



Mohave

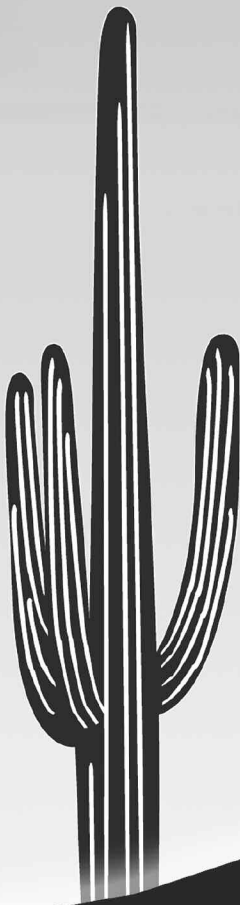
Community College



2006-2007

Catalog

ADDENDUM



1971 - 2006

35 Years and Growing

**Affordable, Accessible, High Quality Education
For all citizens of Mohave County**

Correction to inside cover**DATE CHANGE on MCC Academic Calendar -**

Summer Session 2007 ends on July 26 (Thu) **NOT** July 30 (Mon)

Correction to pg. 13**Phone Registration Numbers**

J. Leonard and Grace Neal Campus - 928-757-0839

Lake Havasu City Campus - 928-453-1139

Correction to pg. 26**Bookstore**

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

Addition to pg. 26**Advanced Standing (non-traditional) credit.**

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

Addition to pg. 27**High School Advanced Placement Test**

These test scores should be sent directly from The College Board to the MCC Registrar's Office. The Advanced Placement test score standards are decided by each discipline's state-wide Articulation Task Force (ATF), and approved by the Arizona Academic Program Articulation Steering Committee (APASC). For a current listing of approved subject areas, please contact your local campus Director of Student Services or visit the following website: http://az.transfer.org/cas/atass/admin/policy/ap_clep.html.

Addition to pg. 36**STANDARD****GRADE****POINT**

Adequate progress in early course objectives;

mastery of all course objectives has not yet been met.

PR

0

For AED prefix courses only.

Addition to pg. 62**Certificate****Medical Assisting: Phlebotomy**

The Phlebotomy Certificate in the Medical Assisting program prepares the student to take the American Medical Technologist's National Certification Exam for Registered Phlebotomy Technology and prepares the student to be a valuable part of a healthcare team. Most courses apply toward the Associate of Applied Science degree in Medical Assisting. For more information on the national Phlebotomy certification, go online to www.amt1.com.

HES 100 Medical Law and Ethics3

Prereq.: Appropriate Assessment Test score
or successful completion of ENG 085 and ENG 089

HES 101 Basic Phlebotomy Techniques3

Prereq.: Appropriate Assessment Test score
or successful completion of ENG 085 and ENG 089

HES 102 Phlebotomy Externship3

Prereq.: Successful completion of HES 101

HES 113 Medical Terminology3

Prereq.: Appropriate Assessment Test score
or successful completion of ENG 085 and ENG 089

MEA 213 Advanced Phlebotomy Techniques3

Prereq: Successful completion of HES 101.

CIS 105 Computers For Beginners **OR**

CIS 110 Introduction To Computer Information Systems **OR**

CIS 131 Microsoft Office Suite3

TOTAL CREDIT HOURS18

Addition to pg. 63**Associate of Applied Science****Accelerated Nursing for Paramedics**

This program is designed to transition paramedics into a registered nurse career in three semesters beginning with summer sessions. Students must have completed the

prerequisites described below before acceptance into the program and beginning the summer sessions. Students successfully completing the program will be eligible to take the national licensure examination for registered nurses. The program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission.

Admission Requirements

A completed application must be submitted for admission to the Paramedic to RN track of the Nursing Program. An application may be obtained at any MCC campus from the academic counselor, at the nursing department at the address listed below or online at www.mohave.edu. The paramedic is required to have current paramedic certification, two years of pre-hospital experience and appropriate Nurse Entrance Test scores.

Program address: 1977 W. Acoma Blvd., Lake Havasu City, AZ 86403 (928) 505-3368

Prerequisites

BIO 201 Human Anatomy and Physiology I4
Prereq: One semester of college-level Biology or permission of Division Chair	
BIO 202 Human Anatomy and Physiology II4
Prereq: One semester of college-level Biology or permission of Division Chair	
BIO 205 Microbiology4
Prereq: BIO 100, 150 or 181 or permission of Division Chair	
ENG 101 English Composition I3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
PSY 101 Introductory Psychology3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
PSY 240 Child Growth & Development3
Prereq: PSY 101	
OR	
PSY 245 Lifespan Development3
Prereq: PSY 101	
Any 100-level or above MAT prefix course3-4

Total prerequisite credits25-26

Program Requirements

Summer Session

NUR 150 Transition to Nursing I3
Prereq: Admission to Nursing Program	
NUR 175 Transition to Nursing II9
Prereq: NUR 150	

Total Summer12

Fall Session

NUR 221 Nursing III8
Prereq: NUR 175	
NUR 225 Transition to Nursing III1
Prereq: NUR 175 and Co-req: NUR 221	
ENG 102 English Composition II3
Prereq: ENG 101	

Total Fall12

Spring Session

NUR 222 Nursing IV8
Prereq: NUR 221	
NUR 275 Transition to Nursing IV2
Prereq: NUR 221 and Co-req: NUR 222	
Any 100-level Humanities course3

Total Spring13

Total minimum credit hours62-63

Associate of Arts**Elementary Education Emphasis**

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

Mohave Community College is dedicated to lifelong learning. If you are just graduating from high school, embarking upon a new career, or are working as a seasoned professional - MCC has educational opportunities to fit your schedule and needs.

Call toll free at 866.664.2832 today to find out how MCC can help you increase your quality of life through education.

Associate of Arts**Early Childhood Education Emphasis**

The Associate of Arts with an emphasis in Early Childhood Education is designed for those interested in becoming preschool and kindergarten teachers or childhood caregivers working with children newborn through age five in center-based programs in the state- and federally-funded programs (e.g. Head Start).

This program has been redesigned to meet new transfer and state requirements.

The state has mandated that all childhood caregivers, preschool teachers and kindergarten teachers in state- or federally-funded childcare centers and schools hold a bachelor's degree and state of Arizona teaching certification in Early Childhood Education or an Early Childhood Education endorsement to an existing certification. This degree prepares the student to transfer to an Arizona state university to continue the required education. Please see your academic advisor for the new AA in Early Childhood Education course requirements.

General Education Requirements35-37

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

Recommended AGECE-A Courses

POS 120 American National Government	3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
EDU 214 Cultural Diversity in Education	3

Other Requirements10

MAT 160 Math for Elementary Teachers I	3
Prereq: MAT 142 or 151	
MAT 161 Math for Elementary Teachers II	3
Prereq: MAT 160	
POS 100 Arizona Constitution & Government	1
Elective	3

Early Childhood Education Core17

EDU 205 Introduction to Education	3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and ENG 089	
EDU 222 The Exceptional Student	3
Prereq: ENG 101 with a C or better or appropriate test score	
ECE 271 Curriculum and Experiences in Early Childhood	3
Prereq: ENG 101 and EDU 205	
ECE 272 Classroom Management	3
Prereq: ENG 101 and EDU 205	
ECE 273 Play Education	3
Prereq: ENG 101 and EDU 205	

ECE 274 Practicum	2
Prereq: ENG 101 and EDU 205	
Coreq: Either ECE 271, ECE 272, or ECE 273	
Total minimum credit hours	62-64

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Associate of Applied Science

Automotive Collision Repair Technology (ACT)

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

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

First Semester

ACT 110 Safety in Collision Repair	2
Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and ENG 088	
ACT 111 Metal Welding and Cutting I	3
Corequisite: ACT 110	
ACT 121 Non Structural Repair Preparation	3
Corequisite: ACT 111	
ACT 123 Metal Finishing and Body Filling	3
Corequisite: ACT 121	
ACT 141 Refinish Safety	1
Corequisite: ACT 123	
ACT 142 Surface Preparation I	2
Corequisite: ACT 141	
ACT 143 Spray Equipment Operation	2
Corequisite: ACT 142	
Total Semester Hours	16

Second Semester

ACT 150 Panel Repairs and Replacements	3
Prerequisite: ACT 143	
ACT 151 Structural Damage Diagnosis	3
Corequisite: ACT 150	
ACT 152 Structural Damage Repair	3
Corequisite: ACT 151	
ACT 153 Refinishing I	2
Corequisite: ACT 152	
ACT 155 Plastics and Adhesives I	1
Corequisite: ACT 153	
ACT 156 Plastics and Adhesives II	1
Corequisite: ACT 155	
ACT 159 Fixed Glass	3
Corequisite: ACT 156	
*Critical Thinking & Reasoning Course	3-4
Total Semester Hours	19-20

Third Semester

ACT 205 Estimating and Shop Management	3
Prerequisite: ACT 159	
ACT 211 MIG Welding and Cutting II	2
Corequisite: ACT 205	
ACT 231 Advanced Structural Damage	3
Diagnosis and Repair	
Corequisite: ACT 211	

ACT 237 Automotive Collision Technology	3
Lab Experiences	
Corequisite: ACT 231	
ACT 241 Paint Defects-Causes and Cures	3
Corequisite: ACT 237	
*Communications Course (1)	3
Total Semester Hours	17

Fourth Semester

ACT 242 Surface Preparation II	2
Prerequisite: ACT 241	
ACT 243 Refinishing II	2
Corequisite: ACT 242	
ACT 244 Final Detail	2
Corequisite: ACT 243	
*Communications Courses (1)	3
*Global Awareness Course	3
*Technology Course	3
Total Semester Hours	15

TOTAL CREDIT HOURS67-68

*List of courses for each area can be found in the AAS section of the catalog on page 56. Although these general education courses are listed as part of the second and fourth semesters, it is highly encouraged that the student take the second semester "Critical Thinking" and one of the "Communication" courses during the summer semester.

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Certificate

Vehicle Maintenance and Lubrication Specialist

The Vehicle Maintenance and Lubrication Specialist Certificate gives an overview of the essential servicing techniques, including the testing, repairing, and rebuilding of basic automotive systems. Graduates of this program have the skills necessary for entry-level employment at automotive repair facilities and retail service centers or to pursue an Associate of Applied Science degree in a two-year program.

VML 101 Workplace Skills Training	1
Prerequisites: ENG 085, or appropriate test score, or permission of division chair.	
VML 102 Introductory Automotive Technology	2
Prerequisites: VML 101 or permission of division chair and ENG 085, or appropriate test score, or permission of division chair.	
VML 111 Auto Math and Measure	2
Prerequisite: VML 102 or permission of division chair.	
VML 121 Tire and Wheel Operation and Service	3
Prerequisites: VML 102 or permission of division chair.	
VML 141 Automotive Engine Theory	2
Prerequisites: VML 102 or permission of division chair.	
VML 142 Lubrication/Cooling System Theory and Service	3
Prerequisite: VML 141 or permission of division chair.	
VML 161 Drivetrain Theory and Service	2
Prerequisites: VML 142 and VML 102 or permission of division chair.	
VML 171 Automotive Base Brake System Theory	1
Prerequisites: VML 102 or permission of division chair.	
VML 173 Base Suspension Theory and Service	3
Prerequisites: VML 141 or permission of division chair.	
VML 175 Basic Electrical/Electronic Systems	1
Prerequisites: VML 141 or permission of division chair.	
VML 231 Basic Electrical/Electronic System Service	3
Prerequisites: VML 175 or permission of division chair.	
VML 251 Basic Engine Performance Theory and Service	2
Prerequisites: VML 141 or permission of division chair.	
VML 261 Drive Axle and Differential Theory and Service	2
Prerequisites: VML 161 or permission of division chair.	

VML 271 Base Brake Systems Inspection and Service	2
Prerequisites: VML 171 or permission of division chair.	
Total Credits	29

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Associate of Applied Science (AAS) Welding Technology

General Education:

Communications6

(Choose 2 from the following list)

BUS 105 Business English
BUS 204 Business Communication
COM 121 Interpersonal Communication
COM 151 Public Speaking
ENG 101 English Composition I
ENG 102 English Composition II
ENG 136 Report Writing

Critical Thinking : WLD 114 Math For Welders3

Prerequisite MAT 020 or appropriate score on assessment

Global Awareness3-4

Choose one of the following

ANT 102, ART 130, ART 230, ASL101,
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, THE 150

Technology: Any CIS course 105 or higher3

General Education Total15-16

Welding Core47

DFT 101	Drafting Basics	3
WLD 101	Introduction to Welding	3
WLD 125 A	Shielded Metal Arc Welding	4
	Prerequisite ENG 085 or appropriate score on assessment	
WLD 125 B	Shielded Metal Arc Welding	4
	Prerequisite WLD 125 A	
WLD 126	Gas Tungsten Arc Welding	6
	Prerequisite ENG 085 or appropriate score on assessment	
WLD 127 A	Wire Feed Welding	4
	Prerequisite ENG 085 or appropriate score on assessment	
WLD 127 B	Wire Feed Welding	4
	Prerequisite WLD 127 A	
WLD 225	Pipe Welding with Shielded Metal Arc	4
	Prerequisite WLD 125 B & WLD 127 B	
WLD 226	Advanced Gas Tungsten Arc Welding	6
	Prerequisite WLD 126	
WLD 231	Welding Print Reading	3
	Prerequisite DFT 101	
WLD 255	Plate Welding Certification	3
	Prerequisite WLD 125 B & WLD 127 B	
WLD 256	Pipe Welding Certification	3
	Prerequisite WLD 225 & WLD 226	

Total Credits62-63

COURSE DESCRIPTIONS

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

ACT 110 SAFETY IN COLLISION REPAIR

Two hours credit. Introduction to safety techniques and operation as it relates to shop safety and industry standards. The student is exposed to regulations and collision shop operations. In addition, the student becomes involved with VICA, developing writing and speaking skills. Two lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and ENG 088.

ACT 111 METAL WELDING AND CUTTING I

Three hours credit. Introduction to sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, equipment, and setups. Personal and vehicle protective measures prior to welding procedures is presented. One and a half lecture; two lab. Corequisite: ACT 110.

ACT 121 NON-STRUCTURAL REPAIR PREPARATION

Three hours credit. Identifies the basic characteristics of preparation for automotive repair. Students familiarize themselves with damage analysis, extent of damage and the sequence of repair. Focuses on removal of vehicle components and protection of panels along with storage and labeling of parts. Safety procedures and equipment use are included. Two lecture; two lab. Corequisite: ACT 111.

ACT 123 METAL FINISHING AND BODY FILLING

Three hours credit. Training in metal finishing, metal shrinking and the use of cosmetic fillers is discussed. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection and safety procedures for tools and equipment selected. Three lecture; one lab. Corequisite: ACT 121.

ACT 141 REFINISH SAFETY

One hour credit. Covers correct use of safety procedures used in refinishing. Proper fit and use of various types of protective equipment is emphasized. The identification of tools and equipment, with use and maintenance is covered including national guidelines for proper disposal and handling of hazardous materials. One lecture. Corequisite: ACT 123.

ACT 142 SURFACE PREPARATION I

Two hours credit. Introduction to surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials and priming. The application of primers, including rationale and use is covered. In addition the student learns skills for proper removal and storage of exterior trim and protection of adjacent panels. One lecture; two lab. Corequisite: ACT 141.

ACT 143 SPRAY EQUIPMENT OPERATION

Two hours credit. Prepares the student for the inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by setting up and testing spray gun operations. One lecture; two lab. Corequisite: ACT 142.

ACT 150 PANEL REPAIR AND REPLACEMENTS

Three hours credit. Discusses straightening techniques including tension pulls\stress relief, metal finishing, metal shrinking and use of fillers. Emphasizes the identification, handling a replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts and accessories. Training covers the use of adhesives, sound deadeners and welding methods performed during repairs. Three lecture; one lab. Prerequisite: ACT 143.

ACT 151 STRUCTURAL DAMAGE DIAGNOSIS

Three hours credit. Focuses on methods of frame measurement using dimension charts and service manuals. Includes the use of self-centering gauges and mechanical and electronic measuring. Appropriate terms and definitions of vehicle structures and vehicle diagnosis are covered including identification and analysis of damage. Includes the techniques for basic hook ups and safety procedures used in making frames. One and a half lecture; two lab. Corequisite: ACT 150.

ACT 152 STRUCTURAL DAMAGE REPAIR

Three hours credit. Continues the study and application of frame measurement and repair. The student applies methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training includes the replacement of a structural panel with the identification of damaged suspension components replaced according to manufacturer's recommendations. One and a half lecture; two lab. Corequisite: ACT 151.

ACT 153 REFINISHING I

Two hours credit. Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching and selections of materials. Proper paint gun use and adjustments is taught for the product being applied. In addition, the student practices correct masking and detailing techniques. One lecture; two lab. Corequisite: ACT 152.

ACT 155 PLASTICS AND ADHESIVES I

One hour credit. Designed to teach the state-of-the-art repair for both rigid and flexible plastic component and choosing adhesives using the latest manufacturer's repair techniques. One lecture. Corequisite: ACT 153.

ACT 156 PLASTICS AND ADHESIVES II

One hour credit. Emphasizes procedures on how to work with advanced plastic and adhesives. The current state-of-the-art repair for both rigid and flexible plastic component using the latest manufacture's repair techniques are presented. Sheet Molded Compound procedures and the use of proper adhesives is covered. Two lab. Co-equisite: ACT 155.

ACT 159 FIXED GLASS REPAIR

Three hours credit. Discusses the removal and replacement of fixed glass using manufacturer's specifications, proper tools and recommended materials. Application of skills are demonstrated and utilized for the removal and replacement of modular glass using manufacturer's specifications and procedures. One and a half lecture; two lab. Corequisite: ACT 156.

ACT 205 ESTIMATING AND SHOP MANAGEMENT

Three hours credit. Initiates written estimates on damaged vehicles. Student learn shop management, including: work orders, ordering supplies, operating costs, time cards, shop liabilities, employee's safety and insurance management issues. Three lecture. Prerequisite: ACT 159.

ACT 211 MIG WELDING AND CUTTING II

Two hours credit. Continues ACT 111 by further analysis of MIG welding procedures including seam weld, stitch welds and destructive testing. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, and equipment and operating procedures, with emphasis on shop safety are also presented. Two and a half lab. Corequisite: ACT 205.

ACT 231 ADVANCED STRUCTURAL DAMAGE DIAGNOSIS AND REPAIR

Three hours credit. Reviews major automotive body repair in vehicles with major damage on conventional structure and unibody structures. The student learns the operation of equipment and techniques used to straighten and align damaged frames. Identification and analysis of frames, hot and cold stress relieving, servicing and sectioning of structural frames is also included. Liability issues are discussed. One and a half lecture; two lab. Corequisite: ACT 211.

ACT 237 AUTOMOTIVE COLLISION TECHNOLOGY LAB EXPERIENCES

Three hours credit. Course description: Applies the didactic knowledge and skills learned from the first year of training. Students will gain valuable practical experience in applying theory and skills in a controlled shop environment. One and a half lecture; two lab. Corequisite: ACT 231.

ACT 241 PAINT DEFECTS - CAUSES AND CURES

Three hours credit. Emphasizes the causes of paint defects and the methods to cure problems during and after refinishing procedures. Students learn to identify the proper surface preparations to apply prior to refinishing. Training includes using paint equipment and determining paint film thickness with proper temperatures for refinishing. Two lecture; two lab. Corequisite: ACT 237.

ACT 242 SURFACE PREPARATION II

Two hours credit. Emphasizes surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare metals and priming. The application of primers, including why and where to use them is covered. One lecture; two lab. Prerequisite: ACT 241.

ACT 243 REFINISHING II

Two hours credit. In this advanced course students learn the necessary skills used to tint and blend panels working with the latest finishes and paints. Special coatings and procedures are covered in this course. One lecture; two lab. Corequisite: ACT 242.

ACT 244 FINAL DETAIL

Two hours credit. Focuses on the detailing procedures in paint refinishing of vehicles. Methods and techniques are specialized to enhance painting skills. Transfers and tapes methods with decals etc. are demonstrated. One lecture; two lab. Corequisite: ACT 243.

COURSE DESCRIPTIONS

DRAFTING

DFT 155 INTRODUCTION TO PARAMETRIC SOLID MODELING.

Three hours credit. Covers basic Parametric Solid Modeling including creation of solid models, production drawings, assembly files and motion simulation. Course also covers basic editing of solid models in both the model portion and the assembly portion of the software. Two lecture; two lab. Pre-requisite: ENG 085

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Addition to pg. 133

COURSE DESCRIPTIONS EARLY CHILDHOOD EDUCATION

ECE 271 CURRICULUM AND EXPERIENCES IN EARLY CHILDHOOD

Three hours credit. Designed to help students understand the importance of early childhood curriculum and become energetic, creative and adaptive early childhood teachers in a dynamic educational environment. Special emphasis will be placed on developmental and age appropriate curriculum planning and instruction utilizing theory and hands-on interactive applications. Three lecture. Prerequisite: ENG 101 and EDU 205.

ECE 272 CLASSROOM MANAGEMENT

Three hours credit. Designed to help students create a classroom management system using positive, age appropriate modeling allowing for cultural, developmental and individual differences. Three lecture. Prerequisite: ENG 101 and EDU 205.

ECE 273 PLAY EDUCATION

Three hours credit. Emphasizes play as a constructive process with applications to cognitive and social development, special attention to facilitating play in early childhood. Developing creative activities for young children through puppetry and drama, music and dance, movement exploration and play, and arts and crafts. Three lecture. Prerequisite: ENG 101 and EDU 205.

ECE 274 PRACTICUM

Two hours credit. Designed to provide the students with supervised practical experience. Provides opportunities to observe, implement and evaluate educational practices in a quality early childhood facility. Two lecture. Prerequisite: ENG 101 and EDU 205. Corequisites: choose from EXE 271, ECE 272 or ECE 273.

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COURSE DESCRIPTIONS HEALTH SCIENCE

HES 115 BASIC ELECTROCARDIOGRAPH TECHNIQUES

Three hours credit. Presents the rationale for obtaining an electrocardiogram as well as related theory including anatomy and physiology, procedural technique and equipment utilized. Students will be introduced to basic rhythm analysis including recognizing standard electrical waves and accurately measuring each normal sinus rhythm and basic arrhythmias. Two lecture; two lab. Prerequisite: HES 113 or concurrent enrollment in HES 113.

Addition to pg. 147

COURSE DESCRIPTIONS NURSING

NUR 150 TRANSITION TO NURSING I

Three hours credit. Focuses on the principles of fundamentals of nursing. It addresses scope of practice issues specific to the nursing profession. The emphasis of this course is on the student's development as a caring, competent nurse within the legal/ethical framework of the profession, using critical thinking and communication skills. Using the "transitions" model, the focus is on caring for individuals in well-defined practice settings. Situational transitions include that of the individual to the nursing student role and the client's admission to and movement within the healthcare system. Concepts of nutrition and pharmacology are integrated. Three lecture.

NUR 175 TRANSITION TO 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. Situational transitions of the individual to the nursing student role and the client's admission to and movement within the healthcare system are included. Concepts of nutrition and pharmacology are integrated. Emphasis is on the student's development as a caring, competent nurse within the legal/ethical framework of the profession, using critical thinking, communication and time management skills. Principles of pharmacology, nutrition and pathophysiology are integrated throughout the course. Five hours lecture; twelve hours lab.

NUR 225 TRANSITION TO NURSING III

One hour credit. Designed to assist the Paramedic-to-RN students in their transition from nursing student to licensed practical nursing. This course is mandatory for the Paramedic to RN tract student and offers options of alternative study within the course if LPN licensure is not desired. One lecture.

NUR 275 TRANSITION TO NURSING IV

Two hours credit. Designed to assist the Paramedic-to-RN students in their transition from nursing student to registered nurse. This course is mandatory for the Paramedic to RN tract student and its focus is on use of nursing process in clinical decision-making. Two lecture.

COURSE DESCRIPTIONS STUDENT STUDY SKILLS

STU 101 INTRODUCTION TO COLLEGE

Two hours credit. Designed to assist the student with integrating organizational skills and learning strategies for college-level work. Topics include time management, making use of college resources, taking lecture and research notes, developing study skills systems, and strategies for assignments and exams. One lecture.

COURSE DESCRIPTIONS VEHICLE MAINTENANCE AND LUBRICATION

VML 101 WORKPLACE SKILLS TRAINING

One hour credit. Designed to develop the workplace skills necessary for 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. One hour lecture. Prerequisites: ENG 089, appropriate test score, or permission of division chair.

VML 102 INTRODUCTORY AUTOMOTIVE TECHNOLOGY

Two hours credit. Continues the study of automotive industry safety and provides an overview of automotive repair hand tools, shop equipment, and their safe use. Students will also study the terminology common to the automotive industry, and how to locate pertinent and up-to-date service information. One lecture; two lab. Prerequisites: VML 101 and ENG 089 or permission of division chair.

VML 111 AUTO MATH AND MEASURE

Two hours credit. Introduces basic mathematical concepts utilized in modern automobile construction and operation. Instructional focus includes: measuring systems, measuring tools and equipment, fasteners, drill numbering system, basic diagnostic equipment, and automotive math formulas. Two lecture. Prerequisite: VML 102 or permission of division chair.

VML 121 TIRE & WHEEL OPERATION AND SERVICE

Three hours credit. Introduces basic wheel and tire system construction and operation. Instructional focus includes: tire operation, tire design, tire repair procedures, wheel operation, mounting and balancing of assemblies, maintenance requirements, lubrication requirements and wheel bearing diagnosis and service. Two lecture; two lab. Prerequisites: VML 102 or permission of division chair.

VML 173 BASE SUSPENSION THEORY AND SERVICE

Two hours credit. Introduces basic operation and service procedures for modern vehicle base suspension systems. Instructional focus includes: suspension system theory, front-suspension components, front-suspension service, rear-suspension components, rear-suspension service, steering system theory, manual steering, power steering, steering components, basic steering system service and basic wheel alignment theory. One lecture; two lab. Prerequisites: VML 141 or permission of division chair.

VML 175 BASIC ELECTRICAL SYSTEMS

One hour credit. Introduces basic electricity and electronic systems components and operation. Instructional focus includes: electrical principles, basic circuit configuration and construction, Ohm's Law, basic electrical components, wiring and wiring repairs, basic battery operation, basic charging system operation and basic starting system operation. One lecture. Prerequisites: VML 141 or permission of division chair.

VML 231 BASIC ELECTRICAL SYSTEMS SERVICE

Two hours credit. Compliments VML 175 by introducing basic service procedures for modern vehicle electronic systems. Instructional focus includes: basic circuit testing and service, battery service, basic starting systems and charging systems service, vehicle lighting systems service and basic auxiliary systems service. One lecture; two lab. Prerequisites: VML 175 or permission of division chair.

VML 141 AUTOMOTIVE ENGINE THEORY

Two hours credit. Introduces basic engine theory and operation. Instructional focus includes: engine classifications and design, engine components, four-stroke theory, auxiliary engine systems, engine sealing materials, and engine condition evaluation using proper tools and techniques. Two lecture. Prerequisites: ENG 089, appropriate test score, or permission of division chair.

VML 142 LUBE/COOLING SYSTEM THEORY AND SERVICE

Three hours credit. Introduces basic service procedures for engine lubrication and cooling systems. Instructional focus includes: lubrication system operation, service and procedures, as well as cooling system operation, components, and system. Will also cover pre-service inspection procedures, including accessory drive system inspection, complete fluid checks, hose inspections, and tire conditions. Two lecture; two lab. Prerequisite: VML 141 or permission of division chair.

VML 251 BASIC ENGINE PERFORMANCE THEORY AND SERVICE

Two hours credit. Compliments VML 141 and VML 142 by introducing basic drivability theory, service requirements and proper service procedures. Instructional focus includes: basic ignition theory, component identification, system inspection and service, basic fuel deliver systems, maintenance requirements and procedures. One lecture; two lab. Prerequisites: VML 141 and VML 142 or permission of division chair.

VML 161 DRIVE TRAIN THEORY AND SERVICE

Two hours credit. Introduces basic transmission/transaxle design and drive train service procedures. Instructional focus includes: manual transmission lubricant requirements and fluid service, automatic transmission/transaxle identification, fluid leak diagnosis, fluid inspection, service requirements, fluid service procedures, common concerns and road testing procedures. One lecture; two lab. Prerequisites: VML 102 and VML 141 or permission of division chair.

VML 261 DRIVE AXLE AND DIFFERENTIAL THEORY AND SERVICE

Two hours credit. Introduces basic drive axle and differential system theory and service. Instructional focus includes: Four-wheel drive system components, hub system operation and service, transfer case maintenance and fluid service, CV Joint service, rear-wheel drive shaft operation, U-Joint operation and service, differential maintenance and fluid service procedures. One lecture, two lab. Prerequisites: VML 161 or permission of division chair.

VML 171 AUTOMOTIVE BASE BRAKE SYSTEMS THEORY

One hour credit. Introduces basic hydraulic brake system theory and operation. Instructional focus includes: hydraulic principles, base brake system components, master cylinder operation, hydraulic hoses/tubing, base brake operation, base brake system inspection, base brake diagnosis. One lecture. Prerequisites: VML 102 or permission of division chair.

VML 271 BASE BRAKE SYSTEM INSPECTION AND SERVICE

Two hours credit. Compliments VML 171 by introducing basic service procedures for modern vehicle base brake systems. Instructional focus includes: drum brake design, operation and service, wheel cylinder 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. One lecture; two lab. Prerequisites: VML 171 or permission of division chair.

Addition to pg. 154

COURSE DESCRIPTIONS

WELDING

WLD 255 PLATE WELDING CERTIFICATION

Three hours credit. An integrative welding project designed and executed by students with the guidance of the instructor as a capstone in preparation for the field certification tests. One lecture; four lab. Prerequisite: WLD 125B and WLD 127B

WLD 256 PIPE WELDING CERTIFICATION

Designed to allow a capstone course for welding students to integrate previous learning in preparation for taking their field certification tests. One lecture; four lab. Prerequisite: WLD 225 and WLD 226

**Bullhead City Campus**

3400 Highway 95
Bullhead City, AZ 86442
928.758.3926

J. Leonard and Grace Neal Campus - Kingman

1971 Jagerson Avenue
Kingman, AZ 86409
928.757.4331

Lake Havasu City Campus

1977 Acoma Blvd., West
Lake Havasu City, AZ 86403
928.855.7812

North Mohave Campus

P.O. Box 980 - Colorado City, AZ 86021
480 South Central
1.800.678.3992
928.875.2799

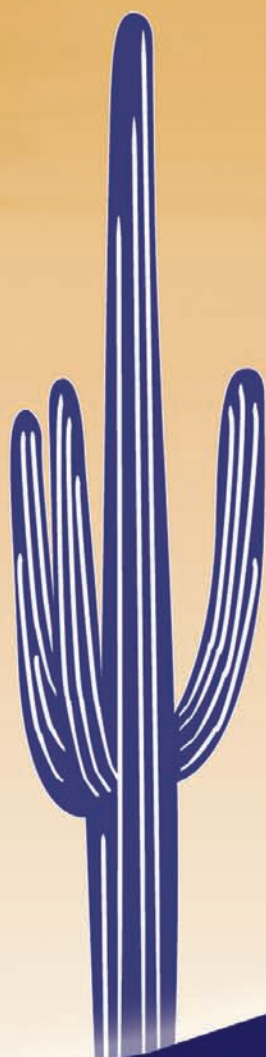
Toll Free

1.866.664.2832



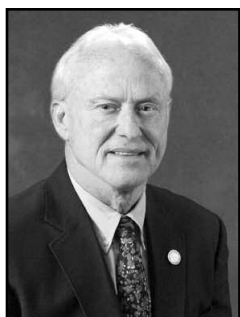
2006-2007

Catalog & Student Handbook



1971 - 2006
35 Years and Growing

**Affordable, Accessible, High Quality Education
For all citizens of Mohave County**



Welcome to Mohave Community College

Why is MCC a Smart Choice?

MCC Chancellor
Dr. Thomas Henry

You are exploring your possibilities at MCC - that's smart; and I'd like you to know why MCC is a smart choice.

On your local campus, or any of our four campuses, you will enjoy small classes, one-on-one attention from instructors who truly care about your success, an easy commute with no parking problems, and best of all, you'll receive a high-quality education while saving thousands of dollars.

In addition, your investment in your education at MCC can result in a more rewarding career, higher income and a better quality of life for you and your family, now and for generations to come.

Each year more people are being served by MCC. Many more are being awarded financial aid to cover the cost of their education. As a result, more students are now able to attend full time, achieving their educational goals sooner.

Here are the ways in which Mohave Community College is a smart choice for you.

Affordable

MCC's tuition per credit hour is one of the lowest in the state of Arizona - one-fourth the tuition of a state university and one-tenth the cost of many online universities. In addition, financial aid is readily available at MCC.

Accessible

MCC is close to home. Courses are offered days and evenings for your convenience and if you have a challenging schedule, you can attend classes from your home or office through our Distance Education courses.

It is even possible to complete your bachelor's degree locally through MCC partnership programs with eight universities, including Northern Arizona University which has satellite offices on the three southern MCC campuses.

High Quality Education

MCC takes great pride in the quality and dedication of its faculty. Small class size means you enjoy one-on-one attention from your professors and interaction 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 rate of success and find their courses at MCC prepared them well for advanced study.

Variety of Programs

Associate degree programs expand your knowledge in an area of study, enhancing your worth in the job market. Academic transfer programs provide the first two years of your bachelor's degree.

Associate of applied science degrees qualify graduates for positions in career/technical fields, including applied health sciences, computer science, business and more.

Occupational certificates are shorter programs that give you a working knowledge and a marketable skill in a high-demand career field.

Individual courses provide the opportunity for lifelong learning at MCC even if you are not interested in a degree or certificate. Without committing to a program of study, you can enroll in a single class to learn a new skill, refresh your memory in the basics of education or take courses just for the fun of it.

Education is your key to success and a higher quality of life, and it's right here at your community college. Look inside this catalog for all the details. If you're ready for a brighter future and a richer life ...

... Think Smart. Think MCC!

MCC Accreditations

Mohave Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street., Suite 2400, Chicago, IL 60602-2504. The phone number is 312-263-0456.

The Mohave Community College Nursing Program is accredited by the National League for Nursing Accrediting Commission, Inc., 61 Broadway, 33rd floor, New York, NY, 10006. The phone number is 1-800-669-1656. This program is also approved by the Arizona State Board of Nursing, 4747 N 7th St., Suite 150, Phoenix, AZ 85014. The phone number is 602-331-8111.

The Mohave Community College Paramedic and Emergency Medical Technician programs are certified by the Arizona Department of Health Services Bureau of Emergency Medical Services, 150 North 18th Avenue, Suite 540, Phoenix, AZ 85007. The phone number is 602-364-3150.

The Mohave Community College Dental Hygiene Program is accredited by the Commission on Dental Accreditation and has been granted the status of initial accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653, or at the American Dental Association, 211 East Chicago Avenue, Chicago, IL 60611.

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.

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 extensive Distance Education course offerings, MCC offers students throughout the county and around the world the ability to enhance their lives through education.

Since its inception in 1971, MCC has grown to serve more than 14,000 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

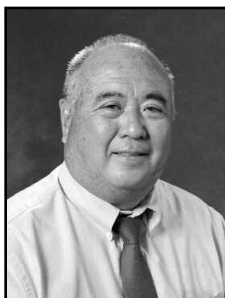
We believe in our values and accept responsibility for our actions and decisions.

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



Dan
Hargrove,
President



Victor
Wakimoto,
Secretary



Sally
Eggers-Hero,
Trustee



Lynda
French,
Trustee



John T.
Neal,
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 86409. Grievance procedures are available at the Mohave Community College libraries in Bullhead City, Colorado City, Kingman and Lake Havasu City.

Americans With Disabilities Act (ADA) Policy Statement

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

Safety on Campus

Mohave Community College (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 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires MCC to disclose crime statistics committed on and near its campuses for the previous three years. You can obtain a copy of this report by accessing the following website: www.mohave.edu or by contacting the Office of Institutional Effectiveness.

Admission Information

Admission of Students Age 18 and older

Arizona law (ARS 15-1805.01) states:

A. Admissions to the community colleges in this state may be granted to any person who meets any one of the following criteria:

1. Is a graduate of a high school that is accredited by a regional accrediting association as defined by the United States office of education or approved by a state board of education or other appropriate state educational agency.
2. Has a high school certificate of equivalency.
3. Is eighteen years of age or older and demonstrates evidence of potential success in the community college.
4. Is a transfer student in good standing from another college or university.

B. Each community college district shall adopt policies regarding the admission of students under eighteen years of age that include, at a minimum, the following requirements:

1. Admission to the community colleges in this state shall be granted to any student who is under eighteen years of age and who achieves a composite score of 930 or more on the scholastic aptitude test or a composite score of twenty-two or more on the American college test.
2. A community college may limit the number of semester hours in which the student may enroll to not more than six credit hours.

C. Students may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.

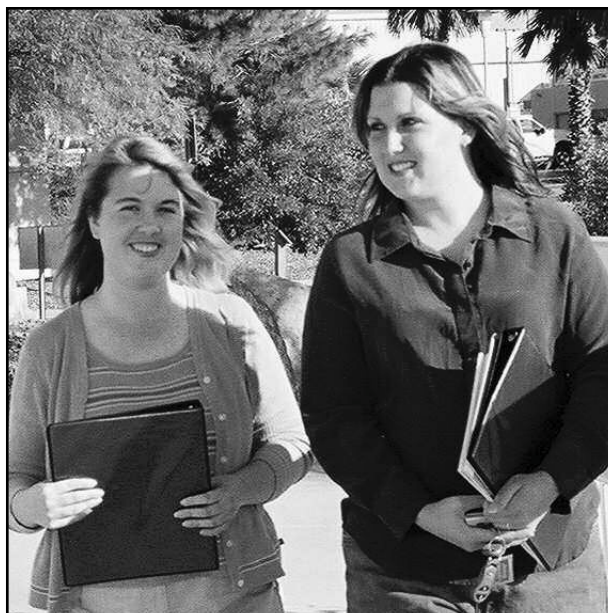
New students to MCC and returning students with more than one-year absence must complete the admission/re-admission form before registering.

Additional documentation may be requested to clarify or verify information.

Admission of Students Under Age 18

Arizona law (15-1821) states:

A. Each community college district board shall adopt policies which require community colleges under its jurisdiction to admit students under age eighteen who have not yet attained a high school diploma or high school certificate of equivalency and who meet the established requirements of the courses for which they enroll. The Arizona board of regents shall adopt



rules which require the universities under its jurisdiction to admit students under age eighteen who have not yet attained a high school diploma or high school certificate of equivalency and who meet the established requirements of the courses for which they enroll.

B. The policies and rules as provided in subsection A shall include the following provisions:

1. No student under age eighteen shall be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, 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 a specified score on a college entrance examination.
2. A community college or university which admits a student pursuant to paragraph 1 of this subsection may limit the number of semester credit hours in which the student may enroll to no less than six semester credit hours.
3. A student admitted to a community college or university pursuant to paragraph 1 of this subsection is not guaranteed admission to a specific degree program or to all courses offered by the community college or university.

Admission of Students in Special Status

A student not meeting any of the provisions stated above may be admitted on an individual basis with the approval of college officials (campus president or designee), so long as the student meets the established requirements of the courses for which he/she enrolls and the college officials determine that such admission is in the best interest of the student.

Admission Information

Classification of Students

Freshman

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

Sophomore

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

Part-Time Student

A student enrolled for fewer than 12 semester hours.

Full-Time Student

A student enrolled for 12 or more semester hours.

Residency Requirements

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

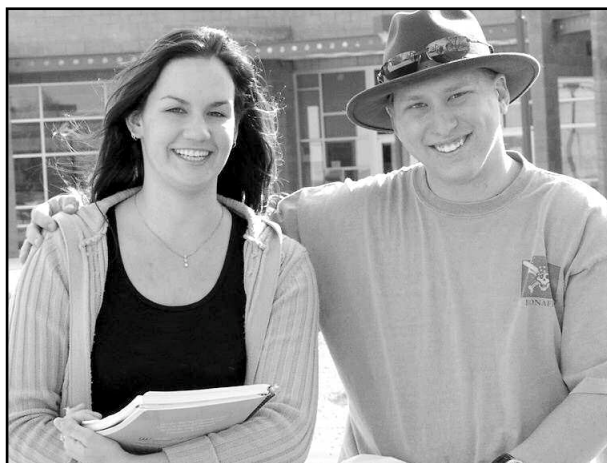
1. "Armed Forces of the United States" means the Army, Navy, Air Force, Marine Corps, Coast Guard, the commissioned corps of the United States Public Health Service and the National Oceanographic and Atmospheric Association.
2. "Continuous attendance" means enrollment at an educational institution in 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.
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 this state for one year, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:

1. The person's parent's domicile is in this state and the parent is entitled to claim the person as an exemption for state and federal tax purposes.
2. The person is an employee of an employer that transferred the person to this state for employment purposes or the person is the spouse of such an employee.
3. The person is an employee of a school district in this state and is under contract to teach on a full-time basis or is employed as a full-time noncertified classroom aide at a school within that school district. For the purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.
4. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state



Admission Information

for educational purposes, but maintained a domicile in this state. If the person is a noncitizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

C. The domicile of an unemancipated person is that of the person's parent.

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

E. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.

F. A person who is a member of the armed forces of the United States or the spouse or a dependent as defined in section 43-1001 of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of legal residence for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of a community college district governing board. For the purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.

G. A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:

- 1.** Declared Arizona as the person's legal residence with the person's branch of service at least one year prior to discharge from the armed forces.
- 2.** Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, includes at least one of the following:
 - (a) An Arizona driver license.

(b) Arizona motor vehicle registration.

(c) Employment history in Arizona.

(d) Arizona voter registration.

(e) Transfer of major banking services to Arizona.

(f) Change of permanent address on all pertinent records.

(g) Other materials of whatever kind or source relevant to domicile or residency status.

3. Filed an Arizona income tax return with the department of revenue during the previous tax year.

H. A person who is a member of an Indian tribe recognized by the United States department of the interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

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

Catalog choice

In determining certificate or degree graduation requirements, a Mohave Community College student may use only one edition of the Catalog. Students maintaining continuous enrollment at MCC or any other public Arizona community college or university may graduate from Mohave Community College according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single Mohave Community College catalog in effect during subsequent terms of continuous enrollment, dependant upon the availability of the courses and programs being offered at Mohave Community College at that time. Once a catalog year has been chosen by the student, any further change of catalog cannot be made to a previous catalog year.

A semester in which a student earns at least 3 course credits will be counted toward continuous enrollment. Adult education courses, non-credit courses, audited courses, failed courses or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

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

Students admitted or readmitted to Mohave Community

Admission Information

College during a summer term must follow the requirements of the catalog in effect the previous Spring semester or any single catalog in effect during subsequent terms of continuous enrollment.

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

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 Director of Student Services, 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 a regionally accredited college or university, or a school listed in the National Guide to Credit Recommendations for Non-collegiate Schools or The Guide to the Evaluation of Educational Experiences in the Armed Services. The Registrar has final authority in the decision of a course's transferability into an MCC certificate or degree program.

If a student's cumulative 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).

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

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 86409

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 requires the use of Academic Credentials Evaluation Institute Inc. (ACEI). Information on this evaluation service can be found at www.acei1.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.

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. Please see residency requirements beginning on page 6. Eligible students will be automatically given WUE status.

Admission for TECH PREP Students

To receive Tech Prep credits earned at a Mohave County high school, you must:

1. Complete the Tech Prep Credit Request form available at the offices of high school and MCC counselors

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

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.

Mathematics assessment scores will be valid for two years from the date of the most recent assessment.

What is the Assessment Process?

Assessment screening is a diagnostic tool used by academic counselors to help ensure that you have 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.

The computerized assessment process is not timed, and may be repeated.

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.

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

Is Assessment Screening Required?

Certain courses at MCC have prerequisites or require an appropriate score on the assessment screening. The assessment screening fee is \$10.



Be Assessed for Placement

Assessment screening is available through each Student Services Office at the following numbers:

Bullhead City Campus	928-758-3926
J. Leonard and Grace	
Neal Campus - Kingman	928-757-4331
Lake Havasu City Campus	928-855-7812
Toll-free:	866-664-2832
North Mohave Campus	928-875-2799
Toll-free:	800-678-3992

Assessment Retake Policy

Assessment screening may be retaken as many times as desired. There is a retake screening fee of \$10. The scores received on a subsequent retake will be recorded and replace any prior scores, even if the retake scores are lower.

Assessment Screening Waiver

Assessment screening may be waived under the following conditions:

- Students who enroll for a core curriculum course and provide the academic counselor with a transcript or diploma which shows completion of an accredited associate's degree (or higher) at the time of registration.
- Transfer students who provide current Compass or ASSET assessment screening results.
- Transfer students whose official transcripts list the equivalent English or math courses with a grade of "C" or better will not be required to take the corresponding component of the assessment.
- Students who enroll in the lowest level course the college offers in math.

- 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

Adult Basic Education (ABE)

Test of English Language Acquisition for Adults (BEST).

The BEST is the state mandated test for speakers of other languages and is a requirement if you are taking an ABE grant-funded course. These courses lead to improved skills in listening, speaking, reading and language arts. A pre-test is given during orientation and an appropriate course level is assigned. You are required to complete a post-test at each level to 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 an ABE grant-funded course (including GED classes) that leads to improved skills in reading, language arts, and math. The state mandated pre-test is taken during the orientation course and the post-test follows in the respective class. If 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 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. Students who re-enroll in AED 066 and AED 067 must retake the TABE.



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 can all be valuable sources of information.

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. Program requirements sometimes change and continuing students need to meet with an academic counselor to determine the best catalog year for graduation requirements.

Academic Advising for Continuing Students

You do not need an academic counselor's signature to enroll in classes when you have completed the prerequisite at MCC. The following students must meet with an academic counselor:

- New students who wish to attain a degree or certificate
- All financial aid students
- Students using VA Educational Benefits
- 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
- Graduating students at least a semester before commencement

Where Do I Go for Advising?

Academic counselors have offices at each campus. Please inquire at the front desk at any MCC campus, or call one of the local numbers below to schedule an appointment.

Bullhead City Campus	928-758-3926
J. Leonard and Grace	
Neal Campus - Kingman	928-757-4331
Lake Havasu City Campus	928-855-7812
North Mohave Campus	928-875-2799
Toll-free:	866-664-2832

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 AzCAS, an on-line resource for transfer students. Students may also obtain the MCC Transfer Planner on-line.

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

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

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 campus for more information.

On Campus

- Bullhead City Campus - Student Center Building 200
- J. Leonard and Grace Neal Campus - Kingman
Anderson Student Services Building 107
- Lake Havasu City Campus
Hero Student Center, Room 220A
- North Mohave Campus - Building 100

Telephone

Telephone registration is designed for your convenience. Please note that some classes require prerequisites or assessment screening, and you must meet those requirements before you can register. Call your campus for orientation and assessment screening dates and times.

**Payment for telephone registration
is by credit card only.**

STEP 1

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

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

STEP 2

Contact the Office of Enrollment Services to register for classes:

Bullhead City Campus	928-758-1139
J. Leonard and Grace Neal Campus - Kingman	928-757-0839
Lake Havasu City Campus	928-453-1139
North Mohave Campus	928-875-2799
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 Director of Student Services).
- 3) Will be making payment with a credit card or through the College's FACTS Management tuition payment program or through Financial Aid.

Complete Registration

Registration is complete when all tuition and fee payment arrangements have been made. The above arrangements must be made by the dates listed on the inside front cover of this catalog and posted at your campus registration area.

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

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

You may DROP a course and receive a refund, if applicable, only if the course is dropped during the official ADD/DROP period. See section on Tuition 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. Students who stop attending their classes and do not follow the withdrawal procedure will receive the grade earned for all assignments and exams given during the entire course. This grade could be an "F" or a "U."

See the inside front cover of this catalog for specific withdrawal start and end dates.

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

- Library Fees
- FACTS Loans
- Financial Aid Obligations

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 the current catalog.

Repeating Classes

NOTE: Specific MCC programs, including Financial Aid,

Register for Classes

limit the number of times a course may be repeated. Where the requirements of those programs are more stringent, they supercede this procedure. Exceptions to the following course repeat limits require the written approval of the Vice Chancellor of Instruction.

You may repeat the following courses up to three times after the initial attempt:

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

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/P" or "W/F" 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. Audited courses will appear on the transcript as an "AU." Students will not receive financial aid or veterans educational benefits for audits.

Independent Study

If you wish to take a class by Independent Study, you must meet with your campus Director of Student Services 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 2006-2007

The following Tuition Schedule applies to all credit courses.

Credit Hours	In-State	Out-of-State	Western Undergraduate Exchange	Workshop
0.25				38
0.50				56
1.00	50	150	75	75
2.00	100	300	150	150
3.00	150	450	225	
4.00	200	600	300	
5.00	250	750	375	
6.00	300	900	450	
7.00	350	1,050	525	
8.00	400	1,200	600	
9.00	450	1,350	675	
10.00	500	1,500	750	
11.00	550	1,650	825	
12.00	600	1,800	900	
13.00	650	1,950	975	
14.00	700	2,100	1,050	
15.00	750	2,250	1,125	
16.00	800	2,400	1,200	
17.00	850	2,550	1,275	
18.00	900	2,700	1,350	

**In addition to regular tuition and fees, a \$40.00 activity/technology fee will be charged per semester.
All tuition and fees are to be paid at the time of registration or through an approved monthly payment plan.**

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: Alaska, California, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming.

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 fees.

English Language Acquisition for Adults (ELAA) & GED

Please call your campus Pre-College Studies 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. You have the following options to:

- Pay the full tuition and fee payment at the time of registration.
- Pay the full tuition and fee payment by the fee payment deadline.*
- Receive a Financial Aid Award notification by the fee payment deadline.*
- Make approved fee payment arrangements by the fee payment deadline.*

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

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. Contact the campus Director of Student Services for further information.

What will my classes cost?

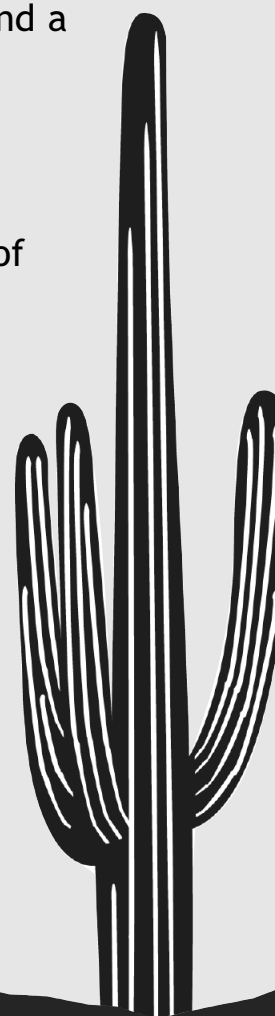
Start at MCC and Save!

If you plan to complete a bachelor's degree, you can start at MCC with an associate of arts, business or science and then transfer to one of Arizona's state universities. By attending MCC for two years, **you'll save more than \$6,000** in tuition alone compared with students who start at the universities. That's enough money to pay your tuition for the first full year you attend a state university.

By attending MCC, you can also save on the cost of housing, meals and transportation.

A quality education and big savings!

Think Smart. Think MCC!



Program, Course & Lab Fees 2006-2007

	Unit	Student Fee
Activity/Technology Fee	Semester	40
ART, ELC, HES, JWL, Lab Sciences, WDW, CGM	Credit	10
Automotive Technology (ASE) Program Fee	Semester	500
Dental Assisting (DAE) Program Fee (Two semesters)	Semester	375
Dental Hygiene (DEH) Program Fee (Four Semesters)	Semester	2,650
Drafting (DFT) Courses using Auto-Cad	Course	80
Heating, Ventilating and Air Conditioning (HVA) Courses	Course	55
*Truck Driver Training (TDT) Program Fee	Program	3,790
Welding (WLD) Courses (Except WLD 114 Math for Welders)	Credit	20
Emergency Medical Services (EMS)		
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/Pre-Hospital/PHTLS Certification	Course	120
EMS 248 (PHTLS National Registration)	Course	15
Nursing (NUR) Fees		
Nursing Program Fee (Four Semesters)	Semester	750
NUR 115	Course	100
NUR 123	Course	50
NUR 135, 235, 137	Course	100
Surgical Technology (SGT) Program Fee (Fall and Spring)	Semester	1,525
SGT (Summer Session)	Session	400
Culinary Arts (CUL) Fee		
*Introduction to Culinary Arts Program Fee	Program	3,100
*Advanced Culinary Arts Program Fee	Semester	1,600

*Program Fee includes Tuition

What will my classes cost?

Testing & Administrative Fees 2006-2007

	Unit	Student Fee	Non-Student Fee
Testing Fees			
Biology Competency Exam	Test2525
CLEP Administration Fee (3+ credits)	Test2550
CLEP (Collected at time of test)	Test5555
Compass Test and Retest	Test1010
C-NET	Test2045
MCC Course Challenge Examination	Tuition & Fees		
EMS 122, 222, 225 Practical Exams	Test45	
EMS Recertification Challenge Written Examination	Test40	
EMS Recertification Challenge Practical Examination	Test150	
EMS 244 National Registry Certification Application50	
EMS 244 National Registry Written and Practical Examination	Test150	
EMS National Registry Practical and Written Retest (per station)	Test45	
Exams from Other Schools	Test25
Nurse's Entrance Test	Test15	
Work Keys Test	Test10	
WIN Module		Tuition	
Administrative Fees			
College Library Card Replacement	Each5	
Returned Checks	Each25	
Certificate/Degree Replacement	Each40	
Transcript Fee (First copy free)	Each5	
Field Trip Transportation Fee	Each15	
Field Trip Entrance/Attendance	Fees will be student's responsibility		

*For information concerning General Education Development (GED) testing, contact your campus Pre-College Studies for fee and scheduling information.

Refunds

Tuition Refund Policy for Credit Courses

If you drop a class, you may be 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 one of the following reasons and receive a refund of tuition and 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.

You **MUST** drop all classes to receive the "special circumstances" refund.

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

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 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 program charges (tuition, fees), but who cancel prior to starting the program, withdraw after beginning the program, or are terminated from the program.



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 can 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 for the most recent information on financial aid. 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. Inquiries on course eligibility are available by calling or visiting your campus Financial Aid Office.
- Enroll in an eligible program of study.
- Have not exceeded Federal Aggregate Loan limits as defined by the Department of Education.

*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 as required by the department of education. If all three scores are not met in one sitting, the student must retake.

Awards

All financial aid awards are based on information provided by the student, availability of funds and 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 (SAP). Withdrawals or reductions in enrollment may affect an award or any future awards.

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 (FSEOG) 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 be 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 a minimum of 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 Financial Aid Office 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) is a subsidized work 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 their campus Career Planning Counselor.

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 (WP/WF), Fail (F), Incomplete (I), In Progress (IP), Audit (AU) or Unsatisfactory (U) is not considered completed course work. Repeated courses

Financial Aid Requirements

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 a student who is changing majors may not be counted toward the student's new major in the calculation of the student's Satisfactory Academic Progress (SAP) standing. You must see a Financial Aid 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 2006 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

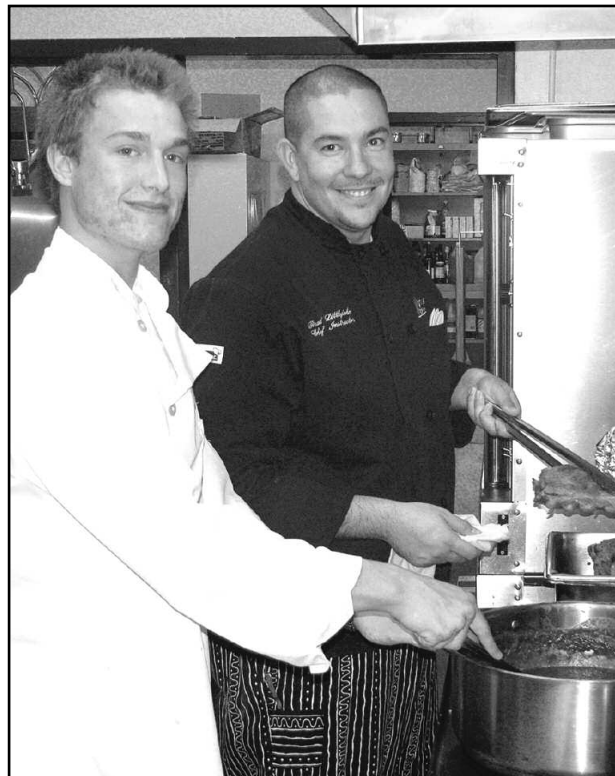
Students are suspended from receiving financial aid if they do not meet the Standards of Satisfactory Academic Progress by the end of their probationary term. Students on financial aid suspension are not eligible for Federal or State Financial Aid (Grants, Loans, Student Employment, and most scholarships). 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 this requirement.



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.

ACE Scholars

Eligibility: Students who are members of the Fort Mojave Indian Tribe and/or employees of the AVI Resort and Casino may apply for this scholarship. First priority is given to Fort Mojave Indian Tribe members. Students must have (from high school or college) a 2.5 or higher grade point average to qualify and must maintain a 2.5 or higher grade point average. Recipients may pursue any course of study and must carry six or more credit hours. The award may be renewed if eligibility is maintained and the student reapplies. The award is based on financial need. This is a fund administered by the Mohave Community College Foundation, Inc. Value of the award: \$2,500 per year based on full-time enrollment and prorated if enrolled three-quarter-time or half-time. Maximum of four full-time awards per year.

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 City 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 City 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 City Campus. Funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by the Johnsons' Estate.

Excellence in Accounting Scholarship

Eligibility: A sophomore student who is attending the Lake Havasu City 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, D.O. 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.

Scholarship Information

ING Americas Scholarship for Women

Eligibility: Arizona residents, attending the Lake Havasu City 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 City 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, 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 J. Leonard and Grace Neal Campus - Kingman. 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 J. Leonard and Grace Neal Campus - Kingman 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 J. Leonard and Grace Neal Campus - Kingman 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 City 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 City Campus and maintaining a GPA of 3.0 or better.

Michael Bersch, CPA Scholarship

Eligibility: A student attending the Lake Havasu City campus, who has reached sophomore status, majoring in accounting with a GPA of 3.0 or better. This scholarship is based on academic excellence and program of study. It is funded annually by Michael Bersch, C.P.A. and is administered by the Mohave Community College Foundation, Inc. Value of the award: \$1,000 per year, one award per year.

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, 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 up to seven credit hours of approved college-level coursework within one academic year. Value of each award: "Regular" tuition, up to seven hours.

Scholarship Information

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. Please see page 167 for a list of Founder's Award Winners.

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 City 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 City 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. Please see page 167 for a list of the Silver Scholarship Winners.

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.

Mohave Muslim Scholarship

Eligibility: Residents of Arizona and Mohave County selected on a combination of academic ability and financial need. Must have a GPA of 3.00 or higher from high school or prior college work to qualify and must maintain a minimum GPA of 3.00 to retain the scholarship. All degree programs are eligible. Recipients must enroll on a full-time basis. Funded annually by donations to the Mohave Community College Foundation from the Mohave County Muslim community.

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.

Scholarship Information

Patty Brisco Memorial Scholarship

Eligibility: This fund provides awards to re-entry students attending the Bullhead City 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.

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:

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 or the VA Education Benefits web site at www.gibill.va.gov/.

Academic Services

It is MCC's goal to serve each student to the very best of its ability.

Bookstore

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

MCC Course Challenge Examination

A Challenge Examination is a test you may take after enrolling in selected courses offered by the college. By taking a Challenge Exam, you are officially "testing out" of a course. There is no additional fee for a Challenge Exam beyond the regular course tuition and fees.

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

If you earn a "C" or higher on the exam, you have successfully completed the course and will not be allowed to attend any further class sessions. Your Challenge Exam grade is the grade you'll receive for the course. The grade will appear on your official transcript and counts in the grade point average (GPA) computation.

If you earn less than a "C," you have the choice of accepting the exam grade or continuing to attend the class to try to improve your grade.

You will not be allowed to withdraw, drop or receive a refund for any course that you challenge.

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 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 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.

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.



Academic Services

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 challenge examinations as explained in this catalog.

English Language Acquisition for Adults (ELAA)

This series of classes has been designed for students 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.

Pre-College Studies (PCS)

Pre-College Studies help all students improve their academic skills. PCS services include:

- Group and computer-aided learning assistance (tutoring) in reading, writing, math and study skills.
- Orientations for Adult Education, GED and English Language Acquisition for Adults classes.
- Preparation classes for the 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, math, social studies, science and reading.

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 if they qualify, the official GED Practice Tests to assess their test readiness (on campus only).
- Fill out state paperwork.

- Establish 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 campus Pre-College Studies.

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 campus, J. Leonard and Grace Neal Campus - Kingman and Lake Havasu City campus approximately once a month. The test has five sections: writing skills, math skills, social studies, science and reading.

Contact your local campus PCS for fee and scheduling information.

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 a letter from the last school attended, certifying that the applicant has officially withdrawn from school.
- If the examinee is not married, have his/her parent's or legal guardian's notarized statement of consent to take the test.
- 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 Pre-College Studies.

Library Services

The library supports the academic programs of Mohave

Academic Services

Community College. Each campus library is available for students and community members.

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

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

Library Collection

- 10,000 circulating book titles
- 2,000 reference titles
- 8 public access computers
- 400+ printed journal titles
- Full-text articles from thousands of periodical titles via the Internet

Library Services

- Professional instructional and reference services (call to schedule appointments and/or for instructions)
- Access multiple databases, including Academic Search Elite, Facts.com and more.
- Internet access for faculty, students and staff
- Electronic mail access
- Blackboard access
- Photocopying (\$.10 per page)
- Videotape player to view coursework-related videos and Distance Education tapes
- Interlibrary loans from other libraries

MCC Librarians and staff are here to serve your information needs. Please do not hesitate to ask for help.

Bullhead City Campus

J. Leonard and Grace Neal Campus - Kingman & Lake Havasu City Campus, Hodel Library

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

Friday: 8 a.m. - 5 p.m.

Saturday: 9 a.m. - 1 a.m.

North Mohave Campus

Monday - Thursday: 12 p.m. - 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 webpage:

www.mohave.edu/library. Questions? Send library staff your request through the 'Ask a librarian' online form found on the library's home page.

Student Records

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

Student Records Confidentiality

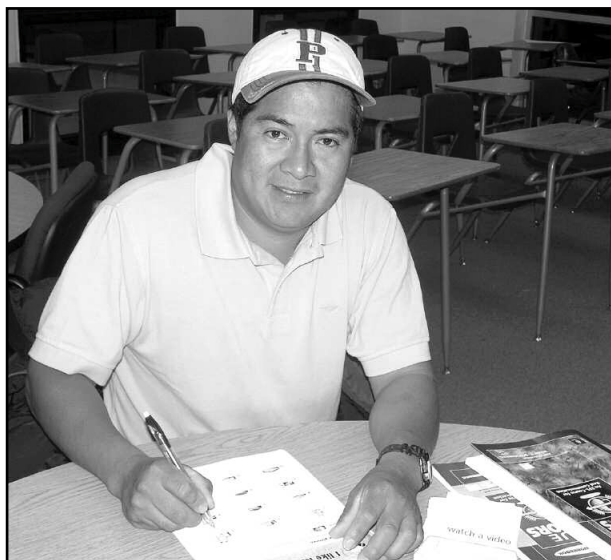
ANNUAL NOTIFICATION: Students will be notified of their FERPA (Family Educational Rights and Privacy Act) rights by publication in the college catalog.

FERPA INFORMATION: The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.



Academic Services

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

Currently-enrolled students may withhold disclosures of "Directory Information" under the Family Educational Rights and Privacy Act of 1974, as amended. Written notification must be received in the Office of the Registrar prior to the first day of class each semester. Failure on the part of any student to specifically request that "Directory Information" be withheld indicates individual approval for disclosure. The Federal Educational 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. Students who do not want to provide their Social Security number will have their MCC ID number used in its place. However, if the student is applying for financial aid or wishes to claim education tax benefits, a Social Security number must be provided.

Tech Prep

What is Tech Prep? Tech Prep is an important school-to-work transition strategy that increases options for students after high school and helps them make the transition between school and employment. Tech Prep, short for Technical Preparation, does not mean preparation for technical school, but for technical careers. Mohave Tech Prep links structured high school programs with Mohave Community College. It gives students a head-start toward an associate's degree, while 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 pass those courses with at least a "B" grade while in the 11th or 12th grades are eligible for earned Tech Prep credits. To receive Tech Prep credits earned at a Mohave County high school, you must:

- 1.** Complete the Tech Prep Credit Request form available at the offices of high school and MCC counselors.

Participating high schools include Colorado City High School, Kingman High School, Lake Havasu High School, Mohave High School, and River Valley High School.

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 928-692-3038 to the Office of the Registrar, Mohave Community College, 1971 Jagerson Avenue, Kingman, AZ 86409. 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.

Academic Services/Non-Academic Services

Students may view their unofficial transcript by using the online student information system "Campus Connect" on the internet at www.mohave.edu. Once at MCC's main webpage, click on "Current Students," then find the "Campus Connect" link. 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.

You are strongly encouraged to check your MCC online transcript every semester. All pertinent grade information (final grade rosters, etc.) is maintained in a hard copy format that is used for course transcript grade verification. This information is kept on file for three (3) academic years after the course was held. It is then destroyed as pursuant to A.R.S. 39.101.

Any discrepancies that you think may be on your transcript must be brought to the attention of the Registrar's Office within one calendar year of the completion of the course(s) in question. See the MCC website under Current Students - Student Forms for a Transcript Investigation Request Form. TIRFs requesting an investigation of courses that do not meet the appropriate one year timeline will not be accepted.

For grade grievances, see the Grade Grievance Policy listed in the Student Handbook section of this catalog.

Tutoring

Tutoring is available at each campus. Students are encouraged to request tutoring as soon as they anticipate difficulties in class. Information on how to arrange tutoring can be found in the course syllabus.

Non-Academic Services

Career Services

The career services program offers career counseling for students at Mohave Community College. Students are guided as they discover areas of occupational interest, develop plans for training and/or employment and take steps that will lead to entry into the job market. For more information, contact the Career Planning Counselor.

Disability Services

Each campus has staff that coordinates 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. For more information contact your campus' Disability Services Office.

Food Services

All four campuses have food vending areas.

Housing

Mohave Community College does not have dormitories; therefore, out-of-town students 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 will 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 like you who have hectic schedules and find it difficult to attend classes on campus. Interactive Television (ITV) courses allow you to join classmates from all campuses across the college. Hybrid courses combine classroom and online instruction. Web-enhanced courses provide value-added online enhancements to the traditional campus classroom.

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 Courses are offered Via DE?

A wide variety of DE courses are offered each semester. Courses may be taken that apply to an associate's degree or a certificate program. Courses vary in length. For the most current DE course schedule information visit the MCC website at www.mohave.edu.

What do I need to know about DE courses?

Online/Internet courses are 100 percent online. (Some online courses do require proctored midterm and final exams.) Course information, including syllabus and assignments, is available online at the course site and accessible on the first day of the course. Textbooks and course materials are available for purchase at each campus bookstore. Although MCC uses the same textbooks for traditional courses as it does for online courses, some online textbooks are pre-packaged with additional software. Make sure to purchase textbooks identified as online course materials. Minimum computer hardware, software, and Internet connection requirements are defined on the MCC website. Some

courses require supplemental software. These requirements are included with the course listing in the course schedule.

Mixed Media courses are multi-media, non-classroom courses. If you enroll in a mixed media course, the DE office will mail you the course syllabus and other supplemental documents just prior to the start of the course. Textbooks and other course materials are available for purchase at the MCC campus bookstores. Most mixed media courses also use video cassettes, which you will borrow from an MCC campus library. If your mixed media course uses video cassettes, you will need an MCC library card (available at any campus library) and access to a video cassette player. Mixed Media courses include scheduled assignments that need to be mailed to the DE office, and usually, proctored midterm and final exams.

Interactive Television (ITV) courses are taught through the use of campus-based ITV facilities. Classes meet at scheduled times where you will join students from all four campuses as they participate from their home campus. ITV courses meet at regularly scheduled days and times. ITV courses are web-enhanced.

Hybrid courses are those in which a significant portion of the learning activities have been moved to the Internet. Time traditionally spent in the classroom is reduced but not eliminated. Hybrid courses integrate online and class time in a complementary manner to combine the best features of online-based instruction with the best features of in-class instruction. Actual class meeting times are listed in the course schedule. You will need the same computer availability, hardware and software as required with online courses.

Web-enhanced courses are campus-based classroom courses that utilize the Internet to support the classroom



Distance Education

learning experience. Classroom time is not reduced. Web-enhanced courses have the same computer requirements as online courses. (Note: Computers with Internet access are available in the MCC Computer Centers.) Instructors will provide specific directions and guidance for the online portions of web-enhanced courses.

How Do I Register for a DE Course?

Whether you live inside or outside of Mohave County, you may register for DE courses the same way you register for other MCC courses: come to campus, call 1.866.664.2832, or email de@mohave.edu

How Much Do DE Courses Cost?

The MCC regular tuition schedule applies to DE.

Can I talk to an Advisor about DE Courses?

MCC provides an academic advisor for students who want to know more about Distance Education Courses. You can email de@mohave.edu or call 928.757.0860.

Are Distance Education Courses Right For Me?

ARE YOU:

- Motivated to succeed and a self-starter?
- Able and willing to budget your time?
- Capable of following instructions on your own?
- Comfortable reading and able to learn by reading?
- Knowledgeable of computer use, with the necessary computer equipment and software?
- Connected to the Internet and willing to check into your course daily?
- Willing to participate in online course discussions and interactions?
- Realistic about working online and prepared for technological glitches?

How Can I Find Out More About Distance Education Courses?

Call the MCC Distance Education Office at 928.757.0860 or visit www.mohave.edu and click on the Distance Education link.



Academic Standards & 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 withdrawn 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 or assignment.
- 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.

Attendance/Participation

Regular, punctual attendance is required in all credit courses taught in traditional formats, and regular, active participation is required of all students in 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 percent 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.

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 a Director of Student Services 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.

Academic Dismissal

Academic dismissal is defined as: the written notification from the Registrar that the student has been dismissed from MCC for one semester on the basis of his/her academic record. Students meeting the criteria for academic probation for two consecutive semesters will be subject to dismissal. Students who have been dismissed and want to reapply can do so after sitting out one semester by following the procedure listed below (also listed in the Admissions section of this catalog).

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 president. A request for readmission must be made in writing and must include reasons why readmission should be considered. If the request is approved, the student will be required to meet with a campus Director of Student Services to formulate a detailed plan for course completion. Students who are readmitted will have a restricted academic load. Upon readmission, the campus president 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.

Academic 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 president within 30 calendar days of the official notification of dismissal. If an appeal is not granted by the campus president, the student may further appeal this decision by submitting a request in writing to the vice chancellor of instruction for a hearing by the ad hoc committee for readmission. The committee will review appropriate material in addition to conducting a student interview and will make a recommendation to the vice chancellor of instruction regarding the readmission of the student. The vice chancellor of instruction has the final decision as to whether the student should be readmitted.

Once a student has been readmitted after the appeal approval, the student is on probation for the next

Academic Standards & Graduation

semester. If the student meets satisfactory academic progress at the end of that semester, the probation will be lifted. If satisfactory academic progress is not met, the student will, once again, be academically dismissed.

To appeal this second dismissal, the student must meet with the local campus Director of Student Services for information on the proper procedure.

General Education Philosophy

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

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

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

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 cancelled courses.

MCC student grades are available online at www.mohave.edu. 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.

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.

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

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



Academic Standards & Graduation

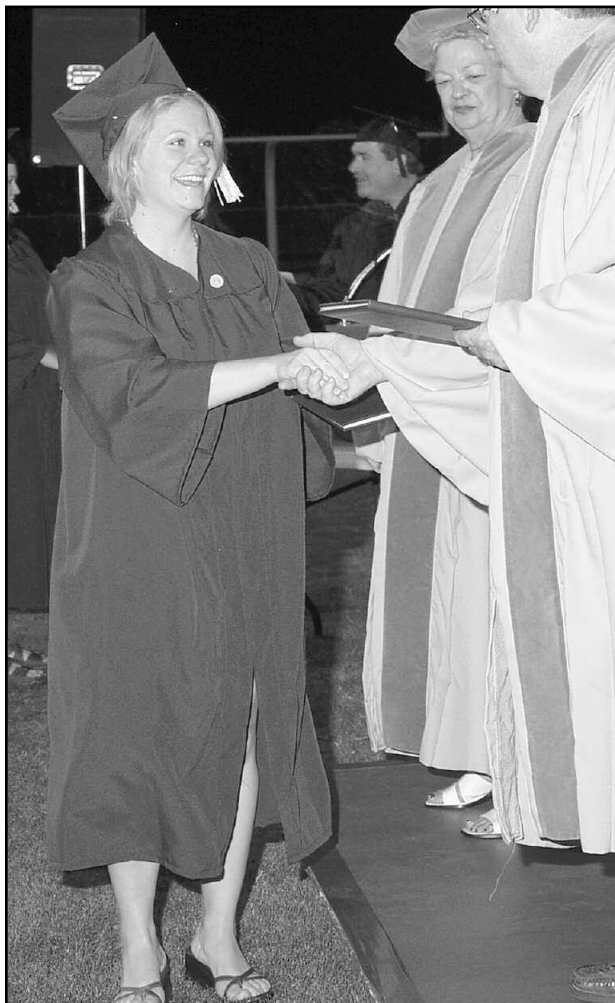
enrollment. Students who qualify for this list will be recognized by the college and their names will be published on the List of Honor Students.

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 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 Chancellor 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.
- The graduate's sole remedy against MCC and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.

Writing Across the Curriculum

Mohave Community College firmly supports the idea that writing can be used to improve education; students who write in their respective content areas will learn more and retain what they learn better than those who don't. Courses in the core curriculum have been identified as "Writing Across the Curriculum" courses. These courses will require written assignments for which both the content and the writing skill will be evaluated. Feedback will be given to the students 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
Satisfactory/Unsatisfactory 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
Withdrawal/Failing. Must be student requested with the appropriate form within the official withdrawal period. This grade reflects the student's performance at the time of withdrawal. Students not completing the appropriate withdrawal procedure will receive an "F" or a "U" in the course.	W/F	None
Withdrawal/Passing. Must be student requested with the appropriate form within the official withdrawal period. This grade reflects the student's performance at the time of withdrawal. Students not completing the appropriate withdrawal procedure will receive an "F" or a "U" in the course.	W/P	None
Administrative Withdrawal. This grade is given by faculty to a student who is enrolled, but who has never attended or participated.	W/R	None
Incomplete. 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/F" or "W/P" within a period of time determined by the faculty member at the time the "I" designation is assigned. The period to complete objectives shall not exceed seven weeks after the last official day of the course, or the course grade will be converted to an "F." A written agreement by the faculty member specifying the necessary objectives and period of time within which those need to be completed shall be sent to the student with a copy to the student's permanent file in the Office of the Registrar.	I	None
Audit (no credit).	AU	None

Graduation

Application for Graduation

All students who anticipate successful completion of their program course requirements for a degree or certificate must meet with their Director of Student Services to complete a graduation application.

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.

MCC conducts one formal commencement ceremony each year in May. Students who have filed a graduation application by the appropriate deadlines may participate in the ceremony. Participation in the ceremony does not guarantee graduation.

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

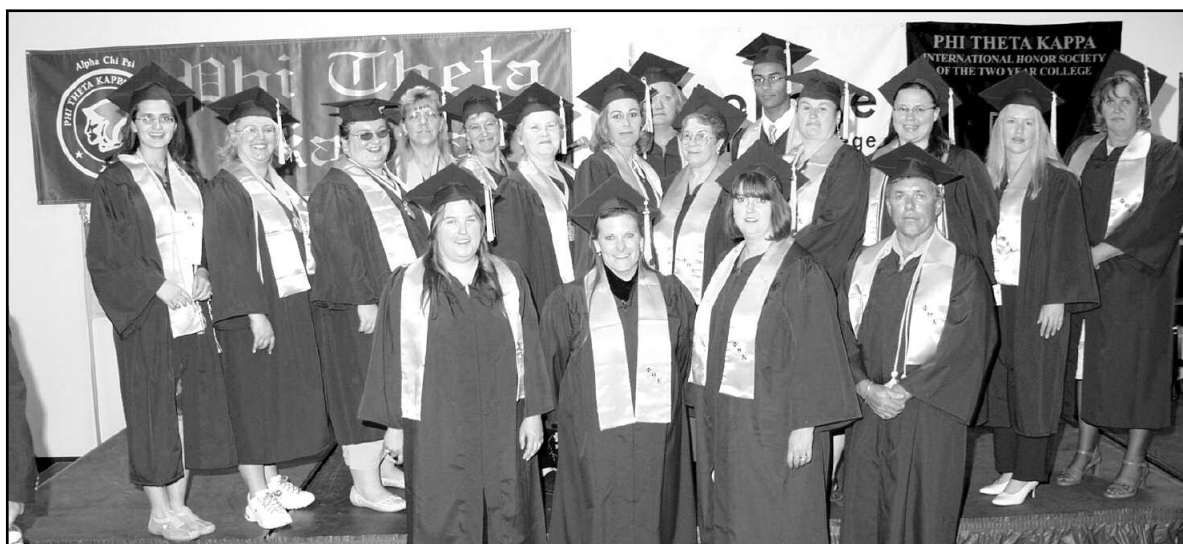
Students must meet with a Director of Student Services for final review of their degree/certificate program requirements at least one semester before applying for graduation.

- 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 meet MCC's continuous enrollment requirements in order to be subject to the catalog of initial enrollment.
- Students not meeting MCC's continuous enrollment requirements will fall under the catalog requirements currently in effect.
- Substitution of a course must be requested, in writing, by an academic counselor and verified by the appropriate division chair/program coordinator. The Course Substitution Form must be submitted by the division chair/program coordinator to the Vice Chancellor of Instruction for primary approval. The form will then be sent to the Registrar for final approval.
- All degrees, certificates and AGEC's require a "C" or better in each course and cumulative 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, nor is this certificate posted on their MCC transcripts.

Mohave Community College offers the Associate of Arts (AA), Associate of Business (ABus), Associate of Science



Graduation

(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 MCC credits beyond the previous degree. Degrees may be earned concurrently.

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

A student may earn only one AA, AAS, 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.

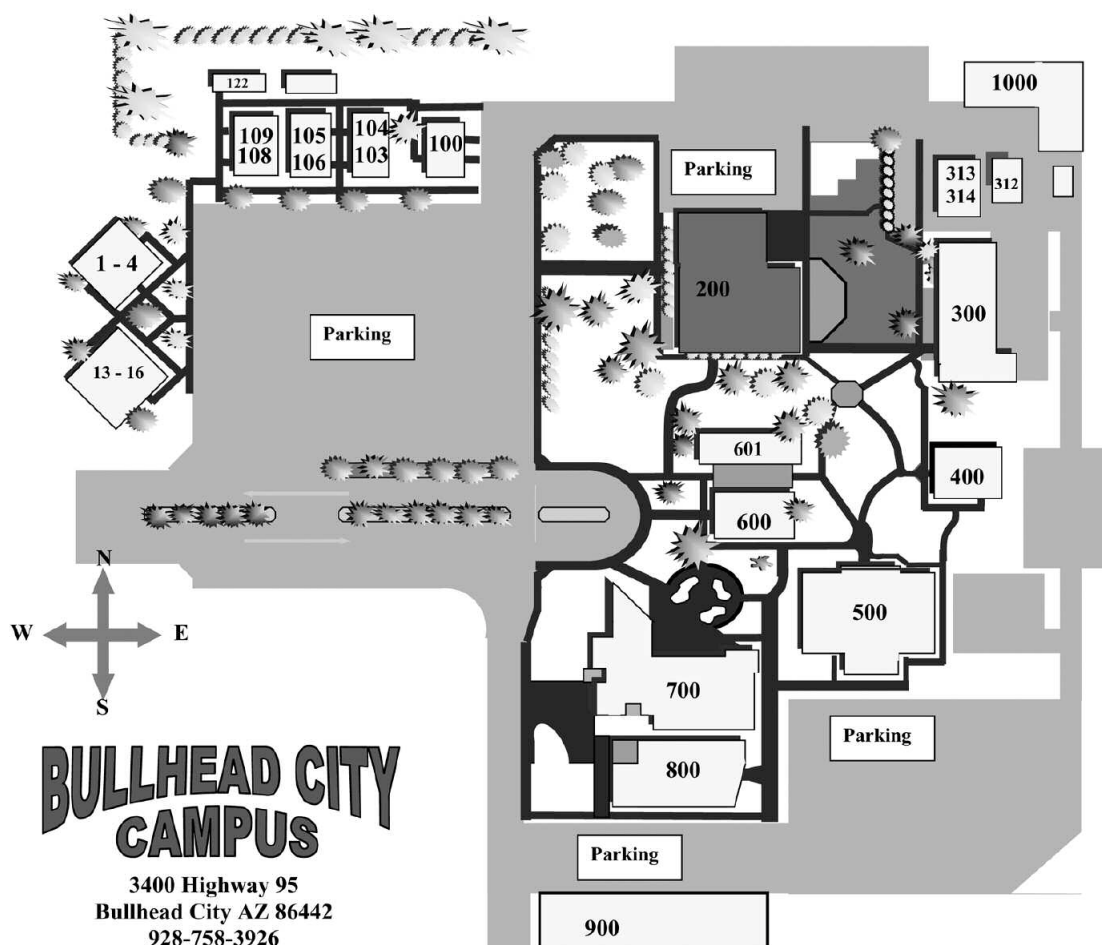
Degree with Honors

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

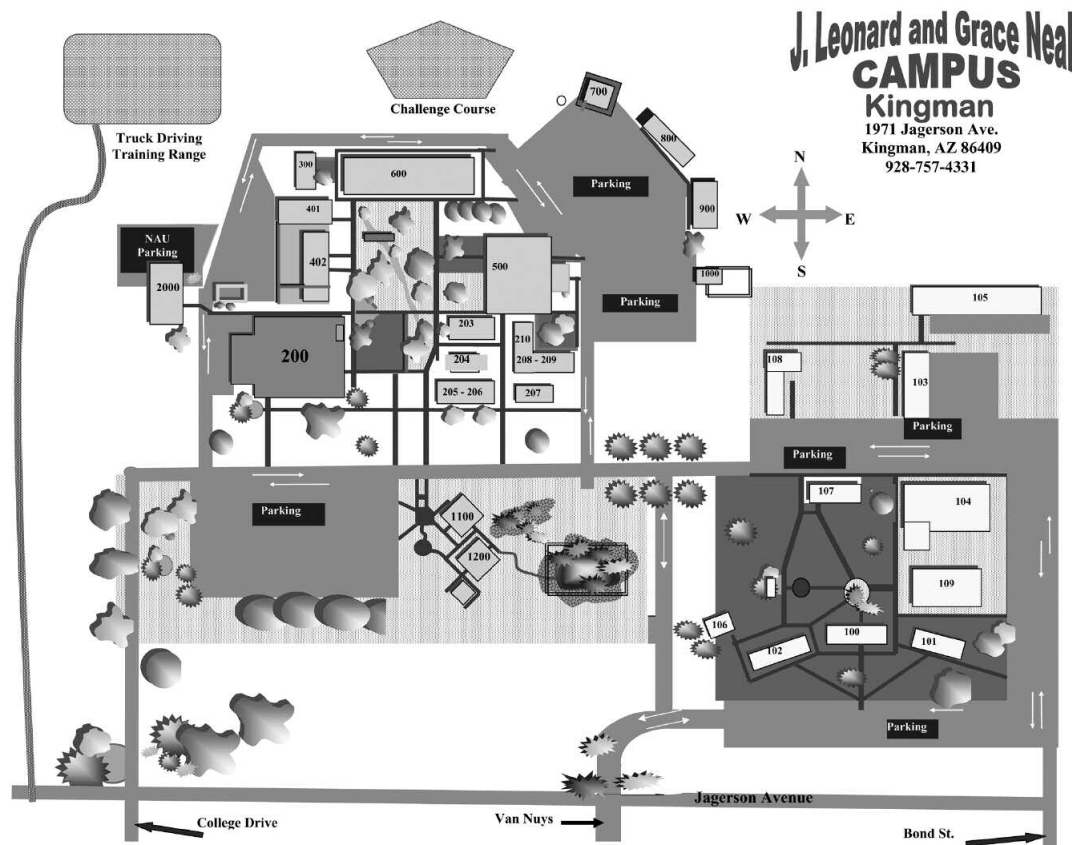
Certificate of proficiency students with an overall cumulative 4.0 GPA for all MCC courses completed by the end of the semester in which they have applied for graduation will be certified by the Registrar as graduating with honors.

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



DIRECTORY

1-16	Classrooms	312	Maintenance
100	Casino Training	313-314	Classrooms
103	Classrooms	400	Fine Arts
104	Faculty Offices		Dance / Music
105-106	Classrooms	500	Computer Center
108-109	Classrooms		Computer Lab
122	Photo Lab		Classrooms
200	Campus Administration		ITV Classroom
	Registration		Testing
	Career Services	600	Multi-Purpose Meeting Room
	Disability Services	600 A-D	Classrooms
	Student Advising	601	Faculty Offices and Classrooms
	Financial Aid	700	Library, Bookstore and Leisure Studies
	College Preparatory Services	800	Classrooms
	Pre-College Studies	900	Legacy Allied Health Sciences Building
	Culinary Arts		Dental Hygiene
	Northern Arizona University		Dental Assisting
300	Industrial Trades		Nursing
	HVAC		Chemistry Lab
	Ceramics	1000	Auto Technology

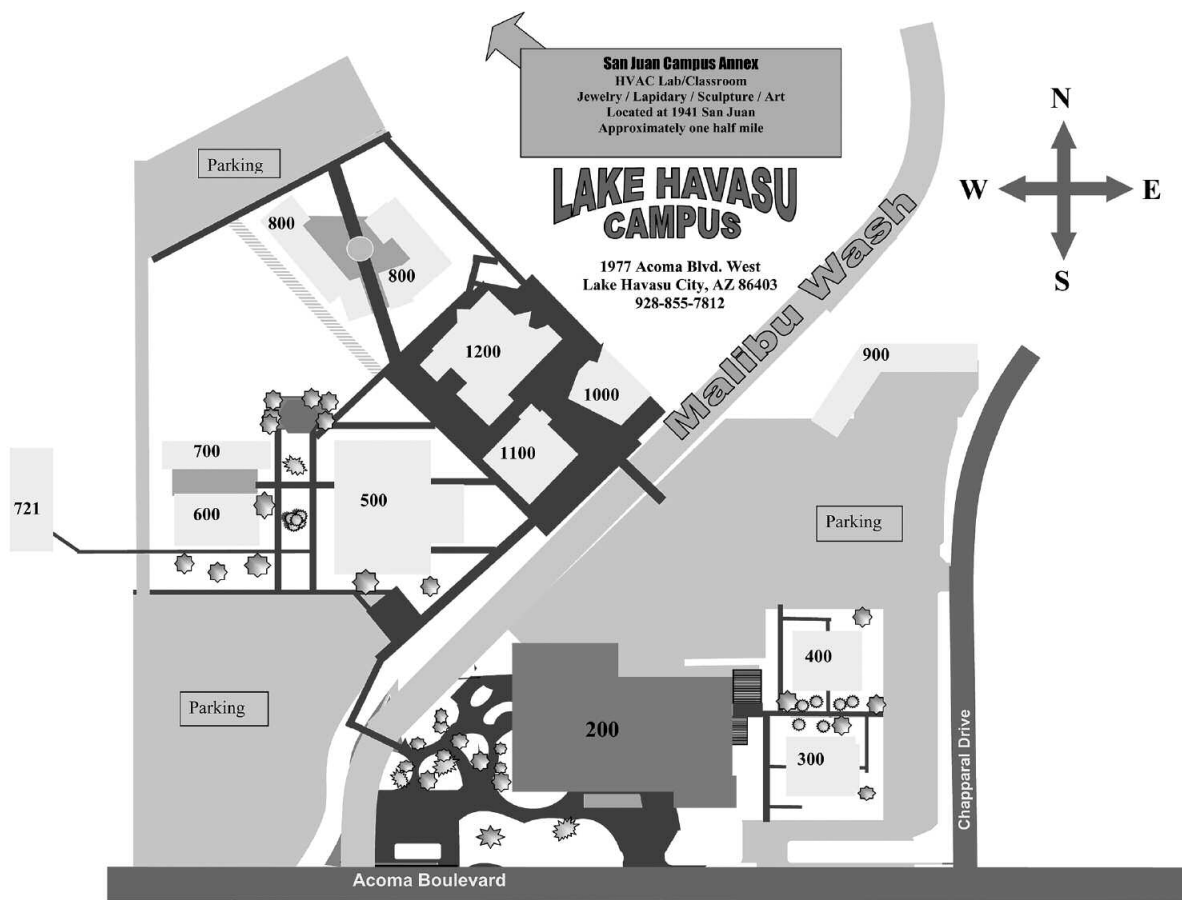


DIRECTORY – WEST END

200	Campus Administration Library Bookstore
203	Faculty Offices
204	Classroom
205-206	Nursing Nursing Lab Nursing Faculty
207	Classroom
208	Faculty Offices
210	Program Directors
300	Classrooms
401	Ceramics
402	Jewelry and Lapidary
500	Computer Center Computer Lab Classrooms ITV Classroom
600	Classrooms
700	Headstart
800	Classrooms
900	College Preparatory Services Pre-College Studies
1000	Sage Truck Driving School
1100	Continuing Education Offices Small Business Development Center
1200	Physical Science
	Chemistry Lab & Biology Lab
2000	Northern Arizona University

DIRECTORY – EAST END

100	Finkbeiner Administration Building Office of the Chancellor Vice Chancellor of Instruction Vice Chancellor of Administration Vice Chancellor of Student Services
101	Distance Education Human Resources
102	Office of Business Services Grant Management Internal Auditor
103	Technology Support
104	Registrar Institutional Effectiveness Automotive Shop Welding Classroom
105	Facilities and Trades Maintenance Department College Mail Services College Advancement Woodshop Lab
106	Public Information
107	Anderson Student Services Building Registration Academic Advising Testing Disability Services Career Services
108	Financial Aid
109	Welding Lab



Where are my classes?

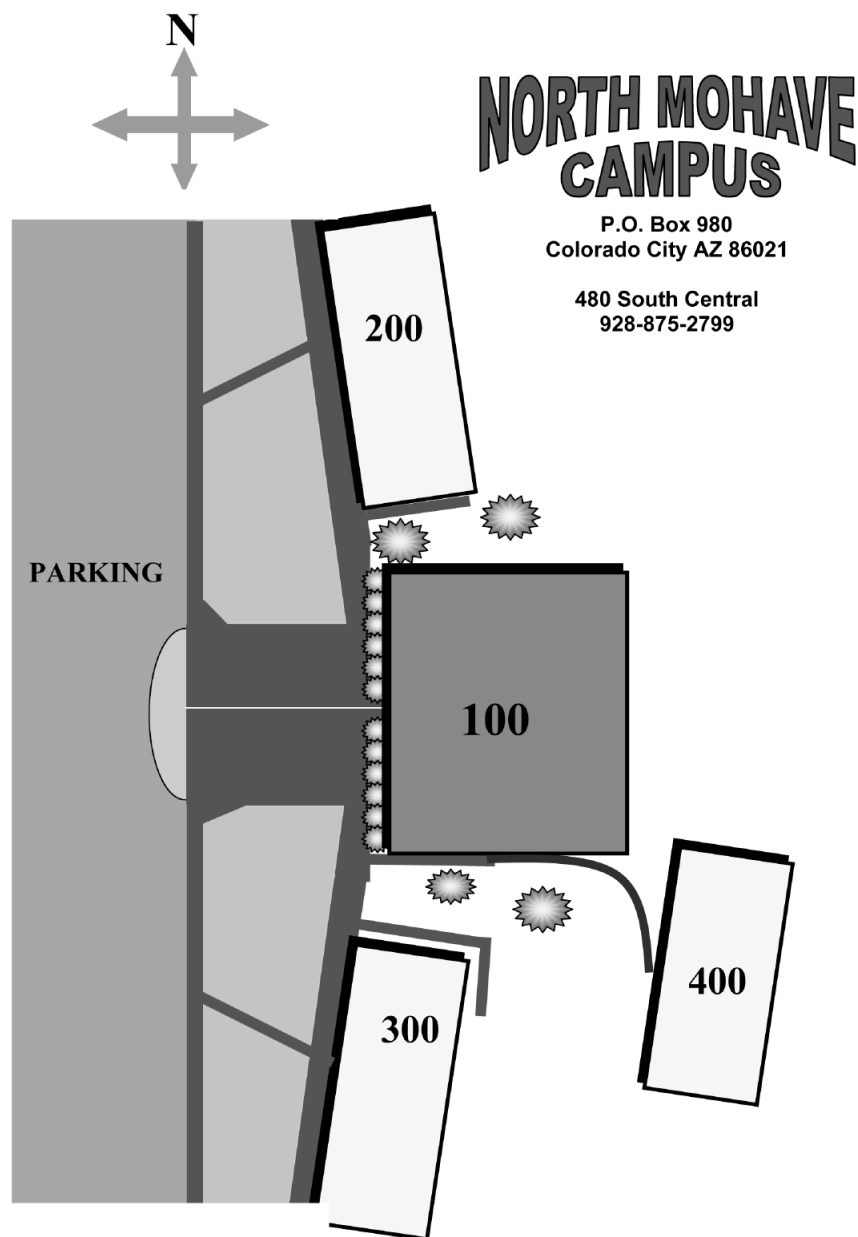
DIRECTORY 1977 W. ACOMA BLVD.

200	Campus Administration Academic Advising Career Services Testing Disability Services Faculty Offices Financial Aid College Preparatory Services Pre-College Studies Registration Surgical Tech Lab Theater/Dance Lab
300	Classrooms
400	Chemistry Lab Biology Lab Classrooms
500	Computer Center Computer Lab Classrooms ITV Classroom

600	Multipurpose Room
700	Classrooms Faculty Offices
721	Trades Classroom Maintenance Department
800	Classrooms
900	Nursing Offices Continuing Education Classrooms
1000	Bookstore
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



DIRECTORY

100	Campus Administration	200	Science Lab
	Academic Advising	300	Classrooms
	Career Services		Faculty offices
	Disability Services	400	Classrooms
	Financial Aid		Computer Lab
	Registration		Testing Center
	Nursing Lab		Pre-College Studies
	Library		
	ITV Classroom		

Reaching Your Goals

Program Requirements at MCC

If you are enrolling in a degree or certificate program at Mohave Community College, 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 2006-2007. 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. A student will be able to complete an associate's degree in two years and go on for a bachelor's degree at a four-year institution.

Completion of an MCC associate's degree (AA, ABus, or AS), which includes Arizona General Education Curriculum (AGEC) classes, ensures a student admission to a state of Arizona university or other partner university as a junior. MCC presents Assured Offerings that will allow students to complete their AGEC associate's transfer degree in two years.

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 2006-2007 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 CORES

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

Certificate - Dental Assisting
 Associate of Applied Science - Dental Hygiene

Chemical Dependency Therapy

Associate of Applied Science

Emergency Medical Training

Certificate - Paramedic
 Associate of Applied Science - Paramedic

Medical Assistant - AMT

Certificate - Clinical
 Certificate - General
 Certificate - Insurance Coding
 Associate of Applied Science

Nursing

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

Surgical Technologist

Certificate

BUSINESS

Business

Certificate - Accounting
 Certificate - Administrative Office Management
 Certificate - Business Foundation
 Certificate - General Management
 Certificate - Professional Applications
 Associate of Business
 Business Administration

CASINO GAMES DEALING AND CULINARY ARTS

Casino Gaming

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

Culinary Arts

Certificate - Intro to Culinary Arts
 Certificate - Advanced Culinary Arts
 Associates of Applied Science - Culinary Arts

COMPUTER INFORMATION SYSTEMS

Computer Information Systems

Certificate - CIS Foundation
 Certificate - Computer Graphics & Web Design
 Certificate - Computer Support Services
 Certificate - Network Support & Security
 Certificate - Professional Applications
 Certificate - Programming &
 Game Development
 Certificate of Completion
 Essential Computer Technology
 Associate of Applied Science
 Computer Information Systems
 Associate of Applied Science
 Systems Administration

EDUCATION

Early Childhood Education

Associate of Arts - Early Childhood Education
 Emphasis

Education

Associate of Arts - Elementary Education
 Emphasis

Degrees and Certificates

INDUSTRIAL TECHNOLOGY

Automotive Service Technology

- Certificate - Auto Collision Repair Technology
- Certificate - Vehicle Maintenance & Lubrication Specialist
- Associate of General Studies - Automotive Service Technology

Construction Technology

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

Drafting Technology

- Certificate - Computer Aided Drafting
- Certificate - Drafting Technology

Truck Driver Training

- Certificate - Truck Driver Training

LIBERAL ARTS & SCIENCES

Art

- Associate of Arts - Art Emphasis

Mathematics

- Associate of Arts - Mathematics Emphasis

Photography

- Certificate

Theatre

- Certificate - Theatre Production

- Certificate - Theatre Performance

- Certificate - Theatre Performance Advanced

General Studies

- Associate of Arts - No Emphasis
- Associate of Applied Science - General Technology

Social and Behavioral Sciences

- Associate of Arts - Social Studies Emphasis
- Associate of Arts - History Emphasis
- Associate of Arts - Social and Behavioral Science Emphasis
- Associate of Arts - Science Emphasis

PUBLIC SAFETY

Administration of Justice

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

Fire Science

- Certificate
- Associate of Applied Science

SCIENCE

Science

- Certificate - Geographic Information Systems
- Associates of Science - Chemistry Emphasis
- Associates of Science - Geology Emphasis
- Associates of Science - Life Science Emphasis

Degrees and Certificates

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

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

A student may earn only one AA, ABus, 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 commencement, and is not posted on the student's MCC transcript.

CERTIFICATE OF PROFICIENCY

MCC offers, in selected occupational and academic areas, 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. Successful completion of a course is defined as a grade of "C" or better.

Students must have successfully completed all courses in the certificate and have a cumulative grade point average of 2.0 or better in all work completed at MCC, including courses not applicable to the certificate.

DEGREES

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 Arizona Course Applicability System (AzCAS) at <http://az.transfer.org/cas/students/index.html>. There you will find the Course Equivalency Guide and the transfer guides to help you, with consultation with your advisors, in the transfer process. Students must complete the courses in this program of study with a "C" or better and have an overall cumulative grade point average of 2.0 or better in order to graduate.

Students may choose to earn an AA with an emphasis in a particular discipline or disciplines. Students take the general education core and may choose an emphasis through their electives. In order to earn an emphasis, students must complete a minimum of 15 MCC credit hours in 100-level or higher classes in a particular discipline. These credits do not include those courses in the general education core in the same discipline.

For example: A student completes all general education courses. As her electives, she takes 15 credits in English, 15 in psychology. Her diploma would state "Associate of Arts Degree, Emphasis in English and Emphasis in Psychology."

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

Degrees and Certificates

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 Arizona Course Applicability System (AzCAS) at <http://az.transfer.org/cas/students/index.html>. There you will find the Course Equivalency Guide and the transfer guides to help you, with consultation with your advisors, in the transfer process. Students must complete the courses in this program of study with a C or better and have a cumulative grade point average of 2.0 or better in order to graduate.

Associate of Science (AS)

Student following these programs will have taken the university parallel requirements in general education and most of the freshman and sophomore courses in their major. Students intending to transfer to state of Arizona institutions should consult the Arizona Course Applicability System (AzCAS) at <http://az.transfer.org/cas/students/index.html>. There you will find the Course Equivalency Guide and the transfer guides to help you, with consultation with your advisors, in the transfer process.. Students must complete the courses in this program of study with a C or better and have a cumulative grade point average of 2.0 or better to graduate.

Associate of Applied Science (AAS)

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

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 courses not applicable to the degree.

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. Students must complete the courses in the program of study with a "C" or better and have a cumulative grade point average of 2.0 or better in order to graduate.

Advising note: The 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 satisfying the requirements of Mohave Community College. Students must have a cumulative grade point average of 2.0 or better in all work completed at MCC, including courses not applicable to the degree.



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, Northcentral University, Northern Arizona University (NAU), University of Arizona (UofA), University of Phoenix, Upper Iowa University and Western Governors 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 an AGECE on the student's transcript when applied for by the student.

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, university 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 Course Offerings

Bullhead City, J. Leonard and Grace Neal Campus - Kingman, and Lake Havasu City campuses ONLY

Mohave Community College has identified a select number of courses to be offered as "Assured Offerings." Students taking the prescribed courses in accordance with their respective programs and the following schedule may be confident that they will be able to complete their course of study in the time frame indicated. This is generally two years for an associate degree and one year for a certificate.

The courses listed are available through the Bullhead City, J. Leonard and Grace Neal Campus - 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 contain many choices. Popular choices that provide a balanced program have been selected for this list of assured courses. 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 courses may be offered more frequently.

Assured Offerings for 2006-2007

Course	Course Description	Fall 06	Spring 07	Summer 07	Fall 07	Spring 08	Summer 08
FRESHMAN COMPOSITION							
ENG 101	English Composition I	N	X	X	N	X	
ENG 102	English Composition II		N			N	X
MATHEMATICS							
MAT 142	College Mathematics			X			
MAT 151	College Algebra		X			X	
MAT 160	Math for Elementary Teachers I				X		
MAT 161	Math for Elementary Teachers II					X	
MAT 212	Brief Calculus					X	
MAT 221	Analytic Geometry and Calculus I	N			N		
ARTS AND HUMANITIES							
ART 130	Survey of World Art I	X					
ART 230	Survey of World Art II		X			X	
HUM 101	Introduction to the Humanities	N			X		X
PHI 101	Introduction to Philosophy		N				
PHI 205	Comparative World Religions				X		
SOCIAL AND BEHAVIORAL SCIENCES							
ANT 102	Cultural Anthropology		X				
BUS 206	Micro Economics		X			X	
BUS 207	Macro Economics	N	N		X		
HIS 132	History of the United States II		N				
POS 120	American National Government					X	
PSY 101	Introductory Psychology	X		X	X		
SOC 131	Introductory Sociology		X			X	
SOC 136	Marriage and Family				X		
PHYSICAL AND BIOLOGICAL SCIENCES							
BIO 100	Biology Concepts	X		X	X		
BIO 181	General Biology I	X			X		
BIO 182	General Biology II		X			X	
CHM 130	Fundamental Chemistry		X			X	X
GLG 101	Physical Geology	X					
OPTIONS							
CIS 110	Introduction to Computer Information Systems	N	X	X	X	X	X
COM 151	Public Speaking	X			X		
EDU 222	The Exceptional Student		X			X	
SPA 101	Elementary Spanish I	X			X		
OTHER ASSURED COURSES							
BUS 101	Introduction to Business	X	X		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.

SUBJECT AREA	MIN. CREDIT HOURS
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Freshman Composition6
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Required: ENG 101 and ENG 102

Mathematics3-4
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MAT 142, MAT 151 or a quantitative course requiring MAT 151 as the prerequisite

Arts and Humanities6
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Select courses with two different prefixes.
ART 130, ART 230, MUS 101, THE 150, ENG 233, ENG 234, ENG 235, ENG 236, HUM 101, HUM 250, PHI 101, PHI 205

Social and Behavioral Sciences6
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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, SOC 140

Physical and Biological Sciences8
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Choose two courses. The courses may be from different disciplines or a sequential pair in the same discipline.
AST 101, BIO 100, BIO 181, BIO 182, CHM 130, CHM 151, CHM 152, ENV 101, GHY 212, GLG 101, GLG 102, GLG 110, PHY 107, PHY 111, PHY 112

Options6
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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, HIS 113, HIS 281, PHI 205, SPA 101, FRE 101, RUS 101, ASL 101

Total minimum hours credit35
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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.

General Education Core Requirements



Arizona General Education Curriculum (AGEC –A)

A. Freshman Composition		<input type="checkbox"/> English 101*	<input type="checkbox"/> English 102*	6	
B. Mathematics		<input type="checkbox"/> MAT 142* College Mathematics or 151* College Algebra or a quantitative course that requires MAT 151 as a prerequisite.		3- 4	
C. Arts and Humanities Select courses with two different prefixes.					
Art (ART)	<input type="checkbox"/> 130 or	<input type="checkbox"/> 230* Survey of World Art 1 & 2		6	
Music (MUS)	<input type="checkbox"/> 101	Appreciation and Literature of Music			
Theatre (THE)	<input type="checkbox"/> 150	Theatre and the Western World			
Literature (ENG)	<input type="checkbox"/> 233 or	<input type="checkbox"/> 234	English Lit. 1 & 2		
Humanities (HUM)	<input type="checkbox"/> 101*	Introduction to Humanities			
Philosophy (PHI)	<input type="checkbox"/> 101	Introduction to Philosophy			
Religion (PHI)	<input type="checkbox"/> 205*	Comparative World Religions			
D. Social and Behavioral Sciences Select courses with two different prefixes.					
Anthropology (ANT)	<input type="checkbox"/> 102	Cultural Anthropology		6	
Business (BUS)	<input type="checkbox"/> 206*	Microeconomics			
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"/> 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*	<input type="checkbox"/> 136*	Introductory Sociology Marriage and Family		
	<input type="checkbox"/> 140	Racial, Ethnic, and Gender Relations			
E. Physical and Biological Sciences Choose two courses.					
Astronomy (AST)	<input type="checkbox"/> 101	Intro. Astronomy		8	
Biology (BIO)	<input type="checkbox"/> 100*	Biology Concepts			
	<input type="checkbox"/> 181*	<input type="checkbox"/> 182*	General Biology I General Biology II		
Chemistry (CHM)	<input type="checkbox"/> 130*	Fundamental Chem.			
	<input type="checkbox"/> 152	Gen. Chem. 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*	<input type="checkbox"/> 102	Physical Geol. Historical Geol.		
	<input type="checkbox"/> 110	Environmental Geology/ Natural Disasters			
Physics (PHY)	<input type="checkbox"/> 107	Conceptual Physics			
	<input type="checkbox"/> 111	<input type="checkbox"/> 112	Gen. Physics I Gen. Physics II		
F. Options Select courses according to major and language proficiency requirements. You may select courses from Sections C, D, and E above. If taking two option courses please select from two different areas of study below.					
Communication (COM)	<input type="checkbox"/> 121	Interpersonal Com.			6- 7
Computer Sci. (CIS)	<input type="checkbox"/> 110*	Intro to CIS			
Critical Thinking & Logic (PHI)	<input type="checkbox"/> 151	Ethics			
International/ Multicultural Studies	<input type="checkbox"/> 214	Cultural Diversity in Education			
Education (EDU)	<input type="checkbox"/> 113	<input type="checkbox"/> 281	History of Asia Latin American History		
History (HIS)	<input type="checkbox"/> 234	History of Indians of North America			
Philosophy (PHI)	<input type="checkbox"/> 205*	Comparative World Religions			
Language	<input type="checkbox"/> SPA 101*	<input type="checkbox"/> FRE 101	<input type="checkbox"/> RUS 101 <input type="checkbox"/> ASL 101		
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 Business (AGEC-B)

A minimum block of 35 credit hours of lower-division general education coursework 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. Associate of Business degree core courses may not be used to satisfy AGECE-B requirements.

SUBJECT AREA MIN. CREDIT HOURS

Freshman Composition 6

Required: ENG 101 and ENG 102

Mathematics 3

MAT 212 or higher required

Arts and Humanities 6

Select courses with two different prefixes.

ART 130, ART 230, MUS 101, THE 150, ENG 233, ENG 234, ENG 235, ENG 236, HUM 101, HUM 250, PHI 101, 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, 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 181, BIO 182, CHM 130, CHM 151, CHM 152, ENV 101, GHY 212, GLG 101, GLG 102, GLG 110, PHY 107, PHY 111, 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, HIS 113, HIS 281, PHI 205, SPA 101, FRE 101, RUS 101, or ASL 101

Total minimum hours credit 35



General Education Core Requirements



Arizona General Education Curriculum (AGEC –B)

A. Freshman Composition

☐ English 101*

☐ English 102*

6

B. Mathematics

☐ MAT 212* Brief Calculus or higher

3

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

Art (ART) ☐ 130 or ☐ 230* Survey of World Art 1 & 2

Music (MUS) ☐ 101 Appreciation and Literature of Music

Theatre (THE) ☐ 150 Theatre and the Western World

Literature (ENG) ☐ 233 or ☐ 234 English Lit. 1 & 2 ☐ 235 or ☐ 236 Amer. Lit. 1 & 2

Humanities (HUM) ☐ 101* Introduction to Humanities ☐ 250 Introduction to Cinema

Philosophy (PHI) ☐ 101 Introduction to Philosophy

Religion (PHI) ☐ 205* Comparative World Religions

6

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

Anthropology (ANT) ☐ 102 Cultural Anthropology

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

6

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

Astronomy (AST) ☐ 101 Intro. Astronomy

Biology (BIO) ☐ 100* Biology Concepts

☐ 181* or ☐ 182* General Biology I & II

Chemistry (CHM) ☐ 130* Fundamental Chem. ☐ 151 or ☐ 152 Gen. Chem. I & II

Environmental Sci. (ENV) ☐ 101 Environmental Science

Geography (GHY) ☐ 212 Intro to Meteorology

Geology (GLG) ☐ 101* Physical Geology ☐ 102 Historical Geology

☐ 110 Environmental Geology/ Natural Disasters

Physics (PHY) ☐ 107 Conceptual Physics ☐ 111 or 112 Gen. Physics I & II

8

F. 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 (EDU) ☐ 214 Cultural Diversity in Education

History (HIS) ☐ 113 History of Asia ☐ 281 Latin American History

☐ 234 History of Indians of North America

Philosophy (PHI) ☐ 205* Comparative World Religions

Language ☐ SPA 101* ☐ FRE 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 Science (AGEC-S)

A minimum block of 35 credit hours of lower-division general education coursework 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.

SUBJECT AREA	MIN. CREDIT HOURS
Freshman Composition6
Required: ENG 101 and ENG 102	

Mathematics3-4
MAT 221 or any mathematics course for which this course is a prerequisite	

Arts and Humanities6-9
Select courses with two different prefixes.	
ART 130, ART 230, MUS 101, THE 150, ENG 233, ENG 234, ENG 235, ENG 236, HUM 101, HUM 250, PHI 101, PHI 205	

Social and Behavioral Sciences6-9

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, SOC 140

Physical and Biological Sciences8

Choose two courses from the same discipline: BIO 181 and BIO 182 or CHM 151 and CHM 152 or PHY 111 and PHY 112

Options0-7

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, ASL 101

Total minimum hours credit35

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 courses with two different prefixes.

Art (ART) ☐ 130 or ☐ **230*** Survey of World Art 1 & 2
Music (MUS) ☐ 101 Appreciation and Literature of Music
Theatre (THE) ☐ 150 Theatre and the Western World
Literature (ENG) ☐ 233 or ☐ 234 English Lit. 1 & 2
☐ 235 or ☐ 236 Amer. Lit. 1 & 2
Humanities (HUM) ☐ **101*** Introduction to Humanities ☐ 250 Intro to Cinema
Philosophy (PHI) ☐ 101 Introduction to Philosophy
Religion (PHI) ☐ 205 Comparative World Religions

6-9

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

Anthropology (ANT) ☐ 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

6-9

E. 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

F. 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 (EDU) ☐ 214 Cultural Diversity in Education
 History (HIS) ☐ 113 History of Asia ☐ 281 Latin American History
☐ 234 History of Indians of North America
 Philosophy (PHI) ☐ **205*** Comparative World Religions
Language ☐ **SPA 101*** ☐ FRE 101 ☐ RUS 101 ☐ ASL 101

0-7

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 coursework must be completed. The block of courses represents only the general education portion of an AAS degree. See your specific program of study for total credit hour requirements. The AAS is not a transfer degree program; however, some of the individual courses listed in the core may transfer to any state of Arizona community college or university.

SUBJECT AREA	MIN. CREDIT HOURS
Communications6

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

Critical Thinking and Reasoning3-4
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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 Awareness3-4
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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, THE 150.

Technology3
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Required: Any CIS course 105 or above, or integrated academic or vocational course.

Total minimum hours credit15
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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:

- Successful 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

- Dental Assisting
 - Paramedic
- Medical Assisting
 - Generalist
 - Clinical Specialist
 - Insurance Specialist
- Nursing
 - Practical
 - Perioperative
- Surgical Technology

Allied Health AAS Degrees

- Dental Hygiene
 - Paramedic
- Medical Assisting
- Chemical Dependency Therapy
 - Nursing

Dental Assisting - Dental Hygiene

Certificate Dental Assisting

The Dental Assisting Program at MCC is a two-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 031 or by passing ENG 085, ENG 089 and MAT 021. Students must maintain a valid American Heart Association Healthcare Provider CPR certification throughout the program.

Course	Name	Credits
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
Total Fall Credits		14.5

SPRING

Course	Name	Credits
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
Total Spring Credits		15.5

Total Credit Hours 30

Associate of Applied Science Dental Hygiene

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

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

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

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

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

Course	Name	Credits
BIO 201	Human Anatomy & Physiology I Prereq: One semester of college level Biology or permission of Division Chair	4
BIO 205	Microbiology Prereq: One semester of college level biology or permission of Division Chair	4
CHM 130	Fundamental Chemistry Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	4
ENG 101	English Composition Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	3

Total Fall 15

SPRING

Course	Name	Credits
BIO 202	Human Anatomy & Physiology II Prereq: One semester of college level Biology or permission of Division Chair	4
COM 121	Interpersonal Communications OR	3
COM 151	Public Speaking Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	3
NUT 203	Human Nutrition in Health and Disease	3
PSY 101	Intro to Psychology Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	3
SOC 131	Intro to Sociology Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	3

Total Spring 16

Total Prerequisite Credit Hours. 31

Program Prerequisites

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

Required Dental Hygiene Classes

FALL YEAR ONE

Course	Name	Credits
DEH 100	Current Issues & Ethics in D.H.	1

Dental Hygiene - Paramedic

DEH 101	Preclinical Dental Hygiene	5
DEH 106	Dental Radiology	3
DEH 121	Dental Anatomy	3
DEH 122	Head & Neck Anatomy	2
Total Fall Year One		14

SPRING YEAR ONE

Course	Name	Credits
DEH 102	Prevention & Continuation Clinical Skills.	6
DEH 111	Periodontology I	3
DEH 117	Applied Pharmacology	3
DEH 118	Anesthesiology	3
Total Spring Year One		15

SUMMER YEAR ONE

Course	Name	Credits
DEH 201	Dental Hygiene Clinic II	5
DEH 208	Dental Materials	2
DEH 221	General and Oral Pathology I	1
Total Summer Year One		8

FALL YEAR TWO

Course	Name	Credits
DEH 202	Advanced Clinical Skills Dental Hygiene Clinic III	9
DEH 212	Periodontology II	2
DEH 222	General & Oral Pathology II	3
Total Fall Year Two		14

SPRING YEAR TWO

Course	Name	Credits
DEH 203	Practice Management and Dental Hygiene Clinic IV	9
DEH 235	Oral Health Promotion and Disease Prevention	2
DEH 243	Community Dental Health	3
Total Spring Year Two		14

Total Credit Hours96

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.

Certificate Paramedic

Paramedic Prerequisite

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

Prerequisite for application to the certificate or degree program

1. Pass the assessment test or have completed College

Reading (ENG 085) and Pre-algebra (MAT 021) before acceptance into the program. The Director of Student Services must verify completion of this pre-requisite by completing the "Assessment Results" portion of the application.

2. Completed application (available on MCC campuses from the Director of Student Services and from the Emergency Medical Services office) submitted to the EMS office.
3. Be 18 years of age or older.
4. Be a currently certified Arizona EMT, with one year pre-hospital experience, documented.
5. Successful completion of Haz-Mat First Responder 24 hour training.
6. Have successfully completed written and practical entrance exams and an oral interview.
7. Have current CPR certification at the American Heart Association Healthcare Provider or American Red Cross Professional Rescuer level.

Contact the EMS office for other prerequisites and application forms.

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

Paramedic Certificate

This certificate prepares students to render 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 grade of "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 ENG 085 and MAT 021	
EMS 241	Paramedic II	6
EMS 242	Paramedic III	6
EMS 243	Paramedic IV	6
EMS 244	Paramedic V	8

Total minimum credit hours32

Paramedic - Medical Assisting

Associate of Applied Science 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
Electives 13-14

Electives must be chosen from the following list

ANT 102 Cultural Anthropology 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
BIO 100 Biology Concepts 4
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
BIO 181 General Biology I 4
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
CHM 130 Fundamental Chemistry 4
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
NUT 203 Human Nutrition in Health & Disease . . . 3
PSY 101 Introductory Psychology 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
SOC 131 Introductory Sociology 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089

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 Assisting - General

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

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

Medical Assisting Core 39

HES 100 Medical Law and Ethics 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
HES 113 Medical Terminology 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
HES 128 Allied Health Pharmacology 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085, ENG 089 and MAT 020
HES 129 Anatomy & Physiology for Allied Health . . 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085, ENG 089 and HES 113 or concurrent enrollment in HES 113
MEA 105 Medical Office Management with Computer Applications 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
MEA 106 Medical Financial Management with Computer Applications 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and ENG 089
MEA 141 Medical Billing 3
Prereq: HES 113 and HES 129
MEA 140 Medical Coding 3
Prereq: HES 113 and HES 129
MEA 150 Clinical I 3
Prereq: HES 113
MEA 230 Clinical II 3
Prereq: MEA 150
MEA 249 Lab Techniques 3
Prereq: MEA 150 and/or coreq MEA 230

Medical Assisting

- MEA 258 Medical Assisting Clinical Externship. 3
Prereq: All core courses including Foundation Core and HES 100, MEA 105,106, 140, 141, 150, 230, concurrent enrollment in MEA 259 and permission of Division Chair.
- MEA 259 Medical Assistant Administrative Externship. 3
Prereq: All core courses:HES 100, MEA 105,106, 140, 141, 150, 230, concurrent enrollment in MEA 258 and permission of Division Chair.

Total Certificate Credit Hours 39

Certificate

Medical Assisting - Clinical

The Clinical Certificate in the Medical Assisting program prepares the student to take the American Medical Technologist - National Certification Exam for Registered Phlebotomy Technician and prepares the student to be an integral part of a clinical laboratory setting. The certificate trains the student in EKG and phlebotomy techniques in a medical facility. Most courses apply towards the Associate of Applied Science degree in Medical Assisting.

Medical Assisting Core 30

- HES 100 Medical Law and Ethics 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and ENG 089
- HES 101 Basic Phlebotomy Techniques 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and ENG 089
- HES 102 Phlebotomy Externship 3
Prereq: Successful completion of HES 101
- HES 105 EKG Techniques 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
- HES 113 Medical Terminology 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and ENG 089
- HES 129 Anatomy & Physiology for Allied Health . 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085, ENG 089 and HES 113 or concurrent enrollment in HES 113
- MEA 150 Clinical I. 3
Prereq: HES 113, or concurrent enrollment of HES 113
- MEA 213 Advanced Phlebotomy Techniques 3
Prereq: Successful completion of HES 101 and 102
- MEA 230 Clinical II 3
Prereq: MEA 150
- MEA 249 Lab Techniques 3
Prereq: MEA 150 &/or Coreq MEA 230

Total Certificate Credit Hours 30

www.mohave.edu

Certificate

Medical Assisting Insurance Coding

The Coding specialty Certificate prepares students with the knowledge and skills to work as a medical billing and coding professional. This certificate program uses the ICD-9, CPT-4 and other coding resources pertinent to this vital field. Most courses apply towards the Associate of Applied Science degree in Medical Assisting.

Medical Assisting Core 30

- HES 100 Medical Law and Ethics 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and ENG 089
- HES 113 Medical Terminology 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
- HES 128 Allied Health Pharmacology 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 & MAT 020
- HES 129 Anatomy & Physiology for Allied Health . 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and HES 113 or concurrent enrollment in HES 113
- MEA 105 Medical Office Management with Computer Applications 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
- MEA 140 Medical Coding. 3
Prereq: HES 113, HES 129
- MEA 141 Medical Billing 3
Prereq: HES 113, HES 129
- MEA 203 Disease Conditions 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089; HES 113, 128, 129
- MEA 243 Advanced Insurance Coding 3
Prereq: MEA 140
- CIS 131 Microsoft Office Suite 3

Total Certificate Credit Hours 30

Associate of Applied Science Medical Assisting

AAS General Education Core 15

- BUS 105 Business English 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085
- BUS 204 Business Communications. 3
Prereq: Appropriate Assessment Test score or successful completion of BUS 105 or ENG 101
- PHI 101 Intro to Philosophy 3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089

Nursing

PSY 101	Intro to Psychology	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
CIS 131	Microsoft Office Suite	3

Medical Assisting Core 42

HES 113	Medical Terminology	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
HES 129	Anatomy & Physiology for Allied Health	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, ENG 089 and HES 113 or concurrent enrollment in HES 113	
HES 128	Allied Health Pharmacology	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, ENG 089 and MAT 020	
HES 100	Medical Law and Ethics	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
MEA 106	Medical Financial Management with Computer Applications	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
MEA 105	Medical Office Management with Computer Applications	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
MEA 249	Lab Techniques	3
	Prereq: MEA 150 and/or Coreq MEA 230	
MEA 150	Clinical I	3
	Prereq: HES 113 or concurrent enrollment of HES 113	
MEA 203	Disease Conditions	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089; HES 113, HES 128 and HES 129	
MEA 230	Clinical II	3
	Prereq: MEA 150	
MEA 141	Medical Billing	3
	Prereq: HES 113 and HES 129	
MEA 140	Medical Coding	3
	Prereq: HES 113 and HES 129	
MEA 258	Medical Assisting Clinical Externship	3
	Prereq: All core courses including HES 100, MEA 105, 106, 140, 141, 150, 230, concurrent enrollment in MEA 259 and permission of Division Chair.	
MEA 259	Medical Assisting Administrative Externship	3
	Prereq: All core courses including HES 100, MEA 105, 106, 140, 141, 150, 230, concurrent enrollment in MEA 258 and permission of Division Chair.	

Electives

Choose six credit hours from the following prefixes:
BUS, CIS, HES, MEA, ENG, or PSY. 6

Total Degree Credit Hours. 63

Nurse Refresher Programs

The RN and LPN Nurse Refresher Courses are designed to assist the nurse in updating knowledge and skills of current nursing theory and practice. The didactic work is offered online and a clinical component is necessary. The Nurse Refresher Program is approved by the Arizona State Board of Nursing. Application packets are available at www.mohave.edu, the Nursing Office and Student Services on each campus site.

Admission Requirements

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

NUR 135	LPN Refresher	6
NUR 235	RN Refresher	9

Total Credit Hours. 15

Certificate Practical Nursing

The certificate program in practical nursing is essentially the first year of the AAS nursing program



Nursing

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, at the nursing department or online at www.mohave.edu.

General Ed. Requirements Min. 40 Credit Hours

FALL

Course	Course Name	Credits
BIO 201	Human Anatomy & Phys I	4
	Prereq: One semester of college level Biology or permission of Division Chair	
MAT 121	Intermediate Algebra	3
MAT 121	Intermediate Algebra	4
	Prereq: Appropriate Assessment Test score or successful completion of MAT 031	
PSY 101	Introduction to Psychology	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
NUR 121	Nursing I	8
Total Fall		18

SPRING

Course	Course Name	Credits
BIO 202	Human Anatomy & Phys II	4
	Prereq: One semester of college level Biology or permission of Division Chair	
ENG 101	English Composition	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
NUR 122	Nursing II	8
PSY 240	Child Growth & Dev.	3
	Prereq: PSY 101	
	OR	
PSY 245	Lifespan Development	3
	Prereq: PSY 101	

Total Spring 18

SUMMER

Course	Course Name	Credits
NUR 123	Transition to Practical Nursing	3
Total Summer		3

Total minimum credit hours. 39

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	Name	Credits
NUR 270	Intro to Perioperative Principles	3
NUR 271	Perioperative Principles	4
NUR 272	Perioperative Clinical Practicum	5
	Prereq: NUR 270 and 271	

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. The program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission.

Admission Requirements: A completed application must be submitted for admission to the 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, at the nursing department at the address listed below or online at www.mohave.edu

**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

Course	Name	Credits
BIO 201	Human Anatomy & Physiology I	4
	Prereq: One semester of college level Biology or permission of Division Chair	
MAT 121	Intermediate Algebra	4
	Prereq: Appropriate Assessment Test score or successful completion of MAT 031	
PSY 101	Intro to Psychology	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
NUR 121	Nursing I	8

Surgical Technology

Total Fall Year One19

SPRING YEAR ONE

Course	Name	Credits
BIO 202	Human Anatomy & Physiology II4	
	Prereq: One semester of college level Biology or permission of Division Chair	
ENG 101	English Composition3	
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
NUR 122	Nursing II8	
PSY 240	Child Growth & Dev.3	
	Prereq: PSY 101	
	OR	
PSY 245	Lifespan Development3	
	Prereq: PSY 101	

Total Spring Year One18

FALL YEAR TWO

Course	Name	Credits
BIO 205	Microbiology4	
	Prereq: BIO 100, 150 or 181 or permission of Division Chair	
ENG 102	English Composition3	
	Prereq: ENG 101	
NUR 221	Nursing III8	
Total Fall Year Two15		

SPRING YEAR TWO

Course	Name	Credits
HUM 101	Intro to the Humanities3	
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
NUR 222	Nursing IV8	
Total Spring Year Two11		

Total minimum credit hours63

Requirements for graduation

Passing all core nursing courses and co-requisite courses with a "C" grade or better and a passing score on the standardized 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.
7. Pass a Department of Public Safety background check.

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.



Certificate Surgical Technology

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

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

— Surgical Technology - Chemical Dependency Therapy —

Prerequisites

- Medical Terminology and CPR at the health care provider level.
- Reading, writing and mathematics at acceptable standard (Compass: reading 74, writing 44, math 56)
- 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 Surgery2
SGT 102	Surgical Techniques6
SGT 105	Microbiology for Surg Tech2
SGT 129	Allied Health Anatomy & Physiology . .	3
Total Fall		.13

SPRING

Course	Name	Credits
SGT 111	Pharmacology for Surgical Technology . .	1
SGT 201	Surgical Procedures I	7
SGT 202	Surgical Procedures II	6
Total Spring		.14

SUMMER

Course	Name	Credits
SGT 203	Specialty Areas	7
Total Summer		7

Total minimum credit hours34

Requirements for Completion of Surgical Technology Program

In order to progress within the Surgical Technology Program and achieve status as a candidate for graduation, the student must achieve a minimum of a 75 percent (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 credits. Colleges and universities may not offer equivalent training and they may not grant any transfer credit.

Associate of Applied Science Chemical Dependency Therapy

The Chemical Dependency Therapy program offers education to persons seeking to become substance abuse technicians. The focus of this program is to provide graduates with the skills and knowledge to be eligible for application for substance abuse technician licensure. Under current Arizona law, applicants for Arizona "licensure as a substance abuse technician are required to have an associate of applied science degree from a regionally accredited college or university in chemical dependency with a minimum of 30 semester hours in counseling related coursework as determined by the Arizona Substance Abuse Credentialing Committee." Arizona Board of Behavioral Examiners: 32-3321 www.azleg.state.az.us. Applicants for Arizona licensure are also required to take a state exam. Other states have similar requirements.

Chemical Dependency Therapy

General Ed Requirements		Min. 21 Cr Hours	CDT Requirements		Min. 40 Cr Hours
ENG 101	English Composition I	3	CHD 100	Foundations of Chemical Dependency . .	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089		CHD 102	Communication Skills in Chemical Dependency	3
ENG 102	English Composition II	3	CHD 110	Biological Systems Pharmacology of the Chemically Dependent	3
	Prereq: ENG 101		CHD 120	Professional Ethics in Counseling the Chemically Dependent	1
COM 121	Interpersonal Communication	3	CHD 145	AIDS and Chemical Dependency	1
HUM 101	Introduction to the Humanities	3	CHD 150	Principles of Self-Help Groups	2
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089		CHD 161	Beginning Interviewing & Documentation Skills	3
SOC 131	Introduction to Sociology	3	CHD 165	Theory & Techniques in the Treatment of the Chemically Dependent	2
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089		CHD 220	Family Dynamics and Chemical Dependency	3
PSY 101	Introduction to Psychology	3	CHD 226	Counseling Multicultural and Diverse Populations	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089		CHD 236	Recovery and Relapse of the Chemically Dependent	2
PSY 234	Social Psychology	3	CHD 245	Dual Diagnosis	2
	Prereq: PSY 101 or SOC 131		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
			Total minimum credit hours 61		

Business



Business Certificates

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

Business Degrees

- AAS - Business Administration
 - Associate of Business

Business Certificates

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, 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.

BUS 100	Business Ethics	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 101	Introduction to Business	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 102	Business Mathematics	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and MAT 020	
BUS 105	Business English	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
	OR	
ENG 101	English Composition I	3
BUS 125	Intro to Accounting using Computers	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
CIS 131	Microsoft Office Suite	3
	OR*	
CIS 110	Introduction to Computer Information Systems	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	

* See **NOTE** above under Certificate Programs

Total Credit Hours 18

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 122	Bookkeeping with QuickBooks	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and BUS 125	
BUS 126	Records and Database Management	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 143	Payroll Procedures	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 221	Financial Accounting	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and BUS 125 or permission of Division Chair	
CIS 136	Microsoft Excel	3

Elective 1-3

Student will choose any Elective

* See **NOTE** above under Certificate Programs

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.

CIS 138	Microsoft Word	3
BUS 122	Bookkeeping with QuickBooks	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and BUS 125	
BUS 126	Records and Database Management	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 160	Customer Service and Sales	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 241	Administrative Office Management	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	

Business

Elective 1-3

Student will choose any Elective

* See **NOTE** above under Certificate Programs

Total Credit Hours 16-18

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 Associate in Applied Science degree in Business Administration.

BUS 144	Principles of Management3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085
BUS 142	Supervisory Techniques3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085
BUS 161	Marketing3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085
BUS 162	Retailing3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085
BUS 247	Human Resources Management3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085
BUS 104	Human Relations in Organizations3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085

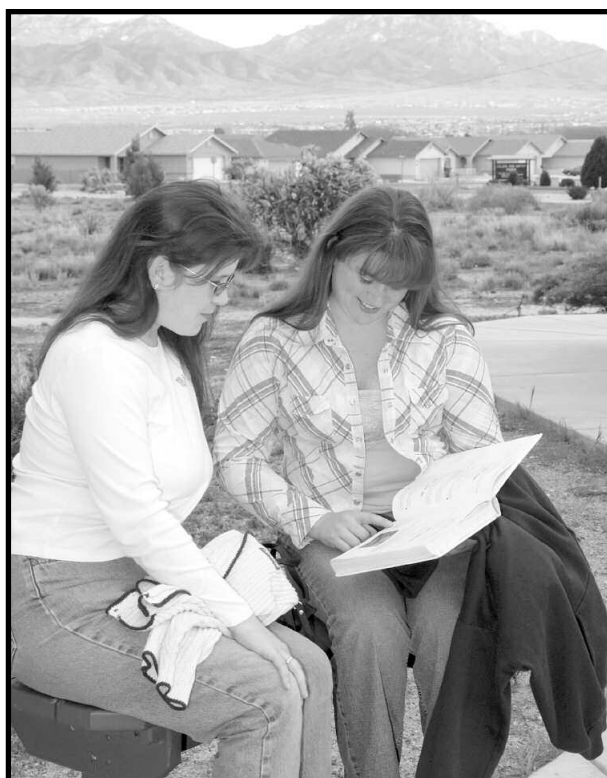
* See **NOTE** under Certificate Programs

Total Credit Hours18

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 Database3
CIS 136	Microsoft Excel3
CIS 138	Microsoft Word3
CIS 140	InDesign Desktop Publishing3
CIS 141	Microsoft PowerPoint Presentations3



CIS 143	Web Page Design3
CIS 145	Photoshop I3
CIS 147	Illustrator I3
CIS 243	Advanced Web Page Design3
	Prereq: CIS 143 or permission of Division Chair or Program Coordinator

Elective 1-3

Student will choose any CIS 100 or above

Total Credit Hours16-18

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 62-66 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 (four 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.**

Business

The following coursework is required for the AAS degree in Business Administration:

Prerequisites	47-51 Credit Hours
Business Foundation Certificate	18
Two Business Program Certificates	32-36

Degree Requirements15

BUS 201	Business law	
	Prreq: Appropriate Assessment Test score or successful completion of ENG 085	
	OR	
BUS 202	Legal Environment of Business	3
	Prreq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 204	Business Communication	3
	Prreq: Appropriate Assessment Test score or successful completion of BUS 105 or ENG 101	
BUS 207	Macroeconomics	3
	Prreq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
BUS 250	Small Business Management*	3
	Prreq: Appropriate Assessment Test score or successful completion of ENG 085 and BUS 125	

Total Credit Hours62-66

****BUS 250** 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 colleges.

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
	Prreq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 206	Micro Economics	3
	Prreq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
BUS 207	Macro Economics	3
	Prreq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
BUS 208	Business Statistics	3
	Prreq: Appropriate Assessment Test score or successful completion of ENG 085 and MAT 151 or permission of Division Chair	
BUS 221	Financial Accounting	3
	Prreq: BUS 125 or permission of Division Chair	
BUS 222	Managerial Accounting	3
	Prreq: BUS 221 or permission of Division Chair	
CIS 110	Intro to Computer Info. Systems	3
	Prreq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
MAT 201	Finite Mathematics	3
	Prreq: MAT 151 with a grade of "C" or better.	

Business Elective:3

Elective must be chosen from following list:

BUS 204	Business Communications	3
	Prreq: Appropriate Assessment Test score or successful completion of BUS 105 or ENG 101	
BUS 125	Introduction to Accounting	3
	Prreq: Appropriate Assessment Test score or successful completion of ENG 085	
CIS 120	Intro. to Programming	3
	Prreq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	

Total minimum credit hours62-63

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

Business

**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.)

Casino Games Dealing & Culinary Arts



Certificates

- Casino Pit Games Dealer
- Casino Pit Games Manager
- Introduction to Culinary Arts
 - Advanced Culinary Arts

Degrees

- AAS - Culinary Arts

Casino Games Dealing

Certificate Casino Pit Games Dealing

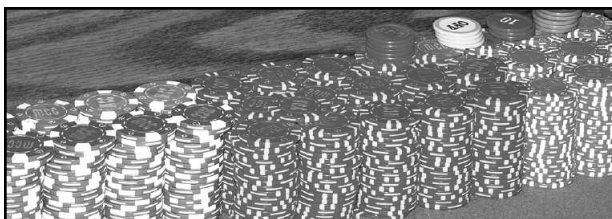
Requirements

Min. 17 Cr. Hours

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-Blackjack3
CGM 123	Casino Dealer-Dice (CRAPS)4
CGM 124	Casino Dealer-Roulette4
CGM 223	Advanced Casino Dealer-Dice (CRAPS)	. . .3
BUS 105	Business English3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085		

Total minimum credit hours17



Certificate Casino Pit Games Management

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

Requirements

Min. 26 Cr. Hours

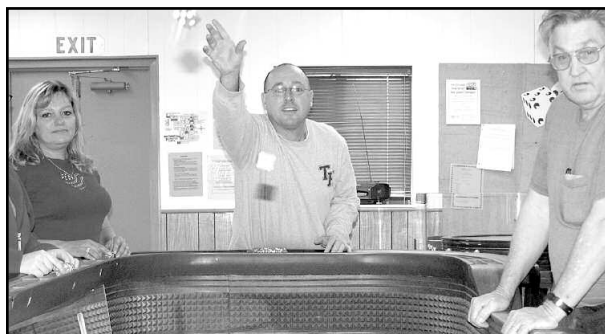
Casino Pit Games Dealing Certificate	17
CGM 125 Casino Management: Floor person	3

Electives6

Choose any two from the following:

BUS 125	Introduction to Accounting3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085		
BUS 142	Supervisory Techniques3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085		
BUS 144	Principles of Management3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085		

Total minimum credit hours26



Culinary Arts

Certificate

Introduction to Culinary Arts

The Intro to Culinary Arts program is accelerated to offer serious, motivated Culinary Arts students the opportunity to complete the certificate program in 15 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 Credit Hours

CUL 101-109 must be taken as corequisites.

CUL 101	Introduction to 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 Hours33

Certificate

Advanced Culinary Arts

The Advanced Culinary Arts program at MCC is for the student who has the motivation to become a manager in the culinary arts. Emphasis is placed on the designing of menus, costing of product, and the honing of student cooking skills as well as the imagination to succeed.

Requirements Min 15 Credit Hours

The prerequisites for the following CUL courses are CUL 101-109

CUL 201-204 must be taken as corequisites.

CUL 201	Hot Foods	3
CUL 202	Garde-Manger	3
CUL 203	Baking & Pastry Production	3
CUL 204	Student Externship	6

Total Credit Hours15

Associate of Applied Science Culinary Arts

This program is intended to give the serious culinary student the opportunity to learn the theory and practical applications of sanitation, business management and cooking techniques with the combination of classroom and hands on experience to advance in the culinary field.

General Education Requirements

ENG 101 English Composition I.....3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089

OR

BUS 105 Business English3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085

COM 151 Public Speaking.....3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089

BUS 100 Business Ethics3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089 and MAT 021

Global Awareness3-4

Choose from the list on page 56 of this catalog.

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

OR

CIS 131 Microsoft Office Suite3

AAS core total15-16

Culinary Core48

CUL 101	Introduction to Culinary Arts	3
CUL102	Meat Fabrication	3
CUL103	Saucier	3
CUL104	Baking	3
CUL 105	Continental Cuisine	3
CUL106	Management	3
CUL107	Purchasing and Receiving	3
CUL 108	Advanced Cookery	3
CUL 109	Student Externship	9

The prerequisites for the following CUL courses are CUL 101-109

CUL 201	Hot Foods	3
CUL 202	Garde-Manger	3
CUL 203	Baking & Pastry Production	3
CUL 204	Student Externship	6

Electives6

BUS 101	Introduction to Business	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 125	Introduction to Accounting	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	

Total Credit hours for AAS69-70

Computer Information Systems



CIS Certificates

- CIS Foundation
- Computer Graphics & Web Design
 - Computer Support Services
 - Network Support & Security
 - Professional Applications
- Programming & Gaming Development
 - Essential Computer Technology

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.

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 Computer Information Systems 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 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
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 105	Business English	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
	OR	
ENG 101	English Composition I	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
CIS 110	Introduction to Information Systems . . .	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
CIS 120	Introduction to Programming	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
CIS 153	Networking Essentials	3

Total Credit Hours15

All courses successfully 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.

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 & Web Design

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

CIS 110	Introduction to Computer Information Systems	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
CIS 140	InDesign Desktop Publishing	3
CIS 143	Beginning Web Page Design	3
CIS 145	PhotoShop I	3

Choose 6 credits of the following:

CIS 206	Programming for Web with JavaScript . . .	3
	Prereq: CIS 120 or permission of Division Chair or Program Coordinator	
CIS 243	Advanced Web Page Design	3
	Prereq: CIS 143 or permission of Division Chair or Program Coordinator	
CIS 245	PhotoShop II	3
	Prereq: CIS 145 or permission of Division Chair or Program Coordinator	

Total Credit Hours:18

Computer Information Systems - Specialty Certificates

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. All courses successfully completed in this certificate program will apply toward 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 and 089

Certificate Requirements

- CIS 115 Microcomputer Repair I3
CIS 116 Microcomputer Repair II3
CIS 131 Microsoft Office Suite3
CIS 153 Networking Essentials3
CIS 261 Computer Support Services3
Prereq: CIS 110 or permission of
Program Coordinator

Total Credit Hours (Includes CIS 110)18

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
Prereq: Appropriate Assessment Test score
or successful completion of ENG 085 and 089

Certificate Requirements

- CIS 153 Networking Essentials3
CIS 156 Firewalls and Intrusion Detection3
CIS 185 Computer Forensics and Investigations . .3
Prereq: CIS 110 or permission the Program
Coordinator or Division Chair
CIS 253 Network Security3
Prereq: CIS 153 or permission the Program

- Coordinator or Division Chair
CIS 258 Windows Server3
Prereq: CIS 153 or CIS 156 or permission the
Program Coordinator or Division Chair

Total Credit Hours (Includes CIS 110)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 successfully completed in this certificate program will apply to the Associate in Applied Science degree in Business Administration or Computer Information Systems. Students may choose 16 credits in any combination of the following courses to complete their certificate:

- CIS 135 Microsoft Access Database3
CIS 136 Microsoft Excel3
CIS 138 Microsoft Word3
CIS 140 InDesign Desktop Publishing3
CIS 141 Microsoft PowerPoint Presentations . . .3
CIS 143 Beginning Web Page Design3
CIS 145 Photoshop I3
CIS 243 Advanced Web Page Design3
Prereq: CIS 143 or permission of
Program Coordinator or Division Chair

Elective

Student will choose any CIS 100 or above elective 1-3

Total Credit Hours16 - 18

Certificate Programming & Game Development

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

- CIS 110 Intro to Computer Information Systems. . 3
Prereq: Appropriate Assessment Test score
or successful completion of ENG 085 and 089
CIS 120 Introduction to Programming3
Prereq: Appropriate Assessment Test score
or successful completion of ENG 085 and 089

Computer Information Systems

Focus Area

Choose 12 credits from the following courses:

CIS 125	Basic Game Design and Creation	3
CIS 200	Programming & Game Design in Visual Basic.NET	3
	Prereq: CIS 120 or permission of Division Chair or Program Coordinator	
CIS 204	Programming & Game Design in C++	3
	Prereq: CIS 120 or permission of Division Chair or Program Coordinator	
CIS 206	Programming for the Web in JavaScript .3	
	Prereq: CIS 120 or permission of Division Chair or Program Coordinator	
CIS 208	Programming in C#	3
	Prereq: CIS 120 or permission of Division Chair or Program Coordinator	
CIS 243	Advanced Web Page Design	3
	Prereq: CIS 143 or permission of Division Chair or Program Coordinator	

Total Credit Hours18

Certificate of Completion Essential Computer Technology

This Certificate Program is designed to recognize students who have obtained basic computer skills. Students may choose six* 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
	OR Any other CIS 100 course	

***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 hours6

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

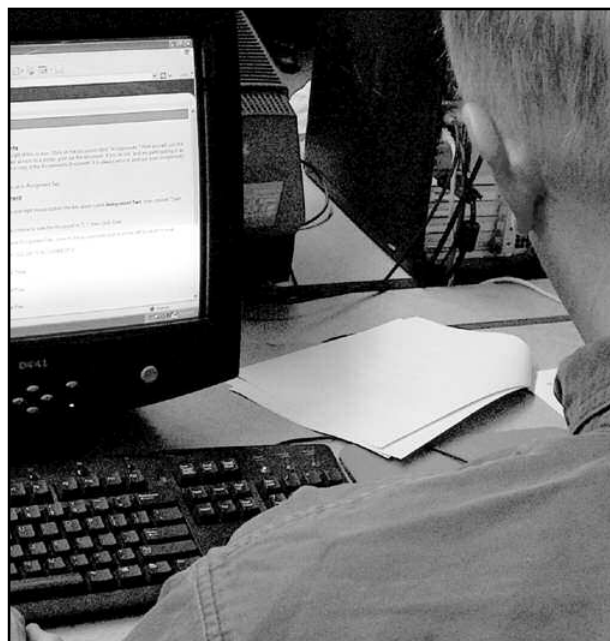
CIS Foundation Certificate	15
Two Specialty Certificates PLUS any CIS 100 or above electives	36

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 SQL Design . .3	
	Prereq: CIS 110 and a programming course or permission of Program Coordinator or Division Chair	
CIS 270	Systems Analysis and Design	3
	Prereq: CIS 110 or permission of Program Coordinator or Division Chair	
CIS 280	Internship	3
	Prereq: Permission of Division Chair or Program Coordinator	

Total Credit Hours60



Computer Information Systems

Associate of Applied Science Systems Administration

The Associate of Applied Sciences (AAS) degree in CIS Systems Administration will transfer to Northern Arizona University for completion toward a BAS degree. Upon completion, the AAS in CIS Systems Administration transfers as a block for the first two years of a BAS in Computer Technology from Northern Arizona University per arrangements with 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 and 089	
ENG 101	English Composition I	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 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 Science4

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/Humanities3

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 116	Computer Repair II	3
CIS 120	Introduction to Programming	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
CIS 143	Introduction to Web Page Design	3
CIS 153	Networking Essentials	3
CIS 210	Database Management & SLQ Design . . .	3
	Prereq: CIS 110 or permission of Division Chair or Program Coordinator	
CIS 261	Computer Support Services	3
	Prereq: CIS 110 or permission of Division Chair or Program Coordinator	
CIS 270	Systems Analysis and Design	3
	Prereq: CIS 110 or permission of Division Chair or Program Coordinator	

Choose three from the following list:9

CIS 200	Programming & Game Design in Visual Basic.NET	3
CIS 204	Programming & Game Design in C++ . . .	3
CIS 206	Programming for the Web in Javascript .3	
	Prereq: CIS 120 or permission of Program Coordinator or Division Chair	
CIS 208	Programming in C#	3

Department Requirements Min. 9 Cr. Hours

BUS 101	Introduction to Business	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 125	Introduction to Accounting	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
	OR	
BUS 221	Financial Accounting	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and BUS 125 or permission of Division Chair	
BUS 206	Micro Economics.	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	

Total minimum credit hours62

CIS Courses, Certificates & Degrees

Course		Essential Computer Tech	CIS Foundations	Computer Graphics & Web Design	Computer Support Services	Network Support & Security	Programming & Game Development	Professional Applications	AAS CIS - Capstone	AAS CIS - Systems Admin
CIS 100A	Your New Computer & You	X								
CIS 100B	My Windows XP	X								
CIS 100C	How to Use the Internet	X								
CIS 100D	Word Processing	X								
CIS 100E	Spreadsheets	X								
CIS 100F	Database	X								
CIS 100G	Your Digital Camera & You	X								
CIS 100K	PowerPoint	X								
CIS 100M	Create Your Own Web Page	X								
CIS 105	Computers for Beginners	X								
CIS 110	Introduction to Computer Information Systems		X	X	X	X	X			X
CIS 115	Microcomputer Repair I				X					X
CIS 116	Microcomputer Repair II				X					X
CIS 120	Introduction to Programming		X				X			X
CIS 125	Basic Game Design and Creation						X			
CIS 131	Microsoft Office							X		
CIS 135	Microsoft Access							X		
CIS 136	Microsoft Excel							X		
CIS 138	Microsoft Word							X		
CIS 140	InDesign Desktop Publishing			X				X		
CIS 141	PowerPoint							X		
CIS 143	Beginning Web Page Design			X				X		X
CIS 145	Photoshop I			X				X		
CIS 153	Networking Essentials		X			X				X
CIS 156	Firewalls and Intrusion Detection					X				
CIS 185	Computer Forensics					X				
CIS 200	Programming & Game Development in Visual Basic.NET						X			X
CIS 204	Programming & Game Development in C++						X			X
CIS 206	Programming for the Web in JavaScript			X			X			X
CIS 208	Programming in C#						X			X
CIS 210	Data Base Management & SQL Design								X	X
CIS 243	Advanced Web Page Design			X			X	X		
CIS 245	Photoshop II			X						
CIS 253	Network Security					X				
CIS 258	Windows Server					X				
CIS 261	Computer Support Services					X				X
CIS 270	Systems Analysis and Design								X	X
CIS 280	Internship								X	
CIS 290	Special Projects								X	

Education



Education Degrees

- AA - Early Childhood Education
- AA - Elementary Education Emphasis

Associate of Arts Elementary Childhood Emphasis

The Associate's in Arts with an Emphasis in Early Childhood Education is designed for those persons interested in becoming childhood caregivers in state- and federally-funded programs (e.g. Head Start). Childhood caregivers work with newborn children through age 5 in center-based programs.

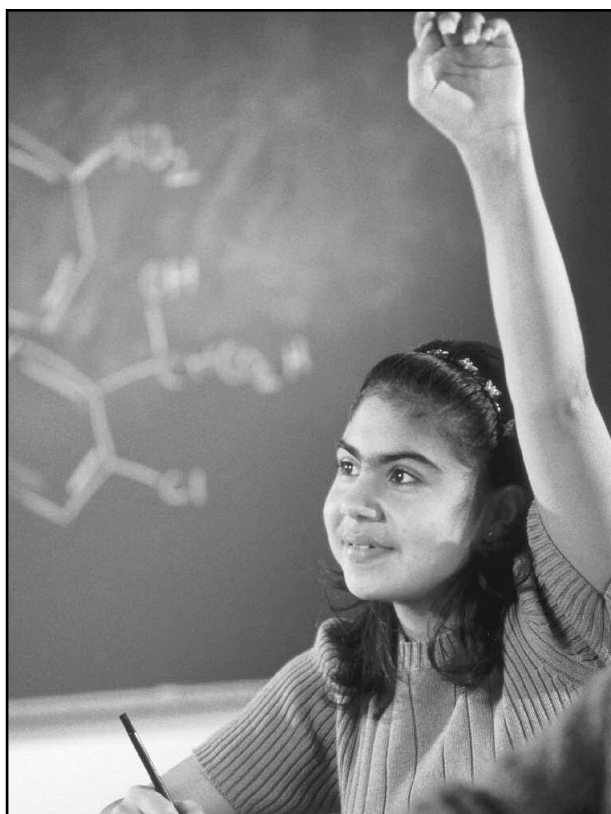
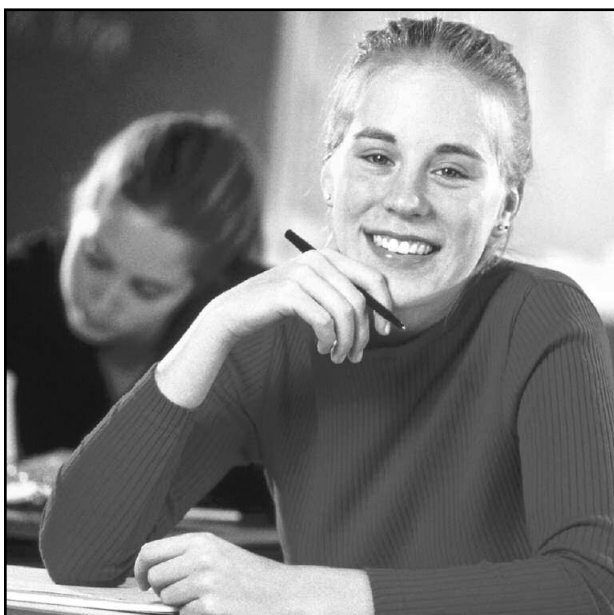
This program is being re-designed to meet new transfer and state requirements.

The state has mandated that all childhood caregivers in state or federally funded childcare centers hold a bachelor's degree and state of Arizona teaching certification in Early Childhood Education or an Early

Childhood Education endorsement to an existing certification.

This degree prepares the student to transfer to an Arizona state university in order to continue their required education.

Please see your academic advisor for the new AA in Early Childhood Education course requirements.



Associate of Arts Elementary Education Emphasis

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

Gen. Education Requirements: Min. 35 Cr. Hours
See the General Education Core Requirements section (Associate of Arts (AGEC-A)) of this catalog for details.

Recommended AGECA Courses

POS 120 American National Government. 3
Prereq: Appropriate Assessment Test score
or successful completion of ENG 085 and 089
EDU 214 Cultural Diversity 3

Education Requirements

EDU 205 Introduction to Education 3
Prereq: Appropriate Assessment Test score
or successful completion of ENG 085 and 089
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
POS 100 Arizona Constitution & Government 1

Content Area Coursework:*15

Choose a minimum of fifteen credit hours
from the following content areas:

Computer Science
Language Arts
Mathematics
Sciences
Social and Behavioral Sciences

*ENG 101, ENG 102, MAT 142 and MAT 151 may not be
used for Content Area Coursework.

Total minimum credit hours63-64

Industrial Technology



Industrial Technology Certificates

- Auto Collision Repair Technology
 - Electrical
- Heating, Ventilation & Air Conditioning
 - Industrial Maintenance Technician
 - Welding
 - Drafting Technology
 - Truck Driver Training
- Vehicle Maintenance and Lubrication Specialist

Industrial Technology AGS Degrees

- Automotive Service Technology
 - Electrical Technology
- Heating, Ventilation & Air Conditioning
 - Industrial Maintenance Technology

Automotive Service Technology

Certificate Auto Collision Repair Technology

The auto collision repair program at MCC is designed to develop skills in the areas of basic mechanics, metal working, welding metal and plastics, damage analysis and structural repair, and preparation for painting repaired automobiles as well as in the areas of communication, report writing, and mathematics.

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

At the time of the catalog printing, the program is being developed. Please see your advisor for the program of study and course offerings.

Associate of General Studies (AGS) Automotive Service Technology

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

FALL YEAR ONE

ASE 101	Workplace Skills Training1
ASE 102	Introductory Automotive Technology	...2
ASE 111	Electrical/Electronic Systems I2
ASE 112	Electrical/Electronic Systems II3
ASE 113	Electrical/Electronic Systems III2
ASE 131	Automotive Refrigeration Theory2
ASE 132	Automotive HVAC Systems3

Total credit hours15

SPRING YEAR ONE

ASE 141	Automotive Engines I3
ASE 142	Automotive Engines II4
ASE 151	Automotive Ignition Systems2
ASE 152	Intake and Exhaust Systems2
ASE 153	Fuel Delivery Systems I2

ASE 154	Fuel Delivery Systems II2
ASE 199	Automotive Practicum I3

Total credit hours18

FALL YEAR TWO

ASE 255	Emission Control Systems1
ASE 256	On-Board Diagnostic Systems2
ASE 257	Automotive Ignition Systems2
ASE 260	Manual Transmission Systems2
ASE 261	Automotive Drive Axles and Differentials2
ASE 262	NVH Theory/Diagnostic Strategy1
ASE 271	Automatic Transmission Systems I3
ASE 272	Automatic Transmission Systems II2

Total credit hours15

SPRING YEAR TWO

ASE 281	Brake Systems I3
ASE 282	Brake Systems II3
ASE 291	Suspension and Steering I3
ASE 292	Suspension and Steering II3
ASE 299	Automotive Practicum II3

Total credit hours15

Total credits required63

Certificate Vehicle Maintenance and Lubrication Specialist

The Vehicle Maintenance and Lubrication Specialist Certificate gives an overview of essential servicing techniques, including the testing, repairing, and rebuilding of basic automotive systems. Graduates of this program have the skills necessary for entry-level employment at automotive repair facilities and retail service centers or to pursue an Associate of Applied Science degree in a two-year automotive program.

At the time of the catalog printing, the program is being developed. Please see your advisor for the program of study and course offerings.

Electrical Technology

Certificate Electrical

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

Electrical Requirements

ITP 100	Industrial Basic Skills Training3
ELC 101	Introduction to Electrical Concepts6
	Prereq. or Coreq: ITP 100	
ELC 102	Intermediate Electrical Concepts6
	Prereq: ITP 100 and ELC 101	
ELC 103	Advanced Electrical Concepts6
	Prereq: ELC 102	
ELC 104	Mastery Electrical Concepts6
	Prereq: ELC 103	

Total minimum credit hours27

Electrical Technology

Associate of General Studies Electrical

The Electrical Degree is designed to train employees in the areas of electricity as it relates to the maintenance and construction industry. The program provides students an opportunity to develop team concepts, communication skills and various employable skills necessary to succeed in the workplace.

Foundation Core

BUS 100	Business Ethics	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 101	Introduction to Business	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BTR 100	Blueprint Reading	3
BUS 142	Supervisory Techniques	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 204	Business Communications	3
	Prereq: Appropriate Assessment Test score or successful completion of BUS 105 or ENG 101	

Total Foundation Core credit hours15 Requirements

ITP 100	Industrial Basic Skills Training	3
ELC 101	Introduction to Electrical Concepts	6
	Prereq. or Coreq: ITP 100	
ELC 102	Intermediate Electrical Concepts	6
	Prereq. Or Coreq: ITP 100 and ELC 101	
ELC 103	Advanced Electrical Concepts	6
	Prereq: ELC 102	
ELC 104	Mastery Electrical Concepts	6
	Prereq: ELC 103	
DFT 101	Drafting Basics	3

Electives15

Electives should be selected with assistance from an academic advisor

Total minimum credit hours60

Heating, Ventilation & Air Conditioning

Certificate Heating, Ventilation & Air Conditioning

The HVAC (Heating, Ventilation and Air Conditioning) Certificate 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 acquire skills necessary to assess and solve problems quickly in emergency situations, based on an understanding of regulatory guidelines. The program provides students an opportunity to develop team concepts, communication skills and various employable skills necessary to succeed in the workplace.

Requirements Min. Cr. 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: HVA 101	
HVA 103	Advanced HVAC	6
	Prereq: HVA 102	
HVA 104	Mastery HVAC	6
	Prereq: HVA 103	
DFT 101	Drafting Basics	3

Total minimum credit hours30

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 situations, based on an understanding of regulatory guidelines. The program provides students an opportunity to develop team concepts, communication skills and various employable skills necessary to succeed in the workplace, as well as business courses.

Foundation Core

BUS 100	Business Ethics	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 101	Introduction to Business	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BTR 100	Blueprint Reading	3
BUS 142	Supervisory Techniques	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	

BUS 204	Business Communications. 3
	Prereq: Appropriate Assessment Test score or successful completion of BUS 105 or ENG 101

Total Foundation Core credit hours. 15

Requirements Min. Cr. 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 and HVA 101
HVA 103	Advanced HVAC. 6
	Prereq: HVA 102
HVA 104	Mastery HVAC. 6
	Prereq: HVA 103
DFT 101	Drafting Basics. 3

Electives 15

Electives should be selected with assistance from an academic advisor.

Total minimum credit hours. 60

Industrial Technology - Maintenance Technician

Certificate Industrial Maintenance Technician

This program prepares students for employment as industrial maintenance technicians. The student receives training in the technical areas of industrial basic skills, heating, ventilation and 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
PLU 102	Intermediate Plumbing Concepts. 3
	Prereq: PLU 101
ELC 101	Introduction to Electrical Concepts 6
	Prereq. or Coreq: ITP 100
ELC 102	Intermediate Electrical Concepts 6
	Prereq: ITP 100 and 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 and air

conditioning, plumbing, electrical applications and troubleshooting and supervision.

Foundation Core 15

BUS 100	Business Ethics. 3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085
BUS 101	Introduction to Business. 3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085
BTR 100	Blueprint Reading. 3
BUS 142	Supervisory Techniques 3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085
BUS 204	Business Communications. 3
	Prereq: Appropriate Assessment Test score or successful completion of BUS 105 or ENG 101

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
PLU 102	Intermediate Plumbing Concepts. 3
	Prereq: ITP 100 and PLU 101
ELC 101	Introduction to Electrical Concepts 6
	Prereq. or Coreq: ITP 100
ELC 102	Intermediate Electrical Concepts 6
	Prereq: ELC 101
DFT 101	Drafting Basics. 3
	Prereq: ITP 100 and ELC 101

Electives: 15

Electives should be selected with assistance from an academic advisor.

Total minimum credit hours. 60

Welding Technology

Certificate Wire Feed and Shielded Metal Arc Welding Technology

Welding Requirements

WLD 114	Math for Welders	3
	Prereq: MAT 020	
WLD 125A	Shielded Metal Arc Welding	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
WLD 125B	Shielded Metal Arc Welding	4
	Prereq: WLD 125A	
WLD 127A	Wire Feed Welding	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
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
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
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.

Drafting Requirements

ITP 100	Industrial Basic Skills Training	3
DFT 101	Drafting Basics	3
DFT 110	Computer Aided Drafting I	3
	Prereq: DFT 101 or Permission of Instructor or Division Chair	
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 Hours18

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.

Drafting Requirements

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: DFT 220 or concurrent enrollment	
DFT 290	Certificate Special Project, CAD	3
	Prereq: DFT 230 or concurrent enrollment	
BUS 101	Introduction to Business	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	

OR

Management Course (BUS 142-247)
(choose with assistance of advisor)

Elective:1
Choose from BUS or CIS courses

Total Certificate Hours16

Industrial Technology - Truck Driver Training

Certificate Truck Driver Training

The Tractor-Trailer Driver - Basic Certificate will provide the student with 150 hours of instruction with one-on-one, hands-on training to obtain a Commercial Drivers License (CDL) to begin the students' career in the transportation industry. The program includes an ongoing placement service and refresher training for program graduates. Students interested in the program should contact the program coordinator on the J. Leonard and Grace Neal Campus - Kingman for further information, application to the program and cost.

Courses are only available as part of the CDL training program and are not offered individually.

Truck Driver Training Requirements

TDT 100	Basic Operation2
TDT 110	Safe and Advanced Operating Practices	..2
TDT 120	Vehicle Maintenance1
TDT 130	Non-vehicle Activities2
TDT 140	Preparation for CDL Written Exam1

Total minimum credit hours8

Refund Policy:

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

Cancellation

If cancellation is effective within three business days after signing the Enrollment Agreement, but prior to the

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

Withdrawal and Termination

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

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



Liberal Arts & Sciences



Liberal Arts & Sciences Certificates

- Photography
- Theatre

Liberal Arts & Sciences Degrees

- Associates of Arts -Emphasis Areas
 - Art
 - Mathematics
 - History
 - Science
 - Social Studies
 - Social & Behavioral Science
- Associates of Applied Science - Emphasis Area
 - General Technology

Liberal Arts & Sciences

Liberal Arts

The MCC Associate of Arts degree is designed to enable a student to transfer to a four-year college or university. The liberal arts program gives students the opportunity to earn a well-rounded education while studying general subjects or choosing a particular area of emphasis. The areas of emphasis include, but are not limited to, those listed in this catalog section. For information about emphases not listed, please see your local campus academic counselor.

All course-work for an AA degree must be completed with a grade of "C" or better.

Associate of Arts Emphasis (To be determined by the student and approved by their Advisor).

Gen. Education Requirements Min. 35 Cr. Hours

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

Electives 27 Cr Hours

You may select any 100-level or higher courses to apply toward the minimum 27 hours of elective credits. To earn an emphasis in a particular area not listed in the Liberal Arts section of this catalog, you must have a minimum of 15 credit hours of MCC elective coursework with the same prefix, ie: BIO, ENG, PSY, etc. If you wish to earn multiple emphases, you must apply for them at the same time you apply for your AA degree. You may not add more emphases to an AA degree once it has been earned.

If you are preparing to transfer, you should consult with the college or university you plan on attending to assist in the selection of MCC courses that will be most beneficial in your program of study.

If you are planning to attend a state university in Arizona, you may also see your MCC advisor and the Transfer Guide available at http://az.transfer.org/cas/students/transfer_guides.htm for a list of qualified electives.

Total minimum credit hours 62

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

Associate of Arts General (No Emphasis)

Gen Education Requirements Min. 35 Cr. Hours

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

Electives 27 Cr Hours

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

If you are planning to attend a state university in Arizona, you may also see your MCC advisor and the Transfer Guide available at http://az.transfer.org/cas/students/transfer_guides.htm for a list of qualified electives.

Total minimum credit hours 62

Associate of Arts Art Emphasis

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

See your advisor and the Transfer Guide available at http://az.transfer.org/cas/students/transfer_guides.htm to identify the courses specific to the institution to which you intend to transfer.

Gen. Education Requirements Min. 35 Cr. Hours

See the General Education Core Requirements section (Associate of Arts (AGEC-A) of this catalog for details. Select 15 credit hours of Art coursework from the following list.

ART 111	Design I	3
ART 112	Design II	3
	Prereq: ART 111	
ART 121	Drawing I	3
ART 125	Painting I	3
	Prereq: ART 121	
ART 128	Watercolor I	3
	Prereq: ART 121	
ART 171	Ceramics I	3
ART 175	Sculpture I	3
ART 221	Drawing II	3
	Prereq: ART 121	

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ART 223	Figure Drawing I	3
	Prereq: ART 121	
ART 130	Survey of World Art I	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
ART 230	Survey of World Art II	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	

Electives 12-15
 See your advisor and the Transfer Guide available at http://az.transfer.org/cas/students/transfer_guides.htm for a list of qualified electives.

Total minimum credit hours 62

Associate of Arts Mathematics Emphasis

The Associate of Arts Mathematics Emphasis is designed for the student who wishes to obtain a broad background in mathematics prior to transferring to a college or university.

See your advisor and the Transfer Guide available at http://az.transfer.org/cas/students/transfer_guides.htm to identify the courses specific to the institution to which you intend to transfer.

Gen. Education Requirements Min. 35 Cr. Hours
 See the General Education Core Requirements section (Associate of Arts (AGEC-A)) of this catalog for details.

Consult the Transfer Guide at http://az.transfer.org/cas/students/transfer_guides.htm to determine if a language requirement should be fulfilled in the AGECA optional requirements.

Select 15 credit hours of Science coursework from the following list (excluding those used for the AGECA).

MAT 142	College Mathematics	3
	Prereq: Appropriate Assessment Test score or completion of MAT 121 with a "C" or better.	
MAT 151	College Algebra	4
	Prereq: Appropriate Assessment Test score or completion of MAT 121 with a "C" or better.	
MAT 160	Math for Elementary Teacher I	3
	Prereq: Appropriate Assessment Test score or successful completion of MAT 142 or MAT 151	
MAT 161	Math for Elementary Teacher II	3
	Prereq: Successful completion of MAT 160	
MAT 181	Plane Trigonometry	3
	Prereq: Appropriate Assessment Test score or completion of MAT 151 with a "C" or better.	

MAT 201	Finite Mathematics	3
	Prereq: Completion of MAT 151 with a "C" or better.	
MAT 211	Introductory Statistics	3
	Prereq: Completion of MAT 142 or MAT 151 with a "C" or better.	
MAT 212	Brief Calculus	4
	Prereq: Completion of MAT 151 with a "C" or better.	
MAT 221	Analytic Geometry and Calculus I	4
	Prereq: Successful completion of MAT 181	
MAT 231	Analytic Geometry and Calculus II	4
	Prereq: Successful completion of MAT 221	
MAT 241	Analytic Geometry and Calculus III	4
	Prereq: Successful completion of MAT 231 or permission of Division Chair or Course Coordinator	
MAT 260	Introduction to Differential Equations	4
	Prereq: Completion of MAT 241 with a "C" or better.	

Electives 12-15
 See your advisor and the Transfer Guide available at http://az.transfer.org/cas/students/transfer_guides.htm for a list of qualified electives.

Total minimum credit hours 63

Associate of Arts Social Studies Emphasis

The Associate of Arts Social Studies Emphasis will provide a student with an instrument to carry transfer credit to a university and declare social studies as the area of concentration. The program includes both global and United States history, cultural diversity, government, and geography and allows students to begin state certification requirements to teach at the elementary or secondary level.

Gen. Education Requirements Min. 35 Cr. Hours
 See the General Education Core Requirements section (Associate of Arts (AGECA)) of this catalog for details.

Select at least 15 credit hours from the following list (excluding those used for the AGECA).

GHY 240	World Regional Geography	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
HIS 131	History of the United States I	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
HIS 132	History of the United States II	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
HIS 135	Western Civilization I	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	

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HIS 136	Western Civilization II3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
HIS 234	History of Indians of North America3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
HIS 281	Latin American History3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
POS 100	Arizona Constitution and Government . .1
POS 120	American National Government3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
POS 227	United States Constitution1
POS 140	State and Local Government3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
Prereq: for all courses above is appropriate assessment test score.	

Electives12-18
See your advisor and the Transfer Guide available at
http://az.transfer.org/cas/students/transfer_guides.htm
for a list of qualified electives.

Total minimum credit hours 62

Associate of Arts History Emphasis

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

Gen. Education Requirements Min. 35 Cr. Hours
See the General Education Core Requirements section
(Associate of Arts (AGEC-A)) of this catalog for details.

Select at least 15 credit hours from the following list
(excluding those used for the AGECE).

HIS 131	History of the United States I3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
HIS 132	History of the United States II3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
HIS 135	Western Civilization I3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
HIS 136	Western Civilization II3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
HIS 234	History of Indians of North America3
	Prereq: Appropriate Assessment Test score

	or successful completion of ENG 085 and 089
HIS 281	Latin American History3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089

Electives12-18
See your advisor and the Transfer Guide available at
http://az.transfer.org/cas/students/transfer_guides.htm
for a list of qualified electives.

Total minimum credit hours 62

Associate of Arts Social & Behavioral Science Emphasis

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

Gen. Education Requirements Min. 35 Cr. Hours
See the General Education Core Requirements section
of this catalog for details.

See your advisor and the Transfer Guide available at
http://az.transfer.org/cas/students/transfer_guides.htm
to identify the courses specific to the institution to
which you intend to transfer.

Select at least 15 credit hours from the coursework listed
below.

PSY 101	Introductory Psychology
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 & 089
PSY 135	Human Sexuality3
PSY 232	Psychology of Adjustment3
	Prereq: PSY 101
PSY 234	Social Psychology3
	Prereq: PSY 101 or SOC 131
PSY 240	Child Growth and Development3
	Prereq: PSY 101
PSY 245	Lifespan Development3
	Prereq: PSY 101
PSY 260	Introduction to Personality3
	Prereq: PSY 101
PSY 270	Abnormal Psychology3
	Prereq: PSY 101
SOC 131	Introduction to Sociology3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
SOC 132	Social Problems in Modern Society3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089
SOC 133	Sociology of Deviant Behavior3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089

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SOC 136	Marriage and Family	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
SOC 140	Racial, Ethnic, and Gender Relations . . .	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
WST 101	Intro to Women's Studies	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	

Electives12-15
See your advisor and the Transfer Guide available at http://az.transfer.org/cas/students/transfer_guides.htm for a list of qualified electives.

Total minimum credit hours62

Associate of Arts Science Emphasis

This emphasis area is designed to assist students in Transferring to four-year degree programs in science, engineering, or pre-professional health science programs (i.e., pre-medicine, pre-dental, or pre-veterinary). This emphasis area allows the maximum flexibility of courses so that a student can tailor his or her coursework to meet the specific requirements of the institution to which the student intends to transfer. Students should select courses for the Emphasis specific for the program and institution to which they intend to transfer. Courses should be selected with the assistance of an advisor.

General Ed. Requirements Min. 35-36 Cr. Hours
 See the General Education Core Curriculum section of this catalog for AGEC-A degree details.

Select 15 credit hours of Science coursework from the following list.

BIO 100	Biology Concepts	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 021	
BIO 181	General Biology (Majors) I	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 031	
BIO 182	General Biology II	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 031	
BIO 201	Human Anatomy and Physiology I	4
	Prereq: One semester of college level biology or permission of Division Chair	
BIO 202	Human Anatomy and Physiology II	4
	Prereq: One semester of college level biology or permission of Division Chair	
BIO 205	Microbiology	4
	Prereq: One semester of college level biology or permission of Division Chair	

BIO 290	Field Biology I	1
	Prereq: One semester of college level biology or permission of Division Chair	
BIO 291	Field Biology II	1
	Prereq: One semester of college level biology or permission of Division Chair	
CHM 130	Fundamental Chemistry	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 031	
CHM 151	General Chemistry I	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 031	
CHM 152	General Chemistry II	4
	Prereq: CHM 151 with a "C" or better.	
CHM 235	General Organic Chemistry I	4
	Prereq: CHM 152	
CHM 236	General Organic Chemistry II	4
	Prereq: CHM 235	
ENV 101	Environmental Science	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 021	
GHY 212	Introduction to Meteorology	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 021	
GLG 101	Physical Geology	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 021	
GLG 102	Historical Geology	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 021	
GLG 110	Environmental Geology/Natural Disaster .4	
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 021	
GLG 285	Field Geology	1
	Prereq: GLG 101 and 102 or permission of Division Chair or Course Coordinator	
PHY 111	General Physics I	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 181	
	OR	
PHY 115	University Physics I	5
	Prereq: MAT 221	
PHY 112	General Physics II	4
	Prereq: PHY 111	
	OR	
PHY 116	University Physics II	5
	Prereq: PHY 115	

Electives12-15
See your advisor and the Transfer Guide available at http://az.transfer.org/cas/students/transfer_guides.htm for a list of qualified electives.

Total minimum credit hours62

Liberal Arts & Sciences

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 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 of this certificate.

ART 150 History of Photography 3

ART 152 Basic Color Photography 3

ART 251 Intermediate Photography 3

Prereq: ART 111 and 151 or permission of
Division Chair or Course Coordinator

ART 299 Portfolio Development 1

Other Requirements:

ART 111 Design I 3

CIS 145 Photoshop 3

Total minimum credit hours 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 and 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 and 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 and 089

THE 121 Chamber Theatre 1

Elective 1-3

Total minimum credit hours 16-18

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

Public Safety - Administration of Justice

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 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 and 089	
SOC 140	Racial, Ethnic, and Gender Relations	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	

Total minimum credit hours30

Certificate Administration of Justice Evidence & Crime Scene Technician

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	4
	OR	
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 021	
CHM 130	Fundamental Chemistry	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 031	

Total minimum credit hours19

Associate of Applied Science Administration of Justice

This Associate of Applied Science with an Administration of Justice emphasis is intended to prepare students 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
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 Electives12

Choose four from the following.
Must all be different prefixes.

AJS course3
CIS course3
ENG 136 Report Writing3
Prereq: ENG 101	
FSC 111 Hazardous Materials First Responder	...3
POS 140 State and Local Government3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
PSY 101 Introduction to Psychology3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
SOC 133 Sociology of Deviant Behavior3
Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	

Total minimum credit hours60-62

Certificate

Homeland Security & Terrorism

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 Justice3
PSY101	Introduction to Psychology3
Prereq:	Appropriate Assessment Test score or successful completion of ENG 085 and 089	
AJS 115	Homeland Security and Terrorism	...3
FSC 111	Hazardous Materials First Responder	...1.5
FSC115	Domestic Preparedness1.5
AJS 261	Rules of Evidence3
Prereq:	AJS 101	
AJS 275	Criminal Investigation3
Prereq:	AJS 101	

Electives

Choose 9 Credits from the following options:

AJS 109	Substantive Criminal Law3
FSC 211	Comprehensive Hazardous Materials	...3
FSC 236	Introduction to Fire Cause and Origin	...3
FSC 238	Hazardous Materials Technician6
EMS 222	Basic EMT8
Prereq:	18 years of age, appropriate Assessment Test score or successful completion of ENG 085 and 089	

Total minimum credit hours27

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 130	Introduction to Fire Department Organization & Operations3
OR		
FSC 140	Fire Department Operations I3
Prereq:	Candidates must be sponsored by fire service agency	
FSC 131	Fire Apparatus and Hydraulics4
Prereq:	Assessment Test or MAT 021	
FSC 133	Fundamentals of Fire Prevention3
FSC 220	Firefighter Occupational Health and Safety3
Prereq:	FSC 130 or 140	
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 EMT8
Prereq:	18 years of age, appropriate Assessment Test score or ENG 085.	
ENG 136	Report Writing3
Prereq:	ENG 101	

Fire Science Electives3

Choose one course from the following list:

FSC 236	Intro to Fire Cause & Origin3
FSC 238	Hazardous Materials Technician6
Prereq:	Candidates must be sponsored by an official emergency services agency	
FSC 240	Fire Department Operations II4
Prereq:	FSC 140 and sponsored by agency	
FSC 241	Fire Department Supervision and Management3
Prereq:	FSC 240 or Firefighter II certificate	

Total minimum credit hours33

Public Safety - Fire Science

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 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 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 and 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	
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 and 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 and Origin.	3
FSC 238	Hazardous Materials Technician.	6
	Prereq: Candidates must be sponsored by an official emergency services agency.	
FSC 241	Fire Department Supervision and Management.	3
	Prereq: FSC 240 or Firefighter II certificate	

Other Electives 6

Choose two from the following

PSY 101	Introduction to Psychology	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
BUS 142	Supervisory Techniques	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	
BUS 144	Principles of Management	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085	

Total minimum credit hours 62-64

Science



Science Certificates

- Geographic Information Systems

Science Degrees

- AS with Chemistry Emphasis
 - AS with Geology Emphasis
- AS with Life Science Emphasis

Science

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 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 and 089	
CIS 210	Database Management Concepts	3
	Prereq: CIS 110	
GHY 205	Intro to Geographic Information Systems	3
	Prereq: CIS 110 or Appropriate Assessment Test score	
GHY 240	World Regional Geography	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	

Electives: 6

Electives must be chosen from the following list:

BUS 208	Business Statistics	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and MAT 151 permission of Division Chair	
	OR	
MAT 211	Introductory Statistics	3
	Prereq: MAT 151 or 142 with a "C" or better	

CIS 120	Introduction to Programming	3
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085 and 089	
CIS 200	Programming and Game Development with Visual Basic	3
	Prereq: CIS 120 or permission of Division Chair or Program Coordinator	
GLG 101	Physical Geology	4
	Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 021	

Total minimum credit hours 18

Associate of Science Chemistry Emphasis

This program will transfer to a four-year institution. Students intending to major in chemistry 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 AGECS degree details.

Note: MAT 221, and CHM 151 and CHM 152 must be taken to satisfy General Education Core Requirements. Consult the Transfer Guide at http://az.transfer.org/cas/students/transfer_guides.htm to determine if a language requirement should be fulfilled in the AGECS optional requirements.

Mathematics Requirement

MAT 231	Analytic Geometry and Calculus II	4
	Prereq: MAT 221	

Science Requirements 18

CHM 235	General Organic Chemistry I	4
	Prereq: CHM 152	
CHM 236	General Organic Chemistry II	4
	Prereq: CHM 235	
PHY 115	University Physics I	5
	Prereq: MAT 221	
PHY 116	University Physics II	5
	Prereq: PHY 115	

General Elective* 6

*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 CHM 151 and CHM 152 must be taken to satisfy General Education Core Requirements. Consult theTransfer Guide at http://az.transfer.org/cas/students/transfer_guides.htm to determine if a language requirement should be fulfilled in the AGEC-S optional requirements.

Mathematics Requirement:

MAT 231 Analytic Geometry and Calculus II4
Prereq: MAT 221

Science Requirements:

GLG 101 Physical Geology4
Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 021
GLG 102 Introduction to Geology II4
Prereq: GLG 101
PHY 115 University Physics I5
Prereq: MAT 221
PHY 116 University Physics II5
Prereq: PHY 115

General Elective:6
Consult advisor before making selection

Total minimum credit hours63-64

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. This emphasis will provide coursework found in the first two years of most baccalaureate programs. Students should select General Electives specific to the program and institution to which they transfer.

General 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. Consult theTransfer Guide at http://az.transfer.org/cas/students/transfer_guides.htm to determine if a language requirement should be fulfilled in the AGEC-S optional requirements.

Mathematics Core Requirement

MAT 231 Analytic Geometry and Calculus II4
Prereq: MAT 221

Science Requirements

BIO 181 General Biology (Majors) I4
Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 031
BIO 182 General Biology II4
Prereq: Appropriate Assessment Test score or successful completion of ENG 085, 089 and MAT 031
CHM 235 General Organic Chemistry I4
Prereq: CHM 152
CHM 236 General Organic Chemistry II4
Prereq: CHM 235

General Elective*8
*Consult advisor before making selection

Total minimum credit hours.63-64

Course Descriptions

Course Prefix Chart

PREFIX	FULL CATALOG NAME	PREFIX	FULL CATALOG NAME
AED	ADULT BASIC EDUCATION	GLG	GEOLOGY
AJS	ADMINISTRATION OF JUSTICE	HES	HEALTH SCIENCE
ANT	ANTHROPOLOGY	HIS	HISTORY
ART	ART	HUM	HUMANITIES
ASE	AUTOMOTIVE SERVICE TECHNOLOGY	HVA	HEATING, VENTILATION AND AIR CONDITIONING
ASL	AMERICAN SIGN LANGUAGE	ITP	INDUSTRIAL TRADES PROGRAM
AST	ASTRONOMY	JPN	JAPANESE
AVI	AVIATION	JWL	JEWELRY
BIO	BIOLOGY	MAS	MASONRY
BTR	BUILDING TRADES	MAT	MATHEMATICS
BUS	BUSINESS	MEA	MEDICAL ASSISTING
CGM	CASINO GAMING	MUS	MUSIC
CHD	CHEMICAL DEPENDENCY THERAPY	NUR	NURSING
CHM	CHEMISTRY	NUT	NUTRITION
CIS	COMPUTER INFORMATION SYSTEMS	PER	PHYSICAL EDUCATION AND RECREATION
COM	COMMUNICATION	PHI	PHILOSOPHY
CUL	CULINARY ARTS	PHY	PHYSICS
DAE	DENTAL ASSISTING	PLU	PLUMBING
DAN	DANCE	POS	POLITICAL SCIENCE
DEH	DENTAL HYGIENE	PSY	PSYCHOLOGY
DFT	DRAFTING	RUS	RUSSIAN
ECE	EARLY CHILDHOOD EDUCATION	SGT	SURGICAL TECHNOLOGY
EDU	EDUCATION	SOC	SOCIOLOGY
ELC	ELECTRICAL	SPA	SPANISH
EMS	EMERGENCY MEDICAL SERVICES	TDT	TRUCK DRIVER TRAINING
ENG	ENGLISH	THE	THEATRE
ENV	ENVIRONMENTAL SCIENCE	WLD	WELDING
FRE	FRENCH	WST	WOMEN'S STUDIES
FSC	FIRE SCIENCE		
GHY	GEOGRAPHY		

Administration of Justice

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; the 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. 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. Provides a history of correctional development, operations and the administration of correctional institutions. The course will introduce the student to the development of new correctional programs and the future of correctional institutions. Three lecture.

AJS 160 LEADERSHIP AND TEAM DYNAMICS IN PUBLIC SAFETY

Three hours credit. Provides fire and law enforcement personnel the skills necessary to be effective leaders in a public safety services environment. The student will learn the different types of leadership styles and identify the leadership characteristics and dynamics necessary to be an effective leader. The characteristics of positive team development will also be covered. 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: Successful completion of AJS 101.

AJS 212 JUVENILE JUSTICE PROCEDURES

Three hours credit. History and development of juvenile justice theories, procedures and institutions. Three lecture. Prerequisite: Successful completion of 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: Successful completion of 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: Successful completion of AJS 101.

AJS 240 THE CORRECTION FUNCTION

Three hours credit. History and development of correctional theories and institutions. Three lecture. Prerequisite: Successful completion of 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: Successful completion of AJS 109.

AJS 261 RULES OF EVIDENCE

Three hours credit. Origin, development, philosophy and constitutional basis of evidence; constitutional

Administration of Justice - Adult Basic Education

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: Successful completion of AJS 101.

AJS 275 CRIMINAL INVESTIGATION

Three hours credit. Theory of criminal investigation, crime scene procedures, case preparation, interviewing and basic investigative techniques. Three lecture. Prerequisite: Successful completion of 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. Pre-testing 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 pre-tested 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.

AED 030A ELAA BEGINNERS

Three hours credit. For students with no English experience. Introduces basic vocabulary, grammar, listening and speaking skills to enable students to function in daily activities on a survival level. Three lecture. Prerequisite: Completion AED 029.

AED 030B ELAA BEGINNERS COURSE B

Three hours credit. Beginning course for students with no English speaking experience. Teaches basic skills through an integrated workplace based approach to enable students to begin to function in employment. Three lecture. Prerequisite: The "Approaching" level

on the State ELAA Beginners or placement based on the BEST test.

AED 031A ELAA LISTENING AND SPEAKING 1A

Three hours credit. Beginning oral skills for students with little English experience. Three lecture. Prerequisite: The "Met" or "Exceeding" level on the State ELAA standards for 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 1 or placement based on the BEST test.

AED 031C ELAA GRAMMAR I

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 1 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 1 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 a intermediate level and to function comfortably with English in employment. Three lecture. Prerequisite: The "Approaching" level on the State ELAA standards for ELAA 2 or placement based 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.

Adult Basic Education

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 033C ELAA GRAMMER 3

Three hours credit. A high intermediate ELAA course in English grammar for the students whose first language is not English. Three lecture. Prerequisite: The "Met" 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 and 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.

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. One lecture. Prerequisite: Successful completion of AED 031 or placement test.

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,

Adult Basic Education - American Sign Language

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. Three lecture. 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.

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). Three lecture. 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 post-test, 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.

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). Three lecture. 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 085 or take the post-test, 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.

AMERICAN SIGN LANGUAGE

ASL 101 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: Successful completion of 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: Successful completion of ASL 101 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: Successful completion of ASL 131 or permission of division chair or.

ASL 201 AMERICAN SIGN LANGUAGE III

Four hours credit. Reviews American Sign Language vocabulary, language functions and grammatical structures presented in ASL 101 and 102. Focuses on grammatical and vocabulary expansion with emphasis on idiomatic usage and socio-cultural communicative functions. Continues development of communicative competence in ASL to enable students to express opinions, detail descriptions and participate in lengthier discourse and sign narratives. Four lecture; one lab. Prerequisite: Successful completion of ASL 102.

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: Successful completion of ASL 201 or permission of division chair.

Anthropology - Art

ANTHROPOLOGY

ANT 101 HUMAN ORIGINS AND BIOLOGICAL ANTHROPOLOGY

Three hours credit. Introduces 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 ENG 089.

ANT 102 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 ENG 089.

ANT 103 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. Prerequisite: Successful completion of ANT 103.

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.

ANT 226 BURIED CITIES AND LOST TRIBES

Three hours credit. Archaeology and cultural evolution of the world from prehistory to the rise of civilization. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

ANT 250 PRINCIPLES OF ARCHAEOLOGY

Three hours credit. Examines the method, theory, history and directions that archaeology takes as a sub-discipline of anthropology. Three hours lecture. Prerequisites: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

ANT 251 UNDERWATER ARCHAEOLOGY

Three hours credit. An introductory course to the theoretical basis of underwater archaeology as a discipline, focusing on the identification and preservation

of historic sites and artifacts. Details the methods for extracting information from a site and how to record and document data. Emphasis on diving safety in underwater environments and the ethical responsibilities of field work. Three lecture; one lab. Prerequisites: SCUBA certified and permission of division chair.

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: Successful completion of ART 111 or permission of division chair.

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 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 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: Successful completion of ART 121 or permission of division chair or course coordinator.

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: Successful completion of ART 125 or permission of division chair.

ART 128 WATERCOLOR I

Three hours credit. An introduction to the techniques and materials used in painting water-soluble media.

Art

Emphasis is on techniques, composition and color. Two lecture; three lab. Prerequisite: Successful completion of ART 121 or permission of division chair.

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: Successful completion of ART 128 or permission of division chair.

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 ENG 089.

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: Successful completion of ART 111.

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: Successful completion of 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: Successful completion of 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 PHOTOGRAPHY

Three hours credit. An introduction to photography that stresses developing visual awareness of the world around us, fundamental composition and imaging concepts, basic digital image processing and technical understanding. 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: Successful completion of ART 171 or permission of division chair.

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: Successful completion of ART 112 and ART 175.

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: Successful completion of ART 121 or permission of division chair.

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: Successful completion of ART 121 or permission of division chair.

Art

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: Successful completion of ART 126 or permission of division chair.

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: Successful completion of ART 225 or permission of division chair.

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: Successful completion of ART 129 or permission of division chair.

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: Successful completion of ART 228 or permission of division chair.

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 ENG 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: Successful completion of 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: Successful completion of ART 223 or permission of division chair.

ART 251 INTERMEDIATE 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: Successful completion of ART 111 and ART 151 or permission of division chair.

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: Successful completion of ART 152 or permission of division chair.

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: Successful completion of ART 252 or permission of division chair.

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: Successful completion of ART 151 and 152 or 251 and 252 or ART 253 or permission of division chair.

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: Successful completion of ART 151 and 152 or 251 and 252 or ART 253 or permission of division chair.

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. Prerequisite: Successful completion of ART 111 or permission of division chair.

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: Successful completion of ART 162 or permission of division chair.

Art - Automotive Service Technology

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: Successful completion of ART 111 and ART 172 or permission of division chair.

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: Successful completion of ART 111 and ART 271 or permission of division chair.

ART 275 SCULPTURE III

Three hours credit. An introduction to bronze casting techniques using the lost wax process. Two lecture; three lab. Prerequisite: Successful completion of ART 176 or permission of division chair.

ASTRONOMY

AST 101 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, 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: Successful completion of MAT 031.

AUTOMOTIVE SERVICE TECHNOLOGY

ASE 101 WORKPLACE SKILLS TRAINING

One hour credit. Workplace Skills Training is in direct response to industry needs for students to possess the basic skills indicative of certified professionals. The course design encourages students in developing life skills necessary to locate gainful employment in the automotive industry. Instructional focus includes: seeking and applying for employment, preparing

resumes, filling out applications, interviewing techniques, attending to personal appearance and communication skills. Furthermore, emphasis is placed upon the skills required to retain industry employment including: punctuality, regular attendance, following directions, general shop practices, productivity, hourly and flat rate compensation, time clock management, problem solving, employee loyalty and responsibility, employee professionalism and good customer service skills. One lecture.

ASE 102 INTRODUCTORY AUTOMOTIVE TECHNOLOGY

Two hours credit. 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. One lecture; two lab. Prerequisite: Registration or credit in ASE 101 or permission of division chair.

ASE 111 ELECTRICAL/ELECTRONIC SYSTEMS I

Two hours credit. 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. One lecture; two lab. Prerequisite: Registration or credit in ASE 101 and ASE 102 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A6: Electrical/Electronic Systems.

ASE 112 ELECTRICAL/ELECTRONIC SYSTEMS II

Three hours credit. Compliments ASE 111 and builds upon basic principles required for successful completion of ASE area A6: Electrical/Electronic Systems by providing additional instruction in electricity and automotive electronic systems. Instructional focus includes: battery theory and operation, starting systems and charging systems. Students continue developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems. One lecture; four lab. Prerequisite: Registration or credit in ASE 111 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A6: Electrical/ Electronic Systems.

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ASE 113 ELECTRICAL/ELECTRONIC SYSTEMS III

Two hours credit. Compliments ASE 112 and builds upon learned principles and techniques required for successful completion of ASE area A6: Electrical/Electronic Systems. Instructional focus includes: advanced schematic diagnosis, basic ignition principles, lighting systems, safety systems, basic body electronics and auxiliary systems, body computer parameters, electronic inputs and outputs, multiplexing, vehicle theft systems, electronic instrumentation, sound systems and chassis electronic control systems. Students continue developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems. One lecture; two lab. Prerequisite: Registration or credit in ASE 112 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A6: Electrical/Electronic Systems.

ASE 131 AUTOMOTIVE REFRIGERATION THEORY

Two hours credit. 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. Two lecture. Prerequisite: Registration or credit in ASE 101, ASE 102, ASE 111 or permission of division chair or course coordinator. Co-requisite: Verifiable registration/attempted testing of ASE area A7: Heating and Air Conditioning and successful completion of Federal Refrigeration Test is mandatory. (Requisite is pursuant to Federal Clean Air Act, Section 609.)

ASE 132 AUTOMOTIVE HVAC SYSTEMS

Three hours credit. Compliments ASE 131 and builds upon learned principles required for successful completion of ASE area A7: Heating and Air Conditioning as well as the Federal Refrigeration Test. Instructional focus includes: Service information usage, air distribution system components, manual A/C control systems, electronic A/C control systems and rear HTR/A/C control systems. Students continue developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems. One lecture; four lab. Prerequisite: Registration or credit in ASE 131 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A7: Heating and Air Conditioning and successful completion of Federal Refrigeration Test is mandatory. (Requisite is pursuant to Federal Clean Air Act, Section 609.)

tration/ attempted testing of ASE area A7: Heating and Air Conditioning and successful completion of Federal Refrigeration Test is mandatory. (Requisite is pursuant to Federal Clean Air Act, Section 609.)

ASE 141 AUTOMOTIVE ENGINES I

Three hours credit. 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. Two lecture; one lab. Prerequisite: Registration or credit in ASE 101, ASE 102, ASE 111 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair.

ASE 142 AUTOMOTIVE ENGINES II

Four hours credit. Compliments ASE 141 and builds upon learned principles required for successful completion of ASE area A1: Engine Repair. Instructional focus includes: recognizing and diagnosing causes of engine failure, engine disassembly, cleaning and inspection, short block procedures, cylinder head procedures, valve trains and modern reassembly procedures. ASE 142 prepares students for ASE area A1 Test: Engine Repair. One lecture; six lab. Prerequisite: Registration or credit in ASE 141 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair.

ASE 151 AUTOMOTIVE IGNITION SYSTEMS

Two hours credit. 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. One lecture; two lab. Prerequisite: Registration or credit in ASE 101, ASE 102 and ASE 111 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance.

ASE 152 INTAKE AND EXHAUST SYSTEMS

Two hours credit. Compliments ASE 151 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. Instructional focus includes: air induction systems, turbo charging theory, supercharging theory, exhaust

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system components and exhaust system service. Two lecture. Prerequisite: Registration or credit in ASE 151 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance.

ASE 153 FUEL DELIVERY SYSTEMS I

Two hours credit. Compliments ASE 152 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. Instructional focus includes: fuel performance, air-fuel mixtures, general fuel system diagnosis, fuel tanks, fuel lines and filters, fuel pumps and open/closed loop carburetor theory. One lecture; two lab. Prerequisite: Registration or credit in ASE 152 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance.

ASE 154 FUEL DELIVERY SYSTEMS II

Two hours credit. Compliments ASE 153 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. This is an advanced course in engine drivability and fuel management diagnosis. Instructional focus includes: basic fuel injection theory, Throttle Body Injection, Port Fuel Injection, Sequential Fuel Injection, Central Port Fuel Injection, Diesel Direct Injection, Common Rail Systems, injector service, regulation systems and basic fuel management strategies. Students develop troubleshooting/repair techniques by utilizing structured diagnostic stratagems. Four lab. Prerequisite: Registration or credit in ASE 153 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance.

ASE 199 AUTOMOTIVE PRACTICUM I

Three hours credit. Requires current workplace experience, or internship under the supervision of an ASE certified technician in selected industry setting and requires verifiable clock hour completion and completion of assigned NATEF Task Requirements. Six lab. Prerequisite: Appropriate standing in ASE program or permission of division chair.* Co-requisite: Completion of all instructor-assigned NATEF tasks.

*Based upon the sector of ASE automotive service a student desires to pursue, substitutions may be made to the list with consent of ASE Coordinator.

ASE 255 EMISSION CONTROL SYSTEMS

One hour credit. 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. One lecture. Prerequisite: Registration or credit in ASE 154 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance.

ASE 256 ON-BOARD DIAGNOSTIC SYSTEMS I

Two hours credit. Compliments ASE 255 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. Instructional focus includes: OBD-I system standards, system components, system sensors, outputs and actuators, system function, terms, diagnostic scan tools and function testing. Students develop troubleshooting/repair techniques by utilizing structured diagnostic stratagems. One lecture; two lab. Prerequisite: Registration or credit in ASE 255 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance.

ASE 257 ON-BOARD DIAGNOSTIC SYSTEMS II

Two hours credit. Compliments ASE 255 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. Diagnosis and service of advanced computerized engine control systems (OBD-II) and IM240 testing procedures are the main concepts covered. Instructional focus includes: OBD-II and IM240 system standards, drive cycle requirements, system components, system sensors, outputs and actuators, system functions, terms, diagnostic scan tools and function testing. Students continue developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems. Emphasis is placed upon cylinder misfire diagnostics/service and Enhanced EVAP system concerns. Four lab. Prerequisite: Registration or credit in ASE 256 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A1: Engine Repair or ASE area A8: Engine Performance.

ASE 260 MANUAL TRANSMISSION SYSTEMS

Two hours credit. 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. One lecture; two lab.

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Prerequisite: Registration or credit in ASE 101, ASE 102, ASE 111 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A3: Manual Drive Train and Axles.

ASE 261 AUTOMOTIVE DRIVE AXLES AND DIFFERENTIALS

Two hours credit. Compliments ASE 260 and builds upon learned principles required for successful completion of ASE area A3: Manual Drive Train and Axles. Instructional focus includes: CV Joint identification, CV Joint service, U-Joint identification, U-Joint operation, RWD differentials, differential service, diagnosis and inspection, limited slip differential theory, differential disassembly and reassembly procedures. One lecture; two lab. Prerequisite: Registration or credit in ASE 260 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A3: Manual Drive Train and Axles.

ASE 262 NVH THEORY/DIAGNOSTIC STRATEGY

One hour credit. 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. One lecture. Prerequisite: Registration or credit in ASE 261 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A3: Manual Drive Train and Axles.

ASE 271 AUTOMATIC TRANSMISSION SYSTEMS I

Three hours credit. 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. Two lecture; one lab. Prerequisite: Registration or credit in ASE 101 and ASE 102 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A2: Automatic Transmission/Transaxle. Corequisite: Verifiable registration/attempted testing of ATRA areas: Diagnostician, R&R Technician, Rebuilder.

ASE 272 AUTOMATIC TRANSMISSION SYSTEMS II

Two hours credit. 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 after-market practices. Students develop trouble-shooting/repair techniques by utilizing structured diagnostic stratagems based upon current OEM/aftermarket procedures. Four lab. Prerequisite: Registration or credit in ASE 271 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A2: Automatic Transmission/Transaxle.

ASE 273 FOUR-WHEEL/ALL-WHEEL DRIVE SYSTEMS

One hour credit. Compliments ASE 272 and builds upon learned principles. Instructional focus includes: four-wheel drive theory, transfer case theory, four-wheel drive operation, all-wheel drive theory, all-wheel drive components and systems, diagnostic procedures, disassembly and reassembly procedures. Emphasis is placed upon modern repair/replacement practices. One lecture. Prerequisite: Registration or credit in ASE 272 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A2: Automatic Transmission/Transaxle.

ASE 281 BRAKE SYSTEMS I

Three hours credit. 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. One lecture; four lab. Prerequisite: Registration or credit in ASE 101 and ASE 102 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area.

ASE 282 BRAKE SYSTEMS II

Three hours credit. 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,

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stability control systems, antilock brake diagnosis and service. Students develop trouble-shooting/repair techniques by utilizing structured diagnostic strategies and current industry requirements. Emphasis is placed on proper service procedures and customer safety/satisfaction. One lecture; four lab. Prerequisite: Registration or credit in ASE 281 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A5: Automotive Brakes.

ASE 291 SUSPENSION AND STEERING I

Three hours credit. 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. Two lecture; two lab. Prerequisite: Registration or credit in ASE 101 and ASE 102 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A4: Suspension and Steering.

ASE 292 SUSPENSION AND STEERING II

Three hours credit. 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. One lecture; four lab. Prerequisite: Registration or credit in ASE 291 or permission of division chair. Co-requisite: Verifiable registration/attempted testing of ASE area A4: Suspension and Steering.

ASE 299 AUTOMOTIVE PRACTICUM II

One to six hours credit. Requires current workplace experience, or internship under the supervision of a certified ASE technician in selected industry settings. Students will diagnose and repair problems complementing 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. One to six hours lecture/lab. Prerequisite: Appropriate standing in ASE program or permission of division chair.* Co-requisite: Completion of all instructor-assigned NATEF tasks.

*Based upon the sector of ASE automotive service a

student desires to pursue, substitutions may be made to above list with consent of ASE Coordinator.

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.

BIOLOGY

BIO 100 BIOLOGY CONCEPTS

Four hours credit. A one semester introductory course for non-majors covering basic principles of biology and methods of scientific inquiry. Three lecture; three lab. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085, 089 and MAT 021.

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: Appropriate score on assessment test or successful completion of ENG 085, 089 and MAT 021.

BIO 181 GENERAL BIOLOGY (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: Appropriate score on assessment test or successful completion of ENG 085, ENG 089 and MAT 031.

BIO 182 GENERAL BIOLOGY (Majors) II

Four hours credit. Covers the current classification, structure, and life-history of organisms. The structure and function of human organ systems will also be examined in detail. Additionally, the evolutionary forces and ecological stimuli for patterns of adaptation will also be examined. Laboratory experiences will provide students with an appreciation and knowledge of the tremendous diversity seen in the living world. Three lecture; three lab. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085, ENG 089 and MAT 031.

Biology - Building Trades

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. Three lecture; three lab. Prerequisite: One semester of college level biology or permission of division chair or course coordinator.

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. Three lecture; three lab. Prerequisite: One semester of college level biology or permission of division chair or course coordinator.

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: Successful completion of BIO 100 or BIO 181 or permission of division chair or course coordinator.

BIO 290 FIELD BIOLOGY I

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 division chair or course coordinator.

BIO 291 FIELD BIOLOGY II

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: Credit or concurrent enrollment in BIO 100 or 181 or permission of division chair or course coordinator.

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 division chair or course coordinator.

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. 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. Provided in conjunction with industry partners. Three lecture; eight lab.

BTR 121 ESTIMATING FOR RESIDENTIAL AND COMMERCIAL BUILDING

Three hours credit. Covers techniques of estimating, familiarization with estimation of building construction costs, quantity take-off surveys, labor productivity rates, local cost factors, overhead and profit, and short- and long-term arrangements. 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. 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 score on assessment test or successful completion of ENG 085.

BUS 101 BUSINESS ESSENTIALS AND ETHICS

Three hours credit. An overview of business principles

Building Trades - Business

and leading-edge practices that examines in-depth the major issues that will shape the future of business: business ethics, economics and financial markets, customer satisfaction, quality, career development, entrepreneurship, small business management, global business and the impact of technology. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

BUS 102 BUSINESS MATHEMATICS

Three hours credit. Covers the practical application of mathematics through the use of formulas for pricing decisions, interest computations, accounting valuations, currency exchange, metric quantities and elementary descriptive statistics. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of MAT 020 and ENG 085.

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. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

BUS 105 BUSINESS ENGLISH

Three hours credit. 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. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

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. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and BUS 125 or permission of division chair or course coordinator.

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. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

BUS 126 RECORDS AND DATABASE MANAGEMENT

Three hours credit. 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. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

BUS 142 SUPERVISORY TECHNIQUES

Three hours credit. Emphasizes the principles and techniques of supervising and motivating personnel. Designed for students who are interested in supervising others or for those currently in supervision. Focuses on the human interaction in supervision. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

BUS 143 PAYROLL PROCEDURES

Three hours credit. Develops an understanding of payroll principles and the ability to perform payroll work by preparing payroll, both manually and on the computer. 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. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

BUS 144 PRINCIPLES OF MANAGEMENT

Three hours credit. Surveys the principles of management. Emphasis is on the primary functions of planning, organizing, leading, and controlling with a balance between the behavioral and operational approach. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

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. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

Business

BUS 160 CUSTOMER SERVICE AND SALES

Three credit hours. Explores the implementation of relationship marketing through customer analysis, interpersonal communication, telephone courtesy, sales presentations and after-sales support. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

BUS 161 MARKETING

Three hours credit. Analyzes the theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer. Includes the development of a marketing plan. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

BUS 162 RETAILING

Three hours credit. Examines the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

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. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

BUS 202 LEGAL ENVIRONMENT OF BUSINESS

Three hours credit. Explores 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. Covers the role of law in social, political, and economic change. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

BUS 204 BUSINESS COMMUNICATIONS

Three hours credit. Develops written and oral communication used in the workplace including preparation of business letters, memorandums, written and oral reports, resumes, and use of relevant communication equipment. Three lecture. Prerequisites: Successful completion of BUS 105 or ENG 101.

BUS 206 MICRO ECONOMICS

Three hours credit. Explores the interaction of individuals, households, and firms in making production, con-

sumption, 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 ENG 089.

BUS 207 MACRO ECONOMICS

Three hours credit. Explores the American economy, stressing the interrelationships among household, business, and government sectors. Includes 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 ENG 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. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and MAT 151 or permission of division chair or course coordinator.

BUS 221 FINANCIAL ACCOUNTING

Three hours credit. Application of the fundamental theory of accounting principles and procedures, including interpretation of general-purpose financial statements. Microsoft Excel or general ledger software will be used. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and BUS 125 or permission of division chair or course coordinator.

BUS 222 MANAGERIAL ACCOUNTING

Three hours credit. Evaluates accounting information from a managerial perspective. Develops and analyzes accounting information for managerial planning and control. Microsoft Excel or general ledger software will be used in this class. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and BUS 221 or permission of division chair or course coordinator.

BUS 241 ADMINISTRATIVE OFFICE MANAGEMENT

Three credit course. Explores the duties of a manager or supervisor in the administrative office. Covers all facets of skills, knowledge, and attitudes. Applies

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office skills, decision-making processes, and human relations through simulated office situations. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

BUS 247 HUMAN RESOURCE MANAGEMENT

Three hours credit. Compares and contrasts the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issues. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

BUS 250 SMALL BUSINESS MANAGEMENT

Three hours credit. Explores the problems involved in establishing, owning, and improving small business operations. How to market to customers, hire and manage employees, secure financing, monitor performance, change location, plan for expansion, and consider a legal form for the business are covered in the course. The value, content, and preparation of the business plan are addressed throughout the course. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and BUS 125 or permission of division chair or course coordinator.

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 (CRAPS)

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. Prerequisite: Permission of division chair or course coordinator.

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. Prerequisite: Permission of division chair or course coordinator.

CGM 128 DICE (CRAPS) PROTECTION

One hour credit. A twenty-hour course teaching Craps protection techniques. Emphasizes game protection and introduces students to various cheating schemes used against the casino industry. One lecture. Prerequisite: Permission of division chair or course coordinator.

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 division chair or course coordinator.

CGM 221 ADVANCED CASINO DEALER - POKER

Two hours credit. An intensive three-week course

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teaching advanced level poker skills. Hands-on practice with casino equipment is included. One lecture; one lab. Prerequisite: Evaluation and permission of division chair or course coordinator.

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 (CRAPS)

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 PROFESSIONAL ETHICS 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.

CHD 145 AIDS AND CHEMICAL DEPENDENCY

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-HELP GROUPS

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: Successful completion of 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. Prerequisite: Successful completion of CHD 165.

Chemical Dependency Therapy - Chemistry

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: Successful completion of 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: Successful completion of 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 dependency counseling theories and techniques used by chemical dependency paraprofessionals as they relate to the client and family members. Three lecture. Prerequisites: Successful completion of CHD 220, 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: Successful completion of 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: Appropriate score on assessment test or successful completion of ENG 085, ENG 089 and MAT 031.

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: Appropriate score on assessment test or successful completion of ENG 085, ENG 089 and MAT 151.

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: Completion of CHM 151 with a grade of "C" or better.

CHM 235 GENERAL ORGANIC 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: Successful completion of 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: Successful completion of 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: Appropriate assessment test score or successful completion of ENG 085 and ENG 089.

COMPUTER INFORMATION SYSTEMS

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 comput-

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er 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 MY WINDOWS XP

One hour credit. An introduction to using MS Windows for personal interest and information. Provides information on how to effectively use the Windows operating system. Emphasis will be given to navigation and file management. 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. Introduces 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 – EXCEL BASICS

One hour credit. Introduces students to the basics of electronic spreadsheets, focusing on personal use. One lecture.

CIS 100F USING DATABASES – ACCESS BASICS

One hour credit. Introduces 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. Provides the student with basic web page creation concepts and skills. One lecture.

CIS 105 COMPUTERS FOR BEGINNERS

Three hours credit. 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. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

CIS 115 MICROCOMPUTER REPAIR I

Three hours credit. Prepares students to maintain personal computers. It is the first in a two-course series and prepares students to take the CompTIA A+ certification exams. Three lecture.

CIS 116 MICROCOMPUTER REPAIR II

Three hours credit. Prepares students to maintain personal computers. It is the second in a two-course series and prepares students to take the CompTIA A+ certification exams. Three lecture.

CIS 120 INTRODUCTION TO PROGRAMMING

Three hours credit. 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: Appropriate score on assessment test or successful completion of ENG 089 and ENG 089.

CIS 125 BASIC GAME DESIGN AND CREATION

Three hours credit. Provides students with an introduction to game design and development. Topics include creating objects, events, and multiple levels of game interaction. Three lecture.

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

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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. Teaches 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.

CIS 138 MICROSOFT WORD

Three hours credit. Provides information on 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 INDESIGN DESKTOP PUBLISHING

Three hours credit. Provides the techniques and information necessary to create text and graphic materials suitable for desktop publishing projects using Adobe InDesign. 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. Provides 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 153 NETWORKING ESSENTIALS

Three hours credit. Provides the basic building blocks of networks and gives students experience in planning and using them to create a network. Three lecture.

CIS 156 FIREWALLS AND INTRUSION DETECTION

Three hours credit. 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 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: Successful completion of CIS 110 or permission of division chair or program coordinator.

CIS 200 PROGRAMMING AND GAME DEVELOPMENT WITH VISUAL BASIC.NET

Three hours credit. Presents programming and game development concepts using Microsoft's Visual Basic.NET programming. Three lecture. Prerequisite: Successful completion of CIS 120 or permission of division chair or program coordinator.

CIS 204 PROGRAMMING AND GAME PROGRAMMING IN C++

Three hours credit. Presents programming and game development concepts using the C++ programming language. Three lecture. Prerequisite: Successful completion of CIS 120 or permission of division chair or program coordinator.

CIS 206 PROGRAMMING FOR THE WEB IN JAVASCRIPT

Three hours credit. Presents fundamental concepts in JavaScript programming for web page applications. Three lecture. Prerequisite: Successful completion of CIS 120 and 143 or permission of division chair or program coordinator.

CIS 208 PROGRAMMING IN C#

Uses C#, an object-oriented programming language, to create projects using structured programming, function calling and parameter passing concepts. Three lecture. Prerequisite: Successful completion of CIS 120 or permission of division chair or program coordinator.

CIS 210 DATABASE MANAGEMENT AND SQL DESIGN

Three hours credit. Provides students with an introduction to database management and beginning SQL concepts, and design methodology. Three lecture. Prerequisite: Successful completion of CIS 110 or permission of division chair or program coordinator.

Computer information Systems - Culinary Arts

CIS 243 ADVANCED WEB PAGE DESIGN

Three hours credit. 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: Successful completion of CIS 143 or permission of division chair or program coordinator.

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: Successful completion of CIS 145 or permission of division chair or program coordinator.

CIS 253 NETWORK SECURITY

Three hours credit. Takes a comprehensive look at network security and provides students with the tools and techniques necessary to safeguard computer stored data. Three lecture. Prerequisite: Successful completion of CIS 153 or permission of division chair or program coordinator.

CIS 258 WINDOWS SERVER

Three hours credit. Presents the concepts and issues involved in managing a Windows server. Three lecture. Prerequisite: Successful completion of CIS 153 or CIS 156 or permission of division chair or program coordinator.

CIS 261 COMPUTER SUPPORT SERVICES

Three hours credit. Presents help desk operations and general troubleshooting techniques for technical support personnel. Three lecture. Prerequisite: Successful completion of CIS 110 or permission of division chair or program coordinator.

CIS 270 SYSTEMS ANALYSIS AND DESIGN

Three hours credit. 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: Successful completion of CIS 110 or permission of division chair or program coordinator.

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 intern-

ship requires at least 30 clock hours of work for each credit. One to three lecture. Prerequisite: Permission of division chair or program coordinator.

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 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. Co-requisite: Concurrent enrollment in CUL 102, CUL 103, CUL 104, CUL 105, CUL 106, CUL 107 and CUL 108.

CUL 102 MEAT FABRICATION

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. Co-requisite: Concurrent enrollment in CUL 101, CUL 103, CUL 104, CUL 105, CUL 106, CUL 107 and CUL 108.

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. Co-requisite: Concurrent enrollment in CUL 101, CUL 102, CUL 104, CUL 105, CUL 106, CUL 107 and CUL 108.

CUL 104 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. Co-requisite: Concurrent enrollment in CUL 101, CUL 102, CUL 103, CUL 105, CUL 106, CUL 107 and CUL 108.

Culinary Arts - Dance

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. Co-requisite: Concurrent enrollment in CUL 101, CUL 102, CUL 103, CUL 104, CUL 106, CUL 107 and CUL 108.

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. Co-requisite: Concurrent enrollment in CUL 101, CUL 102, CUL 103, CUL 104, CUL 105, CUL 107 and CUL 108.

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. Co-requisite: Concurrent enrollment in CUL 101, CUL 102, CUL 103, CUL 104, CUL 105, CUL 106 and CUL 108.

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 skills, techniques, plate presentation, organization & timing. Three lecture. Co-requisite: Concurrent enrollment in CUL 101, CUL 102, CUL 103, CUL 104, CUL 105, CUL 106 and CUL 107.

CUL 109 EXTERNSHIP

Nine hours credit. Requires culinary employment. Nine lecture; eighteen lab. Prerequisites: Successful completion of CUL 108.

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.

DENTAL ASSISTING

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. Prerequisite: Admission to Dental Assisting Program.

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. Prerequisite: Admission to Dental Assisting Program.

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. Prerequisite: Admission to Dental Assisting Program.

Dental Assisting - Dental Hygiene

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. Prerequisite: Admission to Dental Assisting Program.

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. Prerequisite: Appropriate standing in Dental Assisting Program.

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. Prerequisite: Appropriate standing in Dental Assisting Program.

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. Prerequisite: Appropriate standing in Dental Assisting Program.

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. Prerequisite: Appropriate standing in Dental Assisting Program.

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. Prerequisite: Admission to Dental Hygiene Program.

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. Prerequisite: Admission to Dental Hygiene Program.

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 curets. Three lecture; six lab. Prerequisite: Appropriate standing in Dental Hygiene Program.

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 to Dental Hygiene Program.

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

Dental Hygiene

response, effects of systemic conditions on the periodontium, and the effects periodontal disease has on systemic health. Three lecture. Prerequisite: Appropriate standing in 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. Prerequisite: Appropriate standing in Dental Hygiene Program.

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. Prerequisite: Appropriate standing in Dental Hygiene Program.

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. Prerequisite: Admission to Dental Hygiene Program.

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. Prerequisite: Admission to Dental Hygiene Program.

DEH 201 CLINIC II

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. Prerequisite: Appropriate standing in Dental Hygiene Program.

DEH 202 ADVANCED CLINICAL SKILLS

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. Prerequisite: Appropriate standing in Dental Hygiene Program.

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: Appropriate standing in Dental Hygiene Program.

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. Prerequisite: Appropriate standing in Dental Hygiene Program.

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: Appropriate standing in Dental Hygiene Program.

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. Prerequisite: Appropriate standing in Dental Hygiene Program.

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. Prerequisite: Appropriate standing in Dental Hygiene Program.

Dental Hygiene - Drafting

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: Appropriate standing in 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. Prerequisite: Appropriate standing in Dental Hygiene Program.

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: Successful completion of DFT 101 or permission of division chair or course coordinator.

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: Successful completion of DFT 110 or permission of division chair or course coordinator.

DFT 210 COMPUTER AIDED DRAFTING II

Three hours credit. This course demonstrates advanced applications of the AutoCAD software pack-

age 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: Successful completion of DFT 110 or permission of division chair or course coordinator.

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: Successful completion of, or concurrent enrollment in, DFT 210.

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: Successful completion of, or concurrent enrollment in, DFT 220.

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: Successful completion of, or concurrent enrollment in, DFT 230.

EDUCATION

EDU 110 INTRODUCTION TO SUBSTITUTE TEACHING

Two hours credit. 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 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.

Drafting - Education

EDU 200 CHILDREN'S LITERATURE

Three hours credit. 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: Successful completion of ENG 101 or permission of division chair or course coordinator.

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. Designed to meet the Structured English Immersion Endorsement provisional certification requirements of the State of Arizona. Includes the instruction in SEI methods of teaching English Language Learner (ELL) 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 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 214 CULTURAL DIVERSITY IN EDUCATION

Three hours credit. Surveys the impact of cultural diversity in the classroom; concentrating on how racial, ethnic, and gender issues shape a child's self-concept and learning style. Additional topics focus on prejudice, discrimination, scape-goating, stereotyping, and cultural incompatibilities as concerns in the classroom. 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 250 STRUCTURED ENGLISH IMMERSION: METHODS AND MATERIALS IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

Three credit hours. Designed to meet the Full Structured English Immersion Endorsement requirements set forth by the State of Arizona. Focuses on methods, strategies, and materials development teaching English Language Learners (ELL). Includes the examination and implementation of the ELL Proficiency Standards for the State of Arizona, data analysis and application to the classroom, the creation and implementation of formal and informal ELL assessments, examination of the foundations of Structured English Immersion, and integration of parent/home/school relationships. Three lecture. Prerequisite: Student must hold current teaching license.

ELECTRICIAL

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 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. Four lecture; four lab. Prerequisite: Successful completion of, or concurrent enrollment in, ITP 100.

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. Four lecture; four lab. Prerequisite: Successful completion of ITP 100 and ELC 101.

ELC 103 ADVANCED ELECTRICAL CONCEPTS

Six hours credit. Students use industry standards to

Education - Emergency Medical Services

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. Four lecture; four lab. Prerequisite: Successful completion of 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. Four lecture; four lab. Prerequisite: Successful completion of ELC 103.

EMERGENCY MEDICAL SERVICES

EMS 120 FIRST AID

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. 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 successful completion of ENG 085 and acceptance into 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 re-licensed as outlined by state and federal requirements. Two and one-half lecture; one lab. Prerequisite: Successful completion of EMS 222 or permission of director.

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: Appropriate score on assessment test or successful completion of ENG 085 and MAT 020; 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. Provides a concentrated focus on the latest philosophies and techniques for recognizing and managing trauma patients. Five lecture; two lab. Prerequisite: Appropriate score on assessment test or successful completion of MAT021 and EMS 240 and admission to the Paramedic Program.

EMS 242 PARAMEDIC III

Six hours credit. 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: Successful completion of EMS 241 and admission to the Paramedic Program.

EMS 243 PARAMEDIC IV

Six hours credit. 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: Successful completion of EMS 242 and admission to the Paramedic Program.

Emergency Medical Services - English

EMS 244 PARAMEDIC V

Eight hours credit. 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: Successful completion of 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 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. 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. Provides a concentrated focus on the latest philosophies and techniques for recognizing and managing trauma patients. One lecture. Prerequisite: Current Arizona Certified Emergency Medical Technician.

EMS 251 PEDIATRIC EDUCATION FOR PREHOSPITAL PROFESSIONALS (BASIC LIFE SUPPORT)

One hour credit. 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 score on assessment test.

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 score on assessment test.

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 score on assessment test.

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: Appropriate score on assessment test or successful completion of ENG 085 and 089.

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: Completion of 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: Successful completion of 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: Successful completion of ENG 101 or permission of division chair or course coordinator.

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: Successful completion of ENG 138 or permission of division chair or course coordinator.

English - Fire Science

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: Successful completion of ENG 139 or permission of division chair or course coordinator.

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: Successful completion of ENG 101 or permission of division chair or course coordinator.

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: Successful completion of ENG 101 or permission of division chair or course coordinator.

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: Successful completion of 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: Successful completion of ENG 101.

ENG 261 INTRODUCTION TO SHAKESPEARE I

Three hours credit. Major comedies, histories and tragedies are studied. Three lecture. Prerequisite: Successful completion of ENG 101 or permission of division chair or course coordinator.

ENVIRONMENTAL SCIENCE

ENV 101 ENVIRONMENTAL SCIENCE

Four hours credit. An introductory course that examines human influence on the environment. Basic ecological concepts are explored and major environmental problems including population growth, pollu-

tion, resource overuse; ecological degradation and the loss of biodiversity are evaluated for causes and solutions. The relationship between society, politics and the environment is also examined. Three lecture; three lab. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085, ENG 089 and MAT 021 or permission of division chair or course coordinator.

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. Prepares 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. Develops 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: Appropriate score on assessment test or successful completion of MAT 021.

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.

Fire Science

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 service 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. Instructs fire fighters in adult education, curriculum development and assessment. Three lecture. Prerequisite: Successful completion of FSC 140 and 240 and three years in service.

FSC 211 COMPREHENSIVE HAZARDOUS MATERIALS

Three hours credit. 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: Successful completion of FSC 130 or FSC 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: Successful completion of FSC 130 or FSC 140.

FSC 236 INTRODUCTION TO FIRE CAUSE AND ORIGIN

Three hours credit. 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. 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: Successful completion of 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: Successful completion of FSC 240 or Firefighter II Certificate.

FRENCH

FRE 101 ELEMENTARY FRENCH I

Four hours credit. 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.

Fire Science - Geography

FRE 102 ELEMENTARY FRENCH II

Four hours credit. Develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension. A continuation of FRE 101. Four lecture; one lab. Prerequisite: Successful completion of FRE 101.

FRE 201 INTERMEDIATE FRENCH I

Four hours credit. 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: Successful completion of FRE 102 or permission of division chair.

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: Successful completion of FRE 201 or permission of division chair.

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.

GHY 205 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: Successful completion of CIS 110 or permission of division chair.

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: Appropriate score on assessment test or completion of ENG 085, 089 and MAT 021.

GHY 240 WORLD REGIONAL GEOGRAPHY

Three hours credit. This course investigates the basic physical and cultural elements of world regional geography. Three lecture. Prerequisite: Appropriate score on assessment test or completion of ENG 085 and 089 with a grade of "C" or better.

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: Appropriate score on assessment test or completion of ENG 089 and MAT 021.

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: Successful completion of GLG 101.

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: Appropriate score on assessment test or completion of ENG 085, 089 and MAT 021.

Geology - Health Science

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: Successful completion of GLG 101 and 102 or permission of division chair.

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: Successful completion of GLG 101 and 102 or permission of division chair.

HEALTH SCIENCE

HES 101 BASIC PHLEBOTOMY TECHNIQUES

Three 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. Two lecture; two lab. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085. Co-requisite: Concurrent enrollment in HES 102.

HES 102 PHLEBOTOMY EXTERNSHIP

Three 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. Six lab. Co-requisite: Concurrent enrollment in HES 101.

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. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085.

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: Appropriate score on assessment test or successful completion of ENG 085 and 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 test or successful completion of ENG 085 and HES 113 or concurrent enrollment in 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 credit. 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 - History

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. Four lecture; four lab. Prerequisite and/or co-requisite: ITP 100.

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. Four lecture; four lab. Prerequisite: Successful completion of ITP 100 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. Four lecture; four lab. Prerequisite: Successful completion of 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 advanced blueprint reading, system startup and shutdown procedures, and commercial and industrial refrigeration are also explored. Four lecture; four lab. Prerequisite: Successful completion of 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 ENG 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 completion of ENG 085 and ENG 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 completion of ENG 085 and ENG 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 completion of ENG 085 and ENG 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 test or successful completion of ENG 085 and ENG 089.

HIS 274 HISTORY OF MEXICO

Three hours credit. This course covers the history of

History - Jewelry

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 test or successful completion of ENG 085 and ENG 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: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

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: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

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 motion-capture and/or computer-generated animation, literature or theatre as these stories are adapted to film, various genres and sub-genres of film (film noir, western, documentary, ganster/detective, screwball comedy, historical/biographical epic), special effects and other elements of pre- and post-production elements of filmmaking. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and 089 or permission of division chair.

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.

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 ENG 089.

JEWELRY

JWL 138 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 metalsmithing. 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: Successful completion of JWL 138 or permission of division chair.

JWL 140 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.

JWL 141 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

Jewelry

demonstrate their understanding of areas introduced through the production of lapidary projects. Two lecture; three lab. Prerequisite: Successful completion of JWL 140 or permission of division chair.

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: Successful completion of JWL 138.

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: Successful completion of JWL 138 or permission of division chair.

JWL 238 JEWELRY AND SILVERSMITHING III

Three hours credit. An introduction to intermediate-level techniques of jewelry-making and metal-smithing, 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 techniques through the production of jewelry projects. Two lecture; three lab. Prerequisite: Successful completion of JWL 139 or permission of division chair.

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: Successful completion of JWL 238 or permission of division chair.

JWL 240 LAPIDARY III

Three hours credit. A continuation of the study of lap-

idary 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: Successful completion of JWL 141 or permission of division chair.

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 pre-forming 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: Successful completion of JWL 140, JWL 141 or JWL 240 or permission of division chair.

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: Successful completion of JWL 239 or JWL 240 or permission of division chair.

JWL 252 CHANNEL WORK

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: Successful completion of JWL 138 and JWL 140 or permission of division chair.

Jewelry - Mathematics

JWL 253 ADVANCED CHANNEL WORK

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: Successful completion of JWL 252 or permission of division chair.

JWL 257 ADVANCED CASTING

Three hours credit. A continuation of the study of non-ferrous 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: Successful completion of JWL 237 or permission of division chair.

MASONRY

MAT 020 MATH ESSENTIALS

Three hours credit. Provides basic skills and fundamentals of masonry. Students will be introduced to standard block laying principles and procedures including; safety, footings, grout, mortar, reinforcing steel and layout. This course will prepare students for entry level masonry positions. Two lecture. One lab. Prereq: ITP 100

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: Appropriate score on assessment test or successful completion of AED 085 and MAT 020.

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, and functions, and an introduction to exponential and logarithmic functions. Four lecture. Prerequisite: Appropriate score on assessment test or successful completion of MAT 031.

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: Appropriate score on assessment test or completion of MAT 121 with a grade of "C" or better.

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 score on assessment test or completion of MAT 121 with a grade of "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

Mathematics

grades K-8. The focus is on problem solving, logic, set theory, number systems and arithmetic. Three lecture. Prerequisite: Appropriate score on assessment test or completion of MAT 142 or MAT 151 with a grade of "C" or better.

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: Appropriate score on assessment test or completion of MAT 160 with a grade of "C" or better.

MAT 181 PLANE TRIGONOMETRY

Three hours credit. A study of trigonometric functions, inverse functions, identities and graphs and their applications to right and oblique triangles, vectors, complex numbers, and polar and parametric equations. Three lecture. Prerequisite: Appropriate score on assessment test or completion of 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: Completion of MAT 151 with a grade of "C" or better.

MAT 211 INTRODUCTORY STATISTICS

Three hours credit. Investigates the basic concepts and techniques of descriptive and inferential statistics, including summaries and displays of data, measures of central tendency, variation and dispersion, probability and probability distributions, estimates and sample sizes, hypothesis testing, correlation, regression and statistical decision-making using critical thinking skills. Three lecture. Prerequisite: Successful completion of MAT 142 or MAT 151 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: Completion of MAT 151 with a grade of "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: Completion of MAT 181 with a grade of "C" or better.

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: Completion of MAT 221 with a grade of "C" or better.

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: Completion of MAT 231 with a grade of "C" or better.

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: Completion of MAT 241 with a grade of "C" or better.

MEDICAL ASSISTING

MEA 105 MEDICAL OFFICE MANAGEMENT WITH COMPUTER APPLICATIONS

Three hours credit. 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. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

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: Successful completion of HES 103, HES 104, HES 113 and HES 129.

MEA 140 MEDICAL CODING

Three hours credit. Prepares students to work as a

Medical Assisting - Music

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: Successful completion of HES 113 and HES 129 or permission of division chair.

MEA 141 MEDICAL BILLING

Three hours credit. Prepares the student to work as a medical office assistant in a health-care practice. The student learns to input patient information, schedule appointments, and handle billing. Current industry software will be used. Three lecture. Prerequisite: Successful completion of HES 113 and HES 129.

MEA 150 CLINICAL 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: Successful completion of HES 113.

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: Successful completion of HES 113, HES 128 and HES 129.

MEA 230 CLINICAL II

Three hours credit. An introduction to basic microbiology, hematology, phlebotomy and electrocardiology. Principles and procedures for medication administration and specimen collection and handling are introduced. Two lecture; two lab. Prerequisite: Successful completion of MEA 150.

MEA 258 MEDICAL ASSISTANT CLINICAL 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: Successful completion of Medical Assisting core coursework and permission of division chair or course coordinator. Co-requisite: Concurrent enrollment in MEA 259.

MEA 259 MEDICAL ASSISTANT ADMINISTRATIVE EXTERNSHIP

Three hour credit. A comprehensive practicum providing actual experience in front office areas in a med-

ical setting. Emphasis is on application of knowledge and skills developed in the Medical Assistant Program. Six lab. Prerequisite: Successful completion of Medical Assisting core coursework and permission of division chair or course coordinator. Co-requisite: Concurrent enrollment in MEA 258.

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 or successful completion of ENG 085 and ENG 089.

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.

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: Successful completion of 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

Music - Nursing

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: Successful completion of MUS 130 or permission of division chair.

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 division chair or course coordinator.

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: Successful completion of MUS 133 and permission of division chair.

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. Prerequisite: Successful completion of MUS 213.

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 or successful completion of ENG 085 and Healthcare Provider level CPR.

NUR 121 NURSING I

Eight hours credit. Within the framework of transi-

Music - Nursing

tions, 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 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 course. Four lecture; twelve lab. Prerequisite: Successful completion of 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: Successful completion of 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 or ability to obtain temporary 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 the Nursing Director.

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 the Nursing Director.

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: R.N., L.P.N., current nursing student or permission of the Nursing Director.

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: R.N., L.P.N., current nursing student or permission of the Nursing Director.

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: R.N., L.P.N., current nursing student or permission of the Nursing Director.

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: R.N., L.P.N., current nursing student or permission of the Nursing Director.

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 L.P.N. 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

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: Successful completion of 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. or R.N. license, current nursing student, or permission of the Nursing Director.

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. Prerequisite: Current Arizona R.N. license or ability to obtain temporary licensure and current CPR card.

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: Successful completion of 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. Three lecture. Prerequisite: Current Arizona Registered Nurse Licensure and admission to program.

NUR 271 PERIOPERATIVE PRINCIPLES

Four hours credit. Course presents common pathogen-

ic 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. Prerequisite: Current Arizona R.N. license and admission to program.

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: Current Arizona R.N. license or and admission to program.

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: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

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 ENG 089.

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 ENG 089.

Nursing - Plumbing

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 PHYSICAL FITNESS

One hour credit. Designed to teach the students how to care for their bodies and how to make them more attractive. 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: Appropriate score on assessment test or successful completion of ENG 085, ENG 089 and MAT 031.

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: Appropriate score on assessment test or successful completion of ENG 085, ENG 089 and MAT 181.

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: Successful completion of 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: Successful completion of 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: Successful completion of PHY 115.

PLUMBING

PLU 101 INTRODUCTION TO PLUMBING

Three hours credit. 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: Successful completion of ITP 100

PLU 102 INTERMEDIATE PLUMBING CONCEPTS

Three hours credit. Provides intermediate-level training in the construction and maintenance field of plumbing. This course provides students with an understanding of: trade math, commercial drawings, piping, drains, valves, fixtures, and water heaters. Two lecture; two lab. Prerequisites: Successful completion of ITP 100 and PLU 101.

POLITICAL SCIENCE

POS 100 ARIZONA CONSTITUTION AND GOVERNMENT

One hour credit. 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. A survey of the United States government, including the Constitution; political parties and elections; pressure groups; Congress, the President, and bureaucracy; courts; civil rights and liberties; and foreign affairs. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

POS 140 STATE AND LOCAL GOVERNMENT

Three hours credit. 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 test or successful completion of ENG 085 and ENG 089.

POS 227 UNITED STATES CONSTITUTION

One hour credit. Designed to meet the federal Constitution requirement for teacher certification in Arizona and involves an intensive study of the written

Plumbing - Sociology

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. Three lecture. Prerequisite: Appropriate score on assessment test.

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 234 SOCIAL PSYCHOLOGY

Three hours credit. 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: Successful completion of PSY 101 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: Successful completion of PSY 101.

PSY 245 LIFESPAN DEVELOPMENT

Three hours credit. Surveys the continuity of development throughout the lifespan, focusing on physical, intellectual, personal and social development. Three lecture. Prerequisite: Successful completion of PSY 101.

PSY 260: INTRODUCTION TO PERSONALITY

Three hours credit. Focuses on the theories of personality development including psychoanalytic, physiological, trait and cognitive theories. Covers the major factors that influence personality development including genetics, environmental factors, self-concept, sex roles, and health. Three lecture. Prerequisite: Successful completion of PSY 101.

PSY 270 ABNORMAL PSYCHOLOGY

Three hours credit. Focuses on the historical and current views involved in defining mental illness, the causes of mental illness, and the major types and methods of assessing, treating and preventing mental illness. Three lecture. Prerequisite: Successful completion of PSY 101.

RUSSIAN

RUS 101 ELEMENTARY RUSSIAN I

Four hours credit. 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 ENG 089.

RUS 102 ELEMENTARY RUSSIAN II

Four hours credit. Develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension and is a continuation of RUS 101. Four lecture; one lab. Prerequisite: Successful completion of RUS 101 or permission of division chair.

SOCIOLOGY

SOC 131 INTRODUCTION TO SOCIOLOGY

Three hours credit. An introduction to the field of sociology including 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 ENG 089.

SOC 132 SOCIAL PROBLEMS IN MODERN SOCIETY

Three hours credit. 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 test or successful completion of ENG 085 and ENG 089.

SOC 133 SOCIOLOGY OF DEVIANT BEHAVIOR

Three hours credit. 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 test or successful completion of ENG 085 and ENG 089.

SOC 136 MARRIAGE AND FAMILY

Three hours credit. 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

Sociology - Surgical Technology

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 or successful completion of ENG 085 and ENG 089.

SOC 140 RACIAL, ETHNIC, AND GENDER RELATIONS

Three hours credit. Examines cultural diversity in modern American society. The heterogeneous nature of society is explored in its racial, ethnic and gender relations. Three lecture. Prerequisite: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

SPANISH

SPA 101 ELEMENTARY SPANISH I

Four hours credit. 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 ENG 089.

SPA 102 ELEMENTARY SPANISH II

Four hours credit. Develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension. A continuation of SPA 101. Four lecture; one lab. Prerequisite: Successful completion of SPA 101 or permission of division chair.

SPA 124 SPANISH FOR HEALTH CARE PROFESSIONALS

One hour credit. Conversational practice in a medical context. Designed to develop speaking and listening techniques essential for basic medical situations, stressing expressions of courtesy and medical terminology. One lecture.

SPA 131 CONVERSATIONAL SPANISH I

Three hours credit. 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: Successful completion of SPA 131 or permission of division chair.

SPA 201 INTERMEDIATE SPANISH I

Four hours credit. This course reviews, then consoli-

dates 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: Successful completion of SPA 102 or permission of division chair.

SPA 202 INTERMEDIATE SPANISH II

Four hours credit. A continuation of SPA 201. Emphasis on reading, speaking, listening comprehension, composition and culture. Continued development of communicative competence. Successful completion of course meets fourth semester proficiency requirement. Four lecture; one lab. Prerequisite: Successful completion of SPA 201 or permission of division chair or course coordinator.

SURGICAL TECHNOLOGY

SGT 101 ORIENTATION AND INTRODUCTION TO SURGERY

Two hours credit. The course is designed to provide the student with the skills, knowledge and language necessary to define and evaluate the responsibilities of the OR team and the foundation of good patient care. Two lecture. Prerequisite: Admission to Surgical Technology Program.

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. Prerequisite: Admission to Surgical Technology Program.

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: Appropriate standing in Surgical Technology Program and successful completion of HES 113.

Surgical Technology - Theatre

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: Admission to the program and appropriate score on assessment test 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 SGT 102 in order to function in the clinical setting. In addition to surgical procedures, this course will include patient care concepts, psychiatric concepts of grief, death and dying, and technical sciences of electricity, physics and robotics in the operating room. Emphasis is on obtaining practical clinical experience. Three lecture; twelve lab. Prerequisite: Appropriate standing in Surgical Technology Program and successful completion of SGT 101, SGT 102, SGT 105 and SGT/HES 129. Co-requisite: Concurrent enrollment in SGT 111 and SGT 202.

SGT 202 SURGICAL PROCEDURES II

Six 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. Four lecture; two lab. Prerequisite: Appropriate standing in Surgical Technology Program and successful completion of SGT 101, SGT 102, SGT 105 and SGT/HES 129. Co-requisite: Concurrent enrollment in SGT 111 and SGT 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; eighteen lab. Prerequisite: Appropriate standing in Surgical Technology Program and successful completion of 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. Eight lab. Prerequisite: Successful completion of THE 111 and an audition.

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. Eight lab. Prerequisite: Successful completion of THE 112.

THE 114 MUSICAL THEATRE 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.

Theatre - Truck Driver Training

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: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

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: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

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: Admission to 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: Admission to 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: Admission to 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: Admission to 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: Admission to 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. Prerequisite: MAT 020 or appropriate score on Assessment Test.

WLD 125A 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. Prerequisite: ENG 085 or appropriate score on Assessment Test.

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

Truck Driver Training - Women's Studies

the course WLD 125A. Two lecture; six lab. Prerequisite: Successful completion of WLD 125A within the last 12 months or permission of division chair or course coordinator.

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. Prerequisite: ENG 085 or appropriate score on Assessment Test.

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. Prerequisite: ENG 085 or appropriate score on Assessment Test.

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: Successful completion of WLD 127A within the last 12 months or permission of division chair or course coordinator.

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: Successful completion of 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: Successful completion of WLD 126.

WLD 231 WELDING PRINT READING

Three hours credit. Concentrates on print reading as it relates to the welding profession with a strong focus on welding symbols. Three lecture.

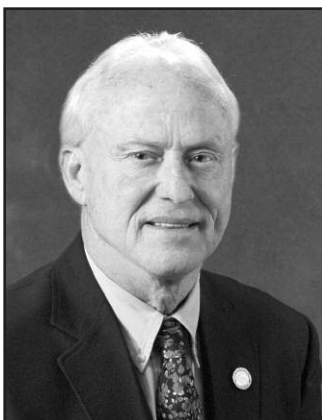
WOMEN'S STUDIES

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: Appropriate score on assessment test or successful completion of ENG 085 and ENG 089.

Administration, Faculty & Staff

Administration



Thomas C. Henry, Ph.D.
Chancellor

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 his credit. Chancellor Henry was appointed in 2003 a member of the Editorial Advisory Board of the Journal of Applied Research in the Community College.



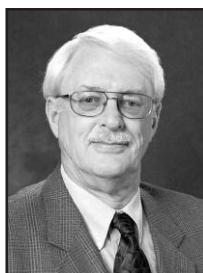
Michael Kearns, DDS
Vice Chancellor for Instruction

Dr. Kearns holds a DDS from Case Western Reserve University, an MBA from Cleveland State University and a bachelor's degree in chemistry from John Carroll University, Ohio.



Billy Bates, M.Ed.
Vice Chancellor 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 Chancellor 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.



Jim Luke
Vice Chancellor for Information Technology

Mr. Luke earned a Masters in Business Administration with an Information System emphasis from the University of Redlands in Southern California. He graduated with a Bachelor's degree in Psychology from Andrews University in Southern Michigan. He has taught both full time and as Adjunct Faculty at a number of Universities where he also served in an IT leadership role.

Academic Administration & Resident Faculty

Michael Antoon

J. Leonard and Grace Neal Campus - Kingman - Life Sciences (MS, Life Sciences and BS, Health & Physical Education - Recreation, Louisiana Tech University)

Lale Cilenti Arac

Bullhead City Campus - Physical Science (MS, Chemistry, Ohio State University and BA, Chemistry, DePauw University)

Marjorie Atkinson

North Mohave Campus - Nursing (MSN, Nursing, New Mexico State University)

Sheryl Armstrong

Bullhead City Campus - Dental Programs (BS, Dental Hygiene, Eastern Washington University)

Paul Bowers

Bullhead City Campus - Developmental Reading (MA, Secondary Education, Northern Arizona University and BS, Teaching, Winona State University)

Danette Bristle

J. Leonard and Grace Neal Campus - Kingman - Division Chair (BA, Elementary Education, Luther College; M.Ed., Educational Leadership, Northern Arizona University)

Shawn Bristle

Bullhead City Campus - Division Chair (BA, Music, Luther College; MA, Music, Northern Arizona University)

Clark Brown

J. Leonard and Grace Neal Campus - Kingman - 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)

Scott Coahran

J. Leonard and Grace Neal Campus - Kingman - Social/Behavioral Science (M.Ed., Educational Psychology, Arizona State University and BA, Social Behavioral Science, Johns Hopkins University)

ViAnn Cruse

J. Leonard and Grace Neal Campus - Kingman - Nursing (AAS in Nursing, Mohave Community College)

Mark Davidson

Bullhead City Campus - Mathematics (BS, Physics, Evergreen State College, Olympia, WA; BA, Mathematics, University of California, San Diego)

Evelyn de la Cruz

Bullhead City Campus - Casino Gaming (18+ years experience in Casino Gaming)

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., History, University of Las Vegas; MLS, American Culture, University of Michigan, Ann Arbor; BA, Social Behavioral Science, Wayne State University)

Jim Eagan

Bullhead City Campus - Dental Hygiene (DDS, Washington University School of Dentistry and MA and BA, Zoology, University of California)

Larry Eaves

Bullhead City Campus - HVAC/Electric (BS, Industrial Coordinator Education, Mississippi State University)

Penny Ellis

Bullhead City Campus - Nursing (MS and BS, University of Phoenix; MS, Healthcare Administration, University of La Verne, California; BA, Liberal Studies, University of Redlands, California)

Grace Ann Etcheberria-Jacobs

Lake Havasu City Campus - Theatre (MFA, Dance and BFA, Dance, United States International University, San Diego)

Farah Farah

J. Leonard and Grace Neal Campus - Kingman - Chemistry/Physics (Ph.D. in Inorganic Chemistry, Ohio University; BS in Chemistry/Physics, Ain Shams University, Cairo, Egypt)

Joseph Fleishman

Dean of Continuing Education (BS, Speech Communication, Northern Arizona University; M.Ed., Educational Leadership, Northern Arizona University)

Michael Ford

J. Leonard and Grace Neal Campus - Kingman - Campus President (E.Ed in Educational Leadership, Northern Arizona University)

Tracy Gift

Director of Dental Programs (BS in Allied Health, Youngstown State University; MA in Health and Human Services, Youngstown State University)

Andra Goldberg

J. Leonard and Grace Neal Campus - Kingman - CIS (MS in Agricultural Economics, University of Arizona; BS in Agricultural Industry, ASU; and CIS certificates)

Shaundra Goss

Bullhead City Campus - Nursing (MSN, University of Mississippi, Jackson)

Paul Haberstroh

Lake Havasu City Campus - Physical Science (Ph.D., Oceanography, University of Hawaii; MA, Oceanography, University of Washington; and BA, Biology, University of California)

Academic Administration & Resident Faculty

Alan Hall

Lake Havasu City Campus - Art (MA, Northern Arizona University; BFA, Colorado State University)

Scott Hansen

J. Leonard and Grace Neal Campus - Kingman - Division Chair (Ph.D., Education, University of Wyoming; MS & BS, Vocational Education, Northern Arizona University; and AAS, Electro-Mechanical Drafting, Pima Community College)

Susan Hammon

North Mohave Campus Dean (AA, Liberal Arts, Mohave Community College; BS, Business Education, Southern Utah University; M.Ed., Educational Leadership, Northern Arizona University)

Kris Hansen

North Mohave Campus - Science (DC, Palmer College of Chiropractic West, San Jose, California)

Heidi Heckman

Leisure Studies Dean (BA, Studio Art, University of California, Irvine; MA, Art, California State University, Long Beach)

Rick Hibbard

J. Leonard and Grace Neal Campus - Kingman - Adult Education (MS and BA in Ecology & Evolutionary Biology, University of Arizona; AB in English, Humboldt State University, California)

Candace Hofstadter

J. Leonard and Grace Neal Campus - Kingman - Business (MSB and BBA, University of Wisconsin, Madison)

Judy Kidder

Bullhead City Campus - Nursing (MS, University of Wisconsin, Whitewater; BA, Alverno College, Wisconsin)

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

J. Leonard and Grace Neal Campus - Kingman - 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 (BS, Environmental Science/Chemistry, College of Santa Fe; M.Ed., Educational Leadership, Northern Arizona University)

Amy Littlejohn

Bullhead City Campus - Life Science (BA, Microbiology, Northern Arizona University)

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

J. Leonard and Grace Neal Campus - Kingman - Developmental English (Doctor of Philosophy 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)

Heather McCauley

Bullhead City Campus - Dental Program (AS, Gogebic Community College; and BS, University of Minnesota)

Tom McKinney

J. Leonard and Grace Neal Campus - Kingman - Science (Ph.D., Biology, University of Kentucky; MS, Biology, University of Miami; and BA, Biology, Austin College, Texas)

Todd Miller

Bullhead City Campus - Adult Education/Spanish (BA, Arizona State University)

Sandra Namio

Lake Havasu City Campus - Nursing/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)

Patrick Otto

Continuing Education Program Administrator - Public Safety (BS and MA in Police Science, Northern Arizona University)

Marilyn Parker

J. Leonard and Grace Neal Campus - Kingman & Lake Havasu City Campus - Nursing (MSN, Northern Arizona University and BSN, University of New York)

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

J. Leonard and Grace Neal Campus - Kingman - Welding (Holds eighteen welding certifications in Shielded Metal Arc Welding; Flux Cored Arc Welding - Gas Shielded; Flux

Academic Administration & Resident Faculty

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

Director of Nursing (BS, Nursing, Villa Maria College Pennsylvania; MS, Nursing, Edinboro University of Pennsylvania)

Michael Rourke

Lake Havasu City Campus - Life Science (Ph.D. and MS, Ecology & Evolutionary Biology, University of Arizona; BS, Biological Sciences, University of California; and BS, Electrical Engineering, University of Nebraska)

Nicolas Sanchez

Lake Havasu City - Campus President (Ph.D., Training & Learning Techniques and MA in Industrial Technology, University of New Mexico and BA, Industrial Education, New Mexico Highlands University.

David Shahan

Bullhead City Campus President (MA, Educational Administration, Marshall University)

Gerald Stein

Continuing Education Program Administrator - Emergency Medical Services (BS, Speech and Hearing Therapy, CW Post College)

Diana Stithem

Dean of Distance Education (BS, Public Information, University of Missouri; MA, Political Science, University of Wyoming; JD, Law, University of Wyoming)

Marie Talbot

North Mohave Campus - Nursing (BSN, Loma Linda University, California)

Claudia Timmann

J. Leonard and Grace Neal Campus - Kingman - Dean of Library Services (MLIS, BA in Spanish and BA in English Writing & Literature, University of Alabama)

Don Timpson

North Mohave Campus - English (MA, Speech Communication and BA, English, University of Utah, Salt Lake City; Ed. D., Education, Nova Southeastern University)

Holly Tucker

Dean of College Preparatory Studies (BA, Social Studies Education, Grace College Seminary; MA, Industrial and Labor Relations, Indiana University of Pennsylvania; Ph.D., Workforce Education and Development, Pennsylvania State University)

Jeff Turner

Bullhead City Campus - Division Chair (BS, Psychology, Western Michigan University; MS, Management, Indiana Wesleyan University)

David White

Lake Havasu City Campus - Division Chair (BS, Industrial Technology, Morehead State University Kentucky; MA, Educational Leadership, Northern Arizona University)

Brian Williams

Bullhead City Campus - Automotive Technology (AAS, Automotive Technology, University of Alaska, Anchorage; ASE Master Certified Technician and ASE Advanced Engine Certified)

Mariam Yesayan

Bullhead City Campus - ELAA (MA and BA, Linguistics, State University, Yerevan, Armenia)

Associate Faculty 2004 - 2006

A

Abraham, Kathy
Acker, Raymond
Adams, Robert
Adler, Nathan
Ali, Fauzia
Allen, Judith
Almond, Janice
Alsobrook, Rhonda
Althaus, Donald
Alvarado, Tamika
Anderson, Jennifer
Anderson, Joseph
Anderson, Mark
Anderson, Robert
Angle, Cliff
Armijo, Courtney
Armogeda, Robert
Atkins, Robyn
Ayash, Mary

B

Bacchi, Benigno
Bacoka, Rebekah
Baker, Anne
Baker, Jeffrey
Baldwin, Ronald
Baleno, Kathleen
Bangsund, Kevin
Bare, Julie
Barkhurst, Daniel
Barlow, Cheryl Lynn
Barlow, Joan
Barnes, Karen
Barnett, Molly
Bateman, Deloy
Batson, Donald
Batson, Michelle
Beatty, Robert
Beck, Jamie
Beiningen, Carmen
Bell, Douglas
Benson, John
Berg, Cynthia
Berg, James
Berke, Allen
Biasiucci, Anna
Biehn, Carol
Bigelow, Toni
Bigelow, William
Bishop, Thomas
Blaske, Justin
Bohn, Carl
Bos, Cornelius
Boulay, Lori
Bour, Janet
Bowler, Von
Bowman, Meredith
Bradley, Barbara
Brandt, Chris

Brown, Debra
Brown, Juanita
Brown, Lindajoy
Bruning, Viola
Brydon, Ruth
Burchard, Carolyn
Burdett, Cherene
Burgess, Peter
Burke, Gwendolyn
Burke, Ronald
Burnham-Kidwell, Deborah
Burnham-Kidwell, Jay
Burnside, Weston
Butcher, Matthew
Butler, Randall
Butori, Theresa
Byrne, Mark

C

Cabeen, Russell
Caldarola, Richard
Calipetro, James
Callner, Deborah
Cameron, Robert
Campbell, Bonnie
Campbell, Danny
Canales, Hugo
Canto, Jeffrey
Carbone, Kristin
Caroll, Fawnetta
Carpenter, Samuel
Carranza, Joe
Carroll, Aurelia
Carter, Bruce
Cashman, Michael
Cawley, John
Cawley, Michael
Cayzer, RONALDA
Cenkner, Kimberly
Chamberlin, Lyle
Chambers, David
Chandler, Brandy
Charbonneau, Joann
Chatwin, Linda
Chava, Padmaja
Christensen, David
Christensen, Joann
Christensen, Leon
Christoff, James
Cieslewicz, Kathy
Clark, Rosann
Clark, Rudolph
Clarkson, Daniel
Clawges, Robert
Cole, Raili
Cole, Robert
Collins, Charles
Collins, Susan
Colon, Brenda

Colton, Frankie
Colton, Terry
Comeau, Perry
Compton, Ronald
Conneally, John
Cook, Michael
Cook, Ted
Copley, Douglas
Copley, Gail
Cornelison, Kristy
Council, Linda
Courtney, Jeremy
Covert, Gina
Cox, Cindy
Cox, Donna
Cox, Kristin
Cox, Marilyn
Cox, William
Crawford, Debora
Crawford, James
Criddle, Jeanie
Cronkhite, Svetlana
Crosby, Claryce
Crosby, Lucy
Crough, Carol
Crum, Kathleen
Cummings, David
Curtis, Christine

D

Dallessandro, Mary
D'Amico, Carol
Danna, Robert
Daparma, Mark
Dauer, Peggy
Davis, Karyn
Davis, Melanie
Dear, Lorne
Delquadro, John
Demers, Steven
Dennis, Ronald
Dennison, Kris
Deshields, Frank
Desteffano, Elizabeth
Desteffano, John
Devany, Eric
Dever, James
Devore, Christopher
Dios, Kim
Dockstader, Lorine
Downing, Julie
Drake, Shauna
Drexelius, Martin
Dudas, Nancy
Dulmage, Sally
Duncan, Donna
Duncan, Patricia
Dunlap, Roxanne
Dyken, James
Dykman, Gary

E

Eagan, James
Eagan, Terri
Echelbarger, Donald
Eddlemon, Michael
Effa, Robert
Eiswerth, Joseph
Endsley, Nancy
Evers, Debborrah
Evins, Frances
Evins, K. Craig

F

Fabrizio, Lee
Fail, Russell
Farlin, Ronald
Fernando, Thilak
Fine, Danny
Flanagan, William
Flegle, Larry
Fleishman, Eugene
Flesner, Diana
Ford, Virginia
Fornara, Sarah
Foti, Frank
Fresh, Mark

G

Gallegos, Cynthia
Galusha, Robert
Ganyo, Nancy
Geddes, Rebecca
Geier, Teresa
Gillmore, Patricia
Gilpin, Michael
Godwin, Richard
Goldberg, Bryan
Goldberg, Jerry
Goldberg, Lynda
Goldstein, Beth
Gomez, Bernadette
Gonzalez, David
Gonzalez, Diana
Gossi, Donna
Gran, Shawn
Gray, Dennis
Gray, Shelagh Lee
Greene, Kevin
Gromov, Linda
Grubbs, Jana
Grzywinski, Edward
Guarino, Michael
Guletsky, Nicholas
Gwynne, Doris
Gwynne, Kent

H

Habibi, Samina
Haines, Betty
Hale, Karina

Associate Faculty 2004 - 2006

Hall, Emily
Hall, Herman
Halsey, Michelle
Hamilton, Marcia
Hammon, Douglas
Hammon, Jedd
Hanks, Randall
Hardina, Shawn
Harrison, Cindi
Harshman, Glenn
Hartford, Orlando
Harvey, Richard
Hawkes, Christine
Hawkes, Thomas
Hayes, Kenneth
Hays, David
Hazen, Hannah
Heckman, Heidi
Heidrich, Sherri
Heil, Greg
Hein, Jeffrey
Heinemann, Daniel
Heinitz, Daryl
Heinitz, Terese
Hennessy, Judith
Henry, Renellen
Henson, Elaine
Henson, Mark
Henson, Rae
Hernandez, Martha
Hernandez, Martin
Heywood, Randen
Hicks, Shannon
Hicks, Trudy
Higdon, Rebecca
Hilbert, Diane
Hirani, Lorraine
Holden, Linda
Holgate, Joyce
Holland, James
Holligan, Alena
Hoover, Joshua
Houghton, Anita
Hughes, Sarah
Hulsey, Heather
Hunt, Mary

I
Ibarra, Elia
Ihmels, Tyler
Imswiler, Susan
Ingraham, Charlot
Ingraham, Harry
Irving, Steven

J
Jacobs, Douglas
James, Beverly
Jarrett, Linda
Jenkins, Kathleen

Jenkins, Peter
Jennings, Linda
Jennings, Thomas
Jeremiah, Jim
Johnson, Keith
Johnson, Scott
Johnson, Sheryll
Jones, Cynthia
Jones, Dawn
Jones, Jon
Judson, Hannah

K
Kanc, Verna
Keith, Kristin
Keith, Timothy
Kelly, Pamela
Kenney, Dianna
Kenny, Charles
Khan, Atia
Kirby, Lois
Kleiman, Bonnie
Knox, Kelly
Knudson, Roger
Ko, Masako
Koch, Paul
Koster, William
Kramer, Kenneth
Krueger, Susan
Kudera, Barry
Kudera, Kathleen
Kulicke, Vicky
Kunze, Edward
Kurtz, Dean

L
Lancaster, Meghan
Lane, Renee
Lapenta, Susan
Lasalle, Amy
Latimer, Sonia
Lawrence, Steven
Lawson, Julie
Layzell, Delores
Lead, Leon
Leatherwood, Carol
Leavitt, Vincent
Lee, Shu-Chen
Leedy, Nancy
Leerman, Craig
Lefebvre, Rosemarie
Liera, Carey
Linn, Cullen
Livermore, Joshua
Locatis, Christie
Lockman, Rod
Lombardo, Cynthia
Longenecker, Lori
Lowder, Jenna
Lund, Stephen

Lunden, Judith
Lusk, Marilyn
Lynne, Karen

M
Macon, Don
Madrid, David
Madsen, Elizabeth
Maguire, Rebecca
Mahmoud, Lobna
Mahoney, Leo
Malik, Musarrat
Mallotto, Deborah
Manch, Walter
Mann, Cristen
Manrai, Kimberley
Mariani, Hector
Mariani, Sandra
Marino, Mark
Marks, Thomas
Marquez, Guadalupe
Marr, Elizabeth
Marshall, Mary
Marshman, Franchelle
Martignon, Elena
Martin, Maurice
Martin, Susan
Masi, Charles
Massara, Jill
Matthews, Haleen
May, Buddy
Mcalister, Robin
Mcatlin, David
Mcdaniel, David
Mcgee, Virgie
Mcgehee, James
Mcgehee, Kathleen
Mcguire, Robert
Mckee, Theresa
Mclarty, Todd
Melvin, Jeffrey
Messer, Loretta
Messersmith, Daniel
Miller, Cindy
Miller, Lucinda
Millerd-Brosco, Dianna
Mitchell, William
Mock, Linda
Money, Billie
Mong, Randall
Moreno, Buffy
Moynihan, Alan
Munos, Tony
Murray, Kathleen
Musgrave, Welsford
Muston, Deborah
Musumeci, Frank
Myers, Craig
Myhra, Terri

N
Newton, Janis
Nicolai, Douglas
Nitsch, Gilbert
Noake, Sharon
Noble, Tony
Nunemacher, Julie
Nutting, Jeanne
Nyboer, Bertha
Nystedt, Harold

O
Ockrassa, Warren
Odear, Meredith
Olderbak, Denise
Olsen, Larry
Oneil, Frances
Orem, Rhonda
Ortiz, Angelina
Ortolano, Myrim
Otterness, Sanford
Otto, Patrick
Ownby, Chad

P
Parker, David
Paronto, Russell
Payne, Betty
Pearce, Raymond
Peck, Tanya
Pelletier, Patricia
Pelter, William
Pinney, Richard
Planinz, Kristin
Plummer, James
Podbielski, Zenona
Pottenger, Andra
Powell, Brian
Powell, William
Prater, Barbara
Presnal, Caleb
Preston, Ana
Proctor, Pamela
Proulx, Kim

R
Raburn, Darrell
Ramey, Gregory
Ranger, Thomas
Ratliff, Charles
Ravnikar, Michelle
Raymond, Shauna
Redmond, John
Reed, Norma
Reese, Larry
Register, Melissa
Reiten, Adeline
Renfro, Sylvia
Reyes, Kami
Reynolds, Robert

Associate Faculty 2004 - 2006

Rice, Donald
Rich, Trudy
Richards, Jody
Riddle, Michael
Robbins, Roland
Roberts, Jay
Roberts, Walter
Romiguere, Robbin
Romoff, Robert
Ronnow, Dane
Ronnow, Dianne
Rooney, Liam
Rosenberger, Jennifer
Ross-Milmont, Karen
Roster, Paula
Roster, Robert
Rottman, Susan
Rowland, John
Roy, Christopher
Ruggles, Doreen
Russell, Anita
Ryan, Daniel
Ryan, Melissa

S

Saadeh, Sana
Saculla, Joann
Salas-Beltran, Rocio
Salerno, Carolyn
Salerno, Judith
Salmon, Gail
Sanders, Claude
Sandhoff, Rebecca
Sandor, George
Sarabia, Priscilla
Savoie, Kenneth
Schanaman, Kerry
Scharnhorst, Leroy
Schick, Evelyn
Schwab, Brenda
Sears, Tracy
Seney, Shirley
Seney, Steven
Sennet, Richard
Shade, William
Shaffer-Dock, Teresa
Shahan, David

Shahan, Jessica
Shelden, Nancy
Shelton, Dale
Shupe, Robert
Simington, Sharon
Sixta, Debra
Slaney, Florence
Smith, Kathryn
Smith, Kimi
Smith, Mary
Smith, Roberta
Sobczak, Scott
Sobraske, Melinda
Spellman-Douglas, Lanae
Spengler, Thomas
Sprague, Briana
Stanhope, Martha
Starr, Neil
Stein, Gerald
Stelly, Karen
Stephan, Michael
Stephey, B. Lenore
Stevens, Clinton
Stipsky, Debra
Stirland, Kortney
Stringer, Mary
Stueven, Kevin
Suminimo, Elisa
Surati, Neil
Surwillo, Cheryl
Swanson, Henry

T

Taber, William
Taylor, John
Teasyatoh, Dino
Terrell, Christy
Thofson, Barbara
Thomas, Billy
Thomas, Terry
Thompson, Kari
Thompson, Kevin
Thompson, Michael
Timpson, Ray
Townsend, K. Michael
Trimble, George

Trivett, Aubrey
Trivett, Robert
Truesdale, Erin

V

Valenti, Antonio
Vallon, Chance
Vandiver, Dalston
Vandusen, Wallace
Vasey, Christine
Vaughan, George
Veltman, Kendell
Venne, Lawrence
Vidad, Elizabeth
Vietor, Thomas
Vissering, Heidi
Vroman, Rick

W

Waalkens, Chuck
Walker, Tonya
Wallace, Charles
Walls, Robert
Wange, Owen
Ware, Arvilla
Warren, Richard
Watson, Ronald
Watson, Trudy
Weed, Krysti
Weiland, Gary
Wentling, Earl
Wentling, Ruth
Westbrook, Donald
Westra, Jeff
Weydig, Kathy
Wheeler, Edward
White, Glen
Whitefield, Claudia
Widtfeldt, Denise
Widtfeldt, Mark
Wignall, Merle
Wilhelm, Cheryl
Willett, John
Williams, Anna
Williams, Grace
Williams, Jani
Williams, Jeanette

Williams, Katharine
Williams, Luann
Williams, Owen
Wilson, Cathy
Wilson, Ruthann
Wingate, Tommy
Wooden, Allen
Woods, Janice
Wright, Brenda
Wright, Clifford
Wright, Roger

Y

Yee, Robert
Young, Donna
Young, James
Young, Malcolm

Z

Zarzycki, Barbara
Zentner, Robert
Zeuke, Eleanore
Zitting, Dorothy
Zubrick, Larry

Full-Time Staff

Adams, Marilyn

Grants Specialist

J. Leonard and Grace Neal Campus - Kingman

Angle, Krista

Secretary

J. Leonard and Grace Neal Campus - Kingman

Austin, Veronica

Human Resources Technician

J. Leonard and Grace Neal Campus - Kingman

Banks, Lynane

Financial Aid Technician

Bullhead City Campus

Bensch, Alan

Maintenance/Custodian

J. Leonard and Grace Neal Campus - Kingman

Brendengen, Larry

Maintenance/Custodian

Lake Havasu City Campus

Brown, Tammy

Executive Secretary

J. Leonard and Grace Neal Campus - Kingman

Brusby, David

Director - Facilities

J. Leonard and Grace Neal Campus - Kingman

Brusby, Susan

Secretary

Bullhead City Campus

Brussat, Margaret

Accountant

J. Leonard and Grace Neal Campus - Kingman

Bush, Sherry

Operations Specialist

Bullhead City Campus

Carter, Bruce

Campus Librarian

J. Leonard and Grace Neal Campus - Kingman

Castaneda, Aracely

Programmer Analyst

J. Leonard and Grace Neal Campus - Kingman

Cawley, Athena

Operations Specialist

North Mohave Campus

Cherry, Marjorie

Clerk

J. Leonard and Grace Neal Campus - Kingman

Colbert, Brandi

Admissions Counselor

J. Leonard and Grace Neal Campus - Kingman

Coles, Judith

Director - Disability Services

J. Leonard and Grace Neal Campus - Kingman

Colton, Terry

Distance Education Specialist

J. Leonard and Grace Neal Campus - Kingman

Cordier, Gloria

Operations Specialist

J. Leonard and Grace Neal Campus - Kingman

Cox, Colette

Community Relations Officer/Admissions Counselor

North Mohave Campus

Crandall, Sarah

Manager - Graphics Production

J. Leonard and Grace Neal Campus - Kingman

Cross, Douglas

Maintenance/Custodian

Bullhead City Campus

Dartsch-Tomkins, Tracee

Clerk

J. Leonard and Grace Neal Campus - Kingman

Diehl, Tommy

Maintenance/Custodian

J. Leonard and Grace Neal Campus - Kingman

Earney, Jerald

Maintenance/Custodian

Lake Havasu City Campus

Farrell, Francis

Accounting Technician

J. Leonard and Grace Neal Campus - Kingman

Ferguson, Tal

Maintenance/Custodian

Bullhead City Campus

Fermon, Jeanne

Career Planning Counselor

Bullhead City Campus

Filipiak, Charlene

Operations Specialist

Lake Havasu City Campus

Fiscella, Patricia

Clerk

Lake Havasu City Campus

Flynn, Shirley

Asst To Vice Chancellor For Administration

J. Leonard and Grace Neal Campus - Kingman

Fogg, Misty

Financial Aid Technician

J. Leonard and Grace Neal Campus - Kingman

Full-Time Staff

Frazier, Anne

Manager - Leisure Studies
Bullhead City Campus

Ganyo, Nancy

Operations Specialist
J. Leonard and Grace Neal Campus - Kingman

Gillmore, Patricia

CE Program Administrator
J. Leonard and Grace Neal Campus - Kingman

Gomez, Bernadette

Secretary
Bullhead City Campus

Gonzales, Martha

Human Resources Technician
J. Leonard and Grace Neal Campus - Kingman

Goode, Jacquelyn

Operations Specialist
Lake Havasu City Campus

Gorter, Sherri

Secretary
J. Leonard and Grace Neal Campus - Kingman

Granat, Michael

Director - Small Business Development
J. Leonard and Grace Neal Campus - Kingman

Hamblin, Carolyn

Director - Student Services
North Mohave Campus

Hammon, Georgia

Clerk
North Mohave Campus

Hanks, Sharon

Enrollment Services Manager
J. Leonard and Grace Neal Campus - Kingman

Hanson, Karen

Web Content Administrator
J. Leonard and Grace Neal Campus - Kingman

Hardin, Marilyn

Grant and Budget Analyst
J. Leonard and Grace Neal Campus - Kingman

Harnden, Audrey

Financial Aid Advisor
Lake Havasu City Campus

Heinley, Joseph

Director - Financial Aid
J. Leonard and Grace Neal Campus - Kingman

Hernandez, Alfredo

Maintenance/Custodian
Lake Havasu City Campus

Hernandez, Claudia

Operations Specialist
Bullhead City Campus

Hillman, Charlotte

Manager - Human Resources
J. Leonard and Grace Neal Campus - Kingman

Holden, Camille

Director - Business Services
J. Leonard and Grace Neal Campus - Kingman

Horsley, Mary

Secretary
North Mohave Campus

Jacobs, Barby

Clerk
J. Leonard and Grace Neal Campus - Kingman

Jacobs, Jess

Accountant
J. Leonard and Grace Neal Campus - Kingman

Jensen, Debbie

Maintenance/Custodian
Lake Havasu City Campus

Johnson, Kathleen

Clerk
Bullhead City Campus

Jones, Chris

Operations Specialist
Lake Havasu City Campus

Jones, Cynthia A.

Lab Assistant
Bullhead City Campus

Kahokuolani, Linda

Secretary
J. Leonard and Grace Neal Campus - Kingman

Keffer-Marsh, Kelley

Counselor - SBDC
J. Leonard and Grace Neal Campus - Kingman

Keller, Charlotte

Asst To Chancellor For Public Information
J. Leonard and Grace Neal Campus - Kingman

Kelly, Terry

Director - Student Services
Bullhead City Campus

Komar, Anne

Clerk
Bullhead City Campus

Lambert, Walter

Maintenance/Custodian
Bullhead City Campus

Full-Time Staff

Leatherwood, Carol

Campus Librarian
Bullhead City Campus

Licari, Ellen

Career Planning Counselor - Lake Havasu City Campus

Lossing, Shelley

Secretary
J. Leonard and Grace Neal Campus - Kingman

Maddox, Irene

Accounting Technician
J. Leonard and Grace Neal Campus - Kingman

Madero, Sergio

Maintenance/Custodian - Bullhead City Campus

Masterson, Ana

Community Relations Officer
J. Leonard and Grace Neal Campus - Kingman

McClure, Sally

Financial Aid Technician
Lake Havasu City Campus

McElwee, Denise

Executive Secretary
J. Leonard and Grace Neal Campus - Kingman

McGilvray, Alexander

Accounting Technician
J. Leonard and Grace Neal Campus - Kingman

McKenzie, Levi

Maintenance/Custodian
Lake Havasu City Campus

McMahon, Sean

Public Information Officer
J. Leonard and Grace Neal Campus - Kingman

Messersmith, Daniel

Asst To Chancellor For College Advancement
J. Leonard and Grace Neal Campus - Kingman

Messersmith, Janis

Secretary
J. Leonard and Grace Neal Campus - Kingman

Miller, Darlene

Accounting Technician
J. Leonard and Grace Neal Campus - Kingman

Montbriand, Timothy

Grants Specialist - Lake Havasu City Campus

Morago, Juanita

Secretary
J. Leonard and Grace Neal Campus - Kingman

Musumeci, Frank

Manager - Leisure Studies
J. Leonard and Grace Neal Campus - Kingman

Namio, Sandra

Surgical Tech Coordinator
Lake Havasu City Campus

Nash, Jacey

Clerk
J. Leonard and Grace Neal Campus - Kingman

Nelson, Karen

Operations Specialist
J. Leonard and Grace Neal Campus - Kingman

Nelson-Simpson, Barbara

Public Services - Bullhead City Campus

Norton, Marty

Clerk
J. Leonard and Grace Neal Campus - Kingman

Parks, Laura

Career Planning Counselor
J. Leonard and Grace Neal Campus - Kingman

Parson, Vikki

Human Resources Technician
J. Leonard and Grace Neal Campus - Kingman

Pedersen, Marie

Financial Aid Advisor
J. Leonard and Grace Neal Campus - Kingman

Pierce, Valerie

Asst To Vice Chancellor For Instruction
J. Leonard and Grace Neal Campus - Kingman

Post, Patricia

Admissions Counselor - Bullhead City Campus

Purcell, Matt

Facilities Manager
J. Leonard and Grace Neal Campus - Kingman

Racheff, James

Maintenance/Custodian - Bullhead City Campus

Reid, Maureen

Secretary
J. Leonard and Grace Neal Campus - Kingman

Rice, Jess

Maintenance/Custodian
J. Leonard and Grace Neal Campus - Kingman

Rogers, Lois

Operations Specialist - Bullhead City Campus

Sabo, William

Associate Dean - Continuing Education
Bullhead City Campus

Samson, Denise

Secretary
J. Leonard and Grace Neal Campus - Kingman

Full-Time Staff

Sarabia, Priscilla

Assessment Coordinator
Bullhead City Campus

Schwartz, Diane

Career Planning Counselor
J. Leonard and Grace Neal Campus - Kingman

Shupe, Robert

Campus Librarian LHC

Snyder, Virginia

Secretary
J. Leonard and Grace Neal Campus - Kingman

Stalhut, Bree

Admissions Counselor
Lake Havasu City Campus

Standerfer, Kimberly

Clerk
J. Leonard and Grace Neal Campus - Kingman

Sterling, Janet

Operations Specialist
J. Leonard and Grace Neal Campus - Kingman

Stockdale, Joyce

Secretary
J. Leonard and Grace Neal Campus - Kingman

Stubblefield, Cathleen

Operations Specialist
Bullhead City Campus

Taylor, Nancy

Financial Aid Loan Officer
J. Leonard and Grace Neal Campus - Kingman

Tighe, Wendy

Director - Student Services
J. Leonard and Grace Neal Campus - Kingman

Tilma, Cornita

Internal Auditor
J. Leonard and Grace Neal Campus - Kingman

Trybus, Kay Lynn

Secretary
J. Leonard and Grace Neal Campus - Kingman

Tubbs, Janice

Secretary
J. Leonard and Grace Neal Campus - Kingman

Valenzuela, Tiburcio

Maintenance/Custodian
J. Leonard and Grace Neal Campus - Kingman

Van Der Velden, Andre

Financial Aid Advisor
Bullhead City Campus

Van Kampen, Connie

Leisure Studies Assistant
Bullhead City Campus

Warner, Brandon

CE Program Administrator
J. Leonard and Grace Neal Campus - Kingman

Webber, Sandra

Secretary
Lake Havasu City Campus

Wells, Charlotte

Director - Human Resources
J. Leonard and Grace Neal Campus - Kingman

Wells, Lloyd

Facilities Manager
Lake Havasu City Campus

Wilson, John

Registrar
J. Leonard and Grace Neal Campus - Kingman

Wilson, RuthAnn

Asst To Chancellor For Institutional Effectiveness
J. Leonard and Grace Neal Campus - Kingman

Woods, Janice

Director - Student Services
Lake Havasu City Campus

Woodward, Sandra

Secretary
Lake Havasu City Campus

Worden, Daniel

Facilities Manager
Bullhead City Campus

Worden, Sheri

Secretary
Bullhead City Campus

Wyler, Lorie

Clerk
North Mohave Campus

Yost, Blaine

Director - Procurement/Risk Management
J. Leonard and Grace Neal Campus - Kingman

Young, Donna

Secretary
J. Leonard and Grace Neal Campus - Kingman

Zerkle, Michael

Maintenance/Custodian
Bullhead City Campus

Zoll, Brian

Associate Registrar
J. Leonard and Grace Neal Campus - Kingman

Award Recipients

Founder's Award Recipients

Lee Bruno, Elizabeth Mondschein, Jay Schritter,
Ron TenBarge and Don Timpson, Ed.D. (2006)

Dan Messersmith and Dan Oehler (2005)

Patrick K. Carlin and Stuart L. Anderson (2004)

Grace Helen Neal and Sally Eggers-Hero (2003)

Dean Finkbeiner and LaRue Davidson, Ed.D (2002)

Adolph (Cac) Fossum and Gordon L. Ritter, D.O (2001)

Tom Schrimsher, D.V.M. and Vince Salmon, Ed.D (2000)

Walter Brazie, M.D. and Keith West, Ed.D. (1999)

2006 Silver Scholarship Faculty and Staff Members

Jay A. Burnham-Kidwell

Rebecca Faris

Shirley M. Flynn

Thomas C. Hensel

Roger L Johnson

Paul D. Kessel

Carol Leatherwood

James E. Mahan

Dan W. Messersmith

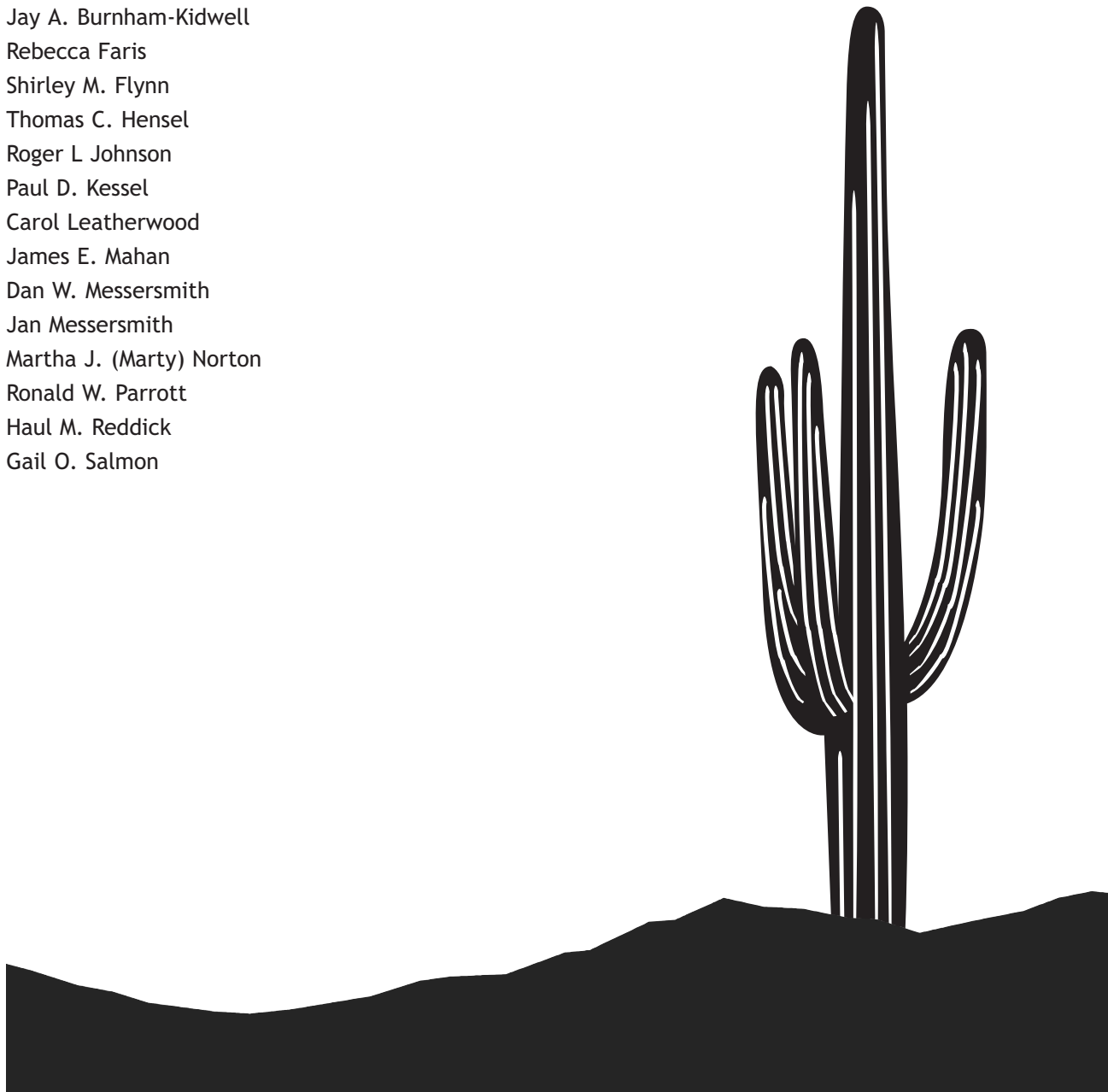
Jan Messersmith

Martha J. (Marty) Norton

Ronald W. Parrott

Haul M. Reddick

Gail O. Salmon

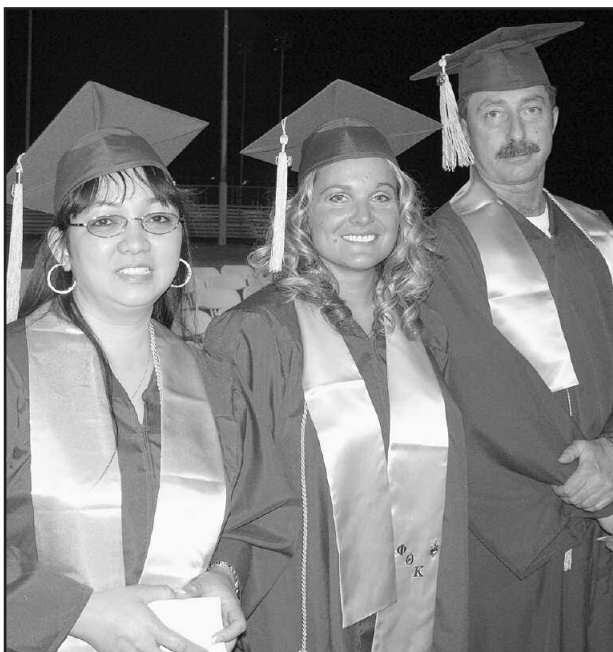


Mohave Community College Foundation, Inc.

Mohave Community College Foundation, Inc. was founded in 1977. It is a not-for-profit tax exempt 501(c)(3) entity consisting of four chapters that represent the major population areas of Mohave County and surrounding service areas.

Its **mission** is to assist Mohave Community College in growing as a vibrant and strong institution, enhancing community awareness of the College, and securing private contributions, bequests and donations for the betterment of the College and its students.

Its **leadership** is drawn from communities throughout Mohave County and surrounding communities in Arizona, California, Nevada and Utah. These leaders are cultivated from both the alumni of the College and selected, influential individuals for whom educational opportunities and excellence are important components for the quality of life in their communities. Their diversity and success provides for a dynamic mix in planning and management of the Foundation as it works toward supporting the educational missions and goals of Mohave Community College.



MCC Foundation Accomplishments...

- a total asset base of \$2.2 million in restricted and non-restricted funds
- cultivated planned gifts and trusts estimated at \$3.8 million
- raised over \$5,000,000 for prior capital building needs of the College
- raised and maintained over \$900,000 in endowed funds that provide an average of \$35,000 every year in scholarships to students
- raised and continues to raise thousands of dollars each year in scholarship funds that go directly to students
- conducted and continues to conduct various specific fundraising events to fund special equipment and improvement projects as requested by the College
- produced and continues to produce the Annual Festival of the Arts on Mother's Day weekend in Kingman - a scholarship fundraising event in its 28th year
- sponsored and continues to sponsor numerous College cultural and social events. (Which include: staff and student art exhibits, theatrical productions, Performing Arts and Discovery Series, student appreciation events and MCC Shines - a holiday light show.

Contact Information:

Mohave Community College Foundataion, Inc.
1971 Jagerson Avenue
Kingman, AZ 86409

Phone 928-757-0812

Fax 928-757-0882

Email danmes@mohave.edu
sgorter@mohave.edu



"It is an exciting time for the Bullhead Campus of Mohave Community College and the Foundation, as MCC prepares to open the new Automotive Training Center. We look forward to working with our community College to meet the rapidly growing student enrollment and service delivery demands of our communities. We THINK MCC, how about you?"

Olivia McCormick, BHC Chapter President.



"As Kingman Chapter President and county-wide Foundation President, I see how the College is positively impacted by the Foundation at both levels. The Foundation exists to help the College meet the goals and objectives set down by the College's Board of Governors. The Foundation's assistance provides both financial and community awareness and support. We truly believe that our work helps make a difference in the lives of our community and the quality of life for all our citizens."

Michael Gibelyou, Kingman Chapter President



"The Lake Havasu Chapter of the Foundation is justly proud of the many successes we have had in fundraising for the College. Our goal has always been to help the College become the best it can be and we will continue to work toward that goal. Students' access to higher education remains high on our priority list and we will continue to work to provide scholarships to ensure our students have that access."

Jo Navaretta, LHC Chapter President.



"As an alumnus of Mohave Community College's Nursing Program, I am grateful for the educational opportunities I had through Mohave Community College. I am a believer in the fact that dreams can become a reality and I will be working with my communities and Board to make new realities possible for many more students. Mohave Community College and Mohave Community College Foundation — together we can have a great positive impact on the lives of so many."

Diana Traveller, NMC Chapter President

MCC Student Handbook

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 Amnesty

Past academic performance may not, for a variety of reasons, be reflective of a student's subsequent demonstrated ability.

The Mohave Community College Academic Amnesty permits students to have up to two consecutive semesters of coursework excluded from figuring their academic standing, cumulative grade point average, and eligibility for degree or certificate completion. Academic Amnesty can be granted only once, and is irrevocable. It applies to all courses in the entire term. Since the student's complete record remains on the transcript, other institutions may consider all classes when a student transfers.

MCC students may petition for Academic Amnesty only for coursework taken at least five years previously. For example: A petition for courses taken in the Fall of 2004 cannot be submitted until the Fall of 2009. Petitions are available at the local campus Student Services Office. The petition should be submitted to the Registrar's Office.

Since academic amnesty may affect financial aid awards, students receiving financial aid should contact the Financial Aid Office prior to applying for amnesty.

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 president 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 Chancellor of Administration, Director of Human Resources and the Vice Chancellor 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. Please refer to ADA and college regulations pertaining to Service/Working Animal for a legal definition of an animal that is registered for service to a person with a disability. 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 a complete accounting of 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



MCC Student Handbook 2006-2007

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. See your advisor for more information or visit the website at: <http://az.transfer.org/cas>.

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 48.

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 will report the action to the appropriate division chair or program director. If the behavior continues, the Disruptive Student Procedure will be followed.

College-Related Complaints from Students

- Mohave Community College, in its goal to provide quality instruction and service, provides students access to appropriate College staff and administration to resolve questions, concerns, or complaints against MCC staff, policies, procedures or other actions or inactions of the College.
- Students are strongly encouraged to resolve any concern informally through the appropriate department or Division Chair, Director or College Dean.
- If needed, the Office of the Director of Student Services will direct the student to the appropriate department or Division Chair, Director or College Dean to initiate the informal process.
- The administrator will work with the student to resolve the student's question, concern or complaint.
- If the student is not satisfied with the discussion and any suggested resolution, the student may file a formal complaint.
- The student may contact the Director of Student Services to proceed with a formal written complaint.

MCC Student Handbook 2006-2007

A. Informal Complaint (Other than Faculty or Grade-related)

- The goal of the informal complaint process is to provide information to the student that answers the student's questions and concerns and/or to come to a resolution agreeable to the student and the College.
- The student shall discuss the complaint informally with the Division Chair, Director or College Dean. If the concern is in regards to the Division Chair or, the student may discuss the concern with the Campus President. The student may seek assistance through the process from the Director of Student Services.
- To address complaints in a timely fashion, a student must begin the informal process within 30 College working days of the alleged complaint.
- If the student believes the discussion and any suggested resolution through the Informal Process did not provide a resolution, the student may file a formal complaint with the Division Chair or Director, or the Director of Student Services for any student service related issues.

B. Formal Complaint (Other than Faculty or Grade-Related)

- If the student believes the decision offered through the Informal Process did not provide a resolution, the student may then use the Formal Complaint Process.
- Students may file a formal written complaint against the College. The formal complaint must be filed within 30 College working days from the date the informal resolution options were offered to the student.
- The Student Complaint Information Packet is available from the Director of Student Services. Students may call the Director of Student Services and have this information mailed to them.
- The formal complaint must contain the following information:
 1. Name of the student(s) filing the formal complaint.
 2. Name of the staff member the complaint is against.
 3. Statement of facts and nature of the formal complaint.
 4. Date(s) of the incident(s).
 5. Resolution being sought by the student(s).
 6. Student's signature.
- The student will submit the formal written complaint to the Division Chair, Director or College Dean. The Director of Student Services

will assist students to identify the appropriate Dean.

- The Division Chair, Director or College Dean will have ten (10) College working days to work with all parties to affect a resolution.
- If the resolution presented by the Division Chair, Director or College Dean is not agreed to, the student may appeal the resolution to the Campus President. The Campus President shall, within ten (10) College working days after the first receipt of the formal complaint, cause an investigation to be made of the unresolved complaint.
- The Campus President shall, within twenty (20) College working days after receipt of the formal complaint, inform the student of the results of the investigation and the decision in writing. The Campus President may recommend one or more of the following actions:
 1. Offer a resolution to the complaint.
 2. Dismiss the complaint.
 3. Take appropriate action.

NOTE: Any time limit herein may be extended by five (5) College working days with notice to the student. Timelines may be further modified by mutual agreement.

- The student may appeal to the appropriate Vice Chancellor. The appropriate Vice Chancellor will review documentation submitted with the appeal and from the Campus President's investigation and make a final decision within five (5) days of receiving the student's appeal. The appropriate Vice Chancellor will send a written notice to the Campus President and student of the final decision. The office of the appropriate Vice Chancellor will be the official repository of the records regarding the decisions or actions taken regarding the complaint.

Part-time & Full-time Faculty-Related Complaints from Students (not grade-related)

A. Informal Complaint

- The goal of the informal process is to provide information to the student that will assist the student and instructor in mutually resolving the concern or problem.
- The student may discuss the complaint informally with the faculty member, or the faculty member's supervisor. To address complaints in a timely fashion, students must begin the informal process within thirty (30) College working days of the alleged incident.
- When discussing concerns or complaints with an instructor it is most effective to arrange a time when the instructor is available for a confidential conversation. Full time instructors have posted

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office hours. At most campuses adjunct faculty may meet a student in an office provided by the adjunct faculty department. It may also be helpful for the student to organize his or her thoughts by writing down the concerns prior to the meeting. It is important to note that breaks in a faculty member's instructional service time may affect the resolution timeline (i.e., winter and/or spring break).

- If the student chooses to meet with the faculty member's supervisor, he or she should visit the instructional area or call the Division Chair, Director or College Dean to set up an appointment to talk with the instructor's supervisor. Information on where to find the instructor's supervisor is available at any student services office.

- If the student is not satisfied with the discussion and suggested resolution, the student may file a formal complaint against the faculty member. Any formal complaint must refer to actions of the Faculty member within the course and scope of his/her employment. A grade change request based strictly upon academic considerations shall not be considered a complaint against a Faculty member and must be filed in accordance with the Grade Complaints From Students Policy.

B. Formal Complaint

- If the student believes the decision offered by the faculty member or the faculty member's supervisor through the Informal Process did not provide a resolution, the student may then use the Formal Complaint Process.

- A student may file a formal written complaint against a faculty member. The formal complaint must be filed within thirty (30) College working days from the date the informal resolution options were provided to the student.

- The formal written complaint must be well defined, based on factual allegations, and as objective as possible. The following information is also required:

1. Name of the faculty member.
2. Statement of facts and nature of the formal complaint.
3. Date(s) of the incident(s).
4. Resolution being sought by the student(s).
5. Name of the student(s) filing the formal written complaint.
6. Signature of the student(s) and the date submitted.

- The student must submit the formal written complaint to the faculty member's Division Chair, Director, or College Dean.

- The faculty member's supervisor will have ten (10) College working days from the receipt of the formal written complaint to work with all parties to achieve a solution unless the faculty member is not available due to semester break and vacations. In those situations, the ten (10) days allowed for resolution will start and stop based on faculty contracts.

- If the resolution presented is not agreed to, the appropriate Division Chair, Director, or College Dean shall, within ten (10) College working days after receipt of the formal complaint, cause an investigation to be made of the unresolved complaint. During the Division Chairs', Directors' or College Deans' investigation, he/she shall meet separately with the different parties who may, if they desire, have a representative with them. The formal investigation shall include the Division Chair, Director, or College Dean, the faculty member, the student and/or any other person who has first-hand knowledge of the subject matter of the complaint, and/or each party's representative.

- The appropriate Division Chair, Director or College Dean shall, within twenty (20) College working days after receipt of the formal complaint, inform the student and all other parties of his/her decision in writing. The Division Chair, Director or College Dean may recommend one or more of the following actions:

- Offer a resolution to the complaint.
- Dismiss the complaint.
- Take appropriate action.

- The student may appeal to the Campus President. The Campus President will review documentation submitted with the appeal and from the Division Chair, Director or College Deans' investigation and make a final decision within five (5) days of receiving the student's appeal. The Campus President will send a written notice to the Division Chair, Director or College Dean and student of the final decision.

- After reviewing the appeal with the Campus President, the Vice Chancellor of Student Services has discretionary power to uphold, reverse or modify the recommendation.

- The decision of the Vice Chancellor of Student Services is final and completes the complaint at Mohave Community College. The office of the Vice Chancellor of Student Services will be the official repository of records regarding decisions or actions involving the complaint.

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Grade Complaints from Students

A. Informal Complaint

- The goal of the informal complaint process is to provide information to the student that answers the student's questions and concerns and/or to come to a resolution agreeable to the student and the college.
- A student who believes college academic regulations including college grading procedures and/or grading criteria have not been followed must first attempt to resolve the issue by discussing the differences of opinion with his/her instructor. If the parties agree, the matter may be informally discussed with the Division Chair or Director.
- If resolution is not reached through the informal process, the student may file a Formal Complaint (form may be obtained by contacting the Director of Student Services).
- In cases where the instructor cannot be contacted by registered mail, the Division Chair or Director for the same subject area, the Campus President and the Registrar may certify grade changes.

B. Formal Complaint

- The Formal Complaint procedure for Academic and Grade Regulations must be initiated within 90 days of the conclusion of the semester or session during which the student was enrolled in the course in which the grade is being challenged.
- Based upon professional judgment, the instructor is solely responsible for the semester/session grade assigned. No instructor may be directed to change a grade unless a mistake, fraud or bad faith by the instructor is proven; the burden of proof for the existence of mistake, fraud or bad faith on the part of the instructor is the responsibility of the student.
- The student shall submit to the instructor's Division Chair, Director or appropriate supervising administrator a written request asking for a meeting to resolve the complaint. The written request must include a detailed description of the grade complaint and appropriate documentation. The student must initiate this request within seven (7) working days of the student's informal meeting with the instructor. The Division Chair, Director or appropriate supervising administrator will convene a Mediation Hearing Committee within fourteen (14) working days of receipt of the formal request and relevant data supplied by the student.
- The Mediation Hearing Committee is composed of the faculty member, the student and the Division Chair or Director who serves as chair of

the committee.

- The faculty member and the student may have an on-campus representative if they choose. Meetings of the Mediation Hearing Committee will be closed to observers.
- If the issue cannot be resolved to the satisfaction of the instructor and the student at this step, the Mediation Hearing Committee Chair becomes responsible for deciding if the grade complaint is valid and what appropriate action will be taken. The Committee Chair's written decision and proposed action will be sent to the Campus President within seven (7) working days of the meeting date. Copies of the decision and proposed action will be sent to the student and instructor involved. If there is no appeal by either party, the action proposed by the committee chair will be taken.
- If either student or the instructor is dissatisfied with the decision or proposed action by the Mediation Hearing Committee Chair, an appeal may be made within seven (7) working days to the Campus President or designee. This appeal shall be submitted in the form of a written memorandum outlining the nature of and the basis for dissatisfaction with the decision or action taken. A copy of the appeal is to be given to the committee chair and the student or instructor, as appropriate. Once the Campus President or designee has received the appeal and a written answer from the committee chair, the Campus President will meet with the student and instructor, separately or together, at the Campus President's discretion within fourteen (14) working days to discuss the matter.
- The Campus President will prepare a written decision that will be sent to the student, to the committee chair, to the appropriate instructor, and to the Vice Chancellor of Instruction. After reviewing the appeal, the Vice Chancellor of Instruction has discretionary power to uphold, reverse, or modify the recommendation of the Mediation Hearing Committee Chair.
- The decision of the Vice Chancellor of Instruction is final and completes the procedure for a complaint about academic, or grading practices at Mohave Community College. The Office of the Vice Chancellor of Instruction will be the official repository of records regarding decisions or actions involving an Academic or Grade Regulations complaint.

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Computer Centers

Computer Learning Centers are available on the all MCC campuses.

- Computer systems are available for general student usage, 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 City campus	928-758-3926
J. Leonard and Grace	
Neal Campus - Kingman	928-692-3070
Lake Havasu City campus	928-680-5954
North Mohave campus	928-875-9138

Bullhead City, J. Leonard and Grace Neal Campus - 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 are 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.)

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 printouts of each and compare them. Please contact your local campus academic advisor for more information.

Disciplinary Action

Enrollment at Mohave Community College carries with

it obligations in regard to conduct, both in and out of the classroom. Students are responsible for abiding by the laws governing the college and are expected to observe standards of conduct set by the college.

Student misconduct will be handled through counseling by the Director of Student Services and/or disciplinary action by a campus president. 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 appropriate division chair or program director. 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.

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

J. Leonard and Grace
Neal Campus - Kingman 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

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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 Director of Student Services. After a Student Behavior Alert Form has been filed, the Director of Student Services, campus president and division chair will assess the student's issues and respond with suggested intervention. If further evaluation is needed, the Vice Chancellor of Student Services and the Vice Chancellor 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, distribution, possession or use of controlled substances in the workplace. While technically only those employees working in programs receiving federal aid or those students receiving Pell grants are subject to the law, 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 president.

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 president.

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. The 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.

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.

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- 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 each 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.

Hope Scholarship Tax Credit

Taxpayers may be eligible to claim a non-refundable Hope Scholarship credit against their Federal Income Tax. Taxpayers who want to claim the credit must meet certain requirements (See information in Federal Tax Guide). The Hope Scholarship may be claimed by taxpayers who pay registration/tuition and other fees for attending college on a half-time basis or more. This credit is designed to offset tuition costs incurred during the first two years of college. This credit is available for tuition and required fees billed. The credit may be reduced by financial aid awards including Pell grants, SEOG and institutional waivers, grants, scholarships and other forms of tax-free educational assistance. Any student enrolled in classes for credit at Mohave Community College will receive a 1098-T form. We strongly encourage students to seek professional advice regarding eligibility for this tax credit.

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 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

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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 a 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.

Exposure 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 or instructor.

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 Chancellor of Student Services - (928) 757-0810
1971 Jagerson Ave., Kingman, AZ 86409

Employee Inquiries

Director of Human Resources - (928) 757-0829
1971 Jagerson Ave., Kingman, AZ 86409

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 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

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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 to 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 Office of Institutional Effectiveness 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.

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.

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 president.

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 president.

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.

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.

J. Leonard and Grace Neal Campus - Kingman

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 chancellor, 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.

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Service/Working Animals

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 any Mohave Community College Campus are required to provide to the director of disability services documentation regarding the disability and the assistance provided by the service animal as recommended by the individual's physician or healthcare provider. MCC requests that this information be provided before the animal is used as a service animal on any of its campuses. See any MCC library for the complete information regarding Service Animals and 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 president before soliciting on any MCC campus.

Student Club 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.

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
- 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 the Director of Student Services.
- Find at least five other currently enrolled students who are also interested in becoming a charter member of the club.
- Find an advisor who is a full-time employee at the college.
- Write a constitution for the club.
- Submit the constitution to the Director of Student Services 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 functions and actions.
- Obtain approval from the Campus President 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 Chancellor of Student Services. The fundraising form can be found in the Leadership Handbook which is located online at the MCC website.
- 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.

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Club Travel Guidelines

- All clubs are to follow established travel procedures, and current handbooks containing travel procedures will be revised to include club use of college resources. Procedures include submitting travel request forms no less than 15 days prior to travel.
- An advisor must always be present with the club and responsible for travel arrangements, driving assignments and club activities.
- 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 president.
- MCC will pay for advisor's travel expenses with the approval of the campus president.

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

Furtheres 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.

ASL Flying Fingers

The American Sign Language Club endeavors to increase enthusiasm for the language of ASL, to build skills among present and past students and to give curious future ASL students a place to explore the language and culture of Deafness in a friendly and accepting environment. Membership is open to all students, faculty, staff, and alumni of Mohave Community College.

Chi Sigma - Christian Student Association

Builds a fellowship of Christian students in action.

Computer Club - MC⁴

Increases the awareness of occupational opportunities in the computer field and participate in LAN events. Visit MC⁴ at <http://mc4.mohave.edu>

Phi Theta Kappa (PTK)

International honor society for students who excell academically. Membership by invitation based on qualification. Promotes scholarship and the development of leadership and service.

Science Club

The purpose of the club shall be to create an environment in which social, physical, intellectual and career dimensions within the sciences can be explored and exercised. To foster a sense of pride, unity, and leadership by engaging students in scientific activities that benefit our campus as well as/or local community.

Student American Dental Hygienists' Association (SADHA)

The Student American Dental Hygienists' Association (SADHA) is a branch of the American Dental Hygienists' Association, the national organization that represents the profession of dental hygiene. The mission of SADHA at MCC is to encourage community dental health awareness, class camaraderie and dental hygiene scholarship. Membership in the club is open to all dental hygiene students.

Student Government/Organizations

The Student Government Association (SGA) Constitution and Bylaws were approved by the Mohave Community College Board of Governors

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on March 13, 1975 and the students ratified the constitution by a special election held in the spring of 1975. Officers are elected annually.

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 or organizations: (1) provides practical 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 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's 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 assign-

ments, 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 violates 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 - Campus Connect

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.

Using the Student Information System:

1. Go to: www.mohave.edu
2. Go to the CURRENT STUDENTS button.
3. Click on CAMPUS CONNECT.

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4. Click on CAMPUS CONNECT again.
5. Enter Student ID number
6. 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.

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 Institutional Effectiveness. 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).

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 chancellor/designee
3. Any person otherwise approved by the chancellor/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 Director of Student Services.

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 President approval.

Academic Year

Divided into a fall semester, spring semester and a summer session.

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 successfully complete a

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specified group of courses in an approved program of instruction with no less than a "C" average (2.00 GPA). 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.

Degrees

MCC is a two-year college and offers associate degrees to students who successfully 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. Includes 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, For example, business, computers, English, etc.

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.

President'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.

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.

Satisfactory Completion of a Course

A course is satisfactorily completed when a student earns the equivalent of a grade of "C" or better. This applies to zero-level courses, and as such, students will receive a transcribed grade of "S".

Semester

Fall and spring semesters are 15.5 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).

Successful Completion of a Course

A course is successfully completed when a student earns a grade of "C" or better. This applies to 100 and 200 level credit courses.

Summer Session

Summer session 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.

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.

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