FOR VOCATIONAL EDUCATORS. One hour lecture. Provides opportunity for teachers with Designated Subjects, Vocational and Adult teaching credentials to meet the requirements of the California Commission on Teacher Credentialing in the area of Health Education. This course will also provide important health information to any teacher in either a private or public school. Topics of general information such as emergency response to injury spread of infection and healthy living as well as other health issues of importance to teachers will be discussed. One lecture.

## HEATING, VENTILATION & AIR CONDITIONING

HVA 101 INTRODUCTION TO HVAC. Six hours credit. Introduction to HVAC provides the basic principles of heating, ventilating, and air conditioning, and career opportunities in HVAC. Trades mathematics, copper and plastic piping practices, soldering, basic electricity, and the safe use and maintenance of the tools of the trade are covered. This class prepares students to take the EPA test for HVAC. Six lecture. Prerequisite and/or co-requisite: ITP100.

HVA 102 INTERMEDIATE HVAC. Six hours credit. Students examine air distribution systems, chimneys, vents and flues, alternating current, basic electronics, electric heating, metering devices, compressors and heat pumps. Students will develop maintenance skills for the service technician including troubleshooting control circuits and explore the basic principles, processes, and devices used to control humidity and air cleanliness. Six lecture. Prerequisite: ITP100 and HVA 101.

HVA 103 ADVANCED HVAC. Six hours credit. Students evaluate planned maintenance and begin troubleshooting HVAC systems. Students work with hydronic heating and cooling systems, airside systems, and explore air properties and air system balancing. (Lecture/lab ratio to be determined) Prerequisite: ITP100, HVA 101 and HVA 102.

HVA 104 MASTERY HVAC. Six hours credit. Students analyze building management systems and heating and cooling system design. Students evaluate indoor air quality, energy conservation equipment, and water treatment. Techniques for

## Heating, Ventilation, Air Cond. -to- Hotel & Rest. Management

advanced blueprint reading, system startup and shutdown procedures, and commercial and industrial refrigeration are also explored. Six lecture. Prerequisite: ITP 100, HVA101, HVA 102, and HVA 103.

### HISTORY

**HIS 100 HISTORY OF MOHAVE COUNTY.** Three hours credit. This course is a historical investigation of the development of Mohave County from its basic geographic formation to the political and social issues that effect it today. Major areas of study include: geographic formation; Native Americans, Spanish, Euro-American influences; river commerce; water reclamation; mining; ranching; railroads; cities and towns; and political changes. Three lecture.

**HIS 131 HISTORY OF THE UNITED STATES I.** Three hours credit. 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. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

**HIS 132 HISTORY OF THE UNITED STATES II.** Three hours credit. A continuation of the survey of the United States history from the period of reconstruction to the present day. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

**HIS 135 WESTERN CIVILIZATION I.** Three hours credit. 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. Three lecture. Prerequisite: Appropriate score on assessment test or successful competition of ENG 085 and 089.

**HIS 136 WESTERN CIVILIZATION II.** Three hours credit. A continuation of Western Civilization starting with the Peace of Westphalia in 1648 and proceeding to the Twentieth Century. Three lecture. Prerequisite: Appropriate score on assessment test or successful competition of ENG 085 and 089.

**HIS 137 TWENTIETH CENTURY WORLD HISTORY.** Three hours credit. This is 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. Three lecture. Prerequisite: Appropriate score on assessment test or successful competition of ENG 085 and 089.

**HIS 234 HISTORY OF INDIANS OF NORTH AMERICA.** Three hours credit. This class is 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. Three lecture. Prerequisite: Appropriate score on assessment or successful completion of ENG 085 and 089.

**HIS 274 HISTORY OF MEXICO.** Three hours credit. This course 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. Three lecture. Prerequisite: Appropriate score on assessment or successful completion of ENG 085 and 089.

**HIS 281 LATIN AMERICAN HISTORY.** Three hours credit. This course surveys Latin American history from Colonialism and Independence to the present day. Three lecture. Prerequisite: ENG 085 and 089 or appropriate score on assessment test.

### HOTEL AND RESTAURANT MANAGEMENT

**HRM 100 INTRODUCTION TO HOTEL AND RESTAURANT MANAGEMENT.** Three hours credit. An introduction to the food and lodging industry. Travel, tourism, meetings, conventions and expositions, leisure and recreation are explored. Sales and marketing, human resource management and the gaming environment are also introduced. Three lecture.

**HRM 210 FRONT OFFICE MANAGEMENT.** Three hours credit. A study of the organization, performance and evaluation of the front office functions, relationships between hotel departments, guest services and yield management. Establishing room rates, forecasting room availability and budgeting are also covered. Three lecture.

**HRM 214 HOTEL/MOTEL SECURITY MANAGEMENT.** Three hours credit. This course explores individualized security programs including safety programs, a variety of security and safety equipment and procedures and OSHA regulations that apply to lodging properties. Guest protection and internal security for asset protection are also covered. Three lecture.

**HRM 220 HOTEL FACILITIES MANAGEMENT.** Three hours credit. A study of housekeeping administrative, structural planning and management concepts. Housekeeping department technical skills including descriptions of material, inventory techniques, linen and laundry room management and the function of cleaning are also covered. Three lecture.

**HRM 240A FOOD SERVICE SYSTEMS MANAGEMENT.** Two hours credit. A study of service, planning and control, purchasing, food production and sanitation. Maximizing service, efficiency, productivity and meeting the nutritional demands of today's guests are also covered. Two lecture.

**HRM 240B SERVS SAFE CERTIFICATION.** One hour credit. Students receive effective food-training. Food safety is a part of successful food management, which raises the quality of food service establishments, lowers costs and increases profitability. Students are required to successfully complete the ServSafe Food Protection Manager Certification Examination to pass this course. One lecture.

**HRM 245 PURCHASING FOR HOSPITALITY.** Three hours credit. Develop and implement effective purchasing programs that focus on issues pertaining to supplier relations and selection, negotiation and evaluation. Students will have the opportunity to test for the American Hotel and Motel Association certificate of proficiency. Three lecture.

**HRM 254 HOSPITALITY SALES AND ADVERTISING.** Three hours credit. Explore the world of continuous sales efforts to fill guestrooms, dining rooms, lounges and meeting space to maintain a profitable level of business. In-depth applications of marketing, sales advertising and promotion within the hospitality industry are covered. Three lecture. Prerequisite: HRM 100 or Permission of Instructor

**HRM 270 HOTEL AND RESTAURANT INFORMATION SYSTEMS.** Three hours credit. Hotel and restaurant informa-

# Hotel & Restaurant Management -to- Jewelry

tion systems are studied. Computer-based reservation systems, rooms management and guest accounting applications, property management system interfaces, hotel sales, food service and catering, and accounting applications are also discussed. Three lecture. Prerequisite: CIS 110 or Permission of Instructor.

## HUMANITIES

**HUM 101 INTRODUCTION TO THE HUMANITIES.** Three hours credit. Humanistic values are examined through the study of major art forms. This course will emphasize personal, societal, ethnic, racial, gender, global and historical factors which have influenced the expression of human values through the arts. Three lecture. Prerequisite: Successful completion of ENG 085 and 089 or appropriate score on assessment test.

**HUM 250 INTRODUCTION TO CINEMA.** Three hours credit. 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 animation, literature transferred to film, theatre transferred to film, special effects and documentaries. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089, or Permission of Instructor.

## INDUSTRIAL TRADES PROGRAM

**ITP 100 INDUSTRIAL BASIC SKILLS TRAINING.** Three hours credit. Students will develop the ability to listen effectively, become an effective team player, and work in a diverse society while mastering basic safety, math, hand and power tools usage, blueprint reading, and rigging. Three lecture.

## ITALIAN

**ITL131 CONVERSATIONAL ITALIAN I.** Three credit hours. This course will provide a basic introduction to the Italian language with the aim of developing the ability to use language effectively for purposes of practical communication, and to form a base for oral and grammatical skills. Three lecture.

## JAPANESE

**JPN 101 ELEMENTARY JAPANESE I.** Five hours credit. This course teaches the fundamental language skills: speaking, listening comprehension, writing and reading comprehension. Five lecture; one lab. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

## JEWELRY

**JWL138 JEWELRY AND SILVERSMITHING I.** Three hours credit. An introduction to silversmithing and basic jewelry-making techniques. Areas explored in this course should include: design for jewelry, layout, cutting, sawing and piercing, shaping and fitting, joining, soldering, annealing and pickling, basic stone setting with bezel and prongs, filing, sanding, grinding, buffing and polishing, texturing and surface decoration, findings, and elementary forging and forming techniques. Students will demonstrate their understanding of the areas introduced through the production of jewelry products. Two lecture; three lab.

**JWL 139 JEWELRY AND SILVERSMITHING II.** Three hours credit. A continuation of the study of basic jewelry-making techniques and silversmithing. New areas explored include: forging and forming techniques, dapping, repousse and chasing, bead making, chains, hinges, and cold connections. Students will demonstrate their ability to perform basic metal-working techniques through the production of jewelry projects. Two lecture; three lab. Prerequisite: JWL138 or Permission of Instructor.

**JWL140 LAPIDARY I.** Three hours credit. An introduction to lapidary work. Areas introduced include: the identification of common minerals and gemstones used in lapidary; the care and use of lapidary equipment; and techniques used in processing lapidary materials by cutting, shaping and polishing. Students will demonstrate their understanding of areas introduced through the production of finished cabochons from agate, obsidian or jasper type stones. Two lecture; three lab.

**JWL141 LAPIDARY II.** Three hours credit. A continuation of the study of lapidary with an emphasis on the development of skill in increasingly more difficult processes and techniques. Areas explored in this course include: cutting and polishing more difficult forms, such as free forms, hearts and crosses and an introduction to more lapidary materials such as jade and turquoise. Students will demonstrate their understanding of areas introduced through the production of lapidary projects. Two lecture; three lab. Prerequisite: JWL 140 or Permission of Instructor.

**JWL 145 ENAMELING.** Three hours credit. An introduction to enameling, including the basic process and techniques used in enameling. Areas explored include: enamels and their various methods of application; treatment of the metal, including shaping, etching and texturing for application as the base for enamels; the firing process, temperatures, tools and equipment. Students will demonstrate their understanding in the areas introduced through the completion of enameled jewelry and related objects. Two lecture; three lab. Prerequisite: JWL 138.

**JWL 160 MAKING NAVAJO-STYLE JEWELRY.** Two hours credit. This course teaches the student to design and fabricate traditional and contemporary Navajo-style jewelry. Instruction includes fabrication of framework; use of lapidary equipment; and selection, grinding, fitting and polishing of proper gemstones and metal materials. One lecture; two lab.

**JWL 162 MAKING ZUNI-STYLE JEWELRY.** Two hours credit. This course teaches the student to design and fabricate traditional and contemporary Zuni-style jewelry. Instruction includes fabrication of framework; use of lapidary equipment; and selection, grinding, fitting, and polishing of proper gemstones and metal materials. One lecture; two lab.

**JWL 237 JEWELRY CASTING.** Three hours credit. An introduction to nonferrous metal casting techniques as employed in the making of jewelry. Casting techniques introduced include lost wax/investment casting and sand casting. Students will demonstrate their understanding of design concepts, wax design, casting and jewelry-making techniques introduced through the production of jewelry projects. Two lecture; three lab. Prerequisite: JWL 138 or Permission of Instructor.

**JWL 238 JEWELRY AND SILVERSMITHING III.** Three hours credit. An introduction to intermediate-level techniques of jewelry-making and silversmithing, such as: enameling, electroplating, channel work, inlay, engraving, hollowware, and/or other current special interest areas needed. Students will demonstrate their understanding of design and jewelry-making

## Jewelry - to - Mathematics

techniques through the production of jewelry projects. Two lecture; three lab. Prerequisite: JWL 139 or Permission of Instructor.

**JWL 239 JEWELRY AND SILVERSMITHING IV.** Three hours credit. Individual study in jewelry-making and silversmithing with the emphasis on design, craftsmanship and technique. This course is designed to provide students with the opportunity to conduct in-depth research, develop technical capabilities and demonstrate their abilities through the production of projects as deemed appropriate or assigned by the instructor. Two lecture; three lab. Prerequisite: JWL 238 or Permission of Instructor.

**JWL240 LAPIDARY III.** Three hours credit. A continuation of the study of lapidary with an emphasis on the development of the student as a skilled craftsman. Areas explored in this course will include: an introduction to carving and an introduction to faceting with a continuation of the development of skill and understanding of cutting cabochons and other forms. Students will demonstrate their understanding and skill with the production of finished lapidary projects. Two lecture; three lab. Prerequisite: JWL141 or Permission of Instructor.

**JWL 241 FACETING.** Three hours credit. An introduction to advanced faceting skills. Areas explored in this course include history and development of faceting, introduction to faceting equipment and accessories, care and use of cutting laps, fabrication in class of cutting and polishing laps, performing equipment, use and care of preforming equipment, selection of gem material, cutting and polishing sequence, special properties of various gem materials, orientation and rough cutting of faceting rough, classification of gem material, methods of cutting tables, pricing and marketing of gems, and actual production of the gem by the student. Two lecture; three lab. Prerequisites: JWL 140, 141, or 240, or Permission of Instructor.

**JWL 249 ADVANCED JEWELRY TECHNIQUES.** Three hours credit. Designed to provide students with individualized study in alternate jewelry metals, production work and repair and maintenance of jewelry. Metals such as copper, brass, bronze and related alloys will be explored with emphasis on more advanced techniques and projects utilizing these materials in conjunction with traditional gold and silversmithing methods and materials. Students will demonstrate their ability by completing assigned problems and other related projects as deemed appropriate by the instructor. Two lecture; three lab. Prerequisite: JWL239, or 240, or Permission of Instructor.

**JWL252 CHANNELWORK.** Three hours credit. Designed to meet the needs of the student who wants to concentrate on the design and construction of jewelry using channel-type inlay. Specific areas of jewelry-making and lapidary that apply to channel work will be covered. These areas include: design considerations for channel jewelry; constructing the framework; selecting, cutting, fitting and polishing inlay materials; and finishing. Students will demonstrate their understanding of the areas explored through the production of jewelry projects. One lecture; four lab. Prerequisite: JWL138 and 140 or Permission of Instructor.

**JWL253 ADVANCED CHANNELWORK.** Three hours credit. Covers advanced skill in design and construction of channel-type inlay jewelry. Areas covered include: design, construction of framework, selecting materials, fitting and polishing of inlay material and surrounding metal. One lecture; four lab. Prerequisite: JWL252.

**JWL 257 ADVANCED CASTING.** Three hours credit. A continuation of the study of nonferrous metal casting techniques as employed in the making of jewelry. Students will have an opportunity to increase their understanding and skill in pattern design, casting and related jewelry-making techniques through the development and execution of advanced problems. Two lecture; three lab. Prerequisite: JWL 237 or Permission of Instructor.

**JWL 260 MULTI-CULTURAL SOUTHWEST JEWELRY.** Three hours credit. This course teaches the student to design and fabricate traditional and contemporary Navajo, Hopi and Zuni style jewelry. Includes instruction on design; construction of framework; use of lapidary equipment; channeling techniques; and selection, cutting, fitting and polishing of various gemstone and metal materials. Two lecture; three lab.

**JWL 291 SPECIAL PROJECT.** One hour credit. Specialized study in a specific area of jewelry and silversmithing such as: alloys, stonsetting, hot bead work, granulation, diffusion or advanced tool making. Students will demonstrate their ability in the chosen area by completing research, samples and finished projects. Two lab. Prerequisite: JWL239.

## MATHEMATICS

**MAT 020 MATH ESSENTIALS.** Three hours credit. This course provides review and practice of the basic arithmetic operations using whole numbers, fractions, decimals, proportions and percents. Basic geometric concepts are also reviewed. Students will also receive a brief introduction to dimensional analysis using the English system of measurement as well as the arithmetic of signed numbers. Three lecture. Prerequisite: Appropriate score on the assessment test.

**MAT 021 PREALGEBRA.** Four hours credit. Bridging basic arithmetic and beginning algebra, this course integrates basic concepts of algebra, negative numbers, simple algebraic fractions, exponents, square roots, polynomials, solving equations, graphing linear equations, and factoring with a review of arithmetic including concepts of ratio, proportion, percentage, simple geometry, and unit analysis. Four lecture. Prerequisite: AED 085, MAT 020, or satisfactory placement on the mathematics placement exam.

**MAT 031 INTRODUCTION TO ALGEBRA.** Four hours credit. A beginning course in algebra including operation with signed numbers, exponents, linear equations, systems of equations, polynomials, graphs, radicals, and quadratic equations. Also covered are study strategies and the development of proper mathematical writing skills. Four lecture. Prerequisite: Appropriate score on assessment test or successful completion of MAT 021.

**MAT 083 KEYSTROKES FOR THE TI-83 PLUS GRAPHING CALCULATOR.** One-half hour credit. This course is intended to explain some of the uses and keystrokes of the TI-83 plus graphing calculator. The class is proposed to help those students who will be taking MAT 121 or 151. One-half lecture. Prerequisite: Must have calculator for use in class. Available through the bookstore.

**MAT 121 INTERMEDIATE ALGEBRA.** Four hours credit. Extends and strengthens concepts covered in Introduction to Algebra, including linear equations, inequalities and functions, systems of linear equations, operations on polynomials, rational expressions and functions, quadratic equations, inequalities,



# Mathematics - to - Music

and functions, and an introduction to exponential and logarithmic functions. Prerequisite: Passing grade (S) in MAT 031 or appropriate placement test score.

**MAT 151 COLLEGE ALGEBRA.** Four hours credit. College Algebra is the study and analysis of elementary functions, equations and inequalities, (polynomial, exponential, logarithmic), conic sections, systems of equations and matrices, and sequences and series, with an emphasis on problem solving and multiple representations. Prerequisite: MAT 121 with C or better, or placement test score. Four lecture.

**MAT 142 COLLEGE MATHEMATICS.** Three hours credit. 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. Three lecture. Prerequisite: Successful completion of MAT 121 with a "C" or better or appropriate score on assessment test.

**MAT 151 COLLEGE ALGEBRA.** Four hours credit. 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. Four lecture. Prerequisite: Appropriate assessment test score or successful completion of MAT 121 with a "C" or better.

**MAT 160 MATH FOR ELEMENTARY TEACHERS I.** Three hours credit. 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. Three lecture. Prerequisite: Appropriate score on assessment or successful completion of MAT 142, or 151.

**MAT 161 MATH FOR ELEMENTARY TEACHERS II.** Three credit hours. 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. Three lecture. Prerequisite: MAT 160

**MAT 181 PLANE TRIGONOMETRY.** Three hours credit. A study of trigonometric functions and identities, inverse trigonometric functions, polar equations, solutions of right and oblique triangles, and DeMoivre's Theorem. Three lecture. Prerequisite: MAT 151 with a grade of "C" or better.

**MAT 201 FINITE MATHEMATICS.** Three hours credit. Topics include systems of linear equation, matrices, linear programming, combinations and permutations, probability, statistics, Markov processes, and mathematical models. Three lecture. Prerequisite: MAT 151 with a "C" or better.

**MAT 211 INTRODUCTORY STATISTICS.** Three hours credit. The basic concepts and techniques of statistics are studied, including frequency distribution, measures of central tendency, measure of dispersion, correlation, regression, and statistical decision-making. Three lecture. Prerequisite: MAT 151 or 142 with a grade of "C" or better.

**MAT 212 BRIEF CALCULUS.** Three hours credit. A study of elementary topics in differential and integral calculus of elementary functions with applications in business and social science. Three lecture. Prerequisite: MAT 151 with a "C" or better.

**MAT 221 ANALYTIC GEOMETRY AND CALCULUS I.**

Four hours credit. A study of the differential and integral calculus of elementary functions, with applications to geometry mechanics. Four lecture. Prerequisite: Successful completion of MAT 181.

**MAT 231 ANALYTIC GEOMETRY AND CALCULUS II.** Four hours credit. 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. Four lecture. Prerequisite: Successful completion of MAT 221.

**MAT 241 ANALYTIC GEOMETRY AND CALCULUS III.** Four hours credit. This course consists of a study of vectors, the geometry of space, vector-valued functions, functions of several variables, partial differentiation, gradients, multiple integration and vector analysis. Four lecture. Prerequisite: Successful completion of MAT 231.

**MAT 260 INTRODUCTION TO DIFFERENTIAL EQUATIONS.** Four hours credit. 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. Four lecture. Prerequisite: MAT 241 with a "C" or better.

## MEDICALASSISTANT

**MEA 114 LABORATORY TECHNIQUES.** Three hours credit. 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. One lecture; four lab. Prerequisites: HES 103, HES 104, HES 113, HES 129.

**MEA 203 DISEASE CONDITIONS.** Three hours credit. Presents the basic concepts of diseases, their courses and functional disturbances as they relate to body systems. Includes the precipitating risk factors and appropriate methods of patient education regarding various disease processes. . Three lecture. Prerequisites HES 113, HES 129

## MUSIC

**MUS 101 APPRECIATION AND LITERATURE OF MUSIC.** Three hours credit. 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. Three lecture. Prerequisite: Appropriate score on assessment test.

**MUS 102 FUNDAMENTALS OF MUSIC.** Two hours credit. 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. Two lecture.

**MUS 103 INTEGRATED BASIC MUSIC THEORY I.** Three hours credit. Concepts include notation, scales, modes, intervals, basic four-part writing. Related instruction on development of aural skills through sight singing and dictation. Three lecture; two lab.

## Music - to - Nursing

**MUS 103 INTEGRATED BASIC MUSIC THEORY II.** Three hours credit. Emphasis is on styles, techniques, and idioms of eighteenth century music. Related instruction on continued development of aural skills through sight singing and dictation. Three lecture; two lab. Prerequisite: MUS 103 or Permission of Instructor.

**MUS 120 CLASS GUITAR.** One hour credit. Beginning self-paced instruction on acoustic guitar with emphasis on tuning methods, chords and finger styles, note reading and basic music theory, and techniques for playing. No guitars provided. Two lab.

**MUS 121 ADVANCED CLASS GUITAR.** One hour credit. A continuation of MUS 120 with emphasis on alternate chording, bar chords, scales, techniques and appropriate repertoire for the guitar. No guitars provided. Two lab. Prerequisite: MUS 120.

**MUS 122 LIVE SOUND REINFORCEMENT.** Three hours credit. Basic principles of live sound engineering. Emphasis on signal flow, acoustic, sound reinforcement set-ups and installation, signal processing, microphone selections and placement. Includes setting up sound systems and mixing live music. Two lecture; two lab.

**MUS 130 CLASS PIANO I.** One hour credit. Beginning piano instruction with emphasis on keyboard fundamentals, technique and music reading. Open to all students (music majors and non-music majors). Two lab.

**MUS 131 CLASS PIANO II.** One hour credit. Intermediate piano instruction with emphasis on melodic and chordal patterns, technique, harmonization and transposition at the keyboard. Two lab. Prerequisite: MUS 130 or Permission of Instructor.

**MUS 133 CLASS VOICE I.** One hour credit. Open to all students in the College. An introductory class for the development of singing technique, musicianship, diction, performance, and song repertoire. One lecture; one lab. Prerequisite: Permission of instructor.

**MUS 134 CLASS VOICE II.** One hour credit. Continuation of Class Voice I. Emphasis on building vocal technique systematically through performance of solo vocal literature and vocal exercises. One lecture; one lab. Prerequisite: MUS 133 and Permission of Instructor.

**MUS 145 INTRODUCTION TO JAZZ HISTORY.** Three hours credit. A survey of the history of Jazz, its origin, development and styles. Three lecture.

**MUS 153 ROCK MUSIC AND GUITAR.** Three hours credit. History of Rock music and how cultural, social, political and economic conditions have shaped its evolution. Three lecture.

**MUS 162 APPLIED STUDIO INSTRUCTION.** One-two hours credit. Individual self-paced instruction with emphasis on skill development, technique, musicianship, pedagogy, and literature for string, brass, woodwind, percussion, guitar, organ, keyboard, electronic instruments, or voice. One-half hour lesson per week for each credit hour. One-half lecture; one lab per credit hour.

**MUS 211 COLLEGE CHOIR.** One hour credit. 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. Three lab.

**MUS 214 VOCAL ENSEMBLE.** One hour credit. A select vocal ensemble specializing in the rehearsal and performance of vocal chamber music and or vocal jazz. May be repeated for credit. Two lab.

**MUS 216 COLLEGE BAND.** One hour credit. 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. Three lab.

**MUS 218 JAZZ BAND.** One hour credit. A select instrumental ensemble specializing in the rehearsal and performance of instrumental jazz idioms. May be repeated for credit. Two lab.

**MUS 261 COLLEGE ORCHESTRA.** One hour credit. Open to all students in the college with a background in instrumental music on an orchestral instrument and to interested orchestra musicians in the community. Course content includes preparation and performance of original orchestral works. May be repeated for credit. Three lab.

## NURSING

**NUR 111 ARTICULATION TO RN PROGRAM.** Two hours credit. Focus on individuals and families in well-defined practice settings within the framework of transition. Includes situational transitions of certified healthcare workers to registered nurse student role. Introduces content beyond healthcare worker level to assist student in bridging to RN level. Two lecture. Prerequisite: Admission to the Nursing Program and two years experience in a healthcare field or a healthcare worker certificate that meets Arizona regulations.

**NUR 115 NURSING ASSISTANT.** Six hours credit. 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. Five lecture; three lab. Prerequisite: Appropriate score on assessment test, completion of ENG 085 and Healthcare Provider level CPR.

**NUR 121 NURSING I.** Eight hours credit. Within the framework of transitions, the focus is on individuals 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 and communications skills. Five lecture; nine lab. Prerequisite: Admission to the Nursing Program.

**NUR 122 NURSING II.** Eight hours credit. 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 and nutrition are integrated throughout the

# Nursing

course. Four lecture; twelve lab. Prerequisite: NUR 121.

**NUR 123 TRANSITION TO PRACTICAL NURSING.** Three hours credit. 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. Two lecture; two lab. Prerequisite: NUR 122.

**NUR 135 L.P.N. REFRESHER.** Six hours credit. Designed for the L.P.N. to update knowledge and skills of current nursing practice. There are ten self-paced learning modules that must be completed during the 15 week semester. The L.P.N. student functions under the supervision of a RN preceptor in a hospital medical/surgical unit for a minimum of 120 hours. Three lecture; nine lab. Prerequisite: Current Arizona L.P.N. license, and current CPR card.

**NUR 136 L.P.N. INTRAVENOUS ADMINISTRATION.** Three hours credit. 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. Three lecture. Prerequisite: Current L.P.N. license, or Permission of Instructor; however, only an L.P.N. will be eligible for certification.

**NUR 137 ARTICULATION TO HEALING COMMUNITY.** Three hours credit. 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. Three lecture. Prerequisite: Current L.P.N. license or Permission of Instructor.

**NUR 140 CARDIOVASCULAR DRUG UPDATE.** One hour credit. This two day class is designed to examine the actions, side effects and uses of common and new cardiovascular system drugs. One lecture. Prerequisite: RN, LPN, current nursing student, or Permission of Instructor.

**NUR 141 NEUROLOGICAL DRUG UPDATE.** One hour credit. This two-day class is designed to examine the actions, side effects and uses of common and new neurological system drugs. One lecture. Prerequisite: RN, LPN, current nursing student, or Permission of Instructor.

**NUR 142 RESPIRATORY AND GI DRUG UPDATE.** One hour credit. This two day class is designed to examine the actions, side effects and uses of common and new respiratory and gastrointestinal system drugs. One lecture. Prerequisite: RN, LPN, current nursing student, or Permission of Instructor.

**NUR 143 CHEMOTHERAPY ADMINISTRATION.** One hour credit. This two day class is designed to examine the actions, side effects and uses of common and new chemotherapeutic agents used in the treatment of cancer. One lecture. Prerequisite: RN, LPN, current nursing student, or Permission of Instructor.

**NUR 221 NURSING III.** Eight hours credit. Focus 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 and pharmacology are integrated. Concepts in critical thinking, organizational skills and psychosocial nursing are included. Four lecture; twelve lab. Prerequisite: Successful completion of NUR 122 or LPN plus completion of NUR 137.

**NUR 222 NURSING IV.** Eight hours credit. 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. Four lecture; twelve lab. Prerequisite: NUR 221.

**NUR 227 PHARMACOLOGY.** Three hours credit. This course will introduce 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. Three lecture. Current Arizona L.P.N. license or Permission of Instructor.

**NUR 235 REGISTERED NURSE REFRESHER** Nine hours credit. This program is 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. Six lecture; nine lab.

**NUR 249 APPROACHES TO EKG INTERPRETATION.** Three hours credit. A programmed learning approach to the complexities of adult and pediatric electrocardiogram (EKG) interpretation. Concepts of antiarrhythmic, thrombolytic therapy, pacemaker and hemodynamic monitoring are introduced. Course may serve to cover needed didactic orientation material for nursing personnel assigned to critical care units. Three lecture. Prerequisite: NUR 221 and graduate or Licensed Registered Nurse.

**NUR 270 INTRODUCTION TO PERIOPERATIVE PRINCIPLES** Three hours credit. This course introduces the student to the roles and responsibilities of the professional nurse in the perioperative setting. Team concepts, patient care, nursing process and impact of evidenced based care on the perioperative area of nursing is discussed. The role of the Association of the Operating Room Nurse standards of practice is emphasized. Prerequisite: Current Arizona Registered Nurse Licensure and acceptance into the program. Three lecture.

**NUR 271 PERIOPERATIVE PRINCIPLES** Four hours credit. Course presents common pathogenic organisms and methods of sanitation/sterilization. Instruments, procedures and intervention measures related to the operating room are presented. The roles of state and federal regulating agencies are noted. Moral and ethical issues are explored. Surgical accountability is emphasized in the laboratory relative to aseptic technique, scrubbing, gowning, gloving and instrumentation of a sterile field. Three lecture; one lab.

**NUR 272 PERIOPERATIVE CLINICAL PRACTICE** Five hours credit. Course provides opportunity for students to apply the nursing process in the care of surgical patients during the perioperative period. The Statements of Competency established by the Association of Operating Room Nurses will be utilized in the student clinical evaluation process. One lecture, four lab. Prerequisite: NUR 270 and 271.

# Nutrition -to- Political Science

## NUTRITION

**NUT 203 HUMAN NUTRITION IN HEALTH AND DISEASE.** Three hours credit. Nutritional principles and the scientific use of diet in health and disease throughout the life cycle. Three lecture.

## PHILOSOPHY

**PHI 101 INTRODUCTION TO PHILOSOPHY.** Three hours credit. This course is a study of the major philosophers, philosophical questions and methods of Western Civilization. Topics covered will include god, existence, knowledge and value. Three lecture. Prerequisites: Successful completion of ENG 085, ENG 089 or appropriate score on the assessment test.

**PHI 151 ETHICS.** Three hours credit. The principle problems of moral and social philosophy are studied. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

**PHI 201 INTRODUCTION TO LOGIC.** Three hours credit. A study of the techniques of practical, objective thinking. Includes principles of valid argument, recognition of fallacies, nature of propaganda and inductive inference. Three lecture.

**PHI 205 COMPARATIVE WORLD RELIGIONS.** Three hours credit. 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. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

## PHYSICAL EDUCATION AND RECREATION

**PER 110 BASKETBALL.** One hour credit. Instruction and practice in the fundamentals of basketball, including team organization. Two lab.

**PER 140 PHYSICALFITNESS.** One hour credit. Designed to teach the students how to care for their bodies and how to make them more attractive. Two lab.

**PER 145 VOLLEYBALL.** One hour credit. Instruction and practice in volleyball. Two lab.

## PHYSICS

**PHY 107 CONCEPTUAL PHYSICS** Four hours credit. 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. Three lecture; two lab. Prerequisites: ENG 085, ENG 089 and MAT 031 or appropriate assessment scores.

**PHY 111 GENERAL PHYSICS I.** Four hours credit. 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. Three lecture; three lab. Prerequisites: ENG 085, 089 and MAT 181 or appropriate score on assessment.

**PHY 112 GENERAL PHYSICS II.** Four hours credit. General Physics II is a continuation of PHY 111 with an emphasis on electricity, magnetism and light. Three lecture; three lab. Prerequisite: PHY 111.

**PHY 115 UNIVERSITY PHYSICS I.** Five hours credit. 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. Four lecture; three lab. Prerequisite: MAT 221.

**PHY 116 UNIVERSITY PHYSICS II.** Five hours credit. 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. Four lecture; three lab. Prerequisite: PHY 115.

## PLUMBING

**PLU 101 INTRODUCTION TO PLUMBING.** Three hours credit. This course provides basic skills in the fundamentals of plumbing. Students will be introduced to the trade, safety, building materials, tools, piping process, venting and drains. Two lecture; two lab. Prerequisite: ITP 100

**PLU 102 INTERMEDIATE PLUMBING CONCEPTS.** Three hours credit. This course will provide 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. Two lecture; two lab. Prerequisites: ITP 100, PLU 100

## POLITICAL SCIENCE

**POS 100 ARIZONA CONSTITUTION AND GOVERNMENT.** One hour credit. This course is designed to meet the federal Constitution requirements 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. One lecture.

**POS 120 AMERICAN NATIONAL GOVERNMENT.** Three hours credit. This course studies the United States Constitution, political parties and elections, pressure groups, Congress, the President and bureaucracy, courts, civil rights and liberties, and foreign affairs. Three lecture. Prerequisite: Appropriate score on assessment or successful completion of ENG 085 and 089.

**POS 140 STATE AND LOCAL GOVERNMENT.** Three hours credit. This course surveys state and local governments of the United States and their relationship to the federal government. It includes mechanics, models, the processes of state and local governments and introduces political research skills. Three lecture. Prerequisite: Appropriate score on assessment or successful completion of ENG 085 and 089.

# Political Science -to- Social Work Undergraduate

POS 227 UNITED STATES CONSTITUTION. One hour credit. This class is 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. One lecture.

## PSYCHOLOGY

PSY 101 INTRODUCTORY PSYCHOLOGY. Three hours credit. 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. Prerequisite: Appropriate score on Assessment Tests. Three lecture.

PSY 135 HUMAN SEXUALITY. Three hours credit. 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. Three lecture.

PSY 140 EFFECTIVE PARENTING. Two hours credit. Practical parenting strategies designed to improve the parent-child relationship. The following topics will be emphasized: development of positive attitudes about parenting and about children, improving communication, fair and appropriate discipline, and improving problem-solving skills and decision-making skills. For parents, prospective parents and others who work with children. Two lecture.

PSY 232 PSYCHOLOGY OF ADJUSTMENT. Three hours credit. Principles and practices of adjustment, which include conflict, stress, coping processes and growth. Three lecture. Prerequisite: PSY 101.

PSY 234 SOCIAL PSYCHOLOGY. Three hours credit. This course explores how social and group factors affect individual behavior. Topics include: social perception, communication, attitudes, attraction, love, sexism, and small group behavior. Three lecture. Prerequisite: PSY101 or SOC 131.

PSY 240 CHILD GROWTH AND DEVELOPMENT. Three hours credit. A study of behavior and development in the child; encompasses genetic, prenatal and postnatal influences. Particular emphasis will be on motivation, perception and learning. Social processes and events affecting the child will also be studied. Three lecture. Prerequisite: PSY 101.

PSY245 LIFESPAN DEVELOPMENT. Three hours credit. A description of the continuity of development throughout the lifespan, focusing on physical, intellectual, personal and social development. Three lecture. Prerequisite: PSY 101.

PSY 260: INTRODUCTION TO PERSONALITY. Three hours credit. This course focuses on the various theories of personality development including psychoanalytic, physiological, trait and cognitive theories. It also covers the major factors that influence personality development including genetics, environmental factors, self-concept, sex roles and health. Three lecture. Prerequisite: PSY 101.

PSY 270 ABNORMAL PSYCHOLOGY. Three hours credit.

The focus of the course will be on the historical and current views involved in defining mental illness, the causes of mental illness, the major types and methods of assessing, treating and preventing mental illness. Three lecture. Prerequisite: PSY 101.

## RUSSIAN

RUS 101 ELEMENTARY RUSSIAN I. Four hours credit. The course develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension. Four lecture; one lab. Prerequisite: Satisfactory score on the English Assessment Test or ENG 089; satisfactory score on the Reading Assessment Test or an appropriate reading class.

RUS 102 ELEMENTARY RUSSIAN II. Four hours credit. This course develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension and is a continuation of RUS 101. Four lecture; one lab. Prerequisite: RUS 101 or permission of instructor.

## SOCIAL WORK UNDERGRADUATE

SWU 100 CRISIS INTERVENTION STRATEGIES. Two hours credit. This course will provide a working knowledge of the impact and need for crisis intervention in the community. Emphasis will be placed on listening, communication skills and intervention strategies necessary to respond by telephone or on the scene with victim assistance or crisis prevention. Crisis such as family violence, chemical dependency, personal loss and depression are included. Two lecture.

SWU 102 INTRODUCTION TO SOCIAL WORK. Three hours credit. An examination of contemporary social welfare services and professional social work. Public and private agencies are analyzed. Designed to introduce the student to the field of social work and is usually considered a prerequisite to other social work courses. Cultural and ethnic environment of the Southwest is emphasized. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

SWU 142 JUVENILE DELINQUENCY. Two hours credit. A study of delinquency with special emphasis on the legal system responsible for receiving, assessing and disposing of juvenile issues. This course will detail the historical development of juvenile law and issues surrounding juvenile court jurisdiction. Strategies of treatment are also included. Two lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

SWU 144 FAMILY VIOLENCE/CHILD ABUSE-NEGLECT. Three hours credit. The causes and dynamics of family violence including spouse abuse, child abuse-neglect, abuse of the elderly and other abuse patterns in the dysfunctional family. Methods of resolution are examined. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

SWU 146 WORKING WITH THE ELDERLY. Two hours credit. This course focuses upon the particular psychological, sociological, and physiological problems of the elderly and offers techniques and resources to resolve many of their problems. Participants receive information needed to work directly

# Social Work Undergraduate -to- Southwest Studies

## COURSE DESCRIPTIONS

and successfully with the elderly in a variety of institutional and at-home settings and receive supervised field experience to enrich classroom activities. Two lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

SWU 148 CHEMICAL DEPENDENCY. Three hours credit. Sociological, psychological and physiological aspects of chemical abuse and dependency. Overview of treatment approaches applied to chemical dependency problems. Counseling techniques for working with the chemically dependent. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089.

SWU 151 ASSESSMENT SKILLS/INTERVIEWING. Two hours credit. Learn what constitutes a complete interview and assessment process and how to translate assessment data into treatment plans. Two lecture. Prerequisite or Co-requisite: SWU 102 or Permission of Instructor.

SWU 152 CASE MANAGEMENT I. Three hours credit. Emphasizes the rationale and philosophy of case management including assessing client needs, developing a goal-oriented treatment plan and continuity of care. Three lecture. Prerequisite: SWU 102.

SWU 160 INTERNSHIP I. Three hours credit. Work experience in community service organizations to apply social work classroom instruction. Includes weekly seminars to review and analyze problems and situations that develop during the internship experience. Sixteen hours per week will include the work experience, three hour classroom seminar and completion of required paperwork. Malpractice insurance is required of this class. Three lecture. Prerequisite: SWU 102 and 151 and 152 and Permission of Instructor.

SWU 161 INTERNSHIP II. Three hours credit. A continuation of work experience in community service organizations that will include accomplishing specific learning objectives appropriate to a second semester internship. Includes weekly seminars to review and analyze problems and situations that develop during the internship experience. Sixteen hours per week will include the work experience, three hour classroom seminar and completion of required paperwork. Malpractice insurance is required of this class. Three lecture. Prerequisite: SWU 160 and Permission of Instructor.

SWU 202 COMMUNITY ORGANIZATIONS AND SERVICES. Three hours credit. An examination of the purpose, structure and delivery system of community and state welfare agencies, with particular reference to describing the various population groups served by these agencies. Forty hours of observational experiences in local agencies are required in addition to class time. Three lecture. Prerequisite: PSY 101 or SOC 131 or SWU 102.

SWU 252 CASE MANAGEMENT II. Three hours credit. Further defines the role of the case manager in the care network. Addresses concrete skills needed to handle crisis situations, challenges to effective care and how to obtain entitlements and community support for clients. Terminology, technical forms and techniques of observation necessary to maintain records in community agencies will be included. Three lecture. Prerequisite: SWU 152.

## SOCIOLOGY

SOC 131 INTRODUCTORY SOCIOLOGY. Three hours credit. Contains an introduction to the field of sociology, which includes culture, society, institutions, organizations, issues and movements, the future, and change. Three lecture. Prerequisite: Appropriate Score on assessment test or successful completion of ENG 085 and 089.

SOC 132 SOCIAL PROBLEMS IN MODERN SOCIETY. Three hours credit. This course provides an analysis of contemporary social problems, their likely causes, how they affect American society and possible solutions. Three lecture. Prerequisite: Appropriate score on assessment or successful completion of ENG 085 and 089.

SOC 133 SOCIOLOGY OF DEVIANT BEHAVIOR. Three hours credit. This course 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. Three lecture. Prerequisite: Appropriate score on assessment or successful completion of ENG 085 and 089.

SOC 136 MARRIAGE AND FAMILY. Three hours credit. This course 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. Three lecture. Prerequisite: Appropriate score on assessment test of successful completion of ENG 085 and 089.

SOC 138 DEATH, DYING AND BEREAVEMENT. One hour credit. An examination of death, the process of dying and bereavement. Emphasis is on the grief process in various types of death and coping strategies available to participants and others undergoing loss of various caring relationships. One lecture.

SOC 140 RACIAL, ETHNIC, AND GENDER RELATIONS. Three hours credit. This course examines cultural diversity in modern American society. The heterogeneous nature of society is explored in its racial, ethnic and gender relations. Three lecture.

SOC 230 INTRODUCTION TO RESEARCH AND STATISTICS. Three hours credit. An introduction to critical thinking, research using APA guidelines and statistical techniques pertinent to the social sciences. (This course will transfer to Social Sciences programs at the university level.) Three lecture. Prerequisite: PSY101 or SOC 131 or SWU 102 and MAT 142 or 151.

## SOUTHWEST STUDIES

SWS 100 EARLY EXPLORERS OF THE SOUTHWEST. Two hours credit. The course surveys the areas covered by early European explorers in the Southwest and studies the stories and legends about those trips. A field trip to the Grand Canyon is required. Two lecture.

SWS 110 PEOPLE OF THE SOUTHWEST. Two hours credit. This course provides the learner with descriptive anthropological, archaeological, geographical and historical information on Peoples of the Southwest. Students will recognize, place and

## Southwest Studies -to- Spanish

relate the anthropology and history of the focus cultures. A field trip to a culturally significant location is a major and mandatory part of this offering, and additional fees will apply. Two lecture.

**SWS 111 FOOD AND FOOD CUSTOMS OF THE PREHISTORIC SOUTHWEST AND MEXICO.** One hour credit. The course studies the variety of foods used in the prehistoric Southwest and Mexico. Preparations and food customs will be considered with samples of some foods. Studies include a required field trip to a regional source of native plants. The time frame designated for this class will be from the pre-Columbian era of the "written word" to 1519. One lecture.

**SWS 112 HERBAL PREPARATIONS USING LOCAL PLANTS.** Three hours credit. This course covers the basics of identification, preparation and use of local plants as herbal remedies. Students will learn how to utilize commonly available home kitchen devices to prepare solid and liquid herbal extraction for home use. Two lecture; two lab.

**SWS 141 EMERGENCY DESERT SURVIVAL.** Two hours credit. Students are introduced to life-saving techniques that must be employed in an emergency desert survival environment. Primary topics include first aid, water, shelter, fire, signals, animal and plant foods, and travel. Students will put together their own desert survival kit. Field trips are a major and mandatory part of this course; consequently, additional fees will apply and proof of personal medical insurance is required. Two lecture.

**SWS 160 MAKING NAVAJO-STYLE JEWELRY.** Two hours credit. This course teaches the student to design and fabricate traditional and contemporary Navajo-style jewelry. Instruction includes fabrication of framework; use of lapidary equipment; and selection, grinding, fitting and polishing of proper gemstones and metal materials. One-lecture; two lab.

**SWS 203 SOUTHWEST ARCHITECTURE: PUEBLOS, MISSIONS, PRESIDIOS.** Two hours credit. This course surveys historical architecture of the Southwest from Pre-European times through the Spanish/Mexican periods. It includes discussion of design, construction and function of cliff dwellings, pueblos, presidios, missions and ranchos. A field trip is required. Two lecture.

**SWS 204 ARIZONA TRAILS: FROM YUCCA SANDALS TO PADDLE WHEELS.** Two hours credit. The course provides the learner with descriptive archaeological and geographical information on Arizona trails of all sorts. The course will cover prehistoric Native American trails, Spanish explorers and missionaries, surveyors looking for a way west, farmers and entrepreneurs at the end of the 19th century, and riverboats on the Colorado. Field trips to one or more significant locations are mandatory, may require overnight travel and may require walking over uneven ground. Two lecture.

**SWS 205 EARLY MORMON SETTLEMENT IN THE SOUTHWEST.** Two hours credit. This course includes studies of the early Mormon movement into the Southwest and the communities formed. A field trip is required. Two lecture.

**SWS 207 COMPANY TOWNS OF THE SOUTHWEST.** Two hours credit. Includes an analysis of company towns and an in-depth study of several specific locations in the copper mining, cotton growing and coal mining industries. There will be a required field trip. Two lecture.

**SWS 208 GHOST TOWNS OF THE SOUTHWEST.** Two hours credit. The course provides the learner with descriptive historic and geographical information on the ghost towns of the southwest region. Emphasis will be on those in Arizona. The methods and techniques of historic archaeology will be used to explore this part of southwest history. Ghost towns that have refused to die will also be explored. Field trips to one or more significant locations are mandatory and will, at times, require overnight travel. Two lecture.

**SWS 209 WOMEN OF THE SOUTHWEST (1840-1940)** Two hours credit. This course will provide the learner with descriptive and historical information about the average, the famous and the notorious women of the various ethnic groups of the Southwest, emphasizing: why they came, hardships they faced, how they survived and their lasting effect on the area. Emphasis will be placed on such areas as transportation, occupations, entertainment and causes (including suffragettes and teetotalers). Part of the course offerings will be a mandatory field trip; consequently, additional fees shall apply. Two lecture.

**SWS 217 PETROGLYPH AND PICTOGRAPH OF THE SOUTHWEST.** Two lecture. This course provides the learner with descriptive anthropological, archaeological and geographical information on the petroglyph, pictograph and geoglyphs created by the prehistoric cultures of the Southwest. Students will recognize the importance of world view and technological development among the people of these cultures. In addition, students will recognize the importance of preserving the remains of past cultures. A field trip to one or more significant locations is major and mandatory, and additional fees will apply. Two lecture.

**SWS 220 SOUTHWEST MYTHOLOGY, FOLKLORE AND LEGEND.** Two hours credit. This course analyzes the types, purposes and importance of mythology and legend in the Southwest. It presents and deconstructs selected myths and folklore from many sources, including Native Americans, immigrants, historical figures and heroes of the superlative. Students will ultimately acquire a repertoire of tales, which illustrate the functions of the Southwest rituals, identity and cultural transmission. Two lecture.

**SWS 290 FIELD ANTHROPOLOGY.** One hour credit. This course instructs the student in how to survey and record archaeological sites. Field briefings and field trips to local sites are a basic part of this course. Two lab.

### SPANISH

**SPA 100 SPANISH FOR PROTECTIVE SERVICES.** Two hours credit. This course is designed to aid non-Spanish speaking police officers, firefighters and dispatchers in obtaining information from and furnishing information to Spanish speakers in a crisis situation until more adequate communication in Spanish can be established. Two lecture.

**SPA 101 ELEMENTARY SPANISH I.** Four hours credit. This course develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension. Four lecture; one lab. Prerequisite: Appropriate score on Reading assessment test or ENG 089, satisfactory score on Reading assessment test or an appropriate reading course.

**SPA 102 ELEMENTARY SPANISH II.** Four hours credit. This course develops the fundamental language skills: speaking, lis-

## Spanish -to- Surgical Technologist

tening comprehension, writing and reading comprehension. A continuation of SPA 101. Four lecture; one lab. Prerequisite: SPA 101 or Permission of Instructor.

SPA 131 CONVERSATIONAL SPANISH I. Three hours credit. This course 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. Three lecture.

SPA 132 CONVERSATIONAL SPANISH II. Three hours credit. A continuation of SPA 131. Further emphasis on practical use of the language to enable the student to communicate socially, in the workplace or while traveling. Three lecture. Prerequisite: SPA 131 or Permission of Instructor.

SPA 133 CONVERSATIONAL SPANISH III. Three hours credit. A continuation of SPA 131 and 132. Continued emphasis on practical and conversational use of the language to enable the student to communicate socially, in the workplace or while traveling. Three lecture. Prerequisite: SPA 132 or Permission of Instructor.

SPA 134 CONVERSATIONAL SPANISH IV. Three hours credit. A continuation of SPA 131, 132 and 133. Continued emphasis on practical and conversational use of the language to enable the student to communicate socially, in the workplace or while traveling. Three lecture. Prerequisite: SPA 133 or Permission of Instructor.

SPA 151 LANGUAGES STUDIES: SPECIAL TOPICS. One-three hours credit. This course is for students who want to maintain the language fluency and material attained in previous 100 level studies. Emphasis is on grammar, vocabulary and fluency. The course is taught seminar style (usually independent study) with the instructor as a guide and sounding board and the student as independent researcher and the gatherer and presenter of information. In addition to the suggestions listed here, SPA 151 could accommodate almost any language study area of special interest to the student. Possible Topics: Composition Studies, Conversation Studies, Grammar Studies, Conversation through Game, Studies in Specialized Vocabulary (Law Enforcement, Emergency Dispatch, Fire/EMS, Medicine, Education, Social Services, Business, Travel, etc.), Studies in Language Software. May be repeated for credit. One-three lecture. Prerequisite: SPA 102, 132 or Permission of Instructor.

SPA 152 LANGUAGES APPLICATIONS: SPECIAL TOPICS. One-three hours credit. This course is for educators who want to incorporate Spanish into their classrooms. The course is taught seminar style (usually independent study) with the instructor as a guide and sounding board and the student as independent researcher and the gatherer and presenter of information. In addition to the suggestions listed here, SPA 152 could accommodate almost any language study area of special interest to the student. Possible Topics: Preparation of Class Lesson Plans or Preparation of Games and Activities for Teaching Spanish (Preschool, Elementary, Middle School or High School). Sample: Language Applications: Junior High Nutrition Class Bulletin Board in Spanish and English. May be repeated for credit. One-three lecture. Prerequisite: SPA 102, 132 or Permission of Instructor.

SPA 153 LANGUAGES CULTURE AND LITERATURE: SPECIAL TOPICS. One-three hours credit. This course is for students who want to maintain the language fluency and/or cultural interests by studying the literature and/or culture of the Hispanic world. The course is taught seminar style (usually

independent study) with the instructor as a guide and sounding board and the student as independent researcher and the gatherer and presenter of information. In addition to the suggestions listed here, SPA 153 could accommodate almost any cultural or literary area of special interest to the student. Possible Topics: Studies in Hispanic (Mexican, Spanish, etc.) Culture or Literature. Sample: Language Culture and Literature: The Ballet Folklorico in Mexico or the Poems of Sor Juana Inez de la Cruz. May be repeated for credit. One-three lecture. Prerequisite: SPA 102, 132, or Permission of Instructor.

SPA 201 INTERMEDIATE SPANISH I. Four hours credit. This course reviews, then 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. Four lecture; one lab. Prerequisite: SPA 102 or Permission of Instructor.

SPA 202 INTERMEDIATE SPANISH II. Four hours credit. A continuation of SPA 201. This course continues to review, consolidate and increase the basic skills learned in SPA 101 and 102. Emphasis on reading, speaking, listening comprehension, composition and culture. Continued development of communicative competence. Successful completion of course meets fourth semester proficiency requirement. Four lecture; one lab. Prerequisite: SPA 201 or Permission of Instructor.

SPA 251 ADVANCED LANGUAGE STUDIES. One-three hours credit. This course is for students who want to maintain the language fluency and material attained in previous 200 level studies. Emphasis is on grammar, vocabulary and fluency. The course is taught seminar style [usually independent study] with the instructor as guide and sounding board and the student as independent researcher and the gatherer and presenter of information. In addition to the suggestions listed here, SPA 251 could accommodate almost any language study area of special interest to the student. Possible Topics: Composition Studies, Conversation Studies, Grammar Studies, Conversation Through Games, Studies in Specialized Vocabulary [Law Enforcement, Emergency Dispatch, Fire/EMS, Medicine, Education, Social Services, Business, Travel, etc.], Studies in Language Software. May be repeated for credit. One-three lecture. Prerequisite: SPA 134, or 202 or Permission of Instructor.

SPA 253 ADVANCED LANGUAGE CULTURE AND LITERATURE: SPECIAL TOPICS. One-three hours credit. This course is for students who want to maintain the language fluency and/or cultural interests by studying the literature and/or culture of the Hispanic world. The course is taught seminar style [usually independent study] with the instructor as guide and sounding board and the student as independent researcher and the gatherer and presenter of information. Research and Presentation will be done in both Spanish and English. In addition to the suggestions listed here, SPA 253 could accommodate almost any cultural or literary area of special interest to the student. Possible Topics: Studies in Hispanic (Mexican, Spanish, etc.) Culture or Literature. Sample: Advanced Language Culture and Literature: The Lives of Women and Children in Colombia or Don Quijote. May be repeated for credit. One-three lecture. Prerequisite: SPA 134, or 202 or Permission of Instructor.

### SURGICAL TECHNOLOGIST

SGT 101 ORIENTATION AND INTRODUCTION TO SURGERY. Two hours credit. The course is designed to provide the student with the skills, knowledge and language nec-



# Surgical Technologist -to- Theatre

essary to define and evaluate the responsibilities of the OR team and the foundation of good patient care. Two lecture.

**SGT 102 SURGICAL TECHNIQUES.** Six hours credit. The course will provide student with fundamentals in aseptic technique, safe patient care and knowledge to identify, select and safely use equipment and supplies in the operating room. Four lecture; two lab. Prerequisite: Admission to Surgical Technology Program.

**SGT 105 MICROBIOLOGY FOR THE SURGICAL TECHNOLOGIST.** Two hours credit. This course is aimed at students desiring to work in the operating room. It will acquaint the student with the history of microbiology and the function of microbes and their relationship to operating room procedures and aseptic techniques. Two lecture.

**SGT 111 PHARMACOLOGY FOR SURGICAL TECHNOLOGY.** One hour credit. The course is designed for students desiring 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. One lecture. Prerequisite: HES 113.

**SGT 129 ALLIED HEALTH ANATOMY AND PHYSIOLOGY.** Three hours credit. This course will acquaint the student with human anatomy, structure and function of the human body. This course is designed for students pursuing an allied health occupation degree or certificate. Three lecture. Prerequisite: Appropriate score on assessment or successful completion of ENG 085 and HES 113.

**SGT 201 SURGICAL PROCEDURES I.** Seven hours credit. The course is designed to provide clinical experience to refine and develop skills taught in SGT102 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. Three lecture; twelve lab. Prerequisite: Acceptance into the program. Completion of SGT 101, 102, 105 and SGT/HES 129 and concurrent enrollment in SGT 111 and 202.

**SGT 202 SURGICAL PROCEDURES II.** Four hours credit. This course is designed to provide the Surgical Technology student with introduction to surgical procedure and orientation in the role of primary scrub person on selected procedures. Three lecture; twelve lab. Prerequisite: Acceptance into the program. Completion of SGT 101, 102, 105 and SGT/HES 129 and concurrent enrollment in SGT 111 and 201.

**SGT 203 CONCENTRATION OF SPECIALTY AREAS.** Seven hours credit. The course will emphasize the scrub role and provide clinical experience to enable the student to demonstrate beginning employment-acceptable level of proficiency in commonly performed specialty procedures. One lecture; eight lab. Prerequisite: SGT 202.

## THEATRE

**THE 110 BEGINNING ACTING (NONPRODUCTION).** Three hours credit. 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. Three lecture.

**THE 111 THEATRE PRODUCTION I.** Four hours credit. Includes techniques of speech and movement on the stage, pantomime, character analysis and participation in laboratory scenes and department production. Eight lab.

**THE 112 THEATRE PRODUCTION II.** Four hours credit. 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 outline below notes the expanding horizon of students in the THE 112 course. Eight lab.

**THE 113 THEATRE PRODUCTION III.** Four hours credit. 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 outline below notes the expanding horizon of students in the THE 113 course. Eight lab.

**THE 114 [see also DAN 114] MUSICALTHEATRE DANCE.** Two hours credit. This class will combine ballet, tap and jazz technique necessary to perform in musical theatre production. It will be a combination class, including all three dance arts and is geared toward the beginning to intermediate dancer. One lecture; two lab.

**THE 115 STAGECRAFT AND PRODUCTION.** Three hours credit. Includes study and experience in the technical organization of the theatre, stage management, scenery construction and painting, basic drafting, special effects, and lighting mounting and operations. Two lecture; three lab.

**THE 116 THEATRICAL MAKE-UP.** One hour credit. Fundamentals of theatrical make-up for production. Emphasis on purposes, materials and techniques of character make-up. One lecture; one lab.

**THE 117 THEATRICAL COSTUMING.** Three hours credit. Explore the nature of costume design from concept through production. Two lecture; three lab.

**THE 120 THEATRE PRODUCTION (NON-MUSICAL).** Three hours credit. A synthesis of the theatrical arts. Included are a study of acting techniques, stage discipline, physical and emotional methods used to perform in a non-musical stage production. Included is the study and participation in the backstage and management areas. Two lecture; three lab.

**THE 121 CHAMBER THEATRE.** One hour credit. Instruction and performance in a small musical group and/or dramatic production. Two lab.

**THE 150 THEATER AND THE WESTERN WORLD.** Three hours credit. A survey of theater in the western world from ancient Greece to the present. Through lecture, dramatic readings and discussion, the course will explore the interrelationships between the theater and the various western societies. Three lecture. Prerequisite: ENG 085 and 089 or appropriate score on the assessment test.

## Theatre -to- Women's Studies

**THE 220 ACTING SHAKESPEARE.** Three hours credit. This course will take a theatrical performing arts approach to the study of four Shakespearean plays: a tragedy, a comedy, a history and a tragicomedy. Emphasis will be placed on determining the motivations and relationships of the plays' characters in preparation for readers' theatre presentations of segments of the plays. In the final weeks of the course, students will perform limited, small-scale dramatic productions for the college and/or the community. (This course is intended as an elective toward a theatre major.) Three lecture. Prerequisite: Successful completion of ENG 085 and 089 or appropriate score on assessment test.

**THE 221 VOICE AND DICTION.** Three hours credit. Emphasis is placed on learning skills of voice production, vocal projections and effective use of voice for speaking in typical-like situations, public situations and stages. Three lecture.

### TRUCK DRIVER TRAINING

**TDT 100 BASIC OPERATION.** Two hours credit. The course covers basic operation of control systems, shifting and transmissions, basic vehicle control, coupling and uncoupling. One lecture; two lab. Prerequisite: Acceptance into the program.

**TDT 110 SAFE AND ADVANCED OPERATING PRACTICES.** Two hours credit. Course covers special rigs, visual search, communications, speed and space management, night and extreme driving conditions, hazards, emergency maneuvers, skid control and recovery. One lecture; two lab. Prerequisite: Acceptance into the program.

**TDT 120 VEHICLE MAINTENANCE.** One hour credit. Course covers an understanding of vehicle systems, general and advanced preventive maintenance, diagnosis and reporting of malfunctions, managing/handling cargo distribution and cargo documentation. One lecture. Prerequisite: Acceptance into the program.

**TDT 130 NON-VEHICLE ACTIVITIES.** Two hours credit. Course 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. Two lecture. Prerequisite: Acceptance into the program.

**TDT 140 PREPARATION FOR CDL WRITTEN EXAM.** One hour credit. Course covers Arizona Commercial Drivers License requirements for combination vehicles, Hazmat, double or triples, and tank endorsements. One hour lecture. Prerequisite: Acceptance into the program.

### WELDING

**WLD 101 INTRODUCTION TO WELDING.** Three hours credit. This course is for the hobby welder and the industry personnel that are over welders and need to understand a little about welding. The course will cover the basics of SMAW (stick), GMAW (mig), FCAW – S (Innershield), FCAW – G (Dual shield), GTAW (Tig), and Oxyacetylene welding and cutting. Two lecture; two lab.

**WLD 114 MATH FOR WELDERS.** Three hours credit. Use basic mathematics skills in practical exercises useful in the welding field. Three lecture.

**WLD 125 SHIELDED METAL ARC WELDING.** Four hours credit. An introduction to welding. Students will learn the fundamentals of shielded metal arc welding. Also includes a study of metallurgy. Two lecture; six lab.

**WLD 125B SHIELDED METAL ARC WELDING.** Four hours credit. An introduction to welding. Students will learn the fundamentals of shielded metal arc welding. Also includes a study of metallurgy. Students will receive a pass/fail for the first part of the course WLD 125A. Two lecture; six lab. Prerequisite: WLD 125A within the last 12 months or Permission of Instructor.

**WLD 126 GAS TUNGSTEN ARC WELDING.** Six hours credit. An introduction to T.I.G. welding. Students will learn the fundamentals of Gas Tungsten Arc Welding on plate, tubing and pipe. Oxyfuel welding will be used as a teaching tool. Two lecture; ten lab.

**WLD 127A WIRE FEED WELDING.** Four hours credit. Students will learn the fundamentals of wire feed welding, including M.I.G. and Flux Cored Arc Welding, and a brief introduction to gas welding and cutting. Also including print reading as it relates to the welding profession. Two lecture; six lab.

**WLD 127B WIRE FEED WELDING.** Four hours credit. Students will learn the fundamentals of wire feed welding, including M.I.G. and Flux Cored Arc Welding, and a brief introduction to gas welding and cutting. Also including print reading as it relates to the welding profession. Two lecture; six lab. Prerequisite: WLD 223A within the last 12 months or Permission of Instructor.

**WLD 225 PIPE WELDING "WITH" SHIELDED METAL ARC.** Four hours credit. This class is an introduction to pipe welding using Shielded Metal Arc (stick), with the main goal being to weld pipe in the 2G, 5G, and 6G positions using E6010 for the root and E7018 for filler. Two lecture; six lab. Prerequisite: WLD 125B and WLD 127B.

**WLD 226 ADVANCED GAS TUNGSTEN ARC WELDING.** Six hours credit. This advanced Gas Tungsten Arc Welding [T.I.G] class will teach the techniques of open root weld beading on carbon steel pipe, and the techniques of welding on stainless steel and aluminum. Two lecture; ten lab. Prerequisite: WLD 126.

**WLD 231 WELDING PRINT READING.** Three hours credit. This course will concentrate on print reading as it relates to the welding profession with a strong focus on welding symbols. Three lecture.

### WOMEN'S STUDIES

**WST 101 INTRODUCTION TO WOMEN'S STUDIES.** Three hours credit. This course is 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. Three lecture. Prerequisites: Successful completion of ENG 085 and ENG 089 or appropriate assessment test score. For internet/DL delivery – must have access to and ability to use the internet.

# Woodworking

## WOODWORKING

**WDW 100 INTRODUCTION TO WOODWORKING.** Three hours credit. Basic hand tool operations with materials and processes of industry being covered. Safety and individual instruction will be stressed. Two lecture; two lab.

**WDW 101 WOODWORKING I.** Three hours credit. Physical properties, products, tools, machines, processes, safety in

woodworking, and project design and fabrication are included. One lecture; four lab.

**WDW 110 FURNITURE AND CABINETS CONSTRUCTION.** Three hours credit. Instruction in proper methods of furniture and cabinetry construction will be covered, with special emphasis on safety. Basic hand and power tool operation will be stressed. Individual instruction included. Two lecture; two lab. Prerequisite: EGP100 or Permission of Instructor.





# Faculty & Administration

## Resident Faculty and Administration

### RESIDENT FACULTY

**Paul Bowers** - Bullhead City Campus - Developmental Reading (MA in Educational, Northern Arizona University; BS English, Winona State University)

**Shawn Bristle** - Bullhead City Campus Division Chair - Music (MM in Choral Conducting and Vocal Performance, NAU; BA in Music, Luther College)

**Clark Brown** - Kingman Campus - Mathematics (MS and BA in Mathematics, University of Wyoming)

**Jim Childe** - Lake Havasu City Campus - Business (JD, University of Nebraska, Lincoln; MBA, Northwest Missouri State University; BA, University of Nebraska, Lincoln)

**Laurel Clifford** - Lake Havasu City Campus - Mathematics (MAT, Advanced Math Education, Oregon State University; BA, University of Oregon)

**Mark Davidson** - Bullhead City Campus - Mathematics (BS in Physics, Evergreen State College, Olympia, WA; BA in Mathematics, University of California, San Diego)

**Anne Dennis** - Lake Havasu City Campus - English (MA, University of Kansas; BA, University of Oklahoma)

**Diana Dever** - Bullhead City Campus - Social and Behavioral Sciences (Ph.D. in History, University of Las Vegas; MLS, American Culture, University of Michigan, Ann Arbor; BA in Social Behavioral Science, Wayne State University)

**Larry Eaves** - Bullhead City Campus - HVAC/Electric (BS in Industrial Coordinator Education, Mississippi State University)

**Penni Ellis** - Bullhead City Campus - Nursing (MS and BS, University of Phoenix; MS in Healthcare Administration, University of La Verne, California)

**Grace Ann Etcheberria-Jacobs** - Lake Havasu City Campus - Theatre (MFA in Dance and BFA in Dance, United States International University, San Diego)

**Farah Farah** - Kingman Campus - Chemistry/Physics (Ph.D. in Inorganic Chemistry, Ohio University; BS in Chemistry/Physics, Ain Shams University, Cairo, Egypt)

**Barbara Freitas** - Kingman Campus - Director Foundation Studies (M.Ed in Educational Leadership and BA in Liberal Arts & Sciences, NAU)

**Tracy Gift** - Bullhead City Campus - Dental Hygiene (BS in Allied Health, Youngstown State University, Ohio)

**Andra Goldberg** - Kingman Campus - CIS (MS in Agricultural Economics, University of Arizona; BS in Agricultural Industry, Arizona State Univ; and Arizona Community College Certification in Computer Information Systems)

**Shaundra Goss** - Bullhead City Campus - Nursing (MSN, University of Mississippi, Jackson)

**Janet Hagen** - Kingman Campus Division Chair (Ed.D. in Instructional Leadership, National-Louis University; MA in Administration, Roosevelt University; and MA in Guidance and Counseling, Northeastern University)

**Alan Hall** - Lake Havasu City Campus - Art (MA, Northern Arizona University; BFA, Colorado State University)

**Kris Hansen** - North Mohave Campus - Science (DC, Palmer College of Chiropractic West, San Jose, California)

**Heidi Heckman** - Bullhead City Campus - Art (MFA, California State University, Long Beach; BA, University of California, Irvine)

**Rick Hibbard** - Kingman Campus - Adult Education (MS and BA in Ecology & Evolutionary Biology, University of Arizona; AB in English, Humboldt State University, California)

**Mary Beth Higgins** - Bullhead City Campus - Dental Hygiene (MA in Education, University of Portland; BA, in General Studies, Evergreen State College, Olympia, Washington; AA, Dental Hygiene, Pierce College, Lakewood, Washington)

**Norma Hilsmann** - North Mohave Campus - Nursing (MSN, University of Texas at Arlington; BSN, University of British Columbia)

**Candace Hofstadter** - Kingman Campus - Business (MSB and BBA, University of Wisconsin, Madison)

**Marie Huggin** - Kingman Campus - Art (MA and BA in Art and BA in Psychology, California State University, San Diego)

**Mike Kearns** - Bullhead City Campus - Director Dental Hygiene (DDS, Case Western Reserve University; MBA in Health Care, Cleveland State University; and BS in Chemistry, John Carroll University)

**Tim Keith** - Bullhead City Campus - (BS in Applied Science Computer Technology, NAU)

**Judy Kidder** - Bullhead City Campus - Business (MS, University of Wisconsin, Whitewater; BA, Alverno College, Wisconsin)

## Resident Faculty and Administration

**Jeff Kingsbury** - Lake Havasu City Campus - Life Science (MD and DDS, State University of New York at Buffalo; BS, Biology, State University of New York at Albany)

**John Kitts** - Kingman Campus - English (Ph.D. in English, University of Alabama; MFA in Creative Writing and MA in English, McNeese State University, Louisiana; MA in Communications, Southwestern Baptist, Texas; BA in Oral Communications, Music Theory and Literature, Baylor University)

**Dan Lara** - Lake Havasu City Campus - Division Chair (M.Ed in Educational Leadership, NAU and BS in Environmental Science/Chemistry, The College of Santa Fe)

**Brad Littlejohn** - Bullhead City Campus - Culinary Arts (AOS, Scottsdale Culinary Institute)

**Jim Lyddane** - Bullhead City Campus - English (MFA, Creative Writing, Arizona State University; MA, American Studies, University of Hawaii at Manoa; BA, American Studies, University of Notre Dame)

**Sue MacMichael** - Kingman Campus - Developmental English (Ph.D. in Educational Leadership and Policy Studies, Arizona State University; MA in Secondary Reading and BA in English, University of Michigan)

**Jim Mahan** - Lake Havasu City Campus - Social and Behavioral Sciences (MS, Emporia Kansas State College; BA, Wichita State University, Kansas)

**Tim Mayo** - Lake Havasu City Campus) - Developmental Math (MS, California State University - Hayward; MA, University of Missouri - Columbia; BA, Baylor University, Texas)

**Tom McKinney** - Kingman Campus - Science (Ph.D. in Biology, University of Kentucky; MS in Biology, University of Miami; and BA in Biology, Austin College, Texas)

**Todd Miller** - Bullhead City Campus - Adult Education/Spanish (BA in Spanish, Arizona State University)

**Chris Monson** - Kingman Campus - Nursing (MS and BS in Nursing, University of Phoenix)

**Frank Musumeci** - (MA in History, UNLV and BA in History, State University of New York)

**Sandra Namio** - Lake Havasu City Campus - Surgical Technology (Vocational Diploma - Surgical Technician, Madison Area Technical College)

**Larry Neubauer** - Bullhead City Campus -

Developmental Mathematics (MS, Meteorology, University of Utah, Salt Lake; BS, Chemistry, North Dakota State University)

**Pat Otto** - Kingman Campus - Director Public Safety (MS and BS in Police Science & Administration, NAU)

**Jan Parrott** - Bullhead City Campus - Physical Science/Mathematics (MS, Biology, Northern Arizona University; BA, Biology, Millersville University, PA)

**Don Plantz** - Bullhead City Campus - Science (Ph.D., Zoology, Arizona State University; MS, Marine Biology, University of the Pacific, Stockton, California; BS, Zoology, Arizona State University)

**Richard Presnal** - Kingman Campus - Welding (Holds 18 welding certifications 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 according to the codes of the American Welding Society & the American Society of Mechanical Engineers)

**Dan Pund** - Lake Havasu City Campus - Adult Education (MA, Valley Christian University; BA, Azusa Pacific University, California)

**Linda Riesdorph** - Lake Havasu City Campus - Director of Nursing (MSN, Edinboro University and BSN, Villa Maria College)

**Nathan Roach** - Bullhead City Campus - Industrial Technology (BS, Business, University of Phoenix; AS, Air Conditioning and Refrigeration, College of the Desert, Palm Desert, California)

**Marie Scribner** - North Mohave Campus - Nursing (MSN, University of Phoenix; BSN, Loma Linda University, California)

**Steve Seney** - Kingman Campus Division Chair (MA in Human Resources and in Computer Resources and Information Management, Webster University)

**Jerry Stein** - Kingman - EMS (BA in Education, Long Island University and Arizona Community College Certification in Emergency Medical Services)

**Carol Timpson** - North Mohave Campus - Business (MA, Educational Leadership, Northern Arizona University; BS, Business Administration, Southern Utah University)

**Don Timpson** - North Mohave Campus - English (MA, Speech Communication and BA, English, University of Utah, Salt Lake City)

**Bob Trivett** - Bullhead City Campus - Casino Gaming

## Resident Faculty and Administration

(BS, Chemical Engineering, Brigham Young University; Arizona State Community College Certificate in Casino Gaming)

**Jeff Turner** - Bullhead City Campus Division Chair (MS in Management, Indiana Wesleyan University and BS in Psychology, Western Michigan University)

**Dave White** - Lake Havasu City Division Chair (M.Ed in Educational Leadership, NAU and BS in Industrial Technology, Morehead State University)

**Claudia Whitefield** - (BA in Speech, University of Wisconsin, Eau Claire)

**Brian Williams** - Bullhead City Campus - Automotive Services Technology (AA Automotive Technology, University of Alaska, Anchorage, ASE Certified)

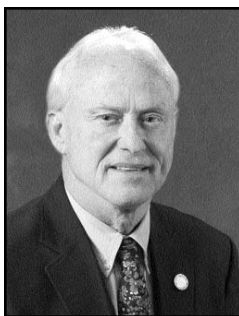
**Doyle Wilson** - Lake Havasu City Campus - Physical Sciences (Ph.D., Portland State University, Oregon; MS, Arizona State University; BS, Texas A & M University)

**Mariam Yesayan** - Bullhead City Campus - ELAA(MA and BA in Linguistics, State University, Yerevan, Armenia)

### ADMINISTRATION

**Thomas C. Henry, Ph.D.**  
**President**

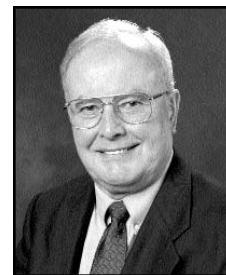
Dr. Tom Henry earned his Ph.D. in administration, curriculum and instruction from the University of Nebraska-Lincoln. He holds a bachelor's, master's and Ed.S degree from Colorado State College, Greeley, and an associate degree from Casper Junior College, Casper Wyoming. He has held graduate fellowships at Colorado State College, and the University of Iowa. He served as a post-doctoral fellow at the University of Nebraska-Lincoln, and is a graduate of the Duke University Governors Center of the Terry Sanford Institute of Public Policy.



Dr. Henry has served as a Commissioner to the Education Commission of the States (ECS), as a member of the State Higher Education Executive Officers organization, and, as a member of the editorial board of the Community College Review. Dr. Henry is a scholar-practitioner with some 50 scholarly publications to this credit. President Henry was appointed in 2003 a member of the Editorial Advisory Board of the Journal of Applied Research in the Community College.

**Donald E. Puyear, Ph.D.**  
**Vice President for Instruction & Extended Studies**

Dr. Puyear holds a Ph.D. in chemical engineering from Virginia Polytechnic Institute, and received his bachelor's and master's degrees in chemical engineering from the University of Missouri-Rolla.



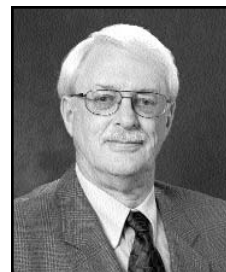
**Billy Bates, M.Ed.**  
**Vice President of Student Services**

Mr. Bates received his bachelor's and master's degrees in education from Black Hills State University, South Dakota.



**William H. Lovejoy, M.A.**  
**Vice President for Administration**

Mr. Lovejoy holds his bachelor's and master's degrees in English from Colorado State University. He completed post-graduate work in higher education administration at the University of Northern Colorado, and he is a graduate of the Duke University Governors Center of the Terry Sanford Institute of Public Policy.



Center of the Terry

**Charles D. Spotts, M.S.**  
**Vice President for Information Technology**

Mr. Spotts holds a master's in technology management from George Mason University; a bachelor's in business from the University of Maryland and an associate's degree in electronic engineering from ITT Technical Institute. He also received the CIO Certificate in Federal Executive Competencies from CIO University and a PM Certificate from the Project Management Institute.





## Associate Faculty 2003-2005

### A

Abraham, Kathy  
 Acker, Raymond  
 Adams, Robert  
 Alam, Munazza  
 Ali, Fauzia  
 Allen, Judith  
 Althaus, Donald  
 Alvarado, Tamika  
 Anaya, Ruben  
 Anderson, Jennifer  
 Anderson, Mark  
 Angle, Cliff  
 Arellano, Julie  
 Armijo, Courtney  
 Atkins, Robyn  
 Atkinson, Pamela  
 Austin, John  
 Ayash, Mary

### B

Bacchi, Benigno  
 Bailey, Robert  
 Baker, Anne  
 Baker, Jeffrey  
 Baldwin, Ronald  
 Bangsund, Kevin  
 Barber, James  
 Barlow, Cherylynn  
 Barnes, Karen  
 Barnett, Molly  
 Barth, Mariam  
 Barton, Phyllis  
 Batson, Donald  
 Batson, Michelle  
 Beal, Rojean  
 Beatty, Robert  
 Beck, Jamie  
 Beiningen, Carmen  
 Bell, Anna  
 Bell, Douglas  
 Bentley, Steven  
 Berg, James  
 Bergen, Christine  
 Bergersen, Victoria  
 Bergstrom, Susan  
 Berrigan, Gail  
 Beyer, Jennifer  
 Biasiucci, Anna  
 Biehn, Carol  
 Bigelow, Toni  
 Bigelow, William  
 Bohn, Carl  
 Bos, Cornelius  
 Bouchard, Gilman  
 Boulay, Lori  
 Bour, Janet  
 Boxell, Shawn

Bradley, Barbara  
 Brancazio, Matthew  
 Breton, Garth  
 Bristle, Danette  
 Brodin-Morphis, Maria  
 Brooksby, Lyle  
 Brown, Debra  
 Brown, Juanita  
 Brydon, Ruth  
 Burchard, Carolyn  
 Burdett, Cherene  
 Burk, Erlan  
 Burke, Gwendolyn  
 Burke, Ronald  
 Burnham-Kidwell, Deborah  
 Burnham-Kidwell, Jay  
 Burnside, Weston  
 Butcher, Matthew  
 Butler, Randall  
 Button, Merrill  
 Button, Natali  
 Byrne, Mark

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Cahala, Della  
 Caldarola, Richard  
 Calipetro, James  
 Callner, Deborah  
 Cameron, Robert  
 Campbell, Bonnie  
 Canto, Jeffrey  
 Carbone, Kristin  
 Caroll, Fawneta  
 Carpenter, Samuel  
 Carranza, Joe  
 Carroll, Aurelia  
 Carter, Bruce  
 Cashman, Michael  
 Cavallo, Dianna  
 Cawley, Angela  
 Cawley, John  
 Cawley, Michael  
 Cayzer, RONALDA  
 Chamberlin, Lyle  
 Chambers, David  
 Chandler, Brandy  
 Choquette, Lee  
 Christensen, Anthony  
 Christensen, David  
 Christensen, Joann  
 Christensen, Leon  
 Christoff, James  
 Clark, Rosann  
 Clark, Rudolph  
 Clarkson, Daniel  
 Clawges, Robert  
 Clifford, Brian  
 Cole, Raili

Cole, Robert  
 Coles, Judith  
 Collins, Charles  
 Collins, Susan  
 Colson, Alaceia  
 Colton, Terry  
 Comeau, Perry  
 Compton, Ronald  
 Conneally, John  
 Conrath, Barbara  
 Contla, Mitchell  
 Cook, Michael  
 Cook, Ted  
 Copley, Douglas  
 Council, Linda  
 Covert, Gina  
 Cox, Donna  
 Cox, Johnny  
 Cox, Kristin  
 Cox, Marilyn  
 Cox, William  
 Craig, Doyle  
 Craig, Georgia  
 Crawford, Annette  
 Crawford, Debora  
 Crawford, James  
 Cronkhite, Svetlana  
 Crosby, Claryce  
 Crosby, Lucy  
 Crough, Carol  
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 Curtis, Christine  
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 Dauer, Peggy  
 Daves, Edward  
 Davis, Karyn  
 Davis, Melanie  
 Davis, Steven  
 Day, Julie  
 Day, Vivian  
 Del Quadro, John  
 Dennis, Ronald  
 Dennison, Kris  
 Deshields, Frank  
 Devany, Eric  
 Devault, Rauna  
 Dever, James  
 Devore, Christopher  
 Diaz, Karen  
 Dios, Kim  
 Drake, Shauna  
 Dulmage, Sally  
 Duncan, Donna  
 Dutton, Guinevere  
 Dykens, James

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Earl, Linda  
 Eaton, Phyllis  
 Echelbarger, Donald  
 Effa, Robert  
 Eiswerth, Joseph  
 Erickson, Lynda  
 Espinoza, Pete  
 Evins, Frances

### F

Fabrizio, Lee  
 Fail, Russell  
 Faris, Rebecca  
 Farlin, Ronald  
 Fenton, Ted  
 Fernando, Thilak  
 Findlay, Robert  
 Fine, Danny  
 Fiocchi, Julio  
 Fischer, Craig  
 Flanagan, William  
 Flegle, Larry  
 Fleishman, Eugene  
 Fleming, Linda  
 Fleming, Randall  
 Flesner, Diana  
 Ford, Rosanna  
 Ford, Virginia  
 Fornara, Sarah  
 Foster, Tonja  
 Fresh, Mark

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Gallegos, Cynthia  
 Ganyo, Nancy  
 Gatlin, Amanda  
 Geck-Hunter, Kathryn  
 Geier, Teresa  
 Gillmore, Patricia  
 Gilpin, Michael  
 Godlewski, Lori  
 Godwin, Richard  
 Goldberg, Bryan  
 Gonzalez, David  
 Gonzalez, Diana  
 Goodrich, Robert  
 Gossi, Donna  
 Gower, Cheryl  
 Graham, Robert  
 Gray, Shelagh, Lee  
 Greene, Diane  
 Greene, Kevin  
 Grillas, Zoe  
 Gromov, Linda  
 Grubbs, Jana  
 Gruber, Louis  
 Grzywinski, Edward  
 Guarena, Ruben

## Associate Faculty 2003-2005

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Gwynne, Doris  
Gwynne, Kent

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Habibi, Samina  
Haeckel, Claudia  
Haines, Betty  
Hale, Karina  
Hallisey, Ted  
Hamblin, Carolyn  
Hamilton, Holly  
Hamilton, Marcia  
Hamilton, Zoe  
Hammon, Ada  
Hammon, Jedd  
Hammon, Julia  
Hammon, Lucas  
Hammon, Priscilla  
Hanks, Randall  
Hanser, Curt  
Hardina, Shawn  
Hardman, Alton  
Harms, Brian  
Harrington, Sharon  
Harrison, Cindi  
Harshman, Glenn  
Harvey, Richard  
Hawkes, Thomas  
Haynie, Sallie  
Hays, David  
Hazen, Hannah  
Heap, Laurel  
Heard, Louise  
Heideman, Sergi  
Heidrich, Sherri  
Heilmann, Brian  
Hein, Jeffrey  
Heinemann, Daniel  
Heinitz, Terese  
Henry, Renellen  
Hensley, Bessie  
Henson, Elaine  
Henson, Mark  
Henson, Rae  
Hernandez, Martha  
Hernandez, Martin  
Heywood, Randen  
Hicks, Shannon  
Hicks, Trudy  
Hilbert, Diane  
Hofmeier, Iii, William  
Holden, Linda  
Holgate, Joyce  
Holland, Roger  
Holligan, Alena  
Hoover, Joshua  
Horton, Sandra

Hughes, Sarah  
Hunt, Mary

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Ibarra, Elia  
Ihmels, Tyler  
Ingraham, Harry  
Irving, Steven

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Jacobs, Robert  
James, Beverly  
Jarrett, Linda  
Jeffrey, Lynne  
Jenkins, Peter  
Jennings, Linda  
Jennum, Joseph  
Jeremiah, Jim  
Jessen, Paul  
Jessop, Jeanette  
Johnson, David  
Johnson, Scott  
Jones, Christina  
Jones, Georgeann  
Jones, Kathryn  
Jost, Kimberly

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Kelly, Terry  
Kenny, Charles, Jr  
Khan, Atia  
Kleiman, Bonnie  
Knox, Kelly  
Ko, Masako  
Koch, Paul  
Koster, William  
Kramer, Kenneth  
Krueger, Susan  
Kudera, Barry  
Kudera, Kathleen  
Kulicke, Vicky  
Kunow, Kenneth  
Kunze, Edward

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Laird, Marie  
Laird, Phyllis  
Lancaster, Meghan  
Lane, Eugenia  
Lane, Jack  
Lane, Renee  
Lapenta, Susan  
Lapier, Diana  
Latimer, Sonia

Lawson, Julie  
Layzell, Delores  
Leatherwood, Carol  
Leedy, Nancy  
Leerman, Craig  
Lefebvre, Ray  
Lefebvre, Rosemarie  
Lejeune, Phillip  
Lenhart, Ronald  
Liera, Carey  
Linn, Cullen  
Linn, James  
Livermore, Joshua  
Locatis, Christie  
Longenecker, Lori  
Longfellow, Lorissa  
Love, Ellen  
Lowder, Jenna  
Lumpkin, Larry  
Lund, Stephen  
Lunden, Judith  
Lusk, Marilyn  
Lynne, Karen

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Mahmoud, Lobna  
Mahoney, Leo  
Mains-Widman, Jean  
Malay, Gail  
Mallotto, Deborah  
Manch, Walter  
Mann, Cristen  
Manuel, Jacqueline  
Mariani, Hector  
Mariani, Sandra  
Markowitz, Brian  
Marr, Elizabeth  
Marsh, Alice  
Marshall, Mary  
Marshman, Christopher  
Marshman, Franchelle  
Martignon, Elena  
Martin, Maurice  
Martin, Susan  
Masi, Charles  
Massara, Jill  
Matthews, Haleen  
McDonald, Richard  
McAtlin, David  
McDaniel, David  
McDaniel, Vernon  
McDonald, Lawrence  
McGee, Virgie  
McGehee, James  
McGuire, Robert  
McKee, Theresa  
McLarty, Todd  
McNally, Patricia

McNally, Reid  
Mead, Charles  
Meier, Lorena  
Messersmith, Daniel  
Metz, Karen  
Mhyre, Lionel  
Miller, Cindy  
Millerd-Brosco, Dianna  
Milligan, Tanya  
Millward, Joseph  
Mitchell, Maria  
Mitchell, William  
Mock, Linda  
Money, Billie  
Montbriand, Timothy  
Moore, Patrick  
Moore, Shellie  
Moore, William  
Moreno, Buffy  
Moriarty, Mary  
Moynihan, Alan  
Mulligan, Mari  
Munos, Tony  
Murray, Kathleen  
Musgrave, Welsford  
Musser, Lillian  
Muston, Deborah  
Myhra, Terri

### N

Nelson, Ronald  
Nestrick, Cheri  
Newton, Janis  
Nitsch, Gilbert  
Noake, Sharon  
Nolan, John  
Nutting, Jeanne  
Nyboer, Bertha

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Oehler, Maxine  
Olderbak, Denise  
Oneil, Frances  
Orem, Rhonda  
Ortiz, Angelina  
Ortolano, Myirim  
Otterness, Sanford  
Ownby, Chad

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Patton, Richard  
Payne, Betty  
Pearce, Raymond  
Pedersen, Patricia  
Pelter, William  
Petrella, Christine

## Associate Faculty 2003-2005

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 Plummer, James  
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 Pollock, Marilyn  
 Pope, Daniel  
 Popp, Danna  
 Powell, Brian  
 Pradetto, Thomas  
 Prender, George  
 Preston, Ana  
 Price, David  
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 Pund, Jennifer

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Quarnberg, Kim

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Raburn, Darrell  
 Radtke, Rebecca  
 Ragozzine, Alan  
 Raines, Patricia  
 Rambo, Marlene  
 Ramlogan, Lyndon  
 Ranger, Thomas  
 Ravnika, Michelle  
 Raymond, Shauna  
 Raymond, Sydney  
 Reband, Gregory  
 Reddick, Haul  
 Redmond, John  
 Reed, Norma  
 Reese, Larry  
 Register, Melissa  
 Reiten, Adeline  
 Renfro, Sylvia  
 Rice, Donald  
 Rich, Trudy  
 Richards, Jody  
 Riddle, Michael  
 Robbins, Roland  
 Roberts, Jay  
 Roberts, Walter  
 Roddy, Kathleen  
 Rodriguez, Henry  
 Rogers, Trissa  
 Romiguere, Robbin  
 Ronnow, Dane  
 Ronnow, Dianne  
 Rooney, Liam  
 Rosenberger, Jennifer  
 Ross, Audrey  
 Ross Milmont, Karen  
 Roster, Paula  
 Roster, Robert  
 Roth, Jenette  
 Rottman, Susan  
 Roundy, Stephanie

Rowland, John  
 Russell, Anita  
 Ryan, Daniel  
 Ryan, Melissa

### S

Saadeh, Sana  
 Saculla, Joann  
 Salas-Beltran, Rocio  
 Salerno, Carolyn  
 Salerno, Judith  
 Salmon, Gail  
 Sanders, Claude  
 Sandor, George  
 Savala, Gevene  
 Savoie, Kenneth  
 Schanaman, Kerry  
 Scharnhorst, Leroy  
 Scheuneman-Morga, Jena  
 Schulze, Denise  
 Schwab, Brenda  
 Sears, Tracy  
 Seney, Shirley  
 Sennet, Richard  
 Seoane, Nelly  
 Sexton, Stephen  
 Shade, William  
 Shaffer-Dock, Teresa  
 Shahan, David  
 Shahan, Jessica  
 Shanahan, Raymond  
 Shelden, Nancy  
 Short, Jennifer  
 Shupe, Robert  
 Shutts, Sharon  
 Sixta, Debra  
 Slaney, Florence  
 Slemboski, James  
 Smith, Kathryn  
 Smith, Mary  
 Smith, Roberta  
 Sobczak, Scott  
 Sobraske, Melinda  
 Spellman-Douglas, Lanae  
 Spengler, Thomas  
 Squibb, Sr, John  
 Stanhope, Martha  
 Steger, Gabriela  
 Steighner, Beth  
 Stello, Jasen  
 Stephan, Michael  
 Stephey, Betty  
 Stevens, Clinton  
 Stipsky, Debra  
 Stirland, Kortney  
 Stolfus, Glen  
 Stout, Richard  
 Stringer, Mary  
 Stump, Bernadine

Suminimo, Waldine  
 Surwillo, Cheryl

### T

Taber, William  
 Taubman, Lara  
 Taylor, John  
 Taylor, Thomas  
 Tebo, Stacy  
 Thofson, Barbara  
 Thomas, Billy  
 Thompson, Michael  
 Thompson, Michael  
 Timpson, Beverley  
 Townsend, K.  
 Treichel, Robert  
 Trimble, George  
 Trivett, Aubrey  
 Trivett, Margaret  
 Truesdale, Erin  
 Tullis, Audrey

### V

Vallon, Chance  
 Vandiver, Dalston  
 Vandusen, Wallace  
 Vasey, Christine  
 Velazquez, Sergio  
 Veltman, Kendall  
 Venne, Lawrence  
 Vidad, Elizabeth  
 Vietor, Thomas  
 Vincent, Kirk  
 Vissering, Heidi  
 Vroman, Rick

### W

Waggoner, Walter  
 Wallace, Charles  
 Walls, Robert  
 Wange, Andrea  
 Wange, Owen  
 Ware, Arvilla  
 Warner, Brandon  
 Warren, Richard  
 Watson, Ronald  
 Weed, Krysti  
 Weiland, Gary  
 Weisser, Mikel  
 Wellington, M  
 Wentling, Earl  
 Wentling, Ruth  
 Westbrook, Donald  
 Westra, Jeff  
 Weydig, Kathy  
 White, Glen  
 White, Joleen  
 Whitney, Ernest  
 Widtfeldt, Denise

Wignall, Merle  
 Wilhelm, Cheryl  
 Willett, John  
 Williams, Anna  
 Williams, Grace  
 Williams, John  
 Williams, Katharine  
 Williams, Margaret  
 Williams, Owen  
 Williford, Mark  
 Wilson, Joanne  
 Wilson, Ruthann  
 Wingate, Tommy  
 Winslow, Michael  
 Wooden, Allen  
 Woods, Janice  
 Wright, Brenda  
 Wright, Michael  
 Wright, Roger  
 Wyatt, Linda  
 Wynn, Molly  
 Young, Donna  
 Young, James  
 Zachary, Theodore  
 Zarzycki, Barbara  
 Zemojtel, Brian  
 Zeuke, Eleanore  
 Zitting, Dorothy  
 Zubrick, Larry

### Please Note:

Academic credentials for associate faculty can be found on the MCC web site:

[www.mohave.edu](http://www.mohave.edu)



# Student Handbook



This student handbook section presents a basic outline of students' rights, expected student behavior and other important information about being a student at Mohave Community College.

As you use this Student Handbook section, we hope you will find the information clear and helpful. If you have any questions, please speak personally with your academic advisor.

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### Academic Integrity

You are responsible for the academic integrity of all work completed for a given course. All reports, papers, projects, and examinations must represent your own work. References and other sources of information must be properly cited. For complete details and regulations regarding academic integrity, please see the front section of the Catalog, Page 33.

### Academic Load

Lecture-type classes routinely require two to three hours of outside work for each hour spent in class. To ensure that you have every opportunity for success in courses undertaken, academic loads are controlled. The normal academic load is defined as 15-16 credit hours per semester. You may enroll for up to 18 credit hours per semester without special permission. Enrollment in more than 18 credit hours requires the signature of the campus dean or designee.

### ADA Statement

Pursuant to the Americans with Disabilities Act (ADA), Mohave Community College endeavors to assure the accessibility of all its programs, facilities and services to all persons with disabilities. If you need an accommodation for an MCC program, facility or service, please contact the Disability Services Office at 928-757-0813.

The Vice President of Administration, Director of Human Resources and the Vice President of Student Services shall act as ADA coordinators for the college to oversee compliance in the areas of facilities, student accommodations and employment practices.

### Animals on MCC Campuses

No dogs or other domestic animals, with the exception of service animals or those required for a class, are allowed on any MCC campus. Any dogs or other domestic animals on MCC grounds must be in the control of their owners in accordance with the ordinances of the county or city. Under no circumstances should animals be tied to any MCC buildings, handrails, trees or any other objects. Owners shall be held liable for any violation of state law regarding animals, e.g. AR§13-1208 "Vicious Animals," and shall be charged under the appropriate statute for any violations. (See any MCC library for complete details on this statute and other State of Arizona and United States laws.) Please see Service/Working Animal for a legal definition of an animal that is registered for service to a person with a disability.

### Attendance

Regular, punctual attendance is required in all credit courses taught in traditional formats, and regular active participation is required of all courses taught via distance education formats. Each instructor will inform students by means of a written syllabus of participation requirements, including attendance, 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% of the total points for the course. 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.

### Arizona Course Applicability System (AZCAS)

The state of Arizona has developed a web site to help students who wish to transfer from a two-year college to a four-year college or university. The Arizona Course Applicability System (AZCAS) answers many questions about transferring college credit. There is a link to the AZCAS web site from the MCC home page. Visit [www.mohave.edu](http://www.mohave.edu), click on the Online Resources button, then click AZ Course Applic. System.

### 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 and certificate information section in 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 AGECEC. For complete AGECEC information, see the front section of this Catalog, Page 49.

### 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://az.transfer.org/cas>. 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. You are encouraged to consult with the appropriate transfer institution's academic department for major course requirements before deciding on current class schedules.

## Changing Student Information

If you need to make changes to your student information, such as name, address, telephone number, etc., a Student Data Update Form can be obtained from enrollment services. If you find an error in your Student ID number or Social Security number on any college record, you are asked to file a Student Data Update Form as soon as possible. Student ID numbers are crucial for tracking student progress within all educational institutions, and errors in ID numbers could lead to undocumented or misdocumented student information.

## 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 shall report the action to the division chair. If the behavior continues, the Disruptive Student Procedure will be followed.

## Computer Centers

Computer Learning Centers are available on the Bullhead, Kingman, Lake Havasu and North Mohave campuses.

- Computer systems are available for general student useage, including word processing, spreadsheet, database, and computer-aided learning programs.
- Internet research programs are also available.
- Student network accounts are issued at no charge to all currently registered students.
- Non-students 18 and older can sign in at the computer lab as guests of the college.
- College computer equipment may not be used for copying music on CD or DVD. The Computer Center hours listed below apply while classes are in session.

### Computer Center Contact Information:

Bullhead	758-3926, x 4470
Kingman	692-3070
Lake Havasu	855-7812, x 3354
North Mohave	928-875-2799

### **Bullhead City, Kingman and Lake Havasu**

Monday - Thursday	8 a.m. - 10 p.m.
Friday	8 a.m. - 9:45 p.m.
Saturday	8 a.m. - 5 p.m.

### **North Mohave**

Hours will be posted each semester.

Contact Computer Centers for summer session hours.

## Copyright Act Compliance

All Mohave Community College students are expected to comply with the provisions of the Copyright Act pertaining to photocopying or duplicating any material not their own. (See any MCC library for a complete accounting of this and other State of Arizona and United States laws.)



College computer equipment may not be used for copying music onto CD or DVD.

## Degree Audit

The Degree Audit is a computerized advising tool that details the requirements of your program of study. The degree audit outlines progress toward your academic goals, courses completed at MCC, transferred courses, and awarded credits. Student GPA is also computed. If you are considering several programs you may get print-outs 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 an academic counselor and/or disciplinary action by a 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 section on Classroom Behavior, any student who demonstrates the inability to profit by instruction through an 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 for disciplinary reasons. The instructor shall report the action to the division chair. If the behavior continues, the Disruptive Student Procedure will be followed. If you have any questions regarding the due process procedures, please refer to Governing Board Policy on Student Conduct located in the campus library.

# Student Handbook 2005-2006

## Disability Services

Each campus has staff who coordinate assistance to persons with disabilities. These individuals provide disability related accommodations, information and referral services. They serve as a connecting link between students with disabilities and the college. Students needing accommodations should contact one of the disability services coordinators before registering for classes.

Bullhead Campus	Voice: 704-7794 TTY: 704-7798
Kingman Campus	Voice: 757-0848 TTY: 692-0205
Lake Havasu Campus	Voice: 680-5946 TTY: 505-3382
North Mohave Campus	875-2799, x 2226 No TTY available, please use Relay Service

### Disability Services Reminder:

- Students needing assistance with registration may meet with Disability Services before registering.
- The College requires six weeks' notice to provide disability-related accommodations.
- MCC does not provide eyeglasses, hearing aids or personal attendants.

## Disruptive Student Procedure

All referrals for immediate intervention with a disruptive student will be made to the appropriate academic counselor. After a Disruptive Behavior Alert Report has been filed, the academic counselor, campus dean and division chair will assess the student's issues and respond with suggested intervention. If further evaluation is needed, the Vice President of Student Services and the Vice President of Instruction will determine whether an evaluation with an agency consultant is necessary.

## 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 either improper conduct or 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 their ability to work suitably within a professional environment is important.

## Drug Free Student Guidelines

The Drug-Free Workplace Act of 1988 has mandated that recipients of \$25,000 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, distri-

bution, 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, it is felt that drug awareness is a subject which should be addressed for all employees and students.

The following guidelines have been accepted in compliance with the Drug-Free Workplace Act of 1988:

1. **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.
2. **Definition:** Substance use/abuse refers to the use of illegal drugs, legal drugs through illegal possession or overuse (by prescription or over-the-counter), intoxicating beverages and other mind altering substances.
3. **Applications:**
  - a. 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 in paragraph 2 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.
  - b. No student shall manufacture, distribute or possess such substances in 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.
  - c. 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.
4. **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, but are not inclusive of, reprimand, probation or suspension. A student may also be required to satisfactorily complete a drug or alcohol rehabilitation program as a condition of continued enrollment. This expense of this requirement will be the student's responsibility.
5. **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](http://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 position 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. All exits will remain unlocked during business hours.

- 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 on campus.

## Faculty Availability

Mohave Community College faculty are accessible to students outside of class. Full-time faculty maintain office hours during which they are available to confer with individual students. Associate faculty are available by appointment.



## Grievance Procedures - Academic Cheating Penalty Grievance

If a student believes that he or she has been unfairly penalized for cheating, the student may pursue an appeal of the penalty by sequentially following the procedure outlined below. The student must initiate the appeal procedure within one week of receiving the penalty. The timeline of the appeal process may be altered by petition to the Vice President of Instruction, with record copy sent to the Vice President of Student Services.

### Grade Grievance

If a student believes that an assigned course grade does not reflect the grading criteria of the faculty member's syllabus and/or course outline, the student may pursue an appeal of the grade by sequentially following the procedure outlined below. The student must initiate the appeal procedure within the first two weeks of the semester immediately following that semester during which the grade was assigned. (Spring and summer term grades can be appealed in the fall semester.) If the grade appeal procedure is resolved in favor of the student, the college Registrar will be directed to ensure that the decision is properly reflected on the student's transcript. The timeline of the appeal process may be altered by petition to the Vice President of Instruction, with record copy sent to the Vice President of Student Services.

### Procedure

1. The student shall meet and confer with the faculty member. The student may bring supporting material and evidence to this conference. If resolution is not achieved, the student may proceed to the next step of the appeal procedure.

2. Within five working days of the conference with the faculty member, the student must contact the division chair of the faculty member to arrange a meeting of the student, faculty member, academic counselor, if applicable, and division chair. (The student must also initiate this step of the procedure if he or she cannot meet with the faculty member as described in Step 1.) If the faculty member is also the division chair, a chairperson of that division from another campus will preside over the meeting. The student may request the additional attendance of the campus academic counselor. The meeting will be held on the student's home campus. At the meeting, the division chair will fill out a Grievance Form. This form will document the proceedings to this point. It will also summarize the arguments of both the student and the instructor in this case. The form concludes with the decision of the division chair.

The Grievance Form will be sent to the Vice President of Instruction, with record copy sent to the Vice President of Student Services and academic counselor, if applicable.

3. Either the student or the faculty member may petition the Vice President of Instruction within 10 working days of the meeting in Step 2 to review the decision of the division chair. The Vice President of Instruction will then select two faculty members, one representative from student services, and one student to serve on an ad-hoc Academic Standards Committee, which the Vice President of Instruction will chair. The Academic Standards Committee will conduct a fair and impartial hearing of the case and make the final decision.

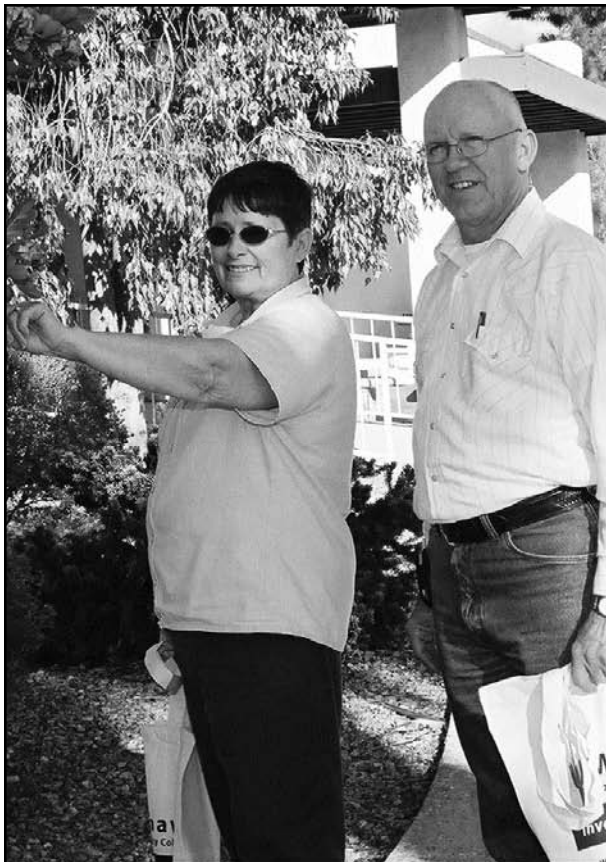
4. If the student is not satisfied with the Academic Standards Committee decision, he/she may, pursuant to the Family Education and Privacy Act (FERPA), provide to the Student Services Office an explanatory statement which will be placed in the student's educational record stating the reasons for the student's disagreement with Mohave Community College's decision and/or the reason for believing the record to be incorrect.

When MCC receives an explanatory statement, it will maintain that statement as part of the student's grade record as long as it maintains that record. The statement will be attached to the questioned part of the grade record, and whenever the questioned part of the record is disclosed the explanatory statement will also be disclosed.

### Grievance Procedures - General

A. General grievance procedures for students at Mohave Community College which covers Title IX (sex discrimination in education) and any other type of student grievance except for grade appeals (Grievance Procedures - Academic) are set forth herein.

B. A grievance occurs when a specific policy(ies), procedure(s), or established practice(s) is (are) alleged to have been violated, misinterpreted or inequitably applied.



1. It is the intent of the college that grievance procedures shall provide a more informal and expeditious manner of resolving disputes not requiring the application of all possible elements of procedural due process. Nothing contained in these procedures shall prevent a student having a grievance from discussing the matter informally with any appropriate member of the faculty or administrative staff. In addition, in exceptional circumstances (e.g., when the grievance alleges serious misconduct by respondent, the grievance may be commenced at Step II upon concurrence of the Vice President of Student Services).

2. **Informal Proceedings:** Normally, student grievances are resolved through the informal discussions and conferences with the faculty member, administrators or other respondents, and the student. This is usually the best way for resolving concerns or possible misunderstandings, and it is expected that the student will fully utilize such opportunities for resolving grievances.

3. **Formal Proceedings:** A formal grievance begins when the student files a Formal Grievance Form with Mohave Community College at the office of the Vice President of Student Services, citing the reasons for the grievance and the action requested. The Formal Grievance Form can be obtained through the office of the academic counselor. A formal grievance must be filed within fifteen (15) working days after the occurrence of the event giving rise to the grievance. It should be noted that in the event the student fails to file the grievance or any appeal of any decision relating to the grievance within the time periods set forth herein, the student shall be deemed to have waived all rights to have the grievance heard at the requested level and higher, and the matter shall be considered closed. The following sequential steps constitute the formal grievance process:

a. **Step I:** When a Formal Grievance Form is filed with the Vice President of Student Services, respondent has the right to seek counsel from supervisory or administrative personnel. The grievance will also be reviewed by the vice president regarding possible legal consequences prior to the respondent and student meeting. This internal evaluation and consultation process shall be completed within ten (10) working days of the date upon which the grievance is filed. With the goal of resolving the dispute, the respondent shall initiate a meeting with the student to formally discuss the grievance after the internal evaluation and consultation process is completed.

The respondent will then submit a written

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response to the formal grievance to the student and the Vice President of Student Services within ten (10) working days after the internal evaluation and consultation process is completed by the Office of Student Services.

If the grievance is satisfactorily resolved at the conclusion of Step I, the matter shall be considered closed with no need for continuation at a higher level. If the student is not satisfied with the respondent's written response, he/she may proceed to Step II.

b. **Step II:** If the grievance is not resolved at the student/respondent level, the student may appeal to the respondent's supervisor by forwarding copies of all paperwork from Step I to the respondent's supervisor along with a written statement of the student's objection to any resolution proposed by the respondent, within five (5) working days after the student's receipt of respondent's written response. The supervisor will assume a mediating role and convene a conference of the involved persons and any other person(s) who, in his/her opinion, may help resolve the conflict within ten (10) working days after his/her receipt of the grievance appeal paperwork. The mediating supervisor will issue a decision, in writing, within fifteen (15) working days of his/her receipt of the appeal. Copies will be sent to the student, the respondent, and the Vice President of Student Services. If either the student or the respondent is not satisfied with the decision, he/she may proceed to Step III.



c. **Step III:** The student or respondent may appeal the decision to a grievance committee, through the president, within five (5) working days of receipt of the supervisor's decision. The appealing party must forward copies of all paperwork from Steps I and II to the president as part of the appeal process. The grievance committee to hear student grievances will consist of one (1) student selected by the aggrieved student, two (2) students selected by the Vice President of Student Services, and one (1) college employee selected by the respondent and two (2) college employees [professional support, and/or faculty] selected by the Vice President of Instruction. The Vice President of Instruction will also designate the chairperson. The chairperson will assume a mediating role and convene a conference of the grievance committee, the involved persons and any other person(s) who, in the grievance committee's opinion, may help resolve the conflict, within fifteen (15) working days after the president's receipt of the appeal paperwork. The mediating chairperson will issue the decision of the grievance committee, in writing, within twenty (20) working days after the president's receipt of the appeal. Copies will be sent to the student, the respondent, and the student services office. If either the student or the respondent is not satisfied with the decision, he/she may proceed to Step IV.

d. **Step IV:** A grievance appeal must be made to the president by providing copies of all the grievance paperwork from Steps I, II, and III to the president within five (5) working days after receipt of the chairperson's decision. The president will conduct an inquiry within ten (10) working days with all involved parties. The president will issue a decision based on the inquiry and report it in writing to the student and the respondent within fifteen (15) working days of his/her receipt of the grievance appeal. If either the student or the respondent is not satisfied with the president's decision, he/she may proceed to Step V.

e. **Step V:** Either the student or the respondent may request through the Office of the President, a grievance hearing before the Governing Board by submitting a written request for a hearing within five (5) working days after receipt of the president's decision. Upon receipt of a written request for a hearing, the president will submit copies of all paperwork received by him/her and of his/her written decision on the matter to the board. After review of the materials submitted, and at its discretion,

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the board may elect to hear the appeal, make a decision based on the written material presented to the board, or not accept the request for a hearing at all.

Whichever option the board chooses, its decision is final and binding. Both the student and respondent will be notified in writing of the board's decision within forty-five (45) days of receipt of the written request for an appeal hearing.

f. If the student is not satisfied with the final decision, he/she may, pursuant to the Family Education Rights and Privacy Act ("FERPA"), provide to the Student Services Office an explanatory statement which will be placed in the student's educational record stating the reasons for the student's disagreement with the college's decision and/or reasons for believing the record to be incorrect.

When the college receives an explanatory statement it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and, whenever the questioned part of the record is disclosed, the explanatory statement also will be disclosed.

- C. **Form of Notification:** Any written responses and/or decisions from college personnel and/or officers will be mailed to the student and the respondent by certified mail, return receipt requested. A confirming copy will be sent to the Vice President of Student Services.
- D. **Definitions:**
1. For all purposes under this Formal Grievance Policy, the terms "received" or "receipt" shall mean the lesser of the date appearing on the mail return receipt or seven (7) days after the postmarked date, on the envelope, if the item in question is delivered by mail. If an item is delivered by hand delivery or telecopy, the terms "received" or "receipt" shall mean the date of actual receipt as stamped or otherwise noted on the item by the college employee or officers responsible for making the decision at the applicable step of the appeal proceedings or a member of such person's office staff.
  2. For all purposes under this Formal Grievance Policy, the "filing" or "initiation" date of a formal grievance shall mean the date of actual receipt as stamped or otherwise noted on the Formal Grievance by the Vice President of Student Services.

## Housing

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

## Infectious Disease Policies

### AIDS/Infectious Disease

A condensed version of the AIDS policy is as follows:

To assist the students and staff of Mohave Community College in responding to the medical, legal and ethical questions posed by AIDS (acquired immune deficiency syndrome), the following guidelines have been formulated:

1. To implement an active, ongoing educational program that will increase awareness and provide students and college staff with the most current information in regards to AIDS,
2. To institute safety rules and procedures for the classroom and work area that will minimize the risk of acquiring AIDS and other infectious diseases,
3. To safeguard the individual rights of privacy and freedom from discrimination for students and college staff who acquire the disease or test positive for exposure to the virus.

A copy of the complete Blood-Borne Pathogens policy guidelines is available in each campus library.

### Blood-Borne Pathogens/Infectious Disease Procedure

Mohave Community College requires compliance with all guidelines recommended by the Centers for Disease Control and Occupational Safety and Health Administration for preventing contamination and infection of workers at risk for occupational exposure to blood-borne pathogens.

All workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure during contact with any person's blood or body fluids that require universal precautions. Universal precautions involve the use of protective barriers such as gloves, gowns, aprons, masks or protective eyewear which can reduce the risk of exposure of the health care worker's skin or mucous membranes to potentially infective materials.

In accordance with the recommended guidelines, the following procedures must be followed:

**Universal Precautions:** Universal precautions shall be observed to prevent contact with blood and other potentially infectious material.

1. Gloves are to be worn when there is reasonable likelihood of hand contact with blood or other potentially infectious materials.
2. Face and eye protection including masks, goggles, glasses or face shields are to be used when there is a potential for splashing, spraying or splattering of blood

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or other potentially infectious material.

3. Eating, drinking, applying cosmetics or lip balm or handling contact lenses is prohibited in work areas where blood or infectious materials might be present.

**Infectious Waste Management:** Infectious waste is defined as any waste, solid or liquid that is capable of producing an infection. ALL BODY FLUIDS AND SECRETIONS ARE TO BE TREATED AS CONTAMINATED AND POSSIBLY INFECTIOUS.

1. All equipment and/or work surfaces contaminated with blood or infectious material will be cleaned and disinfected immediately. A chemical germicide or bleach solution diluted 1:9 is recommended.

2. Infectious waste will not be placed in regular trash but will be segregated from other waste by being placed in containers designated as biohazard and labeled or tagged with this identification.

3. After gloves are removed and disposed of properly, the employee must wash hands with soap and water after each contact or potential contact with a blood-borne pathogen.

4. All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures.

a. To prevent needle stick injuries, needles should not be recapped by hand, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.

b. After they are used, disposable syringes, needles, scalpel blades, and other sharp items should be placed in puncture-resistant container for disposal. The puncture-resistant container should be located as close as practical to the use area. All reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.

### **Antibody Testing of Students and Faculty:**

The accidental exposure of an employee of Mohave Community College while at work is treated in a similar manner to any type of incident occurring within the college. Please report it immediately to your supervisor.

### **Non-Student Expectations**

All individuals, whether currently enrolled or not, must abide by the college Code of Conduct, rules and regulations while on or using any college property, equipment or attending any college related function.

### **Notice of Nondiscrimination**

Mohave Community College practices the philosophy of equal employment and educational opportunities. Title VII of the Civil Rights Act of 1964 and Executive Order 11375 are continuously reviewed to ensure that the college is in compliance with civil rights laws.

Title IX of the Education Amendments of 1972 outlines the laws that prevent discrimination based on sex. The college reviews Title IX to make sure its policies, procedures and programs are in compliance.

Mohave Community College does not discriminate on the basis of race, color, religious preference, national origin, sex, or disability in its programs and activities. The following positions have been designated to handle inquiries regarding the nondiscrimination policies:

### **Student Inquiries**

Vice President of Student Services - (928) 757-0810  
1971 Jagerson Ave., Kingman, AZ 86401

### **Employee Inquiries**

Director of Human Resources - (928) 757-0829  
1971 Jagerson Ave., Kingman, AZ 86401



### **Parking for Persons with Disabilities**

Certain parking spaces on all MCC campuses, as 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 such parking spaces designated for persons with disabilities.

Mohave Community College follows the Arizona State law as written in the Arizona State Statutes 28-884. (See any MCC library for a complete accounting of this, and other Arizona State laws.)

Exception: Any person who is chauffeuring a person with a physical disability shall be allowed, without the disability identification/placard, to park momentarily in

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any space designated for persons with disabilities, for the purpose of loading or unloading such person with a disability.

## Photo and Videotape Use

Mohave Community College takes photos and videotapes of students throughout the year. These photographs often include students in classrooms, study areas, etc. Mohave Community College reserves the right to use these photographs as part of its publicity and marketing efforts. Students who enroll at Mohave Community College do so with the understanding that these photographs might include them and might be used in college publications and for publicity.

## Safety on Campus

MCC 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 college will continue to strive to maintain a safe environment. For example, careful attention has been given to the design of and adequacy of lighting in parking areas and walkways on all campuses. Landscaping has also been designed so as to reduce the number of possible hiding places.

In case of emergency, contact persons can be reached by calling your campus switchboard.

### MCC asks all students to observe the following:

1. Always be aware of your surroundings
2. Park in designated, lighted college parking areas
3. When walking to or through a parking lot at night, go in a group or with at least one other person
4. Make sure friends have started their cars before you leave the lot, especially late at night
5. Always lock your car when you leave it and check inside before you get back in
6. Don't leave expensive belongings in your car
7. When walking between buildings, use walkways
8. Don't flash your cash
9. Don't leave your purse or other belongings unattended
10. Do not hesitate to report unusual behavior or circumstances to an instructor or at the campus information desk.

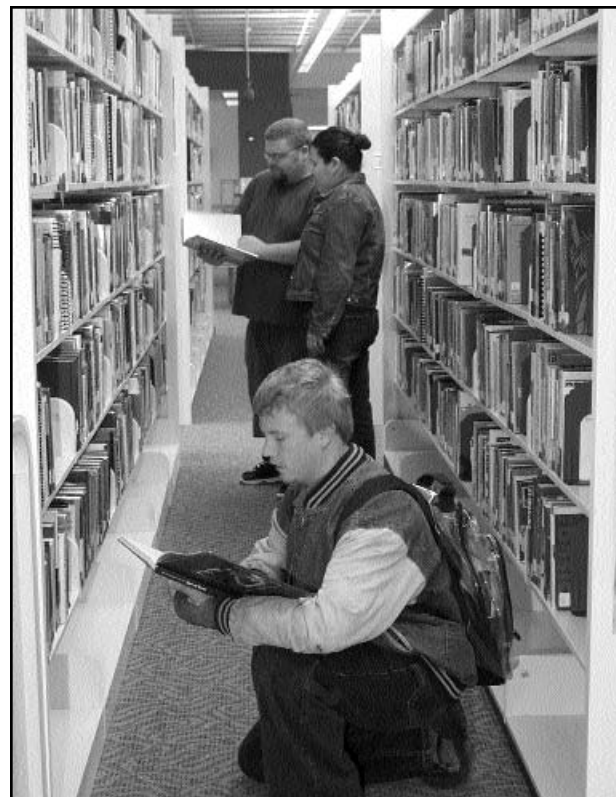
As is required by the Crime Awareness and Campus Security Act of 1990, Mohave Community College has established procedures for the gathering of statistics on certain categories of crimes and arrests. Specifically, MCC is required to compile statistics by campus for crimes which include sexual offenses (forcible or non-forcible), robbery (under confrontational circumstances), burglary, aggravated assault, and motor vehicle theft. Additionally, Mohave Community College is required to report any arrest related to liquor law violations (other

than drunkenness or driving while intoxicated), illegal drug violations, and weapons charges. Statistics in these areas are compiled by the Vice President of Student Services and are maintained on an annual basis for forwarding to the federal government. Copies of this report are available upon request to any applicant, student, employee or member of the public.

MCC has established procedures to be followed relative to locking and unlocking of classrooms and other college buildings located on each of its campuses. These procedures are supervised by the campus dean.

Security for MCC campuses is provided by law enforcement agencies. 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.

MCC's efforts to educate employees and students about crime awareness and prevention include those procedures described here and will be supplemented by notices as may be required to call attention to specific cases of real or potential threat affecting individual campuses or college operated facilities. These notices will be distributed on an as-needed basis and posted in public places in an attempt to ensure sufficient warning to students and others using college facilities. Additionally, copies of such notices will be provided to faculty members (both resident and associate), and read out loud in classes at affected locations.



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Notices provided for under this section will be posted as follows:

**Bullhead City Campus:** Campus bulletin board, staff mail room, one copy to the mailbox of each associate and resident faculty member for subsequent reading in class.

**Kingman Campus:** Student Center lobby, one copy to the mailbox of each associate and resident faculty member for subsequent reading in class, human resources office, job posting board, office of the president, employee break rooms and student services office.

**Lake Havasu City Campus:** Campus bulletin board and staff production room, one copy to the mailbox of each associate and resident faculty member for subsequent reading in class.

**North Mohave Campus:** Campus bulletin board, one copy to the mailbox of each associate and resident faculty member for subsequent reading in class. All students and employees are encouraged to be aware of situations which may result in a sex offense (forced or non-forced) involving both known and unknown assailants. Students or others found to have engaged in acts which constitute sexual assault, attempted sexual assault, or other related sex crimes whether forced or non-forced, will be subject to appropriate disciplinary and legal process to the fullest extent allowed by law. In instances where students are involved in disciplinary procedures, both the accused and accusers are entitled to the same opportunities for representation and shall be informed of the outcome of any disciplinary procedure related to such alleged assaults.

## **Service/Working Animal**

A Service Animal is defined by the 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 law ARS 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 MCC campuses are required to provide documentation regarding their disability and the assistance provided by the service animal as a recommendation by their physician/psychologist to the disability services director. It is recommended that the information be provided before the animal is to be used as a service animal on MCC campuses. (See any MCC library for the complete information regarding Service Animals and any State of Arizona 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 Mohave Community College Governing Board prohibits sexual harassment by the board, its members, staff and students. The board 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 Clubs 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 the web site at [www.mohave.edu](http://www.mohave.edu).

## **Privileges of a Chartered Organization**

- Use of the name of the college.
- Recruitment of their members on the campuses.
- Opportunity to hold social functions on the campuses.

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- Use of the college grounds, facilities, and equipment.
- Use of the student centers for meetings and social events.
- Advertisements of the organization's activities on the campuses.
- Help from college staff in planning, starting, and determining the organization's function.

### **How to Start a Club**

- Contact an Academic Counselor.
- Find at least five other currently enrolled students who are also interested in becoming a charter member of the club.
- Find an advisor who is a full-time employee at the college.
- Write a constitution for the club.
- Submit the constitution to an Academic Counselor for approval.

### **Club and Organization Responsibilities**

- Avoid discrimination in determining club membership on the basis of age, creed, color, race, sex, religion, national origin or disability.
- Limit membership in the organization to the students, faculty, alumni and MCC staff.
- Keep the name of the college in good standing in all their functions and actions.
- Obtain approval from the Campus Dean for all student functions.
- Plan no function where intoxicants or illegal substances are sold.
- Obtain funds for student-sponsored functions by requesting student life funds and by sponsoring money-making projects.

### **Fund Raising Policy**

- All fund raising activities of student clubs/organizations must be approved by the Vice President of Students Services. The fund raising form is provided by an academic counselor.
- The club advisor will arrange for a formal accounting of funds for the business office.
- Any solicitation of prizes from vendors outside the college must be approved by the club advisor and accompanied by a letter signed by the club advisor.

### **Club Travel Guidelines**

- Courses generating FTSE and requiring field trips or related travel will have first priority on the use of college vehicles.
- College vehicles must be reserved the 10th day of class for all travel activities related to college courses as stipulated in the syllabus. Clubs cannot reserve a college vehicle before the 10th day of the semester. After that time, vehicles may be reserved on a first-come basis.
- All clubs are to follow established travel procedures, and current handbooks containing travel procedures

will be revised to include club use of college vehicles. Procedures include submitting travel request forms no less than 15 days prior to the travel.

- No college vehicles used for club activities may be parked at an airport. They may be used to transport personnel to and from the airport.
- An advisor must always be present with the club and responsible for travel arrangements, driving assignments and club activities. A non-college individual with a valid Arizona driver's license may drive the vehicle only if a college employee is present in the vehicle.
- If a college vehicle is not available to a club, club members may use their own vehicle on condition a liability waiver is signed by the club members and submitted to the business office 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 college business office.
- Rental cars are optional with the above stipulations and with the approval of the campus dean.
- Approval of club travel in college vehicles is dependent on the availability of college vehicles, demand for subsequent use by other college factions, availability of funds and in consultation with the campus dean.
- MCC will pay for advisor's travel expenses with the approval of the campus dean.
- MCC credit cards and cellular phones (if available) will be provided to the club advisor. Club members are to reimburse the college for gas used.
- All vehicles are to be returned to the college with a full tank of gas and the vehicle clean.

### **Student Clubs, Organizations, Activities**

Following is a list of clubs available on various MCC campuses. To find out about student life on your campus, please contact your academic advisor.

#### **Art Club**

- Furthers the educational and artistic experience of club members, while fostering a cultural atmosphere for visual arts students of MCC, and to promote the advancement of the position of the visual arts in the community through social events.
- Educates through visiting regional art museums.
- Works on community and campus projects.

#### **Artisan Club**

- Allows students in all areas of art the opportunity to further their education. The club schedules workshops and demonstrations in art. Members share their work and experience.

#### **Astronomy Club**

- Studies the stars.

#### **Aviation Flying Club**

- Educates regarding the field of aviation.



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- Sponsors flight related activities for members.

## **Chi Sigma - Christian Student Association**

- A fellowship of Christian students in action.

## **Computer Club - MC<sup>4</sup>**

- Increases the awareness of occupational opportunities in the computer field and participate in LAN events. Visit MC<sup>4</sup> at <http://mc4.mohave.edu>

## **Desert Voices Literary Society**

- Supports its members, as readers and writers, in the enjoyment and appreciation of literature.
- Sponsors a writing contest for the MCC student community and publishes anthology of student work.

## **Environmental Club**

- Increases public awareness of surrounding environment and limited supply of natural resources.
- Works on campus nature trail.
- Maintains a campus recycling program.

## **Pottery Club**

- Allows students in the ceramics discipline an opportunity to meet, discuss common goals, suggest workshops, help develop curriculum and educate the public about clay.

## **Phi Theta Kappa (PTK)**

- International honor society for students who achieve in scholarship.
- Membership by invitation based on qualification.
- Promotes scholarship and the development of leadership and service.

## **Student Government**

- Elected student leaders seek to promote a progressive cultural and social environment.
- Supports other clubs in an attempt to add to the leadership mission of the college.

## **Student Nursing Organization (SNO)**

- Provides nursing students the opportunity to participate in a national professional organization (National Student Nurses Association).
- Plans local activities to enhance the educational experience. Meets with guest speakers, community health education, and fund-raising.

## **Student Code of Conduct**

As members of the Mohave Community College community, students are expected to be responsible for themselves, to assist others in accepting their responsibilities, and to make their community, in some way, a better place. Self-responsibility entails respect for individuals and their rights, eliminating blame, acknowledging mistake and working toward constructive change while challenging injustice and unethical acts of others.



The rules and regulations in this code are to be followed by all MCC students. The college expects all MCC students to follow national, state and local laws.

Any legal action against a student who violates national, state or local laws will not prevent MCC from taking further disciplinary action. The discipline can include dismissal from Mohave Community College. Disciplinary action up to and including dismissal may be taken by MCC against any student for offenses which include but are not limited to:

1. Threats or acts of violence against other persons
2. 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 MCC campus and MCC owned or controlled property
3. Cheating and plagiarism: Dishonesty on assignments, examinations or other academic work is considered a serious offense at MCC
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 willingly falsifies official records or documents is subject to immediate suspension or dismissal
7. Illegal drugs: 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 vio-

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lates such drug laws before, during or after the court of law proceedings

8. Theft
9. Trespassing or loitering
10. Violation of national, state or local laws, ordinances or regulations
11. Weapons: The possession of weapons is prohibited on any MCC campus and MCC owned or controlled property
12. Hygiene affecting the ability of the student or others to learn or achieve satisfactory progress in the curriculum
13. Unwillingness to comply with class and/or college procedures

### Student E-mail

MCC students are eligible to have an MCC student e-mail account. Students will be assigned their student e-mail account after they have registered for classes and paid all tuition and fees. This e-mail account will give students access to up-to-date information throughout the semester (such as class schedules, special events, on-campus activities, etc.). Students enrolled in an online course must use their MCC student e-mail address.

### Student Information System (SIS)

MCC has developed an online student information system that allows current and recent students to review their college information. Using the system, students are able to view their current class schedule, grades, unofficial transcripts and demographic information.

In addition, students are able to print their student history (unofficial transcripts). Official transcripts may be requested at your local campus or from the Office of the Registrar.

### 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.

At MCC, graduation rate information and crime statistics are available from the Office of the Vice President of Student Services. Information on financial assistance awards is available from the Financial Aid Office - phone 928-757-0817 (or call your local campus and ask for extension 1117).

### Using the Student Information System:

1. Log on to: [www.mohave.edu](http://www.mohave.edu)
2. Go to the **STUDENT SERVICES** button.
3. Then go to **GRADES** in the drop-down menu.
4. Enter Student ID number
5. Enter PIN, (date of birth as a two-digit month, day and year (MM/DD/YY)).

For example, a student born on Feb. 23, 1984, should use 022384)

After initial log in, you may change your PIN using the [PIN Maintenance](#) button.

If you forget or lose your PIN, you will need to bring a photo ID to Enrollment Services at your local campus to have it reset.

### Testing Services

MCC serves as a test site for many examinations. Please contact Student Services to inquire about specific tests and testing dates.

### Weapons Policy

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 as defined in ARS §13-3102 A1, A2, and A10.

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, nunchakus, throwing stars, darts, throwing knives and related martial arts weapons; and possession of explosive, explosive devices, ammunition and ammunition components.

### Persons excluded from this policy:

1. Any certified peace officer currently employed by a law enforcement agency
2. Any person possessing a weapon to demonstrate, for educational purposes, any of the above stated weapons upon the approval of the president/designee
3. Any person otherwise approved by the president/designee.



# 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 your academic counselor.

**Academic Year:** Divided into a fall and spring semester and a summer semester with one or two summer terms.

**Add/Drop:** A period after classes begin in which students may make changes in their schedule. Changes will be accepted during the first week of the term and first two days of the summer term. These changes do not appear on your transcript.

**Associate of Applied Science (AAS)** - a degree designed for students in technical programs which prepare them for the job market.

**Associate of Arts (AA)** - a degree designed for students transferring to a college or university to earn a bachelor's degree.

**Associate of Business (ABus)** - a degree designed for students transferring to a college or university to earn a business bachelor's degree.

**Associate of Science (AS)** - a degree designed for students transferring to a college or university to earn a science bachelor's degree.

**Certificates:** Awarded to students who complete a specified group of courses. Certificates of Proficiency indicate a mastery of material.

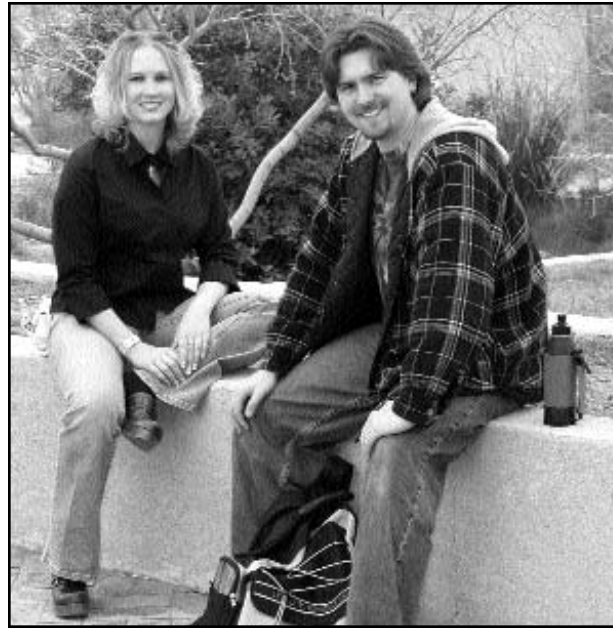
**Credit Hours:** Awarded to a class based on the amount of time necessary to complete the class material. Generally, credits indicate the number of hours per week the class meets, i.e.; a 3-credit class would meet for 3 hours each week for 15.5 weeks. However, many MCC Internet courses are shorter in duration.

**Dean's List:** A semester-by-semester list of full-time students who complete 12 credit hours of 100- to 200-level courses and earn a Grade Point Average of 3.5 or better during the semester.

**Degrees:** MCC is a two-year college and offers associate degrees to students who complete 60 or more credit hours in an approved program of instruction with no less than a "C" average (2.00 GPA).

**Dismissal:** A student who is on academic probation for two semesters in a row will be dismissed. See the front section of this Catalog for readmission requirements, Page 33.

**Electives:** Additional courses that may be required in a program of study. Often you are given some flexibility in choosing these electives.



**Full-time Student:** A student taking 12 or more credits during a semester. Full-time students wishing to graduate in two years must take 30-32 hours of courses numbered 100 or above per year.

**General Education:** Courses required for all degrees. Classes such as English, mathematics, sciences, social and behavioral science, languages, etc.

**Good Academic Standing:** Maintaining a GPA of at least 2.0. Graduation requires a GPA of 2.0.

**Grade Point Average (GPA):** A measurement of a student's academic achievement, calculated by dividing earned grade points by credit hours earned. For additional information about GPA, please see the front section of this Catalog.

**Honors List:** A semester-by-semester list of part-time students who are enrolled in at least 6 credit hours of 100- or 200-level courses in the semester, have accumulated 12 or more credit hours, and receive a GPA of 3.5 or better during the semester.

**Identifying a course:** Courses are assigned a letter code that includes a number code for 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 another section of this Catalog.

**Major:** The subject you wish to study, as an example, business, computers, English, etc.

## College Terminology

**Official Transcript:** Your college record sent by the Office of the Registrar to a new college or your 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 enrolling in 11 or fewer credits for the semester.

**Program of Study:** The specific program you are following. You choose a specific degree depending on whether you plan to go to a university or into the job market at the end of your MCC career. Your choice will then be the major within that degree. A program of study for each major choice is generally in the catalog and gives you a blueprint to follow for your degree/major.

**Prerequisite:** A requirement that has to be satisfied before you can enter a class. The prerequisite may be a previous class, specific experience, or specific scores on the assessment test.

**Probation:** When your GPA falls below 2.0 you will be placed on academic probation and the number of courses you may take will be limited for the following semester.

**Repeating Courses:** Courses may be repeated to improve a grade or update knowledge. The highest grade will count in grade point average (GPA) calculation. However, all attempts will appear on your transcript.

**Semester:** Fall and spring semesters are 15 weeks of classes.

**Semester Grades:** At the end of the semester, grades will be awarded and are recorded in your permanent educational record (i.e., the transcript).

**Summer School:** Summer semester has 5-week and 8-week courses running concurrently.

**Transcript:** Official record of all courses for which a grade is received at an educational institution.

**Withdrawal period:** A period in which students may withdraw from enrolled courses.



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