



Congratulations on making the wise decision to further your education at Mohave Community College.

Higher education is always a rewarding choice. It directly contributes to increased income and opportunities for advancement. It provides the knowledge and skills to pursue a career and not just another job.

Indirectly, higher education enhances quality of life. Well-educated people are healthier, live longer and have more leisure time with family. A well-rounded education contributes to a better understanding of the ever-shrinking global world in which we live and helps to develop imaginations, creativity and problem solving skills.

MCC is also a wise choice. You are guaranteed admission to MCC, and if you need a refresher in math or English to be ready for college-level work, courses are available.

You'll enjoy small classes at MCC and have easy access to your instructors. If you run into problems with one of your classes, you can get supplemental instruction from your instructor or take advantage of the professional tutors at the learning center on each campus.

The general education classes you take at MCC are equivalent to those offered at the state universities and transfer seamlessly when you are ready to go on for a bachelor's degree. In addition to the state universities in Arizona, MCC has transfer agreements with more than a dozen other universities nationwide.

By starting your education at MCC, before going on to a university, you will save thousands of dollars in tuition alone. If you simply complete the 35-hour Arizona General Education Curriculum core classes, you'll save more than \$6,000. If you earn an associate's degree at MCC before transferring to a university, you'll save more than \$12,000.

If you take advantage of the 90-30 partnership between MCC and Northern Arizona University and take three-quarters of your classes at MCC, you'll save more than \$19,000.

An MCC academic advisor can help you determine the education path that will not only put you into a rewarding career, but will create a higher quality of life for you, your children and future generations.

We look forward to seeing you at MCC.

Sincerely,

Michael J. Kearns  
President

### MCC Mission Statement

The mission of Mohave Community College is to be a learning-centered college, serving all constituencies, inspiring excellence through innovative learning methodologies and empowering students to succeed.

### MCC Vision Statement

Mohave Community College is recognized as the center of educational, cultural and civic activities by the communities it serves.

### MCC Goals

**Educational:** Mohave Community College supports an academic learning-centered community through implementation of quality teaching initiatives, professional development, integration of learning technology, development of partnerships, delivery of effective student support services, and by providing accurate information and advising.

**Cultural:** Become a conduit between businesses, organizations, foundations and the arts to strengthen understanding of the world through education.

**Civic:** Promote active citizenship within the college community.

**Resources:** Provide resources needed to achieve the mission and vision.

### MCC Accreditations

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

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

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

## Board of Governors



**Jerry Ambrose,  
President**



**Julie Bare,  
Secretary**



**Kathleen Hodel,  
Trustee**



**Travis Lingenfelter,  
Trustee**



**Judy Selberg,  
Trustee**

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

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

Mohave Community College has been The Physical Therapist Assistant Program at Mohave Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; phone: 703.706.3245; e-mail: accreditation@apta.org; website: www.capteonline.org.

### Equal Opportunity Policy Statement

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

### Americans With Disabilities Act (ADA) Policy Statement

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

### Safety on Campus

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

## MCC Values Statements

### 1. Building a Better Tomorrow through Learning

Learning is the core of the Mohave Community College mission. We acknowledge the importance of continuous learning to ensure the best possible future for everyone.

### 2. Accountability for the Future

The decisions made today affect individuals in the future. At Mohave Community College, we accept responsibility for our actions and decisions. We hold ourselves accountable to our students, our communities, and to the generations who come after us. MCC decisions will be designed to fulfill our vision for the future, aiming to achieve reliable, long-term improvements over short-term expediency.

### 3. Integrity

We remain committed to our values. Our decisions are consistently and courageously made in alignment with our convictions. We consciously foster an atmosphere of openness and trust, making data-driven decisions that are balanced by a cultivated sense of compassion.

### 4. Responsiveness

We take pride in flexibly responding to our changing environment, promptly providing programs that are needed by our students and communities.

### 5. Quality

We aim for excellence in all that we do while embracing the concept of efficiency.

**6. Providing a Supportive Environment**

Mohave Community College is committed to student success. We show respect to all and work to overcome barriers to honesty, trust and sincerity. We take pride in providing friendly service to our students and communities.

**7. Having Fun**

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

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

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

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

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# MCC Phone Directory/Campus Locations

## Academic Advising

BHC . . . . .	928.758.3926
LHC . . . . .	928.505.3389
NCK . . . . .	928.757.0877
NMC . . . . .	928.875.2799
DE . . . . .	928.757.0860

## Adult Basic Education

BHC . . . . .	928.758.2420
LHC . . . . .	928.505.3332
NCK . . . . .	928.692.3040
NMC . . . . .	928.875.2799

**Angel™ Assistance** 1.866.749.8239

## Bookstore

BHC . . . . .	928.704.9403
LHC . . . . .	928.680.5908
NCK . . . . .	928.692.3006
NMC . . . . .	928.875.2799

**Bursar's Office** . . . . 928.757.0816

## Campus Switchboards

BHC . . . . .	928.758.3926
LHC . . . . .	928.855.7812
NCK . . . . .	928.757.4331
NMC . . . . .	928.875.2799

## Career & Technical

### Education Coordinator

BHC . . . . .	928.758.3926
LHC . . . . .	928.302.5326
NCK . . . . .	928.505.3389
DE . . . . .	928.681.5649

### Career Services

BHC . . . . .	928.758.1406
LHC . . . . .	928.680.0633
NCK . . . . .	928.757.0854
NMC . . . . .	928.875.9116

## Computer

**Help Desk** . . . . . 1.866.749.8239

**Dental Hygiene** . . . . 928.704.7797

**Distance Education** . 928.757.0867

## English Language Learners

BHC . . . . .	928.704.7796
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## Financial Aid

BHC . . . . .	928.758.8407
LHC . . . . .	928.505.3389
NCK . . . . .	928.757.0855
NMC . . . . .	928.875.9116

## Academic Chair

BHC . . . . .	928.704.9435
LHC . . . . .	928.505.3388
NCK . . . . .	928.692.3041
DE . . . . .	928.681.5649

**Human Resources** . . 928.692.3074

## Library Services

BHC . . . . .	928.758.2420
LHC . . . . .	928.435.5809
NCK . . . . .	928.757.0856
NMC . . . . .	928.875.2799

## Physical Therapist

### Assistant Program

LHC . . . . .	928.505.3347
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## Pre-College Studies

BHC . . . . .	928.758.2420
LHC . . . . .	928.505.3332
NCK . . . . .	928.692.3040
NMC . . . . .	928.875.2799

## Career Services

BHC . . . . .	928.758.1406
LHC . . . . .	928.680.0633
NCK . . . . .	928.757.0854
NMC . . . . .	928.875.9116

## Registration by Phone

### (Community Outreach Only)

MCC Toll-free . . . . .	866.664.2832
BHC . . . . .	928.758.1139
LHC . . . . .	928.453.1139
NCK . . . . .	928.757.0839
NMC . . . . .	928.875.9125

## Registration Information

BHC . . . . .	928.704.5092
LHC . . . . .	928.453.1139
NCK . . . . .	928.757.0839
NMC . . . . .	928.875.2799
DE . . . . .	928.757.0867

## Small Business

### Development Center (SBDC)

NCK . . . . .	928.757.0894
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## Student Services

BHC . . . . .	928.704.7799
LHC . . . . .	928.505.3389
NCK . . . . .	928.757.0877
NMC . . . . .	928.875.9116
DE . . . . .	928.757.0860

## Surgical Technology

LHC . . . . .	928.505.3374
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## Testing Center

BHC . . . . .	928.704.5089
LHC . . . . .	928.302.5321
NCK . . . . .	928.692.3046

**Transcripts** . . . . . 928.757.0847

## Tutoring &

### Supplemental Instruction

BHC . . . . .	928.758.3926
NCK . . . . .	928.681.5642
LHC . . . . .	928.302.5342
NMC . . . . .	928.875.2799

## Veterans Educational Benefits

BHC . . . . .	928.758.1406
LHC . . . . .	928.680.0633
NCK . . . . .	928.681.5668
NMC . . . . .	928.875.9116
DE . . . . .	928.632.3025

## Bullhead City Campus (BHC)

3400 Highway 95  
Bullhead City, AZ 86442  
928.758.3926

## Distance Education (DE)

1971 Jagerson Avenue  
Kingman, AZ 86409  
928.757.0867

## Lake Havasu City Campus (LHC)

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

## Neal Campus - Kingman (NCK)

1971 Jagerson Avenue  
Kingman, AZ 86409  
928.757.4331

## North Mohave Campus (NMC)

480 S. Central  
Colorado City, AZ 86021  
928.875.2799 1.800.678.3992

## Admission Information

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

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

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

### Arizona Revised Statutes that Pertain to Admission and Residency Status

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

### Arizona Law (ARS §15-1801) Definitions

In this article, unless the context otherwise requires:

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



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

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

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

- A. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
- B. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
  1. The person’s parent’s domicile is in this state and the parent is entitled to claim the person as an exemption for state and federal tax purposes.
  2. The person is an employee of an employer that transferred the person to this state for employment purposes or the person is the spouse of such an employee.
  3. The person is an employee of a school district in this state and is under contract to teach on a full-time basis or is employed as a full-time noncertified classroom aide at a school within that school district. For the purposes of this paragraph,

## Attending MCC



the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.

4. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a noncitizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.
- C. The domicile of an unemancipated person is that of the person's parent.

- D. Any unemancipated person who remains in this state when the person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as the person maintains continuous attendance.
- E. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. A spouse or a dependent child does not lose in-state student classification under this subsection if the spouse or dependent child qualifies for in-state tuition classification at the time the spouse or dependent child is accepted for admission to a community college under the jurisdiction of a community college district governing board or a university under the jurisdiction of the Arizona board of regents. The student, while in continuous attendance toward

the degree for which currently enrolled, does not lose in-state student classification.

- F. A person who is a member of the armed forces of the United States or the spouse or a dependent as defined in section 43-1001 of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of legal residence for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of a community college district governing board. For the purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
- G. A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:
  1. Declared Arizona as the person's legal residence with the person's branch of service at least one year prior to discharge from the armed forces.
  2. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, includes at least one of the following:
    - (a) An Arizona driver license.
    - (b) Arizona motor vehicle registration.
    - (c) Employment history in Arizona.
    - (d) Arizona voter registration.
    - (e) Transfer of major banking

services to Arizona.

- (f) Change of permanent address on all pertinent records.
- (g) Other materials of whatever kind or source relevant to domicile or residency status.

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

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

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

A. Unless the contrary appears to the satisfaction of the registering authority of the community college or university at which a student is registering, it shall be presumed that:

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by subsection B for community college students or as defined by the Arizona board of regents for university students, in the absence of a clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
3. A person who has been domiciled in this state immediately prior to becoming a member of the armed forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the armed forces of the United States.

B. For the purposes of this section, "full-time student" means a

community college student who registers for at least twelve semester hours per semester at a community college in this state.

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

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

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

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

1. Admission to the community colleges in this state shall be granted to any student who is under eighteen years of age and who achieves one of the following:
  - (a) A composite score of 93 or more on the preliminary scholastic aptitude test.
  - (b) A composite score of 930 or more on the scholastic aptitude test.
  - (c) A composite score of twenty-two or more on the American college test.
  - (d) A passing score on the relevant portions of the Arizona instrument to measure standards test.
  - (e) The completion of a college placement test

designated by the community college district that indicates the student is at the appropriate college level for the course.

(f) Is a graduate of a private or public high school or has a high school certificate of equivalency.

2. A community college may limit the number of semester hours in which the student may enroll to not more than six credit hours.

3. Home schooled students are exempt from this subsection.

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

## Classification of Students

### Freshman

A freshman is a student who has successfully completed 27 or fewer undergraduate semester hours of college credit.

### Sophomore

A sophomore is a student who has successfully completed 28 or more undergraduate semester hours of college credit.

### Part-Time Student

A part-time student is a student that is enrolled in fewer than 12 undergraduate semester hours of college credit.

### Full-Time Student

A full-time student is a student that is enrolled in 12 undergraduate semester hours of college credit.

## Attending MCC



### Residency Requirements

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

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

### Western Undergraduate Exchange (WUE) Residency Status

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

- Some MCC programs are not eligible for the WUE tuition rates. See WUE Tuition rates for details on page 14.
- Full-time enrollment under WUE status does not count toward establishing Arizona residency for tuition purposes.

### Foreign Credit

MCC does not evaluate transcripts from colleges/universities outside of the United States. Students wishing to have credits from these institutions transferred to MCC must have their transcripts evaluated by a foreign education credential service. Currently, MCC requires the use of Academic Credentials Evaluation Institute, Inc. (ACEI). Students must request a COMPREHENSIVE evaluation from ACEI. Information on this evaluation service can be found at [www.acei1.com](http://www.acei1.com). An official, sealed copy of the evaluation must be submitted directly from ACEI to MCC's Office of the Registrar. Final determination of transfer credit will then be made by that office.

### Formal Military Education/ Training Credit

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

### Tech Prep Credit

Mohave Tech Prep links structured high school programs with MCC. Juniors and

seniors can take Tech Prep courses at participating high schools that have a specific course articulation agreement with MCC. Students who pass these courses with a grade of "B" or better are eligible for awarded Tech Prep credit.

Participating high schools include: Kingman High School, Lake Havasu High School, Mohave High School, River Valley High School and El Capitan High School.

### Transferring Credits From Other Institutions

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

The Office of the Registrar will evaluate these transcripts to determine what credit will be granted for transfer courses that satisfy MCC degree and certificate requirements. The registrar has final authority in the decision of course transferability.

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

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

*An example follows:*

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



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

Science, allied health, computer and other technical courses taken 10 or more years ago do not transfer and must be retaken. Fire Science, Emergency Medical Services, Administration of Justice Studies, and Early Childhood Education courses taken 5 or more years ago do not transfer and must be retaken.

If a student's cumulative GPA was below 2.0 at a previous college/university, the student will be admitted to MCC on academic probation. (See page 25 of this catalog.)

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

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

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

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

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

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

## International Students

Mohave Community College is authorized under federal law to enroll non-immigrant, alien students who wish to attend MCC on an F-1 student visa. All required documentation must be received by the appropriate deadlines in order for an F-1 visa student to be considered for admission into MCC.

Acceptance into specific MCC programs does not constitute acceptance into MCC as an F-1 visa student. This designation comes only from the Office of the Registrar.

For more information and a listing of required documentation and deadlines, interested persons must send a written request to:

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

## Course Placement Assessment

Mohave Community College wants students to be successful in their courses. The assessment screening is a way for MCC to determine student readiness for college courses, especially those that require minimum skill levels in reading, English composition or mathematics. A minimum reading score of 70 is needed for placement into all 100-level courses.

## Assessment Services

Each campus at Mohave Community College (MCC) has an assessment center where students can take the Compass placement and other assessments as assigned by individual programs. 100-level courses with a prerequisite of PCS 021, requires a COMPASS minimum reading score of 74. 100-level courses with no prerequisite requires a COMPASS minimum reading score of 70.

## Academic Advising

Advising services are delivered by both staff advisors and faculty members, and are available at all campuses to support a student's academic goals. An advisor is assigned to a student when a program or major is declared.

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

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

## Catalog Choice

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

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

Students who do not meet the minimum enrollment standards stipulated above during two consecutive semesters (fall/spring or spring/fall) are no longer considered enrolled in an ongoing status and must

## Attending MCC

meet the requirements of the MCC catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of ongoing enrollment after readmission.

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

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

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

### Academic Advising for Transfer Students

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

### Registering for Classes

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

Registration is regarded as a commitment

to comply with all regulations of the college. Students may not attend classes until they are officially registered in those classes.

### Registration for Students New to College

All students who are new to college and intend to take credit courses are required to attend a New Student Orientation before registering for classes. Students who register for 12 or more credit hours or who register for 6 or more credits and test into transitional courses must also include a student success course in the first semester's enrollment. Visit with an academic advisor for more information.

### On-Campus Registration

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

### Online Registration

Online registration is now available for all continuing MCC students.

- STEP 1.** Go to [www.mohave.edu](http://www.mohave.edu)
- STEP 2.** Log in to the MyCampus Portal
- STEP 3.** Log in to EX WEB and follow the instructions to add new courses.
- STEP 4.** Payments will be made by credit card.

### Telephone Registration

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

- STEP 1.** Before calling, refer to the class schedule and have the following information ready:
  - Social Security Number and/or MCC Student ID number
  - Date of Birth

- Course numbers (Example: PSY 101, BUS 204)
- Credit card number and expiration date (MCC accepts VISA, MasterCard, Discover and American Express).

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

MCC Toll-free	866.664.2832
Bullhead City Campus	928.758.1139
Lake Havasu City Campus	928.453.1139
Neal Campus - Kingman	928.757.0839
North Mohave Campus	928.875.2799
North Mohave Campus Toll-free	800.678.3992
Distance Education	928.757.0867

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

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

### Add/Drop

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

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

See the academic calendar in the front of this catalog for Add/Drop dates.

### Withdrawal (W)

It is the student's responsibility to withdraw from a class. Ceasing to attend the class does not constitute a withdrawal. Students who stop attending their classes and do not follow the withdrawal procedure will receive the grade earned for all assignments and exams given during the entire course. This grade could be an "U" or an "F". Withdrawals are non-refundable.

See the academic calendar for the specific withdrawal dates for this academic year.

### Withdrawal Procedure for "On Ground" Courses

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

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

### Withdrawal Procedure for ITV and Online Courses

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

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



### Students Living within the Commutable MCC District

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

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

1. The student must use his/her MCC e-mail account to inform the instructor (through the instructor's MCC e-mail account) of the intent

to withdraw from the course.

2. The student must print a copy of that e-mail and attach it to the withdrawal form.
3. The student must bring the withdrawal form to Enrollment Services with the copy of the e-mail that was sent to the instructor.
4. Once the instructor has been informed of the intent to withdraw, the instructor must e-mail Enrollment Services at the appropriate e-mail address and copy the student with the student's withdrawal grade, either a WP or WF.

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

### Administrative Withdrawal (WR Grade)

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

**WR2** Non-payment of tuition and fees

## Attending MCC

**WR3** Disruptive behavior

**WR4** Deceased

### Repeating Classes

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

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

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

### Students may repeat as necessary:

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

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

### Auditing Classes (AU Grade)

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

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

student is accepted into the program as a formal student.

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

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

### Independent Study

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

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

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

### Dual Enrollment Opportunities

Area high schools and Mohave Community College may offer college courses during the school day that can be counted toward both high school and college graduation requirements.

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

### Career/Tech Prep

The Association for Career and Technical Education of Arizona (ACETE AZ) is dedicated to the advancement of Career and Technical Education learning that prepares youths and adults for careers in a global competitive workforce. For more information, see an area high school guidance counselor or a local campus student services representative. Tech-prep credit is non-transferable.

## Tuition, Fees and Payment

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

### In-State Tuition Rates

In-state student tuition will be **\$69** per credit hour during the 2010-2011 academic year.

**Example:** A one-credit course will cost \$69. A three-credit course will cost \$207.

### Out-of-State Tuition Rates

Out-of-state students will be charged 300 % of the in-state tuition rate. Technology, course, and laboratory fees are the same as for in-state students.

**Example:** A one-credit course will cost \$207. A three-credit course will cost \$621.

### Western Undergraduate Exchange (WUE) Tuition Rates

Students qualifying for the WUE tuition rates will pay 150% (\$104) of the in-state tuition rate. Technology, course, and laboratory fees are the same as for in-state students.

**Example:** A three-credit course will cost \$312 (3 x \$104)  
MCC excludes Allied Health courses with

the following prefixes from the 150% in-state tuition rate: CHD, DEH, EMS, NUR, PTA, SGT. The WUE tuition rate for these courses is 300% of the in-state rate.

**Senior Citizen Tuition Rate**

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

Tuition for credit courses is set at 50% of the regular tuition as set by the Governing Board. All fees for credit courses (Technol-

ogy fees, lab fees, etc.) are set at 100% as listed in the official catalog.

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

**Program, Testing, Administrative & Course Fees**

**Technology Fee** - In addition to regular tuition and fees, a \$6 fee will be charged per credit hour. All tuition and fees are to be paid at the time of registration. Some programs, courses and activities at MCC have additional fees associated with them. Please see pages 16-17 for a complete list of fees.

**Student Activity Fee** - In addition to regular tuition and fees, a \$2 fee will be charged per credit hour.

**Per Semester Fees**

Dental Hygiene (DEH) Program (Fall & Spring)	.. . . \$2,750**
Nursing Program Fee	.. . . . \$1,200
Paramedic to RN Program Fee (Summer, Fall & Spring)	.. \$1,200
Physical Therapist Assistant (PTA) (Fall & Spring)	.. . . . \$1,850
Auditing a Course	.. . . . \$10/credit hour

**Program Fees**

Fire Science Academy Fee (FSC)	.. . . . \$2,910***
Physical Therapist Assistant (PTA)	.. . . . \$1,850
Truck Driver Training (TDT)	.. . . . \$4,300****

**Administrative Fees**

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

**Nelnet Fees**

Payment Plan (2-6 Payments)	.. . . . \$25
Payment Plan (7-12 Payments)	.. . . . \$45
Returned Checks	.. . . . \$25

**Testing Fees**

	Student Fee	Non-Student Fee
Biology Competency Exam	\$25	\$25
CLEP Administration Fee (3+ credits)	\$30	\$55
CLEP Collected at time of test	\$72	\$72
Compass Test and Retest	\$0	\$0
Test of Essential Academic Skills (TEAS)		
(Nurse's Entrance Test)	\$40	\$50
Credit by Examination	Tuition	
EMS 122, 220, 222, Practical Exams	\$50	
EMS Recertification Challenge Practical Exam	\$100	
EMS Recertification Challenge Written Exam	\$40	
<b>EMS 244</b>		
Practical Examination	\$150	
National Registry Certification		
Application & Testing Time (1X)	\$110	
National Registry Advanced	\$110	
Practical Examination	\$100	\$150
EMS National Registry Adv. Practical Retest	\$45	\$100
Exams from Other Schools	\$25	\$50
Fire Fighter Entrance Exam	\$50	\$50
Health Occupations Basic Entrance Test	\$40	\$50
Work Keys Test	\$10	\$10
WIN Modules	Tuition	

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

\* Activity Fee does not apply to the Truck Driver Training and Precollege Studies programs.  
 \*\* First semester Dental Hygiene fee includes a non-refundable \$500 deposit paid at time of application.  
 \*\*\* Includes Tuition, Technology Fee.  
 \*\*\*\* Program Fee includes tuition and books. (Other charges may apply and will be assessed directly by SAGE.)

## Course Fees

### Automotive Collision Repair Technology

ACT111	Metal Welding and Cutting . . . . .	\$165.00
ACT121	Non-Structural Repair Preparation . . . . .	\$165.00
ACT123	Metal Finishing and Body Filling . . . . .	\$165.00
ACT141	Refinish Safety . . . . .	\$55.00
ACT142	Surface Preparation I . . . . .	\$110.00
ACT143	Spray Equipment Operation . . . . .	\$110.00
ACT150	Panel Repair and Replacements . . . . .	\$165.00
ACT151	Structural Damage Diagnosis . . . . .	\$165.00
ACT152	Structural Damage Repair . . . . .	\$165.00
ACT153	Refinishing . . . . .	\$235.00
ACT160	Fixed Glass, Plastics, and Adhesives . . . . .	\$275.00
ACT205	Estimating and Shop Management . . . . .	\$165.00
ACT211	MIG Welding and Cutting II . . . . .	\$110.00
ACT231	Advanced Structural Damage Diagnosis & Repair . . . . .	\$165.00
ACT237	Automotive Collision Technology Lab . . . . .	\$165.00
ACT241	Paint Defects - Causes and Cures . . . . .	\$165.00
ACT242	Surface Preparation II . . . . .	\$110.00
ACT243	Refinishing II . . . . .	\$235.00
ACT244	Final Detail . . . . .	\$110.00

### Art

ART111	Design I . . . . .	\$15.00
ART112	Design II . . . . .	\$15.00
ART113	The Science Of Color . . . . .	\$15.00
ART121	Drawing I . . . . .	\$15.00
ART125	Painting I . . . . .	\$15.00
ART126	Painting II . . . . .	\$15.00
ART128	Watercolor I . . . . .	\$15.00
ART129	Watercolor II . . . . .	\$15.00
ART151	Basic Black & White Photography . . . . .	\$30.00
ART152	Basic Photography . . . . .	\$30.00
ART171	Ceramics I . . . . .	\$60.00
ART172	Ceramics II . . . . .	\$60.00
ART175	Sculpture I . . . . .	\$45.00
ART176	Sculpture II . . . . .	\$45.00
ART221	Drawing II . . . . .	\$15.00
ART223	Figure Drawing I . . . . .	\$60.00
ART251	Intermediate Photography . . . . .	\$30.00
ART256	Digital Photography I . . . . .	\$30.00

### Automotive Service Technology

ASE111	Electrical/Electronic Systems I . . . . .	\$82.00
ASE112	Electrical/Electronic Systems II . . . . .	\$123.00
ASE113	Electrical/Electronic Systems III . . . . .	\$82.00
ASE132	Automotive HVAC Systems . . . . .	\$123.00
ASE141	Automotive Engines I . . . . .	\$123.00
ASE142	Automotive Engines II . . . . .	\$164.00
ASE151	Automotive Ignition Systems . . . . .	\$82.00
ASE152	Intake and Exhaust Systems . . . . .	\$82.00
ASE153	Fuel Delivery Systems I . . . . .	\$82.00
ASE154	Fuel Delivery Systems II . . . . .	\$82.00
ASE255	Emission Control Systems . . . . .	\$41.00
ASE256	On-Board Diagnostic Systems I . . . . .	\$82.00
ASE257	On-Board Diagnostic Systems II . . . . .	\$82.00
ASE260	Manual Transmission Systems . . . . .	\$82.00
ASE271	Automatic Transmission Systems I . . . . .	\$123.00
ASE272	Automatic Transmission Systems II . . . . .	\$82.00
ASE281	Brake Systems I . . . . .	\$125.00
ASE282	Brake Systems II . . . . .	\$125.00

ASE291	Suspension and Steering I . . . . .	\$125.00
ASE292	Suspension and Steering II . . . . .	\$125.00

### Astronomy

AST101	Introductory Astronomy . . . . .	\$30.00
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### Biology

BIO100	Biology Concepts . . . . .	\$40.00
BIO160	Human Structure and Function . . . . .	\$40.00
BIO181	General Biology (Majors) I . . . . .	\$40.00
BIO182	General Biology (Majors) II . . . . .	\$40.00
BIO201	Anatomy And Physiology I . . . . .	\$40.00
BIO202	Anatomy And Physiology II . . . . .	\$40.00
BIO205	Microbiology . . . . .	\$50.00
BIO290	Field Biology I . . . . .	TBD
BIO291	Field Biology II . . . . .	TBD

### Chemistry

CHM130	Fundamental Chemistry . . . . .	\$40.00
CHM140	Fundamental Organic and Biochemistry . . . . .	\$50.00
CHM151	General Chemistry I . . . . .	\$40.00
CHM152	General Chemistry II . . . . .	\$40.00
CHM235	General Organic Chemistry I . . . . .	\$50.00
CHM236	General Organic Chemistry II . . . . .	\$50.00

### Culinary Arts

CUL111	Introduction to Culinary . . . . .	\$705.00
CUL112	Techniques of Healthy Cooking . . . . .	\$340.00
CUL113	Saucier . . . . .	\$340.00
CUL114	Baking . . . . .	\$340.00
CUL115	Sanitation and Safety . . . . .	\$40.00
CUL116	Supervisory Management . . . . .	\$40.00
CUL117	Purchasing and Receiving . . . . .	\$40.00
CUL118	Hospitality and Culinary Marketing . . . . .	\$40.00
CUL211	Food and Beverage Cost Control . . . . .	\$40.00
CUL212	American Regional Cuisine . . . . .	\$340.00
CUL213	International Cuisine . . . . .	\$340.00
CUL214	Hospitality and Culinary Law . . . . .	\$40.00

### Dental Assisting

DAE105	Dental Infection Control . . . . .	\$50.00
DAE106	Dental Assisting Radiography (includes certification exam fees) . . . . .	\$490.00
DAE107	Dental Assisting I . . . . .	\$150.00
DAE108	Dental Assisting II . . . . .	\$150.00
DAE109	Dental Assisting Materials . . . . .	\$175.00
DAE120	Dental Specialities . . . . .	\$200.00

### Electrical

ELC110	Electrical Wiring . . . . .	\$40.00
ELC111	Residential Wiring . . . . .	\$40.00
ELC200	Grounding & Bonding . . . . .	\$20.00
ELC205	Relay Control Systems . . . . .	\$40.00
ELC210	Commercial/Industrial Electricity I . . . . .	\$40.00
ELC211	Commercial/Industrial Electricity II . . . . .	\$40.00
ELC220	Electrical Motors and Controls . . . . .	\$40.00
ELC221	Low Voltage Systems . . . . .	\$40.00

### Emergency Medical Services

EMS120	First Aid . . . . .	\$20.00
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EMS122	First Responder . . . . .	\$40.00
EMS 200	EMS Instructional Strategies . . . . .	\$45.00
EMS220	First Responder Refresher . . . . .	\$10.00
EMS222	Basic EMT . . . . .	\$100.00
EMS225	Refresher EMT . . . . .	\$20.00
EMS240	Paramedic I. . . . .	\$120.00
EMS241	Paramedic II . . . . .	\$180.00
EMS242	Paramedic III . . . . .	\$195.00
EMS243	Paramedic IV . . . . .	\$380.00
EMS244	Paramedic V . . . . .	\$160.00
EMS248	Paramedic Refresher . . . . .	\$75.00
EMS250	Trauma Life Support . . . . .	\$80.00
EMS251	Pediatric Education for Pre-hospital Professionals (Basic Life Support). . . . .	\$20.00

**Environmental Science**

ENV101	Environmental Science . . . . .	\$40.00
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**Geography**

GHY212	Introduction to Meteorology . . . . .	\$40.00
GHY213	Climate Studies. . . . .	\$40.00

**Geology**

GLG101	Physical Geology. . . . .	\$40.00
GLG102	Historical Geology. . . . .	\$40.00
GLG110	Environmental Geology/Natural Disaster. . . . .	\$40.00
GLG140	Oceanography . . . . .	\$40.00

**Heating, Ventilation and Air Conditioning**

HVA105	Fundamentals Of Refrigeration . . . . .	\$60.00
HVA120	Residential HVAC Installation . . . . .	\$60.00
HVA130	Residential HVAC . . . . .	\$60.00
HVA140	Residential Heating . . . . .	\$60.00
HVA150	HVAC Electrical Troubleshooting. . . . .	\$60.00
HVA220	Commercial And Domestic Refrigeration. . . . .	\$60.00

**Medical Assisting**

MEA101	Basic Phlebotomy Techniques . . . . .	\$45.00
MEA102	Phlebotomy Practicum . . . . .	\$45.00
MEA115	Basic Electrocardiograph Techniques. . . . .	\$30.00
MEA200	Clinical II. . . . .	\$30.00
MEA213	Advanced Phlebotomy Techniques . . . . .	\$30.00
MEA258	MA Clinical Externship. . . . .	\$30.00

**Nursing**

NUR115	Nursing Assistant. . . . .	\$100.00
NUR123	Transition To Practical Nursing. . . . .	\$50.00
NUR135	L.P.N. Refresher . . . . .	\$100.00
NUR137	Articulation To Healing Community . . . . .	\$100.00
NUR235	Registered Nurse Refresher. . . . .	\$100.00

**Pharmacy Technology**

PHT171	Pharmaceutical Calculations. . . . .	\$50.00
PHT174	Pharmacy Operations . . . . .	\$66.00
PHT180	Sterile Products. . . . .	\$71.00

**Physics**

PHY107	Conceptual Physics . . . . .	\$40.00
PHY111	General Physics I. . . . .	\$40.00
PHY112	General Physics II . . . . .	\$40.00
PHY115	University Physics I. . . . .	\$50.00

PHY116	University Physics II . . . . .	\$50.00
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**Plumbing**

PLU101	Introduction to Plumbing. . . . .	\$45.00
PLU102	Intermediate Plumbing Techniques . . . . .	\$45.00

**Surgical Technology**

SGT121	Orientation and Introduction to Surgery . . . . .	\$360.00
SGT122	Surgical Techniques . . . . .	\$720.00
SGT123	Pharmacology for Surgical Technology . . . . .	\$180.00
SGT125	Microbiology for the Surgical Technologist. . . . .	\$360.00
SGT221	Surgical Concepts . . . . .	\$360.00
SGT222	Surgical Procedures . . . . .	\$720.00
SGT223	Introduction to the Operating Room . . . . .	\$360.00
SGT224	Surgical Complications. . . . .	\$720.00
SGT225	Surgical Technology Externship I. . . . .	\$1,620.00
SGT226	Surgical Technology Externship II. . . . .	\$1,980.00

**Truck Driver Training**

TDT150	Specialized Training . . . . .	\$300.00
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**Welding**

WLD101	Introduction To Welding . . . . .	\$108.00
WLD125A	Shielded Metal Arc Welding . . . . .	\$170.00
WLD125B	Shielded Metal Arc Welding . . . . .	\$170.00
WLD129	Gas Metal Arc Welding. . . . .	\$170.00
WLD201	Flux Cored Arc Welding . . . . .	\$170.00
WLD225	Pipe Welding. . . . .	\$170.00
WLD228	Comprehensive Gas Tungsten Arc Weld . . . . .	\$201.00
WLD255	Plate Welding Certification. . . . .	\$93.00

## Refunds

### English Language Acquisition (ELA) & GED®

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

### Methods of Payment

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

- Pay the full tuition and fee payment at the time of registration.
- Pay the full tuition and fee payment by the fee payment deadline.\*
- Receive a Financial Aid Award notification by the fee payment deadline.\*
- Enroll in payment plan (see directions below).
- Mohave Community College has contracted with Nelnet Business Solutions to provide various payment options to assist students in paying for college. MCC is pleased to offer **e-Cashier** as a convenient online payment plan. The payment plan on **e-Cashier** allows students to select installment plans that are spread over several months, depending on when registration occurs. Payments can be made online from a checking or savings account or credit card. The only cost to participate in the **e-Cashier** program is a \$25.00 per semester nonrefundable fee. There is no fee when payment is made in full. The payment is processed immediately. This is not a loan program, there is no debt incurred and no credit search. There are no interest or finance charges assessed by NBS on the unpaid balance.
- To register for classes and take advantage of the payment plan option go to <https://mycampus.mohave.edu/web/mycampus/home> sign in and then go to EX Web. Select classes and then click on "My Account Balances." Students can then select "Payment Plan Setup" and will be directed to the **e-Cashier** page that provides information on how to sign up for the plan, and how to select a payment schedule and make

payments. There are also answers to some frequently asked questions. If already registered, sign-in and go to EX Web. Click on "Account Information" and on the next page appears the **e-Cashier** icon in red. Click on the icon for the information mentioned above.

## Refunds

### Tuition and Fee Refund Policy for Credit Courses

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

All refunds will be issued to students via the Bighorn OneCard. When the card is received and activated, students can choose how college refunds are received. **NOTE:** *Dropping a class can affect your financial aid. Be sure to contact the financial aid office before dropping any classes.*

### The Drop Process

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

In order to drop a class after the official add/drop period, the student must submit a Request for Special Circumstance Drop form. See the "Special Circumstances" section below.

### Special Circumstances

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

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

1. Serious illness (100 percent 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. The student must submit a verifiable doctor's statement certifying that the illness prevents him/her from attending classes.

2. The death of the student taking the course or the death of the parent, child or spouse (100 percent refund of tuition and net fees) if the request is made prior to the end of the semester in which the death occurs. The student or the student's survivor must provide a death certificate or newspaper obituary notice, as well as, proof of relationship (birth certificate, marriage license).
3. Military service (100 percent refund of tuition and net fees), if the student belongs to the armed forces or National Guard and is called to active duty and assigned to a duty station distant from the campus. A copy of the military orders must be provided.

### Truck Driver Training Program

Refunds for MCC's Truck Driver Training program are offered in conjunction with SAGE Corporation. SAGE applies the following refund policy to students who have paid required school charges (tuition, fees, etc.). A full refund will be provided to any student who cancels prior to starting class, or who terminates from the program for any reason up to the third day of classes. After the third day of classes, no refund shall be given. In the event of any refund, SAGE shall retain a processing fee of \$100.

## Financial Aid

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

To help students meet the financial obligations of college attendance, the Mohave Community College administers a varied and comprehensive financial aid program. Financial aid is designed to bridge the gap between the costs of attending college and what students and their families are expected to contribute. Citizens, or eligible non citizens of the



United States, may apply for assistance regardless of sex, age, color, religion, marital status, national origin, pregnancy related conditions, handicap, or veteran disability.

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

- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant (FSEOG.)
- Federal Work Study (FWS).
- Federal Direct Student Loans (FDSL) which includes subsidized (SDSL) and unsubsidized (UFDSL).

A complete description of these programs is available on-line at: [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**For complete information on financial aid including: How to apply, scholarships available and veterans benefits, etc..., refer to the back of this catalog for the 2010-11 Student Handbook.**

## Non-college Scholarships

Community groups and other organizations have generously provided scholarships to Mohave Community College students. Interested students should personally contact these organizations for applications. Appropriate addresses are usually listed in local telephone directories or may be acquired through each local chamber of commerce. A list of these organizations can be found in the Student Handbook located in the back of this catalog or online at [www.mohave.edu](http://www.mohave.edu).

## Veterans Education Benefits

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

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

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

## Early Start Scholarship

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

This scholarship is available for a total of seven credit hours for three semesters after the student's junior year. The semesters include the summer semester after the junior year and the fall and spring semester during a student's senior year.

This scholarship is available for GED® graduates for one year from the date the GED® certificate is issued. Out of state and WUE students will be awarded at in-state tuition rates and must pay the difference to utilize the scholarship.

An Early Start Scholarship Application must be completed and processed by a campus admissions counselor or student services representative.

The college reserves the right to limit the scholarship at any time if budgetary restrictions should occur.

## Academic Services

### Bookstore

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

### MCC Course Challenge

#### Examination

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

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

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

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

### Advanced Standing (non-traditional) credit

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

### College-Level Examination Program (CLEP)

Contact a local MCC campus testing



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

### High School Advanced Placement (AP) Test

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

### Precollege Studies

Precollege Studies include English Language Acquisition for Adults (ELA), Adult Basic Education (ABE), and General Education Development (GED®) programs. These programs are for students whose native language is not English (ELA), who need more intensive academic preparation for college (ABE) and/or need to complete

his/her high school diploma (GED®). All classes are offered at each campus during both day and evening hours. The structure of classes is designed to meet a variety of student learning styles with focus on providing a quality academic foundation.

### Enrolling in Precollege Studies

Enrollment into Precollege Studies classes is based on scores received on the assessment placement screening. If the student's scores indicate the need for academic remediation, the student will receive a report which identifies these specific skills.

*To enroll a student must:*

- Attend an orientation class
- Be at least 16 years old
- Not be currently enrolled in another secondary school program
- Provide proof of legal residency

On-campus orientation classes are held several times a semester. Online orientation classes are available for Distance Education Students.

### Precollege Studies Assessments

- **TABE CLAS E**
- **TEST OF ADULT BASIC EDUCATION (TABE)**

### Test of Adult Basic Education Complete Language Assessment System - English (TABE CLAS E)

The TABE CLAS E is the state mandated test for speakers of other languages and is a requirement for those who are taking an English Language Acquisition for Adults (ELA) ABE grant-funded course. These courses lead to improved skills in listening, speaking, reading and language arts. A pre-test is given during orientation and an appropriate course level is assigned. Students are required to complete a post-test at each level to determine educational gains. If a student is returning after an absence of more than two semesters, the orientation and TABE CLAS E must be retaken.

### Test of Adult Basic Education (TABE)

The TABE is a state mandated requirement for taking a non-ELA ABE grant-funded course (including GED® classes). The courses in this program lead to improved skills in reading, language arts and math.

The TABE pre-test is taken during the orientation course and appropriate course levels are assigned. Students are required to complete a post-test at each level to determine educational gains. If a student is returning after an absence of two semesters or more the orientation course and the TABE test must be retaken.

For further information on any aspect of obtaining your GED®, contact Precollege Studies at one of the following locations:

Bullhead City Campus	928.704.7786
Lake Havasu City Campus	928.505.3332
Neal Campus - Kingman	928.692.3040
North Mohave Campus	928.875.9120
E-mail	<a href="mailto:mccged@mohave.edu">mccged@mohave.edu</a>

### English Language Acquisition for Adults Program (ELA)

These classes are designed for students whose native language is not English. To enroll a student must:

- Be at least 16 years old
- Not be currently enrolled in another secondary school program
- Provide proof of legal residency

## The ELA process is:

- Attend and complete: ELA 029 and an ELA Orientation for diagnostic screening and placement.
- Depending on placement, students are enrolled in beginning, intermediate or advanced classes.
- In each course students will be post-tested to determine if they are prepared to move to the next level.

The objective is to improve the student's verbal, written and reading English language skills. For more information on ELA educational opportunities, please contact

Precollege Studies at: 928.704.7796  
Spanish 1.866.664.2832, Ext.1733

## Supplemental Instruction

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

To receive supplemental instruction, a student must be currently registered in the MCC class, talk with the instructor about any specific learning/understanding difficulty and then attend a Supplemental Instruction session. For additional information, please visit [www.mohave.edu/pages/173.asp](http://www.mohave.edu/pages/173.asp).

## Transitional Studies

Transitional studies include transitional English and transitional math. These courses are for students who need to refresh their skills in English and/or math before taking on the rigor of college freshman classes.

*To enroll, a student must:*

- Visit a campus office of student services
- Take the assessment placement screening
- Take the diagnostic screening

## Library Services

An MCC library is located on each campus. The library supports the academic programs of Mohave Community College. Each campus library is available for students, faculty, staff and community members.

The Library website, [www.mohave.edu/library](http://www.mohave.edu/library), offers online access from any campus or home to resources such as articles and e-books, as well as a variety of subject specific databases. Also, each library provides services including one-on-one research assistance, best-seller collections and access to materials from over 60,000 libraries around the world, available through Inter-Library Loan (ILL). In addition, the library houses a large collection of books, DVDs, newspapers, magazines, periodicals, computers, printers, photocopiers, laptops with wireless Internet access, Angel access, group and individual quiet study areas, plus much more.

The library staff is always available to offer research assistance and scheduled research instruction sessions for classes. Please contact your campus library for more information.

Send a question through e-mail or chat by clicking on the "Ask a librarian" logo found on the library home page. The MCC library has a collection of many resources including available services:

- 100,000 circulating book titles
- Eight public access computers at each campus library
- Full-text articles from thousands of periodical titles via online databases
- Large collection of print journals, newspapers and magazines
- Large collection of DVDs, VHS, talking books, etc.
- Research Instruction Sessions by appointment
- Wireless Internet access at each campus library
- Angel access
- Use of Inter-Library Loan to borrow materials from other colleges/universities
- Access to research information from home through the library webpage: [www.mohave.edu/library](http://www.mohave.edu/library)
- Send a question or a request through the "Ask a librarian" online form found on the library home page.

## Student Records

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

## Student Records Confidentiality ANNUAL NOTIFICATION:

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

### FERPA Information

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

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

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

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

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

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

One exception which permits disclosure without consent is

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

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

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

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

### Transcripts

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

and mail/FAX it to the address/FAX number on the form.

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

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

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

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

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

## Distance Education

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

### MCC *Online*

#### Programs and Courses

Distance Education at MCC provides a wide variety of online courses which can be applied toward an associate's degree, certificate program, continuing education units, or taken for enrichment. MCC also offers a growing number of programs that are completely attainable by taking only

online courses. These online programs may be completed within the same time-frame online as they can be completed by taking traditional classroom courses. MCC online provides students with the opportunity to earn certificates and degrees online (not all programs are available). In addition, the wide variety of online courses will apply towards an associate's degree, certificate program, used for continuing education units, or even audited for enrichment.

MCC Online provides schedule flexibility and access to a college degree, certificate or courses for students whose personal circumstances make attending regularly scheduled, on-campus classes an impossibility. Online courses differ in length and start at various times throughout the semester. The most current DE course schedule information is available on the MCC website at [www.mohave.edu](http://www.mohave.edu) at the Catalogs/Schedule link.

All MCC online courses use the ANGEL Learning System™ (ANGEL). Students may access MCC's online ANGEL ESSENTIALS, and online orientation, at <http://angel.mohave.edu>.

A list of minimum computer hardware, software and Internet connection requirements is provided at ([www.mohave.edu/DE](http://www.mohave.edu/DE)). Some courses require supplemental software. These requirements are included with the course listing within the course schedule.

### Interactive Television Courses (ITV)

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

### Hybrid and Web-Enhanced Courses

Hybrid courses integrate online-based and in-class instruction in a complementary manner to combine the best features of

both. Classroom time is reduced but not eliminated. Actual class meeting times are listed in the course schedule. Hybrid courses require the same computer availability, hardware and software as online courses.

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

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

## Success in Distance Education Courses

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

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

## Technical Assistance

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

## Registration and Advising Assistance

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

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

sions and enrollment process.

## Contact DE

- Visit [www.mohave.edu](http://www.mohave.edu) and click on the Distance Education link.
- Call the MCC Distance Education Office at 928.757.0867.

## Non-Academic Services

### Career Services

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

### Disability Services

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

### Food Services

All four campuses have food vending areas.

### Housing

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

### Parking

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

student services office at the time of registration.

## Small Business Development Center

MCC features a variety of programs designed to assist its students and the communities it serves. Business owners and those who would like to start their own business are encouraged to use the free counseling services that are available through the Small Business Development Center (SBDC). Assistance can be obtained by contacting the SBDC at 928.757.0894.

## Student Life

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

## Academic Expectations

### General Education Philosophy

MCC recognizes that learning is a lifelong process of analysis and synthesis through which students incorporate into their own world views the traditional and cumulative knowledge of human experience. MCC's general education curriculum has 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 curriculum provides a foundation for students in the academic areas of knowledge, and provides students with the skills necessary to cope in a complex and diverse world.

The general education curriculum at MCC is designed to provide students with the following:

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



### Writing Across the Curriculum

Mohave Community College firmly supports the idea that writing can be used to improve education. Students who write in their respective content areas will learn more and retain what they learn better than those who don't. Courses in the core curriculum have been identified as "Writing Across the Curriculum" courses. These courses will require written assignments for which both the content and the writing skills will be evaluated. Feedback will be given to the students to improve their written communication skills. The college believes that such a program will increase the writing ability of students and will directly affect their success at transfer institutions and in the business where they may be employed. Writing is a basic and fundamental communication skill. Those who write well will increase the probability of their success in whatever field or profession they choose to pursue.

## Student Conduct

### Student Academic Honor Code

To support a climate of academic honesty, Mohave Community College adopts an Honor Policy that reflects the fundamental right of all students to an education. It is based on a code of academic integrity and responsibility within in the college community. The Honor Policy gives the re-

sponsibility for assuring academic integrity to the entire college community; students, faculty and the academic administration. Mohave Community College expects students to engage in all academic pursuits in a manner that is beyond reproach, and it expects faculty and the academic administration to fully support the MCC Honor Policy. Students found in violation of the Honor Policy that follows are subject to academic, and where appropriate, disciplinary penalty.

### Academic Honor Code

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

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

### Student Behavior

Mohave Community College acknowledges that in the course of discussion, debate,

and classroom lectures, individuals may find certain topics disagreeable or uncomfortable.

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

### Attendance

Regular, punctual attendance is recommended in all credit courses. Any class or lab session missed, regardless of cause, reduces the opportunity for learning and may affect achievement. Students are responsible for notifying the instructor of any anticipated absences. The instructor has the prerogative to decide whether the student will be permitted to make up work missed during the absence. Programs involving clinical or off-campus assignments may require telephone notice of all absences. The college has no leave of absence policy for students. Instructors are encouraged to be considerate of students with special circumstances.

### Participation

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

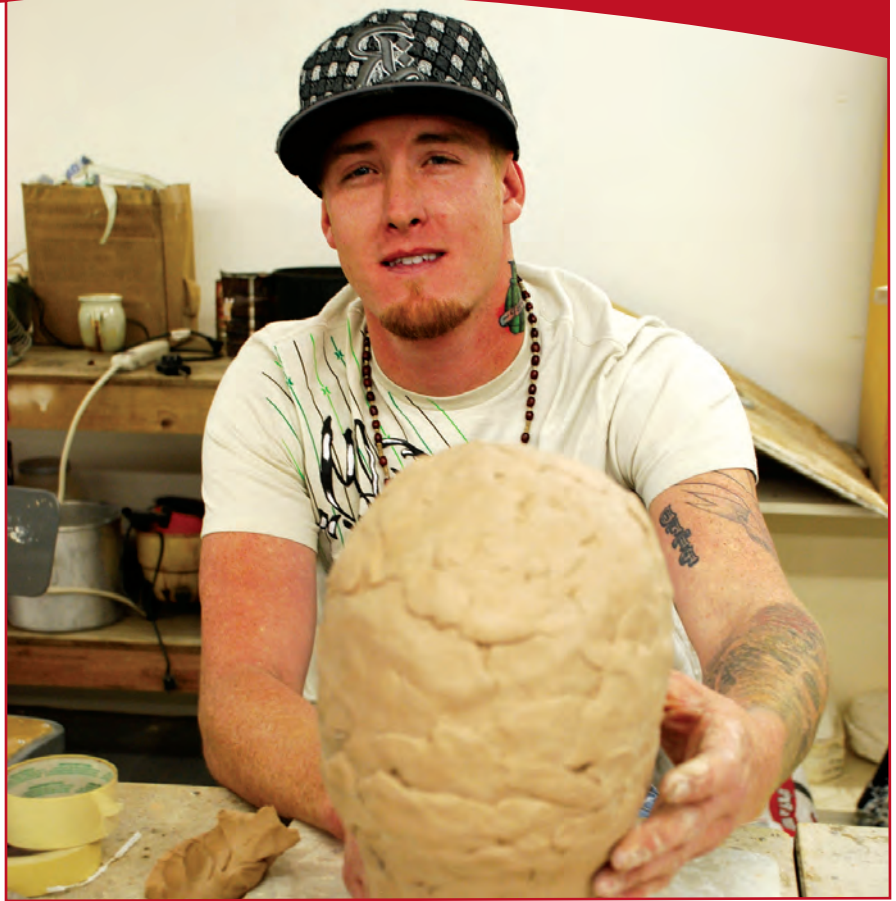
## Academic Amnesty

Mohave Community College permits students to have up to two consecutive terms of 100-and 200-level coursework excluded from figuring in their academic standing, cumulative grade point average, and eligibility for degree or certificate completion. Academic amnesty can be granted only once, is irrevocable, and applies to **ALL** 100-and 200-level courses in the entire term, no matter what the grade (A-F).

Since all amnesty designated grades remain on the student's transcript, other educational institutions may consider all coursework listed on the transcript when a student transfers.

The coursework to be amnestyed must have been taken at least five years previous to the time of the request. Example a petition for courses taken in the Fall semester of 2010 cannot be submitted until the end of the Fall semester of 2015.

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



## Use of Electronic Devices

The use of cell phones and all other electronic devices during testing situations is strictly prohibited.

## Zero-Level Courses

Zero-level courses are pass/fail (S/U) graded courses and are not intended for college transfer. They do not count toward degree or certificate requirements and are not part of the grade point average calculation. However, zero-level courses may be required prior to enrollment into a course(s) needed for graduation. This would be determined by assessment testing and degree/certificate requirements.

## Dean's List

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

dents by the college, and their names will be published on dean's list each semester.

## Student Honors List

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

## Academic Probation

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

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

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

If while the student is on academic probation, he/she earns less than a 2.0 GPA for the following semester or summer term, he/she will be academically dismissed. While on probation, the student will be limited to a maximum course load of 10 credit hours per semester or summer term.

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

## Academic Dismissal

Academic dismissal is defined as: the written notification from the registrar that the student has been dismissed from MCC for one semester on the basis of his/her academic record. Students meeting the criteria for academic probation for two consecutive semesters will be subject to dismissal. Students who have been dismissed and want

to reapply can do so after one semester of non-registration by following the procedure listed below.

## Readmission for Academically Dismissed Students

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

## Student Guarantee Program

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

## Special Conditions

- The graduate must have earned the AAS degree, by or after May 1990, in an occupational program identified in the college catalog.
- The graduate must have completed the AAS degree at MCC (with a majority of the credits being earned at MCC) and must have completed the degree within a four-year time span.
- Graduates must be employed full-time in an area directly related to the area of program concentration.
- Employment must commence within 12 months of graduation.
- The employer must certify, in

writing, that the employee is lacking entry-level skills identified by MCC as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.

- The employer, graduate, faculty and academic counselor are to develop a written education plan for retraining. The plan is to be approved by the vice president for instruction and student services.
- Retraining will be limited to nine credit hours related to the identified skill deficiency and those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer is responsible for cost of books, insurance, uniforms, fees and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination.
- The graduate's sole remedy against MCC and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.

## Grades

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

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

MCC student grades are available online at <https://jjcs.mohave.edu>. Grades are mailed only upon request. If students believe they have been given an unfair grade, they may pursue an appeal of the grade by following the procedure specified in the MCC Student Handbook and at the MCC website at [www.mohave.edu](http://www.mohave.edu)

## Grading System

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

## Grading Standards

	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
Mastery of course objectives (C or better) in Zero level courses	S . . .	0
Lack of mastery of course objectives in Zero level courses	U . . .	0
Adequate progress in early course objectives; mastery of all course objectives has not yet been met. PCS/ELA prefixes only. . . . .	PR. . .	0

## Withdrawal . . . . . W . . . 0

Must be student requested with the appropriate form within the official withdrawal period. Students not completing the appropriate withdrawal procedure will receive an "U" or an "F" in the course.

## Administrative Withdrawal WR1 . . . 0

This grade is given by faculty to a student who is enrolled, but who has never attended or participated.

## Administrative Withdrawal WR2 . . . 0

This grade is given by administration to a student for NON-PAYMENT.

## Administrative Withdrawal . WR3 . . . 0

This grade is given by administration to a student for disruptive behavior.

## Administrative Withdrawal . WR4 . . . 0

This grade is given by administration when the student is deceased.

## Audit . . . . . AU. . . 0

No credit



Grade      Grade  
Point

**Incomplete. . . . . I . . . . 0**

A temporary designation generally given only in an emergency situation, such as illness, which results in the student’s inability to complete objectives. A student must have successfully completed 75 percent of the course objectives, as determined by the instructor for the “I” designation.

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

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



**Graduation**

**Requirements**

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

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

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

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

Substitution of a course must be requested, in writing, by a director of student services or a career planning counselor and verified by the appropriate academic chair or program director. The Course Substitution

Form must be submitted by the academic chair/program director to the Office of the Registrar for final approval.

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

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

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

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

**Application for Graduation**

Students must meet with their local campus student services representative for initial

review of their degree/certificate of proficiency program requirements at least one semester before applying for graduation.

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

Completed graduation applications must be submitted to the Office of the Registrar by the following dates: November 1 for December graduates, March 1 for May graduates, March 1 for summer graduates planning to attend the annual commencement ceremony in May and June 1 for all other summer graduates.

**Evaluation of Graduation Applications**

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



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

Degrees and certificates of proficiency are mailed by the Office of the Registrar.

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

## Graduation with Honors

### To graduate with Honors, Degree Students must:

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

### To graduate with Honors, Certificate of Proficiency students must:

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

### Commencement Ceremony

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

## TRANSFER CORES

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

## DEGREES

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

### Associate of Arts (AA)

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

### Associate of Business (ABus)

ABus – Computer Information Systems  
 ABus – Business Administration

### Associate of Science (AS)

AS - Chemistry  
 AS - Geology  
 AS - Life Science

### Associate of General Studies (AGS)

AGS – Automotive Service Technology

## CERTIFICATES

Certificate of Completion  
 Certificate of Proficiency

## PROGRAMS OF STUDY Degrees and Certificates

### Administration of Justice

AA Degree - Administration of Justice  
 Certificate - Corrections Officer

### Automotive Technology

AAS Degree - Automotive Collision Repair Technology  
 AGS Degree - Automotive Service Technology

### Business

ABus Degree – Business Administration  
 AAS Degree – Accounting  
 AAS Degree – Entrepreneurship and Small Business Management  
 AAS Degree – General Business  
 Certificate – Bookkeeping  
 Certificate – Entrepreneurship  
 Certificate – General Business

### Child Development

**Associate Pathway**  
 Credential Preparation – Child Development Associate (CDA)

### Chemical Dependency Studies

AAS Degree – Chemical Dependency Studies

### Computer Information Systems

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

### Culinary Arts

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

### Dental

AAS Degree – Dental Hygiene  
 Certificate – Dental Assisting

### Electrical Technology

AAS Degree – Electrical Technology  
 Certificate – Electrician  
 Certificate – Electrical – Industrial Maintenance  
 Certificate – Electrical – Residential Wiring

### Fire Science

AAS Degree – Fire Science  
 Certificate – Fire Fighter  
 Certificate – Driver / Operator  
 Certificate – Fire Officer

### General Studies

AAS Degree – General Studies

### Heating, Ventilation, & Air Conditioning (HVAC)

AAS Degree – Refrigeration Technology  
 Certificate – Commercial Refrigeration  
 Certificate – Residential HVAC

### Medical Assisting

AAS Degree – Medical Assisting  
 Certificate – General (Medical Assisting)  
 Certificate – Insurance Coding  
 Certificate – Phlebotomy

### Nursing

AAS Degree – Accelerated Nursing for Paramedics  
 AAS Degree – LPN to RN Track  
 AAS Degree – Registered Nursing (RN)  
 Certificate – Practical Nursing  
 Credential Preparation Pathway – Nursing Assistant (CNA)  
 Refresher – Nurse Refresher Programs (LPN and RN)

### Paralegal

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

### Paramedic

AAS Degree – Paramedic Emphasis  
 Certificate – Paramedic

### Pharmacy Technology

AAS Degree – Pharmacy Technology  
 Certificate – Pharmacy Technology

### Physical Therapist Assistant

\* AAS Degree – Physical Therapist Assistant

## Programs of Study

### Radiologic Technology

AAS Partnership Pathway with  
Arizona Western College

### Surgical Technology

AAS Degree – Surgical Technology

### Supervisor

Certificate – Supervisor

### Truck Driver Training

Certificate – Truck Driver Training

### Welding Technology

AAS Degree – Welding Technology  
Certificate – Wire Feed and  
Shielded Metal Arc Welding

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

## Degree Information

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

**Example:** A student has earned an AA degree with 64 credits and wishes to earn an AAS degree. The student must complete a minimum of an additional fifteen (15) MCC credit hours and meet all of the requirements of the AAS degree. The student, therefore, would have a minimum total of 79 credit hours. A student may earn only one AA, ABus or AS degree. A student may earn multiple AAS degrees, depending on the discipline.

A student who completes a degree program and elects to pursue another degree is subject to the degree requirements of the catalog in effect at the time the student declares the new degree. A new Degree

Declaration Form must be filled out at the time.

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

### Associate of Arts (AA), Associate of Business (ABus), and Associate of Science (AS)

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

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

### Associate of Applied Science (AAS)

The Associate of Applied Science degree is intended to prepare the student for entry into a vocational area or to upgrade skills of persons already employed. The 15 hours of general education courses introduce skills needed and desired by employers and employees. The remaining hours include course work to develop skills in the vocational and related areas. Students must complete the courses in the program of study with a “C” or better and have a cumulative grade point average of 2.0 or better in order to graduate. (See AAS Gen. Ed. checklist on page 47.)

### Associate of General Studies (AGS)

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

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

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

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

## Beyond MCC

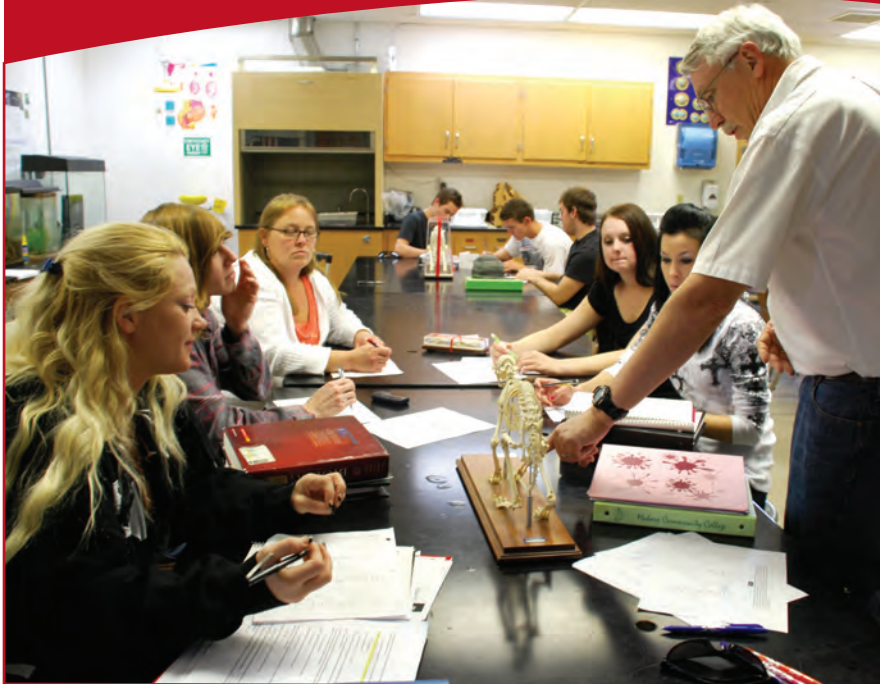
### - Understanding Transfer

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

### AGEC Block

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

A completed AGECEC will transfer as a block to any of the three Arizona public universities (NAU, ASU, and U of A). The AGECEC will meet lower-division university general education requirements. To earn a



baccalaureate degree, students transferring the AGEC must still meet other university requirements within their chosen major.

A completed AGEC will also transfer as a block to meet the general education requirements at other public Arizona community colleges. Transfer students who wish to earn an associate's degree must then meet additional community college degree requirements of that particular institution. (See AGEC checklists on pg. 38, 43 and 45).

*Effective Fall 2010: All courses used to satisfy Arizona General Education Curriculum (AGEC) requirements must be transferable as elective credit or better<sup>1</sup> to all Arizona public universities.*

*All courses used to satisfy remaining Associate Degree requirements<sup>2</sup> must be transferable as elective credit or better to the university and major to which the Associates degree is intended to transfer. However, if the baccalaureate degree is a shared major<sup>3</sup>, offered by more than one university, the courses must transfer as elective credit or better to all the universities offering the shared major.*

## Definitions:

<sup>1</sup>**Elective or better** - Identified in the Course Equivalency Guide (CEG) as Elective (E), Departmental Elective Credit (DE), or a Direct Equivalency.

## <sup>2</sup>Remaining Associate Degree

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

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

## Types of Transfer

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

- Requirements" on page 32).
- B. Individual Courses (credits) can transfer to a university in three different ways:
1. Direct equivalency or one-to-one course transfer - an MCC course has a direct transfer to a university course, e.g. MCC's SOC 131 = ASU's SOC 101
  2. Departmental Elective - A university may not offer the same course as an MCC course, but the department will accept it as an elective for their department. This is helpful especially when the department has a requirement for departmental electives, but if they don't the course may count as a university elective.
  3. General Elective - The course will only transfer as a general elective; it will not transfer as a direct equivalent (one-to-one) or a departmental elective. In this case, it can be used to meet the number of credits needed to graduate.

## Arizona Higher Education Course Equivalency Guide

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



The CEG "equivalency" does not mean that the community college course is identical to the university course or vice-versa, but that the course is regarded as fulfilling the requirement of the designated university or college course. The evaluations of transfer credit in the CEG refer only to community college courses and their acceptance at the respective four-year institutions in the state of Arizona. Students are encouraged to consult with the appropriate transfer institution's academic department for major course requirements before deciding on current class schedules. (See pages 33-37 for the transferable courses chart).

## Programs of Study



- **University of Maryland University College**  
[www.umuc.edu](http://www.umuc.edu)
- **University of Phoenix**  
[www.phoenix.edu](http://www.phoenix.edu)
- **Upper Iowa University - Extended University**  
[www.uui.edu/eu\\_students/online/index.html](http://www.uui.edu/eu_students/online/index.html)
- **Western Governors University**  
[www.wgu.edu](http://www.wgu.edu)
- **Western International University**  
[www.west.edu](http://www.west.edu)

## Certificates

### Certificate of Completion

This certificate is awarded after successful completion of a series of specific courses and is clearly identified in the catalog. A Certificate of Completion is not awarded at commencement. Only AGEC Certificates of Completion will be designated on a 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 employment. 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.

## University Admissions Requirements

Below are examples of requirements of some universities:

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

## Program/Major Requirements

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

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

## MCC Partner Institutions

MCC has articulation agreements with institutions of higher education to enable students to pursue their upper division studies. Articulation agreements formally recognize that these institutions and MCC will work together to facilitate the transfer of associate degree conferred students from MCC into baccalaureate programs.

- **Arizona State University**  
[www.asu.edu](http://www.asu.edu)
- **Arizona Western College**  
[www.azwestern.edu](http://www.azwestern.edu)
- **Capella University**  
[www.capella.edu](http://www.capella.edu)
- **Chamberlain College of Nursing, LLC**  
[www.chamberlain.edu](http://www.chamberlain.edu)
- **Jones International University**  
[www.jonesinternational.edu](http://www.jonesinternational.edu)
- **Kaplan University**  
[www.getinfo.kaplan.edu](http://www.getinfo.kaplan.edu)
- **Northcentral University**  
[www.ncu.edu](http://www.ncu.edu)
- **Northern Arizona University**  
[www.nau.edu](http://www.nau.edu)
- **Palmer College of Chiropractic-Davenport Campus**  
[www.palmer.edu](http://www.palmer.edu)
- **Regis University - School of Professional Studies**  
[www.regis.edu](http://www.regis.edu)
- **Southern Utah University**  
[www.suu.edu](http://www.suu.edu)
- **University of Arizona**  
[www.arizona.edu](http://www.arizona.edu)

Course Number & Course Title	ASU	NAU	U of A
<b>ACCOUNTING</b>			
ACC125 Introduction to Accounting using Quickbooks	Elective	DE	Elective
ACC135 Accounting Systems and Procedures	Elective	DE	Elective
ACC139 Income Tax Accounting	Elective	DE	Elective
<b>ADMINISTRATION OF JUSTICE</b>			
AJS101 Intro to Administrative Justice	CRJ360	CCJ270	Elective
AJS109 Substantive Criminal Law	CRJ360	CCJ270	Elective
AJS140 Intro to Corrections	CRJ240	SOC240	Elective
AJS200 Current Issues	CRJ DE,JUS200 SB	CCJ DE	Elective
AJS212 Juvenile Justice Procedures	Elective	CCJ DE	Elective
AJS225 Criminology	CRJ DE	CCJ250	PPOL DE
AJS230 The Police Function	CRJ230, JUS306	CCJ220	Elective
AJS240 The Correction Function	CRJ240	SOC240	Elective
AJS245 Ethics in Criminal Justice	Elective	CCJ DE	Elective
AJS260 Procedural Criminal Law	CRJ DE	CCJ 275	PPOL DE
AJS270 Community Policing	CRJ442, SB, C	CCJ DE	Elective
<b>AMERICAN SIGN LANGUAGE</b>			
ASL101 American Sign Language I	SHS101	Elective	SERP370A
ASL102 American Sign Language II	SHS102	Elective	SERP370B
ASL131 Conversational ASL I	Elective	Elective	Elective
ASL201 American Sign Language III	SHS201	Elective	SERP431A
ASL202 American Sign Language IV	SHS202	Elective	SERP431B
<b>ANTHROPOLOGY</b>			
ANT102 Cultural Anthropology	ASB102, SSB G	ANT102	ANTH DE
<b>ART</b>			
ART111 Design I	ART112	ART150	ART102
ART112 Design II	ART115	ART151	ART104
ART113 The Science of Color	ART113	ART DE	ART DE
ART121 Drawing I	ART111	ART135	ART101
ART125 Painting I	ART223	ART222	ART280
ART126 Painting II	ART DE	ART223	ART DE
ART128 Watercolor I	ART227	ART DE	ART285
ART129 Watercolor II	ART227	ART DE	ART DE
ART130 Survey of World Art	ARS101	ARH141	ARH201
ART151 Basic Black and White Photography	ART101	PHO DE	ART241
ART152 Basic Photography	Elective	Elective	ART DE
ART162 Fibers	ART DE	ART DE	ART276
ART171 Ceramics I	ART261	ART161	ART273
ART172 Ceramics II	ART DE	ART261	ART DE
ART175 Sculpture I	ART231	ART181	ART287
ART176 Sculpture II	ART DE	ART281	ART DE
ART221 Drawing II	ART211	ART136	ART205
ART223 Figure Drawing I	ART214	ART235	ART205
ART230 Survey of World Art II	ARS102	ARH142	ARH202
ART251 Intermediate Photography	Elective	PHO DE	ART DE
ART256 Digital Photography	ART DE	PHO DE	ART244
<b>ASTRONOMY</b>			
AST101 Intro to Astronomy	AST112 & AST114	AST180 &	ASTR DE
<b>BIOLOGY</b>			
BIO100 Biology Concepts	BIO100	BIO100	ECOL DE
BIO181 General Biology (Majors) I	BIO188	BIO181	ECOL 181R
BIO182 General Biology (Majors) II	BIO187	BIO182	ECOL182R
BIO201 Anatomy and Physiology I	BIO201	BIO201	PSIO201

## Transferable Courses

### Course Number & Course Title

BIO202 Anatomy and Physiology II  
 BIO205 Microbiology  
 BIO290 Field Biology I  
 BIO291 Field Biology II

### ASU

BIO202  
 BIO205 & MIC206  
 Elective  
 Elective

### NAU

BIO202  
 BIO205  
 Elective  
 BIO DE

### U of A

PSIO202  
 MIC205A  
 Elective  
 Elective

### BUSINESS

BUS161 Marketing  
 BUS162 Retailing  
 BUS202 Legal Environment of Business  
 BUS204 Business Communications  
 BUS206 Micro Economics  
 BUS207 Macro Economics  
 BUS208 Business Statistics

Elective  
 Elective  
 LES305  
 Elective  
 ECN212  
 ECN211  
 ECN221, JUS302  
 SWU321, QBA221  
 ACC231  
 ACC241

Elective  
 Elective  
 ACC205  
 MGT DE  
 ECO284  
 ECO285  
 ECO201  
 ACC255  
 ACC256

Elective  
 Elective  
 Elective  
 Elective  
 ECON201A  
 ECON201B  
 MGMT276  
 ACCT200  
 ACCT210

### CHEMICAL DEPENDENCY

CHD100 Foundations of chemical dependency  
 CHD102 Communication skills in  
 Chemical Dependency Elective  
 CHD110 Biological Pharmacology of  
 Chemical Dependency Elective  
 CHD120 Professional ethics in Counseling  
 CHD150 Principles of Self Help Group  
 CHD161 Beginning interviewing and  
 documentation skills  
 CHD165 Theory & techniques in treatment  
 CHD220 Family dynamics and  
 Chemical Dependency  
 CHD226 Counseling multicultural  
 and diverse populations  
 CHD236 Recovery & relapse of  
 Chemical Dependency Elective  
 CHD245 Dual diagnosis Elective Elective Elective  
 CHD250 Group interventions with  
 Chemical Dependency Elective  
 CHD275 Advanced theory & techniques in the  
 treatment of Chemical Dependency  
 CHD280 Chemical dependency practicum  
 CHD281 AIDS & chemical dependency

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### CHEMISTRY

CHM130 Fundamental Chemistry  
 CHM151 General Chemistry I  
 CHM152 General Chemistry II  
 CHM235 General Organic Chemistry I  
 CHM236 General Organic Chemistry II

CHM1014  
 CHM113  
 CHM116  
 CHM233 & CHM237  
 CHM234 & CHM238

CHM130  
 CHM151  
 CHM152  
 CHM235  
 CHM238

CHEM101A & CHEM DE  
 CHEM151  
 CHEM151  
 CHEM241A & CHEM243A  
 CHEM241B & CHEM243B

### COMMUNICATION

COM121 Interpersonal Communication  
 COM151 Public Speaking

COM110  
 COM225

COM DE  
 SC111, BA DE

COMM114  
 COMM119

### COMPUTER INFORMATION SYSTEMS

CIS110 Intro. to Computer Information Systems  
 CIS141 Microsoft PowerPoint Presentations  
 CIS143 Web Page Design I  
 CIS145 Photoshop I

CSE180, EDT180  
 GIT DE  
 Elective  
 GIT DE

CIS120  
 Elective  
 VC DE  
 VC DE

MIS111  
 Elective  
 MAR DE  
 ART DE



Course Number & Course Title	ASU	NAU	U of A
CIS200 Programming & Game Dev. with Visual Basic.Net	GIT DE	Elective	Elective
CIS204 Programming & Game Development in C++	CST100 GIT DE	CS126	Elective
CIS208 Programming in C#	CSE182, CST100	CIS220	CSC DE
CIS245 Photoshop II	GIT DE	VC DE	ART DE
CIS270 Systems Analysis and Design	CIS235	CIS DE	Elective
CIS280 CIS Internship	Elective	Elective	Elective
CIS293 Special Project	Elective	VC DE	Elective
<b>DANCE</b>			
DAN115 Jazz Dance	Elective	Elective	DNC144A
DAN116 Modern Dance	KIN105	Elective	DNC152A
DAN117 Ballet	Elective	Elective	DNC112B
DAN119 Tap Dance	DCE DEC	Elective	DNC176A
<b>EARLY CHILDHOOD EDUCATION</b>			
ECE273 Play Education	Elective	DCI316	Elective
<b>EDUCATION</b>			
EDU200 Children's Literature	EED334, RDG334, ENG DE	ENG DE	Elective
EDU205 Introduction to Education	CED111, TEL111	EDF200	Elective
EDU214 Cultural Diversity in Education	MCE230, TEL212	BME310	Elective
EDU222 The Exceptional Student	SPE222	ESE380	Elective
EDU240 Augmented Provisional Structure	BLE220	Elective	LRC DE
EDU250 Structured English Immersion	Elective	Elective	LRC DE
<b>EMERGENCY MEDICAL SERVICES</b>			
EMS120 First Aid	Elective	HS229	PE DE
<b>ENGLISH</b>			
ENG101 English Composition I	ENG101	ENG DE	ENGL101
ENG102 English Composition II	ENG102	ENG DE	ENGL102
ENG136 Report Writing	ENG DE	Elective	ENG DE
ENG137 Intro to Literature	ENG DE	ENG130	Elective
ENG138 Creative Writing	ENG DE	ENG DE	ENGL101
ENG233 English Literature I	ENG221	ENG231	Elective
ENG234 English Literature II	ENG222	ENG232	ENGL DE
ENG235 American Literature I	ENG241	ENG242	ENGL265
ENG236 American Literature II	ENG242	ENG243	ENGL DE
ENG238 Writing Fiction	ENG210	ENG270	ENGL210
<b>ENVIRONMENTAL SCIENCE</b>			
ENV101 Environmental Science	Elective	ENV101	SWES DE
<b>FRENCH</b>			
FRE101 Elementary French I	FRE101	FRE101	FREN101
FRE102 Elementary French II	FRE102	FRE102	FREN102
FRE201 Intermediate French I	FRE201	FRE201	FREN DE
FRE202 Intermediate French II	FRE202	FRE202	FREN DE
<b>GEOGRAPHY</b>			
GHY212 Introduction to Meteorology	GPH212, GPH214	GGR DE	ATMO171
GHY240 World Regional Geography	GCU121	GGR241	GEOG251
<b>GEOLOGY</b>			
GLG101 Physical Geology	GLG101, GLG103	GLG101, GLG103	GEOS251
GLG102 Historical Geology	GLD102, GLG104	GLG102, GLG104	GEOS DE
GLG110 Environmental Geology/Natural Disasters	GLG110, GLG111	GLG112	GEOS DE
GLG140 Intro to Oceanography	GLG DE	GLG DE	GEOS212, GEOS DE
<b>GENERAL BUSINESS</b>			
GBS101 Intro to Business	Elective	MGT101	Elective

## Transferable Courses

Course Number & Course Title	ASU	NAU	U of A
<b>HEALTH SCIENCE</b>			
HES129 Allied Health Anatomy & Physiology	BIO DE	Elective	Elective
<b>HISTORY</b>			
HIS131 History of the United States I	HST 109, HIS103	HIS291	HIST DE
HIS132 History of the United States II	HST110, HIS104	HIS292	HIST DE
HIS135 Western Civilization I	HST DE	HIS240	HIST DE
HIS136 Western Civilization II	HST DE	HIS241	HIST DE
HIS137 Twentieth Century World History	HST DE	HIS DE	HIST DE
HIS234 History of Indians of North America	HST DE	HIS293	HIST236
HIS281 Latin American History	HST294	HIS281	HIST DE
<b>HUMANITIES</b>			
HUM150 Introduction to the Humanities I Pre-history to the Middle Ages	HTY DE	HUM251	Elective
HUM151 Introduction to the Humanities II Renaissance to the Present	HTY DE	HUM251	Elective
HUM250 Introduction to Cinema	FMP DE	HUM DE	TAR DE
<b>MATHEMATICS</b>			
MAT142 College Mathematics	MAT142	MAT114	MATH105
MAT151 College Algebra	MAT117	MAT110	MATH110
MAT160 Math for Elementary Teachers I	MTE180	MAT150	MATH DE
MAT161 Math for Elementary Teachers II	MTE181	MAT155	MATH DE
MAT181 Plane Trigonometry	MAT DE	MAT DE	MATH111
MAT201 Finite Mathematics	MAT119	MAT119	MATH DE
MAT211 Introductory Statistics	STP226	STA270	MATH160
MAT212 Brief Calculus	MAT210	MAT131	MATH113
MAT221 Analytic Geometry and Calculus I	MAT270	MAT136	MATH124
MAT231 Analytic Geometry and Calculus II	MAT271	MAT137	MATH129
MAT241 Analytic Geometry and Calculus III	MAT272	MAT238	MATH223
MAT260 Introduction to Differential Equations	MAT274	MAT239	MATH254
<b>MUSIC</b>			
MUS101 Appreciation and Literature of Music	MUS340	MUS293	MUS107
MUS102 Fundamentals of Music	MUS100	MUS120	MUS100
MUS211 College Choir	MUP353	MUP357	MUS200I
MUS216 College Band	MUP361	MUP353	MUS200C
<b>NURSING</b>			
NUR122 Nursing II	Elective	NUR208	Elective
NUR221 Nursing III	Elective	NUR211	Elective
NUR222 Nursing IV	Elective	NUR212	Elective
<b>NUTRITION</b>			
NUT203 Human Nutrition in Health and Disease	NTR241	NTS DE	NSC DE
<b>PHILOSOPHY</b>			
PHI101 Introduction to Philosophy	PHI101	PHI101	PHIL111
PHI151 Ethics	PHI105	PHI105	PHIL113
PHI205 Comparative World Religions	REL100	REL150	RELI DE
<b>PHYSICS</b>			
PHY107 Conceptual Physics	PHS110	PSY107	Elective
PHY111 General Physics I	PHY111, PHY113	PHY111	PHYS102, PHYS181
PHY112 General Physics II	PHY112, PHY114	PHY112	PHYS103, PHYS182
PHY115 University Physics I	PHY121, PHY122	PHY161	PHYS141, PHYS DE
PHY116 University Physics II	PHY131, PHY132	PHY262	PHYS241, PHYS DE
<b>POLITICAL SCIENCE</b>			
POS100 Arizona Constitution and Government	POS DE	Elective	POL214
POS120 American National Government	POS110	POS110	POL201

Course Number & Course Title	ASU	NAU	U of A
POS227 United States Constitution	Elective	Elective	POL DE
<b>PSYCHOLOGY</b>			
PSY101 Introductory Psychology	PGS101	PSY101	PSY101
PSY135 Human Sexuality	PGS222	PSY277	PSY DE
PSY234 Social Psychology	PGS DE	PSY250	PSY DE
PSY240 Child Growth and Development	CDE DE	PSY DE	PSY240
PSY245 Lifespan Development	PGS DE	PSY240	PSY DE
PSY260 Introduction to Personality	PGS DE	PSY227	PSY DE
PSY270 Abnormal Psychology	PGS DE	PSY DE	PSY DE
<b>SOCIOLOGY</b>			
SOC131 Introduction to Sociology	SOC101	SOC101	SOC101
SOC132 Social Problems in Modern Society	SOC341	SOC210	SOC DE
SOC133 Sociology of Deviant Behavior	SOC340	SOC441	SOC DE
SOC136 Marriage and Family	SOC415, SPC315, FAS DE, SBS440	SOC216	FSHD137
SOC140 Racial, Ethnic, and Gender Relations	SOC270	SOC215	SOC260
<b>SPANISH</b>			
SPA101 Elementary Spanish I	SPA101	SPA101	SPAN101
SPA102 Elementary Spanish II	SPA102	SPA102	SPAN102
SPA131 Conversational Spanish I	Elective	SPA DE	SPAN DE
SPA201 Intermediate Spanish I	SPA201	SPA201	SPAN201
SPA202 Intermediate Spanish II	SPA202	SPA202	SPAN202
<b>THEATRE</b>			
THE110 Beginning Acting (Nonproduction)	THP101	TH135	TAR 100
THE111 Theatre Production I	THP102	TH125	TAR DE
THE112 Theatre Production II	THE DE	TH112	TAR DE
THE113 Theatre Production III	TRE DE	TRE DE	TAR DE
<b>WOMEN'S STUDIES</b>			
WST101 Introduction to Women's Studies	WST100	WGS200	GWS DE

DE= DEPARTMENTAL ELECTIVE

# AGEC - A Checklist

## General Education and Transfer Degrees

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

The AGEC-A, a minimum block of 35 credit hours of lower-division general education course work, may be completed at any state of Arizona community college. The approved courses will fulfill lower-division, general education requirements at any state of Arizona university or community college. Students will be

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



## Arizona General Education Curriculum (AGEC - A)

### A. Freshman Composition ..... 6

- English 101 English Composition I     English 102 English Composition II

### B. Mathematics ..... 3-4

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

### C. Arts and Humanities (Choose two courses with different prefixes) ..... 6

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

### D. Social and Behavioral Sciences (Choose two courses with different prefixes) ..... 6

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

### E. Physical and Biological Sciences (Choose two courses) ..... 8

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

### F. Options ..... 6-7

Select courses according to major and language proficiency requirements. Courses should be selected from Sections C, D, and E above. If two optional courses are chosen from section F below, select from two different prefixes.

#### Communication, Computer Information Systems, Critical Thinking & Logic, International/ Multicultural Studies & Language

- |   |  |
|---|--|
| <input type="checkbox"/> COM 121 Interpersonal Communications                 | <input type="checkbox"/> HIS 281 Latin American History      |
| <input type="checkbox"/> COM 151 Public Speaking                              | <input type="checkbox"/> PHI 205 Comparative World Religions |
| <input type="checkbox"/> CIS 110 Introduction to Computer Information Systems | <input type="checkbox"/> SPA 101 Elementary Spanish I        |
| <input type="checkbox"/> PHI 151 Ethics                                       | <input type="checkbox"/> FRE 101 Elementary French I         |
| <input type="checkbox"/> EDU 214 Cultural Diversity in Education              | <input type="checkbox"/> ASL 101 American Sign Language I    |
| <input type="checkbox"/> HIS 234 History of Indians of North America          |  |

## TOTAL MINIMUM HOURS CREDIT ..... 35-37

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



## AA- Associate of Arts Degrees

### Administration of Justice

#### -Associate of Arts

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

**General Education Credits . . . . 35-37**

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

#### Special Requirements for the AGECA:

- PHI 101 Intro. to Philosophy (3)
- PSY 101 Intro. to Psychology (3)
- SOC131 Intro. to Sociology (3)

#### AJS Requirements

- AJS 101 Intro to Admin. of Justice . . . 3
- AJS 109 Substantive Criminal Law . . . 3
- AJS 212 Juvenile Justice Procedures . . . 3
- AJS 230 The Police Function . . . . . 3
- AJS 240 The Correction Function . . . . 3
- AJS 260 Procedural Criminal Law . . . 3
- AJS 275 Criminal Investigation . . . . 3

**Total AJS Requirements . . . . . 21**

#### Elective Options

*After consulting with an advisor, choose 9 credits from the following, excluding courses already taken for the AGECA.*

- AJS 225 Criminology . . . . . 3
- AJS 245 Ethics in Criminal Justice. . . 3
- AJS 270 Community Policing. . . . . 3
- PSY 234 Social Psychology . . . . . 3
- PSY 270 Abnormal Psychology . . . . . 3
- SOC133 Soc. of Deviant Behavior . . . 3
- SOC140 Racial, Ethnic and Gender Relations . . . . . 3

**Elective Credits . . . . . 9**

**Total Degree Credits . . . . . 65-67**

## Art

### - Associate of Arts

This degree provides students with experience in a variety of art media. This emphasis area is designed to assist students in transferring to fine art and design schools, or four-year degree programs. Included in the program are courses to develop the student's knowledge of art history, design, drawing, painting, ceramics and sculpture.

**General Education Credits . . . . 35-37**

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

#### Art Requirements

*Excluding courses already taken for the AGECA, choose 15 credits from the following:*

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

**Total Art Requirements. . . . . 15**

#### Elective Options

*After consulting with an advisor, choose 12-15 credits from the transferable course chart, excluding courses already taken for the AGECA.*

**Elective Credit . . . . . 12-15**

**Total Degree Credits . . . . . 62-67**

## Elementary Education - Associate of Arts

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

**General Education Credits . . . . 35-37**

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

#### Special Requirements for the AGECA

- POS120 American National Gov. (3)
- EDU214 Cultural Diversity (3)

#### Education Requirements

- EDU205 Introduction to Education . . . 3
  - EDU222 The Exceptional Student . . . . 3
- Total Education Credits. . . . . 6**

#### Other Requirements

- MAT160 Math for Elementary Teachers I . . . . . 3
- MAT161 Math for Elementary

Teachers II . . . . . 3  
 POS100 Arizona Constitution  
 and Government. . . . . 1  
**Total Other Requirements Credits . . . 7**

**Elective Options**

**– Content Area Coursework**

*After consulting with an advisor, choose 12 credits from the transferable course chart from one of the following content areas: Computer Science • Language Arts • Mathematics (Not MAT 121 or MAT 151) • Sciences • Social and Behavioral Sciences (May not use courses already taken for the AGECE)*

**Total Content Area Credits. . . . . 15**

**Total Degree Credits . . . . . 63-65**



**Elementary Education  
 Emphasis in Early Childhood**

**- Associate of Arts**

The Associate of Arts degree with an emphasis in Early Childhood Education provides the foundation coursework for future teachers in early childhood education or K-2 elementary education. Students intending to transfer to a four-year baccalaureate program are urged to contact an advisor at the intended school of transfer as soon as possible. Students intending to transfer to a state university in Arizona (NAU, ASU, or U of A) need to follow the Arizona General Education Curriculum (AGEC-A Checklist) which fulfills lower division, general education requirements at these universities.

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

**Special Requirements for the AGECE-A**

POS 120 American National Gov.(3)  
 EDU 214 Cultural Diversity (3)

**Other Requirements**

MAT160 Math for Elementary  
 Teachers I . . . . . 3  
 MAT161 Math for Elementary  
 Teachers II . . . . . 3  
 POS100 Arizona Constitution  
 and Government . . . . . 1

**Elective Options**

*After consulting with an advisor, choose three credits from the transferable course chart, excluding a course that has*

*already been used in the AGECE or degree requirements section.*

**Elective Credits . . . . . 3**  
**Other Requirements . . . . . 10**

**Early Childhood Education Core**

EDU205 Introduction to Education . . 3  
 EDU222 The Exceptional Student . . . 3  
 ECE 271 Curriculum & Experiences . .  
 in Early Childhood. . . . . 3  
 ECE 272 Classroom Management . . . 3  
 ECE 273 Play Education. . . . . 3  
 ECE 274 Practicum . . . . . 2  
**Early Childhood Core Credits. . . . . 17**

**Total Degree Credits . . . . . 62-64**

**English**

**- Associate of Arts**

The Associate of Arts – English degree will provide a student transfer credit to a university with English as the area of concentration. This program includes studies with both literature and writing. Students wishing to transfer to four-year institutions will have the academic foundations applicable to various fields such as journalism, creative writing, communications, teaching, and literature studies.

**General Education Credits 35-37**  
*See the General Education Core Requirements (AGECE-A) section of this catalog for details.*

**English Requirements:**

*Excluding courses already taken for the AGECE, choose 15 credits from the following:*

ENG 136 Report Writing . . . . . 3  
 ENG 137 Introduction to Literature . . . 3  
 ENG 138 Creative Writing I. . . . . 3  
 ENG 233 English Literature I . . . . . 3  
 ENG 234 English Literature II . . . . . 3  
 ENG 235 American Literature I . . . . . 3  
 ENG 236 American Literature II. . . . . 3  
 ENG 238 Writing Fiction . . . . . 3  
**Total English Requirements . . . . . 15**

**Elective Options**

*After consulting with an advisor, choose 12-15 credits from the transferable course chart, excluding courses already taken for the AGECE.*  
**Elective Credits . . . . . 12-15**

**Total Degree Credits . . . . . 62-67**

**History**

**- Associate of Arts**

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

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

**History Requirements:**

Excluding courses already taken for the AGECE, choose 15 credits from the following:  
 HIS 131 History of the United States I . . . . . 3  
 HIS 132 History of the United States II . . . . . 3  
 HIS 135 Western Civilization I . . . . . 3  
 HIS 136 Western Civilization II . . . . . 3  
 HIS 234 History of Indians of North America . . . . . 3  
 HIS 274 History of Mexico . . . . . 3  
 HIS 281 Latin American History . . . . . 3

**Total History Credits . . . . . 15**

**Elective Options**

After consulting with an advisor, choose 12-15 credits from the transferable course chart, excluding courses that have already been used in the AGECE or degree requirements section.

**Elective Credits . . . . . 12-15**

**Total Degree Credits . . . . . 62-67**

**Liberal Arts**

**- Associate of Arts**

The Associate of Arts degree in Liberal Arts is designed for the student who wishes to earn a well-rounded education by studying general subjects or choosing a particular area of emphasis.

**General Education Credits . . . . . 35-37**  
 See the General Education Core Requirements Checklist (AGEC-A) of this catalog for details.

**Elective Options**

After consulting with an advisor, choose 27 credits from the transferable course chart, excluding courses already used for the AGECE.

**Elective Credits . . . . . 27**

**Total Degree Credits . . . . . 62-64**

*Note: If you are earning or have earned an Associate of Applied Sciences (AAS) degree in a particular field, 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 advisor for a complete listing of applicable emphasis prefixes.*

**Mathematics**

**- Associate of Arts**

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

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

**Math Requirements**

Excluding courses already taken for the AGECE, choose 15 credits from the following:

MAT160 Math for Elementary Teacher I . . . . . 3  
 MAT161 Math for Elementary Teacher II . . . . . 3  
 MAT 181 Plane Trigonometry . . . . . 3  
 MAT 201 Finite Mathematics. . . . . 3  
 MAT 211 Introductory Statistics . . . . . 3  
 MAT 212 Brief Calculus . . . . . 4  
 MAT 221 Analytic Geometry and Calculus I . . . . . 4  
 MAT 231 Analytic Geometry and Calculus II . . . . . 4  
 MAT 241 Analytic Geometry and Calculus III . . . . . 4  
 MAT 260 Introduction to Differential Equations . . . . . 4

**Total Math Requirement Credits . . . 15**

**Elective Options**

After consulting with an advisor, choose 12-15 credits from the transferable course chart, excluding courses that have already been used in the AGECE or degree requirements section.

**Elective Credits . . . . . 12-15**

**Total Degree Credits . . . . . 62-67**

**Science**

**- Associate of Arts**

This emphasis area is designed to assist students in transferring to a four-year degree program in science, engineering, or pre-professional health science programs (i.e., pre-med, pre-dental, pre-veterinary). This emphasis area allows a flexibility of courses allowing students to tailor coursework to meet the specific requirements of the institution to which

they intend to transfer. Courses should be selected with the assistance of an advisor.

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

**Science Requirements**

Excluding courses already taken for the AGECE, choose 15 credits from the following:

BIO 181 General Biology I . . . . . 4  
 BIO 182 General Biology II . . . . . 4  
 BIO 201 Anatomy and Physiology I . . . . . 4  
 BIO 202 Anatomy and Physiology II . . . . . 4  
 BIO 205 Microbiology . . . . . 4  
 BIO 290 Field Biology I . . . . . 1  
 BIO 291 Field Biology II . . . . . 1  
 CHM 151 General Chemistry I . . . . . 4  
 CHM 152 General Chemistry II . . . . . 4  
 CHM 235 General Organic Chemistry I . . . . . 4  
 CHM 236 General Organic Chemistry II . . . . . 4  
 ENV 101 Environmental Science . . . . . 4  
 GHY 212 Introduction to Meteorology . . . . . 4  
 GHY 213 Climate Studies . . . . . 4  
 GLG 101 Physical Geology . . . . . 4  
 GLG 102 Historical Geology . . . . . 4  
 GLG 110 Environmental Geology/ Natural Disaster . . . . . 4  
 PHY 111 General Physics I . . . . . 4  
**and**  
 PHY 112 General Physics II . . . . . 4  
**OR**  
 PHY 115 University Physics I . . . . . 4  
**and**  
 PHY 116 University Physics II. . . . . 4

**Total Science Credits . . . . . 15**

**Elective Options**

After consulting with an advisor, choose 12-15 credits from the transferable course chart, excluding courses that have already been used in the AGECE or degree requirements section.

**Elective Credits . . . . . 12-15**

**Total Degree Credits . . . . . 62-67**

**Social & Behavioral Science**

**- Associate of Arts**

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

applicable to the fields of sociology and psychology.

**General Education Credits . . . . . 35-37**

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

**Social & Behavioral Science Requirements**

*Excluding courses already taken for the AGECE, choose 15 credits from the following:*

- PSY 135 Human Sexuality . . . . . 3
- PSY 232 Psychology of Adjustment . . . 3
- PSY 234 Social Psychology . . . . . 3
- PSY 240 Child Growth and Development . . . . . 3
- PSY 245 Lifespan Development . . . . . 3
- PSY 260 Introduction to Personality . . . 3
- PSY 270 Abnormal Psychology . . . . . 3
- SOC132 Social Problems in Modern Society . . . . . 3
- SOC133 Sociology of Deviant Behavior . . . . . 3
- SOC136 Marriage and Family . . . . . 3
- SOC140 Racial, Ethnic, and Gender Relations . . . . . 3
- WST 101 Introduction to Women's Studies . . . . . 3

**Degree Requirements. . . . . 15**

**Elective Options**

*After consulting with an advisor, choose 12-15 credits from the transferable course chart, excluding courses that have already been used in the AGECE or degree requirements section.*

**Elective Credits . . . . . 12-15**

**Total Degree Credits . . . . . 62-67**

**Social Studies - Associate of Arts**

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

**General Education Credits . . . . . 35-37**

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



**Social Studies Requirements**

*Excluding courses already taken for the AGECE, choose 15 credits from the following:*

- GHY 240 World Regional Geography . . 3
- HIS 131 History of the United States I. . 3
- HIS 132 History of the United States II . 3
- HIS 135 Western Civilization I . . . . . 3
- HIS 136 Western Civilization II . . . . . 3
- HIS 234 History of Indians of North America . . . . . 3
- HIS 281 Latin American History . . . . . 3
- POS 100 Arizona Constitution and Government . . . . . 1
- POS 120 American National Government . . . . . 3
- POS 227 United States Constitution . . . 1

**Total Social Studies Credits . . . . . 15**

**Elective Options**

*After consulting with an advisor, choose 12-15 credits from the transferable course chart, excluding courses already taken for the AGECE or this degree.*

**Elective Credits . . . . . 12-15**

**Total Degree Credits . . . . . 62-67**



# Associate of Business (AGEC-B)

## General Education Core Requirements

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

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

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



## Arizona General Education Curriculum (AGEC - B)

<b>A. Freshman Composition</b> .....	<b>6</b>
<input type="checkbox"/> English 101 English Composition I <input type="checkbox"/> English 102 English Composition II	
<b>B. Mathematics</b> .....	<b>3-4</b>
<input type="checkbox"/> MAT 212 Brief Calculus (or Higher)	
<b>C. Arts and Humanities (Choose two courses with different prefixes)</b> .....	<b>6</b>
<input type="checkbox"/> ART 130 Survey of World Art I <input type="checkbox"/> HUM 150 Introduction to the Humanities I	
<input type="checkbox"/> ART 230 Survey of World Art II <input type="checkbox"/> HUM 151 Introduction to the Humanities II	
<input type="checkbox"/> ENG 137 Introduction to Literature <input type="checkbox"/> HUM 250 Introduction to Cinema	
<input type="checkbox"/> ENG 233 English Literature I <input type="checkbox"/> MUS 101 Appreciation and Literature of Music	
<input type="checkbox"/> ENG 234 English Literature II <input type="checkbox"/> PHI 101 Introduction to Philosophy	
<input type="checkbox"/> ENG 235 American Literature I <input type="checkbox"/> PHI 205 Comparative World Religions	
<input type="checkbox"/> ENG 236 American Literature II	
<b>D. Social and Behavioral Sciences (Choose two courses with different prefixes)</b> .....	<b>6</b>
<input type="checkbox"/> ANT 102 Cultural Anthropology <input type="checkbox"/> HIS 136 Western Civilization II	
<input type="checkbox"/> BUS 206 Micro Economics <input type="checkbox"/> HIS 137 Twentieth Century World History	
<input type="checkbox"/> BUS 207 Macro Economics <input type="checkbox"/> POS 120 American National Government	
<input type="checkbox"/> GHY 240 World Regional Geography <input type="checkbox"/> PSY 101 Introductory Psychology	
<input type="checkbox"/> HIS 131 History of the U.S. I <input type="checkbox"/> SOC 131 Introduction to Sociology	
<input type="checkbox"/> HIS 132 History of the U.S. II <input type="checkbox"/> SOC 136 Marriage and Family	
<input type="checkbox"/> HIS 135 Western Civilization I <input type="checkbox"/> SOC 140 Racial, Ethnic, and Gender Relations	
<b>E. Physical and Biological Sciences (Choose two courses)</b> .....	<b>8</b>
<input type="checkbox"/> AST 101 Intro. Astronomy <input type="checkbox"/> GLG 101 Physical Geology	
<input type="checkbox"/> BIO 100 Biology Concepts <input type="checkbox"/> GLG 102 Historical Geology	
<input type="checkbox"/> BIO 181 General Biology I <input type="checkbox"/> GLG 110 Environmental Geology/ Natural Disaster	
<input type="checkbox"/> BIO 182 General Biology II <input type="checkbox"/> GLG 140 Intro to Oceanography	
<input type="checkbox"/> CHM 130 Fundamental Chem. <input type="checkbox"/> PHY 107 Conceptual Physics	
<input type="checkbox"/> CHM 151 General Chemistry I <input type="checkbox"/> PHY 111 General Physics I	
<input type="checkbox"/> CHM 152 General Chemistry II <input type="checkbox"/> PHY 112 General Physics II	
<input type="checkbox"/> ENV 101 Environmental Science <input type="checkbox"/> PHY 115 University Physics I	
<input type="checkbox"/> GHY 212 Intro to Meteorology <input type="checkbox"/> PHY 116 University Physics II	
<b>F. Options</b> .....	<b>6-7</b>
<i>Select courses according to major and language proficiency requirements. Courses should be selected from Sections C, D, and E above. If two optional courses are chosen from section F below, select from two different prefixes.</i>	
<b>Communication, Computer Information Systems, Critical Thinking &amp; Logic, International/ Multicultural Studies &amp; Language</b>	
<input type="checkbox"/> COM 121 Interpersonal Communications <input type="checkbox"/> HIS 281 Latin American History	
<input type="checkbox"/> COM 151 Public Speaking <input type="checkbox"/> PHI 205 Comparative World Religions	
<input type="checkbox"/> CIS 110 Introduction to Computer Information Systems <input type="checkbox"/> SPA 101 Elementary Spanish I	
<i>If used as an ABus program requirement, CIS 110 cannot be used as an AGEC-B option.</i>	
<input type="checkbox"/> PHI 151 Ethics <input type="checkbox"/> FRE 101 Elementary French I	
<input type="checkbox"/> EDU 214 Cultural Diversity in Education <input type="checkbox"/> ASL 101 American Sign Language I	
<input type="checkbox"/> HIS 234 History of Indians of North America	

# TOTAL MINIMUM HOURS CREDIT ..... 35-37

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

**Business Administration  
– Associate of Business (A-Bus)**

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

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

**Business Requirements**  
*Excluding courses already taken for the AGECE.*

BUS 202 Legal Environment of Business . . . . . 3

BUS 206 Micro Economics . . . . . 3

BUS 207 Macro Economics . . . . . 3

BUS 208 Business Statistics . . . . . 3

BUS 221 Financial Accounting . . . . . 3

BUS 222 Managerial Accounting . . . . . 3

CIS 110 Introduction to Computer Information Systems . . . . . 3

MAT 201 Finite Mathematics. . . . . 3

**Total Business Requirements . . . . . 24**

**Content Area Requirements**  
*Choose 3-4 credits from the following:*

ACC125 Introduction to Accounting using QuickBooks . . . . . 4

BUS204 Business Communications . . . . . 3

CIS 120 Intro. to Programming . . . . . 3

**Total Content Area Requirements . . . . . 3-4**

**Total Degree Credits . . . . . 62-65**

**Computer Information Systems  
- Associate of Business - SR**

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

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

**Special Requirements for the AGECE-B**  
BUS 206 Microeconomics (3)



BUS 207 Macroeconomics (3)

**Additional Requirements  
U of A (only)**  
*After consulting with an advisor, choose a 4 credit-hour language (not English) course from the transferable course chart.*

**Quantitative Methods**  
*Consult an advisor or see the Business Major Guide located on [www.aztransfer.com](http://www.aztransfer.com) for university specific quantitative requirements.*

**(NAU or U of A only)**  
MAT 201 Finite Mathematics . . . . . 3

**OR  
(ASU – only)**  
MAT 231 Analytic Geometry & Calculus II . . . . . 4

**Quantitative Methods Requirements . . . . . 3-4**

**Degree Requirements**  
ACC 125 Introduction to Accounting Using QuickBooks. . . . . 4  
BUS 202 Legal Environment of Business . . . . . 3

BUS 221 Financial Accounting . . . . . 3  
BUS 222 Managerial Accounting . . . . . 3  
CIS 120 Introduction to Programming . . . . . 3  
CIS 208 Programming in C#. . . . . 3  
CIS 270 Systems Analysis and Design . . . . . 3  
BUS 208 Business Statistics . . . . . 3  
**Total Degree Requirements . . . . . 25**

**Total Degree Credits . . . . . 63-66**

**Associate of Science (AGEC-S)**

**General Education Core Requirements**  
The AGEC-S, a minimum block of 37 credit hours of lower-division general education course work, may be completed at any

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

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



**Arizona General Education Curriculum (AGEC - S)**

**A. Freshman Composition** . . . . . 6

English 101 English Composition I     English 102 English Composition II

**B. Mathematics** . . . . . 4

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

**C. Arts and Humanities (Choose two courses with different prefixes)** . . . . . 6

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

**D. Social and Behavioral Sciences (Choose two courses with different prefixes)** . . . . . 6

<input type="checkbox"/> ANT 102 Cultural Anthropology	<input type="checkbox"/> BUS 206 Micro Economics
<input type="checkbox"/> BUS 207 Macro Economics	<input type="checkbox"/> GHY 212 Introduction to Meteorology
<input type="checkbox"/> GHY 240 World Regional Geography	<input type="checkbox"/> HIS 131 History of the U.S. I
<input type="checkbox"/> HIS 132 History of the U.S. II	<input type="checkbox"/> HIS 135 Western Civilization I
<input type="checkbox"/> HIS 136 Western Civilization II	<input type="checkbox"/> HIS 137 Twentieth Century World History
<input type="checkbox"/> HIS 234 History of Indians in North America	<input type="checkbox"/> HIS 281 Latin American History
<input type="checkbox"/> POS 120 American National Government	<input type="checkbox"/> PSY 101 Introductory Psychology
<input type="checkbox"/> SOC 131 Introduction to Sociology	<input type="checkbox"/> SOC 136 Marriage and Family . . . . .
<input type="checkbox"/> SOC 140 Racial, Ethnic, and Gender Relations	

**E. Physical and Biological Sciences (Choose two courses in the same sequence)** . . . . . 8-10

<input type="checkbox"/> BIO 181 General Biology I	and	<input type="checkbox"/> BIO 182 General Biology II
<input type="checkbox"/> PHY 115 University Physics I	and	<input type="checkbox"/> PHY 116 University Physics II

**F. Options (Choose two courses)** . . . . . 7-8

*Based on program/degree requirements and using a transfer guide or consulting advice from a university program advisor, select math courses above Calculus 1 and/or science courses from astronomy, biology environmental science, chemistry, geology, physics, or geography.*

**TOTAL MINIMUM HOURS CREDIT . . . . . 37-40**

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

## Chemistry

### - Associate of Science

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

**General Education Credits . . . . . 37-38**

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

These courses must be taken as part of the AGECS as special requirements for this degree.

- MAT 221 Analytic Geometry & Calculus I
- CHM 151 General Chemistry I
- CHM 152 General Chemistry II

**Mathematics Requirement**

- MAT231 Analytic Geometry and Calculus II. . . . . 4

**Total Mathematics Requirement . . . . 4**

**Science Requirements**

- CHM 235 General Organic Chemistry I 4
- CHM 236 General Organic Chemistry II 4
- PHY115 University Physics I . . . . . 5
- PHY116 University Physics II . . . . . 5

**Total Science Requirements . . . . . 18**

**Elective Options**

After consulting with an advisor, choose 3 credits from the transferable course chart, excluding courses already taken for the AGECS or for this degree.

**Elective Credits . . . . . 3**

**Total Degree Credits . . . . . 62-63**

## Geology

### - Associate of Science

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

**General Education Credits . . . . . 37-38**

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

**Special Requirements for the AGECS**

- CHM 151 General Chemistry I (4)
- CHM 152 General Chemistry II (4)

**Mathematics Requirement**

- MAT231 Analytic Geometry



**Total Mathematics Requirement . . . . 4**

**Science Requirements**

- GLG101 Physical Geology . . . . . 4
- GLG102 Historical Geology. . . . . 4
- PHY115 University Physics I . . . . . 5
- PHY116 University Physics II . . . . . 5

**Total Science Requirements . . . . . 18**

**Elective Options**

After consulting with an advisor, choose 3 credits from the transferable course chart, excluding courses already taken for the AGECS or for this degree.

**Elective Credits . . . . . 3**

**Total Degree Credits . . . . . 62-63**

## Life Science

### - Associate of Science

This program is designed for students interested in majoring in biology, botany, zoology, microbiology, wildlife biology, etc. at a four-year university. 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 their chosen transfer institution.

**General Education Credits . . . . . 37-38**

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

**Special Requirements for the AGECS**

- CHM 151 General Chemistry I (4)
- CHM 152 General Chemistry II (4)

**Mathematics Requirement**

- MAT231 Analytic Geometry and Calculus II. . . . . 4

**Total Mathematics Requirement . . . . 4**

**Science Requirements**

- BIO 181 General Biology I . . . . . 4
- BIO 182 General Biology II . . . . . 4
- CHM 235 General Organic Chemistry I 4
- CHM 236 General Organic Chemistry II 4

**Total Science Requirements . . . . . 16**

**Elective Options**

After consulting with an advisor, choose 6 credits from the transferable course chart, excluding courses already taken for the AGECS or for this degree.

**Elective Credits . . . . . 6**

**Total Degree Credits . . . . . 63-64**

## Associate of Applied Science (AAS)

**General Education Core Requirements**  
A minimum block of 15 credits hours

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

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



## AAS General Education Checklist

### Communications . . . . . 6

Choose **two** courses from the following list:

- |  |   |
|--|---|
| <input type="checkbox"/> ENG 101 English Composition I       | <input type="checkbox"/> ENG 102 English Composition II |
| <input type="checkbox"/> ENG 136 Report Writing              | <input type="checkbox"/> GBS 105 Business English       |
| <input type="checkbox"/> COM 121 Interpersonal Communication | <input type="checkbox"/> COM 151 Public Speaking        |
| <input type="checkbox"/> BUS 204 Business Communications     |   |

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

Choose **one** course from the following list:

- |   |   |
|---|---|
| <input type="checkbox"/> Any 100-level or above math, technical math, integrated or vocational math | <i>Any vocational ethics course</i>   |
| <input type="checkbox"/> Any 100-level or above laboratory science course                           | <input type="checkbox"/> AJS 245 Ethics in Criminal Justice                                 |
| <input type="checkbox"/> PHI 101 Introduction to Philosophy   | <input type="checkbox"/> GBS 175 Business Ethics and Social Responsibility                  |
| <input type="checkbox"/> PHI 151 Ethics   | <input type="checkbox"/> MEA 100 Medical Law and Ethics                                     |
|   | <input type="checkbox"/> CHD 120 Professional Ethics in Counseling the Chemically Dependent |

### Global Awareness . . . . . 3-4

Choose **one** course from the following list:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> ANT 102 Cultural Anthropology    | <input type="checkbox"/> ENG 236 American Literature. II         | <input type="checkbox"/> HUM 250 Intro. to Cinema        |
| <input type="checkbox"/> ART 130 Survey of World Art I    | <input type="checkbox"/> FRE 101 Elementary French I             | <input type="checkbox"/> MUS 101 App. & Lit. of Music    |
| <input type="checkbox"/> ART 230 Survey of World Art II   | <input type="checkbox"/> GHY 240 World Regional Geography        | <input type="checkbox"/> PHI 205 Comparative World Rel.  |
| <input type="checkbox"/> ASL 101 American Sign Language I | <input type="checkbox"/> HIS 131 History of the United States I  | <input type="checkbox"/> POS 120 American National Gov.  |
| <input type="checkbox"/> BUS 206 Micro Economics          | <input type="checkbox"/> HIS 132 History of the United States II | <input type="checkbox"/> PSY101 Introductory Psychology  |
| <input type="checkbox"/> BUS 207 Macro Economics          | <input type="checkbox"/> HIS 135 Western Civilization I          | <input type="checkbox"/> SOC 131 Intro. to Sociology     |
| <input type="checkbox"/> ENG 137 Intro. to Literature     | <input type="checkbox"/> HIS 136 Western Civilization II         | <input type="checkbox"/> SOC 136 Marriage and Family     |
| <input type="checkbox"/> ENG 233 English Literature I     | <input type="checkbox"/> HIS 137 20th Century World History      | <input type="checkbox"/> SOC 140 Racial, Ethnic & Gender |
| <input type="checkbox"/> ENG 234 English Literature II    | <input type="checkbox"/> HUM 150 Introduction to Humanities I    | <input type="checkbox"/> SPA 101 Elementary Spanish I    |
| <input type="checkbox"/> ENG 235 American Literature I    | <input type="checkbox"/> HUM 151 Introduction to Humanities II   |  |

### Technology . . . . . 3

Choose **one** course from the following list:

- CIS 110 or higher
- an integrated academic or vocational course

### TOTAL AAS GENERAL EDUCATION CREDIT HOURS . . . . . 15-17

## Programs of Study

### Administration of Justice

#### -Associate of Arts Degree (AA)

See page 39 of this catalog for information on how to obtain an Associate of Arts Degree in Administration of Justice.

### Administration of Justice Corrections Officer

#### - Certificate

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

#### Certificate Requirements

AJS 101	Introduction to Administration of Justice. . . . .	3
AJS 240	The Correction Function . . .	3
AJS 260	Procedural Criminal Law . . .	3
AJS 225	Criminology . . . . .	3
AJS 245	Ethics and Administration of Justice. . . . .	3
SOC 140	Racial, Ethnic and Gender Relations . . . . .	3

#### Total Certificate Credits . . . . . 18

Students who have successfully completed the Arizona Department of Corrections Correctional Officer Training Academy (COTA), which has a 280 hour curriculum, would be eligible for awarded credits for the following courses: AJS 101, AJS 240, and AJS 245.

## Automotive

### Automotive Collision Repair Technology

#### - Associate of Applied Science

The Associate of Applied Science degree in Automotive Collision Repair Technology provides the necessary skills in the areas of basic mechanics, metal working, welding



metal and plastics, damage analysis and structural repair, and preparation for painting repaired automobiles as well as in the areas of communication, technical writing and mathematics. Automotive collision repair technicians are hired by automobile dealerships and independent auto body repair shops. As an experienced technician, the student may also choose to open a business, work as an insurance adjuster, or become a factory representative for industry suppliers.

#### Spring - Year One

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

#### Spring Credits Year One . . . . . 16

#### Fall - Year One

ACT 150	Panel Repairs and Replacements . . . . .	3
ACT 151	Structural Damage Diagnosis . . .	3
ACT 152	Structural Damage Repair . . .	3
ACT 153	Refinishing I. . . . .	2
ACT 160	Fixed Glass, Plastics and Adhesives . . . . .	2

\*Critical Thinking & Reasoning Course . . . . . 3-4

#### Fall Credits Year One . . . . . 16-17

#### Spring Year Two

ACT 205	Estimating and Shop Management. . . . .	3
ACT 211	MIG Welding and Cutting II . . .	2
ACT 231	Advanced Structural Damage Diagnosis & Repair. . .	3
ACT 237	Automotive Collision Tech Lab. . . . .	3
ACT 241	Paint Defects-Causes and Cures . . . . .	3
*Communications Course . . . . .		3

#### Spring Credits Year Two . . . . . 17

#### Fall - Year Two

ACT 242	Surface Preparation II . . . . .	2
ACT 243	Refinishing II . . . . .	2
ACT 244	Final Detail . . . . .	2
*Communications Course. . . . .		3
*Global Awareness Course . . . . .		3
*Technology Course . . . . .		3

#### Fall Credits Year Two . . . . . 15

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

#### Total Degree Credits . . . . . 64-65

## Automotive Service Technology

### - Associate of General Studies

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

#### Fall - Year One

ASE 101	Workplace Skills Training . . .	1
ASE 102	Introductory Automotive Technology . . . . .	2
ASE 111	Electrical/Electronic Systems I	2
ASE 112	Electrical/Electronic Systems II	3
ASE 113	Electrical/Electronic Systems III	2
ASE 131	Automotive Refrigeration Theory . . . . .	2
ASE 132	Automotive HVAC Systems . . .	3
<b>Fall Credits Year One . . . . .</b>		<b>15</b>

#### Spring - Year One

ASE 141	Automotive Engines I . . . . .	3
ASE 142	Automotive Engines II . . . . .	4
ASE 151	Automotive Ignition Systems . .	2
ASE 152	Intake and Exhaust Systems . . .	2
ASE 153	Fuel Delivery Systems I . . . . .	2
ASE 154	Fuel Delivery Systems II . . . . .	2
BUS 105	Business English . . . . .	3
<b>Spring Credits Year One . . . . .</b>		<b>18</b>

#### Fall - Year Two

ASE 255	Emission Control Systems . . . .	1
ASE 256	On-Board Diagnostic Systems . .	2
ASE 257	Automotive Ignition Systems . .	2
ASE 260	Manual Transmission Systems . .	2
ASE 261	Automotive Drive Axles and Differentials . . . . .	2
ASE 262	NVH Theory/Diagnostic Strategy . . . . .	1
ASE 271	Auto Transmission Systems I . .	3
ASE 272	Auto Transmission Systems II . .	2
<b>Fall Credits Year Two . . . . .</b>		<b>15</b>

#### Spring - Year Two

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

**Total Degree Credits . . . . . 61**

## Business

### -Associate of Business Degree

See page 44 of this catalog for information on how to obtain an Associate of Business Degree in Business Administration.

## Accounting

### - Associate of Applied Science

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

#### General Education Special Requirements from the General Education AAS Checklist

GBS 105	Business English . . . . .	3
<b>OR</b>		
ENG 101	English Composition 1 . . . . .	3
BUS 204	Business Communications . . . . .	3
GBS 110	Business Math . . . . .	3
BUS 206	Micro Economics . . . . .	3
CIS 131	Microsoft Office Suite Technology . . . . .	3
<b>General Education Credits . . . . .</b>		<b>15-17</b>

#### Accounting Requirements

ACC125	Introduction to Accounting . . . . .	4
	Using QuickBooks . . . . .	4
BUS 221	Financial Accounting . . . . .	3
BUS 222	Managerial Accounting . . . . .	3
ACC 143	Payroll Tax Accounting . . . . .	3
ACC 155	Cost Accounting . . . . .	3
ACC 225	Intermediate Accounting I . . . .	3
ACC 230	Intermediate Accounting II . . . . .	3
ACC 135	Accounting Systems and Procedures . . . . .	3
ACC 139	Income Tax Accounting . . . . .	3
ACC 250	Non-Profit and Governmental Accounting . . . . .	3
<b>Total Accounting Credits . . . . .</b>		<b>31</b>

#### Business/Management Requirements

GBS 101	Introduction to Business . . . . .	3
GBS 230	Business Law . . . . .	3
<b>OR</b>		
BUS 202	Legal Environment of . . . . .	3

Business . . . . .	3	
MGT 221	Financial Management . . . . .	3
BUS 207	Macro Economics . . . . .	3
<b>Business Management Credits . . . . .</b>		<b>12</b>

#### Additional CIS Requirements

CIS 136	Microsoft Excel Spreadsheets . .	3
CIS 135	Microsoft Access Database . . . .	3
<b>Total Additional CIS credits . . . . .</b>		<b>6</b>
<b>Total Degree Credits . . . . .</b>		<b>64-66</b>

## General Business

### - Associate of Applied Science

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

#### General Education

<b>Special Requirements from the General Education AAS Checklist</b>	
BUS 204	Business Communications (3)
GBS 105	Business English (3)

#### OR

ENG 101	English Composition I . . . . .	3
GBS 110	Business Math . . . . .	3
BUS 206	Micro Economics . . . . .	3
CIS 131	Microsoft Office Suite . . . . .	3
<b>General Education Credits . . . . .</b>		<b>15-17</b>

#### Business Requirements

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

#### OR

## Programs of Study



BUS 202 Legal Environment of Business 3  
 BUS 247 Human Resource Management 3  
 MGT 260 Global Management . . . . . 3  
**Total Business Credits . . . . . 31**

### Additional Requirements

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

**Additional Credits . . . . . 12**

### Additional CIS Requirement

CIS 136 Excel Spreadsheets. . . . . 3  
**Total Additional CIS Credits . . . . . 3**

**Total Degree Credits . . . . . 61-63**

## Business

### -Entrepreneurship and Small Business Management

#### - Associate of Applied Science

This program is designed to prepare students for a career as a small business owner, and emphasizes the skills and behavior patterns necessary to contribute to business success, including the essential aspects of recognizing and researching opportunities which lead to starting

and owning a successful small business venture. Students will study the steps to start up a new local or web-based business, learn to avoid pitfalls in purchasing an existing business and receive hands-on experience in business plan development, record keeping, marketing, advertising, human resources, leadership and management skills, computer applications, and salesmanship.

### General Education Special

#### Requirements from the General Education AAS Checklist

GBS 105 Business English . . . . . 3  
 BUS 204 Business Communications . . 3  
 GBS 110 Business Math . . . . . 3  
 BUS 206 Micro Economics . . . . . 3

#### OR

BUS 207 Macro Economics . . . . . 3  
 CIS 131 Microsoft Office Suite . . . . . 3

**Total General Education Credits . 15-17**

### Entrepreneurship Requirements

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

**Total Entrepreneurship Credits . . . . 19**

### Advanced Entrepreneurship Requirements

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

### Total Advanced

**Entrepreneurship Credits . . . . . 12**

### Additional Program Credits

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

**Additional Program Credits . . . . . 15**

**Total Degree Credits . . . . . 61-63**

## Business - General Business - Certificate

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

### Certificate Requirements

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

#### OR

BUS 202 Legal Environment of Business 3  
 BUS 247 Human Resource Management 3





include safe work habits, the understanding of effective communication, human interaction and supervision. The student will achieve organizational goals and increase human resource productivity while maintaining compliance with various laws and regulations.

**Certificate Requirements**

BTR 105 Basic Trades Safety. . . . . 3

GBS 102 Human Behavior in the Workplace. . . . . 3

MGT 110 Supervisory Techniques . . . 3

MGT 120 Principles of Management . . 3

BUS 247 Human Resource Management. . . . . 3

*Choose one elective course from BUS, CIS, or any trades prefix. . . . . 1-3*

**Total Certificate Credits . . . . 16-18**

MGT 260 Global Management. . . . . 3

**Total Certificate Credits . . . . . 31**

**Business - Entrepreneurship - Certificate**

This certificate is designed to provide students with the basic knowledge necessary to think like entrepreneurs in recognizing new business opportunities. It integrates functional areas of entrepreneurship such as start-up procedures including idea generation and business plan preparation with an overview of marketing, financing, and accounting principles.

**Certificate Requirements**

ENT 100 Discovering Entrepreneurship 3

ENT 110 Finding Ideas & Business Opportunities . . . . . 3

ENT 120 Marketing & Market Analysis for Entrepreneurs . . 3

ACC125 Introduction to Accounting Using Quickbooks. . . . . 4

ENT 130 Financial & Money Management . . . . . 3

ENT 140 Creating the Business Plan. . 3

**Total Certificate Credits . . . . . 19**

**Business -**

**Bookkeeping - Certificate**

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

**Certificate Requirements**

ACC 125 Introduction to Accounting Using QuickBooks. . . . . 4

CIS 131 Microsoft Office Suite . . . . . 3

GBS 110 Business Math . . . . . 3

ACC 135 Accounting Systems and Procedures. . . . . 3

ACC 139 Income Tax Accounting (3)

**OR**

ACC 143 Payroll Procedures. . . . . 3

CIS 136 Microsoft Excel . . . . . 3

**Total Certificate Credits . . . . . 19**

**Business - Supervisor - Certificate**

This certificate will prepare the student for a career as a supervisor. Topics will

**Child Development Associate**

**Child Development Associate Pathway -Credential**

The Child Development Associate pathway is designed to meet the educational needs of people already working in the field of early childhood education including Headstart assistants and other child care workers who want to learn the basic principles of early childhood education. This program provides the opportunity for students to meet the requirements for the national Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition. The CDA credential is not issued by Mohave Community College and must be applied for and paid for separately from this program. Courses have been included with a focus on developing an educational career pathway.

**Requirements for credential**

CDA 101A Safety, Health and Nutrition 1

## Programs of Study

CDA 101B	A Learning Environment in . . . . .	1
CDA 101C	Principles of Child Development & Curriculum	1
CDA 102A	Physical Development . . . . .	1
CDA 102B	Intellectual Development . . . . .	1
CDA 102C	Social, Emotional and Self-Concept Development	1
CDA 103A	Observation, Behavior, and Guidance . . . . .	1
CDA 103B	Understanding Families and Communities . . . . .	1
CDA 103C	Program Operation and Professionalism . . . . .	1
<b>Total Credits</b>		<b>.9</b>



## Chemical Dependency Studies

### Chemical Dependency Studies - Associate of Applied Science

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

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

#### Important Program Notes:

- CHD 100 is a pre-requisite for all other CHD courses, along with

- PSY 101, SOC 131, CIS 110 (or CIS 131), and ENG 101.
- Classes are not offered each semester.
- Students must achieve a minimum grade of 2.0 in each required course.
- Fingerprint Clearance Card is REQUIRED for field placement.
- Coursework is highly interactive and includes community-based activities.
- AAS in Chemical Dependency Studies emphasizes job skills for entry-level employment in substance abuse treatment.

#### Criteria for Internships

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

- Students are required to have a Fingerprint Clearance Card prior to enrollment in the CHD 280 course (Chemical Dependency Practicum).
- Registration in CHD 280 is subject to the number of internships available each semester.

- Transportation related to internship placement is the responsibility of the student.
- Students are required to follow the placement agencies policies during their field experience
- Students are required to absorb any costs involved in obtaining placement (I.E.: fingerprint clearance card, criminal background check, urine analysis, etc.)

#### Fall - Year 1 Prerequisites

CHD 100	Foundations of Chemical Dependency . . . . .	3
ENG 101	English Composition I . . . . .	3
CIS 110	Introduction to Computer Information Systems . . . . .	3

#### OR

CIS 131	Microsoft Office Suite . . . . .	3
PSY 101	Introductory Psychology . . . . .	3
SOC131	Introduction to Sociology . . . . .	3
<b>Prerequisite Total Credits</b>		<b>15</b>

#### Spring - Year One

CHD 102	Communication Skills in Chemical Dependency . . . . .	3
CHD 110	Biological Systems Pharmacology of the Chemical Dependent . . . . .	3
CHD 120	Professional Ethics in Counseling the Chemically Dependent . . . . .	2
CHD 150	Principles of Self-Help Groups	2

CHD 161 Beginning Interviewing & Documentation Skills . . . . 3  
 ENG 102 English Composition II . . . . 3  
**OR**  
 ENG136 Report Writing . . . . . 3  
**Spring Year One Total Credits . . . . 16**

**Fall Year Two**

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

**Spring Year Two**

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

**Total Degree Credits . . . . . 61**

**Computer Information Systems**

**-Associate of Business**

*See pages 43-44 of this catalog for information on how to obtain an Associate of Business Degree in Computer Information Systems.*

**Computer**

**Information Systems**

**- Associate of Applied Science**

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

When a student completes the required the CIS AAS degree foundation courses

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

**Degree Requirements**

GBS 105 Business English (3)  
**OR**  
 ENG 101 English Composition I . . . . 3  
 BUS 204 Business Communications . . 3  
 GBS 110 Business Math . . . . . 3  
 CIS 110 Introduction to Computer Information Systems . . . . . 3  
 CIS 120 Introduction to Programming 3  
 CIS 153 Networking Essentials . . . . 3  
 BUS 206 Micro Economics (3)  
**OR**  
 BUS 207 Macro Economics . . . . . 3  
**Total Foundation Credits . . . . . 21**

**Elective Options**

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

**Capstone Courses**

CIS 210 Database Management & SQL Design . . . . . 3  
 CIS 270 Systems Analysis & Design. . 3  
 CIS 280 Internship . . . . . 3  
**OR**  
 CIS 290 Special Project. . . . . 3  
**Capstone Credits . . . . . 9**

**Total Degree Credits . . . . . 60**

**Computers - Systems Administration**

**- Associate of Applied Science**

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

*Note: Students may complete their degree with NAU through online classes. (NAU's Cultural Understanding requirements will be completed after transfer)*

**General Education Special Requirements from the General Education AAS Checklist**

**Communication**

ENG 101 and ENG 102. . . . . 6

**Critical Thinking and Reasoning**

MAT 142 College Mathematics . . . . . 3

**Global Awareness**

*Choose two Humanities:*

ENG 234, ENG 235, ENG 236, BUS 207, HUM 150,HUM 151, HUM 250 . . . . 3

BUS 206 Micro Economics . . . . . 3

**Technology**

CIS 110 Introduction to CIS. . . . . 3

**Science**

CIS 120 Introduction to Programming. . 3  
 (counts as Science at NAU)

Lab Science class . . . . . 4

**Total General Ed Requirements: . . . 28**

**Department Requirements**

GBS 101 Introduction to Business. . . 3

**Total Department Requirements . . . . 3**

**Program Requirements**

CIS 115 Microcomputer Repair I . . . . 3  
 CIS 116 Microcomputer Repair II. . . 3  
 CIS 143 Introduction to Web Page Design . . . . . 3  
 CIS 153 Networking Essentials . . . . . 3  
 CIS 210 Database Management . . . . 3  
 CIS 241 E-Commerce Technology . . . 3  
 CIS 253 Network Security . . . . . 3  
 CIS 261 Computer Support Services . . 3  
 CIS 270 Systems Analysis and Design 3

*Choose 6 credits of the following*

CIS 204 Programming &Game Development in C++ . . . . . 3  
 CIS 206 Programming for the Web with JavaScript . . . . . 3  
 CIS 208 Programming in C# . . . . . 3  
**Total Program Requirements . . . . . 33**

**Total Degree Credits . . . . . 64**

**Computers - Essential Computer Technology - Certificate of Completion**

This Certificate Program offers training in basic computer skills. This six-credit hour certificate does not qualify as a CIS Specialty Certificate towards the Associate of Applied Science CIS degree. However, these credits may be included in the elective credits, if needed, toward degree completion.

# Programs of Study

## Requirements

Choose 6 credits from the following:

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

**Total Certificate Credits . . . . . 6**

## Computers - Computer Graphics & Web Design - Certificate

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

### Certificate Requirements

CIS 110 Intro to Computer Information Systems . . . . .	3
CIS 140 In Design Desktop Publishing . . . . .	3
CIS 143 Web Page Design I. . . . .	3
CIS 145 Photo Shop I. . . . .	3
<b>Certificate Credits . . . . .</b>	<b>15</b>

### Elective Requirements

Choose 6 credits from the following:

CIS 206 Programming for Web with JavaScript . . . . .	3
CIS 241 E-Commerce Technology . . .	3
CIS 243 Web Page Design II . . . . .	3
CIS 245 Photo Shop II . . . . .	3
<b>Elective Credits . . . . .</b>	<b>6</b>

**Total Certificate Credits . . . . . 18**

## Computers - Systems Support and Security - Certificate

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

### Certificate Requirements

CIS 110 Introduction to Computer Information Systems . . . . .	3
CIS 115 Computer Repair I. . . . .	3
CIS 116 Computer Repair II. . . . .	3
CIS 153 Networking . . . . .	3
CIS 253 Network Security . . . . .	3
<b>Certificate Credits . . . . .</b>	<b>15</b>

### Elective Requirements

Choose one course from the following: . . . . .	
CIS 131 MS Office . . . . .	3
CIS 156 Firewalls and Intrusion Detection . . . . .	3
CIS 261 Computer Support Services . . .	3
<b>Elective Credits . . . . .</b>	<b>3</b>

**Total Certificate Credits . . . . . 18**

## Computers - Professional Applications - Certificate

The Professional Applications Certificate provides students a working knowledge of a variety of software programs used in business today. All courses satisfactorily completed in this certificate program will apply to the Associate of Applied Science degree in Business Administration or Computer Information Systems.

### Certificate Requirements

Choose 5 courses or 15 credits in any combination from the following:	
CIS 135 Microsoft Access Database . . .	3
CIS 136 Microsoft Excel . . . . .	3
CIS 138 Microsoft Word . . . . .	3
CIS 140 In Design Desktop Publishing . . . . .	3

CIS 141 Microsoft PowerPoint Presentations . . . . .	3
CIS 143 Web Page Design I. . . . .	3
CIS 145 Photoshop I . . . . .	3
CIS 243 Web Page Design II . . . . .	3
<b>Requirement Credits . . . . .</b>	<b>15</b>

### Elective Options

Choose any CIS 100 or above course as an elective.

**Elective Credits . . . . . 3**

**Total Certificate Credits . . . . . 18**

## Computers - Programming & Game Development - Certificate

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

### Program Requirements

CIS 110 Intro to Computer Information Systems . . . . .	3
CIS 120 Introduction to Programming . . . . .	3
Choose 4 courses from the following:	
CIS 125 Basic Game Design and Creation . . . . .	3
CIS 200 Programming & Game Design in Visual Basic.NET . . . . .	3
CIS 204 Programming & Game Design in C++ . . . . .	3
CIS 206 Programming for the Web in JavaScript . . . . .	3
CIS 208 Programming in C# . . . . .	3
CIS 243 Web Page Design II . . . . .	3

**Total Certificate Credits . . . . . 18**



## Culinary Arts

### Culinary Arts and Hospitality

#### - Associate of Applied Science

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

#### General Education

##### Special Requirements

ENG 101 English Composition I . . . . 3

**OR**

GBS 105 Business English . . . . . 3

COM 151 Public Speaking . . . . . 3

GBS 175 Business Ethics. . . . . 3

PSY 101 Introductory Psychology . . . 3

CIS 110 Introduction to Computer Information Systems . . . . . 3

**OR**

CIS 131 Microsoft Office Suite. . . . . 3

**Total General Education Credits . 15-17**

#### Program Requirements

CUL 111 Introduction to Culinary . . . . 4

CUL 112	Techniques of Healthy Cooking. . . . .	4
CUL 113	Saucier . . . . .	4
CUL 114	Baking . . . . .	4
CUL 115	Sanitation and Safety . . . . .	3
CUL 116	Supervisory Management . . . . .	3
CUL 117	Purchasing and Receiving . . . . .	3
CUL 118	Hospitality and Culinary Marketing . . . . .	3
CUL 119	Externship . . . . .	3
CUL 211	Food and Beverage Cost Control . . . . .	3
CUL 212	American Regional Cuisine . . . . .	4
CUL 213	International Cuisine. . . . .	4
CUL 214	Hospitality and Culinary Law . . . . .	3
<b>Total Program Requirements . . . . .</b>		<b>45</b>

**Total Degree Credits . . . . . 60-62**

### Culinary Arts - Baking and Pastry -Certificate

CUL 111	Introduction to Culinary . . . . .	4
CUL 112	Techniques of Healthy Cooking . . . . .	4
CUL 114	Baking . . . . .	4
CUL 115	Sanitation & Safety. . . . .	3
CUL 116	Supervisory Management . . . . .	3
CUL 215	Artisan Breads . . . . .	4
CUL 216	Advanced Baking & Pastry . . . . .	4

CUL 217 Chocolate, Confections, Sugar Work & Restaurant Desserts . . 4

**Total Certificate Credits . . . . . 30**

### Culinary Arts and Hospitality - Certificate

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

#### Certificate Requirements

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

**Total Certificate Credits . . . . . 45**

## Dental Programs

### Dental Hygiene - Associate of Applied Science

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

All General Education coursework must be completed prior to beginning Dental Hygiene classes, with a grade point

## Programs of Study

average of 2.8 or above and a grade of "C" or higher in all courses. Science courses must have been taken within the last 10 years.

Students must complete an application specific to the Dental Hygiene Program and have their acceptance into the program confirmed prior to enrolling in any dental hygiene coursework. Program information and application procedures are posted on the Dental Hygiene web pages on the MCC web site at [www.mohave.edu](http://www.mohave.edu). The program accepts 18 students each fall. The application deadline is March 1.

### Admission Prerequisites

The Dental Hygiene program at MCC is highly selective. Students wishing to apply for admission to the Dental Hygiene Program must complete the following courses prior to admission. Applicants may complete these courses during the spring semester in which they are applying to the program.

### General Education

#### Special Requirements from the General Education AAS Checklist and Prerequisites

ENG 101 English Composition I . . . . .	3
ENG 102 English Composition II . . . . .	3
BIO 201 Anatomy & Physiology I . . . . .	4
BIO 202 Anatomy & Physiology II . . . . .	4
BIO 205 Microbiology . . . . .	4
COM 151 Public Speaking . . . . .	3

#### OR

COM 121 Interpersonal Communications (3) OR Any (3) credit hours of Communication	
CHM 130 Fundamental Chemistry or higher . . . . .	4
PSY 101 Introductory Psychology . . . . .	3
SOC131 Introduction to Sociology . . . . .	3

**General Education Credits . . . . . 31**

### Program Prerequisite

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



### Fall Year One

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

### Spring Year One

DEH 102 Clinic I . . . . .	6
DEH 111 Periodontology I . . . . .	3
DEH 117 Applied Pharmacology . . . . .	3
DEH 118 Anesthesiology . . . . .	3
<b>Spring Year One Total Credits . . . . .</b>	<b>15</b>

### Summer Year One

DEH 201 Clinic II . . . . .	5
DEH 208 Dental Materials . . . . .	2
<b>Summer Year One Total Credits . . . . .</b>	<b>7</b>

### Fall Year Two

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

### Spring Year Two

DEH 203 Practice Management & Dental Hygiene Clinic IV . . . . .	9
DEH 235 Oral Health Promotion & Disease Prevention . . . . .	2
DEH 243 Community Dental Health . . . . .	3
<b>Spring Year Two Total Credits . . . . .</b>	<b>14</b>

### Total Degree Credits . . . . . 95

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

## Dental - Dental Assisting - Certificate

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

### Prerequisites

Students must show appropriate abilities on the assessment test by either placing into ENG 101 and TRM 091 or by passing PCS 021, TRE 089 and TRM 090. Students must maintain a valid American Heart Association Healthcare Provider CPR certification throughout the program. Students must complete the Program Immunization and Health Declaration by the 3rd week of the semester for any lab classes.

**Certificate Requirements**

**Fall**

STU 101 Intro to College Success . . . . 1

**OR**

STU 103 Mastering Skills for College Success . . . . . 3

DAE 107 Dental Assisting I . . . . . 2

DAE 101 Biomedical Dental Science . . . . 3

DAE 105 Dental Infection Control . . . . 1

DAE 106 Dental Assisting Radiography . . . 3

DAE 108 Dental Assisting II . . . . . 3

**Fall Credits . . . . . 13-15**

**Spring**

DAE 109 Dental Assisting Materials . . . . 3

DAE 120 Dental Specialties . . . . . 3

DAE 114 Clinical Procedures . . . . . 7

DAE 115 Office Management for the Dental Assistant . . . . . 1

**Spring Credits . . . . . 14**

**Total Certificate Credits . . . . . 27-29**

**Electrical Technology**

**- Associate of Applied Science**

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

**General Education**

**Special Requirements from the General Education AAS Checklist . . 15-17**

**Building Trades Requirements**

BTR 100 Blueprint Reading . . . . . 3

BTR 105 Basic Trades Safety. . . . . 3

**Building Trades Credits . . . . . 6**

**Additional Requirements**

GBS 101 Introduction to Business . . . . 3

MGT 110 Supervisory Techniques . . . . 3

MGT 120 Principles of Management . . . . 3

GBS 121 Customer Service . . . . . 3

**Total Additional Requirements . . . . 12**

**Program Requirements . . . . .**

ELC 110 Residential Wiring I . . . . . 3

ELC 111 Residential Wiring II . . . . . 3

ELC 112 Electrical Calculations . . . . . 2

ELC 115 AC/DC Theory . . . . . 3

ELC 120 NEC Codes for Residential . . . . 3

ELC 210 Commercial/Industrial Electricity I. . . . . 3

ELC 211 Commercial/Industry II. . . . . 3

ELC 220 Electrical Motors & Controls. . . 3

ELC 200 Grounding & Bonding . . . . . 2

**OR**

ELC 205 Relay Control Systems . . . . . 3

ELC 221 Low Voltage Systems. . . . . 3

ELC 225 NEC Codes for Commercial . . . . . 3

**Total Program Credits. . . . . 31-32**

**Total Degree Credits . . . . . 64-67**

**Electrical Technology - Electrician**

**- Certificate**

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

**Program Requirements**

BTR 100 Blueprint Reading . . . . . 3

BTR 105 Basic Trades Safety. . . . . 3

ELC 110 Residential Wiring I . . . . . 3

ELC 111 Residential Wiring II . . . . . 3

ELC 112 Electrical Calculations . . . . . 2

ELC 115 AC/DC Theory . . . . . 3

ELC 120 NEC Codes for Residential . . . . 3

ELC 210 Commercial/Industrial I . . . . 3

ELC 211 Commercial/Industrial II . . . . 3

ELC 200 Grounding & Bonding . . . . . 2

**OR**

ELC 205 Programmable Logic

Controllers. . . . . 3

ELC 220 Electrical Motors & Controls . . . 3

ELC 221 Low Voltage Systems. . . . . 3

ELC 225 NEC Codes for Commercial . . . . 3

**Total Certificate Credits . . . . . 37-38**

**Electrical Technology - Industrial Maintenance - Certificate**

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

**Certificate Requirements**

ELC 115 AC/DC Theory . . . . . 3

ELC 210 Commercial/Industrial I . . . . 3

ELC 211 Commercial/Industrial II . . . . 3

ELC 200 Grounding & Bonding (2)

**OR**

ELC 205 Relay Control Systems . . . . . 3

ELC 220 Electrical Motors & Controls . . . . . 3

**Total Certificate Credits . . . . . 14-15**

**Electrical Technology - Residential Wiring**

**- Certificate**

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

**Certificate Requirements**

BTR 100 Blueprint Reading . . . . . 3

ELC 110 Residential Wiring I . . . . . 3

## Programs of Study

ELC 111	Residential Wiring II . . . . .	3
ELC 112	Electrical Calculations . . . . .	2
ELC 115	AC/DC Theory . . . . .	3
ELC 120	NEC Codes for Residential. . . . .	3

**Total Certificate Credits . . . . . 17**

## Fire Science

### Fire Science

#### - Associate of Applied Science

The Associate of Applied Science in Fire Science is for students who expect to further his or her career in the fire service or related fields. The Fire Science program offers students command development and continuing education courses.

**Note:** A "C" or better is required in all classes. Completion of all three Fire Science Certificates and the General Education credits is required for the Associate of Applied Science Degree.

#### AAS General Education Credits

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

#### Special Requirements

ENG 101	English Composition I . . . . .	3
ENG 102	English Composition II . . . . .	3
MAT 151	College Algebra . . . . .	3
<i>Choose one (1) below or higher level</i>		
BIO 100	Biology Concepts (4)	
CHM 130	Fundamental Chemistry . . . . .	4
PHY 107	Conceptual Physics (4)	
Global Awareness Course. . . . .		3-4
Technology Course . . . . .		3
<b>Total General Education Credits</b>		<b>19-20</b>

#### Program Requirements

FSC 105	Principles of Emergency Services . . . . .	3
FSC 110	Fire Academy . . . . .	10
FSC 120	Fire Behavior and Combustion . . . . .	3
FSC 220	Occupational Safety & Health for the Fire Service . . . . .	3
FSC 131	Fire Protection Hydraulics and Water Supply . . . . .	4
FSC 133	Fire Prevention. . . . .	3
FSC 233	Building Construction for Fire Protection . . . . .	3
FSC 235	Fire Strategy / Tactics. . . . .	3
FSC 221	Fire Administration I . . . . .	3

FSC 222	Fire Protection Systems . . . . .	3
FSC 223	Legal Aspects of the Fire Service . . . . .	3
FSC 242	Fire Investigation I . . . . .	3
<b>Program Credits . . . . .</b>		<b>44</b>

**Total Degree Credits . . . . . 63-64**

### Fire Science -

#### Fire Fighter - Certificate

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

#### Certificate Requirements

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

**Total Certificate Credits . . . . . 19**

### Fire Science -

#### Driver/Operator

#### - Certificate

The Driver / Operator Certificate Program is designed to prepare a student for advancement within the fire service to the position of driver / operator.

#### Certificate Requirements

FSC 105	Principles of Emergency Services . . . . .	3
FSC 110	Fire Fighter Academy . . . . .	10
FSC 120	Fire Behavior and Combustion . . . . .	3
FSC 131	Fire Protection Hydraulics and Water Supply . . . . .	4
FSC 133	Fire Prevention. . . . .	3
FSC 220	Occupational Safety & Health for the Fire Service. . . . .	3
FSC 233	Building Construction for Fire Protection . . . . .	3
FSC 235	Fire Strategy / Tactics. . . . .	3

**Total Certificate Credits . . . . . 32**

### Fire Science -

### Fire Officer - Certificate

The Fire Officer Certificate Program designed to prepare a student for company and officers positions within the fire service.

#### Certificate Requirements

FSC 105	Principles of Emergency Services . . . . .	3
FSC 110	Fire Fighter Academy . . . . .	10
FSC 120	Fire Behavior and Combustion . . . . .	3
FSC 131	Fire Protection Hydraulics and Water Supply . . . . .	4
FSC 133	Fire Prevention. . . . .	3
FSC 220	Occupational Safety & Health for the Fire Service . . . . .	3
FSC 221	Fire Administration I . . . . .	3
FSC 222	Fire Protection Systems . . . . .	3
FSC 223	Legal Aspects of the Fire Service . . . . .	3
FSC 233	Building Construction for Fire Protection . . . . .	3
FSC 235	Fire Strategy / Tactics. . . . .	3
FSC 242	Fire Investigation I . . . . .	3

**Total Certificate Credits . . . . . 44**

## General Studies

### General Studies

#### - Associate of Applied Science

This program is intended for students who wish to explore many areas and broaden their knowledge. It is not designed for students wishing to specialize in some academic area or in a specific program. Such students are encouraged to follow other MCC degree programs. Students are encouraged to work closely with a career planning counselor to establish their program of studies.

**General Education Credits . . . . . 15-17**

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

**Elective Credits . . . . . 50**

**Total Degree Credits . . . . . 65-67**





## Heating, Ventilation & Air Conditioning (HVAC)

### HVAC - Refrigeration Technology

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

**General Education Credits . . . . . 15-17**  
 Choose courses from the AAS General Education Checklist

**Building Trades Requirements**

- BTR 100 Blueprint Reading . . . . . 3
- BTR 105 Basic Trades Safety . . . . . 3

- BTR 121 Estimating for Residential and Commercial Bldg. . . . . 3
- Building Trade Credits . . . . . 9**

**Additional Requirements**

- GBS 101 Introduction to Business . . . 3
- GBS 102 Human Behavior in the Workplace . . . . . 3
- MGT 110 Supervisory Techniques . . . 3
- GBS 121 Customer Service . . . . . 3
- Additional Credits . . . . . 12**

**Elective Options**

Choose 6 credits from BUS, CIS, or any trades prefix.

**Elective Credits . . . . . 6**

**Program Requirements**

- HVA 105 Fundamentals of Refrigeration 3
- HVA 110 EPA Test Prep . . . . . 1
- HVA 120 Residential HVAC Installation 3
- HVA 130 Residential HVAC . . . . . 3
- HVA 140 Residential Heating . . . . . 2
- HVA 150 Refrigeration Electrical Troubleshooting . . . . . 3
- HVA 210 Commercial Air Management. . . . . 2
- HVA 220 Commercial and Domestic Refrigeration . . . 3
- Program Credits . . . . . 20**

**Total Degree Credits . . . . . 62-64**

### HVAC - Residential - Certificate

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

**Certificate Requirements**

- BTR 105 Basic Trades Safety . . . . . 3
- HVA105 Fundamentals of Refrigeration . . . . . 3
- HVA110 EPA Test Prep . . . . . 1
- HVA120 Residential HVAC Installation. . . . . 3
- HVA130 Residential HVAC . . . . . 3
- HVA140 Residential Heating . . . . . 2
- HVA150 Refrigeration Electrical Troubleshooting . . . . . 3

**Total Certificate Credits . . . . . 18**

### HVAC - Refrigeration Commercial - Certificate

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

**Certificate Requirements**

- BTR 105 Basic Trades Safety . . . . . 3
- HVA 105 Fundamentals of Refrigeration 3
- HVA 110 EPA Test Prep . . . . . 1
- HVA 130 Residential HVAC . . . . . 3
- HVA 150 Refrigeration Electrical Troubleshooting . . . . . 3
- HVA 210 Commercial Air Management 2
- HVA 220 Commercial and Domestic Refrigeration . . . 3

**Total Certificate Credits . . . . . 18**

## Medical Assisting

### - Associate of Applied Science

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

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

#### General Education

**Special Requirements** from the *General Education AAS Checklist* . . . . 15

#### Additional Requirements

CIS 131 Microsoft Office Suite . . . . . 3  
 PSY 101 Introductory Psychology. . . . . 3  
 SOC131 Introduction to Sociology . . . . . 3

**Elective Credits** . . . . . 3

**Additional Credits** . . . . . 12

#### Program Requirements

MEA100 Medical Law and Ethics . . . . . 3  
 MEA105 Medical Office Mgmt w/  
 Comp. Applications . . . . . 3  
 HES 113 Medical Terminology... . . . . 3  
 MEA115 Basic Electrocardiograph  
 Techniques. . . . . 3  
 HES 128 Pharmacology: Allied  
 Health Occupations . . . . . 3  
 HES 129 Allied Health Anatomy &  
 Physiology . . . . . 3  
 MEA 140 Medical Coding . . . . . 3  
 MEA 141 Medical Billing . . . . . 3  
 MEA 200 Medical Assisting Clinical . . . 4  
 MEA 249 Laboratory Techniques . . . . . 3  
 MEA 258 Medical Assisting  
 Externship . . . . . 4

**Program Credits** . . . . . 35

**Total Degree Credits** . . . . . 62-64



## Medical Assisting

### - General Certificate

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

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

#### Certificate Requirements

MEA 100 Medical Law and Ethics . . . . . 3  
 MEA 105 Medical Office Mgmt w/  
 Comp. Applications . . . . . 3  
 HES 113 Medical Terminology . . . . . 3  
 MEA 115 Basic Electrocardiograph  
 Techniques. . . . . 3  
 HES 128 Pharmacology: Allied  
 Health Occupations . . . . . 3  
 HES 129 Allied Health Anatomy &  
 Physiology . . . . . 3

MEA 140 Medical Coding . . . . . 3  
 MEA 141 Medical Billing . . . . . 3  
 MEA 200 Medical Assisting Clinical . . . 4  
 MEA 249 Laboratory Techniques . . . . . 3  
 MEA 258 Medical Assisting Externship. . 4  
 CIS 131 Microsoft Office Suite . . . . . 3

**Total Certificate Credits** . . . . . 38

## Medical Assisting Insurance Coding

### - Certificate

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

#### Certificate Requirements

MEA 100 Medical Law and Ethics . . . . . 3  
 MEA105 Medical Office Mgmt w/  
 Comp. Applications . . . . . 3  
 HES 113 Medical Terminology . . . . . 3  
 MEA140 Medical Coding . . . . . 3  
 MEA141 Medical Billing . . . . . 3  
 CIS 131 Microsoft Office Suite . . . . . 3

**Total Certificate Credits** . . . . . 18

## Medical Assisting Phlebotomy

### - Certificate

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

#### Certificate Requirements

MEA 101	Basic Phlebotomy Techniques. . . . .	3
MEA 102	Phlebotomy Externship . . . .	3
HES 113	Medical Terminology . . . . .	3
MEA 213	Advanced Phlebotomy Techniques. . . . .	3

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

## Nursing Registered Nursing - RN - Associate of Applied Science

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

#### Admission Requirements:

1. Graduate of a high school that is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or other appropriate state educational agency; has a high school certificate of equivalency; is 18 years of age or older and demonstrates evidence of potential success in the community college; or is a transfer student in good standing from another college or university.
2. Successful completion (with a "C" or better) of Fundamentals of Chemistry and a 100-level Biology. Acceptable

college courses are:

- a. BIO 100 Biology Concepts, BIO 181 General Biology or one semester of anatomy and physiology with lab. Students are given the opportunity to, by examination, to demonstrate competency in BIO 100. An examination will be available by appointment on each campus site. If competency is not demonstrated, the course must be taken.
  - b. CHM 130 Fundamentals of Chemistry or CHM 151 General Chemistry I
3. College courses over ten (10) years old will not be accepted as credit for biology and the chemistry requirement. Sciences over 10 years old will not transfer for General Education credits.
  4. A student must have attained an appropriate score on the College Assessment Test or have successfully completed PCS 021-Reading Stage 2, TRE 089 Transitional English and TRM 091 Transitional Math prior to application to the Nursing Program.
  5. Acceptable score on the Test of Essential Academic Skills (TEAS).
  6. Extra consideration is given to applicants with general education co-requisites completed, Arizona residency, health care experience, and positive references.

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

#### Application Requirements

- Completed Nursing Application
- Three (3) Professional References
- Official College and High School Transcripts (See Admission Information Packet)
- Test of Essential Academic Skills

(TEAS) results

- Verification of health care experience
- Verification of residency
- Copy of Department of Public Safety Fingerprint Clearance Card

#### Program Requirements

##### Fall - Year One

BIO 201	Anatomy & Physiology I . . . .	4
PSY 101	Introductory Psychology . . . .	3
NUR 121	Nursing I. . . . .	8
MAT 121	Intermediate Algebra or any 100-level or above mathematics course . . . . .	3-4
<b>Fall Credits Year One . . . . .</b>		<b>18-19</b>

##### Spring - Year One

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

##### Fall - Year Two

BIO 205	Microbiology . . . . .	4
ENG102	English Composition II. . . . .	3
NUR 221	Nursing III . . . . .	8
<b>Fall Credits Year Two . . . . .</b>		<b>15</b>

##### Spring - Year Two

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

**Total Degree Credits . . . . . 62-63**

#### Requirements for Graduation

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

#### Health Policy for Nursing

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

1. Sign a waiver releasing the Department of Nursing and Mohave Community College from responsibility for injury or illness resulting from exposure to disease, medicines, or treatments and sign a release of medical information.
2. Present evidence of two-step tuberculosis testing within the

## Programs of Study

- past year.
3. Provide a documentation of measles, mumps, rubella immunizations and a varicella titer.
  4. Provide evidence of HBV vaccination series or declination.
  5. Provide documentation of physical examination within the six-month period immediately prior to admission to nursing program demonstrating the student's ability to perform the essential functions of the profession with or without reasonable accommodations.
  6. Provide evidence of a negative drug screen.
  7. Pass a Department of Public Safety background check.
  8. Undergo a general background check required by clinical facilities.

### Nursing - Practical Nursing - Certificate

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

#### Admission Requirements

See AAS Nursing Requirements

#### Fall

BIO 201 Anatomy and Physiology I . . . 4  
PSY 101 Introductory Psychology . . . 3  
NUR 121 Nursing I . . . . . 8  
Any 100-level or above

MAT prefix course . . . . . 3-4

**Fall Credits . . . . . 18-19**

#### Spring

BIO 202 Anatomy & Physiology II . . . 4  
ENG 101 English Composition I . . . . 3  
NUR 122 Nursing II . . . . . 8  
PSY 245 Lifespan Development . . . . 3

**Spring Credits . . . . . 18**

#### Summer

NUR 123 Transition to Practical Nursing 3  
**Summer Credits . . . . . 3**

**Total Certificate Credits . . . . 39-40**

### Nursing - LPN to RN Track - Associate of Applied Science

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

#### Admission Requirements

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

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

#### Prerequisites

BIO 201 Anatomy and Physiology I . . . 4  
BIO 202 Anatomy and Physiology II . . . 4  
ENG101 English Composition I . . . . 3  
PSY 101 Introductory Psychology . . . 3  
PSY 245 Lifespan Development . . . . 3  
MAT 121 Intermediate Algebra

#### OR

another 100-level Mathematics . . . . 3-4  
NUR 137 Articulation to the  
Healing Community . . . . . 3

**Total Prerequisite Hours . . . . . 23-24**

#### In addition the applicant must:

1. Be a graduate of an approved/accredited practical nursing program.
2. Provide a copy of current LPN license to gain credit for Nursing I and Nursing II (16 credits)
3. If the applicant has been inactive in nursing for 4 years or more, the applicant must show evidence of successful completion of a refresher course within the past year.
4. Achieve an acceptable score on the Test of Essential Academic Skills (TEAS).

Current LPN certificate . . . . . 16

#### Program Requirements

##### Fall

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

##### Spring

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

**Total Degree Credits . . . . . 65-66**

### Nursing - Nurse Refresher Programs

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

An application for admission to the program may be obtained at any MCC campus from the career planning counselor, at the nursing department at the address listed below or online at [www.mohave.edu](http://www.mohave.edu). 1977 W. Acoma Blvd., Lake Havasu City, AZ 86403 Call 928.505.3368 for more details.

#### Admission Requirements

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

NUR 135 PN Refresher. . . . . 6  
NUR 235 RN Refresher. . . . . 9

**Total Credits PN Refresher. . . . . 6**

**Total Credits RN Refresher . . . . . 9**



## Paralegal

### Paralegal

**- Associate of Applied Science**  
 This degree prepares students to conduct legal research, legal writing skills, ethical rules for members of the legal community, how to interpret legal documents, how to interpret case law, how to investigate the facts of a case, how to prepare a case for trial, how to prepare legal documents, how to analyze and handle procedural problems, and an overview of law from both core and specialty courses. Use these skills to become a paralegal, title examiner, trust officer, contract clerk, legal investigator or law firm administrator; or as a foundation for further legal education including later enrollment in law school. The AAS degree requires 15 general education credits, which this program of study has required 19-21 hours instead. It also contains 24 credit hours of paralegal core requirements, and 18 credits of paralegal special emphasis courses.

#### Program Requirements

##### Spring Year One

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

##### Fall Year One

PAR 104	Civil Law and Litigation	3
PAR 105	Contract Law	3
PAR 106	Criminal Law and Procedure	3
ENG136	Report Writing	3
<i>Choose one Global Awareness course listed in AAS General Education Checklist</i>		
	Global Awareness Course	3-4
<b>Total Fall Credits Year One</b>		<b>15-16</b>

##### Spring Year Two

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

## Nursing- Accelerated Nursing for Paramedics

### - Associate of Applied Science

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

#### Admission Requirements

A completed application must be submitted for admission to the Paramedic to RN track of the Nursing Program. An application may be obtained at any MCC campus from the career planning counselor, at the nursing department at the address listed below or online at [www.mohave.edu](http://www.mohave.edu). The paramedic is required to have current paramedic certification, two years of pre-hospital experience and appropriate Test of Essential Academic Skills (TEAS) scores.

1977 W. Acoma Blvd.  
 Lake Havasu City, AZ 86403

Call 928.505.3368 for more details.

#### General Education Requirements

BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
BIO 205	Microbiology	4
ENG 101	English Composition I	3
PSY 101	Introductory Psychology	3
PSY 245	Lifespan Development	3
MAT 121	Intermediate Algebra or any 100-level or above mathematics course	3-4
<b>Total General Education Credits</b>		<b>24-25</b>

#### Program Requirements

##### Summer

NUR 150	Transition to Nursing I	3
NUR 175	Transition to Nursing II	9
<b>Summer Total Credits</b>		<b>12</b>

##### Fall

NUR 221	Nursing III	8
NUR 225	Transition to Nursing III	1
ENG 102	English Composition II	3
<b>Fall Total Credits</b>		<b>12</b>

##### Spring

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

**Total Degree Credits . . . . . 61-62**

## Programs of Study

### Fall Year Two

PAR 200	Law Office Technology . . . . .	3
PAR 203	Family Law . . . . .	3
PAR 204	Corporation Law . . . . .	3
PAR 205	Bankruptcy . . . . .	3
ACC125	Introduction to Accounting Using Quickbooks . . . . .	4
<b>Total Fall Credit Year Two . . . . .</b>		<b>16</b>

**Total Degree Credits . . . . . 62-63**

### Paralegal - Certificate

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

#### Certificate Requirements

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

**Total Certificate Credits . . . . . 24**

### Paralegal - Post-Degree Paralegal - Certificate

This certificate is for students who have already earned a two or four-year degree and wish to transition their profession into the legal field.



#### Certificate Requirements

PAR 101	Legal Research and Writing I.	3
PAR 102	Introduction to Paralegal Careers . . . . .	3
PAR 103	Legal Ethics for Paralegals . . .	3
PAR 104	Civil Law and Litigation . . . .	3
PAR 105	Contract Law . . . . .	3
PAR 106	Criminal Law and Procedure	3
PAR 107	Tort Law . . . . .	3
PAR 108	Property Law and Real Estate Transactions . . . . .	3
PAR 200	Law Office Technology . . . . .	3
PAR 201	Legal Research and Writing II	3
PAR 202	Wills, Trusts, and Estates . . .	3
PAR 203	Family Law . . . . .	3
PAR 204	Corporation Law . . . . .	3
PAR 205	Bankruptcy . . . . .	3

**Total Certificate Credits . . . . . 42**

## Paramedic

### Paramedic Emphasis - Associate of Applied Science

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

#### Prerequisites for AAS degree or certificates

Prior to entry into any EMS certificate or

degree program, the following prerequisites must be met. **The student must:**

- Pass the assessment test or have completed College Reading (PCS 021) and Pre-algebra (TRM 091) before acceptance into the program. The director of student services must verify completion of this prerequisite by completing the "Assessment Results" portion of the application.
- Complete an application (available on MCC campuses from the director of student services and from the Emergency Medical Services office) submitted to the EMS office.
- Be 18 years of age or older.
- Be a currently certified Arizona EMT, with one year pre-hospital documented experience.
- Have successfully completed the Haz-Mat First Responder 24-hour training.
- Have successfully completed written and practical entrance exams and an oral interview.
- 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.

**General Education**  
**Special Requirements** from the  
*General Education AAS Checklist* . . .15-17

**Paramedic Certificate** . . . . . 32

**Elective Options**  
*Choose at least 13 elective credits from the following:*  
 ANT102 Cultural Anthropology . . . . 3  
 BIO 100 Biology Concepts . . . . . 4  
 BIO 181 General Biology I . . . . . 4  
 CHM 130 Fundamental Chemistry . . . 4  
 NUT 203 Human Nutrition in  
 Health & Disease . . . . . 3  
 PSY 101 Introductory Psychology . . . 3  
 SOC131 Introduction to Sociology . . 3  
**Elective Credits\*** . . . . . 13-14  
*\* If any of the elective credits are used as part of the AAS General Education Core, they cannot be used again as an elective in this section.*

**Total Credit Hours** . . . . . 60-63

**Paramedic –Certificate**  
*-See prerequisites above*  
 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.

**Certificate Requirements**  
 EMS 240 Paramedic I . . . . . 6  
 EMS 241 Paramedic II . . . . . 6  
 EMS 242 Paramedic III. . . . . 6  
 EMS 243 Paramedic IV . . . . . 6  
 EMS 244 Paramedic V . . . . . 8  
**Total Credit Hours.** . . . . . 32

## Pharmacy

### Pharmacy Technology - Associate of Applied Science

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

- Requirements**
1. Student must be 18 years of age before externship.
  2. No prior felony convictions
  3. No prior drug or pharmacy associated misdemeanor convictions. Students will only be allowed to enter the program during the fall semester. Students must adhere to the prescribed program for completion.

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

**Spring Year One**  
 CHM 140 Fundamental Organic and  
 Biochemistry. . . . . 4  
 ENG 101 English Composition I . . . . 3  
 PHT 174 Pharmacy Operations . . . . 3  
 PHT 178 Pharmacy Microcomputers . 3  
 PHT 187 Pharmacy Law and Ethics . . 3  
**Spring Credits Year One** . . . . . 16

**Fall Year Two**  
 BIO 100 Biology Concepts . . . . . 4  
 BUS 204 Business Communications  
**OR**  
 COM 121 Interpersonal Communications 3

PHT 180 Sterile Products . . . . . 4  
 PHT 181 Inter-Professional Relations  
 in Pharmacy . . . . . 3  
 PHT 182 Drug Therapy II . . . . . 4  
**Fall Credits Year Two** . . . . . 18

**Spring Year Two**  
 PHT 189 Pharmacy Technician  
 Administration . . . . . 3  
 PHT 190 Pharmacy Technician  
 Internship . . . . . 4  
 SOC131 Intro to Sociology . . . . . 3  
 PSY 101 Intro to Psychology. . . . . 3  
*Choose one Global Awareness course from the AAS General Education checklist . . . 3-4*  
**Spring Credits Year Two** . . . . . 16

**Total Degree Credits** . . . . . 63-64

### Pharmacy Technology - Certificate

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

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

**Total Certificate Credits** . . . . . 39

## Programs of Study

### Physical Therapist Assistant (PTA)

#### Physical Therapist Assistant

##### - Associate of Applied Science

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

*In order to apply to the PTA program, students will need to receive an appropriate score on the COMPASS exam, or successful completion of TRE 089 and TRM 091 and complete or be enrolled in BIO 100.*

##### Prerequisite:

BIO 201 Anatomy & Physiology I . . . 4  
(Prerequisite for BIO 201 is a one-semester course of college level biology (BIO 100 or BIO 181) or appropriate score on BIO competency exam.

##### Program Requirements

###### Fall Year One

BIO 202 Anatomy & Physiology II. . . 4  
COM 121 Interpersonal Communication 3

###### OR

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

###### Spring Year One

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

###### Summer Year One

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

###### Fall Year Two

PTA 208 Rehabilitation of  
Special Populations . . . . . 5  
PTA 210 Orthopedic Physical Therapy 4  
PTA 215 Wound Care. . . . . 1  
PTA 217 Clinical Neurology . . . . . 2  
**Fall Credits Year Two . . . . . 12**

###### Spring - Year Two

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

**Total Credit Hours. . . . . 69**

### Radiology

#### Radiologic Technology

##### - Partnership with Arizona Western College

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

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

##### Prerequisite Requirements

BIO 160 Anatomy & Physiology of Human Structure & Function 4

##### OR

BIO 201 Anatomy & Physiology I (4 AND  
BIO 202 Anatomy & Physiology II (4)  
CIS 110 Intro. to Computer  
Information Systems . . . . . 3  
ENG 101 English Composition I . . . . . 3  
ENG 102 English Composition II. . . . . 3  
HES 113 Medical Terminology . . . . . 3  
MAT 142 College Mathematics . . . . . 3  
PSY 101 Introductory Psychology. . . 3  
**Total Prerequisite Credits . . . . . 22-26**

##### Elective Options

*Choose 1 elective from the following:*  
ART 130, ART 230, ENG 137, ENG 233,  
ENG 234, ENG 235, ENG 236, HUM 150,  
HUM 151, HUM 250, MUS 101, PHI 101,  
PHI 151, or PHI 205 . . . . . 3  
**Elective Credits . . . . . 3**  
**Total Credits . . . . . 25-29**

### Surgical Technology

#### Surgical Technology - Associate of Applied Science

##### Prerequisites

- HES 113 Medical Terminology and CPR at the health care provider level.
- Appropriate score on the COMPASS exam (reading, writing, and math) or successful completion of TRE 089 and TRM 090.
- Successful completion of BIO 100.
- STU 103 is required for students without previous 100-level or higher college experience.

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

1. Sign a waiver releasing Mohave Community College from the responsibility for injury or illness resulting from exposure to disease, medicines or treatments and sign a release of medical information.
2. Present evidence of two-step tuberculosis testing within the past year.
3. Provide a documentation





SGT 226 Surgical Technology Externship II . . . . .	7
<b>Total Program Credits . . . . .</b>	<b>37</b>

**Total Degree Credits . . . . . 67**

## Truck Driver Training Truck Driver Training - Certificate

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

### Certificate Requirements

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

**Total Certificate Credits . . . . . 8**

### Refund Policy

Refunds for MCC’s Truck Driver Training program are offered in conjunction with SAGE Corporation. SAGE applies the following refund policy to students who have paid required school charges (tuition, fees, etc.). A full refund will be provided to any student who cancels prior to starting class, or who terminates from the program for any reason up to the third day of classes. After the third day of classes, no refund shall be given. In the event of any refund, SAGE shall retain a processing fee of \$100.

- of measles, mumps, rubella immunizations and a varicella titer.
4. Provide evidence of HBV vaccination series or declination.
5. Provide documentation of physical examination within six months prior to admission to surgical technology program demonstrating the student’s ability to perform the essential functions of the designated profession with or without reasonable accommodations.
6. Provide evidence of a negative drug screen.

### Requirements for Completion of Surgical Technology Program

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

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

In order to progress within the Surgical Technology Program and achieve status

as a candidate for graduation, the student must achieve a minimum of a 75 percent in all Surgical Technology courses and pass Clinical Lab and Clinical Site Competencies.

### General Education Requirements

Choose courses from the AAS General Education Checklist.

### Special Requirement for Critical Thinking and Reasoning

BIO 201 Anatomy & Physiology I . . . . .	4
<b>Total General Education Credits . . . . .</b>	<b>16</b>

### Additional Requirements

MEA 100 Medical Law and Ethics . . . . .	3
BIO 202 Anatomy & Physiology II. . . . .	4
<b>Total Additional Credits . . . . .</b>	<b>7</b>

### Program Requirements

SGT 121 Orientation and Introduction to Surgery . . . . .	2
SGT 122 Surgical Techniques . . . . .	4
SGT 125 Microbiology for the Surgical Technologist . . . . .	2
SGT 123 Pharmacology for Surgical Technology . . . . .	1
SGT 221 Surgical Concepts . . . . .	2
SGT 222 Surgical Procedures . . . . .	6
SGT 223 Introduction to the Operating Room . . . . .	2
SGT 224 Surgical Complications . . . . .	4
SGT 225 Surgical Technology Externship I . . . . .	7

## Welding

### Welding Technology - Associate of Applied Science

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

#### General Education

Special Requirements from the  
General Education AAS Checklist . . . 15-16

#### Critical Thinking and Reasoning

WLD 114 Math for Welders

#### Program Requirements

DFT 100	Technical Sketching / Drawing . . . . .	3
WLD 101	Introduction to Welding . . . . .	3
WLD 125A	Shielded Metal Arc Welding I . . . . .	5
WLD 125B	Shielded Metal Arc Welding II. . . . .	5
WLD 129	Gas Metal Arc Welding . . . . .	5
WLD 201	Flux Cored Arc Welding . . . . .	5
WLD 225	Pipe Welding with Shielded Metal Arc . . . . .	5
WLD 228	Comprehensive Gas Tungsten Arc Welding . . . . .	6
WLD 231	Welding Print Reading. . . . .	3
WLD 255	Welding Technology Capstone Course. . . . .	3
<b>Total Program Credits. . . . .</b>		<b>43</b>
<b>Choose one elective. . . . .</b>		<b>1-3</b>

**Total Degree Credits . . . . . 60-62**



### Welding Technology -

### Wire Feed and Shielded Metal Arc - Certificate

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

#### Certificate Requirements

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

**Total Certificate Credits . . . . . 26**

## Course Prefix Chart

PREFIX	FULL NAME
ACC	Accounting
ACT	Automotive Collision Repair Technology
AJS	Administration of Justice
ANT	Anthropology
ART	Art
ASE	Automotive Service Technology
ASL	American Sign Language
AST	Astronomy
AVI	Aviation
BIO	Biology
BTR	Building Trades
BUS	Business
CDA	Childhood Development Associate
CHD	Chemical Dependency Studies
CHM	Chemistry
CIS	Computer Information Systems
COM	Communication
CUL	Culinary Arts
DAE	Dental Assisting
DAN	Dance
DEH	Dental Hygiene
DFT	Drafting
ECE	Early Childhood Education
EDU	Education
ELA	English Language Acquisition
ELC	Electrical
EMS	Emergency Medical Services
ENG	English
ENT	Entrepreneurship
ENV	Environmental Science
FRE	French
FSC	Fire Science
GBS	General Business
GHY	Geography
GLG	Geology
HES	Health Science
HIS	History
HUM	Humanities
HVA	Heating, Ventilation and Air Conditioning
MAT	Mathematics
MEA	Medical Assisting
MGT	Management
MUS	Music
NUR	Nursing
NUT	Nutrition
PAR	Paralegal
PCS	Precollege Studies
PHI	Philosophy
PHT	Pharmacy Technology
PHY	Physics
PLU	Plumbing

POS	Political Science
PSY	Psychology
PTA*	Physical Therapist Assistant
SGT	Surgical Technology
SOC	Sociology
STU	Student Study Skills
SPA	Spanish
TDT	Truck Driver Training
THE	Theatre
TRE	Transitional English
TRM	Transitional Math
WLD	Welding
WST	Women's Studies

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

## ACCOUNTING

### ACC 125 | INTRODUCTION TO ACCOUNTING USING QUICK-BOOKS (4)

Four credits.

*Prerequisite:* Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM090

This course introduces students to accounting concepts and theory for the preparation and analysis of financial information. Content includes financial statement fundamentals, cash, receivables, inventory, payables, long-term assets, long-term debt, stockholders' equity, cash flow statements, internal controls, and financial statement analysis. Students will apply their knowledge of the generally accepted accounting principles to the complete accounting cycle through financial statement preparation using QuickBooks software.

### ACC 135 | ACCOUNTING SYSTEMS AND PROCEDURES (3)

Three lecture.

*Prerequisite:* Successful completion of ACC 125 Provides study and practice in the preparation of source documents, flowcharts,

journal entries, adjusting entries, general ledgers, subsidiary ledgers, bank reconciliations, depreciation schedules, payroll records, financial statements and the statement of cash flow.

### ACC 139 | INCOME TAX ACCOUNTING (3)

Three lecture.

*Prerequisite:* Successful completion of ACC 125

The study of current federal income tax concepts, requirements, procedures and forms. Income inclusions and exclusions, capital gains and losses, business and personal deductions, and tax accounting methods will be studied. Computerized tax software may be used.

### ACC 143 | PAYROLL PROCEDURES (3)

Three lecture.

*Prerequisite:* Successful completion of ACC 125.

Instructional focus includes the development and understanding of payroll principles and the ability to perform payroll work by preparing payroll, both manually and on the computer. Topics such as payroll functions, timekeeping techniques, payroll accounting records, check writing, preparation of federal and state payroll reports are included along with insurance reports and retirement plan reports.

### ACC 155 | COST ACCOUNTING (3)

Three lecture.

*Prerequisite:* Successful completion of ACC 135

Covers the application of cost concepts in manufacturing under different costing methods. Job, process, standard, variable, and activity-based costing will be studied. The use of short-and long-term decision techniques that focus on cost-volume-profit analysis, incremental analysis and capital budgeting will be explored. Additional topics such as inventory control, just-in-time manufacturing, cost allocation methods, and decentralization issues with transfer pricing will also be examined.

### ACC 225 | INTERMEDIATE ACCOUNTING I (3)

Three lecture.

*Prerequisite:* Successful completion of ACC 135

An in-depth study of financial accounting topics, including the conceptual framework for financial reporting and financial

## Course Descriptions

accounting principles. Financial statement preparation and analysis, the use and calculation of compound interest, annuities and present value, cash receivables, and inventory valuations will be studied.

### **ACC 230 | INTERMEDIATE ACCOUNTING II (3)**

*Three lecture.*

*Prerequisite: Successful completion of ACC 225*

A continuation of ACC 225, provides an in-depth exploration of property, plant, and equipment depreciation and depletion, intangible assets, current and contingent liabilities, long-term liabilities, capital stock, additional paid-in capital, retained earnings and earnings per share calculations.

### **ACC 250 | NON-PROFIT AND GOVERNMENTAL ACCOUNTING (3)**

*Three lecture.*

*Prerequisite: Successful completion of ACC 230*

An introduction to accounting and financial reporting for governmental and not-for-profit entities. The financial operation and accounting procedures, such as fund accounting used by state and local government agencies, health care organizations, colleges and universities will be studied. Contrasts between standard for-profit accounting procedures and non-profit accounting procedures will be emphasized.

## **ADMINISTRATION OF JUSTICE**

### **AJS 101 | INTRODUCTION TO ADMINISTRATION OF JUSTICE (3)**

*Transferable Course | Three lecture.*

This course lays a foundation for the study of criminal justice by analyzing and describing the agencies of justice and the procedures they use to identify and treat criminal offenders.

### **AJS 109 | SUBSTANTIVE CRIMINAL LAW (3)**

*Transferable Course | Three lecture.*

The justice system and all its components are dependent on the concept of criminal law, where human conduct is regulated through rules, laws and legal definitions. To

understand modern criminal law, one must examine and understand the multitude of ways in which criminal law is defined.

### **AJS 140 | INTRODUCTION TO CORRECTIONS (3)**

*Transferable Course | Three lecture.*

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

### **AJS 160 | LEADERSHIP AND TEAM DYNAMICS IN PUBLIC SAFETY (3)**

*Three lecture.*

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

### **AJS 190 | SPECIAL PROJECT CURRENT TRENDS AND ISSUES IN CRIMINAL JUSTICE (.5 - 4)**

*One-half to four lecture.*

Current trends and issues on a variety of subjects of interest to criminal justice and related fields.

### **AJS 200 | CURRENT ISSUES (3)**

*Transferable Course | Three lecture.*

Issues, techniques and trends in the criminal justice system.

### **AJS 212 | JUVENILE JUSTICE PROCEDURES (3)**

*Transferable Course | Three lecture.*

This course will help students understand the nature and causes juvenile delinquency and correlates the current strategies being used to control and eliminate its occurrence.

### **AJS 225 | CRIMINOLOGY (3)**

*Transferable Course | Three lecture.*

Study of deviance, society's role in defining behavior; theories of criminality and the economic, social and psychological impact of crime and victimization; and relation-

ships between statistics and crime trends.

### **AJS 230 | THE POLICE FUNCTION (3)**

*Transferable Course | Three lecture.*

Examines how the police must comply with a myriad of policies and legal constraints while facing immense pressures from diverse populations and other stakeholders.

### **AJS 240 | THE CORRECTION FUNCTION (3)**

*Transferable Course | Three lecture.*

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

### **AJS 242 | CORRECTIONAL OFFICERS TRAINING ACADEMY (18)**

*Eighteen lecture.*

This academy will provide individuals with a basic understanding of workplace relations, ethical staff/inmate relationships, inmate management and manipulation.

### **AJS 245 | ETHICS IN CRIMINAL JUSTICE (3)**

*Transferable Course | Three lecture.*

This course examines the ethical issues that are faced by law enforcement officers, prosecutors, defense attorneys, judges, and correctional officers.

### **AJS 260 | PROCEDURAL CRIMINAL LAW (3)**

*Transferable Course | Three lecture.*

This course offers a student a thorough examination of the system of justice used in the United States: civil and criminal, juvenile and therapeutic.

### **AJS 270 | COMMUNITY POLICING (3)**

*Transferable Course | Three lecture.*

Examines the philosophical and organizational facets of Community Policing which promotes mutual cooperation between the police and the community to solve problems of crime and to improve the overall conditions of a neighborhood.

## AJS 275 | CRIMINAL INVESTIGATION (3)

Three lecture.

Theory of criminal investigation, crime scene procedures, case preparation, interviewing and basic investigative techniques.

## AMERICAN SIGN LANGUAGE

### ASL 101 | AMERICAN SIGN LANGUAGE I (4)

Transferable Course | Four lecture; one lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

Develop basic receptive and expressive conversational skills, basic grammar and syntax and knowledge of the deaf community and deaf culture.

### ASL 102 | AMERICAN SIGN LANGUAGE II (4)

Transferable Course | Four lecture; one lab.

Prerequisite: Successful completion of ASL 101.

Further development of receptive/expressive skills for communicating with deaf people in sign: finger spelling, vocabulary, grammar and culture.

### ASL 110 | FINGERSPELLING I (2)

Two lecture. | Prerequisite: Successful completion of ASL 101 or ASL 131.

This course develops students' understanding of the use of finger spelling in the context of American Sign Language and then strives to assist students in developing fluency and clarity as they increase their receptive and expressive finger-spelling speed. This class starts with a review of finger spelling hand shapes, which the student learned in previous classes. Emphasis will be placed on learning finger spelling as phonetic elements used in the English Language as well as configuration, content, and cloze skills.

### ASL 131 | CONVERSATIONAL ASL I (3)

Transferable Course | Three lecture.

This course gives students a first look at American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Students will have an opportunity to de-

velop a rudimentary syntactic knowledge of American Sign Language (ASL), a rudimentary vocabulary and rudimentary conversational skills.

### ASL 201 | AMERICAN SIGN LANGUAGE III (4)

Transferable Course | Four lecture; one lab.

Prerequisite: Successful completion of ASL 102.

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

### ASL 202 | AMERICAN SIGN LANGUAGE IV (4)

Transferable Course | Four lecture; one lab.

Prerequisite: Successful completion of ASL 201 or permission of academic chair.

A continuation of ASL 201. Further development of American Sign Language communication skills and vocabulary with emphasis on spontaneous conversation, discussions and narratives.

## ANTHROPOLOGY

### ANT 102 | CULTURAL ANTHROPOLOGY (3)

Transferable Course | Three lecture.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.

An introduction to the principles of social and cultural systems, technology, social organization and ideology.

## ART

### ART 111 | DESIGN I (3)

Transferable Course | Course Fee: \$15

Two lecture; three lab.

A study of the elements and principles of design as a basis for the visual arts. Development of perception, imagination and expression through problem solving, discussions and critical evaluation is included. Emphasis is on two-dimensional work.

### ART 112 | DESIGN II (3)

Transferable Course | Course Fee: \$15

Two lecture; three lab.

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

A study of the elements and principles of design applied to three dimensional work. Develop perception, imagination and expression of three-dimensional form.

### ART 113 | THE SCIENCE OF COLOR (3)

Transferable Course | Course Fee: \$15

Two lecture; three lab.

A study of color theory. Course includes color mixing, the interaction and emotive qualities of colors.

### ART 121 | DRAWING I (3)

Transferable Course | Course Fee: \$15

Two lecture; three lab.

An introduction to fundamental approaches to drawing. Emphasis is on the development of perceptual skills, composition, critical analysis and basic techniques while using a variety of media.

### ART 125 | PAINTING I (3)

Transferable Course | Course Fee: \$15

Two lecture; three lab.

Prerequisite: Successful completion of ART 121 or permission of academic chair.

Oil/acrylic. An introduction to painting techniques; including the study of color and composition. Emphasis is on personal creativity and uniqueness of expression.

### ART 126 | PAINTING II (3)

Transferable Course | Course Fee: \$15

Two lecture; three lab.

Prerequisite: Successful completion of ART 125 or permission of academic chair.

Further study of painting techniques, color and composition. Emphasis is on improvement of technique, exploration and expression.

### ART 128 | WATERCOLOR I (3)

Transferable Course | Course Fee: \$15

Two lecture; three lab.

Prerequisite: Successful completion of ART 121 or permission of academic chair.

An introduction to the techniques and materials used in painting water-soluble media. Emphasis is on techniques, composition and color.

## Course Descriptions

### **ART 129 | WATERCOLOR II (3)**

*Transferable Course | Course Fee: \$15*

*Two lecture; three lab.*

*Prerequisite: Successful completion of ART 128 or permission of academic chair.*

A continuation of the study of materials and techniques for aqueous painting. Emphasis is on control of the media and individual style.

### **ART 130 | SURVEY OF WORLD ART I (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089.*

A survey course designed to acquaint students with the evolution of art produced by various cultures around the world from Prehistoric times to pre-Renaissance.

### **ART 151 | BASIC BLACK AND WHITE PHOTOGRAPHY (3)**

*Transferable Course | Course Fee: \$30*

*Two lecture; two lab.*

An introduction to photography as a medium of personal expression stressing imaging concepts and composition with developing visual awareness. The course introduces exposure control and basic black and white darkroom procedures.

### **ART 152 | BASIC PHOTOGRAPHY (3)**

*Transferable Course | Course Fee: \$30*

*Two lecture; two lab.*

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.

### **ART 162 | FIBERS I (3)**

*Transferable Course | Two lecture;*

*three lab.*

Introduction to fiber media as an art including basketry, papermaking and tapestry weaving.

### **ART 171 | CERAMICS I (3)**

*Transferable Course | Course Fee: \$60*

*Two lecture; three lab.*

An introduction to the nature of clay and glazes, hand-forming methods, throwing on the potter's wheel, decorative processes and glaze application. Emphasis will be placed on hand-building processes and surface enrichment.

### **ART 172 | CERAMICS II (3)**

*Transferable Course | Course Fee: \$60*

*Two lecture; three lab.*

*Prerequisite: Successful completion of ART 171 or permission of academic chair.*

An introduction to techniques using the potter's wheel and continued studies in design and aesthetics, glaze applications, decorative processes, clays and firing.

### **ART 175 | SCULPTURE I (3)**

*Transferable Course | Course Fee: \$45*

*Two lecture; three lab.*

An introductory study emphasizing three-dimensional form and basic sculpture techniques and materials.

### **ART 176 | SCULPTURE II (3)**

*Transferable Course | Course Fee: \$45*

*Two lecture; three lab.*

*Prerequisite: Successful completion of ART 112 and ART 175.*

Instruction in techniques, materials and processes for aesthetic expression in sculpture.

### **ART 221 | DRAWING II (3)**

*Transferable Course | Course Fee: \$15*

*Two lecture; three lab.*

*Prerequisite: Successful completion of ART 121*

Continued development of drawing skills building on basic techniques and an exploration of color, mixed media and greater expressive content.

### **ART 223 | FIGURE DRAWING I (3)**

*Transferable Course | Course Fee: \$60*

*Two lecture; three lab.*

*Prerequisite: Successful completion of ART 121 or permission of academic chair.*

Includes the development of skill and expressiveness in drawing from the human figure.

### **ART 230 | SURVEY OF WORLD ART II (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089.*

A study of art forms and expression from the Renaissance to the present.

### **ART 251 | INTERMEDIATE PHOTOGRAPHY (3)**

*Transferable Course | Course Fee: \$30*

*Two lecture; two lab.*

*Prerequisite: Successful completion of ART 152.* Stresses a continuing visual awareness of

the world around us, critical analysis of image composition, advanced imaging concepts, advanced digital image processing software, and an understanding of the technical aspects of the digital camera and the digital darkroom.

### **ART 256 | DIGITAL PHOTOGRAPHY I (3)**

*Transferable Course | Course Fee: \$30*

*Two lecture; three lab.*

*Prerequisite: Successful completion of ART 111 or permission of academic chair.*

An introduction to the fine art applications of the digital darkroom. Includes art theory and the use of digital cameras, scanners, editing software and printers. Emphasis is placed on the elements and principles of art and how they are applied to digital images.

## **ASTRONOMY**

### **AST 101 | INTRODUCTION TO ASTRONOMY (3)**

*Transferable Course | Course Fee: \$30*

*Three lecture; three lab.*

*Prerequisite: Successful completion of TRM 091.*

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.

## **AUTOMOTIVE COLLISION REPAIR TECHNOLOGY**

### **ACT 110 | SAFETY IN COLLISION REPAIR (2)**

*Two lecture*

*Prerequisite: Appropriate score on assessment test or successful completion of the TRE 089.*

Introduces the student to safety techniques

and shop operations as they relate to shop safety and industry standards. The student is presented safety regulations and auto collision business operations.

## **ACT 111 | METAL WELDING AND CUTTING I (3)**

*Course Fee: \$165 | Two lecture; two lab.  
Corequisite: ACT 110*

Introduction to sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, equipment, and setups. Personal and vehicle protective measures prior to welding procedures is presented.

## **ACT 121 | NON-STRUCTURAL REPAIR PREPARATION (3)**

*Course Fee: \$165 | Two lecture; two lab.  
Corequisite: ACT 111.*

Identifies the basic characteristics of preparation for automotive repair. Students familiarize themselves with damage analysis, extent of damage and the sequence of repair. Focuses on removal of vehicle components and protection of panels along with storage and labeling of parts. Safety procedures and equipment use are included.

## **ACT 123 | METAL FINISHING AND BODY FILLING (3)**

*Course Fee: \$165 | Two lecture; two lab.  
Corequisite: ACT 121*

Procedures and processes used in metal finishing and metal shrinking and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection, and safety procedures for tools and equipment selected.

## **ACT 141 | REFINISH SAFETY (1)**

*Course Fee: \$55 | One lecture.  
Corequisite: ACT 123*

Introduces the use of safety procedures and equipment in auto body refinishing. Emphasizes national and state guidelines for proper disposal and handling of hazardous materials and the correct use of personal protective equipment.

## **ACT 142 | SURFACE PREPARATION I (2)**

*Course Fee: \$110 | One lecture; two lab.  
Corequisite: ACT 141*

Introduces surface preparation techniques

used for auto body refinishing. Emphasizes the correct selection and application of primers.

## **ACT 143 | SPRAY EQUIPMENT OPERATION (2)**

*Course Fee: \$110 | One lecture; two lab.  
Corequisite: ACT 142.*

Prepares the student for the inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by setting-up and testing spray gun operations.

## **ACT 150 | PANEL REPAIR AND REPLACEMENTS (3)**

*Course Fee: \$165 | Two lecture; two lab  
Prerequisite: Successful completion of ACT 143.*

Discusses straightening techniques including tension pulls, stress relief, metal finishing, metal shrinking and use of fillers. Emphasizes the identification, handling a replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts and accessories. Training covers the use of adhesives, sound deadeners and welding methods performed during repairs.

## **ACT 151 | STRUCTURAL DAMAGE DIAGNOSIS (3)**

*Course Fee: \$165 | Two lecture; two lab.  
Corequisite: ACT 150.*

Focuses on methods of frame measurement using dimension charts and service manuals. Includes the use of self-centering gauges and mechanical and electronic measuring. Appropriate terms and definitions of vehicle structures and vehicle diagnosis are covered including identification and analysis of damage. Includes the techniques for basic hook ups and safety procedures used in making frames.

## **ACT 152 | STRUCTURAL DAMAGE REPAIR (3)**

*Course Fee: \$165 | Two lecture; two lab.  
Corequisite: ACT 151.*

Continues the study and application of frame measurement and repair. The student applies methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training includes the replacement of a structural panel with the identification of damaged suspension components replaced according to manufacturer's recommendations.

## **ACT 153 | REFINISHING I (2)**

*Course Fee: \$235 | One lecture; two lab.  
Corequisite: ACT 152.*

Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching and selections of materials. Proper paint gun use and adjustments is taught for the product being applied. In addition, the student practices correct masking and detailing techniques.

## **ACT 160 | FIXED GLASS, PLASTICS AND ADHESIVES (2)**

*Course Fee: \$275 | One lecture; two lab.*

Discusses the removal and replacement of fixed glass using manufacturer's specifications, proper tools and recommended materials. Included are procedures on how to work with both state-of-the-art rigid and flexible plastic components using the latest manufacturer's repair techniques. Application of skills in both glass removal and replacement, and repair of plastic components are demonstrated.

## **ACT 205 | ESTIMATING AND SHOP MANAGEMENT (3)**

*Course Fee: \$165 | Three lecture.  
Prerequisite: Successful completion of ACT 110 or permission of academic chair.*

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

## **ACT 211 | MIG WELDING AND CUTTING II (2)**

*Course Fee: \$110 | One lecture; two lab.  
Prerequisite: Successful completion of ACT 111 or permission of academic chair.*

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

## **ACT 231 | ADVANCED STRUCTURAL DAMAGE DIAGNOSIS AND REPAIR (3)**

*Course Fee: \$165 | Two lecture; two lab.*

## Course Descriptions

*Prerequisite: Successful completion of ACT 211*  
Reviews major automotive body repair in vehicles with major damage on conventional structure and unibody structures. The student learns the operation of equipment and techniques used to straighten and align damaged frames. Identification and analysis of frames, hot and cold stress relieving, servicing and sectioning of structural frames. Legal liability issues are also discussed.

### **ACT 237 | AUTOMOTIVE COLLISION TECHNOLOGY LAB (3)**

*Course Fee: \$165 | Two lecture; two lab.*  
*Prerequisite: Successful completion of ACT 110 or permission of academic chair.*  
Applies the didactic knowledge and skills learned from the first year of training. Students will gain valuable practical experience in applying theory and skills in a controlled shop environment.

### **ACT 241 | PAINT DEFECTS - CAUSES AND CURES (3)**

*Course Fee: \$165 | Two lecture; two lab.*  
*Prerequisite: ACT 237.*  
Emphasizes the causes of paint defects and the methods to cure problems during and after refinishing procedures. Students learn to identify the proper surface preparations to apply prior to refinishing. Training includes using paint equipment and determining paint film thickness with proper temperatures for refinishing.

### **ACT 242 | SURFACE PREPARATION II (2)**

*Course Fee: \$110 | One lecture; two lab.*  
*Prerequisite: Successful completion of ACT 241.*  
Emphasizes surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare metals and priming. The application of primers, including why and where to use them is covered.

### **ACT 243 | REFINISHING II (2)**

*Course Fee: \$235 | One lecture; two lab.*  
*Corequisite: ACT 242.*  
In this advanced course students learn the necessary skills used to tint and blend panels working with the latest finishes and paints. Special coatings and procedures are covered in this course.

### **ACT 244 | FINAL DETAIL (2)**

*Course Fee: \$110 | One lecture; two lab.*  
*Corequisite: ACT 243.*  
Focuses on the detailing procedures in paint refinishing of vehicles. Methods and techniques are specialized to enhance painting skills. Transfers and tapes methods with decals etc., are demonstrated.

## **AUTOMOTIVE SERVICE TECHNOLOGY**

### **ASE 101 | WORKPLACE SKILLS TRAINING (1)**

One lecture.  
Workplace Skills Training is in direct response to industry needs for students to possess the basic skills indicative of certified professionals. The course design encourages students in developing life skills necessary to locate gainful employment in the automotive industry. Instructional focus includes: seeking and applying for employment, preparing resumes, filling out applications, interviewing techniques, attending to personal appearance and communication skills. Furthermore, emphasis is placed upon the skills required to retain industry employment including: punctuality, regular attendance, following directions, general shop practices, productivity, hourly and flat rate compensation, time clock management, problem solving, employee loyalty and responsibility, employee professionalism and good customer service skills.

### **ASE 102 | INTRODUCTORY AUTOMOTIVE TECHNOLOGY (2)**

*One lecture; two lab.*  
*Prerequisite: Successful completion of ASE 101 or permission of academic chair.*  
Compliments ASE 101 and provides the automotive technology student career information about the automotive service industry. The class will provide theory and related hands-on experience on live vehicles as the foundation for advanced automotive courses. Instructional focus includes: shop safety, common hand tools, basic shop equipment, basic diagnostic equipment, measuring systems and tools, fasteners, service information, preventive maintenance, tire and wheel assembly service, up-sell theory, basic theories and math, common automotive industry terms and industry standards.

### **ASE 111 | ELECTRICAL/ELECTRONIC SYSTEMS I (2)**

*Course Fee: \$82 | One lecture; two lab.*  
*Prerequisite: Successful completion of ASE 101 and ASE 102.*

Provides instruction in basic electricity and electronic systems required for successful completion of ASE area A6: Electrical/Electronic Systems. Instructional focus includes: electrical principles, basic circuit configuration, Ohm's Law, electrical components, wiring and wiring repairs, common tools and testing equipment, basic testing and problem isolation. The student will work with multi-meters and other electrical test equipment in developing troubleshooting techniques.

### **ASE 112 | ELECTRICAL/ELECTRONIC SYSTEMS II (3)**

*Course Fee: \$123 | Two lecture; two lab.*  
*Prerequisite: Successful completion of ASE 111 or permission of academic chair.*  
Compliments ASE 111 and builds upon basic principles required for successful completion of ASE area A6: Electrical/Electronic Systems by providing additional instruction in electricity and automotive electronic systems. Instructional focus includes: battery theory and operation, starting systems and charging systems. Students continue developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems.

### **ASE 113 | ELECTRICAL/ELECTRONIC SYSTEMS III (2)**

*Course Fee: \$82 | One lecture; two lab.*  
*Prerequisite: Successful completion of ASE 112 or permission of academic chair.*  
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.



## ASE 131 | AUTOMOTIVE REFRIGERATION THEORY (2)

*Two lecture.*

*Prerequisite: Successful completion of ASE 101 and ASE 102.*

Provides the basic theory, operation, testing and servicing of refrigerant required for successful completion of ASE area A7: Heating and Air Conditioning as well as the Federal Refrigeration Test. Instructional focus includes: safety precautions, environmental concerns, tooling, system identification, principles of refrigeration, states of matter, effects of pressure on gases and vapors, pressure temperature relationships, basic refrigeration cycle, refrigerant types, refrigeration system components and cooling system components. Laboratory work includes proper handling of refrigerants, troubleshooting and basic servicing of these systems utilizing strategy-based diagnostics.

## ASE 132 | AUTOMOTIVE HVAC SYSTEMS (3)

*Course Fee: \$123 | One lecture; four lab.*

*Prerequisite: Successful completion of ASE 131 or permission of academic chair.*

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

Compliments ASE 131 and builds upon learned principles required for successful completion of ASE area A7: Heating and Air Conditioning as well as the Federal Refrigeration Test. Instructional focus includes: Service information usage, air distribution system components, manual A/C control systems, electronic A/C control systems and rear HTR/A/C control systems. Students continue developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems.

## ASE 141 | AUTOMOTIVE ENGINES I (3)

*Course Fee: \$123 | Two lecture; one lab.*

*Prerequisite: Successful completion of ASE 101 and ASE 102.*

Provides basic engine theory required for successful completion of ASE area A1: Engine Repair. Instructional focus includes: engine classifications, engine identification, noise diagnosis, lubrication and cooling systems, engine sealing materials, basic blueprinting theory and torque principles.

## ASE 142 | AUTOMOTIVE ENGINES II (4)

*Course Fee: \$164 | Three lecture; two lab.*

*Prerequisite: Successful completion of ASE 141 or permission of academic chair.*

Compliments ASE 141 and builds upon learned principles required for successful completion of ASE area A1: Engine Repair. Instructional focus includes: recognizing and diagnosing causes of engine failure, engine disassembly, cleaning and inspection, short block procedures, cylinder head procedures, valve trains and modern reassembly procedures. ASE 142 prepares students for ASE area A1 Test: Engine Repair.

## ASE 151 | AUTOMOTIVE IGNITION SYSTEMS (2)

*Course Fee: \$82 | One lecture; two lab.*

*Prerequisite: Successful completion of ASE 101 and ASE 102.*

Provides automotive ignition theory and operation characteristics required for successful completion of ASE area A8: Engine Performance. Instructional focus includes: basic circuitry, ignition components, triggering and switching devices, distributor operation, electronic ignition, system inspection, system troubleshooting and repair. The student will work with multi-meters and other ignition system test equipment while developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems.

## ASE 152 | INTAKE AND EXHAUST SYSTEMS (2)

*Course Fee: \$82 | Two lecture.*

*Prerequisite: Successful completion of ASE 151 or permission of academic chair.*

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

## ASE 153 | FUEL DELIVERY SYSTEMS I (2)

*Course Fee: \$82 | One lecture; two lab.*

*Prerequisite: Successful completion of ASE 152 or permission of academic chair.*

Compliments ASE 152 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. Instructional focus includes: fuel performance, air-fuel mixtures, general fuel

system diagnosis, fuel tanks, fuel lines and filters, fuel pumps and open/closed loop carburetor theory.

## ASE 154 | FUEL DELIVERY SYSTEMS II (2)

*Course Fee: \$82 | Four lab.*

*Prerequisite: Successful completion of ASE 153 or permission of academic chair.*

Compliments ASE 153 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. This is an advanced course in engine drivability and fuel management diagnosis. Instructional focus includes: basic fuel injection theory, throttle body injection, port fuel injection, sequential fuel injection, central port fuel injection, diesel direct injection, common rail systems, injector service, regulation systems and basic fuel management strategies. Students develop troubleshooting/repair techniques by utilizing structured diagnostic stratagems.

## ASE 255 | EMISSION CONTROL SYSTEMS (1)

*Course Fee: \$41 | One lecture.*

*Prerequisite: Successful completion of ASE 154 or permission of academic chair.*

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.

## ASE 256 | ON-BOARD DIAGNOSTIC SYSTEMS I (2)

*Course Fee: \$82 | One lecture; two lab.*

*Prerequisite: Successful completion of ASE 255 or permission of academic chair.*

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.

## Course Descriptions

### **ASE 257 | ON-BOARD DIAGNOSTIC SYSTEMS II (2)**

*Course Fee: \$82 | One lecture; two lab.*

*Prerequisite: Successful completion of ASE 256 or permission of academic chair.*

Compliments ASE 255 and builds upon learned principles required for successful completion of ASE area A8: Engine Performance. Diagnosis and service of advanced computerized engine control systems (OBD-II) and IM240 testing procedures are the main concepts covered. Instructional focus includes: OBD-II and IM240 system standards, drive cycle requirements, system components, system sensors, outputs and actuators, system functions, terms, diagnostic scan tools and function testing. Students continue developing troubleshooting/repair techniques by utilizing structured diagnostic stratagems. Emphasis is placed upon cylinder misfire diagnostics/service and Enhanced EVAP system concerns.

### **ASE 260 | MANUAL TRANSMISSION SYSTEMS (2)**

*Course Fee: \$82 | One lecture; two lab.*

*Prerequisite: Successful completion of ASE 101 and ASE 102.*

Provides basic theory required for successful completion of ASE area A3: Manual Drive Train and Axles. Instructional focus includes: clutch operation, clutch diagnosis, clutch maintenance, clutch service, basic gear theory, transmission/transaxle design, shift mechanisms, synchronizer theory, power flow, gear ratios, system electrical, fluid service, disassembly and reassembly procedures. Emphasis is placed upon modern repair/replacement practices.

### **ASE 261 | AUTOMOTIVE DRIVE AXLES AND DIFFERENTIALS (2)**

*One lecture; two lab.*

*Prerequisite: Successful completion of ASE 260 or permission of academic chair.*

Compliments ASE 260 and builds upon learned principles required for successful completion of ASE area A3: Manual Drive Train and Axles. Instructional focus includes: CV Joint identification, CV Joint service, U-Joint identification, U-Joint operation, RWD differentials, differential service, diagnosis and inspection, limited slip differential theory, differential disassembly and reassembly procedures.

### **ASE 262 | NVH THEORY/DIAGNOSTIC STRATEGY (1)**

*One lecture.*

*Prerequisite: Successful completion of ASE 261 or permission of academic chair.*

Compliments ASE 261 and is in direct response of industry needs for technicians trained in noise/vibration/harshness diagnosis and repair. Instructional focus includes: vibration theory, vehicle vibration issues, road/service bay testing, EVA diagnosis, vibration software diagnosis and vibration math fundamentals. Students develop troubleshooting/repair techniques by utilizing structured diagnostic stratagems based upon modern NVH procedures.

### **ASE 271 | AUTOMATIC TRANSMISSION SYSTEMS I (3)**

*Course Fee: \$123 | Two lecture; two lab.*

*Prerequisite: Successful completion of ASE 101 and ASE 102.*

Provides basic theory required for successful completion of ASE area A2: Automatic Transmission along with ATRA areas: Diagnostician, R&R Technician and Rebuilder. Instructional focus includes: transmission identification, hydraulic theory, planetary gear theory and operation, torque converter operation, hydraulic governor operation, friction elements, valve body theory, disassembly procedures, inspection procedures and reassembly procedures. Emphasis is placed upon modern repair practices and warranty service issues.

### **ASE 272 | AUTOMATIC TRANSMISSION SYSTEMS II (2)**

*Course Fee: \$82 | One lecture; two lab.*

*Prerequisite: Successful completion of ASE 271 or permission of academic chair.*

Compliments ASE 271 and builds upon learned principles required for successful completion of ASE area A2: Automatic Transmission. Instructional focus includes: systems electrical, electronic governor systems, final drives and differential assemblies, electronic diagnosis, road/service bay testing, current issues, five-speed transmission theory, shifting quality issues, CVT theory, performance enhancements, shift quality improvements and aftermarket practices. Students develop troubleshooting/repair techniques by utilizing structured diagnostic stratagems based upon current OEM/aftermarket procedures.

### **ASE 273 | FOUR-WHEEL/ALL-WHEEL DRIVE SYSTEMS (1)**

*One lecture.*

*Prerequisite: Successful completion of ASE 272 or permission of academic chair.*

Compliments ASE 272 and builds upon learned principles. Instructional focus includes: four-wheel drive theory, transfer case theory, four-wheel drive operation, all-wheel drive theory, all-wheel drive components and systems, diagnostic procedures, disassembly and reassembly procedures. Emphasis is placed upon modern repair/replacement practices.

### **ASE 281 | BRAKE SYSTEMS I (3)**

*Course Fee: \$125 | Two lecture; two lab.*

*Prerequisite: Successful completion of ASE 101 and ASE 102.*

Provides basic theory required for successful completion of ASE area A5: Automotive Brakes. Instructional focus includes: principles of hydraulic brake systems, system components, brake system inspection, system hoses and tubing, master cylinder operation, booster systems and operation, brake systems diagnosis, drum 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.

### **ASE 282 | BRAKE SYSTEMS II (3)**

*Course Fee: \$125 | Two lecture; two lab.*

*Prerequisite: Successful completion of ASE 281 or permission of academic chair.*

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, anti-lock brake theory, types of antilock brake systems, antilock components, system electrical/electronics, basic RWAL operation, basic Four-Wheel ABS operation, traction control systems, stability control systems, antilock brake diagnosis and service. Students develop troubleshooting/repair techniques by utilizing structured diagnostic stratagems and current industry requirements. Emphasis is placed on proper service procedures and customer safety/satisfaction.

## ASE 291 | SUSPENSION AND STEERING I (3)

Course Fee: \$125 | Two lecture; two lab.

Prerequisite: Successful completion of ASE 101 and ASE 102.

Provides basic theory required for successful completion of ASE area A4: Suspension and Steering. Instructional focus includes: suspension system theory, front-suspension components, front-suspension service, rear-suspension components, rear suspension service, electronic steering system theory, system electrical/electronics, steering system theory, manual steering, power steering, steering components, variable effort steering system theory and components and steering system service.

## ASE 292 | SUSPENSION AND STEERING II (3)

Course Fee: \$125 | One lecture; four lab.

Prerequisite: Successful completion of ASE 291 or permission of academic chair.

Compliments ASE 291 and builds upon learned principles required for successful completion of ASE area A4: Suspension and Steering. Instructional focus includes: alignment geometry theory, wheel alignment equipment, front-wheel inspection and alignment procedures and four-wheel alignment procedures.

## AVIATION

### AVI 110 | BASIC GROUND SCHOOL (3)

Three lecture.

An introduction to the fundamentals of aviation needed by the private pilot and others with an interest in general aviation. Provides preparation for the FAA (Federal Aviation Administration) private pilot written examination.

## BIOLOGY

### BIO 100 | BIOLOGY CONCEPTS (4)

Transferable Course | Course Fee: \$40

Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 090.

A one semester introductory course for non-majors covering basic principles of biology and methods of scientific inquiry.

### BIO 160 | ANATOMY AND PHYSIOLOGY OF HUMAN STRUCTURE AND FUNCTION (4)

Course Fee: \$40 | Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and TRM 090.

Designed for students in allied health programs such as the practical nursing program, medical assisting and related professions. It will acquaint the student with human anatomy and physiology, structure and function. Course concepts will be organized and presented by organ systems, and the laboratory component of the course will emphasize structure and function of body systems.

### BIO 181 | GENERAL BIOLOGY (Majors) I (4)

Transferable Course | Course Fee: \$40

Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091.

This is the first in a two-course sequence designed for science majors. The course will provide a broad overview of life on earth today and how life has changed over time. The course deals with the basic mechanisms of life-cell structure and function, biochemistry, metabolism, energetics, genetics and evolution. The lab will complement the lectures.

### BIO 182 | GENERAL BIOLOGY (Majors) II (4)

Transferable Course | Course Fee: \$40

Three lecture; three lab.

Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091.

Covers the current classification, structure, and life-history of organisms. The structure and function of human organ systems will also be examined in detail. Additionally, the evolutionary forces and ecological stimuli for patterns of adaptation will also be examined. Laboratory experiences will provide students with an appreciation and knowledge of the tremendous diversity seen in the living world.

### BIO 201 | ANATOMY AND PHYSIOLOGY I (4)

Transferable Course | Course Fee: \$40

Three lecture; three lab.

Prerequisite: One semester of college level biology (BIO 100 or BIO 181) or appropriate score on BIO Competency Exam.

Study of human anatomy and physiology using a body system approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Topics covered include: basic anatomical and directional terminology; fundamental concepts and principles of cell biology; histology; the integumentary, skeletal, muscular, and nervous systems; special senses; and the endocrine system.

Continuing study of human anatomy and physiology using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. The topics covered include: the cardiovascular system; the lymphatic system and immunity; the respiratory system; the gastrointestinal system; the urinary system; fluid/electrolyte and acid/base balance; and the reproductive systems.

### BIO 202 | ANATOMY AND PHYSIOLOGY II (4)

Transferable Course | Course Fee: \$40

Three lecture; three lab.

Prerequisite: One semester of college level biology (BIO 100 or BIO 181) or appropriate score on BIO Competency Exam.

Continuing study of human anatomy and physiology using a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. The topics covered include: the cardiovascular system; the lymphatic system and immunity; the respiratory system; the gastrointestinal system; the urinary system; fluid/electrolyte and acid/base balance; and the reproductive systems.

### BIO 205 | MICROBIOLOGY (4)

Transferable Course | Course Fee: \$50

Three lecture; three lab.

Prerequisite: Successful completion of BIO 100 or BIO 181 or permission of academic chair.

A study of the structure, function, and classification of microorganisms and their application to industrial, agricultural, and medical problems.

### BIO 290 | FIELD BIOLOGY I (1)

Transferable Course | Course Fee: TBD

Two lab.

Prerequisite: Credit or concurrent enrollment in BIO 100 or 181 or permission of academic chair.

An introduction to biological field studies focusing on the identification of plants and animals and observing them in their natural environments.

### BIO 291 | FIELD BIOLOGY II (1)

Transferable Course | Course Fee: TBD

Two lab.

Prerequisite: Credit or concurrent enrollment in BIO 100 or 181 or permission of academic chair.

## Course Descriptions

Introduction to biological assessment of disturbed natural communities. Comparisons will be made between undisturbed natural communities and disturbed communities focusing on diversity and abundance of plant and animal species.

### BUILDING TRADES

#### BTR 100 | BLUEPRINT READING (3)

*Three lecture.*

A course designed to provide the student with the knowledge and skills required to read complete sets of working drawings for residential and light commercial construction projects.

#### BTR 105 | BASIC TRADES SAFETY (3)

*Three lecture.*

Covers safe shop practices and techniques, including OSHA rules and regulations, tools of the trade, use of personal protective equipment, ladder handling, confined spaces, and hazardous conditions. Emphasizes safe work habits, workplace and employability skills.

#### BTR 121 | ESTIMATING FOR RESIDENTIAL AND COMMERCIAL BUILDING (3)

*Three lecture.*

Covers techniques of estimating, familiarization with estimation of building construction costs, quantity take-off surveys, lab or productivity rates, local cost factors, overhead and profit, and short- and long-term arrangements.

### BUSINESS

#### BUS 052 | KEYBOARDING (1)

*One lecture.*

Develop touch control of the keyboard and proper keyboarding techniques.

#### BUS 161 | MARKETING (3)

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Analyzes the theoretical marketing processes and the strategies of product devel-

opment, pricing, promotion and distribution, and their applications to businesses and the individual consumer. Includes the development of a marketing plan.

#### BUS 162 | RETAILING (3)

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Examines the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations.

#### BUS 202 | LEGAL ENVIRONMENT OF BUSINESS (3)

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

An examination of how the legal environment impacts the business world and what implications there are for the decision-maker. Included will be coverage of the legal framework, regulations, ethical considerations, and case analysis.

#### BUS 204 | BUSINESS COMMUNICATIONS (3)

*Transferable Course | Three lecture.*

*Prerequisites: Successful completion of GBS 105 or ENG 101.*

Develops written and oral communication used in the workplace including preparation of business letters, memorandums, written and oral reports, resumes, and use of relevant communication equipment.

#### BUS 206 | MICRO ECONOMICS (3)

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Study of interaction of individuals, households, and firms in making production, consumption, and distribution decisions with their attendant social consequences. The relationship of consumer behavior to demand, and firm behavior to supply, in capitalistic and mixed-market systems, is overlaid.

#### BUS 207 | MACRO ECONOMICS (3)

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Introduction to the economizing problem: unlimited wants with scarce resources; a description of the various sectors of our economy, national income and its determination, monetary and fiscal policies, economic growth, externalities, international economics and global interdependence.

#### BUS 208 | BUSINESS STATISTICS (3)

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and MAT 151 or permission of academic chair.*

Basic study of business statistics including the collection, tabulation and analysis of business and economic data. Included will be averages, dispersion and statistical decision making, correlations and regression and business forecasting.

#### BUS 221 | FINANCIAL ACCOUNTING (3)

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and ACC 125.*

The study of the principles of accounting in order to develop financial data for partnerships and corporations. The major topics covered include: accounting as an information system; accounting measurement; generally accepted accounting principles (GAAP); professional ethics and the accounting profession; financial reporting, analysis, and performance evaluation; cash flow management; and accounting for short-term financial assets, inventories, current liabilities, long-term assets, long-term liabilities, contributed capital, and long-term investments.

#### BUS 222 | MANAGERIAL ACCOUNTING (3)

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and BUS 221 or permission of academic chair.*

Evaluates accounting information from a managerial perspective. Develops and analyzes accounting information for manage-

rial planning and control. Microsoft Excel or general ledger software will be used in this class.

## **BUS 247 | HUMAN RESOURCE MANAGEMENT (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Compares and contrasts the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issues.

## **CHEMICAL DEPENDENCY STUDIES**

### **CHD 100 | FOUNDATIONS OF CHEMICAL DEPENDENCY (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089.*

Introduction to the foundations of the alcohol and drug abuse rehabilitation fields. Emphasis is on the roles and responsibilities of the addiction paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work stressed.

### **CHD 102 | COMMUNICATION SKILLS IN CHEMICAL DEPENDENCY (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and CHD 100.*

Further examination and refinement of communication and beginning paraprofessional counseling skills as they relate to the chemically dependent client and family members. Emphasis is on practicing the application of these skills in various situations associated with treatment planning. Recordkeeping/documentation skills are emphasized.

### **CHD 110 | BIOLOGICAL SYSTEMS PHARMACOLOGY OF THE CHEMICALLY DEPENDENT (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089, CHD 100 and PSY 101.*

Exploration of the physiological effects of chemical use on human biological systems and human development. Emphasizes human anatomy and physiology, and the identification and management of chemically induced crises situations.

### **CHD 120 | PROFESSIONAL ETHICS IN COUNSELING THE CHEMICALLY DEPENDENT (2)**

*Transferable Course | Two lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and CHD 100.*

Exploration of topics relative to the professional and ethical development of the chemical dependency counselor, including manpower utilization, professionalism, and the meeting of individual counselor needs within the field.

### **CHD 150 | PRINCIPLES OF SELF-HELP GROUPS (2)**

*Transferable Course | Two lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and CHD 100.*

Overview of the fundamental principles, concepts and historical antecedents of the various self-help groups. Emphasis is on the self-help groups of Alcoholics Anonymous, Al-Anon, Al-Ateen, Narcotics Anonymous, Codependents Anonymous, and Adult Children of Alcoholics.

### **CHD 161 | BEGINNING INTERVIEWING AND DOCUMENTATION SKILLS (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089, CHD 100 and CHD 102.*

Overview of interviewing/paraprofessional counseling and documentation skills. Recordkeeping/documentation skills. Alcohol and drug abuse paraprofessional counselor core functions emphasized.

### **CHD 165 | THEORY AND TECHNIQUES IN THE TREATMENT OF THE CHEMICALLY DEPENDENT (2)**

*Transferable Course | Two lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and CHD 100.*

Overview of the counseling theories including the application to chemical dependency groups. Record keeping skills and beginning paraprofessional counseling skills.

### **CHD 220 | FAMILY DYNAMICS & CHEMICAL DEPENDENCY (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of ENG 101, CHD 100, CHD 161, CHD 165*

Analysis of the impact of addictions on all the members of a family. Interviewing, assessment and therapeutic approaches particularly useful for these family members presented.

### **CHD 226 | COUNSELING MULTICULTURAL AND DIVERSE POPULATIONS (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of ENG 101, CHD 100, CHD 161, CHD 165, CHD 220*

Exploration of implications of chemical use on multicultural and diverse populations. Emphasis is on area influences as well as the impact of paraprofessional relationships.

### **CHD 236 | RECOVERY AND RELAPSE OF THE CHEMICALLY DEPENDENT (2)**

*Transferable Course | Two lecture.*

*Prerequisite: Successful completion of ENG 101, CHD 100, CHD 161, CHD 165, CHD 220*

Introduction to the foundations of alcohol and drug abuse rehabilitation field. Emphasis is on the roles and responsibilities of the addition paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work stressed.

### **CHD 245 | DUAL DIAGNOSIS (2)**

*Transferable Course | Two lecture.*

*Prerequisite: Successful completion of ENG 101, PSY 101, CHD 100, CHD 110, CHD 161, CHD 165*

## Course Descriptions

Examines dual diagnosis (mental illness and chemical dependency) from the biopsychosocial model. Includes causes, consequences assessment, and treatment of the dually diagnosed person. Emphasizes the psycho-educational model of treatment.

### **CHD 250 | GROUP INTERVENTION WITH THE CHEMICALLY DEPENDENT (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of ENG 101, CHD 100, CHD 102, CHD 150, CHD 161, CHD 165*

Focus on group dynamics and group process as they relate to chemical dependency. Exploration of group developmental stages, family intervention models, various counseling approaches/techniques and their applications to therapeutic, education and family groups.

### **CHD 275 | ADVANCED THEORY AND TECHNIQUES IN THE TREATMENT OF THE CHEMICALLY DEPENDENT (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of ENG 101, PSY 101, CHD 100, CHD 110, CHD 120, CHD 150, CHD 161, CHD 165, CHD 220, CHD 226, CHD 245, CHD 250*

Capstone course for level two certificate in chemical dependency program. Focus is on chemical dependency counseling theories and techniques used by chemical dependency paraprofessionals as they relate to the client and family members.

### **CHD 280 | CHEMICAL DEPENDENCY PRACTICUM (6)**

*Transferable Course | Twelve lab.*

*Prerequisite: Successful completion of ENG 101, PSY 101, CHD 100, CHD 110, CHD 120, CHD 150, CHD 161, CHD 165, CHD 220, CHD 226, CHD 245, CHD 250*

*Corequisite: CHD 275*

Opportunity for advanced student to use his/her developed knowledge and skills in an applied setting with supervision.

### **CHD 281 | AIDS AND CHEMICAL DEPENDENCY (1)**

*Transferable Course | One lecture.*

Exploration of AIDS and its relationship to Chemical Dependency. Emphasis is on the myths and realities of AIDS, personal

values, feelings and limitations and treatment goals.

## **CHEMISTRY**

### **CHM 130 | FUNDAMENTAL CHEMISTRY (4)**

*Transferable Course | Course Fee: \$40*

*Three lecture; three lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRM 091 and TRE 089.*

Fundamental chemistry covers principles of inorganic chemistry designed for programs requiring a year or less of chemistry, and for students proceeding on to one semester of organic chemistry.

### **CHM 140 | FUNDAMENTAL ORGANIC AND BIOCHEMISTRY (4)**

*Course Fee: \$50 | Three lecture; three lab.*

*Prerequisite: Successful completion of CHM 130.*

Continuation of CHM 130. Emphasizes the importance of organic chemistry as the basis for the study of some important life processes. Includes the classification, structure and general chemical behavior of organic and biochemical compounds and systems.

### **CHM 151 | GENERAL CHEMISTRY I (4)**

*Transferable Course | Course Fee: \$40*

*Three lecture; three lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and MAT 121.*

Principles of inorganic chemistry, including molecules and ions, chemical reactions, thermochemistry, quantum theory and the periodic table, chemical bonding, proper use of lab equipment, and the use and application of the scientific method. This course is appropriate for students majoring in science and other programs requiring more than one year of chemistry.

### **CHM 152 | GENERAL CHEMISTRY II (4)**

*Transferable Course | Course Fee: \$40*

*Three lecture; three lab.*

*Prerequisite: Successful completion of CHM 151.*

A continuation of the study of inorganic chemistry begun in CHM 151.

### **CHM 235 | GENERAL ORGANIC CHEMISTRY I (4)**

*Transferable Course | Course Fee: \$50*

*Three lecture; three lab.*

*Prerequisite: Successful completion of CHM 152.*

Studies the properties and reactions of aliphatic and aromatic organic with emphasis being placed on reaction mechanism, fundamental principles, and modern instrumental methods.

### **CHM 236 | GENERAL ORGANIC CHEMISTRY II (4)**

*Transferable Course | Course Fee: \$50*

*Three lecture; three lab.*

*Prerequisite: Successful completion of CHM 235.*

A continuation of the study of organic chemistry begun in CHM 235.

## **CHILD DEVELOPMENT ASSOCIATE PATHWAY**

### **CDA 101A SAFETY, HEALTH AND NUTRITION (1)**

*One lecture.*

*Prerequisite: Appropriate score on assessment or successful completion of PCS 021.*

This course provides an introduction to the study of comprehensive health, mental health, safety, and nutrition in early childhood group settings, including regulatory guidelines. The focus is on applying practical guidelines to create and to maintain a healthy and safe environment for children. This includes assessing each child's health status, studying nutritional needs of children, learning communicable disease prevention, designing emergency and evacuation plans, and making a risk analysis, as well as current topics, resources, and cutting edge practices.

### **CDA 101B | A LEARNING ENVIRONMENT IN EARLY CHILDHOOD (1)**

*One lecture.*

*Prerequisite: Appropriate score on assessment or successful completion of PCS 021.*

This course is an introduction to the theories and principles for arranging effective indoor and outdoor learning environments in early childhood settings. Emphasis is on how to analyze spaces, design and maintain well-organized learning places, which

stimulate optimal cognitive, social, and physical development in attractive learning centers with age-appropriate equipment and materials providing high quality early childhood education.

## **CDA 101C | PRINCIPLES OF CHILD DEVELOPMENT AND CURRICULUM (1)**

*One lecture.*

*Prerequisite: Appropriate score on assessment or successful completion of PCS 021.*

This course provides a basic overview of theories, research and trends in human development from prenatal to age 5, and application of the fundamental principles of child development to effectively design and implement curriculum which promotes development of the whole child. Introduction to methods and materials to assist young children in the learning process with an emphasis on the arts, movement, dramatic play, technology, and sensory activities, all within the context of creativity, observation, and developmentally appropriate activities. An overview of assessment strategies used to support children's learning are explored.

## **CDA 102A | PHYSICAL DEVELOPMENT (1)**

*One lecture.*

*Prerequisite: Appropriate score on assessment or successful completion of PCS 021.*

This course focuses on issues of physical fitness and well-being in young children which support the child's right to play and learn in an inclusive environment. Best practice activities will be addressed which develop large and small motor skills and the five senses.

## **CDA 102B | INTELLECTUAL DEVELOPMENT (1)**

*One lecture*

*Prerequisite: Appropriate score on assessment or successful completion of PCS 021.*

This course is an overview on the intellectual development of children 0-5 by investigating theories, trends, and principles of cognitive growth. Focus on activities to strengthen children's early literacy skills such as the use of spoken language, listening skills, and increasing vocabulary.

## **CDA 102C | SOCIAL, EMOTIONAL AND SELF-CONCEPT DEVELOPMENT (1)**

*One lecture*

*Prerequisite: Appropriate score on assessment or successful completion of PCS 021.*

This course provides an overview of social, emotional, and self-concept theory which impacts children's lives in an early childhood educational setting. Developmentally-appropriate activities and experiences which provide children opportunities to develop a healthy self-concept, an emotional IQ, and social competency within a group will be a focus of this class.

## **CDA 103A | OBSERVATION, BEHAVIOR AND GUIDANCE (1)**

*One lecture*

*Prerequisite: Appropriate score on assessment or successful completion of PCS 021.*

An introductory course which explores the research and techniques for guiding children in early childhood education with a focus on individual child and adult needs for a disciplined environment. Areas of focus are objective observation and record keeping techniques, guidance, behavior modification techniques, listening skills, and classroom management. Meaningful two-way communication is emphasized. Provides an environment in which children can learn and practice behaviors which are appropriate and acceptable individually and in a group.

## **CDA 103B | UNDERSTANDING FAMILIES & COMMUNITIES (1)**

*One lecture*

*Prerequisite: Appropriate score on assessment or successful completion of PCS 021.*

This course provides an overview within the field of family life education. Emphasis is on developing flexible, culturally sensitive, and effective communication skills to insure each child's culture, language, ethnicity, and family structure is recognized and valued. It examines barriers which limit fathers' involvement and identifies strategies to enhance father involvement with their children. Students will learn techniques such as assertiveness training and problem-solving to use when holding parent conferences, community meetings and making home visits to strengthen and

to involve parents and the community in the early childhood program.

## **CDA 103C | PROGRAM OPERATION AND PROFESSIONALISM (1)**

*One lecture*

*Prerequisite: Appropriate score on assessment or successful completion of PCS 021.*

This course addresses professionalism in the early childhood field, including a history of the profession, ethical behavior, advocacy for improved programs and services for children and their families, and a commitment to professional growth. It also addresses the philosophy of child care services including the standards set by the National Council for Professional Recognition, the Association for Child Development, and the National Association for the Education of Young Children. Students are encouraged to apply to and to complete final requirements for the CDA credential.

## **COMMUNICATION**

### **COM 121 | INTERPERSONAL COMMUNICATION (3)**

*Transferable Course | Three lecture.*

Emphasizes the development of effective interpersonal communication skills significant to both personal and career success. Students will explore basic elements of interpersonal communication, including self-concept, perception, listening, verbal and non-verbal expression, emotional expression, critical thinking, conversational skills, personal relationships, intercultural communication, conflict resolution and personal power. Students evaluate their present communication styles and increase competency in communicating successfully with others.

### **COM 151 | PUBLIC SPEAKING (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate assessment test score or successful completion of PCS 021 and TRE 089.*

Emphasizes communication clearly and effectively before a group through the study of communication theory and through extensive practice speaking.

## Course Descriptions

### COMPUTER INFORMATION SYSTEMS

#### CIS 100A | YOUR NEW COMPUTER AND YOU (1)

*One lecture.*

This beginning course is ideal for anyone who is new to the world of computers. You will learn the basics of computer operations, hardware, and software. This class will present hardware elements of the computer, provide basic literacy, and introduce students to computer software.

#### CIS 100B | LEARN TO USE WINDOWS (1)

*One lecture.*

An introduction to using MS Windows for personal interest and information. Provides information on how to effectively use the Windows operating system. Emphasis will be given to navigation and file management.

#### CIS 100C | HOW TO USE THE INTERNET (1)

*One lecture.*

A course for students who want to learn the basics of using web browsers and the World Wide Web (WWW). The course will explain how to effectively search the World Wide Web and use email as a communication tool.

#### CIS 100D | THE BASICS OF WORD PROCESSING (1)

*One lecture.*

Introduces students to the basics of word processing including spelling and grammar check and customizing paragraph and print settings.

#### CIS 100E | USING SPREADSHEETS – EXCEL BASICS (1)

*One lecture.*

Introduces the basics of electronic spreadsheets including the creation of graphs and charts.

#### CIS 100F | USING DATABASES – ACCESS BASICS (1)

*One lecture.*

Introduces students to basic database principles using tables, queries, forms, and reports.

#### CIS 100G | YOUR DIGITAL CAMERA AND YOU (1)

*One lecture.*

Introduces students to the basics of digital imaging technology including camera setup and photo manipulation.

#### CIS 100K | COMPUTERIZED PRESENTATIONS USING POWERPOINT (1)

*One lecture.*

This course introduces the basics of multimedia presentations. Topics will include the development of slides that include audio, graphics, text, and animation.

#### CIS 100M | CREATE YOUR OWN WEB PAGE (1)

*One lecture.*

This course introduces the basics of web page creation concepts and skills using fundamental HTML (Hypertext Markup Language) coding.

#### CIS 100S | INTERMEDIATE SPREADSHEETS (1)

*One lecture.*

*Prerequisite: Successful completion of CIS 100E.*

A continuation of CIS 100E: Spreadsheet Basics. Students will study the more advanced skills needed to complete more complicated spreadsheet tasks.

#### CIS 100T | INTERMEDIATE WORD PROCESSING (1)

*One lecture.*

*Prerequisite: Successful completion of CIS 100D.*

A continuation of CIS 100D: The Basics of Word Processing. Students will study the more advanced skills needed to complete more complicated word processing tasks.

#### CIS 105 | COMPUTERS FOR BEGINNERS (3)

*Three lecture.*

Designed for the beginning computer user to learn introductory concepts and how to use an operating system, process text and navigate the Internet.

#### CIS 110 | INTRODUCTION TO COMPUTER INFORMATION SYSTEMS (3)

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment*

*test or successful completion of PCS 021 and TRE 089.*

An introduction to hardware, software, data structures, information systems analysis, and other topics regarding computer information systems. Content covers historical and contemporary topics with emphasis on database and spreadsheet packages for problem solving from a business perspective.

#### CIS 115 | COMPUTER REPAIR I (3)

*Three lecture.*

Prepares students to maintain personal computers. Part of a two course series that prepares students to take the CompTIA A+ certification exams. Computer Repair I emphasizes the hardware area and can be taken concurrently with CIS 116.

#### CIS 116 | COMPUTER REPAIR II (3)

*Three lecture.*

Prepares students to maintain personal computers. Part of a two course series that prepares students to take the CompTIA A+ certification exams. Computer Repair II emphasizes the software area and can be taken concurrently with CIS 115.

#### CIS 120 | INTRODUCTION TO PROGRAMMING (3)

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Takes an in-depth look at programming concepts and techniques. Theoretical concepts along with practical hands-on projects will be used when examining programming techniques. This course will explore the advancement of program development, as well as, problem solving strategies.

#### CIS 125 | BASIC GAME DESIGN AND CREATION (3)

*Three lecture.*

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

#### CIS 131 | MICROSOFT OFFICE SUITE (3)

*Three lecture.*

The Microsoft Office Suite is used extensively in the workplace because of its versatility and the ability of each of its products to work together. This course will



cover the basic functions of Word, Excel, Access, PowerPoint and Outlook.

### **CIS 135 | MICROSOFT ACCESS DATABASE (3)**

*Three lecture.*

Learn to use Access for database design and management. This course prepares students to take the MCAS (Microsoft Certified Application Specialist) Access Exam.

### **CIS 136 | MICROSOFT EXCEL SPREADSHEETS (3)**

*Three lecture.*

Learn to use Excel to manage financial calculations, as well as to work with formulas, charts and graphics to develop a professional worksheet. This course prepares students to take the MCAS (Microsoft Certified Application Specialist) Exams.

### **CIS 138 | MICROSOFT WORD (3)**

*Three lecture.*

Learn to format, print, and streamline your word processing tasks with Microsoft Word. This course prepares the students to take the MCAS (Microsoft Certified Application Specialist) Exams.

### **CIS 140 | INDESIGN DESKTOP PUBLISHING (3)**

*Three lecture.*

Provides the techniques and information necessary to create text and graphic materials suitable for desktop publishing projects using Adobe InDesign.

### **CIS 141 | MICROSOFT POWERPOINT PRESENTATIONS (3)**

*Transferable Course | Three lecture.*

This course is an introduction to using multimedia presentation software. PowerPoint allows the user to create digital presentations that include graphics, animation, sounds and videos. This course also prepares students to take the MCAS (Microsoft Certified Application Specialist) Exam.

### **CIS 143 | WEB PAGE DESIGN I (3)**

*Transferable Course | Three lecture.*

This class teaches web page design techniques using the Adobe Dreamweaver editing software to create web sites that include hyperlinks, graphics and text. Design issues such as creating successful web pages for target audiences and search

engine placement are also included in this course.

### **CIS 145 | PHOTOSHOP I (3)**

*Transferable Course | Three lecture.*

A beginning course in learning the fundamental concepts and features of image manipulation using the most popular program in the industry.

### **CIS 153 | NETWORKING ESSENTIALS (3)**

*Three lecture.*

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

### **CIS 156 | FIREWALLS AND INTRUSION DETECTION (3)**

*Three lecture.*

*Prerequisite: Successful completion of CIS 153 or permission of academic chair or program director.*

Designed for the student who needs to learn the basics of network firewall security to prevent intrusion and destruction of computerized information.

### **CIS 200 | PROGRAMMING AND GAME DEVELOPMENT WITH VISUAL BASIC.NET (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of CIS 120 or permission of academic chair or program director.*

Presents programming and game development concepts using Microsoft's Visual Basic.NET programming.

### **CIS 204 | PROGRAMMING AND GAME DEVELOPMENT IN C++ (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of CIS 120 or permission of academic chair or program director.*

Presents programming and game development concepts using the C++ programming language.

### **CIS 206 | PROGRAMMING FOR THE WEB IN JAVASCRIPT (3)**

*Three lecture.*

*Prerequisite: Successful completion of CIS 120 and 143 or permission of academic chair or program director.*

Presents fundamental concepts in JavaScript programming for web page applications.

### **CIS 208 | PROGRAMMING IN C# (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of CIS 120 or permission of academic chair or program director.*

Uses C#, an object-oriented programming language, to create projects using structured programming, function calling and parameter passing concepts.

### **CIS 210 | DATABASE MANAGEMENT AND SQL DESIGN (3)**

*Three lecture.*

*Prerequisite: Successful completion of CIS 110 or permission of academic chair or program director.*

Provides students with an introduction to database management and beginning SQL concepts, and design methodology.

### **CIS 241 | E-COMMERCE TECHNOLOGY (3)**

*Three lecture.*

*Prerequisites: Successful completion of CIS 143.*

This course addresses the key elements involved in Web-based transactions including designing and securing your online site through Web technology concepts.

### **CIS 243 | WEB PAGE DESIGN II (3)**

*Three lecture.*

*Prerequisite: Successful completion of CIS 143 or permission of academic chair or program director.*

This course includes the essential concepts of HTML, XHTML, and an introduction to XML and JavaScript. Projects consist of coding web pages with special effects, windows and frames.

### **CIS 245 | PHOTOSHOP II (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of CIS 145 or permission of academic chair or program director.*

An advanced course in enhancing the concepts and features of image manipulation using the most popular program in the industry.

### **CIS 253 | NETWORK SECURITY (3)**

*Three lecture.*

*Prerequisite: Successful completion of CIS 153 or permission of academic chair or program director.*

Takes a comprehensive look at network security and provides students with the tools and techniques necessary to safeguard computer stored data.

## Course Descriptions

### **CIS 261 | COMPUTER SUPPORT SERVICES (3)**

*Three lecture.*

*Prerequisite: Successful completion of CIS 110 or permission of academic chair or program director.*

Presents help desk operations and general troubleshooting techniques for technical support personnel.

### **CIS 270 | SYSTEMS ANALYSIS AND DESIGN (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of CIS 110 or permission of academic chair or program director.*

Focuses on the systems development life cycle. Systems are traced from initial investigation and feasibility studies through detailed analysis, software selection and/or programming, staff training, project implementation and review. The purpose is to develop system solutions in a complete business/management environment.

### **CIS 280 | CIS INTERNSHIP (1-3)**

*Transferable Course | One to three lecture.*

*Prerequisite: Permission of academic chair or program director.*

The internship provides the student with the opportunity to gain practical work experience by working for a local employer. An internship requires at least 30 clock hours of work for each credit.

### **CIS 290-294 | SPECIAL PROJECT: CIS (1-4)**

*Transferable Course | One to four lecture.*

A course for second-year computer information systems students or working professionals. New developments in the field of computer or management information systems are presented in the form of seminars, workshops or special work-study projects. Details given in semester course schedules.

## **CULINARY ARTS**

### **CUL 111 | INTRODUCTION TO CULINARY (4)**

*Course Fee: \$705 | Three lecture; 2 lab.*

*Corequisite: CUL 115*

Students are introduced to the fundamental concepts, skills and techniques involved in professional cooking. Special emphasis is placed on classical theories, knife skills, safety, culinary math, interviewing and resumes, sanitation, mise en place, cooking

techniques, and stocks, soups and sauces.

### **CUL 112 | TECHNIQUES OF HEALTHY COOKING (4)**

*Course Fee: \$340 | Three lecture; two lab.*

*Co-requisites: CUL 111 and CUL 115*

The causes and effects of nutrition and dietary practices are presented to include the composition of foods, labeling, additives, special diets, RDA, BMI, and TEU. The interrelationship between nutrition, bodily systems, global foodways, food safety and environmental challenges are explored and analyzed. The practical portion of the course will explore the procurement, planning and preparation of healthy cuisine including vegetarian, cooking with healthy ingredients, recipes & menus, soups & salads, main dishes, side dishes, breakfast & beverages, baked goods & desserts and chef's pantry.

### **CUL 113 | SAUCIER (4)**

*Course Fee: \$340 | Three lecture; two lab.*

*Co-requisites: CUL 111 and CUL 115*

The student will be immersed in the culinary fundamental skill set of the saucier, (master of stocks, soups and sauces). The stocks covered will be brown, white, vegetable, fish fumet, shellfish. The soups covered will be cream, puree, broth, consomme, specialty and national. The sauces covered will be the "mother sauces", derivative sauces and cold and dessert sauces. Additionally, the various thickening mixtures will be covered and utilized. Finally, students will be instructed on the proper use of convenience products such as stocks, soups and sauces.

### **CUL 114 | BAKING (4)**

*Course Fee: \$340 | Three lecture; two lab.*

*Co-requisites: CUL 111 and CUL 115*

Students cover the fundamental concepts, skills and techniques involved in the art and science of baking. Focus is placed on accurate measurement, weighing, mixing, baking, and finishing baked goods. Quick breads, yeast breads, cookies, cakes, laminate doughs, puddings, pastry creams, frozen desserts, dessert sauces and restaurant desserts are produced. The process of ordering, planning, sanitation and marketing of commercial restaurant and/or hotel bakeshop are covered.

### **CUL 115 | SANITATION AND SAFETY (3)**

*Course Fee: \$40 | Three lecture.*

*Corequisite: CUL 111*

The sanitation and safety course covers the causes and effects of food-borne illness and food spoilage. The sanitation and personal hygiene principles, laws and regulations will be dealt with in a systematic, holistic environment. The Hazard Analysis Critical Control Point, HAPPC, is a method that insures safe food throughout the flow of the food in an operation.

### **CUL 116 | SUPERVISORY MANAGEMENT (3)**

*Course Fee: \$40 | Three lecture.*

*Co-requisites: CUL 111 and CUL 115*

This course gives the student a general overview of the human resource function in the culinary world. Leadership, motivation, chain of command, span of control and other administrative functions are covered. The HR process is covered from recruitment, interviewing, selection, orientation, training, supervision, evaluation, progressive discipline and career development and advancement. The legal HR environment is covered including EEOC, sexual harassment, age, gender, ethnicity and culture.

### **CUL 117 | PURCHASING AND RECEIVING (3)**

*Course Fee: \$40 | Three lecture.*

*Co-requisites: CUL 111 and CUL 115*

Student will be introduced to the concepts of selection and procurement, buyer relations, ordering and receiving as it pertains to the food service business. The food categories covered will be groceries, fruit and vegetables, meat, fish, seafood, cleaning products. Inventory control via perpetual or periodic methods, depreciation schedules and cash flow management are also covered.

### **CUL 118 | HOSPITALITY AND CULINARY MARKETING (3)**

*Course Fee: \$40 | Three lecture.*

*Co-requisites: CUL 111 and CUL 115*

Marketing for Hospitality and Culinary will explore marketing as it relates to the multi-billion dollar hospitality industry. The five P's of marketing will be covered and related to hospitality and culinary. The marketing process, opportunities, strategies,

MIX, and management will be key learning modules. The specific hospitality segments of lodging, foodservice, travel and tourism, gaming and ecotourism will be covered in terms of marketing and public relations.

### **CUL 119 | EXTERNSHIP (3)**

*Six lab.*

*Prerequisites: Completion of all culinary courses required for the culinary certificate.*

This course is designed to afford the student an opportunity to garner real-world experience in the food service/hospitality industry. Students will apply their practical and theoretical knowledge of the food service environment, including food preparation, budgeting and professionalism to their externship position. The externship will be set up on a case-by-case basis with consultation between the instructor, student, and employer.

### **CUL 211 | FOOD AND BEVERAGE COST CONTROL (3)**

*Course Fee: \$40*

*Three lecture.*

*Co-requisites: CUL 111 and CUL 115*

This course is designed to prepare students to plan, prepare, understand, interpret, organize, analyze and evaluate the financial management functions of foodservice firms. Four key areas are covered: terms, the four step control process, the food control process and labor control.

### **CUL 212 | AMERICAN REGIONAL CUISINE (4)**

*Course Fee: \$340 | Three lecture; two lab.*

*Co-requisites: CUL 111 and CUL 115*

This course is designed to be a capstone course that brings together the culinary and academic training that was presented in the basic culinary curriculum. Students will utilize their previously acquired component skills and training from a macro-perspective to different cuisines. In this course the tapestry that makes-up American cuisine is presented in a protocol that focuses on food, culture, topography, history, trends, and multiple influences on the foodways and culture of America.

### **CUL 213 | INTERNATIONAL CUISINE (4)**

*Course Fee: \$340 | Three lecture; two lab.*

*Co-requisites: CUL 111 and CUL 115*

This course is designed to explore the

foodways of Europe and Asia. The history, topography, religions and indigenous ingredients of Europe and Asia are covered in a protocol that focuses on food, foodways, trends and how these cultures/cuisines influence the foodways and culture of America.

### **CUL 214 | HOSPITALITY AND CULINARY LAW (3)**

*Course Fee: \$40 | Three lecture; two lab.*

*Co-requisites: CUL 111 and CUL 115*

A comprehensive overview of the laws and regulatory agencies governing the lodging, gaming, foodservice and travel industries. The historical development of innkeeper laws, guests' rights, food and beverage liability, employment laws, EEOC, sexual harassment, ADA, dram shop and the responsible service of alcohol and food borne illness issues.

### **CUL 215 | ARTISAN BREADS (4)**

*Course Fee: \$340 | Three lecture; two lab.*

*Co-requisites: CUL 111, CUL 114, CUL 115*

This course is designed to enable students to progress from basic baking to the expert baking of specialty, decorative and artisan bread making. Breads made with yeasted pre-ferments, levain, sourdough, straight-dough, decorative breads will be covered. The traditional artisan techniques, as well as the will be the focus of this course. Additionally, students will learn the retail and wholesale production, marketing and quality controls in bread making.

### **CUL 216 | ADVANCED BAKING AND PASTRY (4)**

*Course Fee: \$340 | Three lecture; two lab.*

*Co-requisites: CUL 111, CUL 114, CUL 115*

This course is designed to build on the basic baking course. The students will learn advanced techniques in the baking and pastry arts. Specific attention will be given to laminate doughs, individual pastries, cake decorating, chocolate, confections, sugar work and restaurant desserts.

### **CUL 217 CHOCOLATE, CONFECTIONS, SUGAR WORK AND RESTAURANT DESSERTS (4)**

*Course Fee: \$340 | Three lecture; two lab.*

*Co-requisites: CUL 111, CUL 114, CUL 115*

This is an advanced baking & pastry course which focuses primarily on chocolate and working with chocolate in professional

baking and pastry. Additionally, confections, sugar work, and restaurant desserts are covered. This is a challenging course that will prepare students for work in a professional bakery in a hotel, restaurant or resort setting.

## **DANCE**

### **DAN 115 | JAZZ DANCE (1)**

*Transferable Course | One lecture; one lab.*

Instruction in basic jazz dance technique, style, terminology and performance.

### **DAN 116 | MODERN DANCE (1)**

*Transferable Course | One lecture; one lab.*

Instruction in basic to modern dance principles of technique and movement, the elements of dance and principles of improvisation and composition.

### **DAN 117 | BALLET (1)**

*Transferable Course | One lecture; one lab.*

Instruction in basic to intermediate ballet barre and center floor technique, terminology and performance.

### **DAN 119 | TAP DANCE (1)**

*Transferable Course | One lecture; one lab.*

Instruction in basic tap dance techniques, style, terminology and performance.

## **DENTAL ASSISTING**

### **DAE 101 | BIOMEDICAL DENTAL SCIENCES (3)**

*Three lecture*

*Prerequisite: Appropriate score on the assessment test or completion of PCS 021, TRE 089 and TRM 090.*

Introduction to bio-sciences as they are related to the oral cavity. Includes anatomy and physiology, tooth morphology, oral pathology and nutrition, each of which affect total dental health.

### **DAE 105 | DENTAL INFECTION CONTROL (1)**

*One lecture. | Course Fee: \$50*

*Prerequisite: Appropriate score on the assessment test or completion of PCS 021, TRE 089 and TRM 090.*

Infection control procedures in a dental setting are emphasized. Microbiology,

## Course Descriptions

disease transmission, waste management and regulatory agencies will be examined in this context.

### **DAE 106 | DENTAL ASSISTANT RADIOGRAPHY (3)**

*Course Fee: \$490-includes certification exam fees  
Two lecture; two lab | Prerequisite: DAE 105*

Course includes exposure, processing, mounting and evaluation of radiographs. Radiographic principles, landmarks and restorations are covered. Preparation for the Dental Assisting National Board Radiation Health and Safety exam and the Arizona Clinical Radiologic Proficiency exam are emphasized.

### **DAE 107 | DENTAL ASSISTING I (2)**

*Course Fee: \$150*

*One and one half lecture; one lab*

*Prerequisite: Appropriate score on the assessment test or completion of PCS 021, TRE 089 and TRM 090.*

An introduction to the career of dental assisting. Topics examined include the patient record, vital signs and preventative dentistry.

### **DAE 108 | DENTAL ASSISTING II (3)**

*Course Fee: \$150 | Two lecture; two lab*

*Prerequisite: Successful completion of DAE 105 and DAE 107 (formerly DAE 10)*

Presents fundamental skills for clinical dental assisting. Emphasized are the role of the dental assistant is patient procedures and patient management.

### **DAE 109 | DENTAL ASSISTING MATERIALS (3)**

*Course Fee: \$175 | One lecture; four lab*

*Prerequisite: DAE 105*

*Corequisite: DAE 109L.*

Identification and description of dental materials. Manipulation of restorative, impression, laboratory and adjunct dental materials are emphasized.

### **DAE 114 | CLINICAL PROCEDURES (7)**

*One half lecture; thirteen lab.*

*Prerequisite: Dental Program Director approval*  
Students have externships in assigned dental practices in the community. Students integrate with the dental staff as contributing members of the dental team.

### **DAE 115 | OFFICE MANAGEMENT FOR THE DENTAL ASSISTANT (1)**

*One lecture*

*Prerequisite: Appropriate score on the assessment test or completion of PCS 021, TRE 089 and TRM 090.*

A study of the basic business administration procedures in dentistry is emphasized. Job search skills including resumes and interviews will also be covered.

### **DAE 120 | DENTAL SPECIALTIES (3)**

*Course Fee: \$200 | Two lecture; two lab*

*Prerequisite: Successful completion of DAE 108*

*Corequisite: DAE 120L*

Specialty and expanded skills for the clinical dental assistant including prosthetics, orthodontics and surgical procedures are emphasized.

## **DENTAL HYGIENE**

### **DEH 100 | CURRENT ISSUES AND ETHICS IN DENTAL HYGIENE (1)**

*One lecture.*

*Prerequisite: Admission to Dental Hygiene Program.*

Discusses current issues in dental hygiene and heightens student's awareness of ethical issues and choices for action. Also includes an orientation to dentistry, a library project and an opportunity to facilitate discussion.

### **DEH 101 | PRE-CLINICAL DENTAL HYGIENE (5)**

*Two lecture; six lab.*

*Prerequisite: Admission to Dental Hygiene Program.*

Includes basic dental hygiene theory and development of basic clinical skills. Lectures, demonstrations, and laboratory experiences are related to dental hygiene patient treatment, including aseptic techniques and practices; medical histories; extraoral and intraoral examination; recognition, detection and documentation of dental restorations, carious lesions, and anomalies; principles of instrumentation. Also includes student participation in a written and oral case-based presentation on a compromised patient.

### **DEH 102 | CLINIC I (6)**

*Two lecture; eight lab.*

*Prerequisite: Appropriate standing in Dental Hygiene Program.*

The focus of this course is prevention by way of patient education. Also included are continued dental hygiene clinical procedures, such as sealants, coronal polish, fluoride and an introduction to treatment planning.

### **DEH 106 | DENTAL RADIOGRAPHY (3)**

*Two lecture; two lab.*

*Prerequisite: Admission to Dental Hygiene Program.*

Introduction to principles of X-radiation production and safety factors; application and theory of properly exposing, processing, mounting and evaluating dental radiographs; identification of normal anatomic landmarks and pathologic conditions. Utilization of the laboratory in performing procedures necessary to produce quality radiographs.

### **DEH 111 | PERIODONTOLOGY I (3)**

*Three lecture.*

*Prerequisite: Appropriate standing in Dental Hygiene Program.*

Introduction to principles of periodontology and periodontal medicine, exhibited by describing and recognizing the periodontium in health and disease. Anatomy, physiology, histology and functions of dental tissues are discussed in depth. Periodontal diseases are discussed and classified, the etiology of periodontal diseases is explored, and particular emphasis is placed on the host immune response, effects of systemic conditions on the periodontium, and the effects periodontal disease has on systemic health.

### **DEH 117 | APPLIED PHARMACOLOGY (3)**

*Three lecture.*

*Prerequisite: Appropriate standing in Dental Hygiene Program.*

This course covers general pharmacology including the study of drug groups, dosages, administration, and reaction of drugs common to dental patients.

### **DEH 118 | ANESTHESIOLOGY (3)**

*Two lecture; two lab.*

*Prerequisite: Appropriate standing in Dental*

## *Hygiene Program.*

Covers neurophysiology and pharmacology of local anesthetic agents. Mastery of the armamentarium and techniques of regional anesthesia in dentistry is emphasized. The concepts, principles and administration of nitrous oxide-oxygen sedation are also covered. Prevention and treatment of anesthetic complications are reviewed and practiced.

### **DEH 121 | DENTAL ANATOMY (3)**

*Two lecture; two lab.*

*Prerequisite: Admission to Dental Hygiene Program.*

Introduction to principles of dental anatomy, oral embryology, and histology, functional characteristics of human deciduous, mixed, and permanent dentitions; and related oral structure. Accomplished by participation in classroom activities, and laboratory assignments.

### **DEH 122 | HEAD AND NECK ANATOMY (2)**

*One and one-half lecture; one lab.*

*Prerequisite: Admission to Dental Hygiene Program.*

A study of the anatomical structures of the head and neck, with emphasis on the nerve and vascular supply, muscles of mastication, bones of the skull, and the oral cavity.

### **DEH 201 | CLINIC II (5)**

*Two lecture; six lab.*

*Prerequisite: Appropriate standing in Dental Hygiene Program.*

Ultrasonic devices and advanced instrumentation techniques are introduced in conjunction with treatment of the periodontal patient. Care for the special needs patient is introduced to include geriatric, edentulous, cleft lip and palate and oral surgery patients.

### **DEH 202 | CLINIC III (9)**

*Two lecture; fourteen lab.*

*Prerequisite: Appropriate standing in Dental Hygiene Program.*

Emphasizes the care of the special needs patient. Advanced clinical skills and patient management are presented and performed through comprehensive treatment planning and patient care. Students will prepare a presentation relating to the care of the special needs patient at the end of the course.

### **DEH 203 | PRACTICE MANAGEMENT (9)**

*Two lecture; fourteen lab.*

*Prerequisite: Appropriate standing in Dental Hygiene Program.*

Designed to involve the student in research, presentation, and discussion regarding legal and ethical considerations of patient care; resumes, cover letters, job search and interview skills; roles, relationships, and requirements of the dental hygiene professional; organization and management of dental hygiene practice. In addition, state dental practice acts; licensure and credentialing, and various aspects of employment will be addressed.

### **DEH 208 | DENTAL MATERIALS (2)**

*One lecture; two lab.*

*Prerequisite: Appropriate standing in Dental Hygiene Program.*

Introduction to principles of the physical and chemical properties and proper manipulation of dental materials utilized by dentists and their auxiliaries.

### **DEH 212 | PERIODONTOLOGY II (2)**

*Two lecture.*

*Prerequisite: Appropriate standing in Dental Hygiene Program and DEH 111*

Designed to teach the dental hygiene student how to relate the biological rationale for various treatment procedures to the conceptual understanding of the various periodontal disease processes; how to collect pertinent data, analyze it, and then develop a treatment plan and appropriate therapy for individual periodontal patients. Also helps student to understand both non-surgical and surgical rationale, therapy, and techniques involved.

### **DEH 223 | GENERAL AND ORAL PATHOLOGY (3)**

*Three lecture.*

*Prerequisite: Appropriate standing in Dental Hygiene Program.*

This course is the study of general and oral pathological processes. Topics include pathological diagnostic criteria, inflammation and repair with associated oral manifestations, immunity, autoimmunity and infectious diseases. Other topics include genetics, developmental disorders, neoplasia, nonneoplastic diseases of bone, oral

manifestation of oral diseases and diseases of the TMJ.

### **DEH 235 | ORAL HEALTH PROMOTION/DISEASE PREVENTION (2)**

*Two lecture.*

*Prerequisite: Appropriate standing in Dental Hygiene Program.*

Topics related to oral health promotion and disease prevention are taught. Particular emphasis is placed on the relationship of nutrition and advanced oral hygiene aids and techniques to oral health; the nutritional and oral hygiene needs of special population groups; nutritional assessment and counseling; the effects of nutrition and oral self-care habits on the decay process and other oral diseases; and the roles and relationships of the healthcare provider and the healthcare consumer in accomplishing behavioral change.

### **DEH 243 | COMMUNITY DENTAL HEALTH (3)**

*Two lecture; two lab.*

*Prerequisite: Appropriate standing in Dental Hygiene Program.*

Concepts of preventive dentistry, health education, and dental public health applied to current problems affecting the dental health of the community. Practical experience through participation in community dental health projects.

## **DRAFTING**

### **DFT 100 | TECHNICAL SKETCHING/DRAWING (3)**

*Three lecture.*

*Prerequisite: Appropriate score on the assessment test or successful completion of PCS 021and TRE 089.*

Covers the basic skills needed to transfer initial design ideas to paper, including the ability to sketch quickly and accurately, and compile into a formal drawing. Learners will practice freehand sketching, lettering, and isometric sketching. The use of grid and isometric papers will be demonstrated and practiced. Reading and interpreting sketches and drawings will be emphasized.

## Course Descriptions

### EARLY CHILDHOOD EDUCATION

#### ECE 271 CURRICULUM AND EXPERIENCES IN ECE (3)

*Three lecture.*

*Prerequisite: Successful completion of TRE 089 and PCS 021 or appropriate score on assessment test.*

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

#### ECE 272 | CLASSROOM MANAGEMENT (3)

*Three lecture.*

*Prerequisite: Successful completion of TRE 089 and PCS 021 or appropriate score on assessment test.*

Designed to help students create a classroom management system using positive, age appropriate modeling allowing for cultural, developmental and individual differences.

#### ECE 273 | PLAY EDUCATION (3)

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of TRE 089 and PCS 021 or appropriate score on assessment test.*

Emphasizes play as a constructive process with applications to cognitive and social development, special attention to facilitating play in early childhood. Developing creative activities for young children through puppetry and drama, music and dance, movement exploration and play, and arts and crafts.

#### ECE 274 | PRACTICUM (2)

*One lecture. Two lab.*

*Prerequisite: Successful completion of TRE 089 and PCS 021 or appropriate score on assessment test. Choose from ECE 271, ECE 272, or ECE 273.*

Designed to provide the students with supervised practical experience. Provides opportunities to observe, implement and evaluate educational practices in a quality early childhood facility.

### EDUCATION

#### EDU 200 | CHILDREN'S LITERATURE (3)

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of ENG 101 or permission of academic chair.*

Focuses on oral reading skills and involves both student and instructor in the reading process. Lecture and discussion are used to improve students' understanding of children's literature and to improve their techniques for reading and evaluation of children's texts. Experience in reading aloud to children is emphasized. The course also includes a study of the various genres of children's literature, requires a wide range of reading, and provides practice in storytelling.

#### EDU 205 | INTRODUCTION TO EDUCATION (3)

*Transferable Course | Two lecture; two lab.*

*Prerequisite: Successful completion of ENG 101*

A survey of the field of education. Historical development, effective school theories, requirements for admission into teaching, approaches and theories, problems of teachers, organization and administration, and legal aspects of education are considered.

#### EDU 207 | PROVISIONAL STRUCTURED ENGLISH IMMERSION (1)

*One lecture.*

Meets the SEI endorsement provisional certification requirements of the State of Arizona for current school teachers and administrators who received their AZ teaching certificate before August 31, 2006 with no breaks in their certification. Includes instruction in SEI methods of teaching English Language Learner students.

#### EDU 214 | CULTURAL DIVERSITY IN EDUCATION (3)

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of ENG 101.*

Surveys the impact of cultural diversity in the classroom; concentrating on how racial, ethnic, and gender issues shape a child's self-concept and learning style. Additional topics focus on prejudice, discrimination, scape-goating, stereotyping, and cultural incompatibilities as concerns in the classroom.

#### EDU 222 | THE EXCEPTIONAL STUDENT (3)

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of EDU 205*

Provides an introduction to the physical and mental characteristics of students in special education. The course includes an introduction to the definitions and identifying characteristics of students with disabilities or health disorders and also includes an introduction to the laws, terminology, definitions, and specific educational recommendations for students with disabilities or health disorders.

#### EDU 240 | AUGMENTED PROVISIONAL STRUCTURED ENGLISH IMMERSION (3)

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of EDU 205 or appropriate teaching experience.*

Designed to meet the Structured English Immersion Endorsement provisional certification requirements of the State of Arizona. Addresses SEI instructional methods for English Language Learners, including instruction in SEI strategies, ELL State Proficiency Standards, and assessment of ELL student academic progress. This is a post-baccalaureate course for professional educators only.

#### EDU 245 | INTEGRATING EDUCATIONAL TECHNOLOGY (1)

*One lecture.*

*Prerequisite: Successful completion of EDU 205 or permission of academic chair.*

Presents concepts and hands-on projects to help teachers incorporate computers and the Internet into their classroom activities.

#### EDU 250 | STRUCTURED ENGLISH IMMERSION: METHODS AND MATERIALS IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (3)

*Transferable Course | Three lecture.*

*Prerequisite: Student must hold current teaching license.*

Designed to meet the Full Structured English Immersion Endorsement requirements set forth by the State of Arizona. Focuses on methods, strategies, and materials development teaching English Language Learners (ELL). Includes the examination

and implementation of the ELL Proficiency Standards for the State of Arizona, data analysis and application to the classroom, the creation and implementation of formal and informal ELL assessments, examination of the foundations of Structured English Immersion, and integration of parent/home/school relationships.

### **EDU 260 | BUILDING READING LITERACY THROUGH WORD STUDY, COMPREHENSION STRATEGIES AND PHONICS SKILLS (3)**

*Three lecture.*

A synthesis of methods to explain the components of a reading program. Vocabulary instruction, spelling, comprehension, word recognition, fluency, phonics, and phonemic awareness will be considered.

### **EDU 270 | CLASSROOM MANAGEMENT (3)**

*Three lecture.*

*Prerequisite: Successful completion of EDU 205* Surveys the classroom management strategies that have positive influences on student achievement as suggested by research. The role of classroom management, community building, relationships, rules, procedures, and interventions are considered.

### **EDU 278 | PREPARING PARAPROFESSIONALS FOR PRAXIS ASSESSMENT (1)**

*One lecture.*

A review of the field of paraprofessionals in education for Arizona. Skills and knowledge in reading, mathematics, and writing and applying those skills to assist in classroom instruction will be addressed.

### **EDU 288 | PREPARING FOR THE ARIZONA EDUCATOR ASSESSMENTS: PROFESSIONAL KNOWLEDGE TEST (2)**

*Two lecture.*

A review of the field of education for Arizona teaching certification. Professional knowledge, subject knowledge, areas covered by the Arizona Academic (K—12) Standards, the Arizona Professional Teaching Standards, and the Arizona Professional

Administrative Standards are considered. Elementary and Special Education (test 91), Secondary and Career and Technical Education (test 92)

## **ELECTRICAL**

### **ELC 110 RESIDENTIAL WIRING I (3)**

*Course Fee: \$40 | Two lecture; two lab.*

*Prerequisite: Appropriate score on the assessment test or successful completion of TRE 089 and TRM 091. Completion or concurrent enrollment in BTR 105.*

Covers common safe electrical trade practices, electrical hardware and materials including hand tools, specialty tool and power tools as well as the many measuring instrument types used in residential wiring. Common residential architectural symbols will be discussed, as well as service entrance sites, branch circuits and techniques for installing appropriate electrical boxes.

### **ELC 111 | RESIDENTIAL WIRING II (3)**

*Course Fee: \$40 | Two lecture; two lab.*

*Prerequisite: Successful completion of ELC 110, concurrent enrollment in ELC 112.*

Continues from ELC with raceway types and installation requirements. Proper bending and installation techniques, common installation techniques for installing the conductors in a completed raceway system will be covered and practiced. Roughing-in the wiring for the switching circuits as well as common connection techniques for single-pole, three-way and four-way switching, and general lighting will be explored. Introduces the common installation practices for a structured cabling system, installation of lighting fixtures and device installation. Students will also practice the techniques used for service panel trim out, and troubleshooting electrical wiring systems.

### **ELC 112 | ELECTRICAL PROBLEM CALCULATIONS (2)**

*Two lecture.*

*Prerequisite: Appropriate score on the assessment test or successful completion of TRM 091.*

Covers the basic math skills needed for work in the electrical trade, from starting with basic arithmetic and progressing to algebra and trigonometry. Practical problems that represent situations typically

faced by electricians will be emphasized and practiced.

### **ELC 115 | AC/DC THEORY (3)**

*Three lecture.*

*Prerequisite: Appropriate score on the assessment test or successful completion of TRM 091 and TRE 089.*

Examines the essential elements of alternating and direct current electrical theory. Topics will include the atomic structure, the study of material properties as conductors, semiconductors, and insulators, an in-depth exploration of Ohm's law and how it relates to voltage, current, resistance and power. Three-phase and single-phase circuitry will be covered as well as topics such as parallel and series circuits, magnetism, transformers and generators. Will focus on the theoretical concepts that are necessary for a successful career as an electrician.

### **ELC 120 | NEC CODES FOR RESIDENTIAL ELECTRICITY (3)**

*Three lecture.*

*Prerequisite: Appropriate score on the assessment test or successful completion of TRM 091 and TRE 089.*

Analyze and interpret residential drawing, local codes and specific sections of the National Electrical Code. Includes needed materials derived from plans and specifications and the proper procedures for wiring a residence.

### **ELC 200 | GROUNDING AND BONDING (2)**

*Course Fee: \$20 | One lecture; two lab.*

*Prerequisite: Successful completion of ELC 110 and ELC 111, or ELC 210 and ELC 211.*

Covers the essential elements of electrical grounding and bonding. Examines the concepts of calculating conductor sizes, and the use of grounded conductor connections in electrical installations. Will focus on the process of reading and interpreting the appropriate NEC tables. Includes study and practice in various installations and sizing activities.

### **ELC 205 | RELAY CONTROL SYSTEMS (3)**

*Course Fee: \$40 | Two lecture; two lab.*

*Prerequisite: Successful completion ELC 210 and ELC 211 or permission of academic chair.*

Covers the principles and operation of basic relay control systems, including

## Course Descriptions

programmable logic controllers, and other solid-state devices that are commonly used in industrial settings and to industrial motors and automated equipment. The programming procedures for these devices will be covered, as well as typical installation practices and procedures. Advanced topics such as robotics and remote sensing devices will be discussed.

### **ELC 210 | COMMERCIAL/ INDUSTRIAL ELECTRICITY I (3)**

*Course Fee: \$40 | Two lecture; two lab.*

*Prerequisite: Successful Completion of ELC 110-ELC 115, or demonstration of previous electrical experience.*

Covers the theory and application of electrical concepts for industrial maintenance and installation. Will emphasize single-phase and three-phase installation, measuring instruments, conduction in liquids and gases, and the use of trigonometry and vectors in electrical calculations. Advanced topics such as magnetic induction, resistive-inductive series and parallel circuits, filters, three-phase transformers, three-phase alternators will also be explored.

### **ELC 211 | COMMERCIAL/ INDUSTRIAL ELECTRICITY II (3)**

*Course Fee: \$40 | Two lecture; two lab.*

*Prerequisite: Successful completion of ELC 210.*

Continues the study of electricity as applied to the industrial setting. Advanced topics such as industrial lighting and lighting circuits, electrical distribution systems for 460 3-phase, 240V 3-phase, and 240/120 single-phase will be covered. In addition, local control stations, underground distribution system, as well as distribution maintenance will be studied.

### **ELC 220 | ELECTRICAL MOTORS AND CONTROLS (3)**

*Course Fee: \$40 | Two lecture; two lab.*

*Prerequisite: Successful completion of ELC 210 and ELC 211.*

Will explore the operation of variable frequency drives, solid-state relays and other systems that utilize electronic devices. Covers the principles of single and three-phase motors, as well as motor current draw, sequence of operation, wiring diagrams and the electrical components associated with industrial motors. Procedures for evaluating electrical and mechanical problems with motors, including the ap-

plicable safety equipment and procedures will be stressed.

### **ELC 221 | LOW VOLTAGE SYSTEMS (3)**

*Course Fee: \$40 | Two lecture; two lab.*

*Prerequisite: Successful completion of ELC 115 or permission of academic chair.*

Examines the installation and integration of various low voltage systems such as fire alarms, communication systems, audio processing, and closed circuit television. Topics include speaker placement, Class 1, 2, and 3 remote control, signaling and power limited circuits, optical cables and raceways. NEC codes including Articles 640 – 830 that provide cabling and installation standards will be emphasized.

### **ELC 225 | NEC CODES FOR COMMERCIAL (3)**

*Three lecture.*

*Prerequisite: Successful completion of ELC 210, or demonstration of previous electrical experience and permission of academic chair.*

IN-depth study of industrial electrical power techniques of low, medium and high-voltage systems. Selection of electrical distribution components, single and three phase systems, on line diagrams, motors, transformers, protective devices, power factor, demand factor, conductor selection, system planning, grounding and energy management.

## **EMERGENCY MEDICAL SERVICES**

### **EMS 120 | FIRST AID (3)**

*Transferable Course | Course Fee: \$20*

*Two lecture; two lab.*

Presents instruction in theory and practice of first aid. Provides the student with knowledge and skill necessary to meet common emergencies associated with injury and illness. Topics include: CPR, bone and joint injuries, dressings and bandages, sudden illness, and emergency childbirth.

### **EMS 122 | FIRST RESPONDER (3)**

*Course Fee: \$40 | Two lecture; three lab.*

Provides a viable alternative to EMT training to police, fire, industrial and other first responders without the commitment of time and recertification requirements associated with an EMT training program.

### **EMS 200 | EMS INSTRUCTIONAL STRATEGIES (2)**

*Course Fee: \$45 Two lecture.*

*Prerequisite: An EMT with a minimum of (2) two years experience as an EMT – Basic or higher (R9-25-312) and the recommendation of an MCC EMS instructor*

*Corequisite: American Heart Association Basic Life Support Instructor.*

This course is designed to prepare and make eligible the participant to gain approval to instruct Basic Emergency Medical Technician Courses in accordance with the Rules established by the Arizona Department of Health Services, Bureau of Emergency Medical Services and Trauma.

### **EMS 220 | FIRST RESPONDER REFRESHER (1.5)**

*Course Fee: \$10 | One lecture; one lab.*

*Prerequisite: Successful completion of EMS 122.*

Designed to provide first responders with refresher skills to assure maintenance of the First Responder certifications as required by state and federal law. Students who have successfully completed EMS 122 are required to successfully complete this course every two (2) years for recertification.

### **EMS 222 | BASIC EMT (8)**

*Course Fee: \$100 | Six lecture; six lab.*

*Prerequisite: 18 years of age, appropriate score on assessment test or successful completion of PCS 021 and acceptance into program (approved application packet).*

Covers all techniques of emergency medical care currently considered as responsibilities of the emergency medical technician. Skills are developed in recognizing symptoms of illness and injury and proper procedures of emergency care. Includes study of anatomy, physiology, triage, assessment and stabilization of patients. This course leads to National and State Certification as an EMT-Basic.

### **EMS 225 | REFRESHER EMT (3)**

*Course Fee: \$20*

*Two and one-half lecture; one lab.*

*Prerequisite: Successful completion of EMS 222 or permission of director.*

Designed for emergency medical technicians to assure maintenance of a uniformly high level of training and skills in emergency care. Updating of basic skills; employment of acceptable, newly-developed equipment; new equipment faults that are not acceptable; and changes in state



licensure or medico-legal requirements. Students who have satisfactorily completed EMS 222 will be required to successfully complete this course every two years prior to being recertified or relicensed as outlined by state and federal requirements.

## **EMS 240 | PARAMEDIC I (6)**

*Course Fee: \$120 | Five lecture; two lab.*  
*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRM 091; application to EMS director, current Arizona certified EMT; one year field experience; current Healthcare Provider or Professional Rescuer CPR card; successfully complete written, practical and oral examination; and be accepted into Paramedic program.*

Provides the roles and responsibilities of the paramedic, including communications, rescue, patient assessment, airway, shock, general pharmacology and stress management.

## **EMS 241 | PARAMEDIC II (6)**

*Course Fee: \$180 | Five lecture; two lab.*  
*Prerequisite: Successful completion of EMS 240.* Provides a concentrated focus on the latest philosophies and techniques for recognizing and managing trauma patients.

## **EMS 242 | PARAMEDIC III (6)**

*Course Fee: \$195 | Five lecture; two lab.*  
*Prerequisite: Successful completion of EMS 241.* Provides instruction in the anatomy and physiology of the conduction system of the heart, the electrical system, electrocardiography, abnormal EKG patterns, the recognition and management of dangerous or life threatening dysrhythmias, and didactic and psychomotor skill training in techniques of advanced cardiac life support. Includes endotracheal intubation, defibrillation, cardiovascular pharmacology, and newborn resuscitation.

## **EMS 243 | PARAMEDIC IV (6)**

*Course Fee: \$380 | Four lecture; six lab.*  
*Prerequisite: Successful completion of EMS 242.* Provides instruction in anatomy and physiology and management techniques for medical emergencies. Students will begin clinicals in a hospital setting.

## **EMS 244 | PARAMEDIC V (8)**

*Course Fee: \$160 | Four lecture; eight lab.*  
*Prerequisite: Successful completion of EMS 243.* Provides instruction in drug and alcohol abuse, infectious diseases, environmental

injuries, and geriatrics to enable the student to become a certified paramedic.

## **EMS 245 | ADVANCED CARDIAC LIFE SUPPORT (1)**

*One lecture.*  
*Prerequisite: Current Arizona Certified IEMT and above.*

Designed for health care providers, this course provides lecture and psychomotor training for advanced cardiac life support. Instruction includes: endotracheal intubation, defibrillation, dysrhythmia recognition, cardiovascular pharmacology and newborn resuscitation. This class meets the American Heart Association Advanced Cardiac Life Support (ACLS) provider certification and recertification requisites.

## **EMS 248 | PARAMEDIC REFRESHER (3)**

*Course Fee: \$75 | Two lecture; three lab.*  
*Prerequisite: Current or inactive paramedic certification.*

Designed to provide updated information and practical application refresher instruction to meet the minimum acceptable standards required for paramedic recertification.

## **EMS 250 | TRAUMA LIFE SUPPORT (1)**

*Course Fee: \$80 | One lecture.*  
*Prerequisite: Current Arizona Certified Emergency Medical Technician.*

Provides a concentrated focus on the latest philosophies and techniques for recognizing and managing trauma patients.

## **EMS 251 | PEDIATRIC EDUCATION FOR PRE-HOSPITAL PROFESSIONALS (BASIC LIFE SUPPORT) (1)**

*Course Fee: \$20 One lecture.*  
*Prerequisite: Current Arizona Certified Emergency Medical Technician.*

Provides a concentrated focus on the latest philosophies and techniques for recognizing and managing pediatric patients.

## **ENGLISH**

### **ENG 101 | ENGLISH COMPOSITION I (3)**

*Transferable Course | Three lecture.*  
*Prerequisite: Appropriate score on assessment*

*test or successful completion of PCS 021 and TRE 089.*

Reviews the fundamentals of grammar, sentence structure and paragraphs. Includes extensive theme writing with emphasis on exposition and critical thinking.

### **ENG 102 | ENGLISH COMPOSITION II (3)**

*Transferable Course | Three lecture.*  
*Prerequisite: Completion of ENG 101 with a grade of "C" or better.*

Continuation of the composition and rhetoric focus of ENG 101 with an emphasis on persuasive, research-based writing.

### **ENG 136 | REPORT WRITING (3)**

*Transferable Course | Three lecture.*  
*Prerequisite: Successful completion of ENG 101.*

Develops writing skills with an introduction to the general principles of business and technical writing, including the writing process, various writing formats, research, and special concerns related to written communication in the workplace.

### **ENG 137 | INTRODUCTION TO LITERATURE (3)**

*Three lecture.*  
*Prerequisite: Successful completion of ENG 101*

Introductory course in imaginative literature designed to provide students the skills necessary for understanding, appreciating, and analyzing works of fiction, poetry and drama.

### **ENG 138 | CREATIVE WRITING I (3)**

*Transferable Course | Three lecture.*  
*Prerequisite: Successful completion of ENG 101 or permission of academic chair.*

Introductory study and practice of the craft of writing fiction, poetry, and creative nonfiction with an emphasis on the reading and discussion of student manuscripts and of published works by contemporary writers.

### **ENG 233 | ENGLISH LITERATURE I (3)**

*Transferable Course | Three lecture.*  
*Prerequisite: Successful completion of ENG 101.*

Major works in English literature from *Beowulf* through Neoclassical periods are included.

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### ENG 234 | ENGLISH LITERATURE II (3)

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of ENG 101 or permission of academic chair.*

A general survey of the major works in British literature from the Romantic poets through the early modern writers.

### ENG 235 | AMERICAN LITERATURE I (3)

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of ENG 101*

A general survey of American literature from the time of European discovery through the Civil War. Includes readings in Native American traditions as well as works by such representative American writers as Anne Bradstreet, Mary Rowlandson, Benjamin Franklin, Phillis Wheatley, Jonathan Edwards, Washington Irving, Ralph Waldo Emerson, Henry David Thoreau, Edgar Allan Poe, Nathaniel Hawthorne, Frederick Douglass, Herman Melville, Emily Dickinson, Walt Whitman, and Rebecca Harding Davis.

### ENG 236 | AMERICAN LITERATURE II (3)

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of ENG 101.*

A general survey of American literature from the Civil War to the present. Includes readings by such representative American writers as Mark Twain, Henry James, Ambrose Bierce, Kate Chopin, Charlotte Perkins Gilman, Charles Chesnut, Zitkala Sa, T. S. Eliot, William Carlos Williams, Susan Glaspell, F. Scott Fitzgerald, Langston Hughes, Ernest Hemingway, Zora Neale Hurston, Richard Wright, William Faulkner, Tennessee Williams, Sylvia Plath, Ralph Ellison, Flannery O'Connor, Louise Erdrich, Elizabeth Bishop, Amy Tan, David Mamet, Joy Harjo, Leslie Marmon Silko, Raymond Carver, Alice Walker, Sherman Alexie, Billy Collins, and Li-Young Lee.

### ENG 238 | WRITING FICTION (3)

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of ENG 101 or permission of academic chair.*

Intensive study and practice of the craft of fiction writing with an emphasis on the reading and discussion of student manuscripts and of published short fiction by contemporary writers.

## ENGLISH LANGUAGE ACQUISITION

### ELA 029 | ELA ORIENTATION (1)

*One lecture.*

*Prerequisites: Must be 16 years of age or older and not in high school.*

A 15-hour-orientation, designed to assess a student's academic competency. Emphasis is placed on the student's understanding of the ELA program expectations, time requirements, and the opportunity to improve understanding of English. A portion of the orientation is class placement which is based on pre-testing, using the Test of Adult Basic Education (TABE) or the Test of Adult Basic Education Complete Language Assessment System - English (TABE CLAS E). Also included will be student success strategies for Non-English speaking students. The student must complete ELA 029 in order to take any ELA classes.

### ELA 030 | ELA BEGINNERS (3)

*Three lecture.*

*Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 029 ELA Orientation, or obtain an appropriate score on the TABE CLAS E test.*

A 3-credit-hour course, designed for students with no prior experience in the English language continuing from ELA 029. This class is intended to introduce students to basic vocabulary, grammar, listening and speaking skills which will enable them to function in daily activities.

### ELA 031 | ELA READING AND WRITING 1 (3)

*Three lecture.*

*Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 030 ELA Beginners, or obtain an appropriate score on the TABE CLAS E test.*

A 3-credit-hour course, designed as an introductory level ELA course continuing from ELA 030 in English grammar and usage for students whose first language is not English. The course introduces Basic English structure through all the skill areas focusing on reading and writing.

### ELA 032 | ELA LISTENING AND SPEAKING I (3)

*Three lecture*

*Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 031 Reading and Writing 1, or obtain*

*an appropriate score on the TABE CLAS E test.*

A 3-credit-hour course, designed as a continuation ELA 031 course for students with some English experience. The course is intended to expose students to beginning vocabulary, grammar, listening and speaking. This will enable students to function in daily activities and employment on a beginning level.

### ELA 033 | ELA READING AND WRITING II (3)

*Three lecture.*

*Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 032 Listening and Speaking 1, or obtain an appropriate score on the TABE CLAS E test.*

A 3-credit-hour course, designed as a continuation of the ELA 032. This course continues presenting Basic English structure through all skill areas focusing on reading, and writing.

### ELA 034 | ELA LISTENING AND SPEAKING II (3)

*Three lecture.*

*Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 033 Reading and Writing 2, or obtain an appropriate score on the TABE CLAS E test.*

A 3-credit-hour course, designed as a continuation of the ELA 033 course for students with some English experience. The course is intended to expose students to intermediate vocabulary, grammar, listening and speaking skills. This class will enable students to function in daily activities on an intermediate level and to function comfortably with English in employment.

### ELA 035 | ELA READING AND WRITING III (3)

*Three lecture.*

*Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 034 Listening and Speaking 2, or obtain an appropriate score on the TABE CLAS E test.*

A 3-credit-hour course, designed as a continuation of ELA 034 course in English grammar for the students whose first language is not English.

### ELA 036 | ELA LISTENING AND SPEAKING III (3)

*Three lecture.*

*Prerequisites: Must be 16 years of age or older*

and not in high school. Must successfully complete ELA 035 Reading and Writing 3, or obtain an appropriate score on the TABE CLAS E test.

A 3-credit-hour course, designed as a continuation of the ELA 035 course for students with some English experience. It is intended to expose students to high-intermediate vocabulary, grammar, listening and speaking skills; to enable them to function in daily activities on a high-intermediate level and to function comfortably with English in employment.

### **ELA 037 | ELA READING AND WRITING IV (3)**

*Three lecture.*

*Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 036 Listening and Speaking 3, or obtain an appropriate score on the TABE test.*

A 3-credit-hour course, designed as an advanced ELA course in English grammar for students whose first language is not English.

### **ELA 038 | ELA LISTENING AND SPEAKING IV (3)**

*Three lecture.*

*Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 037 Reading and Writing 4, or obtain an appropriate score on the TABE test.*

A 3-credit-hour course, designed as a continuation of the Advanced ELA course for students with some English experience. The course is intended to expose students to advanced vocabulary, grammar, listening and speaking skills; to enable them to function in daily activities on an advanced level and to function comfortably with English in employment.

### **ELA 039 | ELA READING AND WRITING V (3)**

*Three lecture.*

*Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 038 Listening and Speaking 4, or obtain an appropriate score on the TABE test.*

A 3-credit-hour course, designed as a continuation of the advanced ELA course in English Grammar and usage for the students whose first language is not English. The course continues presenting advanced English structure throughout all the skill areas of listening, speaking, reading, and writing.

### **ELA 040 | ELA CITIZENSHIP PREPARATION (3)**

*Three lecture.*

*Prerequisites: Must be 16 years of age or older and not in high school. Must successfully complete ELA 034 Listening and Speaking 2, or obtain an appropriate score on the TABE test.*

A 3-credit-hour course, designed as an intermediate course that presents historical, political, geographical and other cultural information necessary to successfully complete the written and oral portion of the U.S. citizenship exam. Students will practice and develop the skills necessary to successfully complete the required personal interview including providing information about themselves and correctly and comfortably answering content questions.

## **ENTREPRENEURSHIP**

### **ENT 100 | DISCOVERING ENTREPRENEURSHIP (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS021 and TRE089.*

The personal characteristics, behaviors and traits of successful entrepreneurs/business owners will be explored. Fundamental business concepts for owning and running a small business will be introduced. The impact of small businesses upon the economy will be emphasized.

### **ENT 110 | FINDING IDEAS AND BUSINESS OPPORTUNITIES (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS021 and TRE089.*

Generate business ideas and explore products and franchises appropriate for new business startups. Investigate niches and specialties that can be used as new business opportunities. Explore the advantages and disadvantages of starting a new business versus purchasing an existing enterprise.

### **ENT 120 | MARKETING AND MARKET ANALYSIS FOR ENTREPRENEURS (3)**

*Three lecture.*

*Prerequisite: Successful completion of ENT 100.* Analyze local and national markets for trends and demographics. Use market seg-

mentation to develop target markets and analyze the use of marketing and advertising. Examine strategies such as sales and promotions, pricing, and effective distribution channels in the development and growth of a small business.

### **ENT 130 | FINANCIAL AND MONEY MANAGEMENT (3)**

*Three lecture.*

*Prerequisite: Successful completion of ENT100 and ACC 125.*

Explore sources of money and financing for a business including debt and equity. The tools and methods used for making sound business decisions will be examined, including financial products and services available from commercial banks, suppliers and the Small Business Administration.

### **ENT 140 | CREATING THE BUSINESS PLAN (3)**

*Three lecture.*

*Prerequisite: Successful completion of ENT130.* Analyzes the importance of a business plan to the successful start up and operation of a new business. Describes in detail the components that should be included referencing existing plans as examples. Students will have the opportunity to create their own plan based upon the concepts and techniques covered in this class.

### **ENT 210 | MANAGING AND HIRING EMPLOYEES (3)**

*Three lecture.*

*Prerequisite: Successful completion of ENT 100 and GBS 102.*

The impact of adding employees to a growing business and the use of outsourced employees will be discussed. The principles and practices of employee recruiting, interviewing, hiring, training, supervising, leading, motivating and compensating will be covered. Rewarding and motivating employees to improve performance, as well as employee benefit packages will be explored.

### **ENT 220 | RISK MANAGEMENT AND INSURANCE (3)**

*Three lecture.*

*Prerequisite: Successful completion of ENT 140.* Identify and describe the potential internal and external risks associated with running a business, and develop and implement strategies designed to minimize losses and

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liability exposure. Insurance products such as liability policies will be explored. Statutory requirements such as workers compensation will be emphasized.

### ENT 230 | GLOBAL TRENDS AND MARKETS (3)

*Three lecture.*

*Prerequisite: Successful completion of ENT140.*

Explore global trends for products, and develop strategies to exploit import and export opportunities. Analyze the impact of the global marketplace and the world economy on the business environment.

### ENT 250 | SMALL BUSINESS MANAGEMENT (3)

*Three lecture.*

*Prerequisite: Permission of academic chair.*

Explores the problems involved in establishing, owning, and improving small business operations. How to market to customers, hire and manage employees, secure financing, monitor performance, change location, plan for expansion, and consider a legal form for the business are covered in the course. The value, content, and preparation of the business plan are addressed throughout the course.

## ENVIRONMENTAL SCIENCE

### ENV 101 | ENVIRONMENTAL SCIENCE (4)

*Transferable Course | Course Fee: \$40*

*Three lecture; three lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091 or permission of academic chair.*

An introductory course that examines human influence on the environment. Basic ecological concepts are explored and major environmental problems including population growth, pollution, resource overuse; ecological degradation and the loss of biodiversity are evaluated for causes and solutions. The relationship between society, politics and the environment is also examined.

## FIRE SCIENCE

### FSC 105 | PRINCIPLES OF EMERGENCY SERVICES (3)

*Three lecture.*

This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introductory to fire strategy and tactics.

### FSC 110 | FIRE FIGHTER ACADEMY (10)

*Course Fee: \$2910 | Eight lecture; six lab.*

This course is intended to introduce the student to the organization of the fire department; the role of the fire fighter in the organization, the fire department's standard operating procedures and the role of other agencies as they relate to the fire department.

### FSC 112 | HAZARDOUS MATERIALS CHEMISTRY I (3)

*Three lecture.*

This course provides basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters.

### FSC 120 | FIRE BEHAVIOR AND COMBUSTION (3)

*Three lecture.*

The course explores the theories and fundamentals of how and why fires start, spread and who they are controlled.

### FSC 131 | FIRE PROTECTION HYDRAULICS AND WATER SUPPLY (4)

*Three lecture; two labs*

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

### FSC 133 | FIRE PREVENTION (3)

*Three lecture.*

Surveys the fundamentals of fire prevention, including techniques, procedures, regulations, enforcement, and hazards in ordinary and special occupancies.

### FSC 220 | OCCUPATIONAL SAFETY AND HEALTH FOR THE FIRE SERVICE (3)

*Three lecture.*

This course introduces the basic concept of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

### FSC 221 | FIRE ADMINISTRATION I (3)

*Three lecture.*

This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is on fire service leadership from the perspective of the company officer.

### FSC 222 | FIRE PROTECTION SYSTEMS (3)

*Three lecture.*

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

### FSC 223 | LEGAL ASPECTS OF THE FIRE SERVICE (3)

*Three lecture.*

This course introduces the federal, state and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability and a review of relevant court cases.

### FSC 233 | BUILDING CONSTRUCTION FOR FIRE PROTECTION (3)

*Three lecture.*

This course provides the components of

building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies.

## **FSC 235 | FIRE STRATEGY / TACTICS (3)**

*Three lecture.*

*Prerequisite: Successful completion of FSC 105.* This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment and extinguishing agents on the fire ground.

## **FSC 242 | FIRE INVESTIGATION I (3)**

*Three lecture.*

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire science interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter and types of fire causes.

## **FSC 243 | FIRE INVESTIGATION II (3)**

*Three lecture.*

*Prerequisite: Successful completion of FSC 242* This course is intended to provide the student with advance technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and testifying.

## **FRENCH**

### **FRE 101 | ELEMENTARY FRENCH I (4)**

*Transferable Course | Four lecture; one lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension.

### **FRE 102 | ELEMENTARY FRENCH II (4)**

*Transferable Course  
Four lecture; one lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091.*

Develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension. A continuation of FRE 101.

### **FRE 201 | INTERMEDIATE FRENCH I (4)**

*Transferable Course | Four lecture; one lab.*

*Prerequisite: Successful completion of FRE 102 or permission of academic chair.*

Reviews then consolidates and increases the skills learned in FRE 101 and FRE 102. It continues the practice and development of the fundamental language skills: speaking, listening comprehension, writing and reading comprehension at the intermediate level. It continues the development of communicative competence.

### **FRE 202 | INTERMEDIATE FRENCH II (4)**

*Transferable Course | Four lecture; one lab.*

*Prerequisite: Successful completion of FRE 201 or permission of academic chair.*

A continuation of FRE 201. The course continues to review, consolidate and increase the basic skills learned in FRE 101 and FRE 102. Emphasis on communication through reading comprehension, speaking, listening comprehension, composition and culture.

## **GENERAL BUSINESS**

### **GBS 101 INTRODUCTION TO BUSINESS (3) (FORMERLY BUS 101)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

An overview of business principles and leading-edge practices that examines in-depth the major issues that will shape the future of business: business ethics, economics and financial markets, customer satisfaction, quality, career development, entrepreneurship, small business management, global business and the impact of technology.

### **GBS 102 HUMAN BEHAVIOR IN THE WORKPLACE (3) (FORMERLY BUS 104)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Students explore the importance of effective communication in our personal lives as well as in the world of business. Students scrutinize practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace.

### **GBS 105 BUSINESS ENGLISH (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Using examples from business, this course fine-tunes the basic principles of grammar, punctuation, capitalization, number styles, spelling and vocabulary. Emphasis is placed on extensive application of the use of these principles through paragraph, memo, and business letter writing.

### **GBS 110 BUSINESS MATHEMATICS (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 or TRM 090 and TRE 089.*

Covers the practical application of mathematics through the use of formulas for pricing decisions, interest computations, accounting valuations, currency exchange, metric quantities and elementary descriptive statistics.

### **GBS 121 CUSTOMER SERVICE (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Explores the implementation of relationship marketing through customer analysis, interpersonal communication, telephone courtesy, sales presentations and after-sales support.

### **GBS 175 BUSINESS ETHICS AND SOCIAL RESPONSIBILITY (3)**

*Three lecture.*

*Prerequisite: Successful completion of GBS 101*

Explores concepts that are relevant to resolving ethical issues in the workplace. Students will develop the problem-solving, reasoning and analytical skills needed to

## Course Descriptions

make logical decisions. Students will also obtain the skills needed to identify the ethical issues involved in the management of specific problems areas in the workplace.

### **GBS 230 BUSINESS LAW (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

An introduction to law and the judicial system that incorporates a study of the law of contracts, sales, consumer protection, personal property and real property, and the principal and agent.

## **GEOGRAPHY**

### **GHY 212 INTRODUCTION TO METEOROLOGY (4)**

*Transferable Course*

*Course Fee: \$40 | Three lecture; three lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and TRM 091.*

Introduction to physical and chemical conditions that regulate global weather phenomenon on Earth. Topics covered include structure of the atmosphere, temperature, air pressure, humidity, winds, the development of weather systems, tornadoes, hurricanes and the parameters that affect local and global climate. Laboratory map interpretation and field investigations are included to provide experimental learning opportunities.

### **GHY 213 INTRODUCTION TO CLIMATE STUDIES (4)**

*Course Fee: \$40 Three lecture; three lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and TRM 091*

Introduces the basic components of the climate system, feedback loops, short-term and long-term forecasting, planetary energy budget, detailed analysis of greenhouse gases, global atmospheric and oceanic circulation patterns, and natural and anthropogenic influences on the climate balance.

### **GHY 240 WORLD REGIONAL GEOGRAPHY (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on the assessment test or successful completion of PCS 021 and TRE 089.*

Provides an understanding of the interactions between people and their environments through a survey of the world's major realms. Each realm will be examined in terms of its physical, social, economic, and political conditions from a geographic perspective. Emphasis will be on contemporary issues and their geographic impact of world regions.

## **GEOLOGY**

### **GLG 101 | PHYSICAL GEOLOGY (4)**

*Transferable Course | Course Fee: \$40*

*Three lecture; three lab.*

*Prerequisite: Appropriate score on assessment test or completion of TRE 089 and TRM 091.*

An introduction to geologic processes on and within the Earth. Topics covered include concepts in mineral and rocks, tectonic processes, weathering and erosion, sedimentation, structural deformation, landscape development and ground water. Laboratory work and additional field trips are included to provide observational examples of the above topics and to learn geologic field techniques of data gathering.

### **GLG 102 | HISTORICAL GEOLOGY (4)**

*Transferable Course | Course Fee: \$40*

*Three lecture; three lab.*

*Prerequisite: Successful completion of GLG 101.*

An introduction to the evolutionary history of the earth and life on the planet. Topics covered include concepts in stratigraphy, rock dating, tectonic events, global climate and ecologic changes, and the study of faunal and floral succession over geologic periods of time. Laboratory work and additional field trips are included to provide observational examples of the above topics and to learn geologic field techniques of data gathering.

### **GLG 110 | ENVIRONMENTAL GEOLOGY/NATURAL DISASTERS (4)**

*Transferable Course | Course Fee: \$40*

*Three lecture; three lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091.*

An introduction to Earth system phenomena and associated problems in conjunction with human activities. Causes of geologic

and meteorologic disasters are investigated including earthquakes, volcanic activity, landslides, flooding, groundwater contamination, soil erosion, surface subsidence, coastal problems, tropical storms, tornadoes and precipitation. Laboratory and field investigations are included to provide experimental learning opportunities.

### **GLG 140 | INTRODUCTION TO OCEANOGRAPHY**

*Transferable Course | Course Fee: \$40*

*Three lecture; three lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089 and TRM 091.*

This course introduces physical, chemical, and geological conditions that regulate global ocean phenomenon. Topics covered include history of oceanography, physical and chemical properties of ocean water, air-sea interactions, current, wave, and tidal phenomenon, origins of the oceans, geologic processes and features, biological influences, and environmental issues. Laboratory exercises are included to provide experimental learning opportunities.

## **HEALTH SCIENCE**

### **HES 107 | INTRODUCTION TO HEALTH CARE OCCUPATIONS (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089*

This introductory course provides an overview of health professions and the health care delivery system. Other topics will include disease prevention and wellness promotion, guidelines for legal and ethical practice, and communication skills. This course will acquaint the student with basic anatomy and physiology as it relates to health care.

### **HES 113 | MEDICAL TERMINOLOGY (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089*

Presents a study of basic medical terminology. A programmed learning, word-building system will be used to master common medical terms. Emphasis is placed on

spelling, definition, usage and pronunciation. Commonly used abbreviations will be introduced.

## **HES 128 | PHARMACOLOGY: ALLIED HEALTH OCCUPATIONS (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of the PCS 021 and TRM 091.*

This course will introduce common drug classifications, actions, uses, and side effects of pharmacological agents. Accurate calculation of dosage, administration skills, legal and safety considerations, as well as patient care implications will be emphasized.

## **HES 129 | ALLIED HEALTH ANATOMY AND PHYSIOLOGY (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of HES 113.*

The basic concepts of anatomy and physiology of the human body are organized and presented by organ systems. Emphasis will be placed on vocabulary as well as the basic mechanisms of disease and pathology for each body system, as required in medical assisting and related professions.

## **HEATING, VENTILATION AND AIR CONDITIONING**

### **HVA 105 | FUNDAMENTALS OF REFRIGERATION (3)**

*Course Fee: \$60 | Two lecture. Two lab.*

Covers the basic principles of the refrigeration cycle. Emphasizes the safe use of the hand and power tools used in the trade, copper and plastic piping practices, as well as soldering and brazing. Basic electrical concepts as applied in the refrigeration industry will also be covered. Pressure and temperature gauges will be introduced and basic maintenance skills will be covered.

### **HVA 110 | EPA TEST PREP (1)**

*One lecture.*

*Prerequisite: Successful completion of HVA 105 and BTR 105 or permission of academic chair.*

Prepares the student to sit for the national EPA refrigerant certification test. Appropri-

ate theory including the proper transport, storage, and disposal of refrigerant will be covered. An additional fee is required at the time of the actual test.

### **HVA 120 | RESIDENTIAL HVAC INSTALLATION (3)**

*Course Fee: \$60 | Two lecture. Two lab.*

*Prerequisite: Successful completion of HVA 105 and BTR 105 or permission of academic chair.*

Covers air distribution systems, including air flow and pressures, and various ducting systems. Techniques for proper installation of flexible ducting and ductboard systems and installation techniques for refrigerant piping, the use of rigging and system placement will be emphasized. The electrical requirements for installation will also be discussed.

### **HVA 130 | RESIDENTIAL HVAC (3)**

*Course Fee: \$60 | Two lecture. Two lab.*

*Prerequisite: Successful completion of HVA 105 and BTR 105 or permission of academic chair.*

Covers the use of the refrigeration cycle as used in residential air conditioning systems. Emphasizes control circuits, metering devices, compressors, leak detection, evacuation and recovery. System charging techniques, using the appropriate tools and gauges, and the appropriate troubleshooting methods for servicing a system will be covered. The removal and replacement of mechanical and electrical components will be practiced.

### **HVA 140 | RESIDENTIAL HEATING (2)**

*Course Fee: \$60 | One lecture. Two lab.*

*Prerequisite: Successful completion of HVA 105 and BTR 105 or permission of academic chair.*

Covers the use of heating theory as applied to residential heating systems. Covers the use of chimneys, vents, and flues. Covers gas-fired and electrical heating systems and their control circuits. Troubleshooting and repair techniques for residential heating systems, including radiant heat, baseboard heating, and duct heating systems will also be covered.

### **HVA 150 | REFRIGERATION ELECTRICAL TROUBLESHOOTING (3)**

*Course Fee: \$60 | Two lecture. Two lab.*

*Prerequisite: Successful completion of HVA 105*

*and BTR 105 or permission of academic chair.*

Covers AC theory as it applies to refrigerant circuits, including transformers, capacitors, the various types of motors used in refrigeration equipment, safety, and the use of appropriate test equipment. Troubleshooting techniques for addressing motor and motor control problems, as well as troubleshooting control circuits, and electrical malfunctions related to mechanical refrigeration systems will be covered and practiced.

### **HVA 210 | COMMERCIAL AIR MANAGEMENT (2)**

*Two lecture.*

*Prerequisite: Successful completion of HVA 140 and 150 or permission of academic chair.*

Covers the operating principles of commercial air systems, including their components, capacities and uses. Hydronic heating and cooling systems design and operation will also be discussed, including load and water balancing, steam cycle, and dual-temperature water systems, water treatment systems. The importance of indoor air quality will also be discussed. Building management systems, including computerized energy management, and the remote sensors will be discussed.

### **HVA 220 | COMMERCIAL AND DOMESTIC REFRIGERATION (3)**

*Course Fee: \$60 | Two lecture. Two lab.*

*Prerequisite: Successful completion of HVA 140 and HVA 150 or permission of academic chair.*

Covers the use of refrigeration theory in both low and medium temperature domestic and commercial refrigeration systems. The operation of commercial and domestic ice making equipment, water coolers, refrigerators, and walk-in coolers and freezers will be discussed and practiced. Charging and evacuation techniques, as well as mechanical and electrical troubleshooting and repair will be covered.

## **HISTORY**

### **HIS 131 | HISTORY OF THE UNITED STATES I (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Contains a survey of the political, economic, and cultural history of the United States with emphasis placed on historical events,

## Course Descriptions

people and movements that impacted American society.

### **HIS 132 | HISTORY OF THE UNITED STATES II (3)**

*Transferable Course*  
*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

A continuation of the survey of the United States history from the period of reconstruction to the present day.

### **HIS 135 | WESTERN CIVILIZATION I (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Contains a broad, historical study of the major elements in the western heritage from the world of the Greeks and Romans through the Middle Ages, Renaissance and Reformation to the Peace of Westphalia in 1648. Emphasis is placed on the history of Europe.

### **HIS 136 | WESTERN CIVILIZATION II (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

A continuation of Western Civilization starting with the Peace of Westphalia in 1648 and proceeding to the 20th Century.

### **HIS 137 | 20TH CENTURY WORLD HISTORY (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

The study of the social, political and cultural trends of the world in modern times. Emphasis will be given to contemporary events to provide a historical perspective.

### **HIS 234 | HISTORY OF INDIANS OF NORTH AMERICA (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

A survey of the political, cultural and social experience of the Native American from

the period of the earliest European explorations to the present, including such developments as Indian nationalism. Relations among Indian groups to establish continuity of Indian societies will be emphasized.

### **HIS 274 HISTORY OF MEXICO (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Covers the history of Mexico from pre-Columbian times to the present. It includes political, economic, social and cultural developments covering the periods of the Mayas, Aztecs, the Spanish Independence, and the Revolution to the present.

### **HIS 281 LATIN AMERICAN HISTORY (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Surveys Latin American history from Colonialism and Independence to the present day.

## **HUMANITIES**

### **HUM 150 – INTRODUCTION TO THE HUMANITIES I - PREHISTORICAL TO THE MIDDLE AGES (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Humanistic values are examined through the study of major art forms, philosophy and history. Emphasis on personal, societal, ethnic, racial, gender, global and historical factors which have influenced the expression of values through the arts from pre-historical time to the late Middle Ages and advent of the Renaissance.

### **HUM 151 INTRODUCTION TO HUMANITIES II - RENAISSANCE TO THE PRESENT (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

The study of the creative, historical and philosophical development of civilization.

Examines the humanistic values, ideas, and artistic expressions that have shaped western and global traditions from the Renaissance to present day.

### **HUM 250 | INTRODUCTION TO CINEMA (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

An examination of aesthetic values in short- and feature-length moving pictures; history of movies; and technical aspects of directing, photographing, editing and sound track scoring are included. Films shown will illustrate motion-capture and/or computer-generated animation, literature or theatre as these stories are adapted to film, various genres and sub-genres of film (film noir, western, documentary, gangster/detective, screwball comedy, historical/biographical epic), special effects and other elements of pre- and post-production elements of filmmaking.

## **MANAGEMENT**

### **MGT 110 | SUPERVISORY TECHNIQUES (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or completion of PCS 021 and TRE 089*

Emphasizes the principles and techniques of supervising and motivating personnel. Designed for students who are interested in supervising others or for those currently in supervision. Focuses on the human interaction in supervision

### **MGT 120 | PRINCIPLES OF MANAGEMENT (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or completion of PCS 021 and TRE 089*

Surveys the principles of management. Emphasis is on the primary functions of planning, organizing, leading, and controlling with a balance between the behavioral and operational approach.

### **MGT 135 | PROJECT MANAGEMENT (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or completion of PCS 021 and TRE 089*

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.

## **MGT 202 | ADMINISTRATIVE OFFICE MANAGEMENT (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Explores the duties of a manager or supervisor in the administrative office. Covers all facets of skills, knowledge, and attitudes. Applies office skills, decision-making processes, and human relations through simulated office situations.

## **MGT 260 | GLOBAL MANAGEMENT (3)**

*Three lecture.*

*Prerequisite: Successful completion of GBS 175.*

Explores the concepts of global management including cultural, religious, political differences as it pertains to management of companies.

## **MGT 275 | EFFECTIVE MANAGEMENT AND LEADERSHIP (3)**

*Three lecture.*

*Prerequisite: Successful completion of MGT 120.*

*Corequisite: MGT 260*

Explores concepts of motivating and leading employees in the workplace. Techniques used to improve relationships between supervisors and employees to minimize conflict, improve employee morale and productivity will be examined. The impact of cultural diversity in the workplace will be emphasized throughout the course.

## **MATHEMATICS**

### **MAT 121 | INTERMEDIATE ALGEBRA (4)**

*Four lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRM 091.*

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.

### **MAT 142 COLLEGE MATHEMATICS (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or completion of MAT 121 with a grade of "C" or better.*

Applications of basic college-level mathematics to real-life problems. Concepts, language and history of mathematics contributions to Western society also covered. Appropriate for students whose major does not require College Algebra or Pre-calculus.

### **MAT 151 | COLLEGE ALGEBRA (4)**

*Transferable Course | Four lecture.*

*Prerequisite: Appropriate score on assessment test or completion of MAT 121 with a grade of "C" or better.*

A more extensive and rigorous course in algebra. Emphasis in this course is on functions and relations. Systems of equations, inequalities and matrices are also covered.

### **MAT 160 | MATH FOR ELEMENTARY TEACHERS I (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or completion of MAT 142 or MAT 151 with a grade of "C" or better.*

Mathematical principles and processes underlying current and evolving programs of mathematics instruction in elementary schools for the grades K-8. The focus is on problem solving, logic, set theory, number systems and arithmetic.

### **MAT 161 | MATH FOR ELEMENTARY TEACHERS II (3)**

*Transferable Course | Three lecture.*

*Prerequisite: MAT 160 with a grade of "C" or better.*

Mathematics for Elementary Teachers II is designed to aid prospective elementary teachers to understand and apply the mathematical principles and processes underlying current and evolving programs of mathematics instruction, grades K-8. This course emphasizes problem solving, reasoning, statistics and probability, geometry, and measurement.

### **MAT 181 | PLANE TRIGONOMETRY (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or completion of MAT 151 with a grade of "C" or better.*

A study of trigonometric functions, inverse

functions, identities and graphs and their applications to right and oblique triangles, vectors, complex numbers, and polar and parametric equations.

### **MAT 201 | FINITE MATHEMATICS (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Completion of MAT 151 with a grade of "C" or better.*

Focuses on the application of linear models, systems of linear equations, matrices, linear programming, mathematics of finance, combinatorics, probability, and statistics to solve problems in life and social sciences, business, management, and economics.

### **MAT 211 | INTRODUCTORY STATISTICS (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Completion of MAT 142 or MAT 151 with a grade of "C" or better.*

Investigates the basic concepts and techniques of descriptive and inferential statistics, including summaries and displays of data, measures of central tendency, variation and dispersion, probability and probability distributions, estimates and sample sizes, hypothesis testing, correlation, regression and statistical decision-making using critical thinking skills.

### **MAT 212 | BRIEF CALCULUS (3)**

*Transferable Course | Three lecture.*

*Prerequisite: Successful completion of MAT 151 with a grade of "C" or better.*

A study of elementary topics in differential and integral calculus of elementary functions with applications in business and social science.

### **MAT 221 | ANALYTIC GEOMETRY AND CALCULUS I (4)**

*Transferable Course | Four lecture.*

*Prerequisite: Successful completion of MAT 181 with a grade of "C" or better.*

A study of the differential and integral calculus of elementary functions, with applications to geometry mechanics.

### **MAT 231 | ANALYTIC GEOMETRY AND CALCULUS II (4)**

*Transferable Course | Four lecture.*

*Prerequisite: Successful completion of MAT 221 with a grade of "C" or better.*

## Course Descriptions

A study of calculus including techniques of integration, applications of the definite integral, Analytic Geometry, polar coordinates, indeterminate forms, and improper integrals, Taylor polynomials and sequences and series.

### **MAT 241 | ANALYTIC GEOMETRY AND CALCULUS III (4)**

*Transferable Course | Four lecture.*

*Prerequisite: Completion of MAT 231 with a grade of "C" or better.*

A study of vectors, the geometry of space, vector-valued functions, functions of several variables, partial differentiation, gradients, multiple integration and vector analysis.

### **MAT 260 | INTRODUCTION TO DIFFERENTIAL EQUATIONS (4)**

*Transferable Course | Four lecture.*

*Prerequisite: Completion of MAT 241 with a grade of "C" or better.*

Solutions of first order differential equations, nth-order linear equations, systems of linear differential equations, series solutions of second-order linear equations, Laplace transforms, nonlinear differential equations and stability.

## **MEDICAL ASSISTING**

### **MEA 100 | MEDICAL LAW AND ETHICS (3)**

*Three lecture.*

*Prerequisite: Appropriate assessment score or successful completion of PCS 021 and TRE 089.*

Introduces students to the legal, moral, and ethical issues that arise within the medical community. Included is an overview of the laws and ethics that relate to patient care as well as application and practice through the use of case studies and other simulated exercises.

### **MEA 101 | BASIC PHLEBOTOMY TECHNIQUES (3)**

*Course Fee: \$45 | Two lecture; two lab.*

*Prerequisites:*

- 1. Appropriate score on assessment test OR successful completion of PCS 021.*
- 2. Must be able to safely draw blood from patients (no medications or other problems that may cause a safety issue).*

An introduction to the basic knowledge and skills necessary for the safe and successful collection of blood specimens.

Prepares the student to take the AMT National Certification Examination for Phlebotomists.

### **MEA 102 | PHLEBOTOMY EXTERNSHIP (3)**

*Course Fee: \$45 | Six lab.*

*Prerequisite: Successful completion of MEA 101 within one calendar year.*

Application of basic phlebotomy techniques in the clinical setting. This course provides the student the opportunity of practical experience in a health care setting.

### **MEA 105 | MEDICAL OFFICE MANAGEMENT WITH COMPUTER APPLICATIONS (3)**

*Two lecture; two lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Provides a basic understanding of the administrative duties and responsibilities pertinent to medical offices. Includes instruction in medical correspondence and records, case histories of patients, filing, telephone procedures, appointment scheduling, receptionist duties, and processing mail. Familiarizes the student with computer applications in the health care setting. Provides the student with basics of operations and applications of computer usage within the health care provider office.

### **MEA 115 | BASIC ELECTROCARDIOGRAPH TECHNIQUES (3)**

*Course Fee: \$30 | Two lecture; two lab.*

*Prerequisite: Successful completion / concurrent enrollment HES 113.*

Presents the rationale for obtaining an electrocardiogram as well as related theory including anatomy and physiology, procedural technique and equipment utilized. Students will be introduced to basic rhythm analysis including recognizing standard electrical waves and accurately measuring each normal sinus rhythm and basic arrhythmias.

### **MEA 140 | MEDICAL CODING (3)**

*Two lecture; two lab.*

*Prerequisite: Successful completion of HES 113.*

Provides an overview of medical coding using CPT, ICD and HCPCS manuals and insurance reports as applied to the medical office.

### **MEA 141 | MEDICAL BILLING (3)**

*Two lecture; two lab.*

*Prerequisite: Successful completion of HES 113.*

An overview of medical insurance programs and the skills needed in handling insurance forms and insurance reports as applied to the medical office. Includes simulated computer data entry for patient records, procedure and diagnostic codes, insurance processing and electronic transmission of claims.

### **MEA 200 | MEDICAL ASSISTING CLINICAL (4)**

*Course Fee: \$30 | Two lecture; four lab.*

*Prerequisite: Successful completion of HES 113 and successful completion/concurrent enrollment HES 129 or permission of academic chair.*

Covers the competencies required of a medical assistant in the clinical setting, including patient screening, vital signs, basic assessments, specimen collection, and emergency situations. Administering medications, injections, and assisting with diagnostic and minor surgery procedures will be examined. The scope of practice of the medical assistant, as well as learning how to work as part of a team in the medical office will be emphasized throughout the course.

### **MEA 213 | ADVANCED PHLEBOTOMY TECHNIQUES (3)**

*Course Fee: \$30 | Two lecture; two lab.*

*Prerequisite: Successful completion of MEA 101 and MEA 102.*

Continuation of the study of blood collection techniques such as butterfly draws, heel sticks, and skin punctures. Also includes other specimen collections for body fluids as well as the impact of drug testing in the public and private sectors including sports.

### **MEA 249 | LABORATORY TECHNIQUES (4)**

*Two lecture; four lab.*

*Prerequisite: Successful completion of MEA 200 or permission of academic chair.*

This advanced course prepares students to understand and perform basic laboratory procedures. This includes fundamental principles of medical lab practice, disposal of biohazardous materials, specimen collection, use of methods of quality control, urinalysis testing, chemistry testing, hematology testing, immunology testing, microbiology testing and discussion of follow up testing results.

## MEA 258 | MEDICAL ASSISTING EXTERNSHIP (4)

*Course Fee: \$30 | One lecture; six lab.*

*Prerequisite: Successful completion of Medical Assisting core coursework and permission of academic chair.*

A comprehensive practicum providing actual experience in a medical setting. Emphasis is on application of knowledge and skills developed in the Medical Assistant Program.

## MUSIC

### MUS 101 | APPRECIATION AND LITERATURE OF MUSIC (3)

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089.*

A general introduction to music literature with emphasis upon the development of listening techniques. An historical and cultural background of music and analysis of selected representative works from each era.

### MUS 102 | FUNDAMENTALS OF MUSIC (2)

*Transferable Course | Two lecture.*

A study of the basic elements of music, including the staff, clefs, time and key signatures, notation, rhythm, scales, definitions, ear training and sight singing, and a basic introduction to the keyboard.

### MUS 211 | COLLEGE CHOIR (1)

*Transferable Course | Three lab.*

Open to all students in the college and interested singers in the community. Course content includes preparation and performance of the larger choral works. May be repeated for credit.

### MUS 216 | COLLEGE BAND (1)

*Transferable Course | Three lab.*

Open to all students in the college with a background in instrumental music on a band instrument and to all interested band musicians in the community. Course content includes preparation and performance of original concert symphonic band works and of orchestral transcriptions. May be repeated for credit.

## NURSING

### NUR 115 | NURSING ASSISTANT (6)

*Course Fee: \$100 | Five lecture; three lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and Healthcare Provider level CPR.*

A comprehensive course to provide students with knowledge, skills and attitudes necessary to perform in the role of nursing assistant or home health aide. Principles of human biological sciences, communications, nutrition and nursing science are incorporated throughout. Students will be able to provide personal care services and assistance with activities of daily living to patients within a clinical setting. Clinical practice is arranged with local health care agencies. Call the nursing office for Nursing Assistant physical examination requirements.

### NUR 121 | NURSING I (8)

*Transferable to ASU & NAU |*

*Five lecture; nine lab.*

*Prerequisite: Admission to Nursing Program.*

An 8-credit-course that focuses on the fundamental concepts of contemporary professional nursing. The emphasis of this course is on the student's development as a caring, competent nurse within the legal/ethical and scientific frameworks of the profession. Critical thinking and communication skills are stressed. Using the transitions "model," students learn to provide nursing care for individuals undergoing situational transitions in well-defined practice settings. Situational transitions include that of the individual to the nursing student role and the patient's admission to and movement within the healthcare system. Concepts of nutrition, pathophysiology and pharmacology are integrated.

### NUR 122 | NURSING II (8)

*Transferable Course | Four lecture; 12 lab.*

*Prerequisite: Successful completion of NUR 121.*

Within the framework of transitions, the focus is on nursing care to promote healthy transitions for individuals and families with chronic health conditions in well-defined practice settings. Emphasis is on basic management concepts and continued development of critical thinking, clinical judgment and skills. Principles of pharmacology, culture and nutrition are integrated throughout the course.

### NUR 123 | TRANSITION TO PRACTICAL NURSING (3)

*Course Fee: \$50 | Two lecture; two lab.*

*Prerequisite: Successful completion of NUR 122.*

The focus of this course is a scope of practice issues specific to the practical nurse, including care of individuals and families experiencing developmental and health-illness transitions. Concepts of clinical judgment, pathophysiology, pharmacology, and nutrition are integrated. This course also includes practical nurse level concepts of management and supervision.

### NUR 135 | L.P.N. REFRESHER (6)

*Course Fee: \$100 | Three lecture; nine lab.*

*Prerequisite: Current Arizona L.P.N. license or ability to obtain temporary license and current CPR card.*

Designed for the Licensed Practical Nurse to update knowledge and skills of current nursing practice. There are 10 self-paced learning modules and a final examination that must be completed on-line prior to the clinical experience. During the 120 hours of mandated clinical experience, the LPN student functions under the supervision of a Registered Nurse preceptor.

### NUR 136 | L.P.N. INTRAVENOUS ADMINISTRATION (3)

*Three lecture.*

*Prerequisite: Current L.P.N. license or permission of the Nursing Director.*

This course prepares the licensed practical nurse to be able to start intravenous lines and add selective pre-mixed medications and solutions to pre-existing intravenous peripheral lines and peripheral heparin or saline wells.

### NUR 137 | ARTICULATION TO HEALING COMMUNITY (3)

*Course Fee: \$100 | Three lecture.*

*Prerequisite: Current L.P.N. license or permission of the Nursing Director.*

Designed for the L.P.N. to update knowledge and skills preliminary to entering the ADN program and articulation into Healing Community Curriculum. There are nine self-paced learning modules that must be completed during the 15-week semester and one visit to nursing lab to demonstrate selected skills.

## Course Descriptions

### **NUR 140 | CARDIOVASCULAR DRUG UPDATE (1)**

*One lecture.*

*Prerequisite: R.N., L.P.N., current nursing student or permission of the Nursing Director.*

This class is designed to examine the actions, side effects and uses of common and new cardiovascular system drugs.

### **NUR 141 | NEUROLOGICAL DRUG UPDATE (1)**

*One lecture.*

*Prerequisite: R.N., L.P.N., current nursing student or permission of the Nursing Director.*

This class is designed to examine the actions, side effects and uses of common and new neurological system drugs.

### **NUR 142 | RESPIRATORY AND GI DRUG UPDATE (1)**

*One lecture.*

*Prerequisite: R.N., L.P.N., current nursing student or permission of the Nursing Director.*

This class is designed to examine the actions, side effects and uses of common and new respiratory and gastrointestinal system drugs.

### **NUR 143 | CHEMOTHERAPY ADMINISTRATION (1)**

*One lecture.*

*Prerequisite: R.N., L.P.N., current nursing student or permission of the Nursing Director.*

This class is designed to examine the actions, side effects and uses of common and new chemotherapeutic agents used in the treatment of cancer.

### **NUR 150 | TRANSITION TO NURSING I (3)**

*Three lecture.*

*Prerequisite: Admission to the Paramedic to RN track of MCC Nursing Program.*

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

the healthcare system. Concepts of nutrition and pharmacology are integrated.

### **NUR 175 | TRANSITION TO NURSING II (9)**

*Five hours lecture; twelve hours lab.*

*Corequisite: NUR 175L.*

Within the framework of transitions, the focus is on nursing care to promote healthy transitions for individuals and families with chronic health conditions in well-defined practice settings. Situational transitions of the individual to the nursing student role and the client's admission to and movement within the healthcare system are included. Concepts of nutrition and pharmacology are integrated. Emphasis is on the student's development as a caring, competent nurse within the legal/ethical framework of the profession, using critical thinking, communication and time management skills. Principles of pharmacology, nutrition and pathophysiology are integrated throughout the course.

### **NUR 221 | NURSING III (8)**

*Transferable Course*

*Four lecture; twelve lab.*

*Prerequisite: Successful completion of NUR 122 or L.P.N. plus completion of NUR 137.*

Within the framework of transition, the focus is on nursing care to promote healthy transitions for individuals and families experiencing developmental milestones. Includes the transition of birth, childhood, adolescence, young adulthood, childbearing and middle adulthood. The student's transition to nurse includes group theory and nursing therapeutics when assisting the client through acute health care issues. Topics of nutrition, culture, and pharmacology are integrated. Concepts in critical thinking, organizational skills and psychosocial nursing are included.

### **NUR 222 | NURSING IV (8)**

*Transferable Course*

*Four lecture; twelve lab.*

*Prerequisite: Successful completion of NUR 221.*

Focus is on the impact of acute health/illness transitions on individuals, families and groups. Emphasis is on syntheses and applications of nursing therapeutics in the transition of students to their role in the profession of nursing with an introduction to organizational transitions. Concepts of nutrition, pharmacology, pathophysiology and nursing therapeutics are integrated.

### **NUR 225 | TRANSITION TO NURSING III (1)**

*One lecture.*

*Prerequisite: Successful completion of NUR 150 and NUR 175.*

*Corequisite: NUR 221 Nursing III*

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

### **NUR 227 | PHARMACOLOGY (3)**

*Three lecture.*

*Prerequisite: Current Arizona L.P.N. or R.N. license, current nursing student, or permission of the Nursing Director.*

Introduces common drug classifications, actions, uses and side effects of pharmacological agents. Accurate calculation of dosage, administration techniques, legal safety considerations and nursing implications will be emphasized.

### **NUR 235 | REGISTERED NURSE REFRESHER (9)**

*Course Fee: \$100 | Six lecture; nine lab.*

*Prerequisite: Current Arizona R.N. license or ability to obtain temporary licensure and current CPR card.*

Designed to assist the registered nurse to update knowledge and clinical practice. There are 12 self-paced modules and a minimum of four weeks of clinical practicum required. The modular format allows the student to work at their own pace with a coordinator to answer questions. The student is required to secure a clinical preceptor prior to registration and signing course agreement.

### **NUR 245 | GRADUATE NURSING REVIEW (2)**

*Two lecture.*

*Prerequisite: Successful completion of NUR 222*

This course is designed to provide a comprehensive review for the graduate in preparation for the RN licensure examination. The course focus is review of the essential content areas which are tested.

### **NUR 275 | TRANSITION TO NURSING IV (2)**

*Two lecture.*

*Prerequisite: Successful completion of NUR 221 and NUR 225.*

*Corequisite: Successful completion of NUR 222.*

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

## NUTRITION

### NUT 203 | HUMAN NUTRITION IN HEALTH AND DISEASE (3)

*Transferable Course | Three lecture.*

Nutritional principles and the scientific use of diet in health and disease throughout the life cycle.

## PARALEGAL

### PAR 101 | LEGAL RESEARCH AND WRITING I (3)

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE089.*

Introductory principles and procedures for conducting legal research and techniques for basic legal writing. Includes categories of research materials, proper citing of legal material, finding and using secondary authority, Shepard's Citations, case law, constitutions, statutes and administrative law. The analysis of research topics and the preparation of research reports, basic letter writing, and legal memorandums will also be covered.

### PAR 102 | INTRODUCTION TO PARALEGAL CAREERS (3)

*Three lecture.*

*Prerequisite: Successful completion of or concurrent enrollment in PAR 101*

Role, responsibilities and ethical standards of the paralegal profession. Includes paralegal employment and regulation, ethical rules of the legal profession, law office administration, communication, legal research and analysis, state and federal judicial systems, and an overview of litigation and specialty areas of law.

### PAR 103 | LEGAL ETHICS FOR PARALEGALS (3)

*Three lecture.*

*Prerequisite: Successful completion of or concurrent enrollment in PAR 101*

Rules and principles of professional re-

sponsibility in the legal field. Includes rules of legal ethics, ethical guidelines, attorney supervision of paralegals, unauthorized practice of law, confidentiality, conflict of interest, advertising and solicitation, attorneys' fees and fiduciary duties, competence, malpractice, ethical conduct issues in litigation, and professional integrity issues.

### PAR 104 | CIVIL LAW AND LITIGATION (3)

*Three lecture.*

*Prerequisite: Successful completion of or concurrent enrollment in PAR 101*

Covers the definition of civil versus criminal law. Case filing and initial pleadings and procedures will be discussed. An overview of discovery/disclosure procedures in Federal Court, and in Arizona Superior Court will also be covered. This course covers the procedures involved in the discovery and trial preparation stages of civil litigation, file organization and document control, pre-trial motions, the gathering and organizing of evidence, the preparation of witnesses, alternative dispute resolutions, trial, post-trial and appellate procedures will be covered.

### PAR 105 | CONTRACT LAW (3)

*Three lecture.*

*Prerequisite: Successful completion of or concurrent enrollment in PAR 101*

Provides students with a comprehensive understanding of the common law of contracts, from the formation of a contract through its termination, including the several ways a contract can be entered, considerations, offer and acceptance, neutral assent and defective agreement, contractual capacity, legality, the statute of frauds and discharge and remedy. Additionally, this course will familiarize the students with the Uniform Commercial Code and the law governing the sale of goods.

### PAR 106 | CRIMINAL LAW AND PROCEDURE (3)

*Three lecture.*

*Prerequisite: Successful completion of or concurrent enrollment in PAR 101*

Criminal law and trial processes from arrest through pre-trial procedures. Includes rules of criminal procedure, initial criminal law process, pre-trial investigation and discovery, criminal and constitutional law cases, criminal statutes, and pre-trial mo-

tion practice, trial rights of defendants, trial procedure, case preparation for trial, direct and cross examination, evidentiary objections, and motions for the close of evidence.

### PAR 107 | TORT LAW (3)

*Three lecture.*

*Prerequisite: Successful completion of or concurrent enrollment in PAR 101*

Concepts and procedures used in tort law cases. Includes tort litigation procedures and tort case law in the areas of negligence, professional negligence, strict liability, product liability, liability issues, and insurance coverage. Also includes interviewing and investigation techniques for the legal assistant in tort cases.

### PAR 108 | PROPERTY LAW AND REAL ESTATE TRANSACTIONS (3)

*Three lecture.*

*Prerequisite: Successful completion of or concurrent enrollment in PAR 101*

Legal procedures and requirements in real estate transactions and litigation. Includes real estate principles and legal concepts, recording and constructive notice, and real property taxes. Also includes an analysis of real estate contracts/purchase agreements, escrows and closings, deeds, co-ownership, legal descriptions, leases, encumbrances, liens, and foreclosures.

### PAR 200 LAW OFFICE TECHNOLOGY (3)

*Three lecture.*

*Prerequisite: Successful completion of at least four (4) 100-level courses, including PAR 101*

Application of computer software programs in the legal field. Includes computer hardware and software, electronic research, word processing applications, database management systems, spreadsheet software, automated litigation support, law office management, electronic discovery, and specialized legal software for the preparation and filing of legal documents.

### PAR 201 | LEGAL RESEARCH AND WRITING II (3)

*Three lecture.*

*Prerequisite: PAR 101 and PAR 102.*

More advanced principles and techniques of legal research and writing. Students will learn to conduct legal research using

## Course Descriptions

online research resources. Includes writing style, editing and proofreading, legal analysis, legal brief types, and applications of legal writing for memorandum, litigation documents, correspondence, and transaction documents.

### **PAR 202 | WILLS, TRUSTS, AND ESTATES (3)**

*Three lecture.*

*Prerequisite: Successful completion of at least four (4) 100-level courses, including PAR 101.* Preparation to assist a lawyer in estate planning. Includes an introduction to wills, trusts and estates, intestate succession, guardianships, will related documents, will drafting and execution, estate administration, probate related legal action, trusts and administration, and fiduciary duties.

### **PAR 203 | FAMILY LAW (3)**

*Three lecture.*

*Prerequisite: Successful completion of at least four (4) 100-level courses, including PAR 101.* Law and procedures related to family relationships and domestic matters. Includes basic principles of family law, marital contracts, legal issues in family law affecting children, initiating a divorce proceeding, contested proceedings, and assisting at a dissolution trial.

### **PAR 204 | CORPORATION LAW (3)**

*Three lecture.*

*Prerequisite: Successful completion of at least four (4) 100-level courses, including PAR 101.* Procedures and document drafting for the formation of business entities, business corporations, corporation changes, forms of corporations, financing a corporation, changes in corporate structure, and the role of the paralegal in corporate law.

### **PAR 205 | BANKRUPTCY (3)**

*Three lecture.*

*Prerequisite: Successful completion of at least four (4) 100-level courses, including PAR 101.* Application of legal procedures in bankruptcy. Includes jurisdiction, cast of characters and their roles in bankruptcy, client interview, evaluation of options, advising clients, and drafting Chapter 7 liquidation, Chapter 13 adjustment of debts of individuals, Chapter 12 adjustment of debts of family farmer, Chapter 11 reorganization, and the paralegals' roles.

## **PHARMACY TECHNOLOGY**

### **PHT 170 | INTRODUCTION TO PHARMACY TECHNOLOGY (2)**

*Two lecture.*

*Prerequisite: Appropriate score on the assessment test or successful completion of PCS 021, TRE 089 and TRM 091.*

Overview of the role of pharmacy support personnel. Includes allied health professions, history and structure of pharmacy, and legal aspects of pharmacy. Also includes medical terminology emphasizing common medical roots, prefixes and suffixes, and pharmaceutical abbreviations.

### **PHT 171 | PHARMACEUTICAL CALCULATIONS (4)**

*Course Fee: \$50 | Three lecture; two lab.*

*Prerequisite: PHT 170 or concurrent enrollment.* Mathematical computations needed in the practice of pharmacy technology. Includes fundamentals of mathematical calculations, units, and measures for the calculation of drug dosages, and interpretation of the prescription or medication order. Also includes calculation of drug dosages, reducing and enlarging formulas, percentage preparations, dilution and concentration, isotonic solutions, and electrolyte solutions.

### **PHT 172 | DRUG THERAPY I (4)**

*Four lecture.*

*Prerequisite: PHT 170 or concurrent enrollment.* Overview of the relationship between the central nervous system (CNS), the autonomic nervous system (ANS) and pharmaceutical therapy. Includes anatomy and physiology of the CNS, neurotransmission and disorders of the CNS, therapeutic applications of drugs affecting the CNS, and characteristics of drugs of the CNS. Also includes anatomy and physiology of the ANS, drug action on ANS neurotransmission, disorders treated with autonomic drugs, and types and characteristics of autonomic drugs.

### **PHT 174 | PHARMACY OPERATIONS (3)**

*Course Fee: \$66 | Two lecture; two lab.*

*Prerequisite: PHT 170, PHT 171 and CHM 130 or concurrent enrollment.*

Technical aspects of drug distribution in both inpatient and outpatient settings. In-

cludes basic pharmacy references, equipment and materials, non-sterile dosage forms, and inventory control. Also includes large and small scale compounding, packaging, and quality control.

### **PHT 178 | PHARMACY MICROCOMPUTERS (3)**

*Three lecture.*

*Prerequisite: PHT 170 or concurrent enrollment.*

Basic concepts of computer operation and the professional applications of computers in retail and hospital pharmacies.

### **PHT 180 | STERILE PRODUCTS (4)**

*Course Fee: \$71 | Three lecture; two lab.*

*Prerequisite: CHM 140 and PHT 171 or concurrent enrollment.*

Upon completion of this course, the student will be able to do the following: Application of aseptic techniques and use of the laminar flow hood in the preparation of sterile products. Includes history of sterile products and parenteral therapy, characteristics of sterile products, principles of fluid and electrolyte therapy, basics of microbiology, antiseptics and sterilization, and sterile products calculations. Also includes introduction to IV labels and profile systems, aseptic techniques, total parenteral nutrition, incompatibilities, quality control, and specialized sterile products.

### **PHT 181 | INTERPROFESSIONAL RELATIONS IN PHARMACY (3)**

*Three lecture.*

*Prerequisite: PHT 170 or concurrent enrollment.*

Overview of effective communication skills needed by the pharmacy technician to use interpersonally and between the pharmacist, the patient, and other health care professionals. Includes human relations development, personality inventory, and elements in communication in areas of non-verbal, interpersonal, barriers, listening, empathy, and interviewing. Also includes building better patient understanding in special situations such as death and dying, ethnicity, conflict resolution, and ethical patient care.

### **PHT 182 | DRUG THERAPY II (4)**

*Four lecture.*

*Prerequisite: PHT 170 or concurrent enrollment.*

The relationship between anatomy and physiology, disease states, and pharmaceutical therapy. Includes origins, dosage forms, indications, actions, routes of

administration and side effects of both the prescription and non-prescription drugs used in diseases of the cardiovascular, circulatory, renal, endocrine, respiratory, digestive, reproductive, and integumentary systems.

## **PHT 187 | PHARMACY LAW AND ETHICS (3)**

*Three lecture.*  
*Prerequisite:* PHT 170 or concurrent enrollment. Practical guide to pharmacy law and ethics for the pharmacy technician. Includes state and federal law, roles of the pharmacist and the pharmacy technician, and ethical practices for patients.

## **PHT 189 | PHARMACY TECHNICIAN ADMINISTRATION (3)**

*Three lecture.*  
*Prerequisite:* Completion of the core curriculum for the certificate. Practical management techniques for pharmacy technician supervisors and managers. Includes building an organization from the beginning stages. Also includes managing and maintaining the organization.

## **PHT 190 | PHARMACY TECHNICIAN INTERNSHIP (4)**

*Eight lab.*  
*Prerequisite:* Completion of the core curriculum for the certificate. On-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist.

## **PHILOSOPHY**

### **PHI 101 | INTRODUCTION TO PHILOSOPHY (3)**

*Transferable Course | Three lecture.*  
*Prerequisites:* Appropriate score on assessment test or successful completion of PCS 021 and TRE 089  
 An introduction to the major philosophers (ancient, modern, and contemporary), history, theoretical perspectives, and central topics in the discipline of philosophy. Topics covered include human nature, reality and being, the existence of God, truth, ethics, sources of knowledge, social philosophy, the meaning of life, and other philosophical topics.

### **PHI 151 | ETHICS**

*Transferable Course | Three lecture.*  
*Prerequisite:* Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.  
 The principle problems of moral and social philosophy are studied.

### **PHI 205 | COMPARATIVE WORLD RELIGIONS (3)**

*Transferable Course | Three lecture.*  
*Prerequisite:* Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.  
 Includes a study of the 11 major religions in the world today, together with background material in primitive and bygone religions; comparison of the major doctrines of these religions; the development of the doctrines; and the influence they have upon one another.

## **PHYSICAL THERAPIST ASSISTANT**

### **PTA 101 | SURVEY OF PHYSICAL THERAPY (3)**

*Three lecture.*  
*Prerequisite:* Appropriate score on the assessment test or successful completion of TRE 089 and TRM 091. Admission to the PTA Program  
 The History of Physical Therapy is studied. The purpose, benefits, and goals of the Arizona and American Physical Therapy Associations (APTA) are discussed. Roles and responsibilities of physical therapists (PT) and physical therapist assistants (PTA) are scrutinized.

### **PTA 103 | KINESIOLOGY (4)**

*Three lecture; three lab.*  
*Prerequisite:* Appropriate score on the assessment test or successful completion of TRE 089 and TRM 091. Admission to the PTA Program  
*Corequisite:* Concurrent enrollment in PTA 101 and PTA 103.  
 Emphasis on structure, movement, and stability of specific joints are studied. Theory and principles of goniometry and manual muscle testing is reviewed. Normal range of motion of the spine and extremities is examined. Palpation of bony and soft tissue structures is practiced.

### **PTA 200 | PATIENT MOBILITY TECHNIQUES (4)**

*Two lecture; six lab.*  
*Prerequisite:* Appropriate score on the assessment test or TRE 089 and TRM 091  
*Admission to the PTA Program.*  
*Corequisite:* Concurrent enrollment in PTA 101 and PTA 103.  
 Theory, principles and practice of proper body mechanics and safety is discussed. Principles and techniques of gait training, therapeutic exercise, patient bed mobility and transfers and wheelchair mobility is practiced.

### **PTA 202 | PHYSICAL THERAPY MODALITIES (5)**

*Three lecture; six lab.*  
*Prerequisite:* Successful completion of PTA 101, PTA 103, PTA 200  
*Corequisite:* Concurrent enrollment in PTA 203, PTA 205 and PTA 214.  
 Stages of inflammation responses and tissue repair are studied. Theories on pain are investigated. Application and documentation of superficial heat and cold, ultrasound, electromagnetic radiation, massage, hydrotherapy, light intermittent venous compression, and traction are practiced. Indications and contraindications for treatment methods are scrutinized.

### **PTA 203 | CLINICAL PATHOLOGY (3)**

*Three lecture.*  
*Prerequisite:* PTA 101, PTA103, PTA 200  
*Corequisite:* Concurrent enrollment in PTA 202, PTA 205 and PTA 214.  
 Pathologic terminology and definitions are explored. Specific disease processes specific to physical therapy are studied. Functional anatomy, select medical tests for diagnosis, and medication and effects on therapy are evaluated.

### **PTA 205 | COMMUNICATION IN PHYSICAL THERAPY (2)**

*Two lecture.*  
*Prerequisite:* Successful completion of PTA 101, PTA 103, PTA 200  
*Corequisite:* Concurrent enrollment in PTA 202, PTA 203 and PTA 214.  
 Communication skills in the physical therapy setting are examined. Active listening, responding to problems, body language, patient interview skills is practiced. Communicating with persons with disabilities is reviewed. Cultural differences in com-

## Course Descriptions

munication and views of Health Care are introduced.

### **PTA 206 | CLINICAL PRACTICUM I (4)**

160 clinic hours.

*Prerequisite:* Successful completion of PTA 101-205 and PTA 214. *Approval of program director.* PTA students have the opportunity to participate in a clinical experience with maximum supervision. Application of physical therapy skills and techniques are practiced in the clinical setting.

### **PTA 208 | REHABILITATION OF SPECIAL POPULATIONS (5)**

Three lecture; six lab.

*Prerequisite:* Successful completion of PTA 101-206, 214

*Corequisite:* PTA 210, 215, 217

Clinical applications and treatment of special populations is reviewed. Patients requiring cardiopulmonary rehabilitation, spinal cord injury management, proprioceptive neuromuscular facilitation (PNT), NDT and prosthetics/orthotics training are discussed. Proficiency in "hands on" techniques is practiced.

### **PTA 210 | ORTHOPEDIC PHYSICAL THERAPY (4)**

Three lecture; three lab.

*Prerequisite:* Successful completion of PTA 101-206, 214

*Corequisite:* PTA 208, 215, 217

Response of human bone and soft-tissue to injury is studied. Orthopedic management and physical therapy procedures for common injuries of the extremities and spine are practiced.

### **PTA 214 | ELECTROMODALITIES (3)**

Two lecture; three lab.

*Prerequisite:* Successful completion of PTA 101, PTA 103, PTA 200

*Corequisite:* Concurrent enrollment in PTA 202, PTA 203 and PTA 205.

Electrical currents for physical therapy are discussed. Biophysical effects of transcutaneous electrical nerve stimulation is explored. Use of low volt, high volt, and interferential electrical stimulation devices is practiced. Use of neuromuscular electrical stimulation (NMES) and use of biofeedback in physical therapy is discussed.

### **PTA 215 | WOUND CARE FOR THE PTA (1)**

One lecture.

*Prerequisite:* Successful completion of PTA 101-106, PTA 214

*Corequisite:* Concurrent enrollment in PTA 208, PTA 210, PTA 217

This class introduces current concepts in wound care management techniques for the physical therapist assistant. Skin anatomy and physiology, principles of healing, types of wounds, and therapeutic interventions are studied.

### **PTA 217 | CLINICAL NEUROLOGY (2)**

Two lecture.

*Prerequisite:* Successful completion of PTA 101-206, PTA 214

*Corequisite:* Concurrent enrollment in PTA 208, PTA 210, PTA 215

Anatomy and function of the brain, spinal cord, and peripheral nervous system are studied. Evaluation of the motor innervations and spinal tracts are examined. Specific diseases of the central and peripheral nervous systems related to physical therapy are discussed.

### **PTA 230 | PHYSICAL THERAPY SEMINAR (2)**

Two lecture.

*Prerequisite:* Successful completion of PTA 101-PTA 217

*Corequisite:* Concurrent enrollment in PTA 280 and PTA 290

Current practices and issues in physical therapy are discussed. Clinical problem solving, ethics, legal aspects, reimbursement, case management and research is explored. Resume preparation and job interviewing skills are practiced. Employment issues are also discussed.

### **PTA 280 | CLINICAL PRACTICUM II (5)**

240 clinic hours.

*Prerequisite:* Successful completion of PTA 101-217. *Approval of Program Director.*

*Corequisite:* PTA 230 and PTA 290

Physical therapist students have the opportunity to participate in a clinical experience with moderate supervision. Application of physical therapy skills and techniques are practiced in the various clinical settings.

### **PTA 290 | CLINICAL PRACTICUM III (5)**

240 clinic hours.

*Prerequisite:* Successful completion of PTA 101-217, PTA 280

*Corequisite:* PTA 230, PTA 280

Physical therapist assistant students have the opportunity to participate in a clinical experience with minimum supervision working toward entry level. Application of physical therapy skills and techniques is practiced in specific clinical settings.

## PHYSICS

### **PHY 107 | CONCEPTUAL PHYSICS (4)**

Transferable Course | Course Fee: \$40

Three lecture; three lab.

*Prerequisites:* Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and TRM 091.

An introduction to the concepts of physics and their applications to real world phenomena. Emphasis will be understanding the phenomena through experience and experiments in physics and not through mathematical manipulations. This course may be used as a science elective by a non-science major and is recommended for those taking General Physics without a strong high school mathematics or science background.

### **PHY 111 | GENERAL PHYSICS I (4)**

Transferable Course | Course Fee: \$40

Three lecture; three lab.

*Prerequisites:* Appropriate score on assessment test or successful completion of PCS 021, TRE 089 and MAT 181.

General Physics I covers the basics of mechanics and thermodynamics using trigonometry to solve problems within these areas. Laboratory explorations provide the opportunity to use the methods and processes of inquiry to analyze concepts studied in the lecture.

### **PHY 112 | GENERAL PHYSICS II (4)**

Transferable Course

Course Fee: \$40 | Three lecture; three lab.

*Prerequisite:* Successful completion of PHY 111.

General Physics II is a continuation of PHY 111 with an emphasis on electricity, magnetism and light.



## PHY 115 | UNIVERSITY PHYSICS I (5)

*Transferable Course*

*Course Fee: \$50 | Four lecture; three lab.*

*Prerequisite: Successful completion of MAT 221.*

General physics course using calculus to develop the principles of mechanics and thermodynamics. Recommended for majors in the science and mathematics. Required for engineering majors.

## PHY 116 | UNIVERSITY PHYSICS II (5)

*Transferable Course | Course Fee: \$50*

*Four lecture; three lab.*

*Prerequisite: Successful completion of PHY 115.*

A continuation of PHY 115 with an emphasis on fluids, electricity, magnetism, light and optics. Recommended for majors in the science and mathematics. Required for engineering majors.

## PLUMBING

### PLU 101 | INTRODUCTION TO PLUMBING (3)

*Course Fee: \$45 | Two lecture; two lab.*

*Prerequisite: Successful completion of BTR 105.*

Provides basic skills in the fundamentals of plumbing. Students will be introduced to the trade, safety, building materials, tools, piping process, venting and drains.

### PLU 102 | INTERMEDIATE PLUMBING CONCEPTS (3)

*Course Fee: \$45 | Two lecture; two lab.*

*Prerequisites: Successful completion of BTR 105 and PLU 101.*

Provides intermediate-level training in the construction and maintenance field of plumbing. This course provides students with an understanding of: trade math, commercial drawings, piping, drains, valves, fixtures, and water heaters.

## POLITICAL SCIENCE

### POS 100 | ARIZONA CONSTITUTION AND GOVERNMENT (1)

*Transferable Course | One lecture.*

Examines the constitution and government of Arizona. Specifically designed to meet the state constitution requirements for teacher certification in Arizona and includes a brief study of the written con-

stitution and the present governmental institutions.

### POS 120 | AMERICAN NATIONAL GOVERNMENT (3)

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

A survey of the United States government, including the Constitution; political parties and elections; pressure groups; Congress, the President, and bureaucracy; courts; civil rights and liberties; and foreign affairs.

### POS 227 | UNITED STATES CONSTITUTION (1)

*Transferable Course | One lecture.*

Designed to meet the federal Constitution requirement for teacher certification in Arizona and involves an intensive study of the written Constitution, as well as a survey of the American governmental institutions, which are based upon this document.

## PRECOLLEGE STUDIES

### PCS 010 | PCS ORIENTATION (1)

*One lecture.*

*Prerequisite: Must be at least 16 years of age and not in high school.*

A 15-hour orientation course designed to assess a student's academic competency. Where deficiencies are noted, an individualized program of study will be provided. The orientation will also include instruction concerning learning styles, study skills, goal setting, and time management. The student will be introduced to the Precollege Studies Learning Center and other college facilities designed to encourage student success.

### PCS 021 | PCS READING (3)

*Three lecture.*

*Prerequisite: Must be at least 16 years of age and not in high school. Successful completion of PCS 010 or appropriate score on TABE or COMPASS.*

Group and individualized instruction prepares students for the GED exam and/or completes the college reading requirement. Areas of study include 0-8 levels of reading comprehension along with technology and study skills development. Students progress through the course based on a customized education plan which identifies only those areas necessary to study.

### PCS 022 | PCS COMMUNICATION (3)

*Three lecture.*

*Prerequisite: Must be at least 16 years of age and not in high school. Successful completion of PCS 010 and appropriate score on TABE.*

Group and individualized instruction prepares students for the GED exam. Areas of study include 0-8 levels of written and verbal communications along with technology and study skills development. Students progress through the course based on a customized education plan which identifies only those areas necessary to study.

### PCS 023 | PCS MATH (3)

*Three lecture.*

*Prerequisite: Must be at least 16 years of age and not in high school. Successful completion of PCS 010 or appropriate score on TABE or COMPASS.*

Group or individualized instruction prepares students for the GED exam OR completes requirements for entrance into Transitional Math 089. Areas of study include 0-8 levels of math along with technology and study skills. Students progress through the course based on a customized education plan which identifies only those areas necessary to study.

### PCS 033 | GED PREPARATION (3)

*Three lecture.*

*Prerequisite: Must be at least 16 years of age and not in high school. Successful completion of PCS 010 and appropriate score on TABE or failure to pass one or more sections of the Official GED Test.*

Group and individualized instruction prepares students for the GED exam. Areas of study include 9-12 levels of math, reading, writing, social studies, and science along with technology and study skills. Students progress through the course based on a customized education plan which identifies only those areas necessary to study.

## PSYCHOLOGY

### PSY 101 | INTRODUCTORY PSYCHOLOGY (3)

*Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of ENG 101 or successful completion of TRE 089.*

An introduction to the field of psychology, dealing with such topics as the scientific method in psychology, a survey of the dif-

## Course Descriptions

ferent fields of psychology, heredity and environment, intelligence, emotions, motivation, the nervous system, and the learning process.

### **PSY 135 | HUMAN SEXUALITY (3)** *Transferable Course | Three lecture.*

The study of human sexuality with emphasis on anatomy and physiology of the male and female, typical sexual patterns, atypical sexual behaviors, marriage alternatives, birth control methods and current research. The student will gain increased understanding of his or her own sexuality. Designed for the married and unmarried.

### **PSY 234 | SOCIAL PSYCHOLOGY (3)** *Transferable Course | Three lecture.*

*Prerequisite: Successful completion of PSY 101 or SOC 131.*

Explores how social and group factors affect individual behavior. Topics include: social perception, communication, attitudes, attraction, love, sexism, and small group behavior.

### **PSY 240 | CHILD GROWTH AND DEVELOPMENT (3)** *Transferable Course | Three lecture.*

*Prerequisite: Successful completion of PSY 101.*

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.

### **PSY 245 | LIFESPAN DEVELOPMENT (3)** *Transferable Course | Three lecture.*

*Prerequisite: Successful completion of PSY 101.*

Surveys the continuity of development throughout the lifespan, focusing on physical, intellectual, personal and social development.

### **PSY 260 | INTRODUCTION TO PERSONALITY (3)** *Transferable Course | Three lecture.*

*Prerequisite: Successful completion of PSY 101.*

Focuses on the theories of personality development including psychoanalytic, physiological, trait and cognitive theories. Covers the major factors that influence personality development including genetics,

environmental factors, self-concept, sex roles, and health.

### **PSY 270 | ABNORMAL PSYCHOLOGY (3)** *Transferable Course | Three lecture.*

*Prerequisite: Successful completion of PSY 101.*

Focuses on the historical and current views involved in defining mental illness, the causes of mental illness, and the major types and methods of assessing, treating and preventing mental illness.

## **SOCIOLOGY**

### **SOC 131 | INTRODUCTION TO SOCIOLOGY (3)** *Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089.*

An introduction to the field of sociology, the scientific study of humans and their behavior in the social context. Topics include conducting research in sociology, sociological theory, culture, socialization, crime & deviance, sex & gender, race & ethnicity, social institutions, organizations, social issues, social movements and change.

### **SOC 132 | SOCIAL PROBLEMS IN MODERN SOCIETY (3)** *Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089, SOC 131 (SOC 131 and SOC 132 can be taken concurrently)*

The course provides an analysis of contemporary social problems, the potential causes, sociological perspectives on the social problem, how they affect societies (American and global), as well as possible solutions to contemporary social problems.

### **SOC 133 | SOCIOLOGY OF DEVIANT BEHAVIOR (3)** *Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Examines deviant behavior as it develops from human behavior in groups. The class investigates various theories of deviancy, how society views deviant behavior, and ascertains the point of views of deviant groups.

### **SOC 136 | MARRIAGE AND FAMILY (3)** *Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRE 089; SOC 131 (SOC 131 and 136 may be taken concurrently).*

This course explores the aspects of marriage and family primarily in American society, with additional examination of selected cross-cultural issues in marriage and family. Related topics of focus include gender, sexuality, singlehood, cohabitation, communication in relationships, love and finding a partner, marital relationships, diversity in marriage and family relationships, planning for children, parenting, work and the family, domestic violence, crisis in relationships, divorce, remarriage, and relationships in later years.

### **SOC 140 | RACIAL, ETHNIC, AND GENDER RELATIONS (3)** *Transferable Course | Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Examines cultural diversity in modern American society. The heterogeneous nature of society is explored in its racial, ethnic and gender relations.

## **SPANISH**

### **SPA 101 | ELEMENTARY SPANISH I (4)** *Transferable Course | Four lecture; one lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

Develops the fundamental language skills: speaking, listening comprehension, writing and reading comprehension.

### **SPA 102 | ELEMENTARY SPANISH II (4)** *Transferable Course | Four lecture; one lab.*

*Prerequisite: Successful completion of SPA 101 or the SPA 101 Challenge Exam.*

Develops the fundamental language skills: speaking, listening, comprehension, writing and reading comprehension. A continuation of SPA 101.

## SPA 124 | SPANISH FOR HEALTH CARE PROFESSIONALS (1)

*One lecture.*

Conversational practice in a medical context. Designed to develop speaking and listening techniques essential for basic medical situations, stressing expressions of courtesy and medical terminology.

## SPA 131 CONVERSATIONAL SPANISH I (3)

*Transferable Course | Three lecture.*

Emphasizes the conversational approach to learning Spanish with conversation built on basic vocabulary, grammar and sentence structure to enable the student to communicate socially, in the workplace or while traveling.

## SPA 201 | INTERMEDIATE SPANISH I (4)

*Transferable Course | Four lecture; one lab.*

*Prerequisite: Successful completion of SPA 102 and enrollment in or completion of ENG 101 or higher.*

Reviews, consolidates and increases the basic skills learned in SPA 101 and 102. Emphasis on reading, speaking, listening comprehension, composition and culture. Continued development of communicative competence.

## SPA 202 | INTERMEDIATE SPANISH II (4)

*Transferable Course | Four lecture; one lab.*

*Prerequisite: Successful completion of SPA 201 or permission of academic chair.*

A continuation of SPA 201 Emphasis on reading, speaking, listening comprehension, composition and culture. Continued development of communicative competence. Successful completion of course meets fourth semester proficiency requirement.

## STUDENT STUDY SKILLS

### STU 101 | INTRODUCTION TO COLLEGE SUCCESS (1)

*One lecture.*

Designed to facilitate student success in the college environment. Introductory topics include realistic expectations, learning styles, time management, college resour-

es, listening and study skills, note taking and testing strategies.

### STU 103 | MASTERING SKILLS FOR COLLEGE SUCCESS (3)

*Three lecture*

Designed to enhance students' college readiness skills, including development of successful study habits, learning styles awareness, thinking skills, time management techniques, college resource utilization, listening skills, note taking techniques, testing strategies, establishing appropriate student expectations, and understanding instructor expectations.

## SURGICAL TECHNOLOGY

### SGT 121 | ORIENTATION AND INTRODUCTION TO SURGERY (2)

*Course Fee: \$360 | 2 lecture*

*Prerequisite: Admission to Surgical Technology Program*

Designed to provide the student with the skills, knowledge and language necessary to define and evaluate the responsibilities of the OR team and the foundation of good patient care.

### SGT 122 | SURGICAL TECHNIQUES (4)

*Course Fee: \$720 | 3 lecture | 3 lab*

*Prerequisite: Admission to Surgical Technology Program*

Designed to provide the Surgical Technology student with introduction to surgical procedure and orientation in the role of primary scrub person on selected procedures.

### SGT 123 | PHARMACOLOGY FOR SURGICAL TECHNOLOGY (1)

*Course Fee: \$180 | 1 lecture*

*Prerequisite: Appropriate standing in Surgical Technology Program and successful completion of HES 113.*

Designed for students who desire to work in the operating room. It will acquaint the student with principles of drug use in the surgical patient and procedures for care and handling of drugs and solutions.

### SGT 125 | MICROBIOLOGY FOR THE SURGICAL TECHNOLOGIST (2)

*Course Fee: \$360 | 2 lecture*

*Prerequisite: Admission to Surgical Technology Program*

For students who desire to work in the operating room. Acquaints the student with the history of microbiology and the function of microbes and their relationship to operating room procedures and aseptic techniques.

### SGT 221 | SURGICAL CONCEPTS (2)

*Course Fee: \$360 | 2 lecture*

*Prerequisite: Appropriate standing in Surgical Technology Program and successful completion of SGT 121, SGT 122, SGT 125 and BIO 160*  
*Corequisite: Concurrent enrollment in SGT 123 and SGT 222*

Designed to provide clinical experience to refine and develop skills taught in SGT 102 in order to function in the clinical setting. In addition to surgical procedures, this course will include patient care concepts, psychiatric concepts of grief, death and dying, and technical sciences of electricity, physics and robotics in the operating room. Emphasis is on obtaining practical clinical experience.

### SGT 222 - SURGICAL PROCEDURES (6)

*Course Fee: \$720 | 3 lecture. 6 lab*

*Prerequisite: Successful completion of SGT 221*

Designed to provide the Surgical Technology student with introduction to surgical procedure and orientation in the role of primary scrub person on selected procedures.

### SGT 223 | INTRODUCTION TO THE OPERATING ROOM (2)

*Course Fee: \$360 | 6 lab*

Designed to provide the student with an understanding of patient flow through the operating room system. In addition, the student will become acquainted with the functions of other members of the operating team, as well as support staff and Central Sterile processing.

### SGT 224 | SURGICAL COMPLICATIONS (4)

*Course Fee: \$720 | 4 lecture*

## Course Descriptions

This course is designed to provide SGT students with a general understanding of the potential complications related to surgical procedures, and the role of the primary SGT in the management of those situations.

### **SGT 225 – SURGICAL TECHNOLOGY EXTERNSHIP I (7)**

*Course Fee: \$1,620 | 27 lab*

*Prerequisite: Completion of all*

*SGT 121-SGT 224*

This course takes place in the operating room, with the students actually participating in live surgery. They will be expected to progress from the level of a novice to that of a student with basic skills in surgery. The emphasis will be on basic specialties, including General, OB/Gyn and Orthopedic procedures. The student will also receive more detailed instruction in the Central Sterile Supply section.

### **SGT 226 – SURGICAL TECHNOLOGY EXTERNSHIP II (7)**

*Course Fee: \$1,980 | 2 lecture. 27 lab*

*Prerequisite: Completion of SGT 121-SGT 225*

This course also takes place in the operating room, with the student having the opportunity to hone their skills to those of an entry level surgical technologist. In addition to continuing their education in the basic specialties, they will have exposure to Urology, Vascular Surgery, Cardiothoracic, Ophthalmology, and other specialties where available.

## **THEATRE**

### **THE 110 | BEGINNING ACTING (NONPRODUCTION) (3)**

*Transferable Course | Three lecture.* Introduction to performance techniques and the development of physical skills for effective performance, techniques of acting and characterization, and an actor's relationship to all aspects of theatrical production are included.

### **THE 111 | THEATRE PRODUCTION I (4)**

*Transferable Course | Eight lab.*

Includes techniques of speech and movement on the stage, pantomime, character analysis and participation in laboratory scenes and department production.

### **THE 112 | THEATRE PRODUCTION II (4)**

*Transferable Course | Eight lab.*

*Prerequisite: Successful completion of THE 111 and an audition.*

Theatre Production II and Theatre Production III present an amplification of Theatre Production I rather than a sequential advancement in instruction. In all three courses, students are involved in every aspect of theatre production, and the intermediate and advanced levels outlined in THE 112 and THE 113, respectively, represent an increasingly sophisticated level of the students' involvement in those aspects of theatre production.

### **THE 113 | THEATRE PRODUCTION III (4)**

*Transferable Course | Eight lab.*

*Prerequisite: Successful completion of THE 112.*

Theatre Production II and Theatre Production III present an amplification of Theatre Production I rather than a sequential advancement in instruction.

In all three courses, students are involved in every aspect of theatre production, and the intermediate and advanced levels outlined in THE 112 and THE 113, respectively, represent an increasingly sophisticated level of the students' involvement in those aspects of theatre production.

## **TRUCK DRIVER TRAINING**

### **TDT 100 | BASIC OPERATION (2)**

*One lecture; two lab.*

*Prerequisite: Admission to program.*

Covers basic operation of control systems, shifting and transmissions, basic vehicle control, coupling and uncoupling.

### **TDT 110 | SAFE AND ADVANCED OPERATING PRACTICES (2)**

*One lecture; two lab.*

*Prerequisite: Admission to program.*

Covers special rigs, visual search, communications, speed and space management, night and extreme driving conditions, hazards, emergency maneuvers, skid control and recovery.

### **TDT 120 | VEHICLE MAINTENANCE (1)**

*One lecture.*

*Prerequisite: Admission to program.*

Covers an understanding of vehicle systems, general and advanced preventive maintenance, diagnosis and reporting of malfunctions, managing/handling cargo distribution and cargo documentation.

### **TDT 130 | NON-VEHICLE ACTIVITIES (2)**

*Two lecture.*

*Prerequisite: Admission to program.*

Covers managing/handling cargo, distribution and cargo documentation. Learning the importance of personal health, hygiene and safety. It will also cover customer and employer relations along with career planning to ensure their success in the transportation industry.

### **TDT 140 | PREPARATION FOR CDL WRITTEN EXAM (1)**

*One lecture.*

*Prerequisite: Admission to program.*

Covers Arizona Commercial Drivers License requirements for combination vehicles, Hazmat, double or triples, and tank endorsements.

### **TDT 150 | SPECIALIZED TRAINING (1)**

*Course Fee: \$300 | One lecture.*

Designed to review skills for those who have previously held a Commercial Driver's License and are renewing it, or for those with a current CDL who would want practice. It is not open to the general public.

## **TRANSITIONAL STUDIES**

### **TRE 089 | TRANSITIONAL ENGLISH (3)**

*Three lecture.*

*Prerequisite: Appropriate score on Compass test.*

An intensive review of the fundamentals of written and oral communication. Written communication review will include grammar, word usage, punctuation, and sentence, paragraph and essay structure culminating in a short research paper. Oral communications review will focus on presentation skills.

### **TRM 090 | PRE-ALGEBRA (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test.*

Bridging basic arithmetic and beginning algebra, this course integrates a review of arithmetic, negative numbers, fractions, ratio, proportion, percentage, simple geometry, unit analysis, and solving basic equations.

## **TRM 091 | BEGINNING ALGEBRA (3)**

*Three lecture.*

*Prerequisite: Successful completion of TRM 090 or appropriate score on assessment test.*

A beginning course in algebra including, linear equations and inequalities, basic graphing, systems of linear equations, polynomials, factoring, simple rational expressions and equations, integer exponents and simple radicals.

## **WELDING**

### **WLD 101 | INTRODUCTION TO WELDING (3)**

*Course Fee: \$108 | Two lecture; two lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021.*

Emphasizes the safety practices and procedures used in the welding industry, as well as appropriate workplace skills. Introduces basic welding processes, including Shielded Metal Arc Welding (SMAW) (stick), Gas Metal Arc Welding (GMAW) (MIG), and Oxyacetylene welding & cutting.

### **WLD 114 | MATH FOR WELDERS (3)**

*Three lecture.*

*Prerequisite: Appropriate score on assessment test or successful completion of TRM 090.*

Use basic mathematics skills in practical exercises useful in the welding field.

### **WLD 125A | SHIELDED METAL ARC WELDING (5)**

*Course Fee: \$170 | Two lecture; six lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021.*

A comprehensive study and application of Shielded Metal Arc Welding starting with WLD 125 A & ending with 125 B. Emphasizes the safety practices and procedures used in the welding industry as well as appropriate workplace skills. Also includes an introduction to the welding industry and weldability of metals.

### **WLD 125B | SHIELDED METAL ARC WELDING (5)**

*Course Fee: \$170 | Two lecture; six lab.*

*Prerequisite: Successful completion of WLD 125A within the last 12 months or permission of academic chair or course coordinator.*

A comprehensive study and application of Shielded Metal Arc Welding starting with WLD 125 A & ending with 125 B. Emphasizes the safety practices and procedures used in the welding industry as well as appropriate workplace skills. Also includes related cutting processes and welding metallurgy.

### **WLD 129 | GAS METAL ARC WELDING (5)**

*Course Fee: \$170 | Two lecture; six lab.*

*Prerequisite: Appropriate score on assessment test or successful completion of PCS 021.*

A comprehensive study and application of Gas Metal Arc Welding & also emphasizes the safety practices and procedures used in the welding industry, as well as appropriate workplace skills also includes welding symbols, joint design, & control of distortion.

### **WLD 201 | FLUX CORED ARC WELDING (5)**

*Course Fee: \$170 | Two lecture; six lab*

*Prerequisite: Successful completion of WLD 129.*

A comprehensive study and application of Flux Cored Arc Welding – Gas Shielded & Flux Cored Arc Welding – Self Shielded also emphasizes the safety practices and procedures used in the welding industry, as well as appropriate workplace skills. Also includes a brief intro to Gas Metal Arc Welding of Aluminum.

### **WLD 225 | PIPE WELDING WITH SHIELDED METAL ARC (5)**

*Course Fee: \$170 | Two lecture; six lab.*

*Prerequisite: Successful completion of WLD 101, WLD 125B.*

A study & application of pipe welding using Shielded Metal Arc to weld pipe in the 2G, 5G, and 6G positions using E6010 for the root & E7018 for filler & cap.

### **WLD 228 | COMPREHENSIVE GAS TUNGSTEN ARC WELDING (6)**

*Course Fee: \$201 | Two lecture; eight lab.*

*Prerequisite: Successful completion of WLD 101.*

A comprehensive coverage of the Gas Tungsten Arc Welding process. Covers

techniques in plate, tubing, and pipe welding using carbon steel, stainless steel, and aluminum. Includes an introduction to Plasma Arc Cutting.

### **WLD 231 | WELDING PRINT READING (3)**

*Three lecture.*

*Prerequisite: Successful completion of DFT 100.*

Concentrates on print reading as it relates to the welding profession with a strong focus on welding symbols.

### **WLD 255 | WELDING TECHNOLOGY CAPSTONE COURSE (3)**

*Course Fee: \$93 | One lecture; four lab.*

*Prerequisite: Successful completion of all Welding Courses.*

A comprehensive, capstone course that prepares students to pass a certification exam from an American Welding Society accredited testing facility.

## **WOMEN'S STUDIES**

### **WST 101 | INTRODUCTION TO WOMEN'S STUDIES (3)**

*Transferable Course | Three lecture.*

*Prerequisites: Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.*

An interdisciplinary study to introduce the ways in which gender interacts with race, age, class and sexuality. In addition, the course examines in a theoretical framework women's issues: health, roles, religion, law and policy, communication, parenting, employment and global awareness.



## Administration

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LHC (1994)  
Edinboro University of Pennsylvania, MSN  
Villa Maria College, BSN

Linda Rodriguez; *Faculty*,  
*Nursing*; NCK (2009)  
California State University, MSN, BSN

Michael Rourke; *Faculty; Life Science*  
LHC (2005)  
University of Arizona, Ph.D., MS  
University of California, BS  
University of Nebraska, BS

Marco Rucnov; *Faculty*;  
*Mathematics* BHC (2006)  
University of Zagreb, BS

Soma Schieler; *Faculty; Life Science*  
BHC (2009)  
Rani Durgavati Vishwavidyalaya, MS, BS

Gregory Schlenz; *Lab Assistant; HVAC*  
BHC (2007)

Michelle Schmidt; *Faculty*;  
*Surg-Tech* LHC (2008)  
Mohave Community College, Surgical  
Technology Certificate

Rhonda Schnabl; *Director, Physical Therapist*  
*Assistant Program*; LHC (2007)  
Medical College of Georgia, MPT  
University of Georgia, M.Ed.  
University of Wisconsin, BS

Raymond Shanahan; *Lab Assistant*;  
*Science* BHC (2009)  
Friedrich-Alexander University, MD

William Siefert; *Faculty; Automotive*  
*Technology* BHC (2006)  
Multiple Certifications

Angelyn Sills; *Faculty*;  
*Life Sciences* NCK (2007)  
University of Southern Mississippi, Ed.S., M.Ed.  
North Carolina State University, MS  
Bucknell University, BS

Don Timpson; *Faculty; English*  
NMC (1978)  
University of Utah, MA, BA

Deborah Triassi; *Faculty*;  
*Nursing* BHC (2009)  
University of Phoenix, MSN

Jeff Turner; *Faculty; Business*  
BHC (2004)  
Indiana Wesleyan University, MS  
Western Michigan University, BS

J. David White;  
*Academic Chair*; DE (1989)  
Northern Arizona University, M.Ed.  
Morehead State University, BS

Evangaline (Angie) Wright;  
*Lab Assistant; Nursing* LHC (2006)

Mariam Yesayan; *Faculty; Precollege*  
*Studies/English Language Acquisition for*  
*Adults* BHC (2001)  
State University, MA, BA

## Academic Support Staff

Lynane Banks; *Academic Advisor*;  
BHC (2003)  
Mohave Community College, AAS

Jon Becker; *Academic Advisor*; DE (2007)  
Wartburg Theological Seminary, BA

Wendi Birkhead; *Librarian*; LHC (2008)  
Texas Woman's University, MLS  
East Texas State University, MA  
University of Arizona, BFA

Mark Byrne; *Academic Advisor*;  
NCK (2002)  
Arizona State University, BS

Nancy Christopher;  
*Precollege Studies Manager*; LHC (2009)  
Chapman University, MA  
California State University, BA

Daniel Cook; *Assessment Coordinator*;  
LHC (2007) Ohio State University, MS, BA

April Corder; *Precollege Studies Manager*;  
NCK (2007)  
Northern Arizona University, BS

Eric Corder; *Veterans Services*  
*Coordinator*; NCK (2008)  
Mohave Community College, AA

Bernita Davis; *Director, Disability*  
*Services*; NCK (2008)  
American Intercontinental University, M.Ed.  
Eastern New Mexico University, MSE, BS

Lisa Downey;  
*Financial Aid Loan Officer*; NCK (2008)  
Northern Arizona University, BA  
Mohave Community College, AA

Jedidiah Esposito; *Technology*  
*Administrator*; DE (2008)  
Colorado Technical, MSM  
Northern Arizona University, BS

Jeanne Fermon; *Career Planning*  
*Counselor*; BHC (1987)  
Northern Arizona University, M.Ed.  
University of Nevada, BS

Misty Fogg;  
*Career Planning Counselor*; NCK (2005)  
Northern Arizona University, BA

Anne Frazier;  
*Admissions Counselor*; LHC (2003)  
Mohave Community College, AA

Barbara Freitas;  
*Tutor Coordinator*; NCK (2009)  
Capella University, MS  
Northern Arizona University, M.Ed., BA

Sharon Hanks; *Enrollment Services*  
*Manager*; NCK (1990)  
Mohave Community College, AA

Brenda Hucker;  
*Assessment Coordinator*; NCK (2004)  
Mohave Community College, AAS

Steven Irving; *Librarian*; BHC (2004)  
Wayne State University, MLS  
Oakland University, BA

Shirley Johnson-Craft; *Director, Student*  
*Services*; NCK (2007)  
Cleveland State University, M.Ed.  
Ohio State University, BA

Bree Karlin; *Academic Advisor*; LHC  
(2008) University of Arizona, BA

Kelley Keffer-Marsh; *Director, Small*  
*Business Development Center*; NCK  
(2005) Walsh College, BBA

Tim Keith;  
*Director, Student Services*; LHC (2001)  
Northern Arizona University, BS  
Mohave Community College, AAS

Terry Kelly; *Director, Title III*; BHC (2003)  
Northern Arizona University, M.Ed., BS

Krista King; *Systems Coordinator*;  
DE (1996) Mohave Community College, AAS

## Administration, Faculty & Staff

Peter Lee; *Academic Counselor*;  
NCK (2008) Troy State University, MS, BS  
Enterprise-Ozark Community College, AS

Ellen Licari;  
*Career Planning Counselor*; LHC (2003)  
Minnesota State University, MSW

Cheryl MacLean; *Community Outreach  
Specialist*; LHC (2005)

Ana Masterson; *Director, Student  
Services*; DE (2005)  
Northern Arizona University, BS, M.Ad.

Nancy McClure;  
*Research Assistant*; NCK (2006)  
University of Phoenix, MBA  
St. Francis College, BA

Sean McMahon; *Student Loan Default  
Management Specialist*; NCK (2004)

Stephen McVay;  
*Instructional Specialist*; DE (2007)  
University of Southern Mississippi, M.Ed.  
Mississippi State University, BA

Alecia Mooney; *Curriculum &  
Assessment Specialist*; NCK (2009)  
Marygrove College, MA  
Grand Canyon University, BS

Diane Olson; *College Recruitment  
Officer*; BHC (2008)

William Osborn; *Director,  
Financial Aid*; NCK (2008)  
Utah State University, BS

Diana Parker; *College Recruitment  
Officer*; LHC (2009) University of Utah, MFA  
University of New Mexico, BA

Marie Pedersen;  
*Financial Aid Advisor*; NCK (1994)

Audrey Ruffner;  
*Financial Aid Advisor*; LHC (2004)  
California State University, BA

Kim Santangelo;  
*Admissions Counselor*; BHC (2008)  
Becker College, BS

Priscilla Sarabia;  
*Assessment Coordinator*; BHC (2004)  
University of Phoenix, BS  
Barstow Community College, AS

William Simpson; *Precollege Studies  
Manager*; BHC (2006)  
University of Arizona, BS

Steve Sorden; *Director, Instructional  
Technology*; NCK (2010)  
Northern Arizona University M.Ed  
University of Idaho at Moscow, BA

Victoria Soto-Anthony; *College  
Recruitment Officer*; NCK (2010)  
Ottawa University, BA  
South Mountain Community College, AA

M. Teri Steenberg;  
*Financial Aid Advisor*; BHC (2007)  
Arkansas State University, AA

Claudia Timmann;  
*Director, Library Services*; NCK (2005)  
University of Alabama, MLIS, BA, BA

Kay Lynn Trybus;  
*Admissions Counselor*; NCK (2003)  
Mohave Community College, AS

Andre Van Der Velden;  
*Financial Aid Manager*; NCK (2003)  
California State University, MBA, BA

Brandon Warner; *Community &  
Corporate Outreach Specialist*;  
NCK (2003)  
ITT Technical Institute, BS

John Wilson; *Registrar*; NCK (1987)  
Northeast Missouri State, MA  
William Penn College, BA

Melanie Wilson; *Director,  
Student Services*; BHC (2009)  
University of Northern Colorado, Ph.D.  
Miami University, MS  
Northern Arizona University, BS

Sheri Worden; *Community  
Outreach Specialist*; BHC (2004)  
Porterville Junior College, AA

Mark Wyble;  
*Academic Advisor*; DE (2007)  
University of New England, MS  
State University of New York, BS  
William Paterson University, BA  
County College of Morris, AA

Brian Zoll; *Associate Registrar*;  
NCK (2004) National University, MS  
California State University, BA

### Administrative Support Staff

Alan Bensch;  
*Facilities Manager*; NCK (1993)

Cindy Bischoff;  
*User/Trainer Liaison*; NCK (2010)

Margaret Brussat;  
*Accountant*; NCK (1987)  
Troy State University, BS  
Kansas State University, BS

Shelly Castaneda;  
*Data Analyst*; NCK (1996)  
Mohave Community College, AAS

Sarah Crandall;  
*Graphic Designer*; NCK (2005)  
Rochester Institute of Technology, BFA, AAS  
Northwestern Community College, AA

Amy Curley;  
*Executive Assistant*; NCK (2006)  
State University of New York, BS

Jennie Dixon; *Director, Human  
Resources*; NCK (2009)  
Western Governor's University, BS  
Mohave Community College, AA

Shirley Flynn; *Asst. Director,  
Financial Services*; NCK (2006)

Deborah Frain; *Accountant*; NCK (2007)  
University of South Florida, BS  
St. Petersburg College, AA

Josh Ganyo;  
*IT Security Manager*; NCK (2010)

Sherri Gorter;  
*Advancement Manager*; NCK (1999)  
Mohave Community College, AA

Dennis Grissom, Sr.;  
*Facilities Manager*; LHC (2008)

Camille Holden;  
*Bursar*; NCK (1987)

Lia Howard;  
*Payroll Manager*; NCK (2009)  
University of Colorado, MBA  
Regis University, BS  
Pikes Peak Community College, AAS

Jess Jacobs; *Controller*; NCK (2006)  
Arizona State University, BS

James Jeremiah;  
*Systems Administrator*; NCK (1996)  
Indiana Wesleyan University, BS  
Mohave Community College, AAS

Tye Johnson; *Director, Institutional  
Information*; NCK (2009)  
San Diego State University, MBA, BA  
San Diego Mesa College, AA

Charlotte Keller; *Director, Marketing & Public Information*; NCK (2003)  
California State University, BA

Richard MacDonald; *Director, Financial Services*; NCK (2008)  
Parsons College, BA

Denise McElwee;  
*Executive Secretary*; NCK (2002)  
Northern Arizona University, AS

Kathryn Meadows;  
*Programmer*; NCK (2010)  
Alabama State University, BS

Marion Oleson; *Human Resources Specialist*; NCK (2002)  
Mohave Community College, AAS

Laura Pappas; *Web Content Administrator*; NCK (2008)  
Mohave Community College, AA

Vikki Parson; *Human Resources Specialist*; NCK (2004)  
Florida State University, BS  
Panama Canal College, AS

Rick Patton; *Telecommunications Technician*; NCK (2010)  
California State University, BA  
Rio Hondo College, AA

Mark Retersdorf; *Support Services Manager*; NCK (2010)  
State University of New York, BA

Danny Sanchez; *DBA/Web/Portal Administrator*; NCK (2010)  
Mohave Community College, AAS

Brian Siemens; *Director, Infrastructure*; NCK (2010)  
Northland Pioneer College, AAS

Edward Smith; *Accountant*; NCK (2010)  
California State University, MBA  
Western Illinois University, BS

Donna Staynar; *Director, Administrative Computing*; NCK (2010)

Daniel Worden; *Facilities Manager*; BHC (2003)  
University of California, BA

Blaine Yost; *Director, Administrative Support Services*; NCK (2003)  
St. Joseph's University, MBA  
York College of Pennsylvania, BS

Linda Youngblood; *Programmer*; NCK (2010)

## Classified Staff

Dawn Amstutz (2009)  
David Avery (2009)  
Craig Baker (2007)  
Christine Bean (2008)  
Kelly Beck (2008)  
LeeAnn Benton (2005)  
Donald Bergeron (2007)  
Clyde Blackburn (2008)  
Larry Brendengen (2003)  
NaShea Brown (2008)  
Susan Brusby (2008)  
Mary Cannon-James (2006)  
Athena Cawley (1996)  
Cassandra Cawley (2008)  
Whitney Chairez (2007)  
Marjorie Cherry (2005)  
Kathy Cooper (2007)  
Gloria Cordier (1995)  
Sean Crandall (2009)  
Brittany Crawford (2009)  
Julie Curwick (2005)  
Tracee Dartsch-Tomkins (2003)  
Lynne Di Giglio (2009)  
Tommy Diehl (1997)  
Daniel Dudzik (2010)  
Ruben Espinoza (2008)  
Tal Ferguson (2004)  
Roy Figueroa (2007)  
Charlene Filipiak (2004)  
Gary Finley (2004)  
Patricia Fiscella (1996)  
Patty Fitzl (2008)  
Donald Frerichs (2007)  
Jennifer Gallagher (2008)  
Jesse Galvin (2010)  
Daniel Garcia (2007)  
Patricia Gohman (2008)  
Martha Gonzales (2005)  
Tiffany Gray (2006)  
Tricia Gutierrez (2008)  
Julia Hammon (2004)  
Candace Hardy (2008)  
Alfredo Hernandez (2004)  
Karen Hogue (2010)  
Samantha Hornal (2006)  
Mary Horsley (1996)  
Michael Hughes (2007)  
Charley Hupp (2007)  
Barby Jacobs (1987)  
Jeff Jacobson (2010)  
Lynn Jeremiah (2004)  
Kathleen Johnson (2005)

Nicholas Johnston (2008)  
Linda Kahokuolani (2004)  
Jeannette Kaye-Early (2009)  
Robert Keller (2007)  
Amelia Kent (2008)  
Anne Komar (2001)  
Walter Lambert (2001)  
Kathleen Lopata (2000)  
Lennette Lopez (2007)  
Shelley Lossing (1992)  
Sergio Madero (2006)  
Lisa Mallory (2008)  
Barbara Matejka (1990)  
Sally McClure (2004)  
Kimberly McDade (2002)  
Bobby McGee (2008)  
Allen McIlvain (2006)  
C. Ray Miller (2006)  
Jody Millward (2009)  
Teresa Monda (2007)  
Sharon Moon (2008)  
Jason Mullavey (2010)  
Joe Murphy (2008)  
Jacey Nash (2005)  
Kimberly Naylor (2002)  
Kristi Naylor (2003)  
Barbara Nelson-Simpson (2005)  
Bonnie O'Malley (2008)  
Freddie Orange (2010)  
Craig Pearce (2009)  
Judy Peeler (2007)  
Cheryl Pike (2007)  
Keith Pipkin (2010)  
R. Vaughn Porter (2009)  
Karen Potter (2007)  
Mary Jo Powell (2008)  
Tracy Ramirez-Kenoyer (2008)  
Maureen Reid (2005)  
Jess Rice (2003)  
Marlene Rislund (2005)  
Erika Roby (2008)  
Lucy Rubio (2007)  
Tina Sagisi (2008)  
Denise Samson (1987)  
Donald Schutte (2003)  
Joan Shelby (2006)  
Doug Shire (2001)  
Angelia Simpson (2008)  
Janet Sterling (1993)  
Joyce Stockdale (1995)  
Cathleen Stubblefield (2004)  
Judy Stumpmier (2008)  
Ernie Suchy (2001)  
Amber Tacey (2000)  
Elizabeth Tamayo (2007)  
Derek Terry (1995)  
Echo Tooker (2007)  
Darin Transue (2005)

## Administration, Faculty & Staff

Janice Tubbs (1995)  
Corrie Valencia (2005)  
Christine Van Vleet (2010)  
Samara Vega (2007)  
Carlos Vejar (2006)  
Maryl Vineyard (2008)  
Sandra Webber (2005)  
Roger Williams (1999)  
Sandra Woodward (2005)  
Lorie Wylar (1991)  
Margaret Young (2004)

### Associate Faculty

Acker, Raymond (2000)  
Adler, Nathan (2006)  
Advincula, Eric (2008)  
Aleman, Benjermen (2008)  
Aleman, Sadie (2008)  
Alexander, Lisa (2009)  
Allen, Judith (2001)  
Alsobrook, Rhonda (2006)  
Alvarez, Luis (2007)  
Alvidrez, Kata (2009)  
Anderson, Jennifer (2005)  
Angle, Cliff (2001)  
Antoine, Richard (2007)  
Armstrong, Michele (2008)  
Arnold, Linda (2009)  
Atkinson, Marjorie (2005)  
Avalos, Diana (2003)  
Bacoka, Rebekah (2004)  
Bagube, George (2004)  
Baker, Emily (2005)  
Bangsund, Kevin (2003)  
Barlow, Joan (2005)  
Barr, Jason (2008)  
Barton, Betty (2005)  
Bateman, Deloy (2006)  
Batson, Donald (2004)  
Batson, Michelle (2005)  
Bay, Dorothy (2009)  
Beck, Amee (2006)  
Beck, Patrick (2008)  
Bem, Kimberly (2007)  
Benton, Keith (2006)  
Berg, James (1999)  
Bergschneider, Cynthia (2007)  
Biasiucci, Anna (2000)  
Bigelow, Orville (2009)  
Bigelow, Toni (1990)  
Bigelow, William (1990)  
Bishop, Douglas (2006)  
Bishop, Thomas (2006)  
Blackburn, Louanna (2008)

Block, Deborah (2010)  
Bouvin, David (2008)  
Bowman, Meredith (2005)  
Bowman, Paul (2009)  
Bridges, Meggan (2009)  
Brom, Joseph (2009)  
Brown, Sandra (2006)  
Bruno, Stephen (2007)  
Bryant, Wendy (2007)  
Brydon, Ruth (1990)  
Bull, Paul (2007)  
Burdett, Cherene (2004)  
Burgess, Peter (2009)  
Burriss, Michele (2010)  
Bush, Robert (2009)  
Buus, Yuri (2009)  
Cabrera, Gina (2009)  
Callner, Deborah (2000)  
Campbell, Bonnie (1989)  
Campbell, Danny (2005)  
Canaman-Johnston, Evangeline (2006)  
Carbone-Kebble, Kristin (2003)  
Carranza, Carla (2007)  
Carranza, Robert (2009)  
Casado, Nicole (2007)  
Cassella, Jason (2010)  
Cavenagh, Kevin (2009)  
Cawley, John (2002)  
Cawley, Michael (1995)  
Cayzer, Ronald (2003)  
Cencelewski, Denna (2008)  
Chandler, Brandy (2003)  
Charbonneau, Joann (2005)  
Chavez, Daniel (2009)  
Christ, Roger (2009)  
Cieslewicz, Kathy (2006)  
Ciupak, Tera (2009)  
Clark, Rosann (2002)  
Claudio, Myrta (2006)  
Clingaman, Tanya (2009)  
Cocks, Robert (2009)  
Cole, Raili (1998)  
Colton, Frankie (2005)  
Colton, Terry (2004)  
Connell, Eric (2008)  
Cook, Ted (1991)  
Cooke, Jr., Theil (2009)  
Cornelison, Kristy (2005)  
Cortez, Robert (2010)  
Costa, Cindi (2004)  
Cox, Donna (2005)  
Cox, William (2005)  
Cranston, Sidney (2009)  
Crawford, James (2004)  
Crough, Carol (1998)  
Curry, Christopher (2008)  
Curry, Mary (2008)  
Curtis, Christine (2002)

Dalton, Monte (2008)  
Darbonne, Julie (2009)  
Davis, Michelle (2009)  
Delquadro, John (1990)  
Demers, Steven (2008)  
Dennison, Kris (2002)  
Derby, Jacqueline (2007)  
Desteffano, Elizabeth (2005)  
Devett, Eileen (2008)  
DeVore, Christopher (2008)  
Dickson, Paul (2008)  
Douglas, Kathleen (2006)  
Downie, Julia (1991)  
Drexler, John (2008)  
Dumontier, Brian (2007)  
Duncan, Donna (1999)  
Duncan, Kathleen (2006)  
Duncanson, Ola (2008)  
Dykens, James (1995)  
Earl, Linda (2003)  
Eaton, Keith (2009)  
Esslinger, Kelly (2008)  
Fail, Russell (2003)  
Farrell, Gregory (2008)  
Festa-Daigle, Jaime (2004)  
Fresh, Mark (2000)  
Freston, Annette (2009)  
Fuller, LaSchavio (2008)  
Fuller, Marie (2010)  
Fulton, Justin (2007)  
Furr, Karen (2008)  
Gagen-Eyestone, Gina (2007)  
Galezo, David (2008)  
Gaska, Joylene (2007)  
Geddes, Rebecca (2006)  
Geier, Teresa (2003)  
Gleue, Julianne (2008)  
Goldberg, Jerry (2005)  
Grant, Benjamin (2007)  
Gray, Dennis (2006)  
Gray, Shelagh Lee (2003)  
Green, Tracy (2008)  
Greene, Kevin (2003)  
Greville, Richard (2009)  
Grohmann, Sarah (2009)  
Grubbs, Jana (2004)  
Grzywinski, Edward A (2006)  
Grzywinski, Edward J (2003)  
Gutjahr, Jeffrey (2009)  
Gwynne, Doris (2003)  
Gwynne, Kent (2010)  
Haby, Jeffrey (2009)  
Hale, Douglas (2008)  
Hamilton, Marcia (2004)  
Hammon, Jedd (1977)  
Hammon, Jonathan (2009)  
Hanson, Timothy (2007)  
Hartford, Orlando (1998)

Haskett, Shirley (2007)  
 Healey, Diana (2007)  
 Heard, Louise (2003)  
 Heidrich, Sherri (2000)  
 Hein, Jeffrey (2003)  
 Hernandez, Martin (2000)  
 Hicks, Jaime (2008)  
 Higdon, Rebecca (2006)  
 Hilbert, Diane (2002)  
 Hill, Heather (2009)  
 Hockett, Brad (2007)  
 Hogue, Lori (2009)  
 Homer, Kimberly (2008)  
 Horridge, Nancy (2008)  
 Hotujec, Megan (2009)  
 Hoyt, Stuart (2006)  
 Hulscher, James (2007)  
 Hunt, Jennifer (2007)  
 Hurt, Erick (2009)  
 Jackson, Carlos (2007)  
 Jackson, Jeff (2009)  
 Janeiro, Bridget (2007)  
 Jantz, Rhonda (1994)  
 Jay, Audrey (2006)  
 Jennings, Linda (1993)  
 Jennings, Thomas (2005)  
 Johnson, Jacob (2008)  
 Johnson-Thomas, Sandra (2008)  
 Jones, Delphine (2009)  
 Jones, Norma (2009)  
 Keaveney, David (2003)  
 Keith, Susan (2009)  
 Kelly, Pamela (2001)  
 Kenney, Dianna (2004)  
 Khan, Atia (2001)  
 Kidder, Judith (1993)  
 Killen, Heather (2006)  
 King, Lewis (2008)  
 Kirby, Lois (2005)  
 Klein, Deanna (2008)  
 Koch, Paul (2000)  
 Kopecky, David (2007)  
 Koster, William (2004)  
 Krausman, Victoria (2006)  
 Krueger, Susan (2002)  
 Kudera, Barry (2001)  
 Kunze, Edward (1999)  
 Kyle, Karen (2007)  
 Lacasse, Aaron (2008)  
 Lara, Daniel (2000)  
 Lara, Genifer (2005)  
 Larsen, Jodi (2007)  
 Latimer, Mona (2006)  
 Laturner, Joyce (2006)  
 Lawrence, Steven (2005)  
 Lawson, Julie (1987)  
 Layzell, Delores (1979)  
 Lecou, Susan (2009)  
 Lee, Shu-Chen (2005)  
 Lefebvre, Jennifer (2007)  
 Lefebvre, Rosemarie (1998)  
 Leforce, Dennis (2007)  
 Libertini-Lucero, Margaret (2008)  
 Locatis, Christie (2002)  
 Longi, Melanie (2009)  
 Lopez, Jessie (2007)  
 Lowder, Jenna (2004)  
 Lowe, Hollie (2008)  
 Lowery, Tricia (2008)  
 Lucier, Celeste (2006)  
 Lund, Stephen (2005)  
 Lusk, Marilyn (1997)  
 MacLean, Jo (2009)  
 MacLean, Vickie (2008)  
 MacMichael, Mary (1993)  
 Macon, Don (2006)  
 Maderick, Joseph (2007)  
 Maguire, Rebecca (2005)  
 Mahoney, Leo (2005)  
 Mallet, Tisha (2009)  
 Marino, Mark (2005)  
 Marks, Thomas (2006)  
 Marshall, Katherine (2010)  
 Martin, Lisa (2009)  
 Martin, Susan (2009)  
 May, Buddy (2006)  
 McAlister, Robin (2004)  
 McBride, Mary (2007)  
 McClintock, Suzanne (2009)  
 McCully, Brian (2008)  
 McGehee, James (1996)  
 McKee, Theresa (2003)  
 McKie, Robyn (2009)  
 McLarty, Thomas (2009)  
 Meadors, Lawrence (2007)  
 Menweg, Ralph (2007)  
 Merkel, William (2008)  
 Messer, Loretta (2005)  
 Mick, Lawrence (2006)  
 Mick, Terry (2007)  
 Miller, Jeffery (2007)  
 Moffett, Susan (2004)  
 Money, Billie (1998)  
 Montgomery, Paul (2008)  
 Moore, Charles (2007)  
 Musgrave, Welsford (1998)  
 Mushik, Teresa (2008)  
 Musumeci, Frank (1992)  
 Napolitano, Paul (2009)  
 Needham, Robert (2009)  
 Nelson, Justina (2008)  
 Neuzil, Charles (2007)  
 Neuzil, Cynthia (2008)  
 Newberry, Morris (2009)  
 Newton, Pamela (2010)  
 Nicklin-Griswold, Terrilyn (2009)  
 Nicolai, Douglas (2000)  
 Nigg, Lee (2009)  
 Noake, Sharon (2003)  
 Noble, Kerry (2007)  
 Noble, Tony (2005)  
 Nunemacher, Julie (2000)  
 Nyboer, Bertha (1991)  
 Nyboer, Dale (2007)  
 Olsen, Larry (2008)  
 Orlando, Nicolena (2009)  
 Orth, James (2006)  
 Ortiz, Angelina (1998)  
 Paine, Jaimee (2007)  
 Palenque, Stephanie (2007)  
 Panagopoulos, Dimitri (2009)  
 Pantermoller, Lisa (2008)  
 Patten, Robert (2006)  
 Pelletier, Patricia (2005)  
 Perrine, Judy (2007)  
 Peterson, Ken (2009)  
 Pinkerton, Jack (2008)  
 Pipkin, Gerald (2009)  
 Planinz, Kristin (2005)  
 Pollack, Cheryl (2008)  
 Polomski, Rodney (2008)  
 Pope, Eric (2010)  
 Poschner, Dawn (2006)  
 Poschner, Joseph (2009)  
 Potter, Charlotte (2008)  
 Pouraryan, Siamak (2008)  
 Pratt, Cara (2007)  
 Prentice, Joseph (2008)  
 Presnal, Caleb (2001)  
 Proctor, Pamela (1999)  
 Radtke, Rebecca (1989)  
 Rauch, Stephen (2009)  
 Rausch, Blaine (2008)  
 Reed, Norma (2000)  
 Reigle, Rosemary (2007)  
 Reiten, Adeline (2003)  
 Renfro, Sylvia (2004)  
 Renfrow, Larry (2009)  
 Ricca-Carlson, Renee (2008)  
 Rice, David (2009)  
 Rideout, Bradlee (2007)  
 Roberts, Joshua (2007)  
 Roberts, Walter (2003)  
 Romoff, Robert (2005)  
 Rose, Carol (2008)  
 Rosenberger, Anthony (2007)  
 Rosenberger, Jennifer (2003)  
 Ross, Janice (2007)  
 Rourke, Lien (2006)  
 Rowland, John (1997)  
 Rubens, John (2009)  
 Russell, Linda (2008)  
 Ryan, Melissa (2004)  
 Salerno, Carolyn (2003)

## Administration, Faculty & Staff

Salerno, Judith (2000)  
Sandorova, Alzbeta (2009)  
Sarver, Lawrence (2009)  
Scarlett-Jones, Donna (2007)  
Schanaman, Kerry (2003)  
Seyler, Brian (2009)  
Shahan, Jessica (2004)  
Shelton, Donald (2009)  
Shields, Andrea (2010)  
Simmonds, Janice (2009)  
Sinex, Donald (2009)  
Singh, Roma (2009)  
Slaney, Florence (2004)  
Smith, Cheryl (2008)  
Smith, Margaret (2007)  
Snow, Robert (2010)  
Sobczak, Scott (2005)  
Sobraske, Melinda (1987)  
Spengler, Thomas (2000)  
Starr, Neil (2005)  
Steele, Brian (2008)  
Stello, Jasen (2009)  
Stello, Jessica (2009)  
Stephey, Betty (2004)  
Stewart, Cheryl (2009)  
Stickel, Julie (2002)  
Strauch, Michael (2008)  
Stricklin, Brian (2006)  
Swope, Marcia (2006)  
Szpilka, Marianne (2008)  
Tardy, Eugene (2009)  
Taylor, Virginia (1998)  
Teafatiller, Jerry (2008)  
Ternes, Emily (2008)  
Terrell, Gary (2007)  
Terry, David (2007)  
Tidd, Jean-Nicole (2007)  
Timmons, Melody (2009)  
Tobin, Joseph (2009)  
Torres, Linda (2009)  
Townesley, Larry (2009)  
Tracey, Toni (2009)  
Traner, Julie (2007)  
Treichel, Robert (2009)  
Tucker, Linda (2009)  
Unangst, Robert (2007)  
Valles, Gloria (2006)  
Van Dusen, Wallace (2002)  
Van Vleck, Amelia (2009)  
Vandyke, Brian (2007)  
Veinentotzs, Marilyn (2009)  
Vietor, Thomas (2004)  
Vines, Holly (2008)  
Wadley, Kenneth (2008)  
Wadley, Melissa (2008)  
Walker, Friend (2008)  
Walters, Susie (2008)  
Waltman, Bradley (2007)  
Walton, Kathleen (2008)  
Waters, Katherine (2010)  
Watson, Cynthia (2009)  
Wells, Joanne (2008)  
Wentling, Earl (2004)  
Wentling, Ruth (1995)  
Widtfeldt, Denise (2005)  
Wiebe, Robin (2010)  
Wignall, Merle (2003)  
Williams, Amy (2009)  
Williams, Grace (2004)  
Williams, Jani (1999)  
Williams, Katharine (2003)  
Williams, Owen (1999)  
Williams, Peg (2007)  
Williams, Ruth (2007)  
Willing, Steve (2009)  
Wilson, Tonya (2006)  
Wozniak, Michael (2009)  
Wright, Eric (2007)  
Wright, Sean (2007)  
Wright, Steven (2007)  
Yager, Kathy (1995)  
Yee, Robert (2005)  
Young, Kathleen (2009)  
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## Success Skills

### ■ Test Taking Strategies

- Carefully read and follow the directions.
- Answer the easy questions first, mark the hard questions and return to them later.
- Pick out key words and phrases on which the meaning of the statement hinges.
- In true/false questions, if any part of the answer is false, the whole statement is false.
- In multiple choice questions, eliminate obvious false statements and then pick the alternative that most fully answers all aspects of the question.
- Go with your first intuition, unless you can more fully remember some new bit of information.
- If wrong answers count against you, then guess only if you have a 50/50 chance of getting it correct.
- Read through the entire test before you begin to answer questions. Some questions prompt the answers to other questions.

### For essay exams:

- Carefully follow the directions. If you are asked to “describe,” “contrast,” “list,” or “compare and contrast,” then do so. Don’t paraphrase and summarize.
- Plan your time effectively; write a quick outline for yourself so you won’t forget any important points.
- It is absolutely important to write your ideas clearly in short, concise sentences that can be easily understood.
- Don’t “write around” the question. Answer it directly and concisely.
- Write or print to the best of your ability. If it is hard for you to read, it will be that much harder for your instructor to read.
- Use collegiate style writing, correct grammar, spelling and punctuation at all times.
- Finish on time.

### ■ Manage Your Time Effectively

- Learn to say “NO” and mean it. In order to make progress in college there are many things and friends that will try to take valuable study and preparation time away from you. You have to be able to say “NO” to those things, as well as to those who would want you to drop your studies and go with them.
- Prioritize your studies. Study more often on those subjects that give you more difficulty. As a rule of thumb, you should study two to three hours for each hour of class.
- Make a schedule of your time available. Block out the time needed for study.
- Use the 30/3/2 rule. Study for 30 minutes, break for three minutes and then review what you have just studied for about two minutes.

### ■ Setting Goals

- Write down realistic goal statements to be accomplished within a specific time.
- Each goal should be specific and clearly stated.
- Make sure the purpose of each goal is stated next to each goal statement.
- Set specific steps for accomplishing each goal.
- Set target dates to evaluate your progress and make adjustments if necessary.
- List any potential obstacles to reaching each goal statement.
- List strategies for overcoming the obstacles.
- Follow through on all strategies.
- Ask yourself this question, “Am I willing and able to accomplish these goals?”

### ■ Make Your Study Time Productive

- Find a well lit, quiet and somewhat comfortable place to consistently study.
- Turn off the TV.
- Clear away any clutter or distracting materials from the study surface.

- Spend the time necessary to cover the material.
- If you experience difficulty in specific courses, get supplemental instruction or tutoring immediately.

### ■ Take Good Notes

- Short, clear and concise notes are most effective; use bullet points and comprehensive statements to summarize larger ideas.
- Title and date your notes.
- When reading textbooks, stop every few paragraphs and make a note of the main idea.
- When studying for tests rewrite and condense your lecture notes.
- If you do not understand your teacher, be sure to ASK for an example or further clarification.
- Review, clarify and expand on your notes as soon as possible after class. This will help your long-term retention.

## Student Guide

### Welcome to Distance Education!

Online learning is an exciting, convenient, and economical way to accomplish educational goals while maintaining personal and professional commitments. With its flexibility, MCC Online brings courses and programs to you 24/7. Now you can learn and earn college credit outside the traditional classroom learning environment.

We want you to be prepared as much as possible when you take courses online. In the following pages there are important ideas, facts, and related information designed to get you ready for online learning and collaboration.

- Are you ready for online?
- What can you expect in online courses?
- Is your computer ready for online courses?

Please start with the self-evaluation. If you find that you are **not** prepared to take online courses, **don’t!** First take an introduction to computer course at your local campus. Contact your faculty or academic advisor immediately for help in registering for courses near you. The remainder



of this guide covers necessary academic, computer readiness, and technical skills,

as well as computer specifications. Read through it all; the more you know, the bet-

ter your chances for success! Are you and your computer ready?



## Are You Ready For Online? Self-Evaluation

PLACE AN "X" UNDER THE "YES" OR "NO" COLUMNS TO ANSWER THE FOLLOWING STATEMENTS. READ THE STATEMENTS CAREFULLY.

Y N

### Academic Readiness

- I have taken online courses before.
- I have taken a college course previously.
- I have taken a study skills course.
- When in class, I am comfortable with questions that are not answered immediately. I can be patient.
- I am not taking Transitional (TRE/TRM) or Pre-College Studies (PCS) classes this semester.
- I have good time management skills.
- I am self-motivated.
- I am not a procrastinator.
- I know that I should not repeat a course online that I failed (or received a low grade for) at my local campus.
- I have no history of Withdrawals (Ws) or Administrative Withdrawals (WRs) on record.

### Computer Readiness and Windows Operation

- I have taken a computer course before.
- I have a computer and working printer at home.
- My computer and software are new and up-to-date.
- I have an alternate plan if my computer should crash or break down.
- I know how to type.
- I know how to start up, reboot, and shut down a computer.
- I am able to move windows around on the desktop (drag and drop).
- I know how to open, close, and minimize menus and windows.
- I know how to start and exit a program stored on a hard drive.

### Documents and Files

- I know how to create, name, and save a Word document.
- I am able to cut/copy/delete/paste/change fonts within a document.
- I am able to create and name a folder within "My Documents."
- I know how to delete folders and files from "My Documents."

Y N

- I know how to set up files and find them as needed.
- I know how to save files & documents to a hard drive.
- I know how to back up files on an external hard drive or flash/jump drive.
- I know how to rename files.
- I can find and open files attached to e-mail.
- I know how to print documents from a computer.

### Internet Access

- I have reliable high speed internet access at home.
- I am able to research a topic on the internet.
- I am able to access a website using the address bar.
- I know how to access internet websites via a search engine/browser.
- I have participated in an online chat (instant messaging) or discussion board.

### E-mail

- I have sent an e-mail message to someone.
- I have replied to an e-mail message.
- I have attached a document to an e-mail message.
- I know how to delete e-mail.
- I know how to cut & paste text into an e-mail.
- I know how to set up e-mail files.
- I know how to send e-mails to a group of people.
- I know how to retrieve sent and saved e-mails.
- I know how to use spell check.

If you answered NO to at least four or more questions above, consider taking a course or two at your local campus. Start with CIS 105, Introduction to Computers. Contact your academic advisor for more information.



## WHAT TO EXPECT WITH ONLINE COURSES

### When Do MCC Online Courses Start?

- Students have access to their online course beginning at 8 a.m. on the first day of class. Check the registration form for the start date of the course.
- Students must get into their courses and begin working on assignments within the first few days of class, especially in the 8 week courses.
- Students should pay close attention to their schedules because online course start/end dates do not always coincide with traditional semester dates.
- When registering for courses, it is necessary for students to know about the following MCC Online courses that are offered:
  - o 15 week – regular semester. Math courses and other courses run the full semester. (Summer online courses generally run the entire summer session (8 weeks).
  - o Compressed courses- Accelerated courses shorter than 15 weeks.
    - \* 12 week – (slightly compressed) start three weeks into the semester. These courses require that students work at a slightly accelerated pace.
    - \* 8 week – (doubly compressed) half-semester in length. Students are expected to work at double the pace of the same course offered in 15 weeks - all the work in half the time- working harder and faster.
    - \* 5 week- These summer courses are very intense!
    - \* Students are advised to only register for two compressed courses during an eight-week session.

- \* Students can also take a prerequisite the first session and the follow-up course the second session.
- \* Consult the academic calendar link located at <http://www.mohave.edu/pages/1.asp> for semester course start/end dates.

### Where Are Courses Located?

- ANGEL LMS (Learning Management System) is the software program used for online courses. This is where the virtual classroom is accessed.
- Access ANGEL by linking to <https://angel.mohave.edu>.
- Students new to MCC Online should take the *ANGEL Essentials* tutorial prior to starting their courses. Access *ANGEL Essentials* on the ANGEL Log-in Page below the log-in box.
  - The tutorial will explain the structure of the course, ways to communicate and submit assignments, take tests, view coursework, and fully participate.

### Important Advice For MCC Online Students

- Access the course frequently, preferably daily.
- After 180 minutes of no activity, ANGEL times out.
- Most tests and quizzes online are timed. Don't wait to the last minute (or day) to access.
- Know the syllabus. Print it out. Keep track of due dates on a separate calendar.
- Most coursework in ANGEL is located under the Assignments Tab.
- Save work every 15 minutes when on the computer.
- Expect to spend more time online.

- Respect and courtesy are expected in online courses, discussion boards, course mail, and MCC mail.
- "Don't say anything online that would not be said to someone's face."
- Contact the instructor at the first sign of difficulty. They are here to help.
- Always, always, always log out of ANGEL when finished working in the course.

### In An Online Course Students Should?:

- Have a textbook (and additional software if required).
- Have the same academic standards and expectations as traditional courses.
- Possess strong reading skills.
- Assign more time than on ground courses.
- Understand how to use ANGEL.
- Have timelines and deadlines for assignments and tests.
- Set their own study schedule – BUT within the time frame of due dates set by the instructor.

### Myths about Online Courses

**MYTH:** Online courses are easier than ground courses.

**REALITY:** Online courses are just as challenging as ground courses. Reading and writing skills are even more important than in a ground course. Activities are just as demanding and assessments just as difficult. Online courses take as much – IF NOT MORE – time than ground courses.

**MYTH:** Students can do the work whenever they want, as long as the work is completed by the course end date.

**REALITY:** Almost all online courses have due dates and deadlines. Late work generally means a grade reduction, or a zero for the particular assignment. It's never a good idea to wait until the last minute to do an

online assignment: technology does occasionally have quirks.

**MYTH:** Instructors are always available to answer questions.

**REALITY:** Instructors are expected to access their courses at least 5 days out of 7, and respond to students' questions and requests within 24 hours during those 5 days. A question posted at 10:00 p.m. may not get answered until 9:00 p.m. the next day. (NOTE: If students do not hear back from their instructors within 48 hours during the 5 of 7 days, students should contact the Distance Education office.)

**MYTH:** Online courses are for people who don't want to bother with people and like to work alone.

**REALITY:** Online courses engage class members in weekly discussions and dialog, often more intense than in the traditional classroom. Online courses may also include group activities.

**MYTH:** If a student can send an e-mail, a student can succeed in an online course.

**REALITY:** Students need academic readiness, general college readiness and technology readiness for success.

## Ready For An Online Course?

### Experienced Distance Education students:

- Have demonstrated success in college level courses.
- Always print out and thoroughly read the course syllabus.
- Have gone through ANGEL Essentials-a tutorial to prepare the student for MCC Online courses.
- Possess and use time management skills.

### Online courses are NOT for students who:

- Are in their first college semester.
- Procrastinate.
- Have difficulty managing their time.
- Have limited technical skills.
- Don't have reliable internet access and/or a reliable computer.
- Don't have updated computer software.

- Failed a course on ground and want to repeat it online because "it will be easier."

## How Much Computer Experience Is Needed?

- It is highly recommended that every student participate in the ANGEL Essentials Tutorial found at <https://angel.mohave.edu>.
- Lack of technical knowledge can greatly interfere with a student's ability to learn a new subject.
- Students taking online courses need to have reliable access to the necessary, appropriate technology, and need technical skills.
- Although navigating online courses is easy for many students, a number of students do struggle with the technology. Here is what students must be able to do:

### Basic

- Start up, reboot, and shut down a computer.
- Start and quit a program stored on the hard drive.
- Open, close and minimize menus and windows.
- Move windows around on the desktop.

### Access

- Locate MCC username and password.
- Locate MCC student e-mail log in.
- Locate main MCC course management platform (ANGEL) and supplemental platforms such as MyMathLab/ CourseCompass.
- Log into computer center computers

### Browser Skills

- Perform a browser tune-up.
- Bookmark websites.
- Empty a cache.
- Enable JavaScript.
- Set browser to accept cookies.
- Refresh/reload web pages.

### Download

- Download and install programs and plug-ins.

## E-mail

- Locate and log into MCC student e-mail account at <http://start.mccmail.mohave.edu>.

- Send attachments.
- Cut and paste text into an e-mail.
- Use spell check.
- Set e-mail to save sent e-mails.
- Retrieve e-mails.
- Send group e-mails.
- Set up e-mail files.

## File Management

- Set up files and find them as needed.
- Rename files.
- Find files attached to e-mail.
- Find files downloaded from Course Management System Angel or Internet.
- Save files.
- Back up files on external hard drive or flash/jump drive.
- Have a back-up plan for a computer crash at a critical time.
- Learn to follow instructor directions for file naming conventions.

## Print

- Print documents.
- Print web pages with and without frames from the browser.
- Print single or selected pages from a document.
- Print highlighted selections from web pages and documents.

## Search

- Search the Internet successfully for resources.
- Check the credibility of internet resources.
- Understand that instructors can easily check for plagiarism.

## Security

- Download virus definitions updates regularly (weekly or more often as necessary).
- Download current system patches.
- Have reliable antivirus software.

## What If Help Is Needed?

- Don't wait – always ask for help at the first sign of difficulty.

## Instruction Help

- Students should contact their instruc-

tor if they are having difficulties with the course material. Students should first contact their instructor.

- If students do not hear from their instructor within 24 hours during the week, try again. If after 48 hours there is no contact from the instructor, students should contact the Distance Education Office.
- Tutoring and supplemental instruction are available at the local campuses. Consult with the instructor for further details.

## Call Technology Help Desk

– 866.749.8239 (24/7) for:

- Help logging into ANGEL.
- Trouble accessing MCC student e-mail account.
- Accessing EX Web.
- Basic technology help.

## ANGEL Help

– Need help navigating the course site?

- Students should contact their instructor immediately if they are having difficulties navigating the course, retrieving course documents, or using the course site functions.
- A work study is available to help on all campuses.
- Students can also contact the Distance Education Office at 928.757.0867 (X1167 on campus) or de@mohave.edu.

## What To Know About Instructors

- Instructors have different teaching styles in the same way that students have different learning styles.
- Be flexible and adaptable; it is part of the learning process.
- Instructors will lecture, give assignments, require discussions, or rely heavily on group work.
- Students are expected to participate fully in their online courses.
- Again, this is part of the learning process.
- Instructors communicate with their students via course mail, MCC e-mail, and/or weekly announcements.
- It is the student's responsibility to stay current on any updates or clarifications on assignments.

## Ready for Math Online?

### Course Specific Information - MATH

Online math courses use a supplemental course site on ANGEL called **Course Compass/MyMathLab**. Access to the site comes from a code students receive when they purchase a new textbook, specifically packaged to include the code. If students choose to purchase (or already have) a used text, they can purchase the code online or at their local MCC campus bookstore.

**Proctored Exams:** Online math courses require proctored mid-term and final exams. Students who do not live in the MCC service area must make arrangements for an acceptable proctor and test site. Exam dates are published in the college schedules.

## Is the Student Ready?

The student should ask these three questions:

- **Do I like math?**  
*If no, the student does not belong in online math.*
- **Have I been successful in previous math courses?**  
*If no, the student does not belong in online math.*
- **Am I a procrastinator?**  
*If yes, the student does not belong in online math.*

## The student should Say **NO** to online math if:

- Previously unsuccessful in math
- First-time college student
- Enrolled in TRE and/or PCS classes
- Taking one or more-pre-college level classes on ground.
- There is a history of many Withdrawals (Ws) or Administrative Withdrawals (WRs) on record.
- Don't have internet access at home.

## The student should Say **YES** to online math if:

- Enrolled in math online and only one other online course total in a semester.

- Have previous success with math and other demanding subjects.
- Have good study skills, good technology skills, and good time management skills.
- Have clear understanding of the level of effort required for success.

## Key Information for Math Courses

- Students must buy a text; have an access code for Course Compass/MyMathLab. The cheapest way is to buy a new book – it comes with everything including tutorial CDs.
- If repeating a math course– do it on ground!
- Plan “class study time,” that is, do the CD tutorials and access the Course Compass/MyMathLab interactive learning activities.
- Don't just go straight to the homework without first learning the material.
- Don't hesitate with questions or problems – communicate! Contact the instructor immediately.
- Using Microsoft Office
- CIS courses require Microsoft Office 2007 products.
- Microsoft Office 2007 products require Windows XP or higher operating systems.
- JavaScript and Cookies must be enabled.
- Pop-up blockers, Firewalls, and Adzappers must be turned off.
- If using Microsoft Office 2003 students will not be able to read documents saved in MS Office 2007 format (unless the person used the procedure for saving the documents in *compatibility mode*.)
- If a student is taking a CIS course, please check with instructor before saving any documents as Office 2003 documents.
- If using Microsoft Office 2007, many individuals with earlier versions of MS Office will not be able to read the new MS Office 2007 format. Click on “SAVE AS: Word 97-2003 Document” when saving files and documents.

### How Can A Computer Be Ready For An Online Course?

□ The listed hardware and software are minimum requirements to work with the ANGEL System.

<b>Operating System:</b>	Windows XP or higher Mac OS 10 or higher (Math courses will also run on a MAC)
<b>RAM:</b>	1 GB (2 GB recommended)
<b>Free Disk Space:</b>	20 GB (100 GB or higher drive recommended)
<b>CPU:</b>	<b>PC:</b> 1.5 GHz or higher (2 GHz or higher recommended - or Dual Core Processor) <b>Mac:</b> PowerMacintosh or higher (Math courses will also run on a MAC)
<b>Browser:</b>	<b>PC:</b> Internet Explorer 7.0 or higher, Mozilla Firefox 3.0 or higher <b>Mac:</b> Safari, Mozilla 1.4 or higher (Math courses will also run on a MAC)
<b>Browser Settings:</b>	JavaScript enabled Popup blockers disabled Cookies enabled Angel.mohave.edu set as a Trusted Site
<b>Plug-ins:</b>	<ul style="list-style-type: none"> <li>• Adobe Acrobat Reader 7 or higher (8 or higher recommended)</li> <li>• Macromedia Flash Player 8.0 or higher</li> <li>• Shockwave Player 10 or higher</li> <li>• Java 6.0 or higher</li> <li>• QuickTime Player 7 or higher</li> <li>• RealPlayer 11 or higher</li> <li>• Windows Media Player 11 or higher</li> </ul>
<b>Supplementary Software:</b>	Microsoft Word and PowerPoint - Costs <b>Or</b> MS Word Reader and PowerPoint Reader - Free <b>Or</b> OpenOffice ( <a href="http://www.openoffice.org">http://www.openoffice.org</a> ) - Free Specific Software related to course – varies by course: example is Dreamweaver for a Dreamweaver Course.
<b>Connection:</b>	Broadband Connection is needed, DSL or cable recommended for graphic intensive courses. Dial-up service is not recommended for online courses.
<b>Other Hardware:</b>	Sound card and speakers

## Remember.....

### Online learners must:

- Have a clear understanding of the level of effort expected in a college level course.
- Log in regularly to courses, preferably daily.
- Plan to ensure enough time to study and complete assignments and projects.
- Commit 6-9 hours per week to studies for every three-credit course. More time is expected when taking 12-week and even more time for 8-week courses.
- Be strong communicators in writing and reading.
- Be able to work with others on projects via e-mail, chat, and discussion boards.
- Have solid research skills, including how to effectively use the internet.
- Have good time management skills to plot a schedule to study for tests, reading and responding.
- Employ good communication skills; stay in touch with instructors, other class members and DE staff as needed.
- Access MCC e-mail and course mail frequently.
- Know how the college operates and be familiar with policies and procedures. For example; know and understand the deadlines for Add/Drop and last day for student-initiated withdrawal from a course.
- Be willing to ask for assistance and find out whom to ask.
- Be comfortable with addressing problems at a distance.
- Understand that online courses will require more time than on ground courses.
- Read, research, follow and (when necessary) be able to improvise directions.
- Demonstrate persistence and maintain a high level of self-motivation.
- Maintain access to current resources: college catalog, student handbook, Distance Education (DE) staff and web pages [www.mohave.edu/pages/de](http://www.mohave.edu/pages/de).
- Know that access to courses isn't available until after 8 a.m. on the class start date.

## College Procedures

### Academic Integrity

A student is responsible for the academic integrity of all work completed for a given course. All reports, papers, projects and examinations must represent the student's own work. References and other sources of information must be properly cited. For complete details and regulations regarding academic integrity, see the college catalog.

### Academic Load

Lecture-type classes routinely require two to three hours of outside work for each hour spent in class. To ensure that students have every opportunity for success in courses undertaken, academic loads are controlled. The normal academic load is defined as 12-16 credit hours per semester. A student may enroll for up to 18 credit hours per semester without special permission (9 credits during the summer). Enrollment in excess of 18 credit hours requires the approval of the campus dean. For details, see the college catalog.

### Advising Worksheet

The Degree Audit is a computerized advising tool that details the requirements of the student's program of study. The degree audit outlines progress toward academic goals, courses completed at MCC, transferred courses and awarded credits. Student GPA is also computed. If a student is considering several programs, printouts may be given of each for comparison. Please contact a local campus academic advisor for more information.

### Assessment Services

Each campus at Mohave Community College (MCC) has an assessment center where students can take the Compass placement and other assessments as assigned by individual programs. 100-level courses with a prerequisite of PCS 021, requires a COMPASS minimum reading score of 74. 100-level courses with no prerequisite requires a COMPASS minimum reading score of 70.

### What is the Assessment Process?

Assessment screening is a computerized diagnostic tool used to help ensure that

students have a greater probability of success. Assessment screening and a follow-up session with an advisor are designed to provide students with complete information about academic standing and the various MCC programs available.

### How Can I Prepare for Assessment Screening?

An assessment guide that provides information on the assessment screening procedure is available at each campus Student Services Center. A copy of this guide is also available on the Mohave Community College website at [www.mohave.edu](http://www.mohave.edu).

Students may familiarize themselves with assessment screening by reviewing sample questions that are available on the ACT/Compass website at: [www.act.org/compass/sample](http://www.act.org/compass/sample)

Students may use their own Internet access or use computers in the MCC library/computer lab to view the sample questions online.

### Is Assessment Screening Required?

It is highly recommended that all students go through assessment screening. Certain courses at MCC have prerequisites or require an appropriate score on the assessment screening.

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

MCC Toll-free . . . . .	866.664.2832
Bullhead City Campus . . . . .	928.758.3926
	Ext. 4409
Lake Havasu City Campus . . . . .	928.505.3389
Neal Campus-Kingman . . . . .	928.692.3046
North Mohave Campus . . . . .	928.875.2799
North Campus Toll-free . . . . .	800.678.3992

### Assessment Re-Test Policy

Students may re-test multiple times on a case-by-case basis. A student who desires to re-test may do so after first discussing the matter with the local assessment coordinator or a local advisor. Abuse of the re-test policy may result in the campus student services director revoking the student's right to re-test. The scores on a subsequent re-test will be recorded and the highest

score received within a period of two years will be used.

**Assessment Screening Waiver**

*Assessment screening may be waived under the following conditions:*

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

**English Minimum Score**

ACT English . . . . . 21  
SAT Verbal . . . . . 530

**Mathematics Minimum Score**

ACT Mathematics . . . . 24  
SAT Mathematics . . . .540

**Precollege Studies**

Precollege Studies include English Language Acquisition for Adults (ELA), Adult Basic Education (ABE), and General Education Development (GED®) programs. These programs are for students whose native language is not English (ELA), who need more intensive academic preparation for college (ABE) and/or need to complete his/her high school diploma (GED®). All classes are offered at each campus during both day and evening hours. The structure of classes is designed to meet a variety of student learning styles with focus on providing a quality academic foundation.

**Enrolling in Precollege Studies**

Enrollment into Precollege Studies classes is based on scores received on the assessment placement screening. If the student's scores indicate the need for academic remediation, the student will receive a report which identifies these specific skills.

*To enroll a student must:*

- Attend an orientation class
- Be at least 16 years old
- Not be currently enrolled in another secondary school program
- Provide proof of legal residency

On-campus orientation classes are held several times a semester. Online orientation classes are available for Distance Education Students.

**Precollege Studies Assessments**

- **TABE CLAS E**
- **TEST OF ADULT BASIC EDUCATION (TABE)**

**Test of Adult Basic Education Complete Language Assessment System - English (TABE CLAS E)**

The TABE CLAS E is the state mandated test for speakers of other languages and is a requirement for those who are taking an English Language Acquisition for Adults (ELA) ABE grant-funded course. These courses lead to improved skills in listening, speaking, reading and language arts. A pre-test is given during orientation and an appropriate course level is assigned. Students are required to complete a post-test at each level to determine educational gains. If a student is returning after an absence of more than two semesters, the orientation and TABE CLAS E must be retaken.

**Test of Adult Basic Education (TABE)**

The TABE is a state mandated requirement for taking a non-ELA ABE grant-funded course (including GED® classes). The courses in this program lead to improved skills in reading, language arts and math.

The TABE pre-test is taken during the orientation course and appropriate course levels are assigned. Students are required to complete a post-test at each level to determine educational gains. If a student is returning after an absence of two semesters or more the orientation course and the TABE test must be retaken.

For further information on any aspect of obtaining your GED®, contact Precollege Studies at one of the following locations:

Bullhead City Campus 928.704.7786  
Lake Havasu City Campus 928.505.3332  
Neal Campus - Kingman 928.692.3040  
North Mohave Campus 928.875.9120  
E-mail mccged@mohave.edu

**English Language Acquisition for Adults Program (ELA)**

These classes are designed for students whose native language is not English.

To enroll a student must:

- Be at least 16 years old
- Not be currently enrolled in another secondary school program
- Provide proof of legal residency

**The ELA process is:**

- Attend and complete: ELA 029 and an ELA Orientation for diagnostic screening and placement.
- Depending on placement, students are enrolled in beginning, intermediate or advanced classes.
- In each course students will be post-tested to determine if they are prepared to move to the next level.

The objective is to improve the student's verbal, written and reading English language skills. For more information on ELA educational opportunities, please contact:

Precollege Studies: 928.704.7796  
Spanish 1.866.664.2832, Ext.1733

**Supplemental Instruction**

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

To receive supplemental instruction, a student must be currently registered in the MCC class, talk with the instructor about any specific learning/understanding difficulty and then attend a Supplemental Instruction session. For additional information, please visit [www.mohave.edu/pages/173.asp](http://www.mohave.edu/pages/173.asp).

**Transitional Studies**

Transitional studies include transitional English and transitional math. These courses are for students who need to refresh their skills in English and/or math

before taking on the rigor of college freshman classes.

To enroll, a student must:

- Visit a campus office of student services
- Take the assessment placement screening
- Take the diagnostic screening

## Arizona Transfer Website

The state of Arizona has developed a web site to help students who wish to transfer from an Arizona public community college to an Arizona public four-year college or university. AZ Transfer answers many questions about transferring college credit. See your advisor for more information or visit the web site at: <http://aztransfer.com>.



## Arizona General Education Curriculum (AGEC) & Transfer of Credit

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

## Arizona Higher Education Course Equivalency Guide (CEG)

The Arizona Commission for Postsecondary Education, in conjunction with the Arizona Board of Regents, publishes the Arizona Higher Education Course Equivalency Guide (CEG) online at <http://aztransfer.com>

The CEG "equivalency" does not mean that the community college course is identical to the university course or vice versa, but that the course is regarded as fulfilling the requirement of the designated university or college course. The evaluations of transfer

credit in the CEG refer only to Arizona public community college courses and their acceptance at the respective Arizona public four-year institutions. For details see the college catalog.

## Changing Student Information

To make changes to student information such as student identification, social security number, name, address, telephone number, etc., a student data update form must be obtained from enrollment services. Students may also change their personal information online utilizing the EX Web function. Login to EX Web and click on the Personal Info tab found next to your name. At the My Info screen, click on the Biographical Information tab. At the Biographical Information screen, simply click on the pencil (located next to Name and Address) and begin making your changes. Once you have made the necessary changes, click the Submit button. It will take approximately 48 hours for your changes to register in the system.

## Classroom Behavior

Any student who demonstrates unwillingness to comply with class procedures or whose behavior interferes with the educational progress of other students may be dismissed from a class session by an instructor. The instructor will report the action to the appropriate academic chair or program director. If the behavior continues, the Disruptive Student Procedure will be followed.

## Copyright Act Compliance

All Mohave Community College students are expected to comply with the provisions of Title 17, United States code pertaining to photocopying any material protected by this act.

## Disciplinary Action

Enrollment at Mohave Community College carries with it obligations in regard to conduct, both in and out of the classroom. Students are responsible for abiding by the laws governing the college and are expected to observe standards of conduct set by the college.

Student misconduct will be handled through counseling by the director of

student services and/or disciplinary action by the campus dean. If a student has emotional, psychological, social or medical problems that are considered to be the basis for misbehavior, he/she may be asked to withdraw from college until he/she has received the needed treatment or is otherwise deemed ready to re-enroll in college courses.

As identified in the Classroom Behavior section of this handbook, any student who demonstrates the inability to benefit from instruction due to unwillingness to comply with class procedures or whose behavior interferes with the educational progress of other students may be dismissed from a class session by an instructor. The instructor shall report the action to the appropriate academic chair or program director. If the behavior continues, the Disruptive Student Procedure will be followed.

If there are any questions regarding the due process procedures, please refer to Governing Board Policy on Student Conduct located in the campus library.

## Disruptive Student Procedure

All referrals for immediate intervention with a disruptive student will be made to the appropriate director of student services. When a Student Behavior Alert Form has been filed, the director of student services, campus dean and academic chair will assess the student's issues and respond with suggested intervention.

## Dress Code

There is no formal dress code at MCC. Students are asked to use good judgment and dress in appropriate attire while in classes, at an MCC function or on an MCC campus.

In instances of unsuitable dress, an instructor or staff member may request that the student leave the campus, particularly if the appearance detracts from instruction. With an education for a future career being offered, students should take responsibility in demonstrating how to dress in a professional environment.

## 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, drug awareness is a subject which must be addressed by all employees and students.

### **Purpose**

To provide a safe study environment free from the hazards associated with drug and alcohol use. These guidelines are designed to protect the workplace for the safety of all employees, students and the general population.

### **Definition**

Substance use/abuse refers to the use of illegal drugs, legal drugs through illegal possession or overuse either prescription or over-the-counter, intoxicating beverages and other mind altering substances.

### **Applications**

Students are responsible for knowing all local, state and national laws concerning substance use on MCC campuses, property controlled by MCC, or facilities leased by the college. No student who is under the influence of substances as defined above shall be allowed to attend class. Disciplinary action shall be initiated by recommendation of the instructor and with the approval of the campus dean.

No student shall manufacture, distribute or possess such substances at the college or during hours of accountability. Disciplinary action shall be initiated by recommendation of the instructor and with the approval of the campus dean.

Violators of national, state or local laws concerning illegal drugs will be prosecuted and punished by the applicable court of law. The college reserves the right to discipline any student who violates such drug laws before, during or after the court of law proceedings.

### **Sanctions**

Compliance with the above guidelines is a condition of enrollment for all MCC students.

Students violating the policy are subject to a wide range of actions depending upon the nature of the violation. Those actions may include reprimand, probation or suspension. A student may also be required to satisfactorily complete a drug or alcohol rehabilitation program as a condition of his/her continued enrollment. The expense of this requirement will be the student's responsibility.

### **Distribution**

Every student will be provided a copy of these guidelines as part of the student handbook, either in print or through the MCC Website: [www.mohave.edu](http://www.mohave.edu).

### **■ Early Start Scholarship**

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

This scholarship is available for a total of seven credit hours for three semesters after the student's junior year. The semesters include the summer semester after the junior year and the fall and spring semester during a student's senior year.

This scholarship is available for GED® graduates for one year from the date the GED® certificate is issued. Out of state and WUE students will be awarded at in-state tuition rates and must pay the difference to utilize the scholarship.

An Early Start Scholarship Application must be completed and processed by a campus admissions counselor or student services representative.

The college reserves the right to limit the scholarship at any time if budgetary restrictions should occur.

### **■ Emergency Procedures**

In the event of an emergency, please follow the instructions of MCC faculty and staff. Students may be asked to vacate buildings and go to a location at least 25 feet from the building. Emergency evacuation routes are posted in each building. Your cooperation

in making a rapid, orderly exit will be appreciated. Do not use window exits unless the doorway exit is inaccessible. In any life threatening situation immediately dial 9-1-1.

- After completing your 9-1-1 call, notify the campus switchboard of the emergency by dialing 0.
- For more information, see the Campus Emergency Procedures posted at each campus.

### **■ Equal Opportunity Policy Statement**

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

### **■ Faculty Availability**

Mohave Community College faculty are accessible to students during non-class hours. Resident faculty maintain office hours during which they are available to confer with individual students. Associate faculty are available by appointment.

### **Financial Aid**

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

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

pregnancy related conditions, handicap, or veteran disability.

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

1. Federal Pell Grant
2. Academic Competiveness Grant (ACG)
3. Federal Supplemental Educational Opportunity Grant (FSEOG.)
4. Federal Work Study (FWS).
5. Federal Direct Student Loans (FDSL) which includes subsidized (SDSL) and unsubsidized (UFDSL)

A complete description of these programs is available on-line at: [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

To be considered for financial aid, the following is required:

- Complete an application for admissions, [www.mohave.edu/pages/137.asp](http://www.mohave.edu/pages/137.asp), and be admitted to MCC in a degree program as a high school graduate with a high school diploma, a high school equivalence test (GED), or 16 years of age and been determined to have an Ability To Benefit through testing provided by MCC Testing Office.
- Complete the Free Application for Federal Student Aid (FAFSA), resulting in a Student Aid Report (SAR), or an Institutional Student Information Report (ISIR). The FAFSA can be completed on the web at: <http://www.fafsa.ed.gov>.
- To sign this application electronically and access your federal financial aid account in the future, apply for PIN # at: [www.pin.ed.gov](http://www.pin.ed.gov). Dependent student's parent(s) also should apply for a federal PIN number.
- Documentation of information submitted on financial aid applications is required if the application is selected for verification.
- The student meets all other eligibility requirements as established by the U.S. Department of Education, State of Arizona, Mohave Community

College and/or the funding agency.

The priority deadline for programs with limited funding such as FSEOG, FWS and Board of Governors Grant is February 1, annually. Additional information or help is available through the Financial Aid Office. Please come in or call with your questions. It is important to have the right answer the first time rather than being delayed by inaccurate information. Corrections can be made electronically by the financial aid office or on-line at the FAFSA website using your PIN number.

In general, eligibility for financial aid (Title IV funds) is determined through the following criteria:

- Student demonstrates financial need: when student's institutional budget minus FAFSA results, the Effective Family Contributions (EFC), results in a need. The FAFSA also determines eligibility for Pell grant.
- Student is enrolled in a program that leads to a certificate or degree with a minimum duration of not less than one academic year (30 weeks of instruction) and not less than 16 credit hours.
- Student's total number of credit hours enrolled in each semester (excluding Community and Corporate Outreach and Precollege Studies classes).
- Student meets Satisfactory Academic Progress standards as established by the Financial Aid Office, and in compliance with federal regulations.
- Student does not owe a Return of Funds to a federal grant program.
- Student is not in default on a Perkins, FFELP or FDSL loan and/or has not exceeded the maximum federal loan aggregate limits.
- Students who have earned a bachelor's degree are not eligible for financial aid at MCC unless they are pursuing a degree in education or nursing.
- Student has provided MCC with transcripts from all previously attended institutions and these

transcripts have been evaluated by the college registrar.

## Financial Aid Disbursements

If a financial need has been demonstrated and the necessary qualifications have been met, assistance in the form of grants, work-study and/or loans may be made. Generally a "package" of aid or a combination of different types of assistance is awarded.

Because family capabilities vary, each aid award is designed specifically to fit the student's circumstances. All awards are made annually, so an application must be completed each year. Students will be notified by mail through an "award letter" once the awarding process is complete or through the MCC student website. The award is based on the availability of funds and may be adjusted at any time.

Financial aid is disbursed to individual student accounts up to 10 days prior to the first day of class. If after tuition, MCC approved fees, and other student/parent authorized charges are paid, and a balance remains, the balance will be paid to Higher One. Students will select through Higher One the method of payment, whether by the Bighorn One Card, direct deposit, or a check issued by Higher One. A freshman first time borrower of a student loan may not receive the loan proceeds until 30 days into the semester.

Students on financial aid appeal approval must wait 30 days into the semester for loan proceeds.

## ■ Transfer Students from Other Institutions

If a student transfers to or from one school to another, previous financial aid awards will not automatically transfer. To receive aid at the new school, check with that school's financial aid office to find out what aid programs are available and what steps are required to receive it. Mid-year transfer students to MCC must notify the Financial Aid Office of the transfer status so required documents can be requested. Federal regulations require that MCC conduct a process called 'Transfer Monitoring' before disbursing financial aid.

## ■ Work Study

Mohave Community College provides many part-time work opportunities for students. Employment is available in a variety of campus jobs, including office clerks, lab assistants, custodial crews, library helpers, and others. Student employment may be made available as part of an award package through federal work study. If you desire a work study position, make sure to request federal work study when completing the FAFSA. Students who have been awarded work study can find job opportunities on the MCC website at: <http://www.mohave.edu/pages/215.asp>. This website also guides the work study recipient through the employment process.

## ■ Satisfactory Academic Progress Requirements

To be eligible to receive or continue to receive Title IV financial aid funds which include; Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Leveraging Educational Assistance Partnership Program (LEAP), Federal Family Educational Loan Program (FFELP), Federal Direct Student Loans and Federal Work Study (FWS); a student must be enrolled as a regular student and be in good standing. To be in good standing means that a student is permitted attendance and is in compliance with accepted enrollment and behavior practices of the Mohave Community College and the Financial Aid Office.

Section 43 CFR(S) 668.16(e), 668.32(f) and 668.34 of the Student Assistance General Provisions requires that a student must be maintaining satisfactory academic progress - qualitative and quantitative - in the degree or certificate being sought, to be eligible to receive or continue to receive federal financial aid. The quality of progress is measured by the cumulative grade point average (GPA). The quantity of progress requires a maximum time frame in which students must complete educational objectives, after which the student is no longer maintaining Satisfactory Academic Progress. The credit value of all classes enrolled for, whether or not completed, is part of the measurement of each equivalent semester used to evaluate the quantity of progress. A student who attended the College before applying for financial aid must have met

the same standards as an aid recipient. "No institution has the authority to waive this requirement for any student or group of students."

To ensure financial aid recipients are making satisfactory academic progress, and to determine eligibility for future financial aid, academic transcripts are reviewed minimally at the midpoint of the student's declared academic program and annually. All terms of attendance are reviewed, including periods in which the student did not receive financial aid.

A student's qualitative progress or cumulative grade point average must be 2.0 (C), or its equivalent. The student must continue to earn a cumulative GPA of 2.0 throughout the course of attendance. Grade point values are: A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0. Satisfactory (S) grades do not count toward GPA but do count as completed course work.

The quantitative progress will be based on the total number of credit hours attempted each semester. Federal regulations require students to complete their program of study in a 150% time frame. This time frame, as established in this policy, requires students to complete a minimum of 67 percent of attempted credit hours. If a student attempts twelve credit hours, the student must complete 8 credit hours. If a student attempts 24 credits he must have earned 16 credit hours. Given that most Associate Degree programs require 63 credit hours, the maximum credit hour limit at MCC is generally 95 attempted hours.

Students seeking additional degrees from MCC are limited as follows. After earning a first Associate Degree of any type, a student may earn an additional 30 hours toward a second Associate Degree but may not exceed 95 total credit hours. Students are limited to three certificates. Hours attempted while obtaining any degree count toward the aggregate of 95 credit hours. Students seeking a third Associate Degree or fourth Certificate are suspended from receiving Title IV financial aid even if they have fewer than 95 total credit hours.

The college does not consider Withdrawals (W), Administrative Withdrawal (WR), Fail (F), Incomplete (I), Unsatisfactory (U), Progress (PR), or Audit (AU) as successfully

completed course work when determining quantitative progress. A student who completely withdraws whether official or unofficial, is considered to not be making satisfactory academic progress. An unsuccessfully attempted course may be repeated only once. Courses dropped before expiration of the add/drop period are not counted against this calculation.

Students who are recommended by academic advising to take remedial course work will be given an additional 28 credit hours to complete degree requirements. This recommendation will result from the student's placement exam scores.

Students completing additional hours beyond the 150 percent (95 credit hours) allowed by regulation are required to complete the Maximum Time Frame (MTF) appeal form and be approved by a committee in order to continue receiving federal financial assistance. Generally, an appeal from the student and recommendation from the student's academic advisor is required stating the course(s) needed to complete a degree, a second major, and the semester the course(s) will be taken.

Attempted credit hours from other postsecondary institutions will be counted in the quantitative calculation. In keeping with institutional policy, the transferred GPA will not be included in the college's calculation of the institutional GPA.

There are instances when no aid will be awarded. This occurs when a student no longer demonstrates a willingness to maintain Satisfactory Academic Progress. No probation period will be given. If an aid recipient has his/her student account credited from student aid before grades are available, and/or it is later determined that he/she is no longer eligible, the Financial Aid Office will request the Business Office to debit the student's account to recover student aid funds. Circumstances that commonly result in a student being denied aid are:

1. The student's cumulative GPA is below the scheduled minimum 2.0.
2. The student's credits completed are less than the scheduled minimum.
3. The student has earned the

maximum number of credit hours (150% of academic program).

4. The student has completed one associate degree plus 30 hours or three certificates and has not completed the required MTF appeal.
5. The student's appeal is denied.

A student not eligible to receive federal financial aid at the time of application as a result of one or more items listed previously may again become eligible. To become eligible the student must attend courses using resources other than federal aid for the number of semesters needed to raise his/her cumulative GPA and/or complete the credit hours required to equal the scheduled minimum standard. Credit hours completed after suspension of federal aid will be counted as make-up hours when a student is deficient in credit hours toward quantitative progress. However, no payments will be made up in federal aid and no adjustments will be made in future payments to compensate for the loss of aid during semesters of ineligibility. If the student who becomes eligible by attending using personal resources fails again to meet SAP requirements, the suspension will be counted as a second suspension. If the student did not appeal the first suspension, it would still be considered a second appeal.

Students have the right to appeal suspension of financial aid through the financial aid appeals process. Suspended students will receive a suspension notice from the Financial Aid Office with information on the appeals process. Students who have been suspended from financial aid twice and have appealed twice for reinstatement have exhausted all appeals. Appeals denied by the Financial Aid Committee are final and cannot be changed.

## ■ Disbursement Policy

On December 1, 1994, the U.S. Department of Education instituted Cash Management requirements for institutions of Higher Education. These requirements affect the crediting and disbursement of financial aid funds. Highlights of these regulations are as follows:

- The College cannot disburse financial aid funds to a student's account until the student is enrolled in classes for the semester for which the funds are intended.
- The earliest the College may credit a student's account with Financial aid funds is 10 days before the first day of the payment period.
- The College can only credit student accounts for allowable charges; i.e., tuition, fees, room and board if on campus. Any discretionary charges on an account may only be credited by financial aid if the student or the student's parent authorizes it through a signed statement. This authorization may be rescinded at any time by contacting the Financial Aid Office.
- After all allowable and authorized expenses are paid and a balance is owed the student; it will be paid within 14 days. After tuition, MCC approved fees, and other student authorized charges are paid and a balance remains, the balance will be transferred to the student's Higher One account. Students will select through Higher One the method of payment, whether by direct deposit, check or the Bighorn One Card.

## ■ Withdrawing from Classes

A student who has received Title IV grant or loan assistance and withdraws from MCC during a payment period must have a "Return of Title IV Funds" calculated in accordance with 34 CFR 668.22 of the Higher Education Act. A return of Title IV funds is owed when a student's total amount of Title IV grant and/or loan assistance that the student earned, as calculated in the Return of Title IV funds formula, is less than the amount of Title IV grant or loan assistance that was disbursed to the student as of the date MCC determines the student to have withdrawn.

The difference between the earned Title IV funds and the unearned aid will be returned to the Title IV programs by MCC. Title IV funds will be returned to the program from which the funds originated,

not to exceed the amount disbursed from that fund in the following order: Unsubsidized Stafford Loan/Unsubsidized Direct Loan, Subsidized Stafford Loan/Subsidized Direct Loan, PLUS, Pell Grant, Federal Supplemental Opportunity Grant(FSEOG) and other Title IV programs. Title IV funds unearned by the student as determined by the Return of Title IV assistance formula will be returned as follows: Unsubsidized Stafford Loan/Unsubsidized Direct Loan, Subsidized Stafford Loan/Subsidized Direct Loan, Pell Grant x 50%, FSEOG x 50%; and other Title IV funds x 50%.

If MCC is required to return funds to a Title IV program that were not earned due to the Return to Title IV Funds calculation, MCC will require the student to pay the resulting unpaid institutional charges. MCC policies and procedures governing payment of student accounts are applicable for students owing the college as a result of a Return of Title IV Funds calculation.

The following is a description of the "Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program," formula.

**Step 1:** The College will determine if the student received or was eligible to receive Title IV assistance.

**Step 2:** The College will determine the percentage of Title IV aid earned by the student.

This is accomplished by determining the last date of enrollment as established by a notice of intent to withdraw or an official withdrawal to the Registrar, attendance records for programs that keep daily attendance, an academically-related activity such as an exam, a tutorial, computer-assisted instruction, academic counseling or advisement, turning in a class assignment or attending a study group assigned by the instructor. If a student notifies the Registrar or Financial Aid Office of intent to withdraw, either orally or in writing, does not withdraw at that time but subsequently withdraws, the first date of notification will be used in establishing the date of withdrawal. If MCC determines that a student did not begin the withdrawal process due to illness, accident, grievous personal loss, or other such circumstances beyond the

student's control, the date that MCC determines is related to that circumstance will be used as the official date of withdrawal. If a student dropped out without notifying MCC, the student's withdrawal date will be the midpoint of the semester or one of the previously mentioned activity dates if that date can be documented. Students who drop out are those who earn no credit for the semester or only earn credit in a seminar course.

The college will calculate the total number of days in a semester minus any period during the semester when a break occurs which is five days or longer.

The student's total number of days completed is then divided by the total number of eligible days in the semester. If the resulting percentage is less than or equal to 60% a Return of Title IV Funds calculation is required. If greater than 60% (with or without rounding), no return of funds is required.

**Step 3:** The College determines the amount of Title IV aid that was earned by the student. The amount of Title IV aid earned by the student is determined by multiplying the percentage calculated in step 2 by the total Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester.

**Step 4:** The College now determines total Title IV aid to be disbursed or returned.

- A.** If the amount in step 3 is greater than the amount in step 1, (already disbursed Title IV aid), then go to 4- C. If the amounts are equal, stop here. No further action is required.
- B.** If the amount in step 3 is less than the amount in step 1 (already disbursed Title IV aid) a post-withdrawal disbursement is not required.

If the amount in step 1 is less than the amount in step 2, (Title IV aid not yet disbursed) a post-withdrawal disbursement is required to either pay

unpaid institutional charges or to be paid to the student. To determine the amount of the post-withdrawal disbursement the amount from step 1 is subtracted from the total aid disbursed in step 3. The balance is then used when completing the Post-Withdrawal Disbursement Tracking Sheet which is discussed later in this section.

- C.** The college now determines the total Title IV aid that must be returned.

The amount to be returned is calculated by subtracting the amount of aid earned from step 3 from the total aid disbursed, step 1. This is the amount of Title IV aid that must be returned.

- Step 5:** The College determines the amount of unearned Title IV aid due from MCC.
  - A.** Allowable institutional charges for the semester are:  
**Tuition+Fees+Other = Total institutional charges.**
  - B.** Total of Title IV aid unearned (100% - step 2).
  - C.** Multiply institutional charges (step 5-A) by the percentage calculated in step 5-B. The resulting figure is the amount to be repaid to Title IV grant or loan by MCC.

**Step 6:** MCC will return the unearned aid for which it is responsible as determined in step 5-C. These funds will be returned in the following order, up to the total net amount disbursed from each source: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, Pell Grant, FSEOG and other Title IV programs.

**Step 7:** Student's initial amount of unearned Title IV aid which must be returned is determined as follows. The amount returned by MCC as determined in step 4 is subtracted from the amount determined in step 5-C. The resulting amount is what the student must return to the Title IV

programs as unearned aid.

**Step 8:** The student must return unearned aid for which the student is responsible per step 7 by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%. The order is: \*Unsubsidized Stafford Loan,\* Subsidized Stafford Loan, \*Perkins Loan, \*PLUS, Pell Grant x 50%, FSEOG x 50% and other Title IV programs x 50%.

\*Loan amounts are returned in accordance with the terms of the promissory note. The holder of your loan will be notified as to the last date of attendance.

## ■ Post-Withdrawal Disbursement

If, at the time of withdrawal, MCC makes the determination that less aid was disbursed than the student was eligible to receive, a post-withdrawal disbursement will be offered. Post-withdrawal disbursements will continue to be offered within 30 days of the date MCC determined the student withdrew, will be in writing and will identify the types and amounts of Title IV funds that make up the post withdrawal disbursement. Students or parents will be notified that they can accept or decline some or all of the post-withdrawal disbursement that has not been credited to the student's account to pay unpaid institutional charges. Post withdrawal disbursements to the student/parent will be canceled if no response is received to this notification within 14 days of initial notification. MCC may disburse this payment at a later date if the student or parent subsequently requests the payment. This payment will be processed within 90 days of the request in the current fiscal year; if not in the current fiscal year, the request will be denied. Notification will be provided to the student or parent in writing of MCC's decision to process or not to process the post withdrawal disbursement. Post-withdrawal disbursements will first be made from grant programs and then from student loans.

The following steps will be followed in determining a post-withdrawal disbursement.

**Step 1:** Amount of the post-withdrawal disbursement as calculated in step 4-B of the Return of Title IV Funds procedures.

**Step 2:** Determine the post-withdrawal disbursement which will be credited to the student's account.

A. The outstanding institutional charges on the student's account.

**Step 3:** The balance of the post-withdrawal disbursement will be offered to the student or parent.

A. The total amount of post-withdrawal disbursement from step 1 of Return of Title IV Funds procedures, is subtracted from the post-withdrawal disbursement credited to the student's account from step 2 equals the amount to be offered to the student/parent.

Examples of these policies and procedures are available upon request from the Financial Aid Office.

## Financial Aid Program Descriptions

### ■ Grants

#### Federal Pell Grant

The Federal Pell Grant is a federal Title IV grant program to help undergraduates pay for educational costs after high school. For many students, these grants provide a foundation of financial aid to which aid from other Federal and non Federal sources may be added. Unlike loans, a Pell Grant does not have to be repaid. In order to receive a Federal Pell Grant you must be enrolled in an eligible certificate or degree program as outlined in this catalog. The amount of the award is based upon the Effective Family Contribution (EFC), the cost of attendance, enrollment status, and a payment schedule issued by the U.S. Department of Education. The award may range from \$0 to \$5,550 per academic year. The award schedule may be adjusted pend-

ing Congressional budget authorizations. Some students may qualify for more than one Federal Pell Grant in a single year. Pell Grants are pro rated based on credit hours of enrollment: 10 – 12 is full time, 9 – 11 is  $\frac{3}{4}$  time, 6 - 8 is  $\frac{1}{2}$  time and < 5 is less than half time.

#### Two Pell Grants in an Award Year

Effective for the 2009-2010 award years as authorized by the Higher Education Opportunity Act, students may be eligible for year-round Pell Grants. Under the old regulations a student could attend MCC two full time semesters in an academic year and get Pell Grant at full time status for both semesters. However, if the student wanted to attend summer semester in the same academic year, no Pell Grant was available. Under the new law an eligible student could get a full time prorated Pell Grant for summer as well. MCC considers summer semester as the last semester in an academic year.

For the 2009-2010 year-round Pell Grants will be paid from the 2009-2010 Pell Grant Scheduled Award. In the 2010-2011 academic year summer semester will continue to be considered as the last semester in an academic year or trailer semester but Pell Grants will be paid from the Pell Grant Schedule Award that gives the student the largest amount of money.

The federal regulations for meeting "Acceleration" requirements will apply beginning with the fall semester 2010. Acceleration means that at least one credit hour in the payment period, when the award will be from a second Pell Grant Scheduled Award, must be attributable to the student's next academic year. This means accelerated courses must be moving the student toward the completion of their declared degree. Example: a student takes 15 credit hours fall semester in required course work and successfully completes all credit hours. In spring semester the student enrolls for 12 required credit hours and successfully completes 9 credit hours. The student has successfully completed 24 total credit hours, which is considered full time for an academic year, during fall and spring semesters. In summer semester the student enrolls for 6 required credit hours and therefore is eligible for a year-round Pell

Grant, prorated for summer at one half times. In this same example if the student had completed 8 required courses spring semester and had earned 23 required credit hours for the academic year; and enrolled for 6 hours summer, the student would be eligible for year round Pell Grant because only 1 of the 6 hours is a makeup credit hour.

Pell Grants for summer semester will be prorated based on the number of instructional weeks in the semester.

#### ■ The Academic Competitiveness Grant (ACG)

A fairly new grant program titled, "Academic Competitiveness Grant (ACG)" has been growing in popularity as students have become more aware of its existence. Academic Competitiveness Grants go to Pell Grant eligible students, even if only eligible for \$400, if they have accomplished one of the following:

- Completed a rigorous high school education program,
- Passed at least 6 credits of current enrollment with no less than a B grade,
- And/or passed two Advanced Placement tests with a score of 3 or better.

Depending on each student's grade level, if one of these requirements has been met and the student's high school class graduated before January 1, 2006, the student could be eligible for an ACG grant of \$750 or \$1300. Students should inquire at the Financial Aid Office for information about eligibility for an ACG.

#### ■ Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is another Title IV grant program which provides additional funds from the Federal Government to exceptionally needy students. This grant must be combined with other forms of aid and is also non repayable. A grant may range from \$200 to \$2,000 per academic year. These funds are limited and awarded to eligible students who meet the priority service deadline date, then to others.

#### ■ Leveraging Educational As-

**Assistance Partnership Program (LEAP)**

LEAP is a federal grant program matched by the State of Arizona. Only Arizona residents are eligible. The award may range from \$100 to \$2,000 per academic year. These funds are limited and awarded to eligible students who meet the priority service deadline, then to others.

■ **Federal Work Study (FWS)**

The FWS funds provide opportunities for students to work part time and earn income to help meet educational expenses. Salaries must be equal to the current minimum wage, but the maximum amount a student may earn in an academic year is determined by the Office of Student Financial Services. Federal Work Study awards generally range from \$500 to \$6000 per academic year. Federal Work Study students are encouraged to perform community service employment and/or to participate in the America Reads Program. Funds are limited and awarded to eligible students who meet the priority service deadline, then to others.

■ **Loans**

**Federal Direct Student Loans (FDSL subsidized)**

FDSL subsidized is a low interest loan made to the borrower directly by the Federal Government. Depending on need and eligibility a borrower may borrow up to \$3500 per year as a freshman and \$4500 as a sophomore at a two year institution. The minimum monthly payment, which begins six months after the borrower ceases to be enrolled at least halftime, is \$50. A loan counseling session is required prior to receiving the loan and before leaving the college. Other counseling and/or documents may be required at the discretion of the Student Loan Officer. A subsidized loan is one where the U.S. Government pays the interest while the borrower is in school or in deferment status. Deferment, forbearance or cancellation of payments is available for special circumstances.

■ **Federal Unsubsidized Direct Student Loans (FUDL)**

FUDL is a low interest loan made to the borrower directly by the Federal Gov-

ernment. Any student who has applied for a Federal Pell Grant is eligible for a FUDL loan up to a maximum of \$6000 for independent undergraduate students. Dependent undergraduate students whose parents are unable to obtain a Federal Parent loan are eligible for increased FUDL limits. These maximums include portions of FDSL that may qualify for federal interest subsidies as described above. Repayment of interest on the loan begins from the date of the last disbursement; however, interest may be capitalized at the borrower's request. An entrance loan counseling session is required prior to receiving the loan and an exit counseling session within 30 days of leaving the college. Additional counseling and/or documents may be required at the discretion of the Student Loan Officer. Borrowers must also sign a Master Promissory Note prior to receiving loan proceeds.

For additional information on Title IV financial aid program specifics, please request from MCC a copy of "The Student Guide" published by the U.S. Department of Education or access this guide on the internet at: <http://www.ed.gov/proginfo/SFA/FYE> . Alcohol and drug information is also required by law to be given to students. This information is published annually in the "Crime statistics report". Information from this report may also be obtained on the internet at: [www.ope.ed.gov/security](http://www.ope.ed.gov/security) .

■ **Cost of Attendance – 1 year at MCC**

The following are average costs of attendance for two types of students, those living at home with a parent or relative (commuter) and those renting an apartment or buying a home (off campus).

Non Resident (R/N) total budgets are also provided. These budgets are representative of an academic year or nine month period. They are adjusted for periods of enrollment less than an academic year.

RESIDENT		
Budget Item	Commuter	Off Campus
Tuition & Fees	\$1,848	\$1,848
Room & Board	\$5,612	\$12,282
Books & Supplies	\$622	\$647
Transportation	\$4,814	\$5,860
Personal	\$4,990	\$6,611
<b>Total</b>	<b>\$17,886</b>	<b>\$27,248</b>

NON-RESIDENT		
Budget Item	Commuter	Off Campus
Tuition & Fees	\$5,160	\$5,160
Room & Board	\$5,612	\$12,282
Books & Supplies	\$622	\$647
Transportation	\$4,814	\$5,860
Personal	\$4,990	\$6,611
<b>Total</b>	<b>\$21,198</b>	<b>\$30,560</b>

■ **Scholarships & Other Aid Academic Scholarships:**

Academic Scholarships are given to newly graduated high school students who have achieved academically as evidenced by the SAT, ACT, COMPASS and/or cumulative high school grade point average.

**President's High Honors Scholarship**

Outstanding Student Scholars as evidenced by a college entrance exam and/or cumulative high school grade point average, as described in chart A or B, will be awarded a scholarship of \$1750 per year for two academic years.

**Campus Dean's Academic Scholarship**

Outstanding Student Scholars as evidenced by a college entrance exam and/or cumulative high school grade point average, as described in chart A or B, will be awarded a scholarship of \$1,250 for an academic year.

■ **General Requirements for Academic Scholarship:**

- Complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility for additional student aid.
- Complete the Mohave Community College Scholarship Application.
- A high school administrator or counselor complete Section 7 of the MCC Scholarship Application.
- Enroll as a full time student, twelve or more credit hours per semester.
- To keep the scholarship, recipients must complete 67 percent of attempted course work with a cumulative grade point average of 3.5 each academic year.

**Other Scholarship Information**

- Students with employee tuition benefits will be honored as a scholarship recipient but will be paid the scholarship through the tuition

**Freshman Scholarship Table  
2010-2011 Assessment Score**

**Chart A**

Compass*	242	236	229	222	216	209	202	195	189	182	175	168	162	155	148	142	135	128	121	115	108
ACT	36	35	34	33	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16
SAT	1600	1540	1480	1440	1400	1360	1320	1290	1250	1210	1170	1130	1090	1050	1020	980	940	900	860	820	770
4.0	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.9	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.8	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.7	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.6	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.5	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.4	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.3	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.2	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.1	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3.0	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

■	President's High Honor
■	Campus Dean Academic
■	Academic

**Chart B**

<u>High School Cummulative GPA</u>	<u>Scholarship</u>
4.0 – 3.8	President's High Honor
3.7 – 3.4	Campus Dean Academic
3.3 – 3.0	Academic Honors



benefits program. If the scholarship is worth more than the tuition benefit, the difference will be paid in scholarship.

**Students in the Military or volunteer service**

- A student offered an Academic Scholarship may have the scholarship held in abeyance for up to two years if serving in the U. S. Military, Peace Corp, as a VISTA volunteer or church missionary. The student must provide the scholarship officer with some type of verification of this service in order to request an abeyance.

■ **Academic Scholarships for Returning and/or Transfer Students**

Academic Scholarships will be available to transferring and continuing students based on the following criteria:

Credit Hours Earned	Cummulative GPA	Scholarship Dollars
1 – 15	3.7	\$1500
16 – 30	3.5	\$1250
31 – 65	3.5	\$700

■ **Academic Honors**

Outstanding Student Scholars as evidenced by a college entrance exam and/or cumulative high school grade point average, as described in chart A or B will be awarded a scholarship of \$850 for an academic year.

■ **General Requirements for Returning and/or Transfer Academic Scholarship**

- Must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility for additional student aid.
- Must complete the Mohave Community College Scholarship Application with the exception of Section 7.
- Must be enrolled as a full time student (twelve or more credit hours per semester).
- To keep the scholarship, recipients must complete 67 percent of attempted coursework with a cumulative grade point of 3.5 or better each academic year.

**Resident Faculty Scholarships**

Resident Faculty Scholarships will be awarded based on the recommendation of resident faculty.

**General Requirements:**

- Submit the MCC Scholarship Application indicating in section 4 anticipated degree sought and emphasis of study.
- The criteria for Resident Faculty scholarships may be auditions, tryouts, portfolio review or resume.
- The maximum dollar award for a Resident Faculty scholarship is \$850.00 per academic year.
- To keep the scholarship recipients must complete 67 percent of attempted course work with a cumulative grade point of 3.0 or better each academic year.

**Leadership Scholarships**

Leadership awards are based on leadership experience gained in high school, college, clubs, employment, and civic organizations. In addition, students elected to student leadership offices at MCC are eligible for this scholarship based on the recommendation of the club advisor.

**General requirements:**

- Submit the MCC Scholarship Application checking section 5 as a desired scholarship.
- Submit an essay, with the MCC scholarship application, two-pages in length, double spaced, detailing leadership experiences and what has been learned as life lessons from this leadership.
- The maximum dollar award for a Leadership scholarship is \$850.00 per academic year. The actual amount may range from \$200.00 - \$850.00 depending on the type of leadership award.
- To keep the scholarship recipients must complete 67 percent of attempted course work with a cumulative grade point average of 3.0 or better each academic year.
- Some Leadership scholarships may be contingent upon continued participation in the club or organization that recommended the scholarship. For example, if in student government the scholarship may to contingent upon successful completion of duties each semester

and may be awarded after the fact.

**Private Scholarships**

Many scholarships have been established for Mohave Community College students by generous donors in the community, state and nation. The following are entities or individuals who have generously donated scholarships to the MCC Foundation. To apply, complete the MCC Scholarship Application Form indicating in section 6 up to three scholarship preferences. Be sure and read the scholarship criteria carefully to ensure eligibility before listing preferences.

**ACE Scholars**

**Eligibility criteria:** (1) Students who are members of the Fort Mojave Indian Tribe and/or employees of the AVI Resort and Casino may apply for this scholarship. First priority is given to Fort Mojave Indian Tribe members. (2) Students must have (from high school or college) a 2.5 or higher grade point average (GPA) to qualify and must maintain a 2.5 or higher GPA. (3) Recipients may pursue any course of study and must carry six or more credit hours. The award may be renewed if eligibility is maintained and the student reapplies. (4) The award is based on financial need and a recommendation from the Human Resources Department of the Avi Resort and Casino. This scholarship is a funded by the Mojave Indian Tribe and administered by the Mohave Community College Foundation, Inc.

**Arizona Association of Realtors**

**Eligibility criteria:** (1) Arizona resident. (2) Enrolled full-time. (3) Working toward a degree in Business, with an interest in real estate. (4) Based on academics and financial need. (5) Must maintain a GPA of at least 2.5. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by the Arizona Association of Realtors.

**Arnold Scholars**

**Eligibility criteria:** Students with financial need attending full time with established good academic records or demonstrated potential for excellence. This scholarship is funded through an endowment main-

tained by the Mohave Community College Foundation, Inc., as established by the Dr. Arthur A. Arnold Foundation.

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

**Eligibility criteria:** (1) Lake Havasu City residents. (2) Enrolled full-time as admitted students in the Mohave Community College nursing program. (3) Based on financial need. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Warren Newcomer.

## **BHHC Legacy Foundation**

**Eligibility criteria:** (1) Based on demonstrated financial need and other criteria set down by the BHHS Legacy Foundation. (2) Students must be enrolled in approved Allied Health programs at Bullhead City Campus. This scholarship is funded through an annual gift to Mohave Community College by the BHHS Legacy Foundation.

## **Boys and Girls Clubs of the Colorado River – Youth of the Year Award**

**Eligibility criteria:** (1) A youth member of the Boys and Girls Clubs of the Colorado River. (2) Selected annually by the Boys and Girls Club Board of Directors. (3) Student selected must attend the Bullhead City Campus. This scholarship is funded by donations to the Mohave Community College Foundation, Inc., Bullhead City Campus.

## **Cancer Association of Havasu Hero of the Year Award**

**Eligibility criteria:** (1) Lake Havasu residents who are second year students enrolled in the Nursing Program at the Lake Havasu City campus. (2) Based on need as determined by the FAFSA; applicants are selected by the Financial Aid Office. The Hero of the Year Scholarship is funded through donations to the Mohave Community College Foundation, Inc., by the Cancer Association of Havasu – Havasu Community Health Foundation.

## **Don Hunt Memorial**

**Eligibility criteria:** (1) Full-time students. (2) Demonstrated financial need. (3) Aca-

ademic ability in the health professions field with an emphasis on nursing. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Donald Hunt's estate.

## **Ed Redman Memorial**

**Eligibility criteria:** (1) Based on financial need. (2) Enrolled at the Bullhead City Campus in a general education or liberal arts program. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Stella Redman's estate.

## **Ernest and Blanche Johnson Memorial**

**Eligibility criteria:** (1) Based on a combination of academic performance and financial need. (2) Specifically to be used for tuition and fees for full-time or part-time students on the Bullhead City Campus. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by the Johnsons' estate.

## **George Clarke, MD and Marlene G. Clarke, RN, Memorial**

**Eligibility criteria:** (1) must be admitted into the Mohave Community College nursing program. (2) May attend any MCC campus. This scholarship is funded through an endowment in memory of Dr. George and Marlene G. Clarke and maintained by the Mohave Community College Foundation, Inc.

## **Georgia M. Ford Davis Memorial**

**Eligibility criteria:** (1) A full-time student who is a resident of Mohave County. (2) Must be enrolled in a health science field. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by the Davis family.

## **Gordon L. Ritter, D.O. Endowment for Nurses Education**

**Eligibility criteria:** (1) Students enrolled in coursework that leads to a degree in nursing at the Bullhead City Campus. (2) Students in pre-nursing coursework must

be full-time. (3) Students accepted into and enrolled in the nursing degree program are eligible if they are enrolled for six or more credit hours. (4) Based on financial need. (5) Students must maintain satisfactory academic progress. This scholarship is funded through donations from the Gordon L. Ritter, D.O. Family Trust and administered by the Mohave Community College Foundation, Inc.

## **Grace Neal Memorial**

**Eligibility criteria:** Full-time students who are residents of the Kingman area, attending the Neal Campus Kingman. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Grace Neal.

## **Havasu Community Health Foundation**

**Eligibility criteria:** (1) Students must be a resident of Lake Havasu City in their 2nd year of the Nursing program. (2) The recipients are requested to attend a board meeting of the Havasu Community Health Foundation.

## **Historic Route 66 Association of Arizona**

**Eligibility criteria:** (1) Kingman resident for 2 years or more. (2) Must maintain a GPA of at least 2.7. (3) Must be enrolled in a MCC degree program and be a returning student. This Scholarship is funded by annual contributions from the Historic Route 66 Rotary Association of Arizona and administered by the Mohave Community College Foundation, Inc.

## **ING Americas Scholarship for Women**

**Eligibility criteria:** (1) Arizona residents, attending the Lake Havasu City Campus of Mohave Community College. (2) The fund is designed to help women students who are currently working at low-level, low-wage jobs and who have a desire and commitment to seek and succeed in higher education to advance their career opportunities. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc.

### Jayne (Jay) M. Williams Memorial

**Eligibility criteria:** (1) Resident of the Bullhead City area, including Laughlin, Nev., and Needles, Calif. (2) Based on financial need. (3) It is available to assist students enrolled half-time or more in the Jewelry, Silversmith, Stained Glass or Lapidary education programs at the Bullhead City Campus. (3) On a case by case basis, students in other art programs may be considered. (4) Students must maintain satisfactory academic progress, and may apply for a renewal of the scholarship for two additional semesters. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc.

### Kinder Morgan Foundation

**Eligibility criteria:** (1) Based on financial need. (2) Awarded to a student pursuing a certificate or degree in the Electrical Technology program. (3) Must be enrolled at least half time status. This scholarship is funded through donations to the Mohave Community College Foundation, Inc.

### Kingman Route 66 Rotary Club

**Eligibility criteria:** (1) Awarded to full-time students attending the J. Leonard and Grace Neal Campus – Kingman. (2) Based on financial need. This scholarship is funded by annual contributions for the Kingman Route 66 Rotary Club and administered by the Mohave Community College Foundation, Inc.

### Mary Bruce Bushman Memorial

**Eligibility criteria:** (1) Must have a demonstrated financial need. (2) Enrolled in the nursing program at the Lake Havasu City Campus. (3) Students must have a minimum of a 3.0 GPA. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc.

### Mary Hoskins Memorial

**Eligibility criteria:** (1) Must have a demonstrated financial need. (2) Enrolled in the nursing program at the Lake Havasu City Campus. (3) Students must have a minimum of a 3.0 GPA. This scholarship is funded through annual donations and administered by the Mohave Community College Foundation, Inc.

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

**Eligibility criteria:** (1) Residents of Kingman, Arizona and Mohave County, Arizona. (2) Recipients must maintain a GPA of 2.5 or better. (3) Selected on the basis of academic performance and financial need. (4) May be for full-time or part-time enrolled. This scholarship is funded by scholarship donations and income raised through Mohave Community College Foundation, Inc., Neal Campus Kingman's annual Mother's Day Festival of the Arts.

### Mohave Community College Foundation, Inc., Kingman Chapter – Michael Gibelyou Leadership Award

**Eligibility criteria:** (1) Residents of Kingman, Arizona and Mohave County, Arizona. (2) Selected on the basis of academic performance and financial need. (3) Must maintain a GPA of 2.5 or better. (4) May be enrolled full-time or part-time. This scholarship is funded by scholarship donations and income raised through Mohave Community College Foundation, Inc., Neal Campus Kingman's annual Mother's Day Festival of the Arts.

### Mohave Community College Foundation, Inc., Lake Havasu City Chapter

**Eligibility criteria:** (1) Residents of Lake Havasu City, Arizona and Mohave County, Arizona. (2) Selected on the basis of academic performance and financial need. (3) Must maintain a GPA of 2.5 or better. This scholarship is funded by scholarship donations to Mohave Community College Foundation, Inc., Lake Havasu City Campus.

### Mohave Electric Cooperative

**Eligibility criteria:** (1) Recipients are selected from MEC member families, who attend the Bullhead City campus. (2) The awards are based on financial need. (3) May be enrolled full-time or part-time. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Mohave Electric Cooperative.

### Mohave Muslim

**Eligibility criteria:** (1) Residents of Arizona and Mohave County. (2) Recipients selected on a combination of academic ability and financial need. (3) Must have a GPA of 3.00 or higher from high school or prior college work to qualify. (4) Must maintain a minimum GPA of 3.00 to retain the scholarship. (5) All degree programs are eligible. (6) Recipients must enroll on a full-time basis. This scholarship is funded annually by donations to the Mohave Community College Foundation from the Mohave County Muslim community.

### Mohave Scholars

**Eligibility criteria:** (1) Recent graduates of an accredited public high school in Mohave County, Arizona who meet the strict academic and community involvement requirements to become Mohave Scholars. (2) Mohave Scholars will be required to be active in their local Mohave Community College campus Foundation throughout their enrollment at Mohave Community College. (3) Applications will be accepted annually between February 15 and March 15 and will be available through each eligible high school guidance or scholarship office or online at: [www.mohave.edu/foundation](http://www.mohave.edu/foundation). This scholarship is funded by donations to, and endowments administered by, the Mohave Community College Foundation, Inc.

### Mona Brazie Memorial for Nurses

**Eligibility criteria:** (1) Must be enrolled as a full-time student. (2) Must have a demonstrated financial need. (3) Must be a resident of Mohave County, Arizona. (4) Must have academic potential and be working toward a degree in the Nursing Program at Mohave Community College. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Dr. Walter Brazie and the Brazie family.

### Patty Brisco Memorial

**Eligibility criteria:** (1) This fund provides awards to re-entry students attending the Bullhead City Campus. (2) Recipients are selected from applicants for financial aid. This scholarship is funded in part by con-

tributions made in the memory of Patty Brisco and maintained by the Mohave Community College Foundation, Inc., Bullhead City Campus.

## **Stella Redman Memorial for Nurses**

**Eligibility criteria:** (1) Based on demonstrated financial need. (2) Enrolled in the Nursing degree program at Bullhead City Campus. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Stella Redman's estate.

## **Veterans from the Forties, Louis and Alys Hoffman Memorial**

**Eligibility criteria:** (1) Based on a combination of academic promise and financial need. (2) Recipient must be enrolled in a degree program. (3) A career objective in journalism or broadcasting is preferred but not required. This scholarship is funded through an endowment maintained by the Mohave Community College Foundation, Inc., as established by Dale Hoffman, Executor, and Hoffman estate.

## **Mohave Community College Silver Scholarship**

**Eligibility criteria:** (1) Based on financial aid need. (2) Students with six or more credit hours. (3) Resident of Mohave County. (4) Must have achieved sophomore status. (5) Must have a current grade point average of 3.0 or better and maintain this GPA. (6) Scholarship value is \$600 per year.

This scholarship recognizes MCC faculty and staff members who have achieved 25 years of service with the college. Silver Scholarship Faculty and Staff Members are: Donald C. Plantz, Jay A. Burnham-Kidwell, Shirley M. Flynn, Thomas C. Hensel, Roger L. Johnson, Paul D. Kessel, James E. Mahan, Martha J. (Marty) Norton, Ronald W. Parrott, Haul M. Reddick and Gail O. Salmon, Daniel W. Messersmith, Janis Messersmith, Carol Leatherwood.

## **■ Veterans Education Benefits**

Mohave Community College provides services to veterans, widows and dependents that may be eligible for educational assis-

tance from the U.S. Department of Veterans Affairs. Services offered include assistance with the application for educational benefits, tutorial assistance and services for disabled veterans.

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

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

## **■ Infectious Disease Policies**

A copy of the complete Blood-Borne Pathogens policy guidelines is available in each campus library.

The exposure of any person at Mohave Community College to an infectious disease, infectious waste materials, or blood-borne pathogens must be reported immediately to the campus dean.

## **■ Safety on Campus**

MCC is proud of its reputation as a "safe place to be." Safety requires constant vigilance by the college staff, students, and all those using college facilities or resources. MCC asks all students to observe the following:

- Always be aware of your surroundings.

- Park in designated, lighted college parking areas.
- When walking to or through a parking lot at night, go in a group or with at least one other person.
- Make sure friends have started their cars before you leave the lot, especially late at night.
- Always lock your car when you leave it and check inside before you get back in.
- Do not leave personal belongings in your car.
- When walking between buildings, use walkways.
- Do not flash your cash.
- Do not leave your purse or other belongings unattended.
- Do not hesitate to report unusual behavior or circumstances to an instructor or to the campus information desk.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires MCC to disclose statistics on crime committed on and near its campuses for the previous three years. You can obtain a copy of this report by accessing the following website: <http://www.mohave.edu/pages/236.asp>.

Students and employees witnessing crimes or who are victimized in the commission of a crime are strongly encouraged to report all such actions to appropriate local law enforcement agencies and the campus dean.

## **■ Services for Students with Disabilities**

The office of Disability Services helps students to achieve their educational with a variety of services and/or accommodations. These services and/or accommodations are based on each individual's documentation of their disability. Please check with the Disability Services Operations Specialist at each campus to see what is available to help you succeed.

## **Parking for People with Disabilities**

Certain parking spaces on all MCC campuses, marked with the international symbol of accessibility, are designated for those people with documented physical disabilities. Only those vehicles display-

ing the appropriate identification/placard as designated by Arizona State law or the state in which the vehicle is registered may park in spaces designated for persons with disabilities.

Mohave Community College follows the Arizona State Revised Statute 28-884. (See any MCC library for a complete accounting of this and other Arizona State Statutes.)

Exception: Any person who is chauffeuring a person with a physical disability shall be allowed, without the disability identification/placard, to park momentarily in any space designated for persons with disabilities, for the purpose of loading or unloading such person with a disability.

### Service/Working Animals

A service animal is defined by the Americans with Disabilities Act (ADA) as any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability and assist its owner in one or more daily living tasks. 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 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, certification of the animal, and the assistance provided by the service animal. MCC requests that this information be provided before the animal is used as a service animal on any of its campuses.

See any MCC library for the complete information regarding service animals and State of Arizona statutes and United States' laws.

Service animals may be unrestrained when they are in use, but must be under the control of persons with disabilities or law enforcement partners. Service animals are permitted inside Mohave Community College buildings.

### ■ Sexual Harassment

The college is committed to creating and

maintaining an educational environment in which students and employees can work and learn together and which is free of objectionable behavior of a sexual nature. MCC will take whatever action is needed to prevent, correct and if necessary, discipline persons whose behavior violates this policy.

### ■ Smoke-Free Environment

Mohave Community College provides a smoke-free environment in accordance with state guidelines.

### ■ Solicitation

Outside vendors must have written approval from the campus dean before soliciting on any MCC campus.

## Student Code of Conduct

The rules and regulations in this code are to be followed by all Mohave Community College students. The College expects all Mohave Community College students to follow state and local laws and ordinances. Any legal action against a student who violates federal, state, or local laws and ordinances will not prevent the college from taking further disciplinary action. The discipline can include dismissal from the college.

Disciplinary action up to and including expulsion may be taken against any student by the college for offenses including but not limited to:

1. Threats of acts of violence against other persons
2. Misuse of alcoholic beverages: Students are responsible for the knowledge of all community, state, and federal laws pertaining to the use of alcoholic beverages. The selling, consumption, or possession of alcoholic beverages is prohibited on any Mohave Community College campus and college-owned or controlled property
3. Cheating and plagiarism: Dishonesty on assignments, examinations, or other academic work is considered a serious offense at Mohave Community College
4. Destruction of property: including destruction of college property or property belonging to individuals on college grounds
5. Disorderly conduct
6. Falsification of records: Any student who knowingly falsifies official records or documents is subject to immediate suspension or expulsion.
7. Illegal drugs: The violators of federal, state, or local laws or ordinances concerning illegal drugs will be prosecuted and punished by the applicable court of law. The college reserves the right to discipline any student who violates such drug laws before, during, or after court proceedings
8. Theft
9. Trespassing or loitering
10. Violation of federal, state, or local laws, ordinances or regulations
11. Weapons: The possession of weapons is prohibited on any Mohave Community College campus and college-owned or controlled property
12. Hygiene affecting the ability of the student or others to learn or achieve satisfactory progress in the curriculum
13. Failure to comply with class and/or college procedures
14. Other conduct detrimental to the safe and orderly delivery of learning

### Action in Emergency Situations

In a situation where urgent or emergency circumstances immediately threaten the peace, safety, or welfare of the college community or segments thereof, or where disruption of educational activities is occurring or is threatened, or where the physical property of the institution or the integrity of any person or property may be jeopardized, a student(s) may be summarily excluded from the properties of the institution for a period commensurate to the circumstances.

The determination of the necessity for such exclusion and authority to issue the order effectuating the same is held by the

campus dean. The exclusion shall be terminated by the campus dean whenever and as soon as it becomes reasonably apparent that continuation thereof is no longer necessary.

Also, students who pose a serious risk of imminent harm, i.e., threats of violent acts against students and/or staff, may be expelled immediately.

## Guidelines for Implementing the Student Code of Conduct

The following guidelines are to be followed in reporting and addressing misconduct on the part of students.

1. Investigations, hearings or appeals conducted as a part of disciplinary procedures used by the college are not courts of law and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of the college's standards may also violate the law, students may be accountable to both civil authorities and to the college for their actions. Disciplinary action at the college will normally proceed notwithstanding any civil or criminal proceeding.
2. Appropriate student conduct is the responsibility of the campus dean. The following guidelines should be followed when addressing student misconduct:
  - a. When any portion of the Student Code of Conduct or other college rule or regulation describing appropriate behavior is violated, a completed "Student Behavior Alert Form" should be submitted to the campus director of student services. The director of student services will use this form to initiate an investigation into the matter, and will confer with the academic chair(s) and/or campus dean as appropriate.
  - b. Whenever deemed possible by College officials, effort will be made to address the student's in appropriate behavior through informal discussion, exchanges, helpful persuasion, clarification and reinforcement of rules of conduct.
3. If the campus dean or academic chair determines that informal measures have proven ineffective in altering the student's behavior, or that the initial act was of such a serious nature as to warrant formal action immediately, the campus dean or academic chair will determine which formal steps to implement commensurate with the inappropriate behavior.
4. Formal disciplinary steps begin when a written complaint of misconduct against a student has been received by the academic chair or the director of student services, and when informal steps have either been exhausted or would not adequately address the severity of the misconduct. Any member of the college community may file a complaint against any student for misconduct.
5. A complaint should be submitted as soon as possible after the event takes place, preferably within five (5) working days of the alleged misconduct.
6. The academic chair (recipient) will conduct an investigation to determine whether the complaint has merit and to ensure that informal steps have been initiated where appropriate. If it is determined that the complaint does not have merit, or that additional informal steps are to be taken, the recipient of the complaint will notify the complainant of such.
7. If the complaint is found to have merit, the academic chair or his/her designee will schedule a hearing for the student within ten (10) working days of receiving the written complaint. The student should be informed in writing of the reasons for the proposed disciplinary action with sufficient information to ensure opportunity to prepare for the hearing. The hearing must be conducted within ten (10) working days of the date of the notification letter.
8. The hearing will be conducted by the academic chair (hearing officer) or his/her designee, with a recorder in attendance selected by the hearing officer. Depending upon the severity of the case, the hearing officer may create a hearing council consisting of additional college staff members and students. The total number of individuals comprising the hearing council should not exceed five (5). The complainant and the accused may present evidence and witnesses to establish their respective positions. Each may be assisted by an advisor in preparation for the hearing; however, advisors are not permitted to speak or to participate directly during the hearing.
9. All proceedings shall be closed and considered confidential.
10. Selected information may be shared with specific responsible staff whom it is determined should be made aware of potentially dangerous or unstable situations as related to the alleged misconduct.
11. Hearings will proceed in the following order:
  - a. The reading of the alleged misconduct;
  - b. The student's denial or admission of the alleged misconduct
    1. If the student denies the misconduct, move to step 11, c.
    2. If the student admits the misconduct, move to step 12.
  - c. The presentation of evidence by complainant and questions by the student or hearing officer;
  - d. The presentation of evidence by the student and questions by the complainant or hearing officer; and
  - e. The closing statements by both parties.
12. A written or electronically recorded record of the hearing shall be made and kept in the office of the campus dean. A verbatim record shall not be required.
13. The hearing officer will notify the

student in writing of the hearing officer's or the hearing council's decision within five (5) working days of the hearing.

14. The following is a description of possible sanctions that the hearing officer or hearing council may impose or recommend, with steps for appeal in each case:

**a. Disciplinary Warning**

*An official written notification that states:*

- The student's behavior is in violation of college regulations or standards
- The student's expected behavior in the future
- Further misconduct may be treated with more serious sanctions
- The warning will not become part of the student's permanent file

**b. Disciplinary Probation:**

*An official written notification that states:*

- The period of time in which the student's conduct is strictly observed.
- A probationary period determined by the campus dean (after a recommendation by the hearing officer or hearing council)
- The student's standing within the college is in jeopardy
- Further misconduct will result in Suspension or expulsion the action will not become part of the student's permanent file

**c. Suspension from the College**

This determination is made by the college vice president of instruction and student services and separates the student from the college for a specified period of time after recommendation from the hearing officer or hearing council and/or campus dean, with conditions of readmission stated in the notice of suspension. Such separation prohibits attendance at any classes, social events or other functions, and visiting college grounds or facilities unless by written permission of the vice

president of instruction and student services and will become part of student's permanent file.

**d. Expulsion from the College**

This determination is made by the college president, after recommendation by the vice president of instruction and student services. This sanction entails a permanent separation from the college and becomes part of the student's permanent file. No appeal is available.

## ■ Student Grievance Resolution Process

A student wishing to register a grievance should contact the campus director of student services for assistance in navigating this process. This process must be followed as outlined. Please note that most issues are resolved before reaching Level 2.

### Non-Grade Related Problem

#### **Level 1 - Informal grievance resolution process**

Within thirty (30) working days of the alleged event which forms the basis for the grievance, the student must contact the appropriate academic chair, director or campus dean who will answer questions and concerns and/or offer a resolution to the grievance.

#### **Level 2 - Formal grievance resolution process**

Within thirty (30) working days of the Level 1 resolution being offered, a student wishing further action on the grievance must complete and return a grievance resolution form. This form is available in the office of the director of student services and must be returned to the director of student services. The director of student services will forward a copy of the Student Grievance Resolution form to the respondent (person against whom the student has the grievance) and the appropriate academic chair, director or campus dean. The student must keep a copy of his/her completed complaint form. Within ten (10) working days of the receipt of the written complaint, the academic chair, director or campus dean will work with all parties involved to resolve the grievance. Any or all of the parties involved may have a person accom-

pany them during any discussions.

### **Level 3 – Appeal to Campus Dean**

Within ten (10) working days of the Level 2 resolution being offered, a student wishing further action on the incident must submit a copy of his/her completed grievance resolution form to the campus dean. Within twenty (20) working days of receipt of the grievance resolution form, the campus dean will conduct an investigation of the unresolved grievance and inform in writing the student, person against whom the student has the grievance, appropriate academic chair, campus dean, program director, dean of student services, and vice president of instruction and student services of the results of this investigation. The campus dean may take one or more of the following actions:

1. Offer a resolution to the grievance.
2. Dismiss the grievance.
3. Take appropriate action.

All records regarding decisions and actions taken regarding the grievance will be housed with the vice president of instruction and student services.

**NOTE:** Any time limit herein may be extended by five (5) college working days by the campus dean with notice to the student. Timelines may be further modified by mutual agreement.

## ■ Grade Related Appeal

### **Level 1- Informal Grade Appeal process**

A student must challenge a class grade within 90 days of the conclusion of the class by contacting the instructor of the class. The instructor will answer questions and concerns and/or offer a resolution to the grade challenge.

### **Level 2 – Formal Grade Appeal process**

1. Within seven (7) working days of the Level 1 resolution offer, a student wishing further action on the grade appeal must complete and return a Student Grievance Resolution form.

This form is available in the office of the director of student services and must be returned along with any documentation that supports the complaint to the director of student services. The director of student services will forward a copy of the grade appeal to the instructor and the appropriate

academic chair. The student must keep a copy of his/her completed complaint form.

2. Within fourteen (14) working days of receipt of the grade appeal form, a Mediation Hearing Committee composed of the student, the instructor and the instructor's academic chair, who serves as chair of the committee, will convene. Any or all parties may have an on-campus person accompany them during any discussions. Meetings of the Mediation Hearing Committee are closed to observers. At this meeting the student and the instructor will resolve the issue or the academic chair will decide if the grade appeal is valid and what action should be taken.

**Note:** In cases where the instructor cannot be contacted by registered mail the academic chair, the Campus Dean and the registrar may certify grade changes.

3. Within seven (7) working days of the meeting date the academic chair will, in writing, inform the student and the instructor of his/her decision.

### Level 3 – Appeal to Campus Dean

1. Within seven (7) working days of the Level 2 decision, a student wishing further action on the grade appeal must submit a copy his/her completed grade appeal form, a copy of the academic chair's decision and any supporting documentation to the campus dean.
2. Within fourteen (14) working days of receipt of the appeal the campus dean will conduct an investigation. The student, the instructor, the academic chair and the vice president of instruction and student services will be informed of the results of this investigation in writing and render a decision on the grade appeal. The campus dean's decision is the final decision of the college, and no further appeal is available.

**Note:** Semester breaks, vacations, etc. may affect the resolution timeline.

### ■ Student E-mail

MCC students have MCC student e-mail accounts. Students will be assigned their student e-mail account after they have registered for classes and paid all tuition and fees. These e-mail accounts will give students access to up-to-date information throughout the semester (such as class schedules, special events, on-campus activities, etc.). Students are encouraged to use their MCC student e-mail account for all correspondence with faculty, staff and other students. Students who wish to utilize their own personal e-mail account must forward their MCC student e-mail account to their personal account to ensure they receive important information from the college. Please remember e-mail messages may be subject to public record inquiries.

## Student Honor Code

### ■ Introduction

The passage of the recent amendment to the Higher Education Opportunity Act in August, 2008, is leading colleges to examine and improve upon their policies and procedures for ensuring academic integrity in distance delivered courses. In looking at MCC processes, it makes sense where applicable to include all students and all delivery modalities in any additional academic integrity procedures that support the MCC academic integrity policy.

### ■ An Honor Code

Although it is impossible to prevent every possible instance of cheating, honor codes have been shown to affect a school's cheating numbers. Traditional honor codes (no proctoring of any kind) are arguably more effective in smaller, more homogeneous academic communities. A "modified" honor code does not place the entire academic integrity responsibility on students, but rather combines both student responsibility and participation, and continued faculty proctoring. Early studies of "Modified" codes also show a decrease in cheating.

(See Houghton and Heberling, Academic Dishonesty and the World Wide Web, Student Affairs Online, vol. 7 no. 1 – summer 2005, posted February 2006. [www.studentaffairs.com/ejournal/Winter\\_2006/AcademicDishonesty.htm](http://www.studentaffairs.com/ejournal/Winter_2006/AcademicDishonesty.htm) Accessed 13 November 2008)

### ■ Honor Policy Student Code of Conduct

*The college shall establish a student code of conduct appropriate to the college, the communities, and the state.*

### ■ Student Academic Honor Code

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

## Definitions

The following definitions shall apply:

1. **"Academic dishonesty"** means any of the following:
  - a. **CHEATING:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

#### **To cheat on an exam is:**

1. To use books, notes, or other materials not explicitly permitted by the instructor in taking the exam;
2. To copy other students' work in taking an exam;
3. To use copies of examination material (whether stolen or accidentally obtained) in preparing for an examination when the instructor has not made these materials public by prior distribution;
4. To assist a student in cheating in any of the aforementioned three ways.

#### **To cheat on an assignment is to:**

1. Use materials or sources explicitly



forbidden by the instructor in completing the assignment (including the ideas and work of other students when forbidden);

2. Assist students in cheating as defined above.

Students should be aware that when taking online courses or when participating in on-line activities in ground courses, electronic trails may indicate cheating. Students sharing computers for the same course and submitting assignments within a few minutes of each other may give the appearance of shared work.

**b. FABRICATION:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise with the intent of gaining an unfair academic advantage, either for the individual who is committing the fabrication or for another. A **falsification** is:

1. The manifestation of untruth with the intent to mislead;
2. Disregard for the truth;
3. False representation of one's self;
4. Intentionally creating false data.

**c. STEALING:** Stealing is the deliberate taking of another individual's or group's property without consent, permission, or acknowledgement with the intent of gaining an unfair academic advantage.

**d. FACILITATING**

**ACADEMIC DISHONESTY:** Intentionally or knowingly helping or attempting to help another to violate any provision of this Code. Students are on their honor to report known academic dishonesty; failure to do so may incur a penalty.

**e. PLAGIARISM:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. Plagiarism is the misrepresentation of someone else's research, thought, or writing

as one's own. Plagiarism occurs when a student uses the ideas or phrasing of another individual or group and presents the information as their own without crediting the original source.

Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the Internet and not properly identified is also considered plagiarism.

Plagiarism includes, but is not limited to, the following:

1. Use of direct wording, artistic creations and/or expressions (written or musical) without proper acknowledgements
2. False Citation: incorrect or inadequate citation of sources
3. Purchasing, downloading, or using papers written by another individual.

**f. MISREPRESENTATION:** intentionally or knowingly claiming college credit, certificate, or diploma as one's own when someone else did any or all work required toward the award of the credit/certificate/diploma.

**g. COLLUSION:** The unauthorized collaboration with another person in preparing written work offered for credit.

**h. ABUSE OF RESOURCE MATERIALS:** The intentional mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

2. **"Academic work"** means the preparation of an essay, thesis, report, problem, classroom or online discussion, assignment or other project, whether done alone or in an assigned group, submitted for purposes of grade determination.

3. **"Academic penalty"** means one or more of the following sanctions which may be imposed in cases involving violation of academic honesty:

- a. A requirement to re-submit the academic work in question with an automatic grade reduction.
  - b. A requirement to perform additional academic work not required of other students in the course.
  - c. A reduction to any level of the grade in the course, or on the examination, or other academic work affected by violation of the Honor Code.
  - d. A requirement to withdraw from the course with a grade of "F" or a "W."
4. "Disciplinary penalty" means any penalty which may be imposed in a student disciplinary matter pursuant to Mohave Community College Code of Student Conduct.
  5. "Honor Code" means the promise made to uphold the Mohave Community College Honor Policy.
  6. "Honor Code Reminder" is the standardized reminder placed in all course syllabi, on high stakes exams, and on the login page to the college online learning platform.
  7. "Honor Code Review Form" is that form used when a faculty member is convinced that a student has violated the Honor Code and the faculty has assessed an academic penalty or, additionally, recommended a disciplinary action. (The Student Behavioral Alert Form will still be used for non-academic dishonesty behavior.)
  8. "Honor Council" shall consist of a campus academic chair, director of student services and a designated faculty member for academic penalty purposes. The Honor Council shall be expanded to include one current student selected by the Honor Council where an Honor Code violation includes recommendation of a disciplinary penalty. See 4.090.01.01 (Action in Emergency Situations, Item 8, inter alia, for the creation of a "hearing council" with student(s) included).
  9. "Violation of the Honor Code" includes any act of academic dishonesty as defined by this policy.

## ■ Academic Honor Code

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

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

## ■ Academic Honor Pledge

*The Honor Pledge is a pledge of commitment to the Honor Code and shall appear on all final exams and other assessments as faculty deem appropriate. Student signature on the assessment shall be an acknowledgement of the pledge. The Honor Pledge shall also appear as a click through screen in ANGEL (or other MCC-adopted course platforms) in order to access final exams and other assessments as faculty deem appropriate. Students will be advised on that screen that by clicking through to the assessment they have acknowledged the pledge.*

*In compliance with the Mohave Community College Honor Code, I pledge on my honor that I have not given or received any unauthorized assistance on this examination (or assignment) and that the person doing this course work is the person who is registered for this course.*

*I further pledge that I have not to my knowledge committed any of the acts of academic dishonesty identified in this Policy.*

## ■ Scope

The Mohave Community College Honor Policy shall apply to all aspects of a student's academic life. This means that all tests, quizzes, examinations, and assigned written or oral work of any kind is expected to be the work of the student alone (unless otherwise assigned or approved) and that failure to observe this requirement shall be considered a violation of the Honor Code.

## ■ Faculty Responsibilities

The MCC "modified" honor system, requires that instructors retain the right to set such academic integrity measures as proctoring, using anti-plagiarism software, using secure testing software with additional passwords for online testing, etc.

All course syllabi shall reference the MCC Honor Policy, include the Honor Code, the Honor Pledge, and include the following reminder:

You are reminded that you acknowledge an understanding of the Honor Policy under which Mohave Community College places all academic work. If you are aware of dishonest work by your classmates in this course or other MCC courses, you are expected to contact the Honor Council through your campus Student Services Director. If dishonest work occurs in online or ITV courses, contact the Distance Education Office.

The instructor is also responsible for providing clear and complete information regarding grading practices, allowed collaborations, and other academic expectations.

## ■ Student Rights and Responsibilities

Students have a right to expect that their instructors are competent to render fair evaluations of student work and that such evaluations will be free of prejudice and caprice. Tied to that right is the expectation that students will take responsibility for reviewing their course syllabus at the start of the course, will ask for clarity if assignment instructions are not clear, will adhere to the MCC Honor Code, and will communicate promptly with their instructor if they believe they have been graded unfairly. If a student believes the final grade for a course was based on an unfair evaluation, the student may proceed with the Student Problem Resolution (Grade-Related) Process as outlined in the MCC Student Handbook.

## ■ Honor Code Violation Procedures

### ***Faculty Procedures When Suspecting Student Violation***

When a faculty member reasonably suspects that a student under the faculty member's supervision has violated the Honor

Code, the faculty member will follow these procedures. The faculty member's proceedings are informal and are not adversarial. The faculty member may consult with his or her dean, academic chair or director of student services regarding the matter.

1. The faculty member will summon the student orally or in writing to a private, personal conference. (Distance faculty may conference with the student by telephone and as a last result by MCC e-mail.) At the meeting the faculty member will explain to the student both the suspected Code violation and the evidence that supports the suspicion that the violation occurred. The faculty member may rely on documents or electronic evidence and other written statements. If the faculty member relies on documents or other written statements the faculty member will provide the student with copies of such documents.
  - A. The faculty member will give the student at least three (3) calendar days to respond to the suspected code violation. The student may respond in writing or in person at a subsequent meeting with the faculty member, as determined by the student. The student may present witnesses, either by written statements or in person. However, neither the faculty member nor the student may be represented by legal counsel at any meeting.
  - B. If the student fails to respond in the time that the faculty member provides, the faculty member may proceed to determine the matter as provided below.

2. The faculty member, after considering the evidence and the student's response, will determine whether the student violated the Honor Code and will notify the student of his or her determination and of any academic penalty assessed. The faculty member will also advise the student

that the student may accept or appeal the faculty member's determination or any imposed academic penalty.

A. If the faculty member is not convinced that the student violated the Honor Code, the matter will end, and no Honor Code Review form will be submitted to the Vice President of Instruction and Student Services unless the student requests such.

B. If the faculty member believes the student violated the Honor Code and asks the student to re-submit the work with no grade penalty (such as a reduction in points or letter grade), and the student agrees to a work re-submission, the matter will end with the re-submission, and no Honor Code Review form will be submitted to the Vice President for Instruction and Student Services unless the student requests such.

C. If the faculty member is convinced that the student violated the Honor Code, the faculty member may assess an academic penalty as defined in Section 4.090.01.01 of this Manual.

D. In addition to an academic penalty, the faculty member may recommend additional disciplinary penalty.

E. On the Honor Code Review Form the faculty member shall:

- (1) note his or her determination and any academic penalty;
- (2) note any additional disciplinary penalty recommended;
- (3) give the student an opportunity to indicate the student's acceptance of or objection to the faculty member's determination by signing the form;
- (4) sign and date the form; and
- (5) deliver the form with copies to the student, the

registrar, the appropriate student services director and the faculty member's academic chair or campus dean.

3. The vice president of instruction and student services or designee will convene the Honor Code Council if (1) the faculty member recommends an additional disciplinary penalty; (2) the student objects to (appeals) the faculty member's determination; or (3) the student has a record of a previous violation of the Honor Code.

A. When the Honor Code Council convenes, it will give the student notice of the reported Code violation, notice of the evidence that it has to support that violation, and an opportunity to respond, according to these procedures.

### (1) Reviewing Academic Penalties

When the Honor Code Council reviews an academic penalty it will ask the faculty member to submit, in writing, the documentation and evidence that supports the suspected offense, as well as any mitigating evidence. The Council will then provide the student with a copy of the faculty member's materials and an opportunity to respond to those materials within a reasonable time determined by the Council. The Council may request additional written materials from either party. The Council will consider all materials submitted and make its recommendation as provided below.

**(2) Reviewing Disciplinary Recommendations.** When reviewing a recommendation for a disciplinary penalty, the expanded Honor Council will follow the applicable procedures for hearings in Section of the Code of Student Conduct. These procedures include notice to the student of the charges and evidence of an Honor Code violation and an opportunity to respond to the charges and evidence at a hearing.

### (3) Reviewing Cases Involving Both Academic Penalties and

### Disciplinary Recommendations.

When reviewing cases that involve both an academic penalty and a recommendation for a disciplinary penalty, the Council will review the academic penalty under the procedures in subsection 1 above, and will review the disciplinary recommendation under the procedures in subsection 2 above.

B. After conducting its review, the Council will submit its findings and recommendations to the campus dean who will make a determination as to whether the student violated the Honor Code and if so, as to whether to impose any academic or disciplinary penalty on the student.

1. If the campus dean is not convinced that the student violated the Honor Code, the matter will end and the campus dean will remit the student's work to the faculty member for evaluation and grade assignment with supervision from the campus dean or a designated representative.
2. If the campus dean is convinced that the student violated the Honor Code, the campus dean may assess an academic penalty, a disciplinary penalty, or both.
3. Within five days of receiving the campus dean's written decision, the student may appeal in writing to the vice president for instruction and student services. As provided in the MCC Policies and Procedures, the vice president will hear appeals of academic decisions in both cases. Grounds for appeal are limited to allegations that:
  - A. Proper due process procedures were not followed. However, deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless they caused significant prejudice to the student;
  - B. The penalties assessed are not commensurate with the Code violation committed; or
  - C. The college has violated a

right guaranteed the student by the Constitution or laws of the United States or the State of Arizona.

5. The vice president of instruction and student services will render decisions on the appeals within a reasonable time and will inform all parties, including the student and the faculty member, of the decision.

**Note:** If any conflict arises, the MCC Board Policies will prevail.

## ■ Student Procedures when notifying the Honor Council of dishonest work

1. Any student who suspects or is aware of dishonest work is personally responsible to contact the Honor Council. This may be done by sending a signed note in a sealed envelope to the campus student services director. The campus director of student services shall then notify the relevant instructor(s). If the referenced academic work is in an active course, the instructor shall promptly investigate the charge, and if justified, shall proceed with the Faculty process discussed above.
2. Any correspondence with the Honor Council is to remain confidential. Students who present their suspicions are not judges. The decision of guilt or innocence is the duty of the Honor Council.
3. Students accused of violating the Honor Code are considered innocent until proven guilty. A confession by the accused is not necessary to find a violation of the Code if conclusive evidence has been presented to the Council.
4. Nothing said during the meetings of the Honor Council shall be repeated outside the meeting. The alleged violator of the Honor Code is never informed of the name of the person who reported the alleged violation, unless that person agrees to allow the alleged violator to question her or him during a meeting of the Honor Council.

## ■ Special Departmental Honor Code Violation Procedures

In the event an individual department has a more exacting or rigorous violation policy, that policy shall supersede college policy.

## ■ Student Information System – EX WEB

A link to the EX Web directions may be found via the MyCampus Portal. Click on the Information tab, then Returning Students – Register Online Here.

In order to log into EX web as a student, you must first log into the MyCampus Portal. This is the standard MCC login that you have used for e-mail and for logging into computers. Your username should be your last name, first initial, middle initial, and the last 4 digits of your student ID. Passwords: Your default password will reflect the following format: mCC090265, where m is not capitalized, CC is capitalized, 09 is the most recent year of enrollment at the college, 02 is your birth month in 2-digit format, and 65 is your birth year in 2-digit format. You will need to change your password when you first log into each system, to a unique password of your choosing.

You should see something similar to the above screen. Your options are all on the left hand side of the screen. You can view a lot of information about yourself by following the links. **The biggest thing to remember about this site is that you don't want to use the back button.** This will cause you to see an error message.

Use the navigation tools to view different screens. Use the navigation bar to the left or the path in the middle of the screen.

Now that you understand navigating around the website, you can start registering for classes. From the main student page, click on Add/Drop Courses.

On this page, you will be able to choose the year and term you would like to add courses for. You can enter them manually or search for them and add them. If you choose to type in the course, be sure you know the course and section you would like to enroll in. If you are unsure, you can search for courses and view all details

of the course to select the best fit. To do this, click on "Course Search". This gives you some basic options. If you would like more, click on "More Search Options".

There are more options available. Feel free to search any way you like. Once you have found a course you like and are sure it's offered on your campus, click on the "add" box to the left of the course, and then click on the "Add Courses" button. This will add the selected course to your current schedule. You can then go back and search for and add any other courses. If you are unsure if a course is offered on your campus, click on the link to view all details of the course. This will tell you not only the days and times of the class, but also the location. Once you have verified that the course is available on your campus, Click "Add this Course".

If after you click "Add Courses" you receive an error message, please contact whoever is listed, or an academic advisor for assistance. Hopefully you are now fully registered for classes.

We can now proceed to the "Financial Aid and Account Information" page to view and pay for fees and tuition. On the left hand side of the screen, click on the "Financial Aid and Account Information" link. From here, click on "My Account Balances" to view your current balance.

By clicking on the dollar amount shown, you can view a description of activity on your account. There will also be a link to make a payment.

Once you click on "Make a Payment" you will fill in the amount you would like to pay. The next screen asks what payment method you will be using. Once you click on "Make a Payment" you will fill in the amount you would like to pay. The next screen asks what payment method you will be using. The only current option for online payment is by credit card; if you wish to pay by credit card click continue.

You should now see the page to enter your personal information and credit card number. If you have any questions, please feel free to contact the college during business hours.

**To reach an academic advisor, please call:**

Bullhead City Campus . . . 928.758.1404  
 Lake Havasu Campus . . . 928.505.3389  
 Neal Campus - Kingman . . . 928.757.0877  
 North Mohave Campus . . . 928.875.2799  
 Distance Education Campus 928.757.0867

**■ Student Right to Know Act**

The Student Right to Know Act has been in effect since July of 2000. It requires institutions that receive Title IV funding to disclose certain information, including institutional graduation rates, athlete graduation rates, financial assistance awarded and crime statistics. This information is available from the office of Institutional Information.

**■ Use of Electronic Devices**

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

MCC understands that many students carry and use cell phones, especially for emergency purposes. MCC encourages all students and faculty to turn their cell phones off during class time. Those students who feel that they need to be available for emergency calls should change their phone setting to vibrate and should only answer calls that could be possible emergency situations. If a student is aware of a developing situation, he/she is strongly encouraged to notify the instructor before a class begins. If a student feels they must answer the phone because of a possible emergency, the student must take the call outside the room and return as soon as he/she knows it is not an emergency. It is the student's responsibility to obtain notes from a peer on material they may have missed. The use of cell phones and all other electronic devices during testing situations is strictly prohibited. Arrangements should be made to have another family member or an emergency contact person available.

**■ Visitor Expectations**

All individuals, whether currently enrolled or not, must abide by the college code of

conduct and rules and regulations while on or using any college property, equipment or attending any college related function.

**■ Weapons Policy**

As defined in ARS §13-3102 A1, A2 and A10, all persons on Mohave Community College property are prohibited from carrying weapons or simulated weapons, represented by the person in possession of the simulated weapon to be a weapon, with or without a permit, on their person or in their vehicles or concealed within their immediate control.

Those items include, but are not limited to: all firearms, sheath knives, boot knives, swords, pocket or folding knives with a blade length greater than three (3) inches, crossbows, long bows, compound bows, sling shots, any instrument under the circumstances of use that could cause death or serious injury, nunchucks, throwing stars, darts, throwing knives and related martial arts weapons, explosives, explosive devices, ammunition and ammunition components.

**Persons excluded from this policy:**

- Any certified peace officer currently employed by a law enforcement agency
- Any person possessing a weapon for education demonstration purposes

**■ College Terminology**

The following glossary of terms will help you with some of the basics of college terminology. If you have any questions about other terms that are unfamiliar, don't hesitate to ask any staff member.

**Academic Load**

Lecture-type classes routinely require two to three hours of outside work for each hour spent in class. To ensure that students have every opportunity for success in courses undertaken, academic loads are controlled. The MCC full-time academic load is defined as 12-16 credit hours per semester. Students may enroll for up to 18 credit hours per semester without special permission. Enrollment in excess of 18 credits requires the campus dean's approval. In summer, enrollment in excess of 9 credits requires the campus dean's approval.

**Academic Year**

An academic year is divided into a fall semester, spring semester and a summer session.

**Add/Drop**

A period, after courses begin, in which students may add or drop a class in their schedule. Dropped classes do not appear on your transcript. For details see the college catalog. Adding or dropping courses may affect your financial aid.

**Associate of Applied Science (AAS)**

A degree designed for students in technical programs which prepares them for the job market.

**Associate of Arts (AA)**

A degree designed for students who wish to transfer to a college or university to earn a Bachelor of Arts degree.

**Associate of Business (ABus)**

A degree designed for students who wish to transfer to a college or university to earn a bachelor's degree in business.

**STUDENT LIFE &  
LEADERSHIP  
INFORMATION  
COMING SOON.**

## Associate of Science (AS)

A degree designed for students who wish to transfer to a college or university to earn a Bachelor of Science degree.

## Certificates

Awarded to students who successfully complete a specified group of courses in an approved program of instruction with no less than a "C" average (2.0 GPA).

## Credit Hours

Awarded to a course based on the amount of time necessary to complete the class material.

## Dean's List

Students who have earned at least 12 semester hours in courses numbered 100 or above within the semester under consideration, with a semester grade point average of 3.5 or better, are eligible for the dean's list. For details see the college catalog.

## Degrees

MCC confers associate degrees to students who successfully complete 60 or more 100- and 200-level credit hours in an approved program of instruction with no less than a "C" average (2.0 GPA).

## Dismissal (Academic)

The written notification from the registrar that the student has been dismissed from MCC for one semester on the basis of his/her academic record. For details see the college catalog.

## Electives

Electives are additional courses that may be required in a program of study. Often a student is given some flexibility in choosing these electives.

## Full-time Student

A student enrolled for 12 or more undergraduate semester hours.

## General Education Courses

Courses required for all degrees; examples include classes such as English, mathematics, sciences, social and behavioral science, languages, etc.

## Good Academic Standing

To maintain good academic standing a student must have a cumulative career GPA of at least 2.0.

## Grades

At the end of a class, grades will be awarded and recorded in your permanent educational record (i.e., the transcript).

## Grade Point Average (GPA)

A measurement of a student's academic achievement, calculated by dividing earned grade points by the divisor listed on the student's transcript.

## Honor's List

Part-time students who have accumulated 12 or more semester hours of 100-level or above course work at MCC may be eligible for honor's list. To qualify for the list, students must have completed, in the semester under consideration, a minimum of six credits in courses numbered 100 or above, with a GPA of 3.5 or better. For details see the college catalog.

## Identifying a Course

Courses are identified by a prefix and a numeric code that indicates the difficulty level of the course. As an example: CIS 110 – Introduction to Computer Information Systems (CIS is the letter code for Computer Information Systems; 110 indicates the difficulty level of the course). Courses numbered in the 100 series are considered to be first-year courses and 200 series are considered to be second-year courses. Descriptions of all courses are listed in the course descriptions section of the college catalog.

## Major

The subject a student wishes to study, for example, business, computers, English, etc.

## Official Transcript

A student's college record sent by the MCC office of the registrar at the student's request to a college of his/her choice or a student's previous college records sent by that institution to MCC. A hand delivered copy is "unofficial" even if it is in a sealed

envelope.

## Part-time Student

A student enrolled for fewer than 12 undergraduate semester hours. For details see the college catalog.

## Probation (Academic)

Students who are identified as not having made satisfactory academic progress will be placed on academic probation. For details see the college catalog.

## Program of Study

The specific program a student follows. After choosing a specific degree or certificate type, a student will then choose the major within that degree or certificate. A program of study for each major choice is generally in the catalog and it gives a student a blueprint to follow. Examples of degrees or certificate majors include: AAS in nursing, AA with an emphasis in mathematics and a certificate in computer aided drafting.

## Prerequisite

A requirement that must be satisfied before a student can enter a course. The prerequisite may be a previous course, specific experience, or specific scores on the assessment placement screening.

## Satisfactory Completion of a Course

A 100- or 200-level course is satisfactorily completed when a student earns the equivalent of a grade of "C" or better. Satisfactory completion of a zero-level course occurs when a student receives a grade of "S".

## Semester

Fall and spring semesters are 15 weeks

## Summer Session

Summer session has five-week and eight-week courses running concurrently.

## Transcript

Official record of all classes for which a grade is received. A transcript includes withdrawals but excludes drops.

**Withdrawal period**

A period in which students may withdraw from enrolled courses. Students who withdraw from courses during this period are financially responsible for the course.

**Zero-Level Courses**

Zero-level courses are pass/fail (S/U) graded courses and are not intended for college transfer. They do not count toward degree or certificate requirements and are not part of the grade point average calculation. However, zero-level courses may be required prior to enrollment into a course(s) needed for graduation. This would be determined by assessment testing and degree/certificate requirements.





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