

yavapai college

2007-08 CATALOG

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Yavapai
COLLEGE
Your community. Your college.

AREAS OF STUDY GUIDE

For a faster and easier access to the specific degree or certificate you are interested in go to Page 3 of Degrees and Certificates

Yavapai College operates in compliance with all state and federal laws and does not discriminate on the basis of race, creed, disability, or age. The nondiscrimination policies cover admissions, access, and treatment in all program activities, and employment.

AREA OF STUDY	CERTIFICATE	AAS ASSOCIATE DEGREE	See: www.az.transfer.org/cas
Accounting	■	■	■
Administration of Justice		■	■
Administrative Medical Assistant	■		
Administrative Office Specialist	■		
Agriculture Technology Management - Animal Care & Management, Equine Management, Horticulture Science, Landscape Management, Turfgrass Management	■	■	■
Anthropology			■
Art/Fine Arts		■	■
Astronomy			■
Automotive (Technician, Master Technician)	■		
Automotive Management		■	
Biology/Zoology			■
Business (Admin, Mgmt, Finance, Mktg)			■
Chemistry			■
Cisco Networking Technician	■	■	
Communications/Speech			■
Computer Science	■	■	■
Digital Filmmaking	■		
Early Childhood Education/Child Development	■	■	
Education/Elementary			■
Emergency Medical Services	■		
Engineering			■
English			■
Environmental Studies			■
Fire Science	■	■	
Geography			■
Geology/Earth Science			■
Gerontology	■		
Graphic Design	■	■	
Gunsmithing	■	■	
Helicopter Pilot Entrepreneurship	■		
History			■
Humanities			■
Languages (Spanish, French, German, Italian)			■
Legal Office Administration	■		
Management	■	■	■
Mathematics			■
Medical Assistant	■		
Medical Coding	■		
Medical Transcription	■		
Microsoft Certified Systems Administrator	■		
Music			■
Networking Technology		■	
Nursing		■	■
Office Administration	■	■	
Paraeducation		■	
Paralegal (Legal Nurse)	■	■	■
Paramedicine	■	■	
Philosophy			■
Physical Education/Recreation/Exercise Science			■
Physics			■
Police Certification/Law Enforcement	■		
Political Science			■
Pre-Professional: — (Pre-med, Law, Architecture, Pre-pharmacy)			■
Psychology			■
Residential Building Technology, Residential Construction Management, Residential Design	■	■	■
Retail Management	■		
Small Business Entrepreneurship	■		
Sociology/Social Work			■
Theatre/Dance			■
Welding	■		
Word Processing Administration	■		

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

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

District Governing Board

Mr. Raymond B. Sigafos, Chair
Dr. Donna Michaels, Board Spokesperson & Secretary
Dr. Patricia McCarver, Foundation Representative
Dr. Dale Fitzner, Member
Mr. Herald Harrington, Member

College President

Dr. James F. Horton, Jr.
B.S., University of Illinois;
M.Ed., University of Illinois;
Ph.D., University of North Texas.

Affiliation and Accreditation

Yavapai College is accredited by The Higher Learning Commission and a member of the North Central Association. Membership in this accrediting association makes possible the transfer of Yavapai College credits to other American colleges and universities.

Inquiries regarding admission to the college should be addressed to:

Admissions, Registration & Records Office
Yavapai College
1100 E. Sheldon Street, Prescott, Arizona 86301
Phone 928.776.2149

Equal Opportunity Statement

Yavapai Community College District, in compliance with state and federal laws and regulations, does not discriminate on the basis of age, race, color, religion, sex, national origin, disability, or veteran status in our admissions, employment, access to educational programs or activities, as required by Title IX of the Education Amendments of 1972, Title VI, and Title VII of the Civil Rights Acts of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Civil Rights Act of 1991; the American Disabilities Act of 1990; Arizonans with Disabilities Act of 1992; and the Age Discrimination in Employment Act of 1967.

Inquiries regarding Yavapai College's equal opportunity policies may be directed to the Yavapai College Human Resources Director at 928.776.2217. Student Inquiries regarding Title IX may be directed to the Assistant Dean of Student Development, who serves as Title IX Coordinator at Yavapai College at 928.776.2117.

**Yavapai College
Foundation Office**
**Steve Walker, Executive
Director for College
Development**
1100 E. Sheldon St.
Prescott, AZ 86301
928.776.2063
foundation@yc.edu

**Foundation
Priorities, for
2007-08 include:**

- Develop continuing support for the Del E. Webb Center for Family Enrichment/Lab School, which will address the demand for skilled caregivers that serve the needs of Yavapai College families.

- Increase efforts to raise scholarship funds for a growing student population.

- Seek support for expanding departmental and collegiate programs and projects, especially those associated with health care, technology and education.

Working for You - The Yavapai College Foundation

The Yavapai College Foundation is a county-based non-profit organization which is fiscally and organizationally separate from the college. Its mission is simple: Support Yavapai College objectives and activities through resource development and promotion of community awareness of the college and its various programs.

Support for the Foundation comes primarily from gifts and contributions from friends of the College and alumni, faculty and students who want to demonstrate their enthusiastic endorsement of College activities. Specific activities include:

Scholarships – These funds provide financial assistance to deserving and qualified students.

Performing Arts Charitable Endowment (PACE) – Through PACE, support is provided for musical, theatrical and educational presentations in the Performance Hall.

Roughrider Club – This auxiliary of the Foundation provides support to the intercollegiate athletic program through fund-raising and promotional activities.

FRIENDS of Yavapai College Art – This auxiliary is dedicated to supporting the visual and performing arts departments, the sculpture garden and art gallery and the public Art a la Carte series.

Sunderman Foundation – This auxiliary is intended to recognize and inspire the integration of arts, education and technology, especially at the Yavapai College Sedona Center for Arts & Technology.

Greater Verde Valley Chapter – This auxiliary was formed solely to enhance awareness and to identify private resources to provide scholarships for students and promote college development in the growing Verde Valley region of Yavapai County.

Executive Committee



Ray C. Newton, President

Oren Thompson, First Vice President

Ray A. Elliott, Jr., M.D., Second Vice President

William "Bill" Black, Ed.D., Secretary

Howard Moody, Treasurer

Jean-Marie "Jamie" Drew, Immediate Past President

James F. Horton, Jr., Ph.D., Yavapai College President

COLLEGE MISSION

Vision

Yavapai College is an ongoing asset to the State of Arizona and particularly to the people and organizations of Yavapai County. We will meet ever-greater challenges, responsibly serving a region where the traditional exists side-by-side with rapid change.

Nurturing open communication and independent inquiry, we will link local strengths to global knowledge and opportunity, and build bridges from the best of the past to the yet unexplored possibilities of a new century. We value each individual, all cultures, and the natural world upon which we depend, and must offer leadership in understanding and protecting them. The measure of success in realizing our vision will be a future in which each member of the college community is able to continue to learn and to serve. Therefore, our programs and service must be defined by flexibility in our delivery and customization of our learning programs to meet the current and emerging needs of our county.

Mission

The Mission of Yavapai College is to provide high quality, convenient and cost-effective learning opportunities for the diverse populations of Yavapai County.

Purpose

To carry out Yavapai College's mission, the college provides educational programs and services in several core areas. Underlying each area is the commitment to provide high quality, convenient and cost-effective learning opportunities for the diverse populations of Yavapai County in order to strengthen the economic, civic, and cultural life of the county. The

College partners with business, government, education and other community organizations to identify and address educational needs. The College provides educational programs and facilitates transitions from or to other educational sectors.

Instruction/Student Learning and Student/Academic Support

The Yavapai College mission requires a fundamental commitment to teaching excellence and student learning. The College provides a safe learning environment supported by a comprehensive program of student and academic support services. Instructors are committed to instructional excellence, professional development, student learning, and innovative approaches to teaching, using outcomes assessment and appropriate technological support. Library, media, and learning laboratory services are provided for instructional, student, and community support. Available is assistance in the academic, career, and personal development of a diverse student body, with timely and accurate information provided.

Transfer and General Education Programs

The College provides the first two years of study in the arts and sciences and pre-professional fields for those students who wish to transfer to baccalaureate granting colleges and universities. Students can transfer courses or an associate degree to a baccalaureate granting college or university. Graduates have a foundation in academic areas of specialization and general education to succeed in their further studies.

Career/Technical Programs

The College provides programs and offers courses to prepare students for a first career change, or career advancement to meet individual goals and county needs. The community has a broad range of career/technical programs and courses to choose from, and they may earn technical associate degrees and short-term diplomas and certificates. Graduates have marketable employment skills, focusing on competencies that lead to employment at or above the average wage. Courses or an associate degree in selected career/technical programs transfer to baccalaureate granting institutions.

Basic Skills and Developmental Programs

The open-door policy that expanded higher education to populations previously underserved was a founding principle of Yavapai College. All basic skills programs are designed to provide the necessary skills and confidence to be successful in the next level of education. Instruction in adult basic education, GED education, and English for Speakers of Other Languages is provided. Developmental education in reading, writing, and mathematics is offered.

COLLEGE MISSION

Civic Education, Community Services, and Lifelong Learning

Enriching the civic and cultural lives of its service area is a basic tenet of Yavapai College's purpose. The College offers a wide range of cultural and artistic events, speakers, professional and technical assistance, and civic education. Help in developing educated and informed community leaders and citizens who possess the vision and knowledge to build healthier communities is provided. Programs, credit and non-credit courses, and activities that enhance lifelong learning in the areas of academic, cultural, social, recreational, and personal development, with special attention directed to our large senior population, are provided. College facilities may be shared by community organizations.

Economic Development and Workforce Training

The College serves as a catalyst in its promotion and support of the county's economy. Programs and services specifically designed to meet the workforce training and re-training needs of business and industry and other area organizations are offered. College programs enhance the capacity to attract and retain businesses, focusing on businesses with the capacity to generate sustainable economic growth and to create living wage jobs.

Administrative Support

Yavapai College administration is committed to good stewardship of the public trust with the efficient and effective use of human, physical, and financial resources. Programs and services, which demonstrate accountability with respect to quality, productivity and the changing needs of the community, are promoted.

To make our vision real, Yavapai College as a whole must be a learning community of which students are the key component and of which clear communication among all constituencies is promoted. To achieve its purposes this learning community will:

Values

Seek excellence in education

- Involve the entire college community in modeling and instilling a passion for learning, renewing the thrill of discovery, and striving for excellence.
- Measure the worth of all decisions against the highest support for the growth and learning of all members of the college community.
- Guide processes of active learning which seek to integrate rational, creative, emotional, aesthetic, ethical, vocational, physical and social development.
- Structure programs and requirements to provide an environment in which the accumulation of knowledge and the practice of disciplined, independent thinking can grow into coherent understanding and reasoned values.
- Ensure academic integrity with clearly articulated and relevant program and course competencies or outcomes, incorporating a high degree of academic rigor and student-center education.
- Encourage open inquiry and the open exchange of ideas and divergent views with mutual respect between different cultures, ethnic groups, races, ages, and genders.
- Provide experiences in which one can develop tolerance, empathy, and a personal ethic of community service.
- Assess and flexibly address the needs of the variety of learners, including the under prepared and disadvantaged as well as the uniquely talented.

COLLEGE MISSION

Serve the people of the region

- Strive always to understand more fully the region and the people we serve, their needs, and their contributions to our learning community.
- Participate in improving dialogue and building partnerships toward good stewardships of the land and cultural richness of this area, and toward a vital regional educational community.
- Create and support partnerships and provide activities to ensure a healthy, countywide economy.
- Explore and develop both the understanding and technology needed to help the people of this region to participate effectively in the global community of a new century.
- Offer and maintain strong occupational programs that nurture entrepreneurship and job readiness, and which are responsive to new technologies.
- Respond to the changing nature of work, livelihood, and personal fulfillment during potentially dramatic shifts in society and in the structure of the workplace.

Evaluate, assess, and improve

- Nurture and develop college values and the governance system to support an environment of leadership, flexibility, inclusion, respect, health, and institutional development.
- Regularly assess learning outcomes and institutional effectiveness, seeking the best methods to understand and measure the wholeness of sustained individual learning and the long-term viability of the learning community.
- Report regularly to the learning community and the people of the region on our progress in fulfilling these purposes and in efficiently managing our institutional resources.

Strategic Initiatives 2005-2010

Develop Our Human Resources

- All of our employees are at the heart of the institution's ability to create, apply, and disseminate knowledge. This initiative is designed to assist in the retention and recruitment of the most qualified full- and part-time staff and faculty, and to use our human resources in the most cost-effective ways possible.

Excellence in Education

- Yavapai College is dedicated to excellence in teaching and learning. As the number one priority of the institution, comprehensive instruction and student support planning ensures an environment for successful student learning and the documentation of student learning in transfer/general education, career/technical, basic skills/developmental education, and lifelong learning programs.

Improve Technology Infrastructure

- Yavapai College is committed to providing up-to-date technology services to enhance student learning.

COLLEGE MISSION

Strategic Initiatives 2005-2010 (Continued)

Long-Range Financial Planning

- Yavapai College is committed to sound and responsible stewardship of the public resources to ensure adequate resources for students and our community.

Long-Range Facilities Planning

- Master planning addresses long-range facilities, site and infrastructure planning that is necessary to provide students with excellent learning environments and accommodate future growth. This initiative ensures that facilities will meet the educational needs of our students and our community.

Vibrant Social and Cultural Life

- Communities will have exposure and access to social and cultural activities that enrich their lives and broaden their understanding of the global world in which we live.





2007/08

Yavapai College CATALOG

STUDENT ACADEMIC INFORMATION

Yavapai
COLLEGE
Your community. Your college.

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Academic Calendar

FALL 2007

Fall Pre-Sessions Begins (1 Week) August 20
Faculty/Staff Development Day August 20
Faculty Activities Week..... August 20-24
Fall Pre-Session Ends..... August 25
Fall Regular Semester Begins August 27
Labor Day Holiday
(No classes, offices closed)..... September 3
Thanksgiving Holiday November 21-23
Northern Arizona Regional
Training Academy Graduation December 14
Fall Regular Semester Ends December 15
Nursing Commitment..... December 15
2007-2008 Mid-Year Break..... December 17– January 6
Holidays - Offices Closed December 25 – January 1

SPRING 2008

Spring Pre-Session Begins (3 Weeks)..... January 7
Martin Luther King Day Holiday
(No classes, offices closed)..... January 21
Faculty/Staff Development Day January 23
Faculty Activities Week..... January 23-25
Spring Pre-Session Ends January 26
Spring Regular Semester Begins January 28
Spring Break March 17-23
Northern Arizona Regional
Training Academy Graduation May 9
Spring Regular Semester Ends May 16
Verde Valley Graduation..... May 16
Prescott Campus Graduation May 17
Nursing Commitment..... May 17
Break..... May 18–June 1
Memorial Day Holiday..... May 26

SUMMER 2008

Summer 2008..... June 2-July 25
Independence Day – (No classes, offices closed)..... July 4
Summer Semester Ends..... July 25



ACADEMIC CALENDAR

Academic Calendar

August 2007

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September 2007

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October 2007

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November 2007

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April 2008

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June 2008

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July 2008

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**Admissions,
Registration &
Records**

Prescott Campus
928.776.2150

Verde Valley Campus
928.634.6520

Admissions

Yavapai College is a public community college that encourages all individuals to further their educational interests.

In accordance with Arizona Revised Statute 15-1805.01, Yavapai College may admit:

- A. A person who satisfies one of the following criteria:
 - 1. is a graduate of a high school that is regionally accredited or approved by an authorized state educational agency; or
 - 2. has obtained a high school certificate of equivalency; or
 - 3. is 18 years of age or older and demonstrates evidence of potential success in the community college; or
 - 4. is a student transferring from another regionally accredited college or university in good standing.
- B. A person who is under 18 years of age and has not satisfied the requirements above may be admitted upon achievement of a composite 930 score on the Scholastic Aptitude Test (SAT) or a composite 22 score on the American College Test (ACT).
- C. A person may be admitted on an individual basis if the person meets the established requirements of the courses for which the person intends to enroll and if the College determines that the person's admission is in the best interest of the person and the college.

Yavapai College may limit students under age 18 to six (6) credits or less per term.

Admission to Yavapai College does not guarantee admission to specific programs. Specialized application materials may be required for certain programs (e.g., Nursing and Gunsmithing), from non-citizens of the United States, from students appealing a residency classification, and in related circumstances.

Official high school and college transcripts must be mailed directly to: Admissions, Registration & Records Office, 1100 East Sheldon Street, Prescott, AZ 86301. Transfer students should request the Office of the Registrar evaluate transcripts for credit equivalency.

Students must be officially accepted for admission before they can be assigned on-campus employment, qualify for financial aid, or participate in athletic practice. Students interested in receiving any Title IV Student Assistance Program funding (PELL Grant and all other federal student assistance programs) are subject to certain federal regulations.

Residency Determination

Classification of state residency for tuition purposes at Yavapai College is governed by state law. The information below establishes the criteria for Arizona residency. Students who are classified as non-residents will be assessed out-of-state fees when registering for classes.

Definition of Terms

- 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 Service and the National Oceanographic and Atmospheric Association.
- 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 other such 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/she intends to remain and to which he/she expects to return when he/she leaves without intending to establish a new domicile elsewhere.
4. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
5. "Parent" means a person's father or mother, or custodial 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.

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 which transferred the person to this state for employment purposes or the person is the spouse of such 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 purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph.
- C. The domicile of an unemancipated person is that of such person's parent.
- D. Any unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, so long as such person maintains continuous attendance.
- E. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.
- F. A person who is a member of the armed forces of the United States stationed in this state pursuant to military orders 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 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.

ADMISSIONS, REGISTRATION & RECORDS

- G.** A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:
1. Declared Arizona as the person's legal residence with the person's branch of service at least one year prior to discharge from the armed forces.
 2. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, includes at least one of the following:
 - a. An Arizona driver license.
 - b. Arizona motor vehicle registration.
 - c. Employment history in Arizona.
 - d. Arizona voter registration.
 - e. Transfer of major banking services to Arizona.
 - f. Change of permanent address on all pertinent records.
 - g. Other materials of whatever kind or source relevant to domicile or residency status.
 3. Filed an Arizona income tax return with the department of revenue during the previous tax year.
- H.** A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

Please direct any questions regarding residency status to the Admissions, Registration & Records Office.

County Residency

Arizona residents from counties in which there is no established community college district (Apache, Santa Cruz and Greenlee) may enroll in credit classes with Yavapai College without payment of out-of-county charges. At the time of registration, the student must present a notarized Arizona Out-of-County Affidavit stating that the individual has resided in the county for at least 50 days prior to the 1st day of classes. The student still is responsible for payment of regular tuition and fees.

Western Undergraduate Exchange Program Reduced Tuition

Yavapai College participates in the Western Undergraduate Exchange Program (WUE), a program of the Western Interstate Commission for Higher Education (WICHE). Residents of eligible states (currently Alaska, California, Colorado, Hawaii, Idaho, Montana, North Dakota, New Mexico, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming) that enroll in seven (7) credit hours or more will be charged significantly reduced out-of-state tuition. All Yavapai College programs are open to WUE students except the Zaki Gordon Institute for Independent Film Making.

Enrollment under WUE status does not count toward establishing Arizona residency for tuition purposes. Eligible students will be automatically given WUE status; eligible students who do not want to be included under WUE (for example, if they are seeking to establish Arizona residency), may opt out by notifying the Registrar in writing.

For additional information, including current tuition rates, contact the Yavapai College Admissions, Registration & Records Office at 928.776.2150 or 800.922.6787, ext. 2149.

For more information regarding International Services, Call 928.776.2144

International Students

To qualify for admission as an international student, one must:

- be a high school graduate,
- demonstrate proficiency in the English language with a score of 450 or higher on the *Test of English as a Foreign Language* (TOEFL) exam or a score of 133 on the computer-based TOEFL (For information on taking the TOEFL, visit the Admissions and Registration Office.),
- have health insurance coverage which includes repatriation and medical evacuation clauses (this can be purchased through Yavapai College),
- certify that he/she has adequate financial resources to be self-supporting while attending Yavapai College.

Yavapai College offers a bridge program to assist students who score between 450-489 on the TOEFL to assist in their transition to college level classes. Admitted international students are required to meet with an academic advisor each semester.

Incoming Transfer Students

Students who have attended prior colleges should indicate this on the admission application, and provide Yavapai College with an official transcript of all work completed. Upon the students written or verbal request, the Admissions, Registration & Records Office will evaluate transcripts to determine how much credit will be granted for transfer courses toward satisfying Yavapai College degree and certificate requirements. Only courses with a grade of "C" or better will be considered for transfer credit.

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

Registering for Classes

Registration

The college regards a student's registration in classes as a commitment on his/her part to comply with all college regulations. It is the student's responsibility to read the catalog and understand these regulations.

Students wishing to register for classes should complete a registration form and submit it to the Admissions, Registration & Records Office along with applicable fees. If your financial aid is not approved, you must pay all fees, or drop the classes within the refund period. More detailed information about registering (dates, fees, course availability, etc.) is published in the class schedule each semester.

It is required, that degree and certificate seeking students who wish to register by phone or online first meet with an academic advisor about degree requirements, prerequisites, and course selection. Please note that phone registration assistants are not able to advise students about course selection or construct class schedules. Therefore, students should finalize their schedules before phoning to register.

Students should update their address with the Admissions, Registration & Records Office each semester when they register. It is important to keep a current address on file with the College in order to receive all official correspondence.

Yavapai College reserves the right to restrict enrollment in classes and/or programs when educational, contractual, legal, or safety obligations warrant such restrictions.

Tips for successful registration

Register early for best course selection.

Meet regularly with an academic advisor to plan your program.

Pick up a class schedule early.

Review the class schedule for important dates and deadlines.

Be prepared to pay fees.

Verify your course and section numbers.

Changes in Registration (Add, Drop & Withdraw)

1. Full-Length Semester Classes:

Students may add and drop classes only during the first 7 calendar days of the semester. Classes dropped during this adjustment period will not appear on the permanent transcript. Check the current class schedule for specific semester deadline dates for adding and dropping classes.

A student may withdraw from a class after the 7th day until the withdraw deadline, as published in the *Class Schedule*, and a "W" will be posted on the transcript.

2. Independent Study and Directed Study Classes:

Students enrolling in Independent Study classes should refer to the Independent Study Contract for enrollment guidelines. Students may add Directed Study classes through the 15th calendar day of the semester. Students are permitted to drop these classes only during the first 7 calendar days of the regular session, or for the 7 calendar days after registering for the course. Dropped classes do not appear on the student's official transcript. Students may withdraw from these courses until the deadline (which is approximately November 1 in the fall regular session and April 1 in the spring regular session) listed in the class schedule, and a "W" will be posted on the transcript.

3. Open Entry/Open Exit Classes:

Students may add an Open-Entry/Open-Exit class until the deadline published in the specific semester Class Schedule. A student who enrolls in an open-entry/open-exit class after the first day of the regular session may initiate a drop anytime prior to the end of the normal working day of the 7th calendar day after registering. Dropped classes do not appear on the student's official transcript. Thereafter, a withdrawal may be initiated by the instructor and a "W" will be posted on the transcript.

4. Any Class Meeting 14 Weeks or less:

Students may add classes which are three days or shorter in length prior to the second class meeting; permission of the instructor is required after the class has met once. Students may add classes which are longer than three days but shorter than 14 weeks in length prior to the third class meeting; permission of the instructor is required after the class has met once. Students may drop classes 14 weeks or shorter in length until the end of the day of the second class meeting or its equivalent. Dropped classes do not appear on the student's official transcript. After the end of the day of the second class meeting and until the class is 50% completed, students may withdraw, and a "W" will be posted on the transcript.

Withdrawal Procedures

To officially withdraw complete a *Yavapai College Change of Class Enrollment Form* and submit it to the Admissions, Registration & Records Office or online at www.yc.edu. Withdrawing from a class after the deadline requires the signature of an instructor. A student-initiated withdrawal prior to the deadline will result in a "W" posted to the permanent record. An administrative withdrawal will be noted with "Y".

If a student finds it necessary to withdraw from one class, or all classes, it is important to follow official procedures to ensure good standing with the college. A full-time student withdrawing from all classes must initiate a withdrawal interview at the counseling office. **Failure to do so may result in posting of failing grades on the student's permanent record.**

For the most current information:

www.yc.edu/admissions

College Tuition, Fees and Fee Refunds

Tuition and Fees

Tuition and fees are determined annually and are approved by the College Governing Board. The cost of attending classes at Yavapai College is based on the number of credit hours to be taken. Tuition and fees are subject to change. Refer to the current semester class schedule for the most up-to-date information.

Tuition and fees are generally due at the time of registration. It is not possible to enroll in classes if the student owes money to the college for unpaid tuition and fees or fines (examples: library fines, parking violations, and damage to college property).

Refunds

Refunds will be issued to students who follow the college’s official withdrawal procedures that are listed under the “Registering For Classes” section of this catalog. The refund policy applies to all tuition and fees. Refunds are available according to the following schedules:

Schedule of Fee Refunds	
Regular Semester Classes (15 weeks)	
Through the 14th calendar day of semester	100% refund
Starting the 15th calendar day of semester	no refund
Classes of 14 weeks or less	
Through the end of third class meeting	100% refund
After third class meeting	no refund
Classes of 1–3 days	
Through the end of the day of the 1st class meeting	100 % refund
After start of day of second class meeting	no refund
Open Entry, Correspondence, and Independent Study Classes	
Through the 14th calendar day of the semester, or through the 14th day after registering.	100% refund
Starting the 15th day after registering	no refund

Attendance Policy

Yavapai College offers courses in a variety of delivery formats. Students are expected to attend classes and/or actively participate in all credit courses regardless of the delivery method.

All course syllabi will state attendance and class participation requirements. Syllabi will also define any consequences for not adhering to attendance and/or participation requirements.

The course calendar must identify assignments that require student participation in class activities or due dates for course assignments.

Student Responsibilities

A student who will be absent for any reason must contact the instructor. A student who expects to be absent for athletic travel, a field trip, or any other activity scheduled in advance must make prior arrangements with the instructor concerning makeup work.

Visitors and Guests in Class

An enrolled student may occasionally bring a guest to class, upon permission of the instructor. Guests who wish to visit frequently will be denied entrance to the class unless they register officially for credit or audit. Safety considerations or disruption of instruction may require that guests not be permitted to attend a class.

Electronic Student Services

Yavapai College provides access via the Internet for students to register for classes, apply for housing, view grades and transcripts, apply for scholarships, and a variety of other activities. Electronic Student Services is available at YC's web site: www.yc.edu. A personal identification number (PIN) is required for confidential information. To acquire a PIN, students must provide a current e-mail address. Contact the Admissions, Registration & Records Office, Prescott Campus at 928.776.2150 or Verde Valley Campus at 928.634.6520 for a PIN or with questions about Internet access.

Transcripts

Transcripts are permanent academic records, and are kept on file in the Admissions, Registration & Records Office. They are considered confidential, and are released only by written consent (including signature) of the student.

Sending a Yavapai College transcript: Students requiring an official transcript must submit their request in writing and pay the applicable fee.

Requesting a transcript from other schools: Students who have completed work at other institutions, and wish to apply credits toward their Yavapai College degree or certificate, must have official transcripts sent to the Admissions, Registration & Records Office, 1100 E. Sheldon St., Prescott, AZ 86301. These records will be evaluated for transfer credit only upon request. It is recommended that students who are transferring credit from another institution meet with an academic advisor to achieve maximum benefit when establishing their educational plan.



Student Holds

Holds may be placed on student records for outstanding obligations to the college. A student may not be able to enroll in classes, obtain grade reports, obtain official transcripts, or receive an earned degree or certificate until any holds placed on the record have been cleared. Examples of student holds are:

- academic probation, suspension, or warning,
- bad or returned check,
- unpaid fees such as library fines,
- disciplinary holds for student misconduct,
- financial aid or student loan holds.

The Admissions, Registration & Records Office can direct a student to the appropriate department to clear a hold.

ADMISSIONS, REGISTRATION & RECORDS

Alternative Class Formats

Yavapai College offers a variety of class formats and learning strategies to meet the needs of a diverse student population, as described below:

Alternative Class Formats	
Delivery Types	Description
Regular Session	Semester-length classes which last 15 weeks. Courses are taught through a variety of delivery types including lecture, laboratory, applied experiences, and others. Two full length semesters are offered each academic year (Fall and Spring), and one abbreviated semester is offered in the summer.
Pre-Session	A limited time period (one to three weeks) scheduled immediately prior to the fall or spring semester (usually in August and January); and involving intensive, accelerated course work. Delivery types may vary.
Short Term Classes	Classes that are offered in an intensive, accelerated schedule of shorter duration than a regular semester. Delivery types may vary.
Open Entry Classes	Classes which are usually taught in an open lab setting, and in which students work at their own pace. Students may register at specified times beyond the regular registration period. Delivery types may vary.
Interactive Television Courses	Interactive Television Courses are traditional Yavapai College courses held in a classroom equipped with closed-circuit TV cameras, screens and microphones. The TV system connects interactive classrooms between the Prescott Campus, Verde Valley Campus and Chino Valley Campus. Students can see, hear and interact with one another as if they were in the same room.
Online Courses	Blackboard is the official delivery system for online courses at Yavapai College. It is a course management software package accessed through a web browser such as Microsoft Internet Explorer or Netscape Communicator. Students communicate with the instructor through discussion boards, chat rooms and e-mail. Students can access their course material and assignments by logging on to their Blackboard course.
Independent Study Classes	A supervised special project which is undertaken with the direction of an assigned faculty member. Certain requirements must be met. Consult with an academic advisor for more information.
Directed Study Classes	Directed study provides a way for a student, who is in the final stage of completing a certificate or degree program at Yavapai College, to complete a required course when no other alternative exists. Directed study is an individualized method of delivery for approved college courses and is an exception that is allowed only when the conditions for enrollment are met and approved by the supervising dean. Directed study courses may not be repeated.
Internships	Structured field experiences within specific academic disciplines or technical areas. These experiences enable students to explore potential careers and apply knowledge gained in the classroom while refining the technical skills and gaining relevant experience in the workplace.

Student Success: A Shared Responsibility

Becoming a successful student involves taking responsibility for your own experience at Yavapai College. Your college success can be measured not only in terms of acquiring skills and knowledge, but also through personal growth and development. Certain factors will contribute to your success, such as:

- having clearly defined goals,
- knowing your skill levels,
- being aware of campus resources to support your efforts,
- recognizing that you are continually changing and growing as a person.

The Student Affairs staff shares in the responsibility for your success by fostering an environment where your needs in each of these areas can be addressed. Through working with our team of support personnel and other college resources, you will get the maximum benefit from your experience at Yavapai College. Establish your relationships with Student Affairs staff members early in your college career. We are committed to sharing in the responsibility for your success.

Skills Assessment, Advisement and Placement Policy

Yavapai College believes correct course placement is a powerful factor in student retention and success. Therefore, the college requires individualized academic advisement and assessment of competency in reading, writing and mathematics.

Skills Assessment

Math and English Skills Assessment

We want you to be successful at Yavapai College. Enrolling in courses that are appropriate to your current level of knowledge is an important step on the road to success. We require students who meet any of the following criteria to take the free English and math skills assessment prior to enrollment:

- Those who have not received a high school diploma or GED;
- Those pursuing a Yavapai College degree or certificate;
- Those planning to transfer to a university;
- Those intending to take English, math or another general education course for the first time;
- Those who are applying for financial aid.

The skills assessment will help students identify strengths as well as areas where they need to develop a strong foundation prior to taking college-level courses. The results will help students save time, money and get them on track to complete their education without having to repeat courses or take courses which they do not need.

The assessment is not an admissions test, and the results will have no effect upon your acceptance as a student at Yavapai College. When students meet with their academic advisor, they can bring other evidence of college readiness, such as high school transcripts, ACT or SAT scores and copies of previous college transcripts.

The skills assessment takes about one and a half to two hours to complete, and is available most days of the week, by appointment. We strongly recommend that new students attend one of our SOAR (Student Orientation, Assessment & Registration) Sessions.

For information about orientation, English and math skills assessment, CLEP testing, test proctoring, or GED testing, call:

Prescott Campus
Testing Center
928.776.2200

Verde Valley Campus
Student Enrollment &
Advising Center
928.634.6563

Chino Valley Campus
928.717.7720

Prescott Valley Campus
928.772.5001

Student Orientation, Assessment & Registration (SOAR)

To help new students get their college career off to a great start, the Student Development and Retention team has created SOAR – a FREE half-day program designed to serve all students – those just out of high school and returning adults.

Students attending SOAR will:

- Learn about academic programs and college resources;
- Complete the English and math skills assessment;
- Meet with an academic advisor to plan your class schedule;
- And enroll in your college classes!

You will take a campus tour, receive a Yavapai College student handbook and make new friends. You can also arrange to see a financial aid advisor, find out about on-campus or off-campus housing, and visit the Disabilities Resource office. Appointments are recommended with these offices.

Students who plan to complete a Yavapai College degree or certificate, or transfer to a university, are required to attend SOAR. For a schedule of SOAR dates and times, call the Student Enrollment & Advising Centers on the Prescott Campus, 928.776.2106 or on the Verde Valley Campus, 928.634.6563. If you cannot attend any of the dates we have planned, we will work with your schedule. What is important to us is that you get a great start at Yavapai College!

Discover Yavapai Information Sessions

Discover Yavapai Programs are designed for students and families who are exploring their options for college. The program provides general information about Yavapai College, programs, and services. Sessions begin at 10:00 a.m. and conclude at approximately 1:30 p.m. The agenda includes:

- General information session about admissions, cost of attendance, financial aid, degree programs, housing, student activities, advising services, and much more.
- Campus Tours
- Lunch

To schedule an appointment, please contact the Recruitment Office at 928.776.2143, or 800.922.6787, ext. 2143.

Academic Advising

By meeting regularly with an academic advisor, a student has the opportunity to connect with a member of the college community who is knowledgeable about college resources, degree requirements, and transferability of courses. The advisor is someone who genuinely cares about the student's success! The college requires academic advisement for certain students (see below) to insure that students attain their individualized educational goals.

Academic Advising is:

- A shared responsibility between the student and advisor;
- Provided by professional academic advisors and selected faculty;
- Assistance with course and program selection;
- Monitoring of progress toward attainment of degree requirements;
- An on-going process, in which the student meets with the advisor several times; throughout the semester to discuss career and academic goals;
- An opportunity to discuss problems and concerns related to college adjustment;
- Mentoring on study skills and use of college resources.

ACADEMIC SUPPORT & STUDENT SERVICES

Academic Advising is required for students who meet any of the following criteria:

For certificate or degree information call Academic Advising:

Prescott Campus
928.717.7170

Verde Valley Campus
928.634.6563

Chino Valley Campus
928.717.7720

Prescott Valley Campus
928.772.5001

Sedona Center for Arts & Technology
928.649.4265

1. New to Yavapai College;
2. Concurrently enrolled in high school;
3. Enrolling in any developmental course work;
4. Enrolling for the first time in any English, math or general education course;
5. Undecided majors or those changing majors;
6. Student athletes;
7. International students;
8. Majors in paralegal studies, gunsmithing or nursing;
9. Financial aid recipients;
10. Planning to transfer to a university;
11. Provisionally admitted;
12. On academic warning or academic probation;
13. Seeking to take more than 18 credits with a GPA of less than 3.0.

Students in these categories who wish to register online must first consult with an academic advisor.

Students can request an appointment with an academic advisor by calling one of the numbers listed on this page. Students can phone or e-mail their advisor. See the Academic Advising web site at www.yc.edu/advising for current advisor specialties, phone numbers, and e-mail addresses. Part-time advising services are available by appointment at the Chino Valley Campus, the Prescott Valley Campus and the Camp Verde school complex.

Counseling Services

Students sometimes find it difficult adjusting to being in college, whether they are a commuter or residence hall student. When problems arise, it is difficult to concentrate on academic goals. Students who experience these challenges are encouraged to talk with their academic advisor or counselor, who will listen, suggest problem-solving strategies and make referrals to community mental health professionals and other community services as needed.

Student Success Skills Classes

Certain classes are offered to assist students with study skills, personal development and career exploration. Participation in STU classes will help you develop critical self-management and interpersonal skills, leading to confidence and mastery not only as a student, but in other aspects of your life as well. See the catalog courses for more information.



Career Services

It is very common for students to come to college undecided about their choice of major or career. Resources are available to assist students in making these decisions. The following are available for students to help them reach their goals:

- Individual career counseling
- Career assessment testing
- Workshops and seminars
- Internships
- Job market and occupational information
- Resume, cover letter and job search resources
- Career Cruising, an online interactive career guidance and information system

Students can utilize the resources available on the Career Services web page at www.yc.edu/careers, take one of the Career Exploration classes (STU 110/111) or meet with one of the career services coordinators. For further information on the Prescott Campus, call 928.717.7709 or on the Verde Valley Campus, 928.634.6563.

Internships

Internships facilitate learning beyond the classroom through supervised field experiences within specific academic disciplines or technical areas. These experiences enable students to explore potential careers and apply knowledge gained in the classroom while refining the technical skills and gaining relevant experience in the workplace.

Specific requirements must be met before students are approved for internships. See www.yc.edu/internships for requirement information.

Student Employment Services

The Student Employment Office on the Prescott Campus, and the Student Enrollment & Advising Center on the Verde Valley Campus provide current and former Yavapai College students with opportunities to:

- obtain employment through our web-based Job Finder system;
- enhance job-seeking, resume writing, and employment interviewing skills;
- explore Federal Work-Study opportunities; and
- upgrade work experiences.

Once registered in Job Finder, students can view all posted on or off-campus jobs 24 hours a day. Postings are updated daily. To apply for on-campus jobs, students must be currently enrolled in at least six credit hours, and must fill out a Yavapai College application in the Student Employment Office before the interview.

For further information, visit the Student Employment Office or contact the Student Employment Office (Prescott, Prescott Valley & Chino Valley) at 928.776.2100, or via e-mail at prescott_student_employment@yc.edu. Contact the Verde Valley Campus Student Enrollment & Advising Center at 928.634.6563.

**How to contact the
Financial Aid Office:**

Prescott Campus
928.776.2152

Verde Valley Campus
928.634.6502

Toll Free
800.922.6787

**Apply Online
It's Faster
www.fafsa.ed.gov**

**5 Tips for Financial Aid
Applicants**

1. Complete and submit a FAFSA form starting in January for the fall semester.
2. Review your Student Aid Report (SAR) and advise the Financial Aid Office of any corrections.
3. Complete your financial aid file by April 1 for priority consideration.
4. Notify the Financial Aid Office of any other outside scholarships or grants you are receiving.
5. Use your financial aid to pay registration fees.

Financial Aid

Types of Aid

Our Financial Aid Office offers many opportunities from a variety of sources to help our students with their educational expenses. Just last year, over 3,200 Yavapai College students received more than \$6.2 million in total assistance. Federal aid from the Department of Education, like the Pell Grant, is the greatest source of aid. In addition, Yavapai College offers hundreds of scholarships (separate applications are required). Details about federal and state aid, and YC Institutional and Foundation Scholarship programs can be found on the web at www.yc.edu/financialaid.

Ways to classify different types of financial aid:

Financial Aid you don't have to repay

- Federal and State Grants
- YC Institutional Scholarships
- YC Foundation Scholarships
- Private and Corporate Scholarships
- Student Employment
- Native American Tribal Grants
- Veteran's Education Benefits

Financial Aid you **do** repay

- Federal Perkins Loan
- Federal Subsidized and Unsubsidized Stafford Student Loan
- Federal Parent Loan for Undergraduate Students
- Interest-free Online Payment Plan
- YC Part-Time Grant (will be repaid only if you subsequently receive a Pell Grant)

General Eligibility Requirements for Federal Financial Aid

Eligibility requirements necessitate that you:

- Be a U.S. citizen or eligible non-citizen with a valid Social Security Number.
- Demonstrate by one of the following means that you are qualified to obtain a postsecondary education:
 - Have a high school diploma or a General Education Development (GED) Certificate or home-schooled completion equivalent.
 - Pass an approved ability-to-benefit (ATB) test.
- Enroll in an eligible program as a regular student seeking a degree or certificate.
- Register (or have registered) with the Selective Service if you're a male between 18 and 25.

A complete list of eligibility requirements are on page seven of the U.S. Department of Education's "Student Guide" found in the Yavapai College Financial Aid Office.

How to Apply for Federal Aid

The college uses the Free Application for Federal Student Aid (FAFSA) as its application for federal financial aid programs. A separate application is required for scholarships. Complete information concerning these programs and necessary applications for scholarships are available through the Financial Aid Office.

Federal Financial Aid Title IV Student Assistance Programs

Federal Pell Grant (Pell)

Federal Supplemental

Educational Opportunity Grant
(SEOG)

Federal Perkins Loan (Perkins)

Federal Work Study (FWS)

Federal Family Education Loan
Programs (Stafford and PLUS)

Search for scholarship
information
on the internet at:
www.fastweb.com

The Process

- Complete and submit the FAFSA (to the Department of Education). It's available on paper or online (www.fafsa.ed.gov) January 1st. Processing time for the online FAFSA is about two weeks faster. (Allow several weeks total processing time.) Be sure to include the Yavapai College code: 001079.
- Complete, sign and mail all additional documents requested by the Yavapai College Financial Aid Department.
- Have a completed financial aid file. Your "file" consists of the above items.
- Receive an "Award Letter" from the YC Financial Aid Department stating how much aid per semester, if any, that you will receive.
- The award amount is applied to any outstanding funds you may still owe the college. You'll then get a check for the difference — either at the Yavapai College Business Office or by mail if you filled out a Check-By-Mail request form.

Satisfactory Academic Progress Required for Federal Aid Recipients

Students receiving federal financial aid must meet and maintain specific standards of satisfactory academic progress toward a degree, certificate or transfer objective and are required to meet with an academic advisor before enrolling for classes. To achieve satisfactory progress you must do three things:

1. Complete at least 75% of the credit hours for which you are funded (unless you are already on probation with specific requirements to meet).
2. Maintain an overall "C" grade average or better.
3. Complete a "Course Authorization" form each semester if you've completed 48 credit hours (including credit hours completed at other postsecondary institutions).

Note: Veterans Education Benefits recipients must have classes approved each term regardless of how many credit hours they have completed.

Snapshot Dates Affect Your Aid Amount

There are two separate enrollment "Snapshot Dates" that determine the amount of your federal aid award: one to establish award amounts for disbursement at the start of the term; and the other to finalize awards for that semester. The second or Final Snapshot date is always the same date as the Admissions, Registration & Records office drop/add deadline. If you add or drop classes between these two dates, this may cause an adjustment - up or down - in the amount of your federal aid award. Contact the Financial Aid Office for further information.

Withdrawal/Repayment Policy for Federal Financial Aid Recipients

Students who withdraw from school prior to completing 60 percent of the semester must repay the unearned portion of their federal financial aid award. Please note that this repayment calculation will be determined for students who follow official withdrawal procedures as well as for students who stop attending classes. Consult your financial aid advisor and/or the Withdrawal/Repayment Policy for Federal Financial Aid for further details.

**For more information
on Yavapai College
Veteran Services:**

Visit our website at:
www.yc.edu/financialaid
(Veterans Services)

Prescott: 928.717.7613

Verde Valley: 928.634.6564

Toll free: 800.922.6787

**For more information on
VA Education Benefits:**

Visit their website at:
www.gibill.va.gov

**How to get a
YC Pin**

To access YC scholarship details and the application electronically, you'll need a YC personal identification number or PIN.

Call 928.776.2150
or 928.634.6520, for
assistance.

Veterans Education Benefits

Veterans, reservists, or dependents eligible to receive Veterans Administration (VA) education benefits must complete and submit all required VA and Yavapai College documents to the Financial Aid/Veteran Services Office. Processing can take up to eight weeks before students begin receiving payments, so early planning and registration is highly recommended. Interest-free payment plans are available to new students receiving VA education benefits to defer the cost of fees and books. Students eligible for VA education benefits may also be eligible for other types of financial aid (Pell Grants, scholarships, etc.) and are encouraged to apply.

Once start-up requirements have been met, VA benefits must be formally requested each semester with the Benefits Request form available at the Financial Aid/Veteran Services office or on our web page. To remain eligible for benefits, students must:

- **Pursue an eligible program of study** at Yavapai College. VA benefits are only applicable to classes which satisfy declared program requirements.
- **Request official transcripts** from all post-secondary training previously attended, including military training, be sent directly to Yavapai College's Admissions, Registration & Records Office.
- **Maintain good academic standing** at Yavapai College in accordance with the College's Standards of Academic Progress.
- **Notify the Veteran Services office immediately** of any enrollment changes to avoid VA overpayments.
- **Remember that standard-length (15 week) semester credits are weighed differently** from credits which endure for different periods (including open entry, independent study, and accelerated or short-term classes). Students should speak with a Veteran Services advisor to determine how a change in classes will affect their benefit payments.

Yavapai College Scholarship Opportunities

Yavapai College offers a wide variety of scholarships based on athletics, academic performance, ethnic background, financial need, area of study, or other criteria. Scholarship awards range from \$100 to \$4000. To apply for the majority of scholarships, only one application form is required. The priority deadline for most scholarships is April 1, late applications are accepted until December 31. For detailed information regarding Yavapai College scholarship opportunities, students may request a scholarship booklet and application by contacting the Financial Aid Office at either the Prescott Campus 928.776.2152 or the Verde Valley Campus 928.634.6502. Visit our website at www.yc.edu/financialaid or e-mail us at Prescott_financial-aid@yc.edu

Payment Plan

Yavapai College offers an interest-free, automated monthly payment option called FACTS to help you meet your educational expenses. There is a non-refundable \$25 application fee required per semester. Payments can be set up through automatic withdrawals from your checking or savings account or can be charged to a credit card account. This is available at www.yc.edu/ess. A Yavapai College ID and PIN are required. Contact the Business Office or Financial Aid Office for additional details.

Some Important Financial Aid Dates and Events

Deadlines for financial aid recipients are periodically posted in the Financial Aid Office and in our newsletter. Here are a few important ones to remember:

January 1

- Student may submit their FAFSA for the upcoming academic school year online at www.fafsa.ed.gov or by paper application.

January 15

- YC scholarship applications available. Applications are available at www.yc.edu/financialaid.

February

- College Goal Sunday & College Fair. Get one-on-one help filling out your FAFSA and talk with counselors and instructors regarding programs and general college questions.

March 1

- YC Honors Program Scholarship application deadline.
- YC Art and Music Department's Scholarships deadline. Portfolio and audition required. Contact the Visual & Performing Arts Division at 928.776.2035 for details.
- Career Fair. Explore career, jobs and internship opportunities with over 75 employers.

April 1

- "Priority Deadline." Completed financial aid files will be considered for additional funding.
- YC scholarship application priority deadline.
- Target date for tribal fund recipients to send in their FAFSA.

May 10

- YC Scholarship award notifications are sent.

May 30

- Deadline for tribal scholarship Financial Need Analysis (FNA) forms to be sent to YC Financial Aid Office.

June 15

- YC federal aid award letters sent (for the upcoming academic year).



Libraries

Library Services are for all college students, all faculty and staff, and Yavapai County residents. The libraries support classes taken for credit, recreational classes, and personal research and information gathering. Students at any Yavapai College site, including Chino Valley, Prescott Valley, Seligman, Camp Verde, Mayer, Sedona and many other places in the county can receive library services by telephone (toll free outside Prescott at 877.803.8693), through the Internet, or in person. There is one library at the Verde Valley Campus, and one at the Prescott Campus, and both are members of a county-wide library network. This network gives Yavapai College library card holders access to library materials in more than 30 libraries across the county, using the Catalog from any library or the Internet. The Prescott Campus library is also a partial depository for Government Documents and has selected federal, state and local government materials.

Prescott Campus Library Building 19

Reference Desk
928.776.2261

Circulation Desk
928.776.2260

Toll Free 877.803.8693

Verde Valley Campus Library "M" Building

Reference Desk
928.634.6540

Circulation Desk
928.634.6541

Other services and resources:

- Photocopies
- Classroom support
- A reserve area for easy access to faculty-selected materials
- Study rooms for individual and group use
- Quiet study space
- Inter-library loan services
- Government documents

Borrowing Information:

- Students can obtain a library card by presenting a photo ID and proof of current enrollment at Yavapai College or they may present their student ID to be activated as a library card
- Faculty and staff can obtain a library card by presenting a photo ID and proof of current employment at the College
- Community patrons can obtain a card by presenting a photo ID that includes their current Yavapai County address, or a photo ID with additional paperwork confirming their address within the County
- Books, music CDs, and audiotapes circulate for three weeks
- DVDs and videos circulate for one week
- Magazines, journals, and newspapers are for use in the library



ACADEMIC SUPPORT & STUDENT SERVICES

Learning Centers

All students are welcome to use the Learning Centers located on the Prescott and Verde Valley Campuses. The variety of resources, services, and programs available in the Learning Centers are designed to promote the academic success of all students by providing:

- A comfortable place for students to study individually or in groups.
- A computer lab with word processing as well as other networked software programs. In addition, general internet access is available for academic research, electronic tutoring programs, Yavapai College Electronic Student Services, and other academically related needs.
- Drop-in tutoring for all students enrolled in math, biology, chemistry and physics courses as well as any course requiring writing assignments. Other subjects for tutoring may be available upon request.
- College skill-building materials including study tips, books, videos, and CD's available for use in the Learning Center.
- English modules with individualized instruction designed to improve English skills for all students needing additional help as well as for students with English as their second language.
- Individualized academic support services and grants to students qualified to participate in the federally funded Student Support Services Program.
- An adaptive computer lab and equipment for students with documented disabilities.

Learning Centers:

Prescott Campus

Building 1, 928.776.2085

Verde Valley Campus

Building M, 928.634.6562

Disability Resources Coordinator

Prescott Campus

800.922.6787, Ext. 2085

928.776.2085

Prescott Campus

Mobility Assistance

928.776.2085

Verde Valley Campus

Student Enrollment

& Advising Center

928.634.6563

(For appointment)

Verde Valley Campus

Learning Center

928.634.6563

Verde Valley Campus

Mobility Assistance

928.634.6574

[www.yc.edu/](http://www.yc.edu/disabilityresources)

[disabilityresources](http://www.yc.edu/disabilityresources)

Disability Resources

Disability Resources provides extensive services for students with a wide variety of disabilities. We help students:

- Become more independent and self-sufficient;
- Achieve optimal potential;
- Improve self-awareness, self-esteem, and self-identity;
- Overcome personal obstacles and achieve academic success.

Eligibility Requirements: Each applicant with a disability must be enrolled as a YC student or as a participant of YC sponsored programs and must provide Disability Resources with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The Disability Resources Coordinator is responsible for evaluating documentation and determining accommodation eligibility. All situations shall be considered on an individual, case-by-case basis.

Accommodations: Reasonable and appropriate accommodations are available for students with known disabilities. Students requesting reasonable accommodations must do so by registering with Disability Resources in a timely manner, usually four-six weeks prior to the start of a semester. The process of determining reasonable accommodations is collaborative among the student, the Disability Coordinator, the professional providing the diagnosis and the course instructor or program director when necessary.

Examples of services and accommodations which may be available from the Disability Resources office include: notetaking assistance, test/exam accommodations, interpreters for the deaf, alternative text, assistive technology, and mobility assistance.

TRIO

Yavapai College administers three TRIO programs (Student Support Services, Educational Talent Search, Veterans Upward Bound) that impact educational opportunities for students throughout Yavapai County and Northern Arizona. TRIO programs are funded by the United States Department of Education and are designed to assist students in their successful completion of higher education programs.

Student Support Services

The Student Support Services Program is a federally-funded TRIO program that helps students stay in college, graduate, and transfer to a four-year university. The mission of Student Support Services is to encourage and assist students in completion of their educational goals. The program serves students who are traditionally under-represented in post-secondary education because of income, family educational background or a disability. Eligible students receive:

- Individualized tutoring;
- Assistance with financial aid and scholarships;
- Additional time for academic advising;
- University field trips and transfer counseling;
- One-to-one mentoring;
- Specialized workshops;
- Cultural enrichment activities;
- Advocacy for students with disabilities;
- Laptops & TI-83 calculators on loan.

Educational Talent Search

Educational Talent Search serves students in grades six through twelve, in six school districts in Yavapai County. With early intervention and outreach objectives, the Talent Search counselors provide comprehensive support services in areas such as academic counseling, goal-setting, career awareness, tutoring and technology enrichment; exposure to college campuses and cultural events; and assistance with college admissions information and financial aid applications. For more information call 928.717.7655.

Veterans Upward Bound

Come back to school and enjoy and experience the classes which Veterans Upward Bound (VUB) offers. The VUB is a federally-funded program specifically providing educational opportunities for military veterans who may qualify. The program is FREE. There is absolutely no cost to any active participant. Books, fees, notebooks, tutoring and advising are provided.

VUB classes are provided and intended for all vets who have been out of the educational atmosphere for an extended time. We want to assist you in providing the academic backdrop and educational confidence to continue in your pursuit of your life and career goals. The academic skills you will build here will be all-important in assisting you in your future educational endeavors.

We currently offer classes in English reading and writing, math, science, computers and beginning conversational Spanish. We also offer a self-paced open enrollment computer lab. Classes are offered on the Prescott and Verde Valley campuses. Additional services: Career Counseling, Financial Aid, Cultural and Educational Field Trips, Internet Access for registered VUB students, and awards and recognition banquet.

For more information call 928.717.7689.

Adult Basic Education Program

ABE (Adult Basic Education) provides adults with an opportunity to improve basic skills necessary to:

- obtain a GED;
- pursue further education;
- get or keep a job;
- help their children achieve in school;
- participate more effectively in the community;
- learn English as a second language.

Free ABE classes, funded by the Arizona Department of Education, are open to adults age 16 or older. The following classes are available:

- **GED Study Program:** GED stands for General Educational Development and is a way for adults to earn a high school equivalency diploma.
- **Basic Skills Enhancement:** Sometimes adults who have a high school diploma find that they need to learn new reading, writing, or math skills.
- **ESOL:** English for Speakers of Other Languages is for immigrants and refugees who are permanent residents of the United States. Classroom activities are designed to help adults adapt to a new culture and improve their English skills in the areas of speaking, listening, reading and writing.

ABE classes

are held on the Prescott, Prescott Valley, Chino Valley and the Verde Valley Campuses, as well as other locations in Yavapai County.

For more information about the ABE program or to sign up for the next orientation, please call: 928.776.2320 -or- 928.634.6544

www.yc.edu/GED

ABE Transitions Program

The ABE Transitions Program serves students enrolled in the college's Adult Basic Education (ABE) program. Specialized services designed to help students transition into college or career training programs are offered. The program is open to all current or former GED and ESOL students. Components of the program include:

- assistance with the college admissions and application process;
- academic advising and course registration assistance;
- workshops and trainings focusing on career exploration, goal setting, financial aid, and technology enrichment;
- field trips to Arizona colleges and universities;
- scholarships based on special eligibility.

For more information, call 928.776.2094.

Campus Activities

Prescott Campus
Activities Coordinator
928.717.7679

Verde Valley Campus
Activities Coordinator
928.634.6545

Campus Activities and Clubs

The Campus Activities Offices provide pathways of opportunity for students to integrate recreation, civic and social experiences with their academic programs. The Campus Activities Offices provide a comfortable and safe community that encourages academic achievement and personal, physical, intellectual, ethical and cultural growth.

Our comprehensive program also includes campus clubs and organizations providing students with essential leadership and community service opportunities. Our message to students is to get connected and get involved!

Athletic Programs

Yavapai College has a tradition of athletic excellence. The Prescott Campus offers three men’s sports: baseball, basketball and soccer. Three women’s sports are offered on the Prescott Campus as well, including: basketball, softball and volleyball. Yavapai College teams are consistent winners in state and national competition. For further information call the Athletic Department 928.776.2235 or visit our website at www.yc.edu/athletics.

Health Issues

The [Yavapai College Health Center](#) services are available to all Yavapai College students carrying a minimum of 3 credit hours. The center is located on the Prescott Campus in Building 3. Services are provided by a certified family nurse practitioner. Students are encouraged to visit the Health Center when they are ill, have a health concern, or as a resource for an academic project. The mission of the Yavapai College Health Center is to assist students in achieving and maintaining optimal health to attain their educational goals. For services and clinic hours, call 928.776.2318.

Serious illnesses or injuries occurring to non-resident students while on campus are reported to the College Police Office. Campus resident students are expected to report any serious illnesses or injuries to the Residence Hall Directors. Parents may be consulted in advance of hospitalization. When hospitalization is considered necessary, the college assumes no financial responsibility. A private student health insurance plan is available for students. Information is available at the Admissions, Registration & Records Office.

Student ID Cards

All Yavapai College students wishing to access educational records, financial aid, or to receive Yavapai College services must provide a Yavapai College student identification card. The ID card is valid for the duration of the student’s enrollment. Photo ID cards may be obtained at the Prescott or Verde Valley Campuses.

After you have enrolled for the current semester, take your proof of registration and a current photo ID (such as a driver’s license) to the office issuing student identification cards. If you are a returning or continuing student, obtain a new semester validation sticker, at no charge, by presenting your previous student ID card and your current semester schedule. Report lost or stolen cards immediately to the Residence Life Office or at a cashier station to avoid misuse of the card. The fee for replacement cards is \$10.

Photo ID cards are required for:

- Obtaining meal plan privileges or flexi-cash.
- May be used for checking out library materials in lieu of the Yavapai Library Network card.
- Utilizing the Health Center on the Prescott campus.

Mail Center

The Mail Center is located in Building 6, Room 100 and offers shipping services via US Mail (including stamps), UPS, and FedEx. Faxing services and limited shipping supplies are also available. Residence Hall students are provided with an on-campus mailbox free of charge.

Bookstore

Purchases

Students can purchase required textbooks, reference materials, supplies, greeting cards, Yavapai College clothing and gifts at the Yavapai College Bookstore. Students may use personal checks with proper identification, Visa, MasterCard, Discover and American Express to make their purchases. Textbooks can also be purchased online at www.yavapaicollegestore.com. Course textbook information is subject to change up to the start of classes. For the most current information, contact the Yavapai College Bookstore. If you purchase your textbooks from a source other than the Yavapai College Bookstore, buyback and return procedures must be arranged with the company from which you purchased your texts. For more information: www.yavapaicollegestore.com

Housing

Yavapai College has three residence halls on the Prescott Campus. Students live in either two-person rooms or four-person suites, and can choose to live on theme wings such as: Intensive Study, Multicultural, Female only or Health and Fitness. Each unit has a private bath and the bedrooms have wall-to-wall carpeting, local phone service, cable and high speed internet services. All students who apply for housing will receive a Student Residence Hall Handbook that explains the rules and regulations that govern residence hall living.

Housing Reservations

Steps for securing on-campus housing:

1. APPLY EARLY! Housing is limited;
2. Submit completed application with \$150.00 deposit;
3. Housing applications are obtained from the Residence Life Office, Prescott Campus, 928.776.2220 or online
4. Include photocopy of immunization records with dates of required immunization (it is suggested that all students receive the vaccination for meningitis);
5. Students under 18 years of age are required to have their parent or legal guardian sign the housing contract and a follow-up underage consent form;
6. Initial housing assignments are made no later than June 1st, for the Fall semester and December 1st, for the Spring semester, and are processed on a first come, first served basis.

Returning students:

1. Have the first option on rooms;
2. Must keep their housing application and deposit current;
3. Must pay any outstanding college charges.

Housing Room Deposit

Reservations are made by the Residence Life Office upon receipt of all required materials providing rooms are still available. Deposits received after all spaces are filled will result in students being notified of their placement on a waiting list. Students who do not want to be on a waiting list may cancel their request and receive a full refund.

The housing deposit has two purposes:

1. Indication of a commitment to occupy a space in the residence hall; and,
2. To insure against damages and loss of college property and expenses.

The deposit, in full or in part, will be refundable under the following circumstances:

Before Entering the Residence Hall

1. If the student notifies the college in writing, at least 30 days before the first day of instruction, that he/she will not be living in a residence hall, the entire deposit will be refunded.
2. If a student notifies the college after the 30 days prior date, he/she will receive half of the original deposit.
3. If the student notifies the college after the first day of classes, or does not notify the college at all of intent to cancel, he/she loses the entire deposit.

After Entering the Residence Hall

1. A student who leaves during a semester will be eligible to receive half of the original deposit if proper check-out conditions are met, if there are no damages or other charges.
2. Students who remain in the residence hall until the end of the academic year are eligible to receive the entire deposit if proper check-out conditions are met and they have no damages or other charges.
3. A student who has forfeited all or part of the deposit must submit another full deposit, or reinstate the deposit to the full amount, to make another application for housing.

Housing Room Rent Refunds

Any student who leaves the residence hall through the 10th week of the current semester may receive a prorated refund through the end of the week, if one of the following conditions and proper check-out conditions are met:

- the student completely withdraws from the college,
- the student marries and continues to attend Yavapai College.

Students who leave the residence hall for other than the above reasons will be refunded one-half of the prorated refund.

Any student who leaves the residence hall for the following, will receive no rent refunds:

- students evicted for violations of housing policies, and
- students leaving the residence hall after the 10th week of the semester.



Housing Regulations

- Students must be enrolled in at least twelve credit-hours per semester. If the student drops below twelve credit hours and/or wishes to appeal this requirement, he/she must have permission from the Director of Residence Life in order to remain in the residence hall.
- All residents are subject to the rules and regulations governing residence hall life as listed in the Residence Hall Handbook.
- The Residence Life Office reserves the right to change, deny or to cancel the room reservation, either before or while the student occupies the room, if such action is believed to be in the best interest of the student and of the college.
- The college reserves the right (subject to the approval of the Yavapai College Governing Board) to increase the room charges as deemed necessary.
- Except for animals providing disability assistance, animals are prohibited in residence halls.
- Family housing is not available.
- Students in housing are expected to maintain a minimum 2.0 grade point average.

Food Services for Residence Hall Students

Yavapai College food service offers a wide variety of meals based on a food court concept and is prepared fresh when ordered. Meals and snacks are available to both board students and off-campus students. Residence Hall students are required to purchase a meal plan. Meal plans guarantee a specific number of meals each week for the student. Roughrider Dollars are also available to supplement the meal plan. Meal plans and prices are subject to change. For further information regarding rates or plans, consult a Yavapai College Class Schedule or call 928.776.2220 or 928.776.2227.

Meal Plan Refund Policy

1. Downgrades in the meal plan will not be permitted after the first week of the meal plan. Meal plans begin on Friday and end on Thursday.
2. Meal plan refunds are given on a weekly pro-rated basis.
3. No meal ticket refunds are given following the tenth week of classes.
4. Summer meal plan refunds are pro-rated weekly.



Emergency 911
Non-emergency
311 *Any campus*
phone (except
Chino Valley
Campus)

Prescott Campus
Prescott Valley
Campus
Chino Valley
Campus
24 hour phone
number
928.776.215

Verde Valley
Campus
Sedona Center for
Arts & Technology
Camp Verde
928.634.6599

College Police

Arizona Revised Statutes recognize Yavapai College Police Department (YCPD) officers as peace officers, providing them with full enforcement authority in the State of Arizona. YCPD officers are commissioned under the authority of the Yavapai College District Governing Board with jurisdiction of all campuses and property owned and/or utilized for educational purposes by Yavapai College approved by the District Governing Board.

Yavapai College Safety Department (YCPD) services include:

- responding to emergencies on campus,
- investigating traffic accidents,
- investigating crimes and violations of college policy,
- delivering emergency messages,
- assisting victims of crime,
- patrolling and monitoring the campus grounds for intrusion, fire, criminal activity and hazardous conditions,
- traffic control and sign placement,
- providing security consultation to the campus community,
- monitoring fire alarms,
- maintaining lost and found,
- serving as a central location for campus safety information,
- providing crime prevention seminars and programs,
- assisting with requested door locks/unlocks.

Student Right To Know

You have a right to know the crime statistics for this college. They can be obtained from the Campus Safety Office and/or the Assistant Dean of Student Development on the Prescott Campus, and the Assistant Dean of Student Affairs Office on the Verde Valley Campus. They are also mailed to currently enrolled students each year. This is a federal law. If you wish to know this information, visit one of the above mentioned offices.



Student Records Disclosure

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

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

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

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Yavapai College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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

STUDENT RIGHTS & RESPONSIBILITIES

Code of Conduct

A copy of the [Code of Conduct](#) may be obtained from:

- Assistant Dean of Student Development Office on the Prescott Campus
- Admissions, Registration & Records Office on the Prescott Campus
- Student Enrollment & Advising Center on the Verde Valley Campus
- Prescott Valley Campus
- Sedona Center for Arts & Technology

Each student is responsible for the academic integrity of all work completed for a given course.

Code of Conduct

Yavapai College strives to create an atmosphere which supports the academic mission of the institution. Students should be able to learn in an environment which is orderly, peaceful, and free of disturbances. Respect for the rights of others and for the college and its property are essential expectations for each Yavapai College student. The purpose of the Code of Conduct is to outline behavioral expectations, and to provide an explanation of the process involved for responding to allegations of student misconduct.

Academic Integrity

Honesty in academic work is a central element of the learning environment. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College's "Code of Conduct." Failure to abide by the terms and conditions of the "Code of Conduct" will result in disciplinary action, up to and including dismissal from the College.

Plagiarism

Plagiarism is defined as submitting assignments, examinations, or other academic work which is not entirely the work of the student. This can include, but is not limited to, such practices as: quoting without giving proper credit to a source, expanding someone else's work without giving proper credit, adopting as one's own an actual document (including the copying of print or electronic media), and directly using someone else's ideas without giving proper credit.

Cheating

Cheating is defined as submitting assignments, examinations, or other work which is based on deception or misrepresentation of the individual's own work. Cheating includes the furnishing of materials to another person for purposes of aiding that person to gain unfair academic advantage.

Violation of Copyright

The unauthorized reproduction or use of copyrighted material, whether print or electronic media, is unacceptable and considered an act of academic dishonesty. In addition, the violator may be subject to legal penalty since such practice is illegal.

Penalties

The following penalties may be applied in instances of academic dishonesty:

- A grade of "F" (Failure) may be awarded for the assignment in which academic dishonesty occurred or for the entire course regardless of the length of time the student has been in attendance. The grade of "F" will override or supersede any student-initiated withdrawal from the course.
- Dismissal from the College may occur if a student is found to have committed an act of academic dishonesty. The length or time period of the dismissal will depend on the nature of the offense and may include permanent dismissal.
- Legal measures may be taken by Yavapai College.

STUDENT RIGHTS & RESPONSIBILITIES

Removal from Class

An instructor may dismiss a student from a class meeting for disruptive behavior. This action shall be immediately reported to the Assistant Dean of Student Development (Prescott Campus), or the Assistant Dean of Student Affairs (Verde Valley Campus). The student must confer with the instructor and the instructional administrator before being readmitted to class. In extreme cases, an instructor may drop a student from a course for disruptive behavior. A student may appeal this action through procedures outlined in the "*Code of Conduct*."

Mental Health Policy

Students exhibiting disruptive behaviors, or behaviors indicative of psychological or mental problems which are potentially harmful to themselves or others, in the judgement of the Dean of Student Services, Assistant Dean of Student Development (Prescott Campus), and/or the Assistant Dean of Student Affairs (Verde Valley Campus) may be required to submit to a mental health diagnostic evaluation as a condition for continuing enrollment. The student may be suspended pending the outcome of the evaluation and, if the student refuses to submit to the evaluation, may be withdrawn from classes. Selection of the mental health professional and payment for the evaluation is the responsibility of Yavapai College.

The decision to permit continuing enrollment for the student in question will be based on information gathered from the diagnostic evaluation and any recommendations received from mental health professionals, and other facts pertinent to the case. The College reserves the right to exercise final judgment with respect to the student's continuing enrollment. Procedures for implementation of this policy may be obtained from the Assistant Dean of Student Development (Prescott Campus) or the Assistant Dean of Student Affairs (Verde Valley Campus).

Student Grievance Review Process

In the event that a student has a complaint about a non-academic issue, following this procedure will legitimize the complaint so that college officials may respond in an appropriate and timely manner. Grievances may be initiated at any Yavapai College site. For assistance in completing this process, contact the following staff members, or their designee: Prescott Campus – Assistant Dean of Student Development, Verde Valley Campus – Assistant Dean of Student Affairs, Prescott Valley Campus & Chino Valley Campus – Campus Dean. If the grievance involves one of these designated staff members, the process may be initiated through an alternate site to ensure impartiality. A student has the right to lodge a complaint on any campus regarding an event that occurs at any other district site. Students who do not follow these procedures may forfeit their right to a formal grievance process. Students having pursued an informal resolution which failed to yield a satisfactory result should contact the Dean of Student Affairs for specific guidelines for filing a formal complaint.

STUDENT RIGHTS & RESPONSIBILITIES

Tobacco Use Policy

Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. In order to reduce the harmful effects of tobacco use and maintain a healthful working and learning environment, the district prohibits the use of tobacco except in specific areas. Tobacco use on college property is defined as lighted pipes, cigars, cigarettes, and the use of snuff and smokeless tobacco in any form.

Drug Free Environment Policy

Yavapai College's policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and the abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community.

Yavapai College has a responsibility as part of its educational mission to provide students, faculty, and staff with knowledge about the dangers of substance abuse and to help them develop a healthy approach to life. We intend to create and sustain an atmosphere that promotes healthy lifestyles free from the abuse of alcohol and other drugs.

To address the serious nature of alcohol and drug use at Yavapai College and in keeping with the Drug-Free Schools and Communities Act, Yavapai College has adopted a Drug-Free Workplace Policy. The policy prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees.

Information regarding: 1) the laws governing the distribution, use and possession of drugs and alcohol, 2) the health risks associated with substance abuse, and 3) education and prevention services and programs may be found in the "Student Right to Know" pamphlet at the following locations:

- College Police Office on the Prescott Campus,
- Assistant Dean of Student Development Office on the Prescott Campus,
- Admissions, Registration & Records Office on the Prescott Campus,
- Human Resources on the Prescott Campus,
- Student Enrollment & Advising Center on the Verde Valley Campus,
- Chino Valley Campus,
- Prescott Valley Campus,
- Sedona Center for Arts and Technology.

College Photo and Videotape Policy

Yavapai College takes photos and videotapes of students throughout the year. These photographs often include students in classrooms, study areas, residence halls, athletic events and so forth. Yavapai College reserves the right to use these photographs as part of its publicity and marketing efforts. Students who enroll at Yavapai College do so with the understanding that these photographs might include them and might be used in college publications and for publicity.

Internet Downloading

Yavapai College technological equipment and resources must be used in accordance with the Copyright Guidelines. Use of Yavapai College technological equipment and resources to illegally copy, download, access, print or store copyrighted material is strictly prohibited. For example, file swapping of copyrighted material such as music or movies is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College technological equipment and resources revoked.

Academic Requirements

The college has established academic requirements which must be met before a degree or certificate is granted. Faculty, academic advisors, division assistant deans and deans are available to help the student understand and meet these requirements, but the student is responsible for fulfilling them. At the end of a student's course of study, if requirements for graduation have not been satisfied, the degree or certificate will not be granted. For this reason, it is important for the student to be acquainted with all requirements, to remain currently informed of all requirements and to be responsible for completing the requirements. Courses, programs, and requirements described in the catalog may be suspended, deleted, restricted, supplemented or changed at any time at the discretion of the Yavapai College District Governing Board.

Assessment of Student Academic Achievement

As part of its stated mission regarding excellence in education, Yavapai College is committed to assessing student academic achievement. The purpose of assessment is to measure the degree to which students attain the educational goals and outcomes as prescribed by the individual academic units of the college. In order to verify that these goals are being met, the faculty and staff of the college may require students to participate in research that will help the college determine the extent to which these goals are being met. This research may include, but is not limited to: classroom assessment projects, portfolio project review, nationally normed examinations, focus interviews and faculty developed exit examinations.

The college will use data obtained from the research to improve instruction and restructure curriculum and programs within the college; the college will not use this data to determine the graduation status of students.

Academic Load

Classes routinely require two to three hours of outside preparation for each hour spent in class. Some specialized academic programs may require additional outside preparation. To insure that students have every opportunity for success in courses enrolled in, academic loads must be carefully planned.

Full-time student status is defined as 12 credit hours per semester. The normal academic load for many programs is 15-16 credit hours per semester; the maximum academic load is normally 18 credit hours. Ordinarily, only a student with a grade point average of 3.00 or better of full-time work is allowed to carry more than the maximum load. A student not qualifying may petition the Director of Academic Advising (Prescott Campus), or the Assistant Dean of Student Affairs (Verde Valley Campus), for permission to carry an overload.

Students who are employed or who undertake many extracurricular activities will find it advisable to reduce their academic loads accordingly.

College English Requirement

All full-time students and those part-time students who register for six hours or more of General Education courses are required to take the English and Math Skills Assessment and to begin in the English course(s) in which they place in their first semester. In succeeding semesters, students should continue to enroll in the English course in which they qualify until the college English requirement is satisfied. The requirement may be met by completing one of the following sequences of instruction:

1. Zero Level Preparatory Courses, English 100, 101 and 102;
2. English 101 and 102;
3. English 103 and 104 (for Honors students);
4. English 135 and 136 (for some occupational students).

Grades and Credits

Instructors will evaluate student achievement of course learning outcomes, and students will be regularly informed of their progress. Evaluation measures will be clearly set forth by the instructor in the course syllabus. A variety of evaluation methods relevant to the learning outcomes may be used.

Grades and Credits

Grades		
Letters	Grades	Grade Points
A	Excellent	4 grade points per semester hour
B	Good	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Unsatisfactory <i>A course completed with a grade below C does not fulfill the prerequisite requirement for another course and may not be applied to a degree or certificate program.</i>	1 grade point per semester hour
F	Failure	0 grade points per semester hour
AU	Audit (no credit)	not computed in GPA
I	Incomplete	not computed in GPA
IP	In-Progress Grade	not computed in GPA
S	Satisfactory	not computed in GPA
U	Unsatisfactory	not computed in GPA
W	Withdrawal	not computed in GPA
Y	Administrative Withdrawal	not computed in GPA

To calculate the Grade Point Average (GPA) for the semester:

1. Multiply the points assigned to the letter grade by the number of credit hours earned in each class;
2. Add the points of all classes together;
3. Divide by the total number of credits.

Sample Grade Point Average (GPA) Calculation

CRS. #	Course Title	Grade Letter=(Points)	Credit Hours	Total Grade Points
ENG 101	College Comp 1	A (4)	x 3	= 12
FRE 101	Beginning French 1	B (3)	x 4	= 12
Totals			7	24

Total Grade Points (24) divided by Total Credit Hours (7)=3.4 GPA

Academic Honors List

An honor bestowed upon students who demonstrate exemplary performance. To be eligible, a student must complete 12 or more credits in that semester with a grade point average of 3.5 or higher.

Auditing a Course

A student wishing exposure to a course may elect to audit. Regular attendance at all class meetings is the responsibility of the student, but writing assignments and examinations are not mandatory. A grade of "AU" will be awarded for satisfactory attendance. Courses audited carry no credit toward the grade point average, toward graduation, or toward meeting professional requirements. Audit units do not count toward determining the eligibility for financial aid purposes. Audits may be repeated for credit. Once a student registers for and completes a class as an auditor, the audit on the permanent record may not be changed to a credit-earning grade. Students enrolling for credit will have priority over auditors until the first class day of the course, at which time auditors may enroll on a space available basis. An additional fee is assessed to audited courses. See current Class Schedule for fee.

Repeating a Course

A student may repeat any course offered by Yavapai College in order to improve a grade, or gain additional knowledge, experience, or other benefit, limited only by the following conditions:

- a) The credit earned in repeated courses will only be counted one time for completion of degree/certificate requirements unless otherwise noted in the course description.
- b) A student may enroll in concurrent sections of a course only if the course is numbered 000-099.
- c) Repeated courses may not be eligible for federal Financial Aid funding.
- d) An individual student's repeat enrollments in specific courses may be restricted if it is determined to be in the best interest of the student or College.

All grades appear on the permanent transcript. Included in the cumulative grade point average is the highest single grade earned in a course and all applicable grades earned in repeatable (subsection [a] above) courses.

Incomplete Grades

A grade of "I" may be requested by a student and will be posted to the student's permanent record only at the end of a semester in which the student has done the following:

1. Has completed a significant majority of the work required for the course while maintaining a "C" average for work submitted and is capable of completing the remainder of the required work for this course and;
2. Experienced extenuating circumstances which prevent completion of the course requirements.

It is the exclusive responsibility of each student receiving an Incomplete to be in communication with the instructor and complete the course(s) by the deadline established by the instructor; the maximum of which can be one year. The instructor will then initiate a change of grade form. If the instructor is no longer available, the student should contact the supervising instructional division assistant dean. If the work required is not completed by the deadline established by the instructor, the grade specified by the instructor will be posted to the permanent record.

In Progress Grade

“IP” is a grade indicating a course is in-progress and a final grade has yet to be assigned. It is not to be used as an alternative to an Incomplete grade. The “IP” grade must be used for open-entry/open-exit courses or vocationally approved short courses when the ending date of the course is not coincidental with the ending date of the grading period in which the course begins. At the close of the first grading period an IP grade would be assigned. The IP must be replaced by a letter grade at the conclusion of the course.

Change of Final Grade

In case of clerical error, students may request a grade change no later than 120 days after the official notification date. Once the grade for a course has been officially recorded by the Registrar, the instructor may change the grade because of the following:

1. An error occurred in the computing and/or recording of the grade, or
2. An incomplete grade (I) or an in-progress (IP) grade was originally recorded.

If the instructor of the course is no longer available, the student may submit a written request to change the grade to the supervising instructional division assistant dean. Such request must provide documented reasons why a change should be made.

Student Appeal of Academic or Instructional Decisions by Faculty

Students may appeal an academic or instructional decision by faculty if they deem the decision is incorrect or unfair. The appeal must be made in a timely manner in accordance with established procedures. Issues that may be appealed include, but are not limited to, assignment of grades and course requirements.

Process

Students must represent themselves in the appeal process. Students may contact their academic advisor for assistance.

1. The first step in the appeal process is for the student to contact the faculty member who made the academic or instructional decision. This contact must be initiated within 120 calendar days of the official notification date of the decision.
2. In the event that a satisfactory solution is not reached by the faculty member and the student, or in the event the faculty member and student are unable to address the appeal, the student may then appeal to the appropriate instructional division assistant dean, program manager, or immediate instructional supervisor (hereafter referred to as supervisor).

The supervisor will review the student’s appeal and make a decision based on its merits. The supervisor’s investigation and decision must be concluded within 30 calendar days of the date the student appealed the decision to the supervisor. The supervisor will provide written documentation of the decision to the student and faculty member.

3. In the event the student is dissatisfied with the decision of the supervisor, a further appeal may be made to the appropriate supervising dean or designee. Such appeal must be made in writing within 30 calendar days of the date the student received notification of the results of the secondary appeal.

This formal, written appeal must contain information and documentation supporting the reason for requesting review of the initial academic or instructional decision. This written appeal should succinctly describe the issues involved, including relevant conditions, evidence, perceived inaccuracies/inequities, and other pertinent information.



ACADEMIC INFORMATION & STANDARDS

The supervising dean or designee will conduct a formal review of the appeal as presented by the student, including review of relevant policy, considering information from the faculty member, and reviewing the decision of the instructional supervisor.

The formal review and decision must be completed within 30 calendar days of the dean or designee's receiving the student's written appeal. The supervising dean's decision must be communicated in writing to all involved parties within 30 calendar days. The decision of the supervising dean or designee is considered final.

Standards of Academic Progress

Students who experience academic difficulty will be advised about course or program deficiencies so that they may correct them at an early point.

When a student's academic progress is not satisfactory, the number of credits for which he/she may register will be limited. In addition, special academic assistance will be recommended to help improve the student's academic performance and progress toward educational goals.

A student on academic warning or probation may enroll for a maximum of fifteen credits per regular semester, or three credits per summer session or pre-session. A student on academic warning or probation may be required to enroll in developmental courses, numbered 001-099, as directed by a counselor or faculty advisor. In order to plan a program of study which will assist a student's return to good standing, a student under this status must consult with a faculty advisor or counselor. In order to be removed from academic warning or probationary status, the student must attain good standing. A student's academic status will be determined at the end of each regular semester. If a student completes classes during any summer session, a petition must be approved by the supervising dean in order to use those hours to regain "good stand-

Academic Standards Category	Resulting Student Status
12-29.9 credits completed, with less than a 2.00 cumulative grade point average (GPA).	Academic Warning
30 plus credits completed, with less than a 2.00 cumulative GPA.	Academic Probation
A student is placed on financial aid probation.	Academic Probation
A student does not fulfill the requirements for good standing during the next semester of attendance.	Academic Suspension
A student spends one semester on academic suspension, a subsequent semester on academic probation, and does not achieve minimum requirements for good standing.	Academic Dismissal

Petition for Reinstatement

A student who has been placed on academic suspension or dismissal may petition to the Assistant Dean of Student Development (Prescott Campus) or Assistant Dean of Student Affairs (Verde Valley Campus), in writing, stating the courses in which enrollment is requested and the reasons why the academic status and stated restrictions should be waived or changed. This letter is to be submitted at least one week prior to the beginning of the term of enrollment in question. The decision of the Assistant Dean is final.

Academic Renewal

Academic Renewal allows a student who experienced academic difficulties during earlier attendance at Yavapai College to have grades for a particular period of time excluded from the calculation of the grade point average. All courses and grades remain on the student's permanent academic record.

Conditions:

- Before applying for Academic Renewal the student must complete at least twelve credit hours of academic course work with a grade of "C" or better in each course.
- Application for Academic Renewal may be made after a two-year waiting period from the last semester to be considered for renewal.
- Academic Renewal is granted on a semester basis, not on a per course selection basis. The student may have a maximum of four consecutive semesters (including summer) of course work disregarded in calculations regarding academic standing, grade-point average, and eligibility for degree or certificate completion.
- Academic Renewal may be granted only once during a student's academic career at Yavapai College and may not extend to other institutions.
- If a student's application for Academic Renewal is approved, the student's permanent record will be annotated to indicate that no work completed during the disregarded semester(s) or term(s), even if satisfactory, may be calculated in the grade-point average or applied to completion of certificate/degree requirements. Academic Renewal is not available to students who have already completed requirements for a certificate or degree. Since the student's complete record (before and after Academic Renewal) remains on the transcript, other institutions may consider all course work when a student transfers or applies to professional or graduate-level programs.

Procedures:

- The student application for Academic Renewal must be made on the form obtained from the Student Enrollment & Advising Centers on the Prescott or the Verde Valley Campuses.
- The student's academic advisor must sign the form and attach a copy of the student's transcript.
- The application must be approved by the student's academic advisor and the Chief Academic Officer or designee. The Registrar will then sign and note the date the transcript has been updated to reflect Academic Renewal.

College Honors Program

Each year the college accepts approximately twenty-five students into its Honors Program. The program offers educational enrichment through travel, special events, lectures, and honors classes. Students enroll in a one-credit class (“colloquium”) each semester. Most years students are expected to participate in an extensive college-sponsored trip to a location selected for its cultural interest.

Admission to the program is based on academic achievement and on demonstrated ability to think critically and independently. Entering freshmen must rank in the upper fifteen percent of their high school graduating class and have a cumulative grade point average of at least 3.50 on a 4 point scale or have scored at least 60 on the GED. Continuing students who have completed 14-36 credits of college work with a grade point average of at least 3.40 may also apply for admission. Application forms must be supported by transcripts and an essay on an assigned topic. The deadline for application is March 15. Once admitted, students must make satisfactory progress toward a Yavapai College Associate degree, maintain specified grade point averages, and participate fully in Honors Program activities in order to remain in the program.

Benefits to College Honors Program Students:

1. Scholarships of \$1000 per semester;
2. Admission to honors classes;
3. Opportunities to interact with other academically gifted students;
4. Opportunities for intellectual and cultural growth;
5. Advisement and other activities designed to clarify long-range career and academic plans;
6. Assistance in applying for scholarships and admission to honors programs at universities where students intend to complete baccalaureate study;
7. Special recognition upon graduation.

Information about the program is available upon request from the College Honors Program Coordinator at Yavapai College.

Experiential Learning

The Office of Experiential Learning is a district-wide office that includes assessment and evaluation of Credit for Prior Learning, Credit by Exam, and Credit by Evaluation.

Yavapai College recognizes that learning experiences take place in a variety of settings. Under certain circumstances, students may be awarded college credit for prior learning or learning which has taken place outside the traditional classroom. Established assessment methods include the following options:

Articulation Agreements: Articulation and transfer agreements specify which courses are equivalents from another institution. Your advisor will be able to tell you if such an agreement exists, and for which specific courses. Related information is available at University Transfer Information/Resources found at www.yc.edu/advising.

College-Level Equivalency Exams: College Level Examination Program examinations (CLEP) are administered by the Assessment and Testing Center. For information about the specific examinations administered and accepted by Yavapai College and fees involved, call 928.776.2200. For CLEP course titles and outlines of each course, go to www.collegeboard.com/student/testing/CLEP/about.html.

Credit by Exam: Many of the departments at Yavapai College are willing to offer comprehensive examinations for program specific entry level courses (100 level and above). These exams are constructed by the instructors who teach the courses, and are proctored exams given in the local Yavapai College campus testing center. The exams are graded by the department faculty, and a determination made on whether the student should be awarded credit for the class. NOTE: Some courses will require both a written exam and a practical or laboratory exam. Students may take the exam only once, and cannot have previously registered for the course. If the student passes the exam, the student must pay the appropriate per credit tuition fees. For more information, please call the Office of Experiential Learning at 928.717.7624.

Credit by Evaluation: Some students have specialized or professional training and/or certifications that can be recognized for possible college credit. Only those specializations or professional certifications, or programs, that have been evaluated by the American Council on Education (ACE) as part of the ACE CREDIT Registry will be considered. A maximum of 12 credits may be accepted under this option. For more information call the Office of Experiential Learning at 928.717.7624, or your academic department.

Military Training and Experience: ACE Military Registry Transcripts including AARTS (Army); SMART (Navy and Marine Corp); CCAF (Air Force); and CARTS (Coast Guard) can be considered. The student must request that the transcript be sent to the Yavapai College Registrar. For more information, consult the catalog and www.aarts.army.mil (check the information on "Related Links/Referrals" for other military branches of service).

Additional information:

- A maximum of 30 credit hours by any combination of examination, special articulation agreement, or evaluation will be accepted.
- A student must have successfully completed at least one credit course at Yavapai College before any credit for prior learning can be documented on the College transcript.
- No duplicate credit will be awarded through prior learning.
- Assessment for prior learning will not be administered for equivalency of courses numbered below 100.
- Credit will not be granted for more elementary course work, nor for prerequisite requirements to a course in which the student is enrolled or for which the student has already received credit.
- An official transcript or documentation of test scores must be sent directly to the Registrar from the administering agency or testing company prior to assessing eligibility for credit.
- The Yavapai College transcript will document only that credit for prior learning has been granted and the number of credits awarded. No letter grade will be assigned.
- Unsuccessful assessments will not be recorded on the transcript.
- The student must pay appropriate fees and adhere to approved administrative procedures for the prior learning assessment method selected.
- Credit awarded through prior learning is not necessarily transferable to other institutions.
- Credit for prior learning may impact financial aid awards. Students should meet with a financial aid advisor prior to pursuing assessment of prior learning.

ACADEMIC INFORMATION & STANDARDS

Advanced Placement

Advanced Placement	Exam	Score	Credits	YC Equivalent
<p>Students who have taken a college board advanced placement course in their secondary school may be eligible to receive YC credit. Listed are the AP subject areas accepted by Yavapai College, the score required, the credit awarded and the recommended YC equivalent. Students should have their scores sent directly to the YC Registrar's office.</p>	Art History	4/5	6	ART 200 & ART 201
	Biology*	3	4	BIO 100
		4/5	8	BIO 181 & 182
	Calculus AB*	3/4/5	5	MAT 220
	Calculus BC*	3	5	MAT 220
		4/5	10	MAT 220 & MAT 230
	Chemistry*	3	5	CHM 151
		4/5	10	CHM 151 & 152
	Computer Science A – C++	3/4/5	3	CSA 165
	Computer Science AB– C++	3/4/5	6	CSA 165 & 265
	Computer Science - Java	3/4/5	3	CSA 168
	Economics: Macro	3/4/5	3	BSA 235
	Economics: Micro	3/4/5	3	BSA 236
	English Language & Composition	4/5	3	ENG 101
	French Language	3/4/5	16	FRE 101,102, 201 & 202
	French Literature	3/4/5	16	FRE 101,102, 201 & 202
	German Language	3/4/5	16	GER 101, 102, 201 & 202
	Government & Politics: US	3/4/5	3	POS 110
	Government & Politics: US – Comp.	3/4/5	3	Elective Credit
	Music Theory	2	2	MUS 129
		3/4	4	MUS 131
		5	8	MUS 131 & 132
	Physics B*	3	4	PHY 141
	Physics B*	4/5	8	PHY 141 & 142
	Physics C* Part I (Mechanics)	3/4/5	4	PHY 141
	Physics C* Part II (Elect. & Magnetism)	3/4/5	4	PHY 142
	Psychology*	4	3	PSY 101
	Spanish Language	3/4/5	16	SPA 101, 102, 201 & 202
Spanish Literature	3/4/5	16	SPA 101, 102, 201 & 202	
Statistics*	3/4/5	3	MAT 167	
Studio Art: Drawing	3/4/5	3	ART 110+	
Studio Art: 2D Design	3/4/5	3	ART 112+	
Studio Art: 3D Design	3/4/5	3	ART 113+	
US History* (Prior to 2003 - Exam was titled American History)	4/5	6	HIS 131 & 132	

*These areas of study represent the Advanced Placement Standards set by the state of Arizona’s Articulation Task Forces and approved by the Academic Program Articulation Steering Committee.

+To receive credit, student must submit their portfolio to the Art Department Division Assistant Dean for approval.

ACADEMIC INFORMATION & STANDARDS

College Level Examination Program (CLEP)

Students may earn credit by successfully completing CLEP examinations. Listed across are the CLEP subject areas accepted by Yavapai College, the credit awarded and the recommended Yavapai College equivalent. Only CLEP scores of 50 or better will be awarded credit. CLEP scores are not transferred to Yavapai College from another schools transcript. CLEP scores must be sent directly to the YC registrar's office.

<u>Name of Exam</u>	<u>Semester Hours</u>	<u>Equivalency</u>
Business		
Information Systems & Computer Applications	3	CSA 110
Introductory Business Law	3	BSA 238
Principles of Accounting (Prior to June 30, 2007)	8	ACC 131 & 132
Financial Accounting (Effective 2007)	8	ACC 131 & 132
Principles of Macroeconomics	3	BSA 235
Principles of Microeconomics	3	BSA 236
Principles of Management	3	BSA 220
Principles of Marketing	3	BSA 230
Composition & Literature		
American Literature	3	ENG 214
English Composition (with essay)	3	ENG 101 &
	3	Elective Credit*
English Composition (without essay)	3	Elective Credit
English Literature	3	ENG 213
Freshman College Composition	3	Elective
*Credit for ENG 102 may be granted through submission of a student portfolio. The portfolio must be developed and submitted after consultation with the Communications Division Assistant Dean.		
History & Social Science		
American Government	3	POS 110
Human Growth & Development	3	PSY 245
Introductory Psychology	3	PSY 101
Introductory Sociology	3	SOC 101
Social Science & History	6	General Education Credit
U.S. History I	3	HIS 131
U.S. History II	3	HIS 132
Western Civilization I: Ancient Near East to 1648	3	HIS/LSC 201
Western Civilization II: 1648 to the Present	3	HIS/LSC 202
Science & Mathematics		
Biology	4	BIO 100
Pre-Calculus	5	MAT 187
Calculus	10	MAT 220 & 230
Chemistry	5	CHM 151
College Algebra	3	MAT 152
College Algebra – Trigonometry (Prior to 6/30/06)	5	MAT 152 & 183 –or- MAT 187
College Mathematics	6	General Education
Natural Sciences	6	Elective Credit
Trigonometry (Prior to 6/30/06)	2	MAT 183

College Level Examination Program (CLEP)

Listed below are the College Level Examination Program (CLEP), with scoring exceptions:

Name of Exam	Semester Hours	Equivalency
French		
Score of 50	4	FRE 101
Score of 55	8	FRE 101 & 102
Score of 62	12	FRE 101, 102 & 201
Score of 66	16	FRE 101, 102, 201 & 202
German		
Score of 39	4	GER 101
Score of 46	8	GER 101 & 102
Score of 51	12	GER 101, 102 & 201
Score of 60	16	GER 101, 102, 201 & 202
Spanish		
Score of 50	4	SPA 101
Score of 55	8	SPA 101 & 102
Score of 66	12	SPA 101, 102 & 201
Score of 68	16	SPA 101, 102, 201 & 202



For additional information on the Career Skills Program, call the program director at 928.717.7920 or call toll free at 1.877.772.5701, ext. 7920

www.yc.edu/careerskills

Career Skills Program

The Career Skills Program is an effective way to start back to school or look for a new job. The program attracts students who are undecided, unemployed, underemployed, or looking for a career change. A high school diploma or GED is not required to enroll.

The subjects covered in the program focus on:

- computer skills related to the workplace;
- career and educational exploration;
- job readiness skills;
- workplace dynamics and working in teams;
- dealing with change.

Students receive college credits and tuition assistance is available. The Career Skills Program is offered at various locations throughout Yavapai County.

Tech Prep

Yavapai College and the local Yavapai County high schools have developed two articulation program agreements that coordinate educational programs, allowing students to transition into college programs of study similar to high school programs. The first articulation agreement consists of high school courses that “blend” into the college classes in such a way that high school students entering the college will have learned specific information about their chosen college field. The term used for this agreement is “curricular flow.” The second articulation agreement consists of high school courses that will be accepted by the college as college credit for a particular degree or certificate. The term used for this agreement is “college articulated credit.”

The purpose of the Tech Prep program is to eliminate duplication of classes and provide an easy transition from high school to Yavapai College. Any student pursuing an occupational degree or certificate is eligible for this program. Depending on the student’s high school, the following college programs have developed courses whereby students can earn college credit while in high school: accounting, automotive, welding, construction, computer information systems, business, design, childcare, fire science, and web design. High school students can contact the counselors at their respective high schools for more information. College students who have earned Tech Prep credit in high school can contact the career and technical education advisors at the college.

Osher Lifelong Learning Institute (OLLI)

The Osher Lifelong Learning Institute is a membership organization of mature learners. The purpose of the institute is to provide members with educational, social and cultural experiences. It features collaborative leadership and active member participation. For more information call 928.717.7634 (Prescott), 928.649.4270 (Verde).





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Technology: On or off-site training is provided in the latest software applications to help you keep pace with the technology curve.

Essential Workplace Skills: Practical, hands-on workshops to address critical job skills: Customer Service, Communication, Time Management, Managing Change, Decision Making, Problem Solving, Conflict Management, Ethics and Values, Stress Management, and Team Building

Spanish and English for the Workplace: Classes that teach language to be used right away—on the job. Includes the award-winning, nationally recognized Command Spanish® program.

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- Management and Supervisory Skills
- Leadership Development and Coaching
- Legal Issues in Personnel Management
- Interpersonal and Customer Relations
- Financial Management and Budgeting

Small Business Development Center (SBDC)

SBDC recognizes small businesses to be the foundation of a health economy and concentrates its efforts on assisting new businesses in getting started and on helping existing businesses grow and remain competitive.

The SBDC is a small business support organization sponsored by Yavapai College and the U.S. Small Business Administration (SBA). SBDC resources are used to counsel and train small businesses to achieve management excellence, and to identify continuous improvement opportunities in planning, finance, accounting, marketing and other critical areas. One of the training components of the SBDC program is the Small Business Entrepreneurship Certificate program.

For more information contact SBDC in the Prescott area at 928.776.2008 or in the Verde Valley at 928.649.0921.

Yavapai College
Partnership
Websites:

www.distance.nau.edu

www.odu.edu/

yc.ncu.edu

Partnerships

Northern Arizona University, Northcentral University and Old Dominion University

Yavapai College has entered into separate partnerships with Northern Arizona University, Old Dominion University and Northcentral University allowing students to take upper division classes and receive Bachelor's and Master's Degrees. These classes may be taken on-site, through interactive television, or online.

Students complete their first two years at Yavapai College and then transfer to NAU, ODU or NCU for completion of a baccalaureate degree. Students can be concurrently enrolled with the partnership school while completing a lower division program offered at Yavapai College.

Northern Arizona University

Requirements and procedures:

- Student must take transcripts of college work to their first advisement meeting.
- Advisement for NAU programming is offered at NAU-Prescott.
- Registration for NAU classes is done through the NAU-Prescott office or online.
- Texts for most NAU classes are available at the Yavapai College Bookstore.
- You must be admitted to NAU before you can register for classes.

Advisors

Prescott Campus, Bldg. 1 Room 129

Dianne Schmitt, Academic Advisor

Undergraduate On-Site Programs

Email: Dianne.Schmitt@nau.edu

Phone: 928.771.6144

Pamela Scandore, Academic Advisor

Graduate On-Site Programs

Email: Pamela.Scandore@nau.edu

Phone: 928.771.6146

Verde Valley Campus, Bldg. I Room 141

Dr. Hiroko Miyakawa, Academic Advisor

Email: Hiroko.Miyakawa@nau.edu

Phone: 928.634.4571



**NORTHERN
ARIZONA
UNIVERSITY**

Mountain Campus

Advisement Service Center for all on-line programs and other advising questions:

Toll Free 1.800.426.8315

DEGREES OFFERED ONLINE

B.A. Humanities
B.A.i.L.S. Arts & Letters
B.A.i.L.S. Enterprise in Society
B.A.i.L.S. Parks and Recreation Management
B.A.i.L.S. Public Agency Service
B.A.S. Computer Technology
B.A.S. Early Childhood Education
B.A.S. Health Sciences
B.A.S. Public Agency Service
B.S. Ed. Career and Technical Education
B.S. Health Sciences-Community Health
B.S. Hotel & Restaurant Management
(first 2 years at community college)
B.S. Parks and Recreation Management
B.S.D.H. Dental Hygiene (for hygienists with A.A.S. degree)
B.S.N. Nursing (RN-BS)
Educational Technology Certificate
English as a Second Language Endorsement
International Tourism Management Certificate
Master of Administration
M.A. English
M.A. English-Emphasis in Literacy, Technology & Professional Writing
M.A. in Applied Communication
M.A.T. Mathematics
M.Ed. Career and Technical Education
M.Ed. Early Childhood Education
M.Ed. Educational Technology
M.Ed. Elementary Education-Continuing Professional
M.Eng. Engineering
M.S. Nursing
Middle School Endorsement
Parks and Recreation Management Certificate
Post-Baccalaureate Case Management Certificate
Professional Writing Certificate
Public Management Certificate
Reading Endorsement
Restaurant Management Certificate
Speech-Language Pathology Assistant

DEGREES OFFERED IN PRESCOTT

B.A.i.L.S. Learning and Pedagogy
B.S.B.A. Management
B.S. Ed. Elementary Education
B.S. Ed. Special and Elementary Education
B.S.Ed. Special Education
M.Ed. Bilingual/Multicultural Education
M.Ed. Counseling/Human Relations
M.Ed. Early Childhood Education
M.Ed. Educational Leadership
M.Ed. Elementary Education-Continuing Professional
M.Ed. Elementary Education w/Certification (New Fall 2007)
M.Ed. Secondary Education-Continuing Professional
M.Ed. Secondary Education w/Certification (Partial)
M.Ed. Special Education (Partial)
M.Ed. Special Education w/Certification (Partial)
Middle School Endorsement (Partial)
Post-degree Certification Elementary Education
Post-degree Certification Special Education
Principal Certificate
Reading Endorsement
Superintendent Certificate
Supervisor Certificate

DEGREES OFFERED IN VERDE VALLEY

B.S. Ed. Elementary Education
M.Ed. Bilingual-Multicultural Education (Partial)
M.Ed. Early Childhood Education
M.Ed. Educational Leadership (Partial)
M.Ed. Elementary Education-Continuing Professional
M.Ed. Secondary Education-Continuing Professional
M.Ed. Special Education (Partial)
Post-degree Certification Elementary Education
Principal Certificate (Partial)
Reading Endorsement
Superintendence Certificate (Partial)
Supervisory Certificate (Partial)

**Northcentral
University**

505 West Whipple St.

Prescott, AZ 86301

928.541.7777

888.327.2877

<http://yc.ncu.edu>

Northcentral University

Northcentral University (NCU) and Yavapai College are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat competencies already achieved.

NCU is a 100% online institution with flexible scheduling designed for working adults. Graduates of Yavapai College's associate's degree programs are guaranteed admission to NCU's bachelor's degree programs. All Yavapai College associate degrees transfer to NCU as a block. The components are not examined separately to determine transferability. Students who have not earned an associate degree will be evaluated on a course by course basis.

NCU will accept 90 credits of community college course work with a grade of "C" or better towards NCU's 120-credit bachelor's degrees. This includes coursework completed in any Yavapai College Associate of Applied science degree program. Upon completion of 30 additional credits, the student will be awarded a bachelor's degree.

Degree Offerings

Bachelor's Degrees

Business Administration (B.B.A.)

Psychology (B.A.)

Master's Degrees

Business Administration (M.B.A.)

Education (M.Ed.)

Psychology (M.A.)

Doctorate Degrees

Business Administration (D.B.A.)

Philosophy in Business Administration (Ph.D.)

Education (Ed.D)

Philosophy in Education (Ph.D.)

Philosophy in Psychology (Ph.D.)

Northcentral University (NCU), a leader in 100% online education, has introduced a graduate level specialization in online learning and teaching. E-Learning and Teaching Online (ELT) comprises of 10 separate courses that are offered through NCU's School of Education. Each course addresses educational needs that are highly specific to the processes of teaching and learning via the Internet. For more information visit: elt.ncu.edu

NCU offers tuition scholarships in the amount of 10% of the tuition, but not to exceed \$2,000 for the entire degree program, to applicants who identify themselves as Yavapai College graduates by noting "YC" in the priority code box on the application. This scholarship is to be applied to each semester's tuition until the maximum is reached.

Students may apply for admission by filling out the online Application for Admissions on the universities website. To learn more about NCU's academic programs, admission policies, and enrollment process, visit the universities home page at www.ncu.edu.

ACADEMIC INFORMATION & STANDARDS

Contact Information: ODU/Yavapai

Prescott Campus
Building 31, Rm. 109 A
Marcia Lyman
Site Director
mlymna@odu.edu
Jane Carlson
Assistant Site Director
jcarlson@odu.edu

928.445.4616
FAX: 928.445.4709

Verde Campus
Building E, Rm. 115
Krys Vogler
Assistant Site Director
kvogler@odu.edu

928.639.4481
FAX: 928.639.4517

Check out our website for
more information about
Old Dominion University
and your educational
future.

www.odu.edu
www.yc.edu/odu

Old Dominion Offers:
IN-STATE TUITION

YEAR ROUND CLASSES

ON SITE ADVISORS

FULLY ACCREDITED
PROGRAMS

FINANCIAL AID

VETERAN'S BENEFITS

Old Dominion University

Since 1999, Old Dominion University has been giving Yavapai students on both the Prescott and Verde campuses the chance to continue their education beyond the Associate level without leaving the area. Through live televised satellite classes, students can choose from 27 Bachelor's, 8 Masters and 3 Ph.D. programs.

Old Dominion, a fully accredited university, located in Norfolk, Virginia provides live classes allowing you to interact with the instructor and other students around the country in a virtual classroom. Many courses are also video streamed, allowing students to take courses from their home or office. Best of all, you can dual enroll and be working on your Bachelor's degree while finishing your Associates degree at Yavapai College.

The ODU Advantage: Year round classes for the busy student or working professional. In state tuition makes ODU a great educational value. On campus and on-site advisor for hands-on help. Video tape back up of all classes. The largest distance learning system of its kind in the nation!

Bachelor's Degrees

Business Administration

- Accounting
- Management
- Finance
- Information Systems
- Marketing

Computer Science

Criminal Justice

Health Sciences

- Management
- Human Services

Nursing RN to BSN

Communications

Human Services

Professional Writing

Occupational & Technical Studies

- Industrial Technology
- Training Specialist

Civil Engineering Technology (2 Degrees)

Mechanical Engineering Tech. (2 Degrees)

Electrical Engineering Tech. (2 Degrees)

General Engineering Tech. (6 Degrees)

Master's Degrees

Community Health

Engineering Management

Nurse Educator

Nurse Leadership

Special Education

Occupational and Technical Education

- Business & Industry
- Community College Teaching
- Middle & Secondary Teaching

Doctorate Degree

Ph.D. in Community College Leadership

Ph.D. in English

Ph.D. in Occupational & Technical Education



2007/08

Yavapai College CATALOG

DIRECTORY



Prescott Campus.....445.7300

Department Directory–Prescott Campus

- Academic Advising..... 776.2106
- Admissions & Registration..... 776.2150
- Adult Basic Education..... 717.7609
- Art Gallery..... 776.2031
- Assessment Testing 776.2200
- Athletic Programs..... 776.2235
- Blackboard Assistance 776.2168
- Bookstore..... 776.2213
- Business & Computer Science Division..... 776.2157
- Business Office..... 776.2140
- Campus Activities & Clubs 717.7679
- Campus Safety..... 776.2185
- Career Services..... 717.7709
- Center for Successful Aging 776.2371
- Cisco Networking Academy 776.2104
- Communications Division 776.2276
- Community Events..... 776.2033
- Computer Commons 776.2158
- Disability Resources..... 776.2079
- Emergency..... 911
- Experiential Learning 717.7624
- Financial Aid 776.2125
- Food Service 776.2227
- Foundation 776.2063
- G.E.D. Classes 776.2320
- G.E.D. Testing..... 776.2200
- Gunsmithing..... 717.7761
- Health, Physical Education & Recreation Div.. 776.2235
- Health Center (Student)..... 776.2318
- Housing 776.2220
- Internships..... 717.7709
- Learning Center 776.2085
- Liberal Arts Division..... 776.2295
- Library 776.2260
- Lost & Found 776.2185
- Mail Center..... 776.2224
- Music Department 776.2045
- New Student Orientation (SOAR)..... 776.2106
- Nursing & Allied Health Div. 776.2247
- Osher Lifelong Learning Institute (OLLI)..... 717.7634
- Performance Hall..... 776.2033
- Recruitment 776.2143
- Registration by Phone 776.2199
- Residence Hall–Kachina 776.2363
- Residence Hall–Marapai..... 776.2361
- Residence Hall–Supai..... 776.2362
- Science & Math Division 776.2330
- Student Employment 776.2100

- Student Support Services 776.2085
- Switchboard..... 445.7300
- Testing Center..... 776.2200
- Transcripts..... 776.2150
- Tutoring..... 776.2085
- Veteran’s Advisor 717.7613
- Veterans Upward Bound..... 717.7687
- Visual & Performing Arts Division 776.2035
- Welding 776.2339
- Wood Shop..... 776.2350

Verde Valley Campus634.7501

Department Directory - Verde Valley Campus

- Academic Advising..... 634.6563
- Admissions & Registration..... 634.6520
- Assessment Testing 634.6563
- Bookstore..... 634.6535
- Business Office 634.6518
- Campus Activities..... 634.6545
- Career Services..... 634.6563
- Computer Lab..... 634.6568
- Counseling Services 634.6563
- Disability Resources 634.6563
- Financial Aid 634.6563
- Internship 634.6527
- Learning Center 634.6562
- Library 634.6541
- Nursing Division..... 634.6547
- Student Employment 634.6563
- Testing Center..... 634.6563

Chino Valley Campus717.7720

- Agribusiness Technology 717-7720
- Automotive Technology 717.7377
- Construction Technology 717.7726

Custom Training Solutions717.7620

Prescott Valley Campus717.7910

- Administration of Justice Program 717.7938
- Career Skills Program 717.7920
- Emergency Medical Services Program 717.7918
- Fire Science Program..... 717.7925
- Northern Arizona Regional Training Academy
(NARTA) Police Academy 717.7940
- Public Services Education and Training..... 717.7925

Sedona Center.....649.4265

Small Business Development Center776.2008

- Verde Valley 649.0921

FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm	Phone	E-Mail
AINSA, SERGE (1974) French/Spanish A.A., Aix en Provence, France; B.A., M.A., Brigham Young University.	Prescott 3-233	776.2290	serge_ainsa@yc.edu
ALBAZ, ASHER (2005) Business Administration/Accounting B.A., Hunter College of the City University of New York; M.B.A., University of Phoenix.	Verde Valley E-105	634.6538	asher_albaz@yc.edu
BABINSKY, ANNE (1999) Early Childhood Education B.A., M.S., State University of New York at New Paltz.	Prescott 3-246	717.7780	anne_babinsky@yc.edu
BARTELS, DIETER (1978) Anthropology B.A., University of Washington; M.A., Ph.D., Cornell University.	Verde Valley M-210B	634.6525	dieter_bartels@yc.edu
BEAUCHMAN, MOLLY (2004) Mathematics B.S., M.A., Northern Arizona State University; Ph.D., Oregon State University.	Prescott 4-130	776.2341	molly_beauchman@yc.edu
BENNETT, JAMIE (1992) Geography B.S., M.A., Arizona State University.	Prescott 3-252	776.2313	jamie_bennett@yc.edu
BENTZ, VICTORIA (1997) Computer Applications B.S., Black Hills State University; M.B.A., Regis University; M.S., California State University, Hayward.	Prescott 3-256	776.2154	vikki_bentz@yc.edu
BEVERS, JEB (2003) Biology B.S., Oregon State University; M.S., Portland State University; Ph.D., New Mexico State University.	Prescott 4-230	717.7617	jeb_bevers@yc.edu
BILLS, JENA (2005) Biology B.S., University of California; M.A., San Francisco State University.	Verde Valley E-114	649.4582	jena_bills@yc.edu
BLISS, SELINA (1994) Nursing B.S., M.S., Arizona State University.	Prescott 2-231	776.2249	selina_bliss@yc.edu
BLOOMENSTEIN, LAURA (2000) Art B.F.A., Massachusetts College of Art; M.F.A., Cranbrook Academy of Art.	Prescott 15-108	776.2039	laura_bloomenstein@yc.edu
BOSTWICK, JAMES (1994) Mathematics B.S., M.A., Northern Arizona University.	Verde Valley J-104	634.6548	jim_bostwick@yc.edu
BOWERS, NANCY (2006) Nursing B.S., University of Arizona.	Prescott 2-222	776.2252	nancy_bowers@yc.edu
BOYD, BETH NICHOLS (1983) Geology B.A., Oberlin College; M.S., University of Arizona.	Prescott 4-125	776.2331	beth_boyd@yc.edu
BREILING, ROY (1995) Music B.F.A., University of Wisconsin; M.M., Michigan State University; D.M.A., University of Arizona.	Prescott 15-206C	776.2004	roy_breiling@yc.edu
BREITMEYER, CHRISTOPHER (1998) Biology B.S., Illinois State University; M.S., Ph.D., Arizona State University.	Verde Valley G-108	634.6558	chris_breitmeyer@yc.edu
BRUGGER, JAMES (2000) Bus. & Econ. Partnership Prog. Coordinator B.A., State University of New York at Fredonia; M.A., University of Oregon.	Sedona Center SCAT-30	649.4281	james_brugger@yc.edu

FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm	Phone	E-Mail
BUSHMAN, EDMUND (2000) Computer Systems & Applications B.S.E., Arizona State University; M.B.A., Chapman University.	Prescott 3-260	776.2153	ed_bushman@yc.edu
CATON, GERALD (1988) Accounting & Computer Applications B.A., M.Ed., University of Arizona.	Prescott 3-263	776.2109	gerry_caton@yc.edu
CHAVEZ, REBECCA (2004) Business & Computer Science B.A., Fresno State University; M.B.A., Golden Gate University.	Verde Valley G-123	649.4562	rebecca_chavez@yc.edu
COFFIN, BURT (2006) English B.A., M.A., California State University-Chico.	Prescott 3-242	776.2293	burt_coffin@yc.edu
COLLENTINE, KARINA (1996) Modern Languages B.A., M.A., Ph.D., University of Texas.	Verde Valley M-210A	649.4598	karina_collentine@yc.edu
COTTER, EILEEN (2007) Nursing B.S., M.A., University of Phoenix.	Prescott 2-219	771.6171	eileen_cotter@yc.edu
CRAWFORD, MICHELE (2005) Nursing B.S., State University-New York; M.S., Arizona State University.	Prescott 2-209	771.4863	michele_crawford@yc.edu
CUTTER, BRUCE (2004) Computer Science (CISCO)	Prescott 19-221	717.7606	bruce_cutter@yc.edu
DAVIS, BARBARA (2004) English A.A., Yavapai College; B.S., M.A., Northern Arizona University; Ph.D., Capella University.	Verde Valley G-117	634.6560	barb_davis@yc.edu
DeCECCO, CYNTHIA (2000) Art B.A., Portland State University; M.A., Pittsburg State University.	Prescott 15-107	776.2038	cindy_dececco@yc.edu
DUNN, CHRISTOPHER (2000) Biology B.S., Northern Arizona University; M.S., University of Colorado.	Prescott 4-229	776.2338	chris_dunn@yc.edu
DUTKEVITCH, DIANE (1999) Physics B.A., Wells College; M.A., University of Rochester; Ph.D., University of Massachusetts.	Prescott 4-127	776.2336	diane_dutkevitch@yc.edu
DWAN, DIANA (1987) Mathematics B.S., M.A., Arizona State University.	Verde Valley J-105	634.6553	di_dwan@yc.edu
EDDY, LARRY (2004) Chemistry B.S., Northern Arizona University; M.S., Oregon State University.	Prescott 4-224	717.7625	larry_eddy@yc.edu
EVANS, PAUL (2001) Microbiology B.S., Northern Arizona University; Ph.D., Oregon State University.	Prescott 4-223	776.2325	paul_evans@yc.edu
EWING, PAUL (1989) Liberal Studies B.A., M.A., University of Toledo.	Verde Valley J-102	634.6522	paul_ewing@yc.edu
FARNSWORTH, SCOTT (1987) Exercise & Sport Sciences B.S., Brigham Young University; M.S., University of Arizona.	Prescott 2-131A	776.2234	scott_farnsworth@yc.edu
FISHER, JOAN (2003) English B.A., Prescott College; M.A., Northern Arizona State University.	Prescott 3-227	717.7757	joan_fisher@yc.edu

FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm	Phone	E-Mail
FISHER, WILL (1984) Music B.M.E., Northern Arizona University; M.M.E., University of Northern Colorado; D.M.A., University of Arizona.	Prescott 15-204	776.2044	will_fisher@yc.edu
FITZGERALD, JILL (2001) English Division Assistant Dean, Communications A.B., Whitman College; M.A., Prescott College.	Prescott 3-212B	776.2277	jill_fitzgerald@yc.edu
FRERIKS, JON (1992) Biology B.S., M.S., San Diego State University.	Verde Valley G-113	634.6529	jon_freriks@yc.edu
FROLICH, LARRY (2006) Anatomy & Physiology B.A., University of California-Berkeley; Ph.D., University of Chicago.	Prescott 4-233A	717.7628	larry_frolich@yc.edu
FUEMMELER, GENNIE (2000) Teacher Education/Reading A.A., William Woods College; B.S., University of Missouri; M.A., Arizona State University.	Prescott 3-225	776.2287	gennie_fuemmelers@yc.edu
GARBAGNATI, ALFRED (2005) Sociology/Psychology B.S., M.Ed., Northern Arizona University; M.S.W., Arizona State University.	Prescott 3-250	771.4852	al_garbagnati@yc.edu
GILMORE, CONSTANCE (2001) Reading/English/Essential Skills A.A., Lakewood Community College; B.A., M.A., Colorado State University; B.A., M.S., University of Wyoming.	Verde Valley M-227A	634.6576	connie_gilmore@yc.edu
GLIDDEN, MOSES (1993) English B.A., M.A., University of Oklahoma.	Prescott 3-221	776.2296	moses_glidden@yc.edu
GOLD, DIANE (2004) Nursing B.S.N., San Jose University; M.S.N., University of California - San Francisco.	Verde Valley J-101	634.6515	diane_gold@yc.edu
GORMAN, DAVID (2000) Mathematics B.S., M.S., Northern Arizona University.	Prescott 4-128	776.2093	david_gorman@yc.edu
GRAHAME, ANTHONY (1996) Construction Technology B.A., Florida State University; M.Ed., University of Georgia.	Chino Valley 58-161	717.7726	tony_grahame@yc.edu
GRASER, DAVID (1998) Mathematics B.S., Harvey Mudd College; M.S., Ph.D., University of Arizona.	Prescott 4-105	776.2108	david_graser@yc.edu
HAMILTON, JERI (2003) Mathematics B.S., M.A., Northern Arizona University.	Prescott 4-129	776.2329	jeri_hamilton@yc.edu
HAMMOND, CAROL (1987) English A.A., Cottey College; A.B., M.A., University of California, Riverside.	Prescott 3-224	776.2283	carol_hammond@yc.edu
HARRISON, RUTH (1997) Paralegal Director of Paralegal Studies Program B.A., Humboldt State University; J.D., University of San Francisco School of Law.	Prescott 3-257	776.2163	ruth_harrison@yc.edu
HAYNES, KEITH (1992) English A.A., Yavapai College; B.A., Wake Forest University; M.A., University of Arizona.	Prescott 3-230	776.2297	keith_haynes@yc.edu

FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm	Phone	E-Mail
HERNANDEZ, ERNIE (2003) Automotive	Prescott 30-121	717.7377	ernie_hernandez@yc.edu
HERRING, LARAINÉ (2005) English B.A., University of Arizona; M.F.A., Antioch University; M.A., Prescott College.	Prescott 3-228	776.2276	laraine_herring@yc.edu
HINTON, JAMES (1974) Sociology A.S., Dixie College; B.S., M.S., Brigham Young University.	Prescott 3-212D	776.2278	jim_hinton@yc.edu
HOLBROOK, DEAN (1994) Mathematics Division Assistant Dean, Science & Math B.S., M.A., University of Arizona.	Prescott 4-228	717.7693	dean_holbrook@yc.edu
HOLLANDER, ELLEN (2002) Anatomy & Physiology B.Sc., University of Oregon; M.Sc., Ph.D., University of Calgary.	Prescott 4-222	776.2335	ellen_hollander@yc.edu
ISAACSON, SALLY (2003) Nursing R.N., Montgomery College School of Nursing; B.S.N., M.S.N., University of Maryland.	Prescott 2-223	776.2248	sally_isaacson@yc.edu
JOHNSON, SANDRA (2003) Nursing R.N., Maricopa Technical Community College; B.S.N., University of Phoenix; M.S.N., Old Dominion University.	Verde Valley B-105	634.6547	sandra_johnson@yc.edu
LOVELL, TERRY (1990) Business B.A., University of Montana; M.B.A., Arizona State University; Ph.D., Greenwich University.	Prescott 3-265	776.2347	terry_lovell@yc.edu
MARKMAN, H. BRETT (1992) Computer Applications Division Assistant Dean, Science & Professional Studies B.S., State University College; M.S., Iona College.	Verde Valley G-128	634.6533	brett_markman@yc.edu
MASON, STEPHEN (2001) Art B.A., Stanford University; M.Ed., Northern Arizona University.	Prescott 15-106	776.2037	steve_mason@yc.edu
MATSUMOTO, FAY (2001) Health, Physical Ed. & Recreation A.A., Fullerton College; B.S., M.S., California State University, Fullerton.	Prescott 2-106A	776.2228	fay_matsumoto@yc.edu
MCCREA, LAUREN (2006) Graphic Design B.A., University of Northern Colorado.	Prescott 15-110D	717.7616	lauren_mccrea@yc.edu
MIKLES, PATRICIA (2005) Art B.A., M.A., University of Northern Colorado.	Verde Valley F-111	634.6536	patricia_mikles@yc.edu
MITCHELL, ELEANOR (2002) Nursing A.S., College of the Canyons; B.S.N., M.S.N., California State University.	Prescott 2-226	717.7672	eleanor_mitchell@yc.edu
PEREY, JAMES (2003) Agribusiness B.S., University of Arizona; M.Ed., Northern Arizona University.	Chino Valley 57-108	717.7725	james_perey@yc.edu
PETERSON, KAYE (1993) Office Administration B.A., Prescott College; M.Ed., Northern Arizona University.	Prescott 19-203	776.2158	kaye_peterson@yc.edu
POBOCIK, TAMARA (2006) Nursing B.S., Ferris State University - MI.	Prescott 2-210	771.4856	tami_pobocik@yc.edu

FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm	Phone	E-Mail
POOLE, KARYN (2005) Nursing A.A.S., Golden West College; A.D.N., Napa Valley College; B.S.N., Sonoma State University; M.S.N., University of Phoenix.	Prescott 2-229	776.2251	karyn_poole@yc.edu
PRATT, TERENCE (1994) English Division Assistant Dean, Liberal Arts & Social Sciences B.S., Lyndon State College; M.A., Mississippi State University.	Verde Valley E-102	634.6573	terence_pratt@yc.edu
REISDORFER, KATHRYN (1993) Humanities B.A., University of Minnesota; M.A., St. Cloud State University; Ph.D., University of Minnesota.	Prescott 3-254	776.2245	kathryn_reisdorfer@yc.edu
ROBERTS, BRENT (1987) Mathematics B.S., M.A., Northern Arizona University.	Prescott 4-107	776.2089	brent_roberts@yc.edu
ROBERTS, DEBORAH (2002) Liberal Studies/History B.A., M.A., California State University.	Prescott 3-231	776.2342	debbie_roberts@yc.edu
ROBERTS, RUSSELL (1984) Computer Applications Division Assistant Dean, Business & Computer Science B.B.A., New Mexico State University; M.B.A., University of Phoenix.	Prescott 3-208	776.2162	russ_roberts@yc.edu
ROLLIN, STEVEN (2007) Emergency Medical Services	Prescott Valley 40-137	717.7917	steve_rollin@yc.edu
RUDELL, MICHAEL (2001) Anthropology B.A., University of Arizona; M.S., Northern Arizona University; Ph.D., University of Tennessee.	Prescott 3-251	776.2321	mike_ruddell@yc.edu
RUSSELL RANDY (2002) Economics & Business B.A., M.A., North Texas State University; Ph.D., Oklahoma State University.	Prescott 3-259	776.2340	randy_russell@yc.edu
SCHAFFER, NANCY (2005) English B.A., Southern Methodist University; M.A., Humboldt State University.	Prescott 3-223	717.7680	nancy_schafer@yc.edu
SCHILLER, CATHY (1989) Health, Physical Ed. & Recreation B.S., State University of New York at Brockport; M.S., Eastern Kentucky University.	Prescott 2-139A	776.2236	cathy_schiller@yc.edu
SCHRODER, CYNTHIA (2006) Nursing B.A., M.A., University of Phoenix.	Prescott 2-219	771.6170	cynthia_schroder@yc.edu
SHAW, GIL (2006) Paralegal B.A., University of Arizona; J.D., Pepperdine University-California.	Prescott 3-255	776.2155	gil_shaw@yc.edu
SHELLEY, MARK (2005) Sociology/Psychology Division Assistant Dean, Liberal Arts B.A., York University; M.A., California State University; M.A., Fuller Theological Seminary; Ph.D., University of Wisconsin.	Prescott 3-232	771.4851	mark_shelley@yc.edu
SHERRILL, ELBERT II (1982) Computer Applications B.A., University of California at Irvine; M.Ed., Arizona State University.	Prescott 3-261	776.2161	cliff_sherrill@yc.edu
SIEGFRIED, KARL (2004) Mathematics B.A., M.A., Northern Arizona University.	Prescott 4-106	776.2334	karl_siegfried@yc.edu

FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm	Phone	E-Mail
SMITH, ROBERT (2006) Welding B.S., Northern Arizona University; M.A., Grand Canyon University.	Prescott 7-101	776.2360	robert_smith@yc.edu
SMOLENYAK, PAUL (2000) Chemistry B.S., Northern Arizona University; Ph.D., University of Arizona.	Prescott 4-215	776.2326	paul_smolenyak@yc.edu
SNAVELY, THOMAS (1979) Accounting B.S., University of New Mexico; M.B.A., Arizona State University.	Prescott 3-264	776.2344	tom_snavely@yc.edu
SPARKS, STEVEN, (2001) Biology B.S., University of California, Irvine; M.A., California State University, Fullerton; Ph.D., San Diego State University/University of California, Davis.	Prescott 4-231	776.2370	steve_sparks@yc.edu
STAUFFER, BONNY (2000) Graphic Design Division Assistant Dean, Visual & Performing Arts B.F. A., Arizona State University; M.Ed., Northern Arizona University.	Prescott 15-103A	776.2349	bonny_stauffer@yc.edu
STEIN, AMY (1999) Art History B.A., University of Arizona; M.A., Ph.D., Northern Arizona University.	Prescott 15-105A	717.7739	amy_stein@yc.edu
TRAINOR, KELLY (2006) Agribusiness B.S., University of Arizona; Ph.D., Arizona State University.	Chino Valley 57-106	717.7724	kelly_trainor@yc.edu
TRAVER, ROY (2001) Art B.A., University of Arizona; M.Ed., Northern Arizona University.	Prescott 15-105B	717.7738	roy_traver@yc.edu
VERBOUT, MARY (1991) English B.S., M.A., Northern Arizona University.	Prescott 3-226	776.2095	mary_verbout@yc.edu
WAY, KARLY (2003) Psychology/Sociology B.S., University of Utah; M.A., Goddard College; Ph.D., American University.	Verde Valley E-113	634.6551	karly_way@yc.edu
WEILAND, SHANTI (2006) English B.A., University of California-Davis; M.A., Northern Arizona University; Ph.D., University of Southern Mississippi.	Verde Valley J-102	634.6552	shanti_weiland@yc.edu
WITBECK, CHRISTINE (2004) Nursing Division Assistant Dean, Nursing & Allied Health B.S.N., Idaho State University; M.S., Old Dominion University.	Prescott 2-222	776.2255	chris_witbeck@yc.edu
WOOLSEY, DENISE (2005) Speech/Communications B.S., Northern Arizona University; M.B.A., National University.	Prescott 3-243	776.2259	denise_woolsey@yc.edu
WOOLSEY, MARK (2002) Speech/Communications B.S., Northern Arizona University; M.A., California State University.	Prescott 3-229	776.2357	mark_woolsey@yc.edu
ZOGOBI, JILL (2006) Nursing B.S., Northern Arizona University; M.S. Vanderbilt University.	Prescott 2-216A	771-6179,	jill_zogob@yc.edu

DIRECTORY

Emeriti **FACULTY**

BARKHURST, RODNEY (1981-2000) Chemistry

BRANSON, EDWARD (1969-2000) Art

BRONANDER, ROY (1972-1996) Biology

BURNS, JAMES (1969-1983) Music

CHANDA, VIRGINIA "GINNY" (1979-2006) English

DICKEY, ARCHIE (1974-1998) Biology

ELLIS, CARLEEN (1976-1991) Nursing

FARRAR, ELAINE (1973-1992) Art

GALDE, DOROTHY ALTA (1969-1979) English

GOVEDICH, STEPHEN (1981-2003) Psychology/Sociology

HAYNES, JOHN (1969-1995) English

HOCHSTETTLER, DAVID (1977-1993) English

KELLY, VINCE (1971-1999) Art

LANG, SUSAN (1983-2003) English

LONGFIELD, RICHARD (1972-1993) Music

MARCUSEN, RICHARD (1971-2000) Art

MIKULEWICZ, ROBERT (1969-1981) Journalism

MINKLER, LYLE (1969-1996) Physical Science

NUGENT, LYNN (1979-2003) Nursing

O'NEIL, KAREN (1982-2003) Nursing

PERLMUTTER, NINA (1994-2006) Philosophy

PETERSON, GLEN (1973-1998) Art

QUINTERO, GEORGE (1969-1983) Registrar

RAWLINGS, DONN (1985-2001) English

SIEH, DON (1971-1996) English/Construction

Adjunct **FACULTY**

Yavapai College annually employs several hundred adjunct faculty who contribute to the richness and breadth of the College's instructional programs.

President's **LEADERSHIP TEAM**

HORTON, JAMES, Ph.D.
College President (2005)

BERGER, JOANNE, M.A.
Director, Master Plan Project/Facilities (2004)

DOUGHERTY, MICHAEL, M.A.
Dean, Student Services (1979)

GOSWAMI, UTPAL, Ph. D.
Vice President, Academic Affairs & Provost (2006)

FACULTY ASSOCIATION PRESIDENT
Elected Member

HOWERY, SUSAN, M.A.
Dean, Prescott Valley Campus (1994)

HURLEY, ROSE , B.A.
Human Resources Director (2002)

LYNCH, ROBERT, B.S.
Vice President, Administrative Services (1999)

MORGAN, JOHN, M.A.
Dean, Chino Valley Campus (1999)

SAMMARCO, SUSAN, M.B.A.
Director of Public Information (2001)

SCHUMACHER, THOMAS, M.F.A.
Dean, Verde Valley Campus (1977)

WALKER, STEVEN. B.S.
Director, Development (2006)

WING, BARBARA, M.Ed.
Dean, Prescott Campus (1991)

Division **ASSISTANT DEANS**

BOCKRATH, ROBERT M.Ed.
Health, Physical Education & Recreation
Director of Athletics (2000)

FITZGERALD, JILL, M.A.
Communications (2001)

HOLBROOK, DEAN, M.A.
Science & Math (1994)

MARKMAN, H. BRETT, M.S.
Science & Professional Studies, Verde Valley Campus (1992)

PRATT, TERENCE, M.A.
Liberal Arts & Social Sciences, Verde Valley Campus (1994)

ROBERTS, RUSSELL, M.B.A.
Business & Computer Science (1984)

SHELLEY, MARK, PH.D.
Liberal Arts (2005)

STAUFFER, BONNY, M.ED.
Visual & Performing Arts (2000)

WITBECK, CHRISTINE, M.S.
Nursing & Allied Health (2004)



2007/08

Yavapai College CATALOG

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PROGRAMS OF STUDY GUIDE

**AAS
ASSOCIATE
DEGREE**

See: www.az.transfer.org/cas

For a faster and easier access to the specific degree or certificate you are interested in click on the [blue linked box](#) in the chart.

AREA OF STUDY	CERTIFICATE	AAS ASSOCIATE DEGREE	
Accounting	■	■	■
Administration of Justice		■	■
Administrative Medical Assistant	■		
Administrative Office Specialist	■		
Agriculture Technology Management - Animal Care & Management, Equine Management, Horticulture Science, Landscape Management, Turfgrass Management	■	■	■
Anthropology			■
Art/Fine Arts		■	■
Astronomy			■
Automotive (Technician, Master Technician)	■		
Automotive Management		■	
Biology/Zoology			■
Business (Admin, Mgmt, Finance, Mktg)			■
Chemistry			■
Cisco Networking Technician	■	■	
Communications/Speech			■
Computer Science	■	■	■
Digital Filmmaking	■		
Early Childhood Education/Child Development Education/Elementary	■	■	■
Emergency Medical Services	■		
Engineering			■
English			■
Environmental Studies			■
Fire Science	■	■	
Geography			■
Geology/Earth Science			■
Gerontology	■		
Graphic Design	■	■	
Gunsmithing	■	■	
Helicopter Pilot Entrepreneurship	■		
History			■
Humanities			■
Languages (Spanish, French, German, Italian)			■
Legal Office Administration	■		
Management	■	■	■
Mathematics			■
Medical Assistant	■		
Medical Coding	■		
Medical Transcription	■		
Microsoft Certified Systems Administrator	■		
Music			■
Networking Technology		■	
Nursing		■	■
Office Administration	■	■	
Paraeducation		■	
Paralegal (Legal Nurse)	■	■	■
Paramedicine	■	■	
Philosophy			■
Physical Education/Recreation/Exercise Science			■
Physics			■
Police Certification/Law Enforcement	■		
Political Science			■
Pre-Professional: — (Pre-med, Law, Architecture, Pre-pharmacy)			■
Psychology			■
Residential Building Technology, Residential Construction Management, Residential Design	■	■	■
Retail Management	■		
Small Business Entrepreneurship	■		
Sociology/Social Work			■
Theatre/Dance			■
Welding	■		
Word Processing Administration	■		

Yavapai College operates in compliance with all state and federal laws and does not discriminate on the basis of race, creed, disability, or age. The nondiscrimination policies cover admissions, access, and treatment in all program activities, and employment.

DEGREE AND CERTIFICATE INFORMATION

In addition to the associate degree programs, Yavapai College offers certificate programs in selected occupational areas.

The certificate programs are intended to prepare students for entry-level employment or to enhance existing skills.

Yavapai College offers six associate degree programs.

- **Associate of Arts, Associate of Science**
- **Associate of Business Degrees**
- **Associate of Arts in Elementary Education**
- **Associate of Fine Arts Degree**
- **Associate of General Studies Degree Program**
- **Associate of Applied Science Degree**

Degree and Certificate Requirements

In order to obtain any degree or certificate from Yavapai College, a candidate must:

1. Satisfy entrance requirements as a regular student;
2. Complete all courses required in one of the degree or certificate programs offered by Yavapai College. Occasionally, degree requirements change between the time of the student's admission and the time of graduation. A student in continuous enrollment at Yavapai College may elect to graduate by satisfying degree requirements as listed at the time of admission, at the time of graduation, or at any time during the last period of continuous attendance. Continuous attendance means enrollment in the regular session of the fall and spring semester of each academic year.

If a course required for a degree or certificate has been deleted from the catalog, the student's advisor will identify a comparable course to be substituted for the deleted course.

Other substitutions are generally not permitted. However, a student who believes particular circumstances warrant special consideration may petition to the supervising dean.

Courses approved as satisfying General Education requirements for all degrees are listed in the section entitled "General Education Courses."

3. Earn a grade of "C" or higher in a course for it to apply toward a Yavapai College degree or certificate, or for inclusion in a student's Arizona General Education Curriculum.
 - a. A maximum of 12 semester hours of "S" credit from 100- and 200- level courses may be applied toward any Yavapai College degree/certificate program. S/U grading is not an option for courses that are part of the Arizona General Education Curriculum (AGEC).
 - b. Special interest and developmental education courses (courses numbered below 100) will not be applied toward degrees and certificates.
 - c. Students may fulfill degree requirements after leaving Yavapai College by transferring back applicable credits earned at "regionally accredited" institutions of higher education. Students must adhere to the catalog requirements of their program of study during their last continuous enrollment at Yavapai College.
4. Earn a cumulative grade-point average of 2.00 or better in all work completed at Yavapai College. The average for students who have earned fewer than 32 semester hours at Yavapai College must include both grades earned in residence and grades transferred. Students in Nursing are subject to criteria which supersede this requirement, and should consult the Department of Nursing for further information;
5. Complete a minimum of twelve semester hours in residence;
6. File a petition for graduation with the Admissions, Registration & Records Office no later than March 1. A student eligible for graduation at the end of the fall regular semester must petition for graduation no later than October 1;

DEGREE AND CERTIFICATE INFORMATION

7. Remove thirty days prior to the day of commencement, all marks of deficiency on the student's records, if expecting to use credit in those subjects toward graduation;
8. Remove any indebtedness to the college.

Location of Degree Programs

Yavapai College offers courses required for degrees and certificates in selected locations. The college does not guarantee that all courses for a degree or certificate will be offered at all locations. Please review the degree or certificate program information or a current class schedule for the location information.

Graduation with Honors

A student who is awarded an Associate Degree and has a cumulative grade-point average of 3.50 or higher at Yavapai College is designated as graduating "with honors."

In order to qualify for graduation with these honors, students must have completed at Yavapai College, a minimum of 30 semester hours in courses numbered 100 and above that were graded A-F.

Multiple Degrees

A student who has already earned an associate's degree at Yavapai College may earn a subsequent degree according to the following provisions:

1. General education requirements specified for each degree must be completed.
2. All major and related degree requirements specified in an Associate of Applied Science (AAS) degree program must be completed. If a specified course has already been applied to another degree or certificate program, that course competency may be applied to a subsequent AAS degree program.
3. Course substitutions approved for one degree program do not automatically apply to a subsequent degree program.
4. A minimum of 15 additional semester hours of major and related requirements, not applied to the first degree, must be completed at Yavapai College. These 15 hours will be in addition to any general education requirements needed to complete the subsequent degree.
5. An Associate of General Studies Degree will not be awarded simultaneously with, or subsequent to, the awarding of any other associate degree. Other degrees may be earned concurrently as long as all of the requirements for each degree are met.
6. A subsequent degree must identify a specific area of study and be directed by an approved educational plan.

Requirements for a subsequent degree program must be completed in accordance with the catalog in effect at the time the multiple degree proposal is approved. Students should consult an academic advisor for more information and to obtain a Petition for Multiple Degree.



Graduating students
must initiate a Petition
for Graduation

Deadlines: Fall graduates
October 1

Spring & Summer
graduates March 1

Programs Requiring Selective Admission

Requirements for Admission to the Gunsmithing Program

Minimum age (21 or military service) and special registration procedures are required for those students who wish to enter the Gunsmithing program. An information/application packet for admission into this program is available through the advising office or online at: www.gunsmithing.org.

Students accepted into the Gunsmithing program must maintain satisfactory progress status and continue to follow the Bureau of Alcohol, Tobacco and Firearms rules and regulations, failure to do so may result in immediate dismissal from the program. Students withdrawing from the Gunsmithing program will be required to reapply.

Requirements for Admission to the Nursing Program

An information packet is available from the Academic Advising Center (Prescott Campus), Student Services Office (Verde Campus), or the Nursing Department regarding admission to the Nursing Program. Refer to the Nursing Degree Program description. Additional information is available online at: www.2yc.edu/content/nursing/.

Continuous Enrollment

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

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

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

Students admitted or readmitted to Yavapai College during a summer term must follow the requirements of the catalog in effect the following fall semester or any single catalog in effect during subsequent terms of continuous enrollment.

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



General Education Values Statement

General Education encourages students and faculty to strive for the highest possible degree of personal development in education, and to discover the enormous pride that comes from the thrill of creative effort and the joy of achievement. Through General Education, Yavapai College commits students and faculty to seek a coherent center of values and understanding that gives a sense of wholeness to the learning process.

This pursuit of wholeness in learning is not easy. It requires diligent effort, self-discipline, willingness to take risks, courage, responsibility, integrity, and commitment. The search for wholeness presupposes an alternative to the current fragmentation of knowledge and experience in education and in our culture. The search for an integrated understanding, however requires a desire to learn, an energetic interest in the world, tolerance for ambiguity, and a willingness to try to put ourselves in the place of those whose beliefs and outlooks appear alien. By expecting and cultivating curiosity and empathy, General Education provides an environment in which the accumulation of knowledge and the practice of disciplined, independent thinking can grow into coherent understanding and reasoned values.

Wholeness in learning can be neither a purely individual act nor the result of unthinking conformity. We come to understand our nature and our limits. We appreciate the need to deal with failure as well as success. We develop skill, openness, delicacy and strength in negotiating with the world beyond ourselves. We utilize the details of content and subject matter to examine conceptual frameworks that structure thought. We accept the inevitable responsibility of informed judgment.

FOUNDATION studies in English and Mathematics are essential to independent thinking and to connection with the world of learning. In FOUNDATION courses and in other subject areas, General Education makes intensive use of thoughtful and precise writing, critical reading, quantitative thinking, and the process of analysis and synthesis that underlie logical reasoning.

Interdisciplinary CORE studies focus on the conceptual frameworks through which the thinker, a culture, or an academic discipline may approach an issue. We discover both the ordering power and the potential limitations of the fundamental models of understanding that have shaped our thinking throughout the history of civilization. We acknowledge the dependence of thought upon these fundamental models, judge them through comparison with alternative models from other thinkers and cultures, and yet are able to continue to participate with active, discerning commitment in the political, ethical, and aesthetic life of the community.

AREA studies link FOUNDATION skills in thinking and communicating and the CORE emphasis on conceptual frameworks to the content orientation of academic disciplines. AREA courses demonstrate that the study of specialized subject matter can be drawn into the central dialogues of General Education.

The goal of General Education is to encourage and challenge ourselves, the learning community, to assess our academic strengths and weaknesses, to cultivate successful academic and work habits, to form and refine values, and to master a broad range of skills that are needed in today's competitive and technologically complex society. Learning is a lifelong endeavor, and those who develop a body of coherent knowledge, practiced discipline, curiosity, and empathy will be more self-reliant, motivated, understanding, successful, and fulfilled individuals. Knowledge, practiced discipline, curiosity, and empathy will create more self-reliant, motivated, understanding, successful, and fulfilled individuals.

DEGREE AND CERTIFICATE INFORMATION

General Education Courses

General Education courses at Yavapai College are grouped into three categories:

- 1) Foundation Studies, consisting of basic English and mathematics courses;
- 2) Liberal Core Studies, consisting of selected interdisciplinary courses;
- 3) Area Studies, consisting of courses in science, humanities, and social science.

General Education courses generally require critical reading and thoughtful writing. Students with college-level reading and writing skills have the foundation necessary for success.

In some cases a specific degree program may require the student to select particular courses, rather than to select freely from the list of approved General Education courses. The student should follow requirements of their specific degree program to ensure graduation and transfer of credits. Approved General Education courses are listed below, in their respective categories.

General Education courses at Yavapai College are grouped into three categories:

Foundation Studies, consisting of basic English and mathematics courses;

Liberal Studies Core, consisting of interdisciplinary courses;

Area Studies, consisting of courses in science, humanities, and social science.

A. Foundation Studies (9 credits)

1. Composition Requirement. Approved course sequences are listed under "College Composition" in each degree program.
2. Numeracy Requirement. Approved courses are listed under "numeracy" in each degree program.

B. Liberal Studies Core (6 credits)

Students must complete three credits each in Sections 1 and 2 below:

1. Western Civilization or Technology and Human Values (3 credits)

Select and complete one of the following options:

- a. HIS/LSC 201 Western Civilization I (3)
- b. HIS/LSC 202 Western Civilization II (3)
- c. HIS/LSC 203 Western Civilization III (3)
- d. HIS/LSC 205 Technology and Human Values (3)

2. Liberal Studies Option (3 credits)

Complete either a or b.

- a. LSC 101 Connections - Select any three connections courses.
- b. Select an additional 3 credit course from section 1 above.

C. Area Studies (20 credits)

1. Physical and Biological Science Requirement (8 credits).

Approved courses are:

AGS 103	Plant Biology (4)
BIO 100	Biology Concepts (4)
BIO 103	Plant Biology (4)
BIO 105	Environmental Biology (4)
BIO 108	Concepts in Plant Biology (4)
BIO 109	Natural History of the Southwest (4)
BIO 156	Human Biology for Allied Health (4)
BIO 181	General Biology I (4)
BIO 182	General Biology II (4)
BIO 201	Human Anatomy and Physiology I (4)
BIO 202	Human Anatomy and Physiology II (4)
BIO 205	Microbiology (4)

DEGREE AND CERTIFICATE INFORMATION

CHM 121	Environmental Chemistry (4)
CHM 130	Fundamental Chemistry (4)
CHM 138	Chemistry for Allied Health (4)
CHM 140	Fundamental Organic and Biochemistry (4)
CHM 151	General Chemistry I (5)
CHM 152	General Chemistry II (5)
ENV 105	Environmental Biology (4)
ENV 110	Environmental Geology (4)
ENV 121	Environmental Chemistry (4)
GEO 103	Introduction to Physical Geography (4)
GLG 100	Concepts in Basic Geology (2) and one of the following courses:
	GLG 103 Cave Geology (2)
	GLG 104 Geologic Oceanography (2)
	GLG 105 Geology of Canyon Lands (2)
	GLG 106 Geology of Bryce and Zion (2)
	GLG 107 Geology of Death Valley (2)
	GLG 108 Volcanoes and Earthquakes of Northern Arizona (2)
	GLG 109 Geology of the Prescott Region (2)
	GLG 111 Geology of Northern Arizona (2)
	GLG 113 Geology of Grand Canyon (2)
	GLG 114 Evolution of the Basin and Range (2)
	GLG 115 Implications of Plate Tectonics (2)
	GLG 116 Geology of the Verde Valley (2)
GLG 101	Introduction to Geology I (4)
GLG 102	Introduction to Geology II (4)
GLG 110	Environmental Geology (4)
GLG 225	Introduction to Paleontology (4)
PHY 101	Introduction to Astronomy (3) and PHY 102 Introduction to Astronomy Laboratory (1)
PHY 113	Weather and Climate (3) and
PHY 114	Weather and Climate Laboratory (1)
PHY 140	The Physical World (4)
PHY 141	General Physics I (4)
PHY 142	General Physics II (4)
PHY 150	Physics for Scientists and Engineers I (4)
PHY 151	Physics for Scientists and Engineers II (4)
PHY 250	Physics for Scientists and Engineers III (4)

2. Arts and Humanities Requirement (6 credits).

Approved courses are:

ART 200	Art History I (3)
ART 201	Art History II (3)
ENG 200	College Composition III
ENG 211	Major Issues in British Literature I (3)
ENG 212	Major Issues in British Literature II (3)

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ENG 215	Major Issues in Comparative Literature (3)
ENG 217	Major Issues in World Literature (3)
ENG 219	Major Issues in Modern Drama (3)
ENG 237	Women in Literature (3)
ENG 238	Literature of the Southwest
ENG 240	American Literature to 1865
ENG 241	American Literature 1865 to the Present
ENG 242	Introduction to Shakespeare (3)
ENV 210	Environmental Ethics and Philosophy (3)
HUM 205	Technology and Human Values (3)
HUM 236	American Arts and Ideas II (3)
HUM 241	Humanities in the Western World I (3)
HUM 242	Humanities in the Western World II (3)
HUM 243	Development of the Film (3)
LSC 205	Technology and Human Values (3)
MUS 240	Music Appreciation (3)
MUS 245	Music of World Cultures (3)
PHI 101	Introduction to Philosophy (3)
PHI 111	Introduction to Moral and Social Philosophy (3)
PHI 122	Science, Religion and Philosophy (3)
PHI 201	Comparative Religions (3)
PHI 202	Introduction to Mythology (3)
PHI 204	Ethical Issues in Health Care (3)
PHI 210	Environmental Ethics and Philosophy (3)
PHI 240	Philosophy East and West (3)
PHI 245	Introduction to Eastern Philosophy (3)
PHI 273	Introduction to Jewish Studies (3)
THR 135	Introduction to Theatre (3)
THR 243	Development of the Film
WST 237	Women in Literature (3)

3. Social and Behavioral Science Requirement (6 credits).

Approved courses are:

ANT 101	Stones, Bones and Human Origins (3)
ANT 102	Introduction to Cultural Anthropology (3)
ANT 104	Buried Cities and Lost Tribes (3)
ANT 211	Women in Other Cultures (3)
ANT 231	Southwestern Archeology (3)
ANT 232	Indians of the Southwest (3)
BSA 221	Entrepreneurship (3)
BSA 235	Principles of Economics-Macro (3)
BSA 236	Principles of Economics-Micro (3)
ECE 234	Child Growth and Development (3)
GEO 101	World Geography - West (3)

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GEO 102	World Geography - East (3)
GEO 105	Introduction to Cultural Geography (3)
GEO 201	Global Issues (3)
HIS 131	United States History I (3)
HIS 132	United States History II (3)
HIS 260	History of Native Americans of the United States (3)
HIS 201	Western Civilization I (3)
HIS 202	Western Civilization II (3)
HIS 203	Western Civilization III (3)
HIS 230	History of the Traditional and Modern Middle East (3)
HIS 253	History of Women in the United States (3)
LSC 201	Western Civilization I (3)
LSC 202	Western Civilization II (3)
LSC 203	Western Civilization III (3)
POS 110	American National Government (3)
PSY 101	Introductory Psychology (3)
PSY 232	Psychology of Personal Growth (3)
PSY 234	Child Growth and Development (3)
PSY 236	Psychology of Women (3)
PSY 240	Personality Development (3)
PSY 245	Human Growth and Development (3)
PSY 250	Social Psychology (3)
PSY 266	Abnormal Psychology (3)
PSY 277	Human Sexuality (3)
SOC 101	Introduction to Sociology (3)
SOC 140	Sociology of Intimate Relationships & Family (3)
SOC 142	Race & Ethnic Relations (3)
SOC 212	Men and Women in a Changing Society (3)
SOC 250	Social Problems (3)
SOC 251	Cultural Diversity (3)
SOC 277	Human Sexuality (3)
WST 211	Women in Other Cultures (3)
WST 236	Psychology of Women (3)
WST 253	History of Women in the United States (3)

Arizona General Education Curriculum (AGEC)

General education serves as a common core of knowledge for all associate degrees at Yavapai College. It demonstrates the College's vision of an educated person and reflects our commitment to education as a lifelong process.

The public universities and community colleges in Arizona have agreed to three transfer general education programs. These general education transfer programs are referred to collectively as

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the Arizona General Education Curriculum (AGEC). This agreement ensures that the completion of the general education block of courses at Yavapai College will allow students to transfer lower division general education courses to any of the Arizona public universities without losing credits.

Courses applied to the Arizona General Education Curriculum (AGEC) may not be taken for S grading.

Three degrees have been designated to include specific 35 semester hour general education blocks. These degrees are:

- a. Associate of Arts—**AGEC-A**
- b. Associate of Business—**AGEC-B**
- c. Associate of Science—**AGEC-S**

The specific course requirements for each AGECE at Yavapai College are as follows:

AGEC-A (Associate of Arts) 35 total

Freshman Composition	6 credits
Mathematics*	3
Arts and Humanities	6
Social and Behavioral Sciences	6
Core Studies	6
Physical and Biological Sciences	8

*MAT 152, MAT 142 or higher-level mathematics course

AGEC-B (Associate of Business) 35 total

Freshman Composition	6 credits
Mathematics*	3
Arts and Humanities	6
Social and Behavioral Sciences	6
Core Studies	6
Physical and Biological Sciences	8

*MAT 212 (Survey of Calculus) or higher-level mathematics course

AGEC-S (Associate of Science) 35-37 total

Freshman Composition	6 credits
Mathematics*	3
Arts and Humanities	6
Social and Behavioral Sciences	6
Core Studies	6-8
Physical and Biological Sciences	8

Complete one of the following course sequences:

- BIO 181 and BIO 182 **OR**
 CHM 151 and CHM 152 **OR**
 GLG 101 and GLG 102 **OR**
 PHY 141 and PHY 142 **OR**
 PHY 150 and PHY 151

*MAT 220 (Calculus sequence) or higher-level mathematics course



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The differences among these transfer blocks relate to differing levels of math and science proficiency required for each block. Students completing an appropriate AGECE as part of an associate degree can transfer up to 64 semester hours of work to the university with the expectation that a bachelor's degree can be completed with an additional 56 hours of university credit. This may vary with some specialized degree programs. Students should meet with a counselor/advisor to confirm the status of specific degree programs.

Yavapai College has established general education programs for each AGECE plan. In general, the student will be able to complete the AGECE for the major at Yavapai College before transferring to an Arizona public university. Completing the AGECE for the major area at Yavapai College satisfies the lower division, general education requirements of the corresponding baccalaureate degree at each of the three state universities. Courses applied to the Arizona General Education Curriculum (AGECE) may not be taken for S grading.

If the student does not complete the AGECE at Yavapai College, the same transfer status may not be granted by an Arizona public university as those who have completed the AGECE. Failing to complete the AGECE will result in having courses evaluated on a course-by-course basis by the transfer university.

Some majors, particularly in the professional fields, have specific prerequisites and/or program requirements that will not transfer within one of the three general education programs described in this section. Students should check with an advisor and/or counselor to confirm the status of such a major program. Since university requirements can change from year-to-year, it is advisable to maintain regular contact with an academic advisor and/or counselor.

On occasion, a student who is in the process of completing an AGECE at Yavapai College will transfer to an Arizona university prior to completing the AGECE. When this occurs, the student will be able to complete the AGECE by transferring credits back to Yavapai College from the university. A maximum of two courses, up to 10 credit hours, may be transferred back to satisfy the AGECE.

The student, in consultation with a Yavapai College academic advisor/counselor, will be responsible for identifying appropriate university courses to transfer back to Yavapai College. Yavapai College academic rules and regulations will prevail in the selection of university courses that can be used to satisfy the AGECE requirements.

Pathways

"Pathway" is a term used in community college/university articulation agreements which refers to the transfer degrees (Associate of Arts, Associate of Business, Associate of Science) and the kinds of requirements (either special requirements "SR" or general requirements "GR") contained in them which lead toward the successful completion of a bachelor's degree. Special requirements (SR) mean that the major is such that certain course work must be taken in the first two years of study as preparatory to the university course work. General requirements (GR) mean that the major is less specific and that all requirements can be met in the 56 credits required at the university after the 64 earned at a community college. The Transfer Guide/Exceptional Requirements (TG/XR) pathway is for majors that are sequenced from the first semester of study through the completion of the bachelor's degree and may require more credits than the usual 120.

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There are six different pathways you may follow, depending upon the degree you choose to pursue.

- Associate of Arts/General Requirements AA/GR
- Associate of Arts/Special Requirements AA/SR
- Associate of Science/General Requirements AS/GR
- Associate of Science/Special Requirements AS/SR
- Associate of Business/General Requirements AB/GR
- Associate of Business/Special Requirements AB/SR
- Transfer Guide/Exceptional Requirements TG/XR

Each of these pathways require 60-64 credits in courses numbered 100 or above to be completed with a grade of "C" or better. The courses can satisfy a Core Area (no more than one) and one or two Awareness Areas simultaneously.

Completion of a pathway ensures:

- Junior standing upon being admitted to an Arizona university
- all credits included in the pathway will apply
- admission consideration into competitive programs on the same basis as native university students

Students preparing to transfer to an upper-division baccalaureate degree program should contact an academic advisor to ensure appropriate course selection.



The Associate of Arts degree requires completion of 64 credit hours. This degree is designed to enable a student to transfer to a baccalaureate-granting institution.

Associate of Arts Degree

The Associate of Arts Degree requires completion of 64 credit hours. This degree is designed to enable a student to transfer to a baccalaureate-granting institution. Students following this degree program will complete university-parallel requirements in general education that will fulfill all lower division general education requirements at the Arizona universities. The AA degree will also allow students with declared majors to fulfill their lower division major requirements at Yavapai College. A list of common lower division major courses should be available through your advisor or counselor. This degree is also appropriate for the liberal arts major and the transfer-oriented student who is undecided about either major area of study or the transfer institution.

Thirty-five hours of coursework are concentrated in **general education**. At Yavapai College the Arizona General Education Curriculum (AGEC) is embedded in the Associate of Arts Degree. In most instances, a student can fulfill all lower division general education and major requirements of the public universities in Arizona through completion of this degree. Students preparing to major in areas such as business, fine arts, science, health-related professions, and engineering should select courses to meet the AGEC requirements in the college and major they plan to pursue upon transfer (see Associate of Science and Associate of Business degrees). The core curriculum consists of four parts: (1) Foundation Studies include critical literacy, precise writing, qualitative thinking, and the process of analysis and synthesis that underlie logical reasoning; (2) Interdisciplinary Core Studies focus on the conceptual frameworks through which a thinker, a culture, or an academic discipline may approach an issue; (3) Area Studies link foundation skills in thinking and communicating and the Core emphasis on conceptual frameworks to the content orientation of academic disciplines; (4) Special Requirements incorporate additional university requirements in "Intensive Writing/Critical Inquiry and specific "Awareness Areas." The six credit Liberal Studies Core requirement at Yavapai College fulfills the "Options" component of the AGEC. Upon completion of all 35 credit hours (including the Special Requirements) of the AGEC with a grade of "C" or higher, the student will receive recognition of completion on the transcript and guaranteed transferability of the AGEC upon admission to one of the state universities in Arizona.

Three credit hours of Communications coursework are required for this degree. Twenty-six credit hours of coursework in this degree are in **major** and **elective studies**. This aspect of the degree affords the student an opportunity to begin work on a major area of study, to explore other disciplines, to cultivate personal growth and interest, to pursue additional university requirements in certain fields, and to build on the experience and accomplishments of the general education curriculum.

Students preparing to transfer to an upper-division baccalaureate degree program should contact an academic advisor in the major field of study at the transfer institution in addition to meeting regularly with an academic advisor and/or counselor at Yavapai College. Regular advisement is important to build an educational plan and ensure transferability of general education, elective, and major courses. Students intending to transfer to one of the Arizona public universities can obtain specific information on transferability of courses from the course applicability system (CAS) website at www.az.transfer.org/cas and curriculum transfer guides available from advisors and counselors. Transfer guides are also available from each university's web site.

Degree Program Requirements

I. General Education (35 credits)

A. Foundation Studies (9 credits)

1. College Composition (6 credits)

Select and complete one of the following options:

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- a. ENG 101 College Composition I (3) and
ENG 102 College Composition II (3)
- b. ENG 103 College Composition I (Honors) (3) and
ENG 104 College Composition II (Honors) (3)
- 2. Numeracy (3 credits)**
Select and complete one of the following options
 - a. MAT 142 Concepts in College Mathematics
 - b. MAT 152 College Algebra
 - c. Any mathematics course for which MAT 152 is a prerequisite.
- B. Liberal Studies Core (6 credits)**
Students must complete three credits each in Sections 1 and 2 below:
 - 1. Western Civilization or Technology and Human Values (3 credits).**
Select and complete one of the following options:
 - a. HIS/LSC 201 Western Civilization I (3)
 - b. HIS/LSC 202 Western Civilization II (3)
 - c. HIS/LSC 203 Western Civilization III (3)
 - d. HIS/LSC 205 Technology and Human Values (3)
 - 2. Liberal Studies Option (3 credits).**
Complete either a or b.
 - a. LSC 101 Connections - Select any three connections courses.
 - b. Select an additional 3 credit course from section 1 above.
- C. Area Studies (20 credits)**
 - 1. Physical and Biological Science (8 credits)**
Select and complete two laboratory science courses from the approved list of General Education courses—(under Area Studies–Science).
 - 2. Arts and Humanities (6 credits)**
Select and complete two courses from the approved list of General Education Courses—(under Area Studies–Arts and Humanities).
 - 3. Social and Behavioral Science (6 credits)**
Select and complete two courses from the approved list of General Education Courses (under Area Studies–Social Science).

II. Special Requirements for the Arizona General Education Curriculum

The Arizona General Education Curriculum stipulates that students complete courses that specifically require intensive writing/critical inquiry, and the development of an awareness of certain social and cultural issues. Students must complete one course from each of the categories listed below to fulfill these requirements.

A. Intensive Writing/Critical Inquiry:

Select and complete one course from the following:

- 1. Any 200- Level course from the Arts and Humanities Area Studies list.***

*These courses may fulfill both an Area Studies requirement and the Intensive Writing/Critical Inquiry requirement.

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B. Awareness Areas:

1. Ethnic/Race/Gender Awareness

Select and complete one course from the following list of ethnic/race/gender awareness courses:

- a. ANT 102 Introduction to Cultural Anthropology (3)
- b. ANT/WST 211 Women in Cross-Cultural Perspective (3)
- c. ANT 232 Indians of the Southwest (3)
- d. ENG/WST 237 Women in Literature (3)
- e. GEO 105 Introduction to Cultural Geography (3)
- f. HIS 131 United States History I (3)
- g. HIS 132 United States History II (3)
- h. HIS 260 History of Native Americans of the United States (3)
- i. HIS 253 History of Women in the United States (3)
- j. HUM 235 American Arts and Ideas I (3)
- k. HUM 236 American Arts and Ideas II (3)
- l. HUM 241 Humanities in the Western World I (3)
- m. HUM 242 Humanities in the Western World II (3)
- n. PSY/WST 236 Psychology of Women (3)
- o. SOC 101 Introduction to Sociology (3)
- p. SOC 140 Sociology of Intimate Relationships & Family (3)
- q. SOC 142 Race & Ethnic Relations (3)
- r. SOC 212 Men and Women in a Changing Society (3)
- s. SOC 250 Social Problems (3)
- t. SOC 251 Cultural Diversity (3)
- u. SOC/PSY 277 Human Sexuality (3)

These courses may fulfill both an Area Studies and the Awareness Area requirement for the AGECE.

2. Global/International or Historical Awareness

This Awareness Area requirement is embedded (as Western Civilization/Technology and Human Values) in the Core Studies requirement.

III. Communications Requirement (3 credits)

Select and complete one of the following options:

- COM 100 Introduction to Human Communication (3)
- COM 131 Fundamentals of Speech Communication (3)
- COM 134 Interpersonal Communication (3)

IV. Major and Elective Studies (26 credits)

The student who has decided upon an eventual major should consult the list of common lower division major courses for their chosen major. It is recommended that the student complete at least six hours of lower division major credits in their major area. The listed lower division major courses will transfer to all three Arizona public universities. The student who has selected a four year college of intended transfer should also consult the catalog of that college or website for additional guidance regarding their major and courses. Yavapai College advisors can provide up-to-date information regarding requirements of various degree programs at Arizona's universities.

The student who is not committed to a major or a particular college of intended transfer should complete the Arizona General Education Curriculum and select courses most likely to meet common university requirements. Some possibilities include:

- A.** Language classes (other than English) numbered 101, 102, 201, 202. Many degree programs require competency or completion of a language at the fourth semester level. Yavapai College and the universities strongly urge students who are transferring to meet the language requirement in their first two years of college. Students are strongly advised to consult with their academic advisor regarding specific university language requirements.
- B.** Computer Literacy. Basic computer skills are an essential component of every student's educational experience at Yavapai College. Since specific computer classes may be required for some degrees (i.e., science, business, and social/behavioral sciences) students should consult with their academic advisor regarding specific degree transfer requirements.
- C.** Mathematics classes beyond College Algebra and/or computer classes are required for some degrees in science, social science and business related fields.
- D.** Additional laboratory sciences.
- E.** Honors classes.
- F.** Physical Education activities classes are required for some degrees.
- G.** Speech, communications and advanced writing classes are required for some degrees.
- H.** Introductory classes in possible major areas.
- I.** Prerequisite classes for any of the above.



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Thirty-five hours of coursework are concentrated in general education.

At Yavapai College the Arizona General Education Curriculum (AGEC) is embedded in the Associate of Arts Degree in Elementary Education. In most instances, a student can fulfill all lower division general education and major requirements of the public universities in Arizona through completion of this degree.

Associate of Arts Degree in Elementary Education

The Associate of Arts Degree in Elementary Education is designed for students interested in elementary education who are preparing to transfer to one of the three Arizona public universities to complete a baccalaureate program and qualify for an Arizona teaching certificate.

Degree Program Requirements

I. General Education (35 credits)

A. Foundation Studies (9 credits):

1. College Composition (6 credits)

Select and complete one the following options:

- a. ENG 101 College Composition I (3) and
ENG 102 College Composition II (3)
- b. ENG 103 College Composition I (Honors) (3) and
ENG 104 College Composition II (Honors) (3)

2. Numeracy (3 credits)

Select and complete one of the following options:

- a. MAT 142 Concepts in College Mathematics
- b. MAT 152 College Algebra
- c. Any mathematics course for which MAT 152 is a prerequisite.

B. Liberal Studies Core (6 credits)

Students must complete three credits each in Sections 1 and 2 below:

1. Western Civilization or Technology and Human Values (3 credits).

Select and complete one of the following options:

- a. HIS/LSC 201 Western Civilization I (3)
- b. HIS/LSC 202 Western Civilization II (3)
- c. HIS/LSC 203 Western Civilization III (3)
- d. HIS/LSC 205 Technology and Human Values (3)

2. Liberal Studies Option (3 credits).

Complete either a or b.

- a. LSC 101 Connections - Select any three connections courses.
- b. Select an additional 3 credit course from section 1 above.

C. Area Studies (20 credits)

1. Science (select 8 credits from two of the following categories)

- a. Life- Biology, Environmental Science, Botany, Anatomy
- b. Physical-Geography, Physics, Chemistry
- c. Earth/Space- Astronomy, Geology, Meteorology

2. Arts and Humanities (6 credits)

- a. Select and complete any 200-level course on the approved list of Area Studies- Humanities list **and**

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- b. ART 200 Art History I **OR**
ART 201 Art History II
- 3. Social and Behavioral Science (6 credits)**
Complete a and b:
 - a. HIS 131 United States History I
 - b. Select one of the following options:
 - 1. PSY 101 Introductory Psychology
 - 2. BSA 235 Principles of Economics-Macro **OR**
BSA 236 Principles of Economics-Micro
 - 3. POS 110 American National Government
 - 4. *PSY/ECE 234 Child Growth and Development
- * Highly Recommended
- II. Communications Requirement (3 Credits)**
Select and complete one of the following:
 - COM 100 Introduction to Human Communication
 - COM 131 Fundamentals of Speech Communication
 - COM 134 Interpersonal Communication (Highly Recommended)
- III. Major and Elective Studies (23 Credits)**
Student must complete the following:
 - EDU 200 Introduction to Education
 - EDU 222 Introduction to the Exceptional Learner
 - EDU 210 Cultural Diversity in Education
 - MAT 156 Mathematics for Elementary Teachers I
 - MAT 157 Mathematics for Elementary Teachers II
- IV. Content Related Requirements (11 Credits)**
Select 11 credit hours in content areas relevant to Arizona Academic Standards (i.e., Language Arts, Literature, Mathematics, Science, Social Studies, Health/Physical Education, etc.)

Total Minimum Credit Hours

72

The Associate of Business Degree is primarily designed for business majors preparing to transfer to one of the three Arizona public universities to complete a baccalaureate program.

Business majors should consult an academic advisor or counselor regarding specific major requirements (e.g. accounting, computer information systems, general business).

The Arizona General Education Curriculum requires that students complete courses that specifically require intensive writing/critical inquiry, and the development of an awareness of certain social and cultural issues.

Associate of Business Degree

I. General Education

- A. Foundation Studies (9 credits):**
 - 1. English (ENG 101 & 102, or ENG 103 & 104) 6
 - 2. Numeracy Select and complete one of the following options:
 - a. MAT 212 Survey of Calculus or
 - b. Any mathematics course more advanced than MAT 212 3
 - B. Area Studies (23 credits):**
 - 1. Physical and Biological Science (select and complete two laboratory science courses from the approved list of General Education courses) 8
 - 2. Arts and Humanities (select and complete two course from the approved list of General Education courses) 6-9
 Students who complete only 6 credits in this category must complete 9 credits in Social and Behavioral Science, for a total of 15 credits in the two categories.
 - 3. Social Science (select and complete two course from the approved list of General Education courses) 6-9
 Students who complete only 6 credits in this category must complete 9 credits in Arts and Humanities, for a total of 15 credits in the two categories.
 - C. Computer Systems and Applications (3 credits):**
 - 1. CSA 110: Introduction to Computer Information Systems 3
- Subtotal 35

II. Special Requirements for the Arizona General Education Curriculum

- A. Intensive Writing/Critical Inquiry:** Select and complete one course from the following:
 Any 200 - Level course from the Arts and Humanities Area Studies List*
 *These courses may fulfill both an Area Studies requirement and the intensive Writing/Critical Inquiry requirements
- B. Awareness Areas:** These courses may fulfill both an Area Studies and the Awareness Area requirement for the AGECE.
 - 1. Select and complete one course from the following list of ethnic/race/gender awareness courses:

ANT	102	Introduction to Cultural Anthropology	3
ANT/WST	211	Women in Cross-Cultural Perspective	3
ANT	232	Indians of the Southwest	3
ENG/WST	237	Women in Literature	3
GEO	105	Introduction to Cultural Geography	3
HIS	131	United States History I	3
HIS	132	United States History II	3
HIS	253	History of Women in the United States	3
HIS	260	History of Native Americans of the US	3
HUM	236	American Arts and Ideas II	3
HUM	241	Humanities in the Western World I	3
HUM	242	Humanities in the Western World II	3
PSY/WST	236	Psychology of Women	3
SOC	101	Introduction to Sociology	3
SOC	140	Sociology of Intimate Relationships & Family	3
SOC	142	Race and Ethnic Relations	3
SOC	212	Men and Women in a Changing Society	3
SOC	250	Social Problems	3

Students should consult transfer guides, available on the course applicability system website at www.az.transfer.org/cas for the most up-to-date course equivalency information, and the catalog from the transfer institution to develop the most effective educational

SOC	251	Cultural Diversity	3
SOC/PSY	277	Human Sexuality	3
2. Select and complete one course from the following list of global/international or historical awareness courses:			
ANT	104	Buried Cities and Lost Tribes	3
ANT	231	Southwestern Archeology	3
ANT	232	Indians of the Southwest	3
HIS	131	United States History I	3
HIS	132	United States History II	3
HIS	135	History of Arizona	3
HIS	201	Western Civilization I	3
HIS	202	Western Civilization II	3
HIS	203	Western Civilization III	3
HIS	230	Islamic Civilization: Traditional and Modern Middle East	3
HIS	253	History of Women in the United States	3
HIS	260	History of Native Americans of the US	3
HUM	205	Technology and Human Values	3

III. Communications Requirement (3 credits)

Select and complete one of the following options:

- COM 100: Introduction to Human communication (3)
- COM 131: Fundamentals of Speech Communication (3)
- COM 134: Interpersonal Communication (3)

IV. Major and Elective Studies (26 credits) Twenty-six credits are required as specified in the individual degree program the student is pursuing. The following courses have been approved as common major transfer credits in the business area:

ACC	131	Principles of Accounting I	4
ACC	132	Principles of Accounting II	4
BSA	232	Business Statistical Analysis	3
BSA	234	Quantitative Methods or	
MAT	172	Finite Math	3
BSA	235	Principles of Economics-Macro	3
BSA	236	Principles of Economics-Micro	3
BSA	237	Legal Environment of Business	3

A 3-credit business related elective is included in the ABUS degree.

Select and complete one course from the following options:

BSA	131	Introduction to Business	3
BSA	132	Ethics in Business	3
BSA	140	Human Relations in Business	3
BSA	233	Business Communication	3
CSA	165	Programming in C++	3
CSA	168	Java Programming	3
CSA	169	Programming in Visual Basic	3

Total Minimum Credit Hours 67



The Associate of Fine Arts degree requires completion of 64 credit hours.

Associate of Fine Arts Degree

The Associate of Fine Arts degree requires completion of 64 credit hours. This degree is designed to enable a student to transfer to a baccalaureate-granting institution. Students following this degree program will complete university-parallel requirements in general education that will fulfill all lower division general education requirements at the Arizona universities. The AFA degree will also allow students as declared fine arts majors to fulfill their lower division major requirements at Yavapai College. This degree outline provides the list of fine arts core requirement courses.

Thirty-five hours of coursework are concentrated in **general education**. At Yavapai College the Arizona General Education Curriculum (AGEC-A) is embedded in the Associate of Fine Arts Degree. In most instances, a student can fulfill all lower division general education and major requirements of the public universities in Arizona through completion of this degree. Students preparing to major in areas such as business, fine arts, science, health-related professions, and engineering should select courses to meet the AGECE requirements in the college and major they plan to pursue upon transfer. The core curriculum consists of four parts: (1) Foundation Studies include critical literacy, precise writing, qualitative thinking, and the process of analysis and synthesis that underlie logical reasoning; (2) Interdisciplinary Core Studies focus on the conceptual frameworks through which a thinker, a culture, or an academic discipline may approach an issue; (3) Area Studies link foundation skills in thinking and communicating and the Core emphasis on conceptual frameworks to the content orientation of academic disciplines; (4) Special Requirements incorporate additional university requirements in "Intensive Writing/Critical Inquiry and specific "Awareness Areas." The six credit Liberal Studies Core requirement at Yavapai College fulfills the "Options" component of the AGECE-A. Upon completion of all 35 credit hours (including the Special Requirements) of the AGECE-A with a grade of "C" or higher, the student will receive recognition of completion on the transcript and guaranteed transferability of the AGECE-A upon admission to one of the state universities in Arizona.

Three credit hours of Communications coursework are required for this degree. Twenty-six credit hours of coursework in this degree are in major and elective studies.

Students preparing to transfer to an upper-division baccalaureate degree program should contact an advisor in the major field of study at the transfer institution in addition to meeting regularly with a faculty advisor and/or counselor at Yavapai College. Regular advisement is important to build an educational plan and ensure transferability of general education, elective, and major courses. Students intending to transfer to one of the Arizona public universities can obtain specific information on transferability of courses from the Course Equivalency Guide and curriculum transfer guides available from academic advisors. Transfer guides are also available from each university's web site.

Degree Program Requirements

I. General Education

- A. Foundation Studies (9 credits):**
 - 1. English (ENG 101 & 102, or ENG 103 & 104) 6
 - 2. Numeracy (MAT 142 or MAT 152 or any mathematics course for which MAT 152 is a prerequisite..... 3
- B. Liberal Studies Core (6 credits):..... 6**
 Students must complete three credits each in Section 1 and 2 below:
 - 1. Western Civilization or Technology and Human Values (3 credits)
 Select and complete on of the following options:
 - a. HIS/LSC 201 Western Civilization I
 - b. HIS/LSC 202 Western Civilization II
 - c. HIS/LSC 203 Western Civilization III
 - d. HIS/LSC 205 Technology and Human Values
 - 2. Liberal Studies Option (3 credits)
 Complete either a or b
 - a. LSC 101 Connections - Select any three connections courses.
 - b. Select an additional three credit course from section one above.

C. Area Studies (20 credits):

1. Science (select from approved Area Studies list)	8
2. Arts and Humanities (6 credits)	
a. ART 200 Art History I.....	3
b. ART 201 Art History II	3
3. Social Science (6 credits) Select from approved Area Studies list.....	6
Subtotal.....	20

II. Special Requirements for the Arizona General Education Curriculum

The Arizona General Education Curriculum stipulates that students complete courses that specifically require Intensive writing/critical inquiry, and the development of an awareness of certain social and cultural issues.

Students must complete one course from each of the categories listed below to fulfill these requirements.

Course		Credit Hours	
Intensive Writing/Critical Inquiry: Select and complete one course from the following:			
Any 200 – Level course from the Arts & Humanities Area Studies List*		3	
*These courses may fulfill both an Area Studies requirement and the intensive Writing/Critical Inquiry requirements			
Ethnic/Race/Gender Awareness Areas: Select and complete one course from the following list of ethnic/race/gender awareness courses:			
ANT	102	Introduction to Cultural Anthropology	3
ANT/WST	211	Women in Cross-Cultural Perspective	3
ANT	232	Indians of the Southwest	3
ENG/WST	237	Women in Literature	3
GEO	105	Introduction to Cultural Geography	3
HIS	131	United States History I	3
HIS	132	United States History II	3
HIS	260	History of Native Americans of the US	3
HIS	253	History of Women in the United States	3
PSY/WST	236	Psychology of Women	3
HUM	235	American Arts and Ideas I	3
HUM	236	American Arts and Ideas II	3
HUM	241	Humanities in the Western World I	3
HUM	242	Humanities in the Western World II	3
SOC	101	Introduction to Sociology	3
SOC	140	Sociology of Intimate Relationships & Family	3
SOC	142	Race & Ethnic Relations	3
SOC	212	Men and Women in a Changing Society	3
SOC/PSY	277	Human Sexuality	3
SOC	250	Social Problems	3
SOC	251	Cultural Diversity	3
WST	101	Introduction to Women’s Studies	3
These courses may fulfill both an Area Studies and the Awareness Area requirement for the AGECE.			

Global/International or Historical Awareness
This Awareness Area requirement is imbedded (as Western Civilization/Technology and Human Values) in the Core Studies requirement.

Communications Requirement: Select and complete one course from the following:			
COM	100	Introduction to Human Communication	3
COM	131	Fundamentals of Speech Communication	3
COM	134	Interpersonal Communication	3
Fine Arts Courses (26 credits)			
A. Core Requirements (17 credits)			

ASSOCIATE DEGREE PROGRAMS

Regular advisement is important to build an educational plan and ensure transferability of general education, elective, and major courses.

Students intending to transfer to on of the Arizona public universities can obtain specific information on transferability of courses from the Course Equivalency Guide and curriculum transfer guides available from academic advisors. Transfer guides are also available from each university's web site.

ART	110	Drawing I	3
ART	111	Drawing II OR	
ART	210	Life Drawing I	3
ART	112	Two-Dimensional Design	3
ART	113	Three-Dimensional Design	3
ART	114	Color Theory	3
ART	232	Portfolio Development	2
B. Art Electives (9 credits) Select and complete nine credits from any of the following categories:			
2D Fine Arts			
ART	137	Adobe Photoshop	3
ART	150	Photography I	3
ART	151	Photography II	3
ART	160	Printmaking	3
ART	162	Monoprint	3
ART	190	Oil/Acrylic Painting I	3
ART	194	Watercolor	3
ART	196	Portraiture I	3
ART	203	History of Photography	3
ART	210	Life Drawing I	3
ART	211	Life Drawing II	3
ART	212	Life Painting	3
ART	256	Digital Imaging	3
3D Fine Arts			
ART	120	Ceramics I	3
ART	121	Ceramics II	3
ART	122	Low Fire Ceramics	3
ART	140	Jewelry I	3
ART	141	Jewelry II	3
ART	144	Furniture and Woodworking I	3
ART	145	Furniture and Woodworking II	3
ART	147	Wood Turning I	3
ART	180	Sculpture I	3
ART	181	Sculpture II	3
ART	182	Sculpture-Welded Metal I	3
ART	183	Sculpture-Welded Metal II	3
ART	223	Ceramic Sculpture	3
ART	224	Clay and Glaze Chemistry for the Ceramic Artist	3
Total Minimum Credit Hours			64

The Associate of General Studies Degree requires completion of a minimum of 64 credit hours. Students whose career, major, or transfer intent is uncertain may elect to pursue this degree.

The degree is designed to allow students to explore a broader range of general education course work and individual disciplines.

Associate of General Studies Degree

The Associate of General Studies Degree requires the completion 64 credit hours. Students whose career, major, or transfer intent is uncertain may elect to pursue this degree. The degree is designed to allow students to explore a broader range of general education coursework and individual disciplines. Students who have decided on a specific educational/career objective and are preparing to transfer should complete an Associate of Arts, Associate of Science, or Associate of Business degree to provide more appropriate academic focus. The Associate of General Studies does not satisfy the Arizona General Education Curriculum (AGEC) and is not considered to be a transfer degree. Students electing to transfer to one of the Arizona public universities with an AGS degree will have their coursework evaluated on a course-by-course basis by the university to which they transfer. Students considering transferring to a four year institution should complete the AGEC to insure the transferability of their credits.

Twenty-eight credit hours of coursework in this degree are concentrated in general education. The general education curriculum of this degree program is divided into three parts: (1) Foundation Studies include critical literacy, precise writing, qualitative thinking, and the process of analysis and synthesis that underlie logical reasoning; (2) Interdisciplinary Core Studies focus on the conceptual frameworks through which a thinker, a culture, or an academic discipline may approach an issue; (3) Area Studies link foundation skills in thinking and communicating and the Core emphasis on conceptual frameworks to the content orientation of academic disciplines. The intent is to give the student a firm grounding in the processes and content of general education and to facilitate lifelong learning.

Three credit hours of Communications coursework are required for this degree. Thirty-three credit hours of major and elective studies afford the student the opportunity to engage in personal growth and interest, to become acquainted with other disciplines, to begin pursuing a major, and to acquire abilities and confidence in academic discourse.

Students who complete this degree and then transfer to a baccalaureate-granting institution may be required to take additional coursework in general education or prerequisites in their major area of study. Regular advisement is important to build an educational plan to ensure transferability of general education, elective, and major courses. Students intending to transfer to one of the Arizona public universities can obtain information on transferability of courses from the course applicability system (CAS) website at www.az.transfer.org/cas and curriculum transfer guides available from academic advisors. Transfer guides are also available directly from each university's web site.

Degree Program Requirements

I. General Education (27 credits)

A. Foundation Studies (9 credits)

1. College Composition (6 credits)

Select and complete one of the following options:

- a. ENG 101 College Composition I (3) and
ENG 102 College Composition II (3)
- b. ENG 103 College Composition I (Honors) (3) and
ENG 104 College Composition II (Honors) (3)
- c. COM 135 Workplace Communication Skills (3) and
ENG 136 Technical Writing (3)

2. Numeracy (3 credits)

Select and complete any mathematics course numbered 100 or higher.

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B. Liberal Studies Core (6 credits)

Students must complete three credits each in Sections 1 and 2 below:

1. Western Civilization or Technology and Human Values (3 credits).

Select and complete one of the following options:

- a. HIS/LSC 201 Western Civilization I (3)
- b. HIS/LSC 202 Western Civilization II (3)
- c. HIS/LSC 203 Western Civilization III (3)
- d. HIS/LSC 205 Technology and Human Values (3)

2. Liberal Studies Option (3 credits).

Complete either a or b.

- a. LSC 101 Connections - Select any three connections courses.
- b. Select an additional 3 credit course from section 1 above.

C. Area Studies (13 credits)

1. Physical and Biological Science (4 credits)

Select and complete one laboratory science course from the approved list of General Education courses—(under Area Studies–Science).

2. Arts and Humanities (3-6 credits)

Select and complete 3-6 credits from the approved list of General Education courses—(under Area Studies–Arts and Humanities). Students who complete only 3 credits in this category must complete 6 credits in social and behavioral science, for a total of 9 credits in the two categories.

3. Social and Behavioral Science (3-6 credits)

Select and complete 3-6 credits from the approved list of General Education courses—(under Area Studies–Social Science). Students who complete only 3 credits in this category must complete 6 credits in Arts and Humanities, for a total of 9 credits in the two categories.

II. Communications Requirement (3 credits)

Select and complete one of the following options:

- COM 100 Introduction to Human Communication (3)
- COM 131 Fundamentals of Speech Communication (3)
- COM 134 Interpersonal Communication (3)

III. Major and Elective Studies (34 credits)

Students who are exploring options related to occupational goals should select courses related to that interest. Students who are exploring options related to transfer goals should consider completing one of the associate degrees that fulfill the Arizona General Education Curriculum requirements.



The Associate of Science degree is intended for students specializing in engineering, engineering technology, industrial technology, agriculture, health professions, mathematics, or science.

Associate of Science Degree

The Associate of Science Degree requires completion of 64 credit hours. Although students often have the option of entering a career field upon completion of the Associate of Science Degree, this degree plan is primarily designed to provide the first two years of coursework to prepare students for transfer into a related upper division baccalaureate degree program. The Associate of Science Degree is the appropriate degree plan for students who major in fields with heavy requirements in mathematics and science. The Associate of Science degree is intended for students specializing in engineering, engineering technology, industrial technology, agriculture, health professions, mathematics, or science.

Thirty five credit hours of coursework provide fundamental knowledge and skills in **general education**. This thirty five hour block of courses satisfies the Arizona General Education Curriculum–Science (AGEC-S) for transfer to all three Arizona public universities. General education has become an integral component of technical/professional education. General education is increasingly important in an informational society which is being integrated with a more interdisciplinary world. General education values emphasize the abilities to think critically, reason, compute, communicate, and make connections between work, technology, and our common cultural heritage.

Three credit hours of Communications coursework are required for this degree. Twenty six credit hours of coursework provide the specialized skills, knowledge, and prerequisite course sequences needed to master the competencies unique to a particular field of study or discipline. Discipline competencies are mastered through a combination of educational strategies that include classroom, laboratory, clinical and workplace experiences. Students will also pursue studies directly related to their specific discipline that will enhance their personal or professional goals.

Students preparing for transfer to an upper-division baccalaureate degree program should contact an advisor in the major field of study at the transfer institution in addition to meeting regularly with an academic advisor at Yavapai College. Regular advisement is important to build an educational plan and ensure transferability of general education, elective, and major courses. Although the Arizona General Education Curriculum–Science (AGEC-S) block is common for all Associate of Science Degree candidates, some majors require specific course sequences that must be satisfied during the first two years of college work. Students intending to transfer to one of the Arizona public universities can obtain information on transferability of courses from the course applicability system (CAS) website at www.az.transfer.org/cas and curriculum transfer guides available from advisors. Transfer guides are also available directly from each university's web site.

Degree Program Requirements

I. General Education (35 credits)

A. Foundation Studies (9 credits)

1. College Composition (6 credits)

Select and complete one of the following options:

- a. ENG 101 College Composition I (3) and
ENG 102 College Composition II (3)
- b. ENG 103 College Composition I (Honors) (3) and
ENG 104 College Composition II (Honors) (3)

2. Numeracy (3 credits)

Select and complete one of the following options:

- a. MAT 220 Calculus and Analytical Geometry I (5)
- b. Any mathematics course for which MAT 220 is a prerequisite.

B. Area Studies (20 credits)

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1. Physical and Biological Science (8 credits)

Complete one of the following course sequences appropriate to selected major:

BIO 181 and BIO 182 **OR** CHM 151 and CHM 152 **OR** GLG 101 and GLG 102 **OR** PHY141 and PHY 142 **OR** PHY150 and PHY151

2. Arts and Humanities (6 credits)

Select and complete two courses from the approved list of General Education Courses—(under Area Studies- Arts and Humanities).

3. Social and Behavioral Science (6 credits)

Select and complete two courses from the approved list of General Education Courses—(under Area Studies–Social Science)

*One of the courses in the Arts and Humanities or Social Behavioral Sciences must come from the following:

- a. HIS/LSC 201 Western Civilization I (3)
- b. HIS/LSC 202 Western Civilization II (3)
- c. HIS/LSC 203 Western Civilization III (3)
- d. HUM/LSC 205 Technology and Human Values.

C. Other Requirements (6-8 Credits).

Select 2 additional courses based on your major. Use selected University transfer guides to select Mathematics and/or Physical and Biological Sciences courses from Astronomy, Biology, Botany, Environmental Science, Chemistry, Geology, Physics, Physical Geography, or Zoology.

II. Special Requirements for the Arizona General Education Curriculum

The Arizona General Education Curriculum requires that students complete courses that specifically require intensive writing/critical inquiry, and the development of an awareness of certain social and cultural issues. Students must complete one course from each of the categories listed below to fulfill these requirements.

A. Intensive Writing/Critical Inquiry:

Select and complete one course from the following:

- 1. Any 200-Level course from the Arts and Humanities Area Studies list.***

* These courses may fulfill both an Area Studies requirement and the Intensive Writing/Critical Inquiry requirement.

B. Awareness Areas:

1. Ethnic/Race/Gender Awareness

Select and complete one course from the following list of ethnic/race/gender awareness courses:

- a. ANT 102 Introduction to Cultural Anthropology (3)
- b. ANT/WST 211 Women in Cross-Cultural Perspective (3)
- c. ANT 232 Indians of the Southwest (3)
- d. ENG/WST 237 Women in Literature (3)
- e. GEO 105 Introduction to Cultural Geography (3)
- f. HIS 131 United States History I (3)
- g. HIS 132 United States History II (3)
- h. HIS 260 History of Native Americans of the United States (3)
- i. HIS 253 History of Women in the United States (3)
- j. HUM 235 American Arts and Ideas I (3)
- k. HUM 236 American Arts and Ideas II (3)
- l. HUM 241 Humanities in the Western World I (3)
- m. HUM 242 Humanities in the Western World II (3)
- n. PSY/WST 236 Psychology of Women (3)

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- o. SOC 101 Introduction to Sociology (3)
- p. SOC 140 Sociology of Intimate Relationships & Family (3)
- q. SOC 142 Race & Ethnic Relations (3)
- r. SOC 212 Men and Women in a Changing Society (3)
- s. SOC 250 Social Problems (3)
- t. SOC 251 Cultural Diversity (3)
- u. SOC/PSY 277 Human Sexuality (3)

These courses may fulfill both an Area Studies and the Awareness Area requirement for the AGECE.

2. Global/International or Historical Awareness

This Awareness Area requirement is imbedded (as Western Civilization/Technology and Human Values) in the Core Studies requirement.

III. Communications Requirement (3 credits)

Select and complete one of the following options:

- COM 100 Introduction to Human Communication (3)
- COM 131 Fundamentals of Speech Communication (3)
- COM 134 Interpersonal Communication (3)

IV. Major and Elective Studies (26 credits)

Twenty-six credits are required as specified in the individual degree programs the student is pursuing.

Since the Associate of Science Degree is intended for students specializing in engineering, engineering technology, industrial technology, agriculture, health professions, mathematics, or science majors, a transfer educational plan should be developed in consultation with an academic advisor. Students should consult transfer guides, available on the course applicability system website at www.az.transfer.org/cas for the most up-to-date course equivalency information, and the catalog from the transfer institution to develop the most effective educational plan.

Courses selected in this block of units should be carefully chosen to meet prerequisite and major program requirements that will apply to the intended transfer degree. Some possibilities include:

1. Mathematics courses beyond Calculus and Analytical Geometry I (MAT 220) may be required for some majors.
2. Computer systems and applications courses.
3. Laboratory science courses which are sequence sensitive, prerequisite to more advanced coursework, required in the major or required for program admission (e.g. an engineering major needs to take PHY 150 - Physics for Scientists and Engineers I and PHY 151 - Physics for Scientists and Engineers II).
4. Introductory classes in major areas of study (e.g. a geology major needs to take classes such as GLG 101 - Introduction to Geology I, GLG 102 - Introduction to Geology II, GLG 225 - Introduction to Paleontology).
5. Prerequisite requirements for program admission to specific university transfer program. Consult with your major advisor and/or counselor to ensure that your educational plan accounts for required course sequences.
6. Language courses (other than English) numbered 101, 102, 201, and 202. Many degree programs require competency or completion of a language at the fourth semester level. Yavapai College and the universities strongly urge students who are transferring to meet the language requirement in their first two years of college. You are strongly advised to consult with your academic advisor regarding specific university language.



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Associate of Applied Science Degree requires 64-73 credit hours. This degree prepares students for entry-level employment in a specific occupational area or enhances the skills of students who are already vocationally or personally committed to a particular technical orientation.

Associate of Applied Science Degree

The Associate of Applied Science Degree requires 64-73 credit hours. This degree prepares students for entry-level employment in a specific occupational area or enhances the skills of students who are already vocationally or personally committed to a particular technical orientation. Pursuit of the associate degree implies a desire to broaden the educational and cultural awareness of the student beyond technological concerns.

Forty four to 52 hours are concentrated in vocational and related disciplines. The vocational-technical component emphasizes an applications approach through laboratory, clinical, and work experiences. An array of course selection opportunities in selected technical and career fields is offered which is responsive not only to personal interest but also to the employment needs of business, industry, public agencies, the military, and entrepreneurship. Related studies pursue the dual goals of enhancing general human development and providing a firm basis for the pursuit of more advanced occupational goals by exposing the student to a variety of technically allied courses.

Twenty credit hours of coursework provide fundamental knowledge and skills in general education. General education has become an integral component of occupational education. General education is increasingly important in an informational society which is being integrated with a more interdisciplinary world. General education values emphasize the abilities to think critically, reason, compute, communicate, and make connections between work, technology, and our common cultural heritage. These skills and knowledge are essential for workers, professionals, and managers to remain productive, competitive, and able to cope with the knowledge explosion and rapid innovations in technology. General education also includes human development in civic, consumer, environmental, and social responsibilities. The twenty credit hours of general education coursework in this degree program will be considered complete for students who have already earned a baccalaureate degree at a regionally accredited institution. Students must meet specific program admission and prerequisite requirements as indicated in the individual degree program.

Although the Associate of Applied Science Degree programs are designed primarily to prepare students for employment and are **not intended for transfer**, they should no longer be considered terminal degrees for many students. Since students can expect to make several career changes during their lifetimes, they should be aware of articulation agreements and potential transferability of courses, especially in the general education core. Some Bachelor of Applied Science degree programs are available through Arizona State University and Northern Arizona University.

Degree Program Requirements

I. A. Foundation Studies (9 credits):

1. Complete option 1, 2, or 3
Option 1 - Complete 6 credits in Group A.
Option 2 - Complete 3 credits in Group A and 3 credits in Group B.
Option 3 - Complete 6 credits in Group C.

Group A (writing) 3-6 credits

BSA 105: Business English (3)
ENG 136: Technical Writing (3)
CRW 139: Creative Writing (3)
JRN 150: Newswriting and Reporting (3)

Group B (communication) 3 credits

BSA 233: Business Communication (3)
COM 100: Introduction to Human Communication (3)
COM 131: Fundamentals of Speech Communication (3)
COM 134: Interpersonal Communication Skills (3)
COM 135: Workplace Communication Skills (3)

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Group C - 6 credits

ENG 101 or 103: College Composition I (3)
ENG 102 or 104: College Composition II (3)

2. Numeracy (3 credits)

Complete any math (MAT) course numbered 100 or higher or the MAT course required in the individual degree program.

3. Workplace Readiness (1)

Select and complete one of the following options:

BSA 100 Workplace Dynamics (1)
BSA 101 Career Connections (1)

4. Critical Thinking (3)

Complete one course from the approved options.

B. Area Studies (7 credits):

1. Physical and Biological Science (4 credits)

Select and complete any course one the approved list of General Education Courses (under Area Studies-Physical and Biological Science)

2. Social and Behavioral Science (3 credits)

Select and complete any course on the approved list of General Education Courses (under Area Studies-Social Science)

II. Major Requirements, Related Requirements, Electives (44-53 credits):

Forty four to 53 credits as specified in the individual degree program the student is pursuing.



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Accounting Degree Program prepares students for employment in entry level positions in the accounting profession. Students are expected to have mastered basic English composition and math skills before beginning this program.

Since this degree prepares students directly for employment, students interested in a transfer program in accounting should see an academic advisor for other educational options.

Accounting Degree Program Associate of Applied Science in Accounting

General Education

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101 & 102, COM 135 & ENG 136 or equivalent sequence) 6
 - 2. Numeracy (any math course 100-level or higher) 3

 - B. Core Studies (4 credits):
 - 1. LSC Connections..... 1
 - 2. LSC Western Civilization I, II, or III
OR Humanities (select any 200-level course on the approved Area Studies- Humanities list) 3

 - C. Area Studies (7 credits):
 - 1. Science (select from approved Area Studies list) 4
 - 2. Social Science (select from approved Area Studies list
OR BSA 120, 140, 220)..... 3
- Subtotal..... 20

Accounting Requirements

Course		Credit Hours
ACC 115	Basic Tax Planning	3
ACC 116	Advanced Tax Planning and Preparation	4
ACC 121	Introductory Accounting	3
ACC 122	Payroll Accounting	3
ACC 131	Principles of Accounting I	4
ACC 132	Principles of Accounting II	4
ACC 161	Computer Accounting Practice	2
ACC 162	Microsoft Excel and Access in Accounting Applications	2
ACC 231	Intermediate Accounting I	4
ACC 232	Intermediate Accounting II	4
subtotal		33
Related Requirements		
ACC 217	Uses of Financial Information	3
BSA 131	Introduction to Business	3
BSA 132	Ethics in Business	3
BSA 236	Principles of Economics Micro	3
CSA 126	Microsoft Office	3
subtotal		15
Total Minimum Credit Hours		68

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Administration of Justice Degree program is an interdisciplinary program of study which prepares students for a broad range of employment opportunities including law enforcement, corrections, probation/parole officer, and social services in the courts or community agencies.

In addition to preparing students for entry-level employment, this degree program is appropriate for individuals already employed in the justice field who are seeking skill upgrade and promotional opportunities, and individuals preparing to transfer to a four-year college/university with a major in justice studies.

Arizona State University, Arizona State University-West, Grand Canyon University, Northern Arizona University and the University of Arizona all offer baccalaureate degree programs in justice studies/administration of justice.

Administration of Justice Degree Program

Associate of Applied Science in Administration of Justice

Students preparing to transfer to a four-year college/university should contact an advisor in the area of justice studies at the transfer institution in addition to meeting regularly with an advisor and/or counselor at Yavapai College. Regular advisement is important to build an educational plan and ensure maximum transferability of all general education, major and related courses.

General Education

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101 & 102 or COM 135 & ENG 136)*..... 6
 - 2. Numeracy (MAT 152 or any math course 100-level or higher)*..... 3

*Students preparing to transfer **must** complete ENG 101, ENG 102 and MAT 152.
- B. Core Studies (4 credits):
 - 1. LSC Connections..... 1
 - 2. LSC Western Civilization I, II, III
OR Humanities (select any 200-level course on the approved Area Studies- Humanities list)..... 3
- C. Area Studies (4 credits):
 - 1. Science (select from approved Area Studies list)..... 4
 - 2. Social Sciences (PSY 101 or SOC 101)..... 3

subtotal 20

Administration of Justice Requirements

Course		Credit Hours
AJS 101	Introduction to Administration of Justice	3
AJS 109	Substantive Criminal Law	3
AJS 200	Current Issues in Criminal Justice	3
AJS 212	Juvenile Justice Procedures	3
AJS 225	Criminology	3
AJS 230	The Police Function	3
AJS 240	The Correction Function	3
AJS 260	Procedural Criminal Law	3
AJS 270	Community Relations	3
AJS 275	Criminal Investigations	3
subtotal		30
Related Requirements (Post Certified students only)		
Select a minimum of 15 credit hours from the following courses:		
AJS 150	Arizona Detention Officer's Basic Training Academy	6
AJS 276	Traffic Accident Investigation	3
AJS 277	Traffic Accident Investigation Refresher	1.5
AJS 278	Traffic Accident Reconstruction	1.5
AJS 280	Law Enforcement Instructor Certification	3
AJS 281	Accident Investigation Instructor	3
AJS 282	Introduction to Accident Reconstruction	1.5
Related Requirements (all other students)		
Select a minimum of 15 credits hours from the following courses:		
AJS 296	Internship: Administration of Justice	3
BSA 120	Principles of Supervision	3
COM 131	Fundamentals of Speech Communication	3
CSA 110	Introduction to Computer Information Systems	3
FSC 234	Fire Investigation	3
POS 110	American National Government	3
PSY 241	Substance Abuse	3
SOC 125	Domestic Violence	3
subtotal		15
Total Minimum Credit Hours		65

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Agriculture Technology Management program prepares students for entrepreneurship, employment, or advancement in a variety of agricultural fields including turfgrass, horticulture, aquaculture and fisheries, and animal care and management.

Agriculture Technology Management Degree Program Associate of Applied Science in Agriculture Technology Management

Students preparing transfer of courses towards a baccalaureate degree in agriculture should consult the catalog of the school to which they plan to transfer. It is highly recommended that a student desiring transfer, work closely with the Director of the Agriculture Technology Program in Chino Valley at (928) 717-7721, or a program advisor.

General Education

A. Foundation Studies (9 credits):

1. Complete option 1,2, or 3

Option 1 - Complete 6 credits in Group A.

Option 2 - Complete 3 credits in Group A and 3 credits in Group B.

Option 3 - Complete 6 credits in Group C.

Group A (writing) 3-6 credits

BSA 105: Business English (3)

ENG 136: Technical Writing (3)

CRW 139: Creative Writing (3)

JRN 150: Newswriting and Reporting (3)

Group B (communication) 3 credits

BSA 233: Business Communication (3)

COM 100: Introduction to Human Communication (3)

COM 131: Fundamentals of Speech Communication (3)

COM 134: Interpersonal Communication Skills (3)

COM 135: Workplace Communication Skills (3)

Group C - 6 credits

ENG 101 or 103: College Composition I (3)

ENG 102 or 104: College Composition II (3)

2. Numeracy (3 credits)

Complete any math (MAT) course numbered 100 or higher.

3. Workplace Readiness (1)

Select and complete one of the following options:

BSA 100 Workplace Dynamics (1)

BSA 101 Career Connections (1)

4. Critical Thinking (3)

Complete one course from the approved options.

B. Area Studies (7 credits):

1. Physical and Biological Science (4 credits)

BIO/AGS 103 Plant Biology (4)

2. Social and Behavioral Science (3 credits)

Select and complete any course on the approved list of General Education Courses (under Area Studies-Social Science)

Agriculture Technology Management Requirements

Course			Credit Hours
AGS	101	Microcomputers in Agriculture	3
AGS	102	Agribusiness Management	3
AGS	105	Soils	3
AGS	107	Entomology	3
AGS	115	Agricultural Mechanics I	3
AGS	120	Introduction to the Animal Industry	4

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Course			Credit Hours
AGS	215	Agricultural Mechanics II	3
AGS	274	Water Management	3
subtotal			25
Related Requirements			
CHM/ENV	121	Environmental Chemistry	4
subtotal			4
Select and complete 24 credits from the following courses.			
Emphasis Areas			
AGS	231	Turfgrass Science	4
AGS	232	Turfgrass Management	4
AGS	250	Horticulture Science I	4
AGS	252	Horticulture Science II	4
AGS	261	Aquaculture Science	4
AGS	264	Aquaculture Management	4
AGS	280	Zoo and Domestic Animal Care	4
AGS	282	Zoo and Domestic Animal Behavior	4
Total Minimum Credit Hours			73



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Agriculture Technology Management program prepares students for entrepreneurship, employment, or advancement in a variety of agricultural fields including turfgrass, horticulture, aquaculture and fisheries, and animal care and management.

Equine Science Degree Program Associate of Applied Science in Equine Science

Students preparing transfer of courses towards a baccalaureate degree in Equine Science should consult the catalog of the school to which they plan to transfer. It is highly recommended that a student desiring transfer, work closely with the Director of the Agriculture Technology Program in Chino Valley at (928) 717-7721, or a program advisor.

General Education

A. Foundation Studies (9 credits):

1. Complete option 1,2, or 3
 Option 1 - Complete 6 credits in Group A.
 Option 2 - Complete 3 credits in Group A and 3 credits in Group B.
 Option 3 - Complete 6 credits in Group C.

Group A (writing) 3-6 credits

BSA 105: Business English (3)
 ENG 136: Technical Writing (3)
 CRW 139: Creative Writing (3)
 JRN 150: Newswriting and Reporting (3)

Group B (communication) 3 credits

BSA 233: Business Communication (3)
 COM 100: Introduction to Human Communication (3)
 COM 131: Fundamentals of Speech Communication (3)
 COM 134: Interpersonal Communication Skills (3)
 COM 135: Workplace Communication Skills (3)

Group C - 6 credits

ENG 101 or 103: College Composition I (3)
 ENG 102 or 104: College Composition II (3)

2. Numeracy (3 credits)
 Complete any math (MAT) course numbered 100 or higher.
3. Workplace Readiness (1)
 Select and complete one of the following options:
 BSA 100 Workplace Dynamics (1)
 BSA 101 Career Connections (1)
4. Critical Thinking (3)
 Complete one course from the approved options.

B. Area Studies (7 credits):

1. Physical and Biological Science (4 credits)
 BIO/AGS 103 Plant Biology (4)
2. Social and Behavioral Science (3 credits)
 Select and complete any course on the approved list of General Education Courses (under Area Studies-Social Science)

Agriculture Technology Management Requirements

Course	Credit Hours
AGS 101 Microcomputers in Agriculture	3
AGS 102 Agribusiness Management	3
AGS 115 Agricultural Mechanics I	3
AGS 120 Introduction to the Animal Industry	4
AGS 215 Agricultural Mechanics II	3
AGS 274 Water Management	3
subtotal	19

**ASSOCIATE OF APPLIED SCIENCE
DEGREE PROGRAMS**

Related Requirements			
CHM/ENV 121		Environmental Chemistry	4
subtotal			4
Equine Requirements			
AGE	100	Introductory Equine Science	3
AGE	125	Equine Behavior Management	3
AGE	126	Equine Nutrition	2
AGE	140	Introduction to Horseshoeing	3
AGE	150	English and Western Riding I	1
AGE	220	Equine Health	2
AGE	225	Horse Breeding	3
AGE	226	Equine Anatomy and Physiology	3
AGE	230	Equine Special Events Management	1
AGE	250	English and Western Riding II	1
AGE	260	Training Techniques in Horsemanship	3
AGE	265	Horse Boarding and Training	2
Total Minimum Credit Hours			70



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Automotive Management Degree program is designed for individuals preparing for positions utilizing a combination of automotive technology and business management skills including service managers, insurance adjusters, and small business owners.

This degree program will prepare students for the National Automotive Service (ASE) certification examinations to become an ASE Certified Master Automobile Technician and a Certified Engine Machinist.

Automotive Management Degree Program

Associate of Applied Science Degree in Automotive Management

The Automotive Management Degree program is designed for individuals preparing for positions utilizing a combination of automotive technology and business management skills including service managers, insurance adjusters, and small business owners. This degree program will prepare students for the National Automotive Service (ASE) certification examinations to become an ASE Certified Master Automobile Technician and a Certified Engine Machinist. ASE certification requires hands-on working experience as well as completion of written examinations. Two years of post high school educational training, such as that offered in this automotive degree program at Yavapai College, may be substituted for up to one year of the hands-on work experience requirement of the ASE certification.

General Education Requirements

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101 & 102, COM 135 & ENG 136 or equivalent sequence)..... 6
 - 2. Numeracy (any math course 100-level or higher)..... 3
 - B. Core Studies (4 credits):
 - 1. LSC Connections..... 1
 - 2. LSC Western Civilization I, II, or III
OR Humanities (select any 200-level course on the approved Area Studies—Humanities list)..... 3
 - C. Area Studies (7 credits):
 - 1. Science (select from approved Area Studies list) 4
 - 2. Social Science (select from approved Area Studies list
OR BSA 120, 140, 220)..... 3
- subtotal 20

Automotive Technology Requirements

Course			Credit Hours
AUT 101	Introduction to Automotive Mechanics		2
AUT 122	Automatic & Manual Trans/Transaxle		5
AUT 123	Brakes		4
AUT 125	Heating and Air Conditioning		3
AUT 126	Suspension & Steering		4
AUT 131	Engine Performance		5
AUT 132	Electrical Systems		5
AUT 151	Engine Repair		5
AUT 252	Advanced Engine Performance		3
AUT 253	Advanced Engine Repair		3
AUT 255	Shop Management		3
subtotal			42
Related Requirements			
CSA 111	Keyboarding		1
COM 134	Interpersonal Communication		3
subtotal			4
Total Minimum Credit Hours for Degree			66



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Computer Systems and Applications Degree program prepares students for employment in entry-level positions in the computing field. Students interested in a transfer program in computer science or business information systems should see an academic advisor for an educational plan.

Prior to enrolling in any Computer Systems and Applications (CSA) course, the student must complete CSA 111 - Keyboarding or demonstrate mastery of keyboarding skills.

Computer Systems and Applications Degree Program Associate of Applied Science in Computing Systems and Applications

General Education

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101 & 102 or ENG 103 & 104) 6
 - 2. Numeracy (MAT 152) 3
 - B. Core Studies (4 credits):
 - 1. LSC Connections..... 1
 - 2. LSC Western Civilization I, II, or III
OR Humanities (select any 200-level course on the approved Area Studies—Humanities list)..... 3
 - C. Area Studies (7 credits):
 - 1. Science (select from approved Area Studies list) 4
 - 2. Social Science (select from approved Area Studies list
OR BSA 120, 140, 220)..... 3
- subtotal 20

Computing Requirements

Course		Credit Hours
CSA	110	Introduction to Computer Information Systems 3
CSA	126	Microsoft Office 3
CSA	160	Principles of Programming 1
CSA	165	Programming in C++ 3
OR	CSA 168	Java Programming
OR	CSA 169	Programming in Visual Basic
	CSA 265	Programming in Advanced C++ 3
CSA	172	Microsoft Windows 2
CSA	175	Introduction to Networks 3
CSA	177	Surfing the Internet 2
CSA	179	Survey of Operating Systems 3
CSA	184	Installation, Diagnostics and Repair 3
CSA	281	Systems Analysis and Design 3
CSA	282	Microcomputer-Database 3
CSA	294	CSA Project 2
subtotal		34
Related Requirements		
ACC	131	Principles of Accounting I 4
BSA	232	Business Statistical Analysis 3
BSA	236	Principles of Economics-Micro 3
subtotal		10
Total Minimum Credit Hours		64

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Associate in Applied Science Degree in Early Childhood Education is designed to provide students with the skills necessary for an immediate early care or education teaching position.

Early Childhood Education Degree Program Associate of Applied Science in Early Childhood Education

General Education

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101 & 102, COM 135 & ENG 136 or equivalent sequence)..... 6
 - 2. Numeracy (any math course 100-level or higher)..... 3
- B. Core Studies (4 credits):
 - 1. LSC Connections..... 1
 - 2. LSC Western Civilization I, II, or III
OR Humanities (select any 200-level course on the approved Area Studies—Humanities list)..... 3
- C. Area Studies (7 credits):
 - 1. Science (select from approved Area Studies list) 4
 - 2. Social Science (select from approved Area Studies list) 3
 - subtotal 20

Early Childhood Requirements

Course			Credit Hours
ECE 200	Introduction to Early Childhood Education		3
ECE 202	Early Childhood Curriculum		3
ECE 210	Infant/Toddler Development		3
ECE 220	School Age Children		3
ECE/EDU 222	Introduction to the Exceptional Learner		3
ECE/EDU 230	Children’s Literature		3
ECE 240	Home, School and Community Relations		3
ECE 250	Administration and Supervision in Early Childhood		3
ECE 270	Health, Safety and Nutrition		3
ECE 290	Practicum		5
ECE 296	Internship: Early Childhood Education*		3
subtotal			35
Related Requirements:			
ECE/PSY 234	Child Growth and Development		3
PHE 153	First Aid and Safety		2
SPA/EDU 120	Spanish for School Teachers		3
OR SPA 131	Conversational Spanish		
subtotal			8
Elective			1
Total Minimum Credit Hours			64

*Students must complete ECE program requirements of ECE 200, 202, 290 and ECE/PSY 234 before enrolling in the ECE Internship. Permission of the program director is also required.



NOTE:

Beginning with the fall 2007 semester, fingerprint clearance cards will be required for all students who are enrolled in any ECE course.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Fire Science Degree program is an interdisciplinary program of study which prepares students for a broad range of employment opportunities including Firefighter, Hazardous Materials Technician, Emergency Medical Technician, Fire Marshal/Inspector, Fire Investigator, and Fire Service Supervisor/Manager.

In addition to preparing students for employment, this degree program is appropriate for individuals already employed in the emergency services field who are seeking skill upgrade and promotional opportunities, and individuals preparing to transfer to a four-year college/university with a major in fire technology.

Students interested in a transfer program in fire science should see an academic advisor for an educational plan.

Fire Science Degree Program Associate of Applied Science in Fire Science

General Education

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101&102, COM 135 & ENG 136 or equivalent sequence)..... 6
 - 2. Numeracy (any math course 100-level or higher)..... 3
 - B. Core Studies (4 credits):
 - 1. LSC Connections..... 1
 - 2. LSC Western Civilization I, II, or III
OR Humanities (select any 200-level course on the approved Area Studies—Humanities list)..... 3
 - C. Area Studies (7 credits):
 - 1. Science (select from approved Area Studies list)..... 4
 - 2. Social Science (select from approved Area Studies list
OR BSA 120, 140, 220)..... 3
- subtotal 20

Fire Science Requirements

Course		Credit Hours
	EMS 131	Emergency Medical Technician 6
	FSC 100	Fire Service Introduction and Orientation 3
OR	FSC 105	Firefighter Certification Academy†*
OR	FSC 115	Firefighter Recruit Academy** 4
	FSC 104	Hazardous Material First Responder-Operations†† 2
	FSC 135	Fundamentals of Fire Prevention 3
	FSC 136	Fire Apparatus and Hydraulics 4
	FSC 150	Uniform Fire Code 3
	FSC 234	Fire Investigations 3
	FSC 235	Fire Protection Systems 3
	FSC 236	Firefighter Occupational Safety 3
	FSC 238	Emergency Scene Management 3
	FSC 239	Fire Department Company Officer 3
	FSC 240	Management in the Fire Service 3
	FSC 241	Firefighter Safety and Building Construction 3
subtotal		42-49
Related Requirements		
Select a minimum of 3 credit hours from the following courses:		
	BSA 120	Principles of Supervision 3
	BSA 223	Human Resource Management 3
	EMS 140	Basic Trauma Management 1
	EMS 211	Emergency Medical Technician Refresher 2
	EMS 233	Intermediate Emergency Medical Technician 13
	FSC 137	Hazardous Materials-First Responder Awareness .5
	FSC 155	Wildland Fire Suppression 3
	FSC 201	Fundamentals of Hazardous Materials 4
subtotal		3
Total Minimum Credit Hours		65

† Arizona State Fire Marshal's Certificate of Completion for Fire Fighter I and II, after July 1996, may be accepted as equivalent to FSC 105.

†† Arizona Division of Emergency Management or IAFF Certificate of Completion for Hazardous Materials First Responder-Operations level, 24 or 40 hour, may be accepted as equivalent to FSC 104.

* Enrollment in FSC 105 requires prerequisite OR corequisite of FSC 104 Hazardous Materials First Responder-Operations. ** FSC 115 does not result in state certification.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Graphic Design Degree program prepares students for employment in entry-level positions in the commercial art and advertising fields. This degree program prepares students with the design principles and desktop publishing skills required for employment in today's job market.

Students interested in a transfer program should see an academic advisor for an educational plan, since this degree is primarily designed to prepare students directly for employment.



Graphic Design Degree Program Associate of Applied Science in Graphic Design

General Education

- A. **Foundation Studies (9 credits):**
 - 1. English (ENG 101&102, COM 135 & ENG 136 or equivalent sequence)..... 6
 - 2. Numeracy (any math course 100-level or higher)..... 3
- B. **Core Studies (4 credits):**
 - 1. LSC Connections..... 1
 - 2. LSC Western Civilization I, II, or III
OR Humanities (select any 200-level course on the approved Area Studies- Humanities list)..... 3
- C. **Area Studies (7 credits):**
 - 1. Science (select from approved Area Studies list) 4
 - 2. Social Science (select from approved Area Studies list
OR BSA 120, 140, 220 **OR** COM 100 3
 - subtotal 20

Graphic Design Requirements

Course		Credit Hours	
ART	110	Drawing I	3
ART	112	Two-Dimensional Design	3
ART	114	Color	3
ART	131	Graphic Design I	4
ART	132	Graphic Design II	4
ART	137	Adobe Photoshop	3
OR	ART 200	Art History I	3
OR	ART 202	20 th Century Art	
	ART 203	History of Photography	
ART	201	Art History II	3
ART	231	Graphic Design Illustration	4
ART	232	Portfolio Development	2
ART	234	Advanced Graphic Design Projects	3
ART	235	Magazine Production	2
ART	236	Digital Pre-Press	2
subtotal			39
Graphic Design Related Requirements. Select an emphasis area and complete the required 5 credits of coursework.			
Design Emphasis			
ART	113	Three-Dimensional Design	3
ART	166	Small Handmade Books	2
CSA	144	Creating Web Pages Using Dreamweaver	2
ART	237	Intermediate Adobe Photoshop	3
Illustration Emphasis			
ART	111	Drawing II	3
OR	ART 160	Printmaking I	3
	ART 162	Monoprint I	
ART	166	Small Handmade Books	2
ART	210	Life Drawing I	3
Digital Photography Emphasis			
ART	150	Photography I	3
ART	256	Digital Imaging	2
subtotal			5
Total Minimum Credit Hours			64

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Gunsmithing Degree program prepares students for employment in entry-level positions in firearm and metal industries.

Since there is a special admission process for this program, prospective students should contact the Advising Center or visit our website at www.gunsmithing.org for detailed information.

Gunsmithing Degree Program Associate of Applied Science in Gunsmithing

General Education

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101&102, COM 135 & ENG 136 or equivalent sequence)..... 6
 - 2. Numeracy (MAT 100 or higher) 3
 - B. Core Studies (4 credits):
 - 1. LSC Connections..... 1
 - 2. LSC Western Civilization I, II, or III
OR Humanities (select any 200-level course on the approved Area Studies—Humanities list)..... 3
 - C. Area Studies (7 credits):
 - 1. Science (select from approved Area Studies list) 4
 - 2. Social Science (select from approved Area Studies list
OR BSA 120, 140, 220)..... 3
- subtotal 20

Gunsmithing Requirements

Course		Credit Hours		
GST	100	Apprentice Gunsmithing	10	
GST	150	Journeyman Gunsmithing	10	
GST	200	Professional Gunsmithing	10	
GST	250	Master Gunsmithing	10	
subtotal			40	
Related Requirements				
Select 4 credit hours from the following courses:				
	BSA	100	Workplace Dynamics	1
	BSA	220	Principles of Management	3
OR	BSA	221	Entrepreneurship	
	SBE	230	Owning and Operating a Small Business	3
	CSA	130	WordPerfect	1
	CSA	140	Microsoft Word I	1
	GST	191	Basic Engraving	4
	WLD	150	Welding for Gunsmiths	2
subtotal			4	
Total Minimum Credit Hours			64	

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Management Degree program prepares students for employment in entry-level positions in mid-management, marketing, small business management, finance and supervision.

Since this degree is primarily designed for direct employment, students interested in a transfer program in a business field should see an academic advisor for an educational plan.

Management Degree Program Associate of Applied Science in Management

General Education

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101&102, COM 135 & ENG 136 or equivalent sequence)..... 6
 - 2. MAT 122 or higher, except MAT 156 and MAT 157 3
 - B. Core Studies (4 credits):
 - 1. LSC Connections..... 1
 - 2. LSC Western Civilization I, II, or III
OR Humanities (select any 200-level course on the approved Area Studies—Humanities list)..... 3
 - C. Area Studies (7 credits):
 - 1. Science (select from approved Area Studies list) 4
 - 2. Social Science (BSA 140)..... 3
- subtotal 20

Management Requirements

Course		Credit Hours	
BSA	120	Principles of Supervision	3
BSA	132	Ethics in Business	3
BSA	220	Principles of Management	3
BSA	221	Entrepreneurship	3
BSA	223	Human Resource Management	3
BSA	230	Principles of Marketing	3
subtotal			18
Business Administration Requirements			
BSA	131	Introduction to Business	3
BSA	232	Business Statistical Analysis	3
BSA	233	Business Communications	3
BSA	235	Principles of Economics – Macro	3
Select 6 credit hours from the following courses:			
BSA	171	Electronic Commerce	3
BSA	229	Management Problems	3
BSA	237	Legal Environment of Business	3
BSA	296	Internship: Business Administration	3
subtotal			18
Related Requirements:			
ACC	121	Introductory Accounting	3
ACC	131	Principles of Accounting I	4
CSA	126	Microsoft Office	3
subtotal			10
Total Minimum Credit Hours			66

Networking Technology Degree Program
Associate of Applied Science in Networking Technology

General Education

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101&102, COM 135 & ENG 136 or equivalent sequence)..... 6
 - 2. MAT 100 or higher..... 3
 - B. Core Studies (4 credits):
 - 1. LSC Connections..... 1
 - 2. LSC Western Civilization I, II, or III
OR Humanities (select any 200-level course on the approved
 Area Studies—Humanities list)..... 3
 - C. Area Studies (7 credits):
 - 1. Science (select from approved Area Studies list) 4
 - 2. Social Science (BSA 220 or BSA 221)..... 3
- subtotal 20

Management Requirements

Course		Credit Hours
CNT	100 Introduction to Computer Networking Technologies	3
CNT	110 A+ Computer Technician Certification	4
CNT	115 Network+:Networking Technologies Certification	4
OR	CNT 120 Exploring Network Operating Environments	3
CNT	121 Windows Professional	3
CNT	122 Windows Server	4
CNT	123 Managing a Windows Network	3
CNT	130 Linux+ Certification	4
CNT	135 Security+:Implementing & Maintaining Network Security	3
CNT	140 Cisco Networking Fundamentals	4
CNT	150 Cisco Networking Router Technologies	3
CNT	155 Wireless Networking Fundamentals	3
CNT	160 Cisco Advanced Routing and Switching	3
CNT	170 Cisco WAN Concepts and Projects	3
CNT	189 Networking Topics	2
CNT	296 Cisco Networking Technology Internship	3
subtotal		48
Total Minimum Credit Hours		68



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The mission of the Yavapai College Division of Nursing and Allied Health is to provide quality education that will develop competent, caring, holistic and ethical practitioners who value lifelong learning and adapt to continuous changes in the health care system.

National League for Nursing Accrediting Commission

61 Broadway, 33rd Floor
New York, NY 10006
1.800.669.1656, ext.153;
www.ninac.org.

Arizona State Board of Nursing

4747 N. 7th Street
Phoenix, AZ 85014
602.889.5150;
www.azbn.gov

Yavapai College Nursing Office

928.776.2247;
nursing@yc.edu

Nursing Advisor

928-776-2106 Prescott
928-634-6563 Verde

Nursing Degree Program

Associate of Applied Science in Nursing

Application for Admission to the Nursing Program

Special application is required for admission to the nursing program. A Nursing Applicant Information Guide, available from the Advising Center, describes program prerequisites and application process. Refer to the Nursing website: www.yc.edu/content/nursing for application deadlines.

Advanced Placement

Returning nursing students, graduates of state-approved practical nursing programs and students transferring from state-approved nursing programs may apply for advanced placement. The application procedure is described in the advanced placement Nursing Applicant Information Guide.

Block Transfer

The English, Western Civilization, Connections and Humanities requirements will be considered complete for students who have already earned a baccalaureate degree at a regionally accredited institution.

Health Declaration

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At minimum, students will be required to lift clients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting clients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. The technical standards for the program are identified in the Nursing Applicant Information Guide.

Graduation Requirement

All required courses for the A.A.S. in Nursing degree must be completed with a grade of "C" or better.

The Associate Degree Nursing Program is designed to prepare qualified students for beginning employment as staff nurses giving direct care to clients. The program is fully accredited by the Arizona State Board of Nursing and the National League for Nursing Accrediting Commission. Upon successful completion of the program, the students will be awarded the Associate of Applied Science in Nursing degree and be eligible to make application to the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Licensure

Graduation from the Yavapai College Associate Degree Nursing program is not the sole criteria for obtaining a license to practice nursing in Arizona. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing (Nurse Practice Act and Rules of the State Board of Nursing), and students must satisfy those requirements independently of their satisfaction of any requirements for graduation from the college.

See Nursing Applicant Information Guide for additional information.

Articulation

Students who graduate from the Associate of Applied Nursing degree program at Yavapai College also have the opportunity to articulate into the baccalaureate program at Northern Arizona University (NAU). Students may contact the Nursing Department at Yavapai College or NAU for further information.

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DEGREE PROGRAMS

Nursing Office

928.776.2247
 nursing@yc.edu
 call toll free:
 1.800.922.6787

Transfer

Students intending to transfer courses toward a baccalaureate degree in nursing should consult the catalog of the school to which they plan to transfer. Materials are available in the Counseling Center and through the Department of Nursing to assist students in selecting courses equivalent to those required in baccalaureate nursing programs in Arizona. Generally 64 credits from community colleges are transferable to Arizona public universities: specific articulation information is available through the Arizona Course Applicability System (CAS) website: <http://az.transfer.org/cas/students/index.html>

General Education

- A. Foundation Studies (9 credits):
 - 1. Composition Requirement (ENG 101 & 102 or equivalent sequence) 6
 - 2. Numeracy Requirement MAT 152, MAT 142 (preferred) 3
OR MAT course that has MAT 152 as a prerequisite 3
- B. Core Studies (4 credits):
 - 1. LSC Connections..... 1
 - 2. LSC, 201, 202, 203, 205,
OR 251
OR 200-level approved Arts/Humanities Area Studies..... 3
- C. Area Studies (11 credits):
 - 1. Science (BIO 100, 156 (preferred), or BIO 181 and BIO 201) 8
 - 2. Social Science (PSY 245) 3
 - subtotal 24

Nursing Requirements

Course		Credit Hours	
NSG	131	Foundations in Nursing I	8
NSG	132	Concepts in Nursing II	9
NSG	210	Pharmacology and Nursing Practice	3
NSG	231	Concepts in Nursing III	7
NSG	232	Concepts in Nursing IV	5
NSG	233	Perinatal and Women's Health Nursing	2
NSG	234	Psychiatric/Mental Health Nursing	3
NSG	235	Nursing Management and Leadership	2
subtotal			39
Related Requirements			
BIO	202	Human Anatomy and Physiology II	4
BIO	205	Microbiology	4
OR	NSG 130	Basic Nutrition for Nurses	1-3
	NTR 135	Human Nutrition	
subtotal			9
Total Minimum Credit Hours			72



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DEGREE PROGRAMS

Nursing Program Plan:
Prerequisite NSG 114 Nursing Assistant OR CNA licensure within the past 2 years.

Course		Credit Hours
Pre-entry Semester		
	ENG 101	College Composition I 3
OR	MAT 152	College Algebra
	MAT 142	Concepts in College Mathematics (preferred) 3
OR	BIO 100	Biology Concepts
	BIO 156	Human Biology for Allied Health (Preferred)
OR	BIO 181	General Biology I 4
	BIO 201	Human Anatomy and Physiology I 4
First Year, Fall		
	BIO 202	Human Anatomy and Physiology II 4
	NSG 131	Foundations in Nursing I 8
OR	NSG 130	Basic Nutrition for Nurses 1-3
	NTR 135	Human Nutrition
	LSC 101	Connections 1
First Year, Spring		
	NSG 132	Concepts in Nursing II 9
	NSG 210	Pharmacology and Nursing Practice 3
	PSY 245	Human Growth & Development 3
Second Year, Summer		
	ENG 102	College Composition II 3
Second Year, Fall		
	BIO 205	Microbiology 4
		LSC or HUM approved course 3
	NSG 231	Concepts in Nursing III 7
	NSG 233	Perinatal and Women's Health Nursing 2
Second Year, Spring		
	NSG 232	Concepts in Nursing IV 5
	NSG 234	Psychiatric/Mental Health Nursing 3
	NSG 235	Managing Nursing Care 2



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Office Administration Degree Program prepares students for entry-level employment in a variety of office settings.

An emphasis in medical administrative or word processing/secretarial may be obtained.

Office Administration Degree Program

Associate of Applied Science in Office Administration

General Education

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101&102, COM 135 & ENG 136 or equivalent sequence)..... 6
 - 2. Numeracy (MAT any math course 100-level or higher) 3
 - B. Core Studies (4 credits):
 - 1. LSC Connections..... 1
 - 2. LSC Western Civilization I, II, or III
OR Humanities (select any 200-level course on the approved Area Studies—Humanities list)..... 3
 - C. Area Studies (7 credits):
 - 1. Science (select from approved Area Studies list) 4
 - 2. Social Science (select from approved Area Studies list
OR BSA 120, 140, 220)..... 3
- subtotal 20

Office Administration Requirements

Course			Credit Hours
ACC	121	Introductory Accounting	3
BSA	100	Workplace Dynamics	1
BSA	105	Business English	3
BSA	130	Business Financial Applications	3
BSA	224	Records and Database Management	3
BSA	225	Administrative Office Management	3
BSA	233	Business Communications	3
CSA	112	Keyboarding Skill Building	1
CSA	113	Document Formatting	3
CSA	114	Document Production	2
CSA	126	Microsoft Office	3
CSA	133	Microsoft Publisher	1
CSA	140	Microsoft Word	1
CSA	141	Advanced Microsoft Word	1
BSA	296	Internship: Business Administration	3
subtotal			34
Select 4 credit hours from the following courses:			
CSA	105	Meet the Macintosh Using Appleworks	2
CSA	130	WordPerfect	1
CSA	131	Advanced WordPerfect	1
CSA	135	Pagemaker Desktop Publishing	2
CSA	138	Excel for Windows	1
CSA	142	Presentation Graphics Using PowerPoint	1
CSA	143	Creating Web Pages with Microsoft FrontPage	2
CSA	144	Creating Web Pages Using Dreamweaver	2
CSA	172	Microsoft Windows	2
subtotal			4

**ASSOCIATE OF APPLIED SCIENCE
DEGREE PROGRAMS**

Students are expected to have mastered basic keyboarding skills before beginning this program.

Related Requirements: Specialized Area
Select an emphasis area and complete the required coursework.

Course Credit Hours			
Medical/Administrative Secretarial Emphasis			(11)
AHS	131	Medical Terminology I	3
BSA	109	Introduction to Medical Coding	3
BSA	164	Medical Transcription	3
CSA	109	Computers in the Medical Office	2
Word Processing Administrative/Secretarial Emphasis			(6)
BSA	162	Executive Transcription	3
Select 3 additional credit hours from the CSA list above.			3
subtotal			6
Total Minimum Credit Hours			64



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Paraeducation Degree Program

Associate of Applied Science in Paraeducation

The Paraeducation Degree is designed to improve the skills and qualify Pre K-12 public school Instructional Aides for continued employment in compliance with the higher education requirements of the federal "No Child Left Behind Act of 2001.

General Education Requirements

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101&102 or COM 135 & ENG 136) 6
 - 2. Numeracy (any math course 100-level or higher) 3
- B. Core Studies (4 credits):
 - 1. LSC Connections 1
 - 2. LSC Western Civilization I, II, or III
OR Humanities (select any 200-level course on the approved Area Studies- Humanities list) 3
- C. Area Studies (7 credits):
 - 1. Science (select from approved Area Studies List) 4
 - 2. Social Science (PSY 101) 3
 - subtotal 20

Paraeducation Studies Requirements

Course			Credit Hours
ECE	220	School Aged Children	2
ECE/EDU	230	Children's Literature	3
ECE	240	Home, School and Community	3
EDU	105	Relationships in Classroom Settings	3
EDU	100	Introduction to Education for Paraeducators	3
EDU/CSA	204	Using Computers in the Classroom	3
EDU/ECE	222	Introduction to the Exceptional Learner	3
EDU	296	Internship: Education	6
subtotal			26
Related Requirements			
CSA	177	Surfing the Internet	2
ECE/PSY	234	Child Growth and Development	3
PHE	153	First Aid and Safety	2
OR SPA	120	Spanish for Educators/	
SPA	131	Conversational Spanish	3
Electives			8
subtotal			18
Total Minimum Credit Hours			64



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Paralegal Studies program is designed to prepare students for positions as paralegals in the legal and business fields. Individuals who are already employed in the legal field and seeking advancement opportunities may also select this program of study.

Paralegals work under the supervision of an attorney and their work includes preparing legal documents, researching and compiling information, and communicating with clients. Excellent written and oral communication skills, as well as computer literacy skills, are important to the paralegal.

This degree is primarily designed to prepare students for direct employment. Students who are preparing to transfer to a baccalaureate degree-granting institution for an advanced degree in paralegal studies should contact an academic advisor for assistance in establishing an educational plan.

American Bar Association approved program.

Paralegal Studies Degree Program

Associate of Applied Science in Paralegal Studies

The Paralegal Studies Degree is an intensive program of study. Extensive writing, research, and critical thinking skills are required in all of the law courses in this degree program. ENG 101 and LAW 100 are foundation courses that **must** be completed with a grade of "C" or better prior to enrolling in any other law courses. Non-majors who are currently employed in the legal field and want to enroll in a course for professional development should contact the paralegal studies program coordinator for assistance.

General Education

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101&102 or ENG103&104) 6
 - 2. Numeracy (any math course 100-level or higher, except MAT 100, MAT 122, MAT 130, MAT 156, and MAT 157) 3
- B. Core Studies (4 credits):
 - 1. LSC 101—Connections 1
 - 2. Western Civilization
OR Humanities 3
 - Select one of the following options:
 - a. LSC 201, 202, or 203
 - b. Any 200-level course on the approved Humanities Area Studies list
- C. Area Studies (7 credits):
 - 1. Science (select from the approved Area Studies List) 4
 - 2. Social Science (select from approved Area Studies list except BSA 221) 3
 - subtotal 20

Paralegal Studies Requirements

Course			Credit Hours	
LAW	100	Introduction to Paralegal Studies	3	
LAW	101	Legal Ethics and Professional Responsibility	1	
LAW	104	Wills, Trusts and Probate	3	
LAW	105	Legal Computer Applications	2	
LAW	106	Advanced Legal Computer Applications	2	
LAW	201	Criminal Law and Procedure	2	
LAW	203	Family Law	3	
LAW	208	Contracts	2	
Select a minimum of 4 credits from:				
LAW	206	Business Organizations	(2)	
LAW	209	Administrative Law	(2)	
LAW	210	Bankruptcy Procedures	(2)	
LAW	295	Special Legal Topics	(2)	
LAW	215	Legal Research and Writing I	4	
LAW	216	Legal Research and Writing II	4	
LAW	220	Civil Tort Litigation I	3	
LAW	221	Civil Tort Litigation II	3	
LAW	298	Legal Assisting Internship/Special Project	3	
RES	201	Real Estate Law	3	
subtotal			42	
Related Requirements				
ACC	121	Introductory Accounting	3	
BSA	233	Business Communications	3	
CSA	130	WordPerfect	1	
OR	CSA	140	Microsoft Word	1
subtotal			7	
Total Minimum Credit Hours			69	

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Associate in Applied Science (AAS) in Paramedicine prepares students to work as paramedics in emergency care, stabilization, and immobilization of victims.

Paramedicine Degree Program Associate of Applied Science in Paramedicine

General Education

- A. Foundation Studies (9 credits):
 - 1. English (ENG 101&102 or ENG103&104 or COM135&ENG136) 6
 - 2. Numeracy (any math course 100-level or higher) 3
- B. Core Studies (4 credits):
 - 1. LSC 101—Connections 1
 - 2. Western Civilization
OR Humanities 3

Select one of the following options:

 - a. LSC 201, 202, or 203
 - b. Any 200-level course on the approved Humanities Area Studies list
- C. Area Studies (7 credits):
 - 1. Science (select from the approved Area Studies List) 4
 - 2. Social Science (select from approved Area Studies list) 3

subtotal 20

Paramedicine Studies Requirements

Course			Credit Hours
Fire Science Requirements			
FSC	104	Hazardous Material First Responder-Operations	2
Emergency Medical Services Requirements			
EMS	123	Cardio-Pulmonary Resuscitation	0.5
EMS	131	EMT Basic	6
EMS	240	Paramedic Anatomy and Physiology	4
EMS	241	Paramedicine I	12
EMS	242	Paramedicine II	10
EMS	243	Paramedicine III	5
EMS	244	Paramedicine IV	12
subtotal			51.5
Total Minimum Credit Hours			71.5

**ASSOCIATE OF APPLIED SCIENCE
DEGREE PROGRAMS**

The Residential Building Technology emphasis is on sustainable/green building strategies that result in the construction of healthy, safe, durable, comfortable, affordable, resource efficient, environmentally responsive houses.

Residential Building Technology Degree Program
Associate of Applied Science in Residential Building Technology

The Residential Building Technology Degree program builds on field experiences gained in actual construction and applies advanced skills in blueprint reading, estimating, inspection practices, code requirements, accounting, computerized drafting, contracting and scheduling management.

General Education

A. Foundation Studies (9 credits):

1. Complete option 1,2, or 3
 Option 1 - Complete 6 credits in Group A.
 Option 2 - Complete 3 credits in Group A and 3 credits in Group B.
 Option 3 - Complete 6 credits in Group C.

Group A (writing) 3-6 credits

- BSA 105: Business English (3)
- ENG 136: Technical Writing (3)
- CRW 139: Creative Writing (3)
- JRN 150: Newswriting and Reporting (3)

Group B (communication) 3 credits

- BSA 233: Business Communication (3)
- COM 100: Introduction to Human Communication (3)
- COM 131: Fundamentals of Speech Communication (3)
- COM 134: Interpersonal Communication Skills (3)
- COM 135: Workplace Communication Skills (3)

Group C - 6 credits

- ENG 101 or 103: College Composition I (3)
- ENG 102 or 104: College Composition II (3)

2. Numeracy (3 credits)
 MAT 100: Technical Mathematics or higher
3. Workplace Readiness (1)
 Select and complete one of the following options:
 BSA 100: Workplace Dynamics (1)
 BSA 101: Career Connections (1)
4. Critical Thinking (3)
 Complete one course from the approved options.

B. Area Studies (7 credits):

1. Physical and Biological Science (4 credits)
 ENV 105: Environmental Biology (4) or select from approved list of General Education Courses (under Area Studies-Science)
2. Social and Behavioral Science (3 credits)
 Select from approved list of General Education Courses (under Area Studies-Social Science)

Residential Building Technology Requirements (47)

Course		Credit Hours
RBT	110 Residential Building I	9
RBT	111 Residential Technology I	4
RBT	112 Construction Drawings and Documents	3
RBT	121 Residential Building II	9
RBT	122 Residential Technology II	4
RBT	123 Estimating and Bidding	3

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

RBT	231	Solar and Renewable Energy	3
RBT	232	Sustainable Design/Green Building	3
RBT	233	Alternative Building Materials and Design	3
RBT	241	Energy Efficient Buildings	3
RBT	242	Weatherization for New and Existing Buildings	3
Total Minimum Credit Hours			67



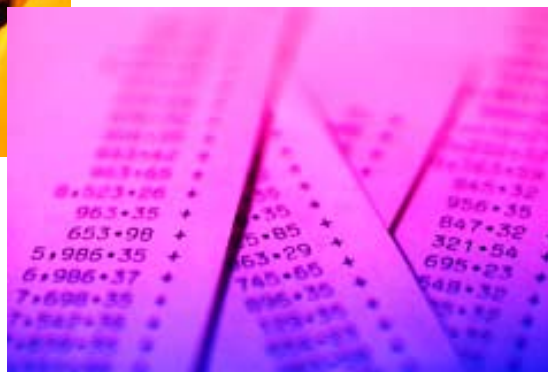
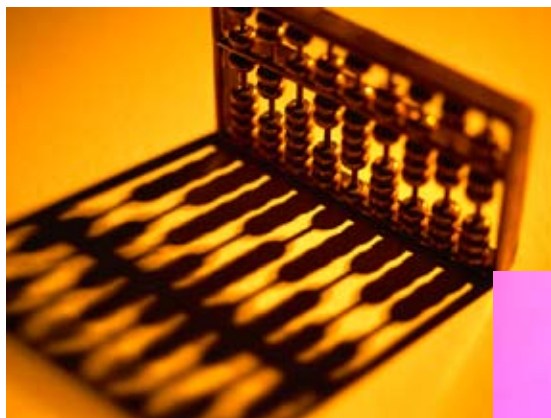
CERTIFICATE PROGRAMS

The Accounting Assistant Certificate Program is designed to provide the student an expanded knowledge of basic accounting and business principles while emphasizing communication and computer skills.

The Accounting Assistant Program prepares the student for entry-level employment as an accounting assistant and provides for the upgrading of skills of individuals already employed.

Accounting Assistant

Course			Credit Hours
ACC	115	Basic Tax Planning	3
ACC	121	Introductory Accounting	3
ACC	122	Payroll Accounting	3
ACC	131	Principles of Accounting I	4
ACC	132	Principles of Accounting II	4
ACC	161	Computer Accounting Practice	2
ACC	162	Microsoft Excel & Access in Accounting Applications	2
BSA	105	Business English	3
BSA	233	Business Communications	3
CSA	126	Microsoft Office	3
subtotal			30
Select 12 credit hours from the following courses:			
ACC	116	Advanced Tax Planning and Preparation	4
ACC	217	Uses of Financial Information	3
ACC	231	Intermediate Accounting I	4
ACC	232	Intermediate Accounting II	4
ACC	296	Internship: Accounting	3
subtotal			12
Total Minimum Credit Hours			42



CERTIFICATE PROGRAMS

The student is expected to have mastered basic keyboarding skills before beginning this program.

Administrative Medical Assistant

Course			Credit Hours
ACC	121	Introductory Accounting	3
AHS	131	Medical Terminology I	3
BSA	100	Workplace Dynamics	1
BSA	105	Business English	3
BSA	109	Introduction to Medical Coding	3
BSA	130	Business Financial Applications	3
BSA	164	Medical Transcription	3
BSA	165	Innovations in Business Technology	1
BSA	224	Records and Database Management	3
BSA	233	Business Communications	3
CSA/AHS	109	Computers in the Medical Office	2
CSA	112	Keyboarding Skill Building	1
CSA	113	Document Formatting	3
CSA	114	Document Production	2
CSA	126	Microsoft Office	3
Select 2 credit hours from the following courses:			
CSA	105	Meet the Macintosh Using Appleworks	2
CSA	130	WordPerfect	1
CSA	131	Advanced WordPerfect	1
CSA	135	Pagemaker Desktop Publishing	2
CSA	136	WordPerfect Desktop Publishing	2
CSA	140	Microsoft Word	1
CSA	141	Advanced Microsoft Word	1
Total Minimum Credit Hours			39

CERTIFICATE PROGRAMS

The Administrative Office Specialist certificate is designed to prepare students for entry-level clerical positions in the business office.

The program offers a series of skill-building courses with related courses in administrative office procedures and information processing.

The student is expected to have mastered basic keyboarding skills before beginning this program.

Administrative Office Specialist

Course			Credit Hours
ACC	121	Introductory Accounting	3
BSA	130	Business Financial Applications	3
BSA	225	Administrative Office Management	3
BSA	233	Business Communications	3
CSA	113	Document Formatting	3
Select one of the following:			
CSA	130	WordPerfect	1
CSA	140	Microsoft Word	1
Select one of the following:			
CSA	105	Meet the Macintosh Using Appleworks	2
CSA	131	Advanced WordPerfect	1
CSA	138	Excel for Windows	1
CSA	141	Advanced Microsoft Word	1
Total Minimum Credit Hours			17



CERTIFICATE PROGRAMS

The Arizona General Education Curriculum (AGEC) is designed to fulfill all lower division General Education requirements at the public universities in Arizona.

The AGEC-A also fulfills general education requirements for the Associate of Arts degree at Yavapai College. A minimum of twelve credit hours in the AGEC-A certificate must be completed at Yavapai College.

Courses applied to the Arizona General Education Curriculum (AGEC) may not be taken for S grading.

Arizona General Education Curriculum (AGEC-A)

The core curriculum consists of three parts: (1) Foundation Studies include critical literacy, precise writing, qualitative thinking, and the process of analysis and synthesis that underlie logical reasoning; (2) Interdisciplinary Core Studies focus on the conceptual frameworks through which a thinker, a culture, or an academic discipline may approach an issue; (3) Area Studies link foundation skills in thinking and communicating and the Core emphasis on conceptual frameworks to the content orientation of academic disciplines. Upon completion of all 35 credit hours of the AGEC-A with a grade of "C" or higher, the student will receive recognition of completion on the transcript and guaranteed transferability of the AGEC-A upon admission to one of the public Arizona universities.

General Education (35 credits)

A. Foundation Studies (9 credits)9

- 1. College Composition (6 credits)
 - Select and complete one of the following options:
 - a. ENG 101 College Composition I (3) and ENG 102 College Composition II (3)
 - b. ENG 103 College Composition I (Honors) (3) and ENG 104 College Composition II (Honors) (3)

- 2. Numeracy (3 credits)
 - Select and complete one of the following options
 - a. MAT 152 College Algebra
 - b. MAT 142 Concepts in College Mathematics
 - c. Any mathematics course for which MAT 152 is a prerequisite.

B. Liberal Studies Core (6 credits)6

- Select and complete three credits each in Sections 1 and 2 below:
- 1. Connections (3 credits)
 - a. LSC 101 Connections – Select any three Connections courses
- 2. Western Civilization or Technology and Human Values (3 credits)
 - Select and complete one of the following options:
 - a. HIS/LSC 201 Western Civilization I (3)
 - b. HIS/LSC 202 Western Civilization II (3)
 - c. HIS/LSC 203 Western Civilization III (3)
 - d. HUM/LSC 205 Technology and Human Values (3)

C. Area Studies (20 credits)20

- 1. Physical and Biological Science (8 credits)
 - Select and complete two laboratory science courses from the approved list of General Education courses - (under Area Studies- Science).
- 2. Arts and Humanities (6 credits)
 - Select and complete two courses from the approved list of General Education Courses (under Area Studies - Arts and Humanities).
- 3. Social and Behavioral Science (6 credits)
 - Select and complete two courses from the approved list of General Education Courses- (under Area Studies- Social Science).

Total Minimum Credit Hours

35

CERTIFICATE PROGRAMS

The Arizona General Education Curriculum (AGEC) is designed to fulfill all lower division General Education requirements at the public universities in Arizona.

The AGECE-B also fulfills general education requirements for the Associate of Business degree at Yavapai College.

A minimum of 12 credit hours in the AGECE-B certificate must be completed at Yavapai College.

Courses applied to the Arizona General Education Curriculum (AGEC) may not be taken for S grading.

Arizona General Education Curriculum (AGEC-B)

The AGECE-B is primarily designed for business majors. Students pursuing this plan of study should consult an academic advisor regarding general education requirements related to the major: (e.g. accounting, computer information systems, management, marketing, general business). Upon completion of all 35 credit hours of the AGECE-B with a grade of "C" or higher, the student will receive recognition of completion on the transcript and guaranteed transferability of the AGECE-B upon admission to one of the public Arizona universities.

General Education

- A. Foundation Studies (9 credits):**
 - 1. English (ENG 101 & 102, or ENG 103 & 104) 6
 - 2. Numeracy Select and complete one of the following options:
 - a. MAT 212 Survey of Calculus or
 - b. Any mathematics course more advanced than MAT 212 3

- B. Area Studies (23 credits):**
 - 1. Physical and Biological Science (select and complete two laboratory science courses from the approved list of General Education courses) 8
 - 2. Arts and Humanities (select and complete two course from the approved list of General Education courses) 6-9
Students who complete only 6 credits in this category must complete 9 credits in Social and Behavioral Science, for a total of 15 credits in the two categories.
 - 3. Social Science (select and complete two course from the approved list of General Education courses) 6-9
Students who complete only 6 credits in this category must complete 9 credits in Arts and Humanities, for a total of 15 credits in the two categories.

- C. Computer Systems and Applications (3 credits):**
 - 1. CSA 110: Introduction to Computer Information Systems 3

Total Credit Hours **35**

CERTIFICATE PROGRAMS

The Arizona General Education Curriculum (AGEC) is designed to fulfill all lower division General Education requirements at the public universities in Arizona.

The AGECS also fulfills general education requirements for the Associate of Science degree at Yavapai College.

A minimum of 12 credit hours in the AGECS certificate must be completed at Yavapai College.

Courses applied to the Arizona General Education Curriculum (AGEC) may not be taken for S grading.

Arizona General Education Curriculum (AGEC-S)

The AGECS is the appropriate curriculum for students who major in fields with heavy requirements in mathematics and science. Students specializing in engineering, engineering technology, industrial technology, agriculture, health professions, mathematics, or science should select this general education core curriculum. Upon completion of all 35 credit hours of the AGECS with a grade of "C" or higher, the student will receive recognition of completion on the transcript and guaranteed transferability of the AGECS upon admission to one of the public Arizona universities.

General Education (35 credits)

A. Foundation Studies (9 credits).....9

1. College Composition (6 credits)

Select and complete one of the following options:

- a. ENG 101 College Composition I (3) and
ENG 102 College Composition II (3)
- b. ENG 103 College Composition I (Honors) (3) and
ENG 104 College Composition II (Honors) (3)

2. Numeracy (3 credits)

Select and complete one of the following options

- a. MAT 220 Calculus and Analytical Geometry I (5)
- b. Any mathematics course for which MAT 220 is a prerequisite.

B. Area Studies (20 credits).....20

1. Physical and Biological Science (8 credits)

Complete one of the following course sequences appropriate to selected major:

- BIO 181 and BIO 182 **OR** CHM 151 and CHM 152 **OR**
GLG 101 and GLG 102 **OR** PHY141 and PHY 142 **OR** PHY150 and PHY151

2. Arts and Humanities (6 credits)

Select and complete two courses from the approved list of General Education Courses - (under Area Studies- Arts and Humanities).

3. Social and Behavioral Science (6 credits)

Select and complete two courses from the approved list of General Education Courses - (under Area Studies- Social Science).

* One of the courses from the Humanities and Fine Arts or Social and Behavioral Sciences must come from the following:

- a. HIS/LSC 201 Western Civilization I (3)
- b. HIS/LSC 202 Western Civilization II (3)
- c. HIS/LSC 203 Western Civilization III (3)
- d. HUM/LSC 205 Technology and Human Values (3)

C. Other Requirements: (6-8 Credits)

Select two additional courses based on your major: Use selected University's transfer guide to select mathematics and/or Physical and Biological Sciences courses from Astronomy, Biology, Botany, Environmental Science, Chemistry, Geology, Physics, Physical Geography, or Zoology.

D. Special Requirements:

Complete intensive writing and critical inquiry, cultural diversity, and global awareness or historical awareness from the categories listed above.

Total Minimum Credit Hours

35

CERTIFICATE PROGRAMS

Agriculture Technology - Animal Care and Management

Course			Credit Hours
AGE	100	Introduction to Equine Science	3
AGS	101	Microcomputers in Agriculture	3
AGS	102	Agribusiness Management	3
AGS	115	Agricultural Mechanics I	3
AGS	120	Introduction to the Animal Industry	4
AGS	215	Agricultural Mechanics II	3
AGS	261	Aquaculture Science	4
AGS	264	Aquaculture Management	4
AGS	280	Zoo and Domestic Animal Care	4
AGS	281	Herpetoculture	3
AGS	282	Zoo and Domestic Animal Behavior	4
Total Minimum Credit Hours			38

Agriculture Technology - Equine Management

Course			Credit Hours
AGE	100	Introductory Equine Science	3
AGE	125	Equine Behavior Management	3
AGE	126	Equine Nutrition	2
AGE	140	Introduction to Horseshoeing	3
AGE	150	English and Western Riding I	1
AGE	220	Equine Health	2
AGE	226	Equine Anatomy and Physiology	3
AGE	230	Equine Special Events Management	1
AGE	250	English and Western Riding II	1
AGE	260	Training Techniques in Horsemanship	3
AGS	101	Microcomputers in Agriculture	3
AGS	102	Agribusiness Management	3
AGS	115	Agricultural Mechanics I	3
AGS	121	Agricultural Marketing Technology	3
AGS	215	Agricultural Mechanics II	3
Electives: Select 9 credit hours from the following courses:			
AGE	111	Equine Massage and Alternative Therapies	3
AGE	141	Basic Horseshoeing for Certification	2
AGE	155	Equine Driving for Pleasure and Competition	2
AGE	211	Zahourek Equine Sports Therapy Studies	3
AGE	225	Horse Breeding	3
AGE	265	Horse Boarding and Training Facilities	2
AGE	270	Animal Racing Laws and Enforcement	2
AGE	295	Race Horse Trainer Practicum	4
subtotal			9
Total Minimum Credit Hours			46

The Certificate in Equine Management prepares students for entrepreneurship, employment, or advancement in a variety of equine fields including boarding, general training, breeding, race horse training, horseshoeing, sales marketing, and health, nutrition and racetrack law.

CERTIFICATE PROGRAMS

The Certificate in Turfgrass Management prepares students for employment or advancement in a variety of turfgrass management settings including home landscaping, municipalities, city parks, sports stadiums, and golf courses.

Agriculture Technology - Horticulture Science

Course			Credit Hours
AGS	101	Microcomputers in Agriculture	3
AGS	102	Agribusiness Management	3
AGS	103	Plant Biology	4
AGS	105	Soils	3
AGS	107	Entomology	3
AGS	115	Agricultural Mechanics I	3
AGS	150	The Greenhouse Environment	3
AGS	215	Agricultural Mechanics II	3
AGS	250	Horticulture Science I	4
AGS	252	Horticulture Science II	4
AGS	274	Water Management	3
Total Minimum Credit Hours			36

Agriculture Technology - Landscape Management

Course			Credit Hours
AGS	101	Microcomputers in Agriculture	3
AGS	102	Agribusiness Management	3
AGS	103	Plant Biology	4
AGS	105	Soils	3
AGS	107	Entomology	3
AGS	112	Computerized Landscape Design	3
AGS	115	Agricultural Mechanics I	3
AGS	212	Landscape Installation and Maintenance	4
AGS	214	Hardscapes	4
AGS	215	Agricultural Mechanics II	3
AGS	274	Water Management	3
Total Minimum Credit Hours			36

Agriculture Technology - Turfgrass Management

Course			Credit Hours
AGS	101	Microcomputers in Agriculture	3
AGS	102	Agribusiness Management	3
AGS	103	Plant Biology	4
AGS	105	Soils	3
AGS	107	Entomology	3
AGS	115	Agricultural Mechanics I	3
AGS	215	Agricultural Mechanics II	3
AGS	231	Turfgrass Science	4
AGS	232	Turfgrass Management	4
AGS	274	Water Management	3
Total Minimum Credit Hours			33

CERTIFICATE PROGRAMS

Automotive Technician

The purpose of this certificate program is to prepare students with the technical skills to obtain direct employment in the automotive industry and upgrading of skills of individuals already employed in the industry. The courses within this certificate program prepare students for the National Automotive Service Excellence Certification examinations which are required for most entry-level employment opportunities in the industry. Upon completion of each course, the student will receive an Award of Completion which will identify the competencies achieved. The Automotive Program at Yavapai College is ASE certified by the National Automotive Technicians Education Foundation, Inc.

Course			Credit Hours
AUT	101	Introduction to Automotive Mechanics	2
AUT	123	Brakes	4
AUT	126	Suspension & Steering	4
AUT	132	Electrical Systems	5
AUT	151	Engine Repair	5
Total Minimum Credit Hours			20

NOTE:



National Automotive Service Excellence (ASE) certification is essential to individuals preparing for positions in the automotive industry. ASE certification requires hands-on working experience as well as completion of written examinations. Two years of post-high school educational training, such as that offered in the automotive certificate and degree programs at Yavapai College, may be substituted for up to one year of the hands-on work experience requirement of the ASE certification.

CERTIFICATE PROGRAMS

Master Technician

Completion of this certificate program will prepare students for the National Automotive Service Excellence Certification examinations to become a Certified Master Automobile Technician and a Certified Engine Machinist. In addition, students will develop troubleshooting and analysis skills that will increase their diagnostic and repair abilities. Applied computer skills and information distribution within repair facilities are incorporated in this certificate. The Automotive Program at Yavapai College is ASE certified by the National Automotive Technicians Education Foundation, Inc.

Course	Credit Hours
AUT 101 Introduction to Automotive Mechanics	2
AUT 122 Automatic & Manual Trans/Transaxle	5
AUT 123 Brakes	4
AUT 125 Heating and Air Conditioning	3
AUT 126 Suspension & Steering	4
AUT 131 Engine Performance	5
AUT 132 Electrical Systems	5
AUT 151 Engine Repair	5
AUT 253 Advanced Engine Repair	3
AUT 255 Shop Management	3
Total Minimum Credit Hours	39

Cisco Networking Technician

The Cisco Networking Technician certificate is designed for students to install and support basic computer networks. This program prepares students for the Cisco Certified Network Associate (CCNA) certification exam. In addition, students will be introduced to the basic administrative and operational concepts of the most popular network operating systems.

Course	Credit Hours
CNT 115 Network+: Networking Technologies Cert. (4)	OR
CNT 120 Exploring Network Operating Environments (3)	
CNT 140 Cisco Networking Fundamentals	4
CNT 150 Cisco Networking Router Technologies	3
CNT 155 Wireless Networking Fundamentals	3
CNT 160 Cisco Advanced Routing and Switching	3
CNT 170 Cisco WAN Concepts and Projects	3
Total Minimum Credit Hours	19

Computers in Business

Course	Credit Hours
BSA 131 Introduction to Business	3
OR BSA 100 Workplace Dynamics (1)	1-3
OR BSA 140 Human Relations in Business (3)	
OR BSA 150 Business Leadership (1)	
CSA 110 Introduction to Computer Information Systems	3
CSA 126 Microsoft Office	3
CSA 172 Microsoft Windows	2
Select 6 credits from ACC, BSA, LAW or SBE courses numbered 100 or higher	6
Select 7 credits from CSA courses numbered 100 or higher.	7
OR ENG 101 College Composition I	3
OR COM 135 Workplace Communication Skills	
OR ENG 136 Technical Writing	
OR BSA 105 Business English	
OR BSA 130 Business Financial Applications or higher Mathematics	3
Total Minimum Credit Hours	31

The purpose of this certificate program is to prepare students with the technical skills to obtain direct employment in the automotive industry and upgrading of skills of individuals already employed in the industry.

The courses within this certificate program prepare students for the National Automotive Service Excellence Certification examinations which are required for most entry-level employment opportunities in the industry. Upon completion of each course, the student will receive an Award of Completion which will identify the competencies achieved.

The Automotive Program at Yavapai College is ASE certified by the National Automotive Technicians Education Foundation, Inc.

Completion of this certificate will prepare students for direct employment in a variety of business environments requiring computer application skills.

Prior to enrolling in CSA courses, students are expected to have mastered basic skills in keyboarding. Otherwise, the student must enroll in CSA 111.

CERTIFICATE PROGRAMS

This program provides preparation for the A+ certification exam.

Computer Maintenance and Repair Technician

This certificate is designed to prepare the students with the skills necessary to obtain entry-level employment as a computer repair technician. This program provides preparation for the A+ and Server+ certification exams.

Course			Credit Hour
CNT	110	A+ Computer Service Technician Certification	4
CNT	120	Exploring Network Operating Environments	3
CNT	121	Windows XP Professional Certification	3
CSA	126	Microsoft Office	3
CSA	170	PC Architecture	3
CSA	172	Microsoft Windows	2
CSA	201	Software Maintenance and Troubleshooting	3
CSA	282	Microcomputer Databases	3
CSA	296*	Internship: Computer Systems and Applications	3
Total Minimum Credit Hours			27

*Students must complete CNT 120 and CNT 110 before beginning CSA 296.

Digital Filmmaking Zaki Gordon Institute

Documentary

Admissions Requirements:

All students will be required to submit a 1,000 word essay that describes in concept the film that the student desires to produce as well as the expectation to be realized in the program. Students will also participate in an interview process to further their educational goals in filmmaking. All students will be provided written notice of admittance into the program.

Course			Credit Hours
DFM	101	Film Analysis	2
DFM	102	Image and Sound	3
DFM	103	Storytelling	2
DFM	104	Screenwriting	2
DFM	106	Camera Coverage	1
DFM	107	Editing	2
DFM	108	Guerrilla Filmmaking	1
DFM	109	Managing Post-Production	1
DFM	110	Thesis Film Pre-Production	2
DFM	111	Interview Techniques	1
DFM	201	Thesis Film Production	6
DFM	202	Feature Pre-Production	5
DFM	204	Feature Film Screenwriting	5
Total Minimum Credit Hours			33

CERTIFICATE PROGRAMS

The purpose of the Zaki Gordon Institute for Independent Filmmaking is to train students in all aspects of digital film making to further their professional, academic, or personal interests in the field of independent filmmaking.

The program directs students to analyze, discover, and invent stories; teaches them to tell these stories in image and sound; and guides them to create their own full-length story/film.

Digital Filmmaking Zaki Gordon Institute

Narrative

Admissions Requirements:

All students will be required to submit a 1,000 word essay that describes in concept the film that the student desires to produce as well as the expectation to be realized in the program. Students will also participate in an interview process to further their educational goals in filmmaking. All students will be provided written notice of admittance into the program.

Course			Credit Hours
DFM	101	Film Analysis	2
DFM	102	Image and Sound	3
DFM	103	Storytelling	2
DFM	104	Screenwriting	2
DFM	105	Directing Actors	1
DFM	106	Camera Coverage	1
DFM	107	Editing	2
DFM	108	Guerrilla Filmmaking	1
DFM	109	Managing Post-Production	1
DFM	110	Thesis Film Pre-Production	2
DFM	201	Thesis Film Production	6
DFM	202	Feature Pre-Production	5
DFM	204	Feature Film Screenwriting	5
Total Minimum Credit Hours			33

Digital Filmmaking Zaki Gordon Institute

Feature Filmmaking Certificate

Admissions Requirements:

Students must complete the first-year program and apply for admission into the program. An interview is part of the admission process. All students will be provided written notice of admittance into the program..

Course			Credit Hours
Fall			
DFM	205	Visual Effects for Filmmaking	4
DFM	206	Advanced Cinematography	2
DFM	207	Feature Sound Design	3
DFM	208	Feature Film Business Plan	4
DFM	209	Feature Film Legal Issues	3
DFM	210	Feature Production Design	2
Spring			
DFM	203	Feature Film Directing	2
DFM	211	Feature Film Production	4
DFM	212	Feature Post Production	3
DFM	213	Feature Post Sound Design	3
DFM	214	Post Visual Effects	3
DFM	215	Feature Distribution and Marketing	3
Total Minimum Credit Hours			36

CERTIFICATE PROGRAMS

This Certificate is designed to prepare students for the Child Development Associate National Credential, and to provide the necessary skills to obtain entry level employment as a child care provider or educator.

Courses taken for this CDA Certificate apply directly to the ECE Certificate and to the Associate of Applied Science Degree in Early Childhood Education.

The Early Childhood Education Certificate is designed to provide the student with a working knowledge of Early Childhood Education as well as provide the skills necessary for the Arizona State Early Childhood Certificate.

Employment in a child care/early education setting is possible with this certificate. All classes taken for the ECE Certificate directly apply to an Associate in Applied Science Degree in Early Childhood Education.

Early Childhood Education - Child Development Associate

The Child Development Associate Certificate is designed to prepare students for the Child Development Associate National Credential, and to provide the necessary skills to obtain entry level employment as a child care provider or educator. Courses taken for this Child Development Associate Certificate apply directly to the Early Childhood Education Certificate and to the Associate of Applied Science Degree in Early Childhood Education.

Course		Credit Hours	
	ECE 200	Introduction to Early Childhood Education	3
	ECE 202	Early Childhood Curriculum	3
OR	ECE 210	Infants and Toddler Development	
	ECE 190	Child Development Associate (CDA) Assessment Preparation	1
	ECE 240	Home, School, and Community Relations	3
	ECE/PSY 234	Child Growth & Development	3
	ECE 270	Health, Safety & Nutrition	3
Total Minimum Credit Hours			16

Early Childhood Education

The Early Childhood Education Certificate is designed to provide the student with a working knowledge of Early Childhood Education as well as provide the skills necessary for the Arizona State Early Childhood Certificate. Employment in a child care/early education setting is possible with this certificate. All classes taken for the ECE Certificate directly apply to an Associate in Applied Science Degree in Early Childhood Education.

Course		Credit Hours	
	ECE 200	Introduction to Early Childhood Education	3
	ECE 202	Early Childhood Curriculum	3
	ECE 210	Infant/Toddler Development	3
	ECE 220	School Age Children	3
	ECE/EDU 222	Introduction to the Exceptional Learner	2
	ECE/EDU 230	Children's Literature	3
	ECE 240	Home, School & Community Relations	3
	ECE 250	Administration and Supervision in Early Childhood	3
	ECE 270	Health, Safety & Nutrition	3
	ECE 290	Practicum	5
	ECE/PSY 234	Child Growth and Development	3
Total Minimum Credit Hours			34

NOTE:

Beginning with the fall 2007 semester, fingerprint clearance cards will be required for all students who are enrolled in any ECE course.

NOTE:

Available spaces are limited, and final selections will be made by a Screening and Selection Committee. Rules and regulations are subject to change. Questions regarding these courses should be directed to the EMS Coordinator.

Basic Emergency Medical Technician

The Basic Emergency Medical Technician certificate (EMS 131) provides fundamental knowledge about emergency medical procedures and techniques. These include artificial respiration, cardio-pulmonary resuscitation, control of bleeding, splinting, extrication and light rescue, and ten Hours of hospital training and observation to give Emergency Medical Technicians better clinical knowledge of the profession. Successful completion of EMS 131, with a grade of "C" or better, qualifies the student to take the Department of Health Services State Certification examination for EMT-Basic.

Intermediate Emergency Medical Technician

The Intermediate Emergency Medical Technician certificate (EMS 233) provides advanced levels of pre-hospital emergency medical care.

The program provides training in the areas of advanced life support techniques and procedures, patient assessment, and care and management of emergencies.

Advanced emergency medical procedures and techniques are taught based on human anatomy and physiology, medical terminology, pharmacology, intravenous therapy, and drug administration. Students also receive related training in rescue/extrication techniques, and communication/reporting.

The courses are state certified and are open to individuals, at least 18 years of age, who are current, state certified EMT's. Upon satisfactory completion of this two-semester sequence, students will receive a verification of completion and become eligible to take the State certification examinations (written and oral) as prescribed by the Arizona Department of Health Services.

Admission Requirements and Process

Each applicant shall:

- A. Hold a current State Emergency Medical Technician-Basic Certificate.
- B. Have at least one year of experience in emergency medical services as a certified EMT-Basic.
- C. Undergo both written and oral examinations which will test the individual's:
 - 1. Basic Emergency Medical Technician knowledge and expertise;
 - 2. Ability to read, write, and speak the English language;
 - 3. Ability to perform mathematical calculations;
 - 4. Judgment and motivation.
- D. Prior to certification as a State Intermediate Emergency Medical Technician (I-EMT), students must submit an application and minimally meet the existing requirements, rules and regulations as established by House Bill 2377 and the Arizona Department of Health Services.
- E. Provide proof of current professional liability insurance (\$1,000,000.00) in order to participate in clinical and vehicular training required for State certification.

CERTIFICATE PROGRAMS

The Paramedic certificate (EMS 254) is designed to provide advanced levels of training in patient assessment and pre-hospital techniques.

These courses are designed for students who already possess skills and knowledge in physiology, pathophysiology, pharmacology and dysrhythmia management.

The Fire Fighter Certification program is designed to prepare students for positions as career and volunteer firefighters at the entry level.

Some students may already be employed at the entry level and are seeking to enhance their knowledge and skills.

Emergency Medical Services

Certified Emergency Paramedic Program Admission Requirements and Process

Each applicant shall:

- I. I-EMT TO PARAMEDIC
 - A. Possess a current STATE I-EMT certificate.
 - B. Undergo both written and oral examinations which will test the individual's:
 1. I-EMT knowledge and expertise.
 2. Ability to perform mathematical calculations.
 3. Ability to read, write and speak the English language.
 4. Judgement and motivation.
 - C. Prior to certification as a State Paramedic (C.E.P.) students must submit an application and minimally meet the existing requirements, rules and regulations as established by House Bill 2377 and the Arizona Department of Health Services.
 - D. Provide proof of current professional liability insurance in the amount of \$1,000,000.00 prior to participation in the clinical and vehicular training required for State Certification.

Spaces available are limited, and final selection will be made by the Screening and Selection Committee. Rules and regulations are subject to change. Questions regarding these courses should be directed to the EMS Coordinator.

Fire Science: Fire Fighter

Course		Credit Hours	
OR	ENG 101	College Composition I	3
	COM 135	Workplace Communication Skills	3
	FSC 100	Fire Service Introduction and Orientation	3
OR	FSC 105	Firefighter Certification Academy †*	10
OR	FSC 115	Firefighter Recruit Academy**	4
	FSC 104	Hazardous Materials First Responder-Operations††	2
	FSC 135	Fundamentals of Fire Prevention	3
	FSC 236	Firefighter Occupational Safety	3
OR	MAT 100 higher	Technical Mathematics	3
Total Minimum Credit Hours		17	

† Arizona State Fire Marshal's Certificate of Completion for Fire Fighter I and II, after July 1996, may be accepted as equivalent to FSC 105.

†† Arizona Division of Emergency Management or IAFF Certificate of Completion for Hazardous Materials First Responder-Operations level, 24 or 40 hour, may be accepted as equivalent to FSC 104.

* Enrollment in FSC 105 requires prerequisite OR corequisite of FSC 104 Hazardous Materials First Responder-Operations.

**FSC 115 does not result in state certification.

CERTIFICATE PROGRAMS

The Fire Science Certificate – Driver/Operator program is designed to prepare students for positions as career and volunteer fire apparatus driver/operators and as acting fire officers.

Fire Science - Driver/Operator

Course		Credit Hours	
	EMS 131	Emergency Medical Technician	6
OR	ENG 101	College Composition I	
	COM 135	Workplace Communication Skills	3
OR	ENG 102	College Composition II	
	ENG 136	Technical Writing	3
OR	FSC 100	Fire Service Introduction and Orientation	3
	FSC 105	Firefighter Certification Academy †*	10
OR	FSC 115	Firefighter Recruit Academy**	4
	FSC 104	Hazardous Materials First Responder-Operations††	2
	FSC 135	Fundamentals of Fire Prevention	3
	FSC 136	Fire Apparatus and Hydraulics	4
	FSC 234	Fire Investigations	3
	FSC 236	Firefighter Occupational Safety	3
	FSC 238	Emergency Scene Management	3
	FSC 241	Firefighter Safety and Building Construction	3
OR	MAT 100	Technical Mathematics	3
	higher		
Total Minimum Credit Hours			39

† Arizona State Fire Marshal’s Certificate of Completion for Fire Fighter I and II, after July 1996, may be accepted as equivalent to FSC 105.

††Arizona Division of Emergency Management or IAFF Certificate of Completion for Hazardous Materials First Responder-Operations level, 24 or 40 hour, may be accepted as equivalent to FSC 104.

* Enrollment in FSC 105 requires prerequisite OR corequisite of FSC 104 Hazardous Materials First Responder-Operations.

**FSC 115 does not result in state certification.



CERTIFICATE PROGRAMS

The Fire Science Certificate – Fire Officer program is designed to prepare students for positions as career and volunteer fire service company officers and as acting senior fire officers.

Fire Science - Fire Officer

Course		Credit Hours
	EMS 131	Emergency Medical Technician 6
OR	ENG 101	College Composition I
	COM 135	Workplace Communication Skills 3
OR	ENG 102	College Composition II
	ENG 136	Technical Writing 3
OR	FSC 100	Fire Service Introduction and Orientation 3
	FSC 105	Firefighter Certification Academy †* 10
	FSC 115	Firefighter Recruit Academy** 4
	FSC 104	Hazardous Materials First Responder-Operations†† 2
	FSC 135	Fundamentals of Fire Prevention 3
	FSC 136	Fire Apparatus and Hydraulics 4
	FSC 150	Uniform Fire Code 3
	FSC 234	Fire Investigations 3
	FSC 235	Fire Protection Systems 3
	FSC 236	Firefighter Occupational Safety 3
	FSC 238	Emergency Scene Management 3
	FSC 239	Fire Department Company Officer 3
	FSC 240	Management in the Fire Service 3
	FSC 241	Firefighter Safety and Building Construction 3
OR	MAT 100	Technical Mathematics 3
	higher	
Total Minimum Credit Hours		51

† Arizona State Fire Marshal’s Certificate of Completion for Fire Fighter I and II, after July 1996, may be accepted as equivalent to FSC 105.

††Arizona Division of Emergency Management or IAFF Certificate of Completion for Hazardous Materials First Responder-Operations level, 24 or 40 hour, may be accepted as equivalent to FSC 104.

* Enrollment in FSC 105 requires prerequisite OR corequisite of FSC 104 Hazardous Materials First Responder-Operations.

**FSC 115 does not result in state certification.

Gerontology

The Applied Gerontology Certificate program provides students with a multidisciplinary approach to understanding aging as seen from the social, psychological, economic, physical and practice perspectives. This certificate is relevant for entry-level individuals as well as professionals in the field of aging.

Course		Credit Hours
	GRN 100	Introduction to Gerontology 3
	GRN 101	Psychology of Aging 3
	GRN 102	Health and Aging 3
	GRN 103	Economics of Aging 3
	GRN 294	Practices in Gerontology 3
	GRN 295	Practicum in Gerontology 2
Total Minimum Credit Hours		17

CERTIFICATE PROGRAMS

Completion of this program of study prepares students for entry-level employment in small printing and design firms.

Students will develop competencies in basic layout and typography skills using desktop publishing software while applying basic design elements.

The Gunsmithing Journeyman Certificate prepares the student for direct employment as a gunsmith in an established shop.

Since there is a special admission process for this program, prospective students should contact academic advisor for detailed information.

Students preparing to transfer to Embry Riddle Aeronautical University should complete the 12 credit hours of helicopter ground school (AVT 101, 102, 210, and 220) in addition to an associate degree designed for transfer. Associate of Arts, Associate of Science or an Associate of Business, depending on the major area of study.

Graphic Design

Course			Credit Hours
	ART 110	Drawing I	3
	ART 112	Two-Dimensional Design	3
	ART 114	Color	3
	ART 131	Graphic Design I	4
	ART 132	Graphic Design II	4
	ART 137	Adobe Photoshop	3
OR	ART 200	Art History I	
	ART 202	20th Century Art	3
	ART 201	Art History II	3
	ART 231	Graphic Design Illustration	4
	ART 232	Portfolio Development	2
OR	ENG 101	College Composition I	
	COM 135	Workplace Communication Skills	3
Total Minimum Credit Hours			35

Gunsmithing - Journeyman Certificate

Course			Credit Hours
OR	BSA 220	Principles of Management	3
OR	BSA 221	Entrepreneurship	
OR	SBE 230	Owning and Operating a Small Business	
OR	CSA 130	Word Perfect	
	CSA 140	Microsoft Word	1
OR	COM 135	Workplace Communication Skills	
	ENG 101	College Composition I	3
	GST 100	Apprentice Gunsmithing	10
	GST 150	Journeyman Gunsmithing	10
	LSC 101	Connections (Recommend LSC 101R)	1
OR	MAT higher	Technical Mathematics	3
Total Minimum Credit Hours			31

Helicopter Pilot Entrepreneurship Certificate

The Helicopter Pilot Entrepreneurship Certificate prepares students to own and operate their own small business.

Course			Credit Hours
	AVT 101	Private Helicopter Pilot Ground School	3
	AVT 102	Instrument Helicopter Pilot Ground School	3
	AVT 210	Commercial Helicopter Pilot Ground School	3
	AVT 220	Certified Helicopter Flight Ground School	3
	SBE 201	Small Business Entrepreneurship	1
	SBE 202	Small Business Marketing	1
	SBE 203	Small Business Accounting Principles	1
	SBE 204	Small Business Accounting Systems	1
	SBE 205	Small Business Finance	1
	SBE 206	Small Business Advertising & Sales	1
	SBE 207	Internet Marketing for Small Business	1
	SBE 208	Small Business Legal Issues	1
	SBE 209	Small Business Tax Issues	1
	SBE 210	Retail Customer Service for Small Business	1
	SBE 211	Human Resource & Small Business	1
	SBE 212	The Business Plan for Small Business	1
Total Minimum Credit Hours			24

CERTIFICATE PROGRAMS

The student is expected to have mastered basic keyboarding skills before beginning this program.

Legal Office Administration

Course			Credit Hours
ACC	121	Introductory Accounting	3
BSA	100	Workplace Dynamics	1
BSA	105	Business English	3
BSA	130	Business Financial Applications	3
BSA	163	Legal Transcription	3
BSA	165	Innovations in Business Technology	1
BSA	224	Records and Database Management	3
BSA	225	Administrative Office Management	3
BSA	233	Business Communications	3
BSA	296	Internship: Business Administration	3
CSA	112	Keyboarding Skill Building	1
CSA	113	Document Formatting	3
CSA	114	Document Production	2
CSA	126	Microsoft Office	3
LAW	100	Introduction to Paralegal Studies	3
Select 2 credit hours from the following courses:			
CSA	105	Meet the Macintosh Using Appleworks	2
CSA	130	WordPerfect	1
CSA	131	Advanced WordPerfect	1
CSA	135	Pagemaker Desktop Publishing	2
CSA	136	WordPerfect Desktop Publishing	2
CSA	140	Microsoft Word	1
CSA	141	Advanced Microsoft Word	1
Total Minimum Credit Hours			40

The Management Certificate program provides a practical base to allow the student to succeed in any managerial position.

Management Certificate

Course			Credit Hours
BSA	120	Principles of Supervision	3
BSA	132	Ethics in Business	3
BSA	140	Human Relations in Business	3
BSA	220	Principles of Management	3
BSA	223	Human Resource Management	3
BSA	229	Management Problems	3
BSA	230	Principles of Marketing	3
Choose one of the following courses:			
BSA	221	Entrepreneurship	3
BSA	233	Business Communication	3
BSA	235	Principles of Economics-Macro	3
BSA	237	Legal Environment in Business	3
Total Minimum Credit Hours			24

CERTIFICATE PROGRAMS

The Medical Assistant Certificate program prepares students for employment in health care offices including primary care and specialty physicians' offices, ambulatory care, and urgent care facilities.

Medical Assistant

Admission Requirement: CPR card or EMS 125 (1 credit)

Course			Credit Hours
BSA	109	Introduction to Medical Coding	3
CSA	109	Computers in the Medical Office	2
HCE	100	Fundamentals of Health Care	3
HCE	103	Phlebotomy	2
HCE	110	Medical Terminology for Patient Care Staff	3
HCE	120	Foundations of Medical Assisting I	3
HCE	121	Foundations of Medical Assisting II	3
HCE	296	Internship: Medical Assistant	3
SPA	125	Spanish for Medical Professionals	2
Total Minimum Credit Hours			24



CERTIFICATE PROGRAMS

This certificate is designed to prepare the student to become proficient in coding medical records and insurance forms.

Medical Coding

Course		Credit Hours	
AHS	131	Medical Terminology I	3
AHS	132	Medical Terminology II	3
AHS	133	Terminology for Pharmacology	2
BIO	156	Human Biology for Allied Health	4
BSA	108	Introduction to Health Information Technology	3
BSA	109	Introduction to Medical Coding	3
BSA	170	ICD-9 Medical Coding	2
BSA	171	CPT Medical Coding	2
BSA	172	Legal & Ethical Aspects of Health Info Management	2
CSA	109	Computers in the Medical Office	2
CSA	126	Microsoft Office	3
Total Minimum Credit Hours			29

This certificate is designed to prepare students for employment as medical transcriptionists in the health care field. Upon completion of the program, students will be trained in the use of medical terminology, the transcription of various kinds of medical reports, and in the handling of medical office duties. Cooperative work experience in a medical office is a requirement of this program.

Medical Transcription

Course		Credit Hours		
AHS	131	Medical Terminology I	3	
AHS	132	Medical Terminology II	3	
BIO	100	Biology Concepts	4	
BSA	105	Business English	3	
BSA	164	Medical Transcription	3	
BSA	166	Physician's Office Transcription	2	
BSA	167	Medical-Surgical Transcription	2	
BSA	168	Diagnostic-Therapeutic Transcription	2	
BSA	195	Medical Transcription Practicum	3	
BSA	224	Records and Database Management	3	
BSA	225	Administrative Office Management	3	
CSA	111	Keyboarding	1	
CSA	113	Document Formatting	3	
CSA	130	WordPerfect		
OR	CSA	140	Microsoft Word	1
Total Minimum Credit Hours			36	

This technical certificate is designed to prepare students to manage and support a Microsoft Windows networking environment. This program prepares students to take exams related to the Microsoft Certified Systems Administrator certification.

Microsoft Certified Systems Administrator

Course		Credit Hours	
CNT	110	A+ Computer Technician Certification	4
CNT	115	Network+: Networking Technologies Certification	4
CNT	120	Exploring Network Operating Environments	3
CNT	121	Windows XP Professional Certification	3
CNT	122	Windows Server 2003	4
CNT	123	Managing a Windows Network	3
CNT	189	Computer Networking Topics	2
CNT	296	Internship: Computer Networking Technology	3
Total Minimum Credit Hours			26

CERTIFICATE PROGRAMS

Microsoft Office Specialist

The Microsoft Office Specialist Certificate is designed to provide students with skills necessary to be proficient in the most common office software applications used in businesses today: Microsoft Office. Upon successful completion of each listed course, students will be prepared to sit for the corresponding core and/or expert level MOS exam.

Course			Credit Hours
CSA	111	Keyboarding	1
CSA	133	Microsoft Publisher	1
CSA	138	Excel for Windows	1
CSA	139	Microsoft Access	1
CSA	140	Microsoft Word	1
CSA	141	Advanced Word	1
CSA	142	Presentation Graphics Using PowerPoint	1
CSA	143	Creating Web Pages with Microsoft FrontPage	2
CSA	238	Advanced Excel	1
Total Minimum Credit Hours			10

The Paralegal Studies Certificate Program is designed to prepare students who have already earned an associate or baccalaureate degree and are seeking a certificate program in the legal specialty areas required for employment as a paralegal.

Paralegals work under the supervision of an attorney and their work includes preparing legal documents, researching and compiling information, and communicating with clients. Excellent written and oral skills, as well as computer literacy skills, are essential to the paralegal.

The Post-Degree Certificate Program at Yavapai College has been approved by the American Bar Association.

Paralegal Studies - Post Degree Certificate

Course			Credit Hours
LAW	100	Introduction to Paralegal Studies	3
LAW	101	Legal Ethics and Professional Responsibility	1
LAW	105	Advanced Legal Computer Applications	2
LAW	106	Advanced Legal Computer Applications	2
OR	LAW	203	Family Law
	RES	201	Real Estate Law
LAW	215	Legal Research and Writing I	4
LAW	216	Legal Research and Writing II	4
LAW	220	Civil Tort Litigation I	3
LAW	221	Civil Tort Litigation II	3
LAW	298	Legal Assisting Internship/Special Project	3
Select 4 credit hours from the following courses:			
LAW	104	Wills, Trusts, and Probate	3
LAW	201	Criminal Law and Procedure	2
LAW	206	Business Organizations	2
LAW	208	Contracts	2
OR	LAW	209	Administrative Law
	LAW	295	Special Legal Topics
LAW	210	Bankruptcy Procedures	2
Total Minimum Credit Hours			32

CERTIFICATE PROGRAMS

Completion of this certificate program will prepare licensed registered nurses to apply their medical knowledge to the practice of law. The Legal Nurse Certificate Program at Yavapai College has been approved by the American Bar Association.

Legal nurses work as part of the legal team in a law office, insurance or healthcare firm and deal with the medical aspects of litigation. Legal nurses may interview clients and witnesses, do medical/legal research, assist in various aspects of discovery, draft pleadings and assist attorneys at trial.

Paralegal Studies - Legal Nurse

Course			Credit Hours
LAW	100	Introduction to Paralegal Studies	3
LAW	105	Legal Computer Applications	2
LAW	207	Introduction to Legal Nurse Practice and Ethics	3
LAW	215	Legal Research and Writing I	4
LAW	216	Legal Research and Writing II	4
LAW	220	Civil Tort Litigation I	3
LAW	221	Civil Tort Litigation II	3
Total Minimum Credit Hours			22

A legal nurse could specialize in areas such as personal injury, product liability, medical malpractice, worker’s compensation, toxic torts, risk management, medical professional licensure investigation and criminal law.

NOTE:

Candidates for the Legal Nurse Certificate Program must have already earned a Registered Nurse degree (RN), and have attained a minimum of an associate degree. In addition, candidates for the program must submit a letter from a medical institution offering evidence that 2,000 hours of experience have been completed.

The Legal Nurse Certificate Program is an intensive program of study. Extensive writing, research and critical thinking are required in all the law courses in this certificate program. All courses in this program must be completed with a grade of “C” or better.

CERTIFICATE PROGRAMS

The Paramedicine Certificate Program prepares students for direct entry as paramedics in emergency care, stabilization, and immobilization of victims of illness and injury; recognizing and documenting signs and symptoms of illness and injury, intervening, and evaluating the intervention; performing assessment of basic electrocardiograph rhythm identification, administration of oxygen and medications approved by the Arizona Department of Health Services, office of Emergency Medical Services; advanced airway techniques, use of specific immobilization devices, peripheral, interosseus, and central intravenous techniques, defibrillation, synchronized cardioversion, transcutaneous pacing, and preparing for transportation.

Paramedicine Certificate

Course			Credit Hours
Fire Science Requirements			
FSC	104	Hazardous Material First Responder-Operations	2
Emergency Medical Services Requirements			
EMS	123	Cardio-Pulmonary Resuscitation	0.5
EMS	131	EMT Basic	6
EMS	240	Paramedic Anatomy and Physiology	4
EMS	241	Paramedicine I	12
EMS	242	Paramedicine II	10
EMS	243	Paramedicine III	5
EMS	244	Paramedicine IV	12
Total Minimum Credit Hours			51.5

Program Certification:

The Yavapai College Police Academy is certified by the Arizona Peace Officers Standards and Training Board (AZ POST) to provide the 585 plus hour training requirement for Police Officers in Arizona. Persons completing the program will be eligible for certification by AZ POST.

Police Certification

The Yavapai College Police Certification Program is accredited by the Arizona Peace Officers Standards and Training Board (AZ POST) in providing Basic Peace Officer training to individuals meeting the requirements of the board and appointing police agencies. The curriculum includes the study of criminal investigations, police community relations, traffic accident investigation, introduction to administration of justice, law, legal principles, patrol procedures, vehicle operations, report and technical writing, physical conditioning, defense tactics, impact weapons, firearm proficiency and safety, first aid, fundamentals of hazardous materials, stress management and use of force. Students must be screened and appointed by an Arizona Law Enforcement Agency. Upon successful completion of this program, students are eligible to be hired as police officers in the state.

Course			Credit Hours
PCP	255	Intensive Police Certification	36
Total Minimum Credit Hours			36

CERTIFICATE PROGRAMS

This program prepares students to build high-performance, environmentally responsive houses for the 21st century residential construction industry.

This program of study is designed for the student who already has experience in light construction and wants to establish credentials for management positions.

Completion of this certificate program will prepare students for contractor licensing and construction supervision.

The Residential Design Certificate Program is designed to prepare students with the fundamental skills of architectural planning, designing, sketching, and drawing using both the drawing board and computer.

Students learn to recognize both historical and contemporary architectural styles, and to identify distinct characteristics of each style. Advanced energy efficient building designs, use of building materials, methods, and techniques necessary to build structures for the 21st Century are emphasized.

Residential Building Technology

Course			Credit Hours
RBT	110	Residential Building I	9
RBT	111	Residential Technology I	4
RBT	112	Construction Drawings and Documents	3
RBT	121	Residential Building II	9
RBT	122	Residential Technology II	4
RBT	123	Estimating and Bidding	3
Total Minimum Credit Hours			32

Residential Construction Management

Course			Credit Hours
RBT	111	Residential Technology I	4
RBT	112	Construction Drawings and Documents	3
RBT	114	AutoCAD I	3
RBT	122	Residential Technology II	4
RBT	123	Estimating and Bidding	3
RBT	131	International Residential Code	3
RBT	151	Construction Contracting and Company Management	3
RBT	152	Project Management and Scheduling	3
RBT	161	Construction Business Management	3
RBT	241	Energy Efficient Building and Design	3
Total Minimum Credit Hours			32

Residential Design

Course			Credit Hours
RBT	111	Residential Technology I	4
RBT	112	Construction Drawings and Documents	3
RBT	113	Residential Graphics I	4
RBT	114	AutoCAD I	3
RBT	122	Residential Technology II	4
RBT	123	Estimating and Bidding	3
RBT	125	Residential Graphics II	4
RBT	126	AutoCAD II	3
RBT	131	International Residential Code	3
Total Minimum Credit Hours			31

CERTIFICATE PROGRAMS

Completion of this certificate will prepare students for management positions in the retail industry. The Retail Management Certificate Program is designed to prepare students for direct employment and promotional opportunities in the field of retail management. The program incorporates the marketing, management, merchandising, human resources, financial applications, and communications skills and abilities required in the fast-changing world of business.

Retail Management Certificate

Course		Credit Hours	
	ACC 121	Introductory Accounting	3
OR	BSA 120	Principles of Supervision	3
	BSA 220	Principles of Management	
	BSA 130	Business Financial Applications	3
	BSA 140	Human Relations in Business	3
	BSA 223	Human Resource Management	3
	BSA 230	Principles of Marketing	3
	BSA 233	Business Communications	3
	BSA 268	Retail Management/Merchandising	3
OR	COM 134	Interpersonal Communication	3
	COM 231	Professional Speaking	
	CSA 126	Microsoft Office	3
	ENG 101	College Composition I	3
Total Minimum Credit Hours			33

Small Business Entrepreneurship Certificate

The Small Business Entrepreneurship Certificate is designed to lead to further study. Students completing the certificate will be oriented toward further development of their small business management capabilities, indicated by their own skills, knowledge, and expertise as they develop their business.

Course		Credit Hours	
	SBE 201	Small Business Entrepreneurship	1
	SBE 202	Small Business Marketing	1
	SBE 203	Small Business Accounting Principles	1
	SBE 204	Small Business Accounting Systems	1
	SBE 205	Small Business Finance	1
	SBE 206	Small Business Advertising & Sales	1
	SBE 207	Internet Marketing for Small Business	1
	SBE 208	Small Business Legal Issues	1
	SBE 209	Small Business Tax Issues	1
	SBE 210	Retail Customer Service for Small Business	1
	SBE 211	Human Resource & Small Business	1
	SBE 212	The Business Plan for Small Business	1
Total Minimum Credit Hours			12

CERTIFICATE PROGRAMS

The Welding Certificate prepares students for employment in welding positions requiring competencies in oxyacetylene and arc welding. For those already employed in welding occupations, coursework also may upgrade skills and assist in career advancement.

Welding

Course		Credit Hours
OR	BSA 100	Workplace Dynamics
	BSA 101	Career Connections
	MAT 100	Technical Mathematics
	WLD 130	Oxyacetylene
	WLD 140	Arc I
	WLD 145	Arc II
	WLD 156	Blueprint Reading
	WLD 200	Tig I
	WLD 210	Gas Metal Arc Welding-Mig
OR	WLD 250	Welded Metal Fabrication
	WLD 255	Advanced Projects in Welded Metal Fabrication
	WLD 282	Pipe Welding I
Total Minimum Credit Hours		33

The student is expected to have mastered basic keyboarding skills before beginning this program.

Word Processing Administration

Course		Credit Hours
	ACC 121	Introductory Accounting
	BSA 100	Workplace Dynamics
	BSA 105	Business English
	BSA 130	Business Financial Applications
	BSA 162	Executive Transcription
	BSA 165	Innovations in Business Technology
	BSA 224	Records and Database Management
OR	BSA 225	Administrative Office Management
	VCE 262	Vocational Cooperative Education Work Experience
	BSA 233	Business Communications
	CSA 112	Keyboarding Skill Building
	CSA 113	Document Formatting
	CSA 114	Document Production
	CSA 126	Microsoft Office
Select 4 credit hours from the following courses:		
	CSA 105	Meet the Macintosh Using Appleworks
	CSA 130	WordPerfect
	CSA 131	Advanced WordPerfect
	CSA 135	Pagemaker Desktop Publishing
	CSA 136	WordPerfect Desktop Publishing
	CSA 140	Microsoft Word
	CSA 141	Advanced Microsoft Word
Total Minimum Credit Hours		36



2007/08

Yavapai College CATALOG

COURSE DESCRIPTIONS

Yavapai
COLLEGE
Your community. Your college.



A B C D E F G H I J L M N P R S T V W

Following is a list of all classes that can be taught by Yavapai College. Not all of these classes are taught every semester. Please see the Class Schedule for a listing of currently offered classes.

■ Accounting (ACC)

ACC106F. QuickBooks Basics (.5).

Use of QuickBooks Basics to perform the basic accounting operations needed in operating a small business. Operations will include cash and credit sales, basic inventory management, basic payroll, and preparation of end of period reports.

One lab.

ACC115. Basic Tax Planning (3).

Techniques of federal individual, partnership and corporation income tax preparation. Emphasis on tax return preparation, with review of individual income tax law and applications of that law to tax return forms.

Three lecture.

ACC116. Advanced Tax Planning and Preparation (4).

Advanced study in individual, corporate, and partnership taxation.

Prerequisite: ACC 115.

Four lecture.

ACC121. Introductory Accounting (3).

General ledger bookkeeping and preparing financial statements.

Three lecture.

ACC122. Payroll Accounting (3).

Payroll functions for a business including timekeeping techniques, payroll accounting records, check writing, preparation of federal and state payroll reports, insurance reports, and retirement plan reports. Manual recordkeeping and report submission as well as computerized payroll will be covered.

Prerequisite: ACC 121.

Three lecture.

ACC131. Principles Of Accounting I (4).

Principles and procedures of accrual accounting applied to preparation and interpretation of general purpose financial statements.

Prerequisite: ACC 121.

Four lecture.

ACC132. Principles Of Accounting II (4).

Introduction to corporate debt and equity accounting issues including present value calculations. Emphasis on accounting for managerial planning and control applicable to corporate business organizations. Preparation of the statement of cash flows.

Prerequisite: ACC 131.

Four lecture.

ACC161. Computer Accounting Practice (2).

Use of microcomputers for general ledger bookkeeping and personal finance. Emphasis on solving advanced accounting simulations.

Prerequisite: ACC 121.

One lecture; Three lab.

ACC162. Microsoft Excel and Access in Accounting Applications (2).

Use of the spreadsheet software Microsoft Excel and the database software Microsoft Access in the analysis of financial data and generating accounting reports.

Prerequisite: ACC 121, CSA 138.

One lecture; Three lab.

ACC211. Governmental and Nonprofit Accounting (3).

Accounting practices in governmental units such as cities, counties, state agencies and nonprofit organizations. Includes temporary fund balance accounts, budget entries, encumbrances, and tax receivables.

Prerequisite: ACC 131.

Three lecture.

ACC217. Uses Of Financial Information (3).

Financial statements used by managers, owners, lenders, and other stakeholders in publicly-held corporations. Emphasis on valuation and related economic consequences.

Prerequisite: ACC 132.

Three lecture.

COURSE DESCRIPTIONS

ACC231. Intermediate Accounting I (4).

Financial accounting topics, including Generally Accepted Accounting Principles application, as well as rationale and clarification of the reasons for specific accounting principles. Includes analysis and use of balance sheets, cash and receivables, inventories, and temporary and long-term investments.

Prerequisite: ACC 132.

Four lecture.

ACC232. Intermediate Accounting II (4).

Integration of advanced accounting theory and practice, including investments, long and short term liabilities, pension plans, stockholders' equity, and advanced analysis of financial statements.

Prerequisite: ACC231.

Four lecture.

ACC296. Internship: Accounting (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

ACC299. Independent Study Accounting (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Administration of Justice (AJS)

AJS101. Introduction to Administration of Justice (3).

Overview of the criminal justice system. Organization and jurisdiction of local, state, and federal law enforcement, judicial, and correctional systems. History and philosophy of each component of the criminal justice system and interrelations among the various agencies. Career opportunities and qualifying requirements.

Three lecture.

AJS102. Rights, Liberties, and Law (3).

Rights and liberties in the United States. Emphasis on First Amendment rights, rights of due process and rights of privacy.

Three lecture.

AJS109. Substantive Criminal Law (3).

Philosophy of legal sanctions and the historical development from common law to modern American criminal law. Classifications and general definitions of crimes. Common defenses to crimes.

Prerequisite: AJS 101.

Three lecture.

AJS150. Arizona Detention Officers Basic Training Academy (6).

Training in basic responsibilities required to be an Arizona Detention Officer. Development of professional abilities, and skills required for state certification.

Prerequisite: Agency sponsorship required.

Five lecture; Three lab.

AJS151. Defensive Tactics for Probation Officers (1).

Techniques for personal defense used by probation officers in job-related situations. Includes self-defense, search techniques, and control strategies.

Prerequisite: Assignment by related agency.

Three lab.

AJS170. Criminalistics (3).

Characteristics and elements of forensic science, the processes of collecting, preserving and analyzing different types of physical evidence. Emphasis on organization of a crime laboratory, crime scene processing and legal aspects.

Three lecture.

AJS200. Current Issues in Criminal Justice (3).

Current issues, trends, and techniques related to and affecting the criminal justice system.

Prerequisite: AJS 101.

Three lecture.

AJS201. Citizen Rights and Due Process (3).

Citizen rights and constitutional law, police powers, exclusionary rules, court structure and rules of criminal procedure.

Three lecture.

AJS212. Juvenile Justice Procedures (3).

History and development of juvenile justice theories, procedures and institutions.

Prerequisite: AJS 101.

Three lecture.

AJS225. Criminology (3).

Theories of criminality and the economic, social and psychological impact of crime, victimization, and the relationships between statistics and crime trends. The study of deviance and societies role in defining behavior.

Prerequisite: AJS 101.

Three lecture.

COURSE DESCRIPTIONS

AJS230. The Police Function (3).

History and development, procedures and methods of operations of law enforcement agencies. Role of the individual law enforcement officer. Career opportunities and the hiring process.

Prerequisite: AJS 101.

Three lecture.

AJS240. The Correction Function (3).

History and development of correctional theories, practices, and institutions. Modern ideologies and functions associated with both community-based and custodial corrections systems.

Prerequisite: AJS 101.

Three lecture.

AJS250. Police Certification I (12).

Study of criminal investigation, police/community relations, traffic accident investigation, and introduction to administration of justice.

Twelve lecture.

AJS251. Police Certification II (12).

Study of law, legal principles, and patrol procedures.

Twelve lecture.

AJS255. Police Supervision (3).

Police first-line supervisor's role and responsibilities. Emphasis on leading and directing personnel using various supervisory strategies.

Three lecture.

AJS260. Procedural Criminal Law (3).

Procedural criminal law. Emphasis on rationale underlying major court holdings, the resulting procedural requirements, and the effect on the daily operations of the criminal justice system.

Prerequisite: AJS 101 .

Three lecture.

AJS270. Community Relations (3).

Recognition and understanding of community problems; community action programs; methods of coping with crisis situations, victimology, ethnic and minority cultures, environments, crime prevention and police operations.

Prerequisite: AJS 101.

Three lecture.

AJS275. Criminal Investigations (3).

Theories of criminal investigation. Includes basic investigative techniques of crime scene procedures, case preparation, and interview techniques.

Prerequisite: AJS 101.

Three lecture.

AJS276. Traffic Accident Investigation (3).

Advanced methodology in collecting information, determining mathematical formulas, using research methods and preparing for courtroom presentations.

Prerequisite: Arizona Peace Officer Certification.

Two lecture; Three lab.

AJS277. Traffic Accident Investigation Refresher (1.5).

Review of traffic accident investigation methodology and techniques. Emphasis on updating investigation skills including use of new technologies, methods for determining accident cause, and interviewing witnesses and drivers.

Prerequisite: AJS 276.

One lecture; One lab.

AJS278. Traffic Accident Reconstruction (1.5).

Advanced technical accident investigation. Methodology and concepts of traffic accident reconstruction.

Prerequisite: AJS 276 or AJS 277.

One lecture; Two lab.

AJS280. Law Enforcement Instructor Certification (3).

Learning theories, course development and evaluation methods. Effective use of instructional media and creating a learning environment. Successful students may be certified as Arizona Peace Officers Standards and Training Board Instructors.

Prerequisite: Students must be appointed by a law enforcement agency.

Three lecture.

AJS281. Accident Investigation Instructor (3).

Advanced technical training for certified instructors. Topics and methodology required to present accident investigation courses as prescribed by the Arizona Peace Officers Standards and Training Board.

Prerequisite: Arizona Peace Officer Standards and Training Board General Instructor Certificate.

Two lecture; Three lab.

AJS282. Introduction to Accident Reconstruction (1.5).

Advanced technical accident investigation. Methodology and concepts of traffic accident reconstruction.

Prerequisite: AJS 281 or equivalent.

One lecture; Two lab.

COURSE DESCRIPTIONS

AJS296. Internship: Administration of Justice (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

AJS299. Independent Study Administration of Justice (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ ADULT EDUCATION (AED)

AED010. Adult Education Placement and Orientation (.5).

GED preparation course requirements and placement testing.

Prerequisite: Must be at least 16 years of age and withdrawn from high school.

.5 lecture.

AED020. Adult Education Basic Skills (3).

Basic reading, writing, and math skills through grade level 8.0.

Prerequisite: AED 010 and reading, writing and math of 4.0-7.9 on Tests of Adult Basic Education (TABE).

Nine lab.

AED020A. Adult Education Basic Skills: Reading (1).

Basic reading skills through grade level 8.0.

Prerequisite: AED 010 and reading of 4.0-7.9 on Tests of Adult Basic Education (TABE).

Three lab.

AED020B. Adult Education Basic Skills: Writing (1).

Basic writing skills through grade level 8.0.

Prerequisite: AED 010 and writing of 4.0-7.9 on Tests of Adult Basic Education (TABE).

Three lab.

AED020C. Adult Education Basic Skills: Math (1).

Basic math skills through grade level 8.0.

Prerequisite: AED 010 and math of 4.0-7.9 on Tests of Adult Basic Education (TABE).

Three lab.

AED030. Adult Education Secondary Skills (3).

Secondary-level reading, writing and math skills through grade 12.9.

Prerequisite: AED 010 and reading, writing and math at 8.0 on Tests of Adult Basic Education (TABE) or AED 020.

Nine lab.

AED030A. Adult Education Secondary Skills: Reading (1).

Secondary-level reading skills through grade 12.9.

Prerequisite: AED 010 and reading at 8.0 on Tests of Adult Basic Education (TABE) or AED 020A.

Three lab.

AED030B. Adult Education Secondary Skills: Writing (1).

Secondary-level writing skills through grade 12.9.

Prerequisite: AED 010 and writing at 8.0 on Tests of Adult Basic Education (TABE) or AED 020B.

Three lab.

AED030C. Adult Education Secondary Skills: Math (1).

Secondary-level math skills through grade 12.9.

Prerequisite: AED 010 and math at 8.0 on Tests of Adult Basic Education (TABE) or AED 020C.

Three lab.

AED/STU070. Navigating College Module (.5).

Introduction to basic skills and knowledge needed for college. Focus on expectations, resources, vocabulary, and publications that are part of the college experience.

.5 lecture.

■ AGRICULTURAL SCIENCE-EQUINE (AGE)

AGE100. Introductory Equine Science (3).

Introduction to horses as they relate to humans including history and development, adaptation, anatomy, types and classes, breeds, and horsemanship. Emphasis on the care of horses including buildings and equipment, behavior management, and business aspects of ownership.

Three lecture.

AGE111. Equine Massage and Alternative Therapies (3).

Identifying the muscles of the horse for alternative therapy. Includes musculoskeletal anatomy, bony landmarks, pressure points, and veterinary vocabulary. Use the Equiken system to identify the musculoskeletal system.

Three lecture.

COURSE DESCRIPTIONS

AGE125. Equine Behavior Management (3).

Horse behavioral concepts. Includes origin, mechanisms, flexibility, and management. Includes horses ability to process information, special senses, communication and social organization, sexual behavior, welfare, and learning.

Three lecture.

AGE126. Equine Nutrition (2).

Principles of horse nutrition and application to horse health. Topics include digestive system, function of feeds, nutrient needs, protein, minerals, vitamins, water-soluble vitamins and rations. Emphasis on feeds for horses, their preparation, and the art of feeding.

Corequisite: AGE 100.

Two lecture.

AGE140. Introduction to Horseshoeing (3).

Basic anatomy and physiology of the legs and feet, equine conformation, basic blacksmithing, leveling and balancing the foot, and normal shoeing. Includes hoof trimming, and horse handling.

One lecture; Six lab.

AGE141. Basic Horseshoeing for Certification (3).

Hoof care and shoeing techniques in preparation for the American Farriers Association Certified Farrier Exam. Includes keg shoe modification, hot shoeing, treating disease and injury, and corrective shoeing.

Prerequisite: AGE 140.

One lecture; Six lab.

AGE150. English and Western Riding I (1).

Basic English and Western riding skills. Emphasis on safety, haltering and leading, grooming, saddles, bits, seating, trotting, posting and cantering with collection. Includes care of tack and equipment selection.

Three lab.

AGE155. Equine Driving for Pleasure and Competition (1).

Principles of driving horses. Emphasis on picking the right horse, harness use and function, vehicle maintenance, styles of driving, training requirements, and competitions. Emphasis on horse and driver safety.

Three lab.

AGE180. Zoo and Domestic Animal Care Technology I (4).

Introduction to zoo and domestic animal care. Includes safety issues, emergency preparedness, zoo orientation, sanitation, identification and use of capture and restraint equipment, animal transport.

Three lecture; Three lab.

AGE211. Advanced Equine Massage Therapy (3).

Instruction in full massage routine, muscle location, function and isolation, massage benefits, 70 point locations, contra indications for massage, bony landmark identification, stretching, dental issues and saddle fitting issues using Zahourek methodologies.

Three Lecture

AGE220. Equine Health (2).

Health management of the horse including reorganizing health problems, determining severity of illness or injury, and prescribing a treatment plan. Emphasis on prevention of health problems and early treatments of illness.

Prerequisite: AGE 100.

Two lecture.

AGE225. Horse Breeding (3).

Applying genetic principles to selected improvement of horses through breeding techniques. Performance traits, heritability and quantitative traits, selection, mating systems, color inheritance and breeder responsibility.

Two lecture; Three lab.

AGE226. Equine Anatomy and Physiology (3).

Anatomy and physiology of the equine body systems. Includes skeletal, muscular, respiratory, cardiovascular, neurological, endocrine, digestive and reproductive systems.

Prerequisite: AGE 100.

One lecture; Six lab.

AGE230. Equine Special Events Management (1).

Special events management for the equine industry. Includes selection of event, marketing, budget, insurance, registration, and facility negotiations.

One lecture.

AGE250. English and Western Riding II (1).

Advanced riding techniques for the intermediate or experienced rider in both English and Western styles. Focuses on specific movements between horse and rider as well as training motivators.

Prerequisite: AGE 150.

Three lab.

AGE260. Training Techniques in Horsemanship (3).

Exploration of training techniques for the young, spoiled or difficult horse. Emphasis on breaking techniques and training horses to ride and drive. Methodologies involved in preparing individuals to teach others to train their own horse.

Two lecture; Three lab.

COURSE DESCRIPTIONS

AGE265. Horse Boarding and Training Facilities (2).

Boarding and training operations including buildings and equipment, local building codes, fences, and building guidelines for the welfare, safety, health and cost of the horse.

Two lecture.

AGE295. Race Horse Trainer Practicum (4).

Claim horse, groom, train, feed, recognize ailments, obtain vet checks, enter into races, and sell as a claimer. Rules of racing, terminology, jockey's weights, entry requirements, officials, licenses, claiming and wagering. Prepares students for state Race Horse Trainer's test.

Three lecture; Three lab.

AGE296. Internship: Agricultural Science-Equine (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0, have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

AGE299. Independent Study Agriculture-Equine (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

AGS101. Microcomputers in Agriculture (3).

Use of Microsoft Word, Excel, and PowerPoint for documentation, accounting and presentations in the agriculture industry.

Two lecture; Three lab.

AGS102. Agribusiness Management (3).

Introduction to the latest functions of agribusiness including history, starting and running a business, small business plans, input and output sectors, daily financial operations, and basic economic principles. Emphasizes principles of agricultural economics, and economic activity and analysis.

Three lecture.

AGS103. Plant Biology (4).

An introduction to the growth, development, reproduction, and structure of vascular plants. Fundamental activities of plants including photosynthesis and respiration. Emphasis on agricultural and horticultural crops of Arizona.

Three lecture; Three lab.

AGS105. Soils (3).

Comprehensive overview of the types of soils commonly found in North America with special emphasis on Southwestern soils. Course investigates the origin, formation, physical and chemical properties of soils and emphasizes soil testing, fertilization, and modifications to soils commonly found in landscapes, gardens and turf.

Three lecture.

AGS107. Entomology (3).

Fundamental approaches of pest identification, classification, and control of pests. Covers major families of pests, management practices, herbicide use, alternative pest control techniques, safety, and integrated pest management.

Three lecture.

AGS112. Three-Dimensional Computerized Landscape Design (3).

Design of landscapes for the home and business using 3-D computer imaging for the beginner or advanced student. Includes principles of design, color, plant materials, hardscape features, and irrigation.

Two lecture; Three lab.

AGS115. Agricultural Mechanics I (3).

Develop basic principles and operative skills in electricity, and welding/cutting applications which are part of agricultural mechanics operations in the areas of Agriscience and Technology.

Two lecture; Three lab.

AGS120. Introduction to the Animal Industry (4).

Classification of agricultural animals, the reproductive process, behavior, basic genetics, growth and development, basic nutrition, welfare and consumer concerns. Emphasis on beef, sheep, swine, poultry, horses and fish. Alternative animals including rabbits, llamas, ostrich, baitfish, and honeybees.

Three lecture; Three lab.

AGS121. Agricultural Marketing Technology (3).

Introduction to marketing in agriculture as well as the concepts of the modern agriculture industry. Includes how to select and develop a marketing plan, the agriculture industry in free enterprise, marketing for profit, motivating consumers and the process of communicating.

Three lecture.

AGS125. Conservation and Natural Resources (3).

General concepts related to the conservation and maintenance of natural resources including water, forests, rangelands and wildlife. Includes ecology concepts and foundations for a sustainable future.

Three lecture.

COURSE DESCRIPTIONS

AGS150. The Greenhouse Environment (3).

Components of greenhouses including structure types, construction, locating a greenhouse, layout of a greenhouse range, and greenhouse temperature control mechanisms. Emphasis on advantages and disadvantages of each and the appropriate selection of houses for given areas in the horticulture industry.

Three lecture. Three lab.

AGS154. Hydroponics Vegetable and Bedding Plant Spring Activities (3).

Spring activities conducted in commercial greenhouses including propagation, sowing, distribution, light and temperature management, hardening off, preharvest and post harvest handling, inventory, deliveries, and sanitation. Emphasis on final stages of production and care of product during shipping and storage.

Prerequisite: AGS 152.

One lecture; Six lab.

AGS155. Hydroponics for the Home and Classroom (1).

Construction, design, and use of hydroponic growing units for vegetable production. Includes basic nutrition, lighting, media and growth chambers.

One lecture.

AGS180. Zoo and Domestic Animal Care Technology I (4).

Introduction to zoo and domestic animal care. Includes safety issues, emergency preparedness, zoo orientation, sanitation, identification and use of capture and restraint equipment, animal transport.

Three lecture; Three lab.

AGS181. Canine Massage Therapy (1).

Basic canine massage therapy techniques including function and location, landmark identification, contraindications, full massage routine, and muscle locations.

One lecture.

AGS212. Landscape Installation and Maintenance (4).

Skills and principles associated with installing, and maintaining a landscape including selection of plant material, lawn installation and irrigation installation.

Three lecture; Three lab.

AGS213. Veterinary Technician State and National Exam Review (3).

Principles of veterinary medicine as they apply to preparation for the Arizona and National Veterinary Technician exams.

Prerequisite: Two years full time (or equivalent) experience in veterinary field subject to instructor approval.

Three lecture.

AGS214. Landscape Hardscapes (4).

Design, build and install landscape hardscape features, including walkway, retaining walls, patios, planters and ornamental ponds.

Three lecture; Three lab.

AGS215. Agricultural Mechanics II (3).

Principles and operative skills in small engine maintenance and repair, hydraulic design and use, agriculture equipment maintenance and problem solving which are part of agricultural mechanics operations in the area of Agriscience and Technology.

Two lecture; Three lab.

AGS224. Agricultural Sales Techniques (3).

Processes involved in moving food and fiber from the producer to the consumer. Emphasis on communicating with and motivating consumers including selling, distributing, advertising, displays, and human relations.

Three lecture.

AGS231. Turfgrass Science (4).

Identification of types of grasses associated with sports and recreational turf areas. Involves the establishment and maintenance in the industry of turfgrass science.

Three lecture; Three lab.

AGS232. Turfgrass Management (4).

Theory and practice of cultivating and maintaining turfgrass for sports. Emphasis on site development, pest control, grooming, and equipment in recreational turf settings.

Three lecture; Three lab.

AGS238. Pesticide Management Certification (2).

Includes pre-emergent and post-emergent pesticides, systemics, contacts, annual weed pests, biennial weed pests, insect and rodent control, applications, equipment, safety procedures, and management programs for the turf industry, home and landscape industry.

Two lecture.

AGS250. Horticulture Science I (4).

Greenhouse production activities including cuttings, seedlings, sowing, tagging, fertilizers, sanitation, nutrition, and elements of container grown crops. Emphasis on production of tomatoes, lettuce, flowers, foliage plants, and bedding plants.

Two lecture; Six lab.

COURSE DESCRIPTIONS

AGS252. Hydroponics Vegetable and Bedding Plant Spring Activities (4).

Spring activities conducted in commercial greenhouses including propagation, sowing, distribution, light and temperature management, hardening off, preharvest and post harvest handling, inventory, deliveries, and sanitation. Emphasis on final stages of production and care of product during shipping and storage.

Prerequisite: AGS 152.

Two lecture; Six lab.

AGS255. Micro Propagation of Plant Tissue (2).

Plant tissue culture techniques for cloning, reproduction, and manufacturing including media mixing, cell growth and development, aseptic transfer, manipulation, observation, and documentation.

One lecture; Three lab.

AGS261. Aquaculture Science (4).

Introduction to the aquaculture and fisheries industry and the related career opportunities. Basic fish culturing environments and species identification of fresh and saltwater fish. Fish biology, diseases, prevention and treatments. Includes fish feeds and feeding techniques.

Three lecture; Three lab.

AGS264. Aquaculture Management (4).

Methodologies used in managing aquaculture systems. Including breeding and rearing procedures of common fin fish, saltwater fish and crustaceans. Field experience in maintaining a rearing facility and producing a food fish from incubation to stocker or market size.

Three lecture; Three lab.

AGS274. Water Management (3).

Irrigation techniques for golf courses, greenhouses, aquaculture, and horse production including sizing pipes and fittings, backflow prevention, filtration, pumps, sprinklers, spraybooms, misters, and valves. Includes code requirements, blueprint reading, and bidding.

Two lecture; Three lab.

AGS281. Herpetoculture (3).

A study of the biology, ecology, and taxonomy of reptiles and amphibians. Includes identification techniques, care, maintenance and display.

Three lecture.

AGS282. Zoo and Domestic Animal Behavior (3).

Assessment of animal behavior in a variety of species including domestic and exotic animals. Includes internal and external factors influencing animal behavior, social organization, genetics, communication, conflict, mating systems, and biological rhythms.

Three lecture.

AGS296. Internship: Agriculture (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

AGS299. Independent Study Agriculture (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

■ Air Force ROTC (AFR)

AFR101. The Air Force Today I (1).

Introduction for cadets to the United States Air Force and the Air Force Reserve Officer Training Corps. Topics include mission and organization of the Air Force, officership/professionalism, and Air Force officer opportunities.

Prerequisite: Leadership laboratory is mandatory for AFROTC cadets.

One lecture; Two lab.

AFR102. The Air Force Today II (1).

Continuation of AFR 101.

One lecture; Two lab.

AFR201. The Air Force Way I (1).

Examination of air and space power through historical perspective. Study of Air Force capabilities and evolution of the modern United States Air Force. Discuss Air Force Core Values and develop communication skills.

Prerequisite: Leadership laboratory is mandatory for AFROTC students.

One lecture; Two lab.

AFR202. The Air Force Way II (1).

A continuation of AFR 201.

One lecture; Two lab.

■ Allied Health Services (AHS)

AHS125. Spanish for Health Professionals (2).

Basic conversational Spanish course for student who needs practical speaking knowledge of common medical terms frequently used in variety of health care settings.

Two lecture.

COURSE DESCRIPTIONS

AHS131. Medical Terminology I (3).

Introduction to medical vocabulary for students in allied health and science fields. Includes word roots, prefixes, suffixes, and abbreviations. Emphasis on spelling, pronunciation and definition.

Three lecture.

AHS132. Medical Terminology II (3).

Advanced course for students in allied health and science fields. Includes terminology related to body systems and disorders of body systems. Emphasis on spelling, pronunciation, and interpretation of medical reports. Objectives may be adapted to meet occupational need of the health student.

Prerequisite: AHS 131.

Three lecture.

AHS 133. Terminology for Pharmacology (2)

Terminology associated with pharmacology and the administration of drugs. Introduction to drug standards, pharmacological principles, prescription symbols and abbreviations.

Prerequisite: AHS 131 and AHS 132.

Two lecture.

AHS150. Chi Kung (2).

Study of Chi Kung, an ancient Chinese discipline, involving the mind, breath, and movement. Emphasis on a holistic approach to good health by creating a natural balance of energy to restore physical fitness, delay aging, and prolong life.

One lecture; Two lab.

AHS151. Chi Kung II (2).

Study of Chi Kung to balance energy and promote good health, physical fitness, and longevity. Emphasis on measuring the effects of Chi through experiments designed to document, measure and evaluate the power of Chi for healing.

Prerequisite: AHS 150.

One lecture; Two lab.

AHS180. Alternative Medicine Therapies (3).

Survey of seven alternative medicine therapies including alternative traditional systems, bio-electromagnetics, botanical medicines, diet and nutrition, manual healing, mind-body connections, and pharmacological/biological systems. Emphasis on the relationship of alternative medicine therapies to traditional Western therapies and the impact on the health care profession.

Three lecture.

AHS226. Office Administration: Medical (2).

Introduction to back office work in clinics and/or related health care agencies. Includes examining room procedures, ordering and storage of medications and supplies, noninvasive laboratory procedures, communication skills and safety practices as necessary to contribute to client care.

Prerequisite: AHS 131.

One lecture; Two lab.

AHS296. Internship: Allied Health Services (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

AHS299. Independent Study Allied Health Services (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ American Sign Language (ASL)

ASL101. Beginning American Sign Language I (4).

Principles, methods, and techniques of American Sign Language skills, with emphasis on developing visual/receptive skills and basic communication.

Four lecture; One lab.

ASL102. Beginning American Sign Language II (4).

American Sign Language vocabulary, grammar, receptive, and expressive technique development.

Prerequisite: ASL 101.

Four lecture; One lab.

ASL131. Conversational Sign Language (3).

Conversational approach to communicating with deaf people who sign. Basic foundation of grammar and deaf culture with emphasis on expressively signing and recognizing key phrases related to work, survival, leisure, medical and emergency situations.

Three lecture.

COURSE DESCRIPTIONS

ASL201. Intermediate American Sign Language I (4).

Proficiency and development of intermediate expressive and receptive skills. Emphasis on practical application of American Sign Language skills and cross-cultural communication.

Prerequisite: ASL 102.

Four lecture; One lab.

ASL202. Intermediate American Sign Language II (4).

Intermediate proficiency in expressive and receptive skills in American Sign Language. Emphasis on expanding signs, enlarging grammar features, and building vocabulary.

Prerequisite: ASL 201.

Four lecture; One lab.

ASL296. Internship: American Sign Language (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

ASL299. Independent Study American Sign Language (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One - six lecture.

■ Anthropology (ANT)

ANT101. Stones, Bones, and Human Origins (3).

Introduction to physical anthropology. Emphasis on population genetics, primate evolution and behavior, and fossil man.

Three lecture.

ANT102. Introduction to Cultural Anthropology (3).

Survey of anthropological principles with emphasis on concept of culture and nature of man as a social animal.

Three lecture.

ANT104. Buried Cities and Lost Tribes (3).

Introduction to the portion of human history that extends back 2.5 million years before the time of written records and archives. Emphasis on study of the world prehistory of humankind from a global perspective.

Three lecture.

ANT 201. Forensic Anthropology (3).

Introduction to forensic anthropology. Emphasis on the examination of human skeletal remains for law enforcement agencies to determine the identity of unidentified bones.

Three lecture.

ANT211. Women in Cross-Cultural Perspective (3).

Cross-cultural study of definition, trends, and issues of womens' status by examining and evaluating operative forces behind womens' role in society.

Three lecture.

ANT230. Principles of Archeology (3).

Introduction to methods, theory, and techniques used in archaeology. The scope of human prehistory from the earliest human cultures to the rise of complex civilizations.

Three lecture.

ANT231. Southwestern Archeology (3).

Survey of man's prehistory in the southwestern United States beginning with the earliest evidence of man in the Southwest and concluding with the period just before Spanish contact.

Three lecture.

ANT232. Indians of the Southwest (3).

Survey of major Indian groups of the southwestern United States: Pueblo, Navajo, Apache, Papago, Pima, River Yuman and Mountain Yuman (Yavapai, Hualapai, Havasupai). Emphasis on historical factors that have led to culture change. Development of these groups from Spanish contact to present.

Three lecture.

ANT241. Anthropological Basis for Supernatural Practices (3).

Anthropological survey of supernatural practices employed by both Western and non-Western peoples in dealing with adversity, misfortune, illness, death and similar phenomena beyond human control.

Three lecture.

ANT251. Fundamentals of Visual Anthropology (3).

Historical survey of theoretical approaches to an anthropological understanding of visual/pictorial communication. Prepares students to apply concepts of culture to processes of visual communication.

Prerequisite: ANT 102.

Three lecture.

COURSE DESCRIPTIONS

ANT296. Internship: Anthropology (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional skills, including professional ethics, leadership and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

ANT299. Independent Study Anthropology (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Army Military Science (AMS)

AMS101. Basic Military Science I (1).

Organization and development of the United States Army. Includes military courtesy, discipline, customs and traditions of the service. Historical perspective of the different branches of the United States Army and the role they have played in national freedom. Optional fitness program.

One lecture; One lab.

AMS102. Basic Military Science II (1).

Fundamentals of land navigation that includes map reading, terrain identification, intersection, resection and polar coordinates. Study of roles the active Army Forces, Army Reserve Forces and Army National Guard play in national defense. Optional fitness program.

One lecture; One lab.

AMS203. Basic Leadership and Military Management I (1).

Interdisciplinary approach to personal management skills, values and leadership. More advanced land navigation training. Optional fitness program.

One lecture; One lab.

AMS204. Basic Leadership and Military Management II (1).

Interdisciplinary approach to leadership and management. Introduction to military drill and ceremonies. Optional fitness program.

One lecture; One lab.

■ Art (ART)

ART101GQ. Special Topics in Art: Machine Quilting (3).

Introduction to machine quilting construction and design. Application of design principles.

One lecture; Five lab.

ART106. Workshop: Apprenticeships and Artists In Residency Assistantships (1-6).

Workshops in techniques and processes. Apprenticeships with local or state artists and craftspersons. Hours of week to be appraised and number of days per week to be arranged with instructor. Application of design principles.

One lecture; 12 lab.

ART106BB. Workshop: Raku (3).

Dynamics of design, construction and firing for the raku process. Raku history, clay, construction processes, kiln construction, and firing techniques are involved. Application of design principles.

One lecture; Five lab.

ART106BH. Workshop: Alternative Fire Ceramics (1).

Forming, finishing, and firing of clay objects using simple hand forming methods and primitive firing techniques.

Three lab.

ART106BI. Workshop: Colored Clay (1).

Use of the potter's wheel and glazing techniques to make ceramic pottery.

Three lab.

ART106BJ. Workshop: Combination Wheel Work and Hand Forming (2).

Combining use of the potter's wheel and hand forming techniques to build ceramic objects. Exploration of glazes and other finishing techniques.

One lecture; Two lab.

ART106BK. Workshop: Wheel Work (1).

Use of the potter's wheel and glazing techniques to make ceramic pottery.

ART106BL. Workshop: Jewelry Casting (2).

Create jewelry made of silver or glass using lost wax casting process. No previous jewelry making skills required.

One lecture; Two lab.

COURSE DESCRIPTIONS

ART106DA. Intermediate and Advanced Hollowing Techniques (1).

Intensive workshop focused on hollowing techniques for woodturners. Includes turning for the creation, design, and surface decoration of wooden vessels. Application of design principles.

.5 lecture; Two lab.

ART106DC. Workshop: Bowl Turning and Hollow Vessels (1).

Intensive workshop focused on bowl and hollow-vessel turning. Includes techniques for wood cutting, turning, hollowing and finishing. Application of design principles.

.5 lecture; Two lab.

ART106DD. Workshop: Traditional Southwestern Furniture Making (3).

Introduction to traditional southwestern furniture design and construction with the focus on Spanish Colonial and Spanish Colonial revival on Ponderosa pine. Application of design principles.

One lecture; Five lab.

ART106EB. Workshop: Extended Photo Media (3).

Exploration of non-silver photographic techniques and processes. Application of design principles.

Prerequisite: ART 150.

Three lecture; Three lab.

ART106EC. Workshop: Color Slides (3).

Introduction to taking of color slides. Color slide photography as an art form. Application of design principles.

Three lecture.

ART106GF. Workshop: Batik (1).

Instruction in resist process of batik, which involves designing fabrics through methods of waxing and dyeing. Emphasis on creative expression and techniques for applying waxes and dyes. Some tie-dye techniques included. Application of design principles.

One lecture; One lab.

ART106KB. Workshop: Framing and Matting (1).

Skills and techniques of framing and matting. Emphasis on the craft and principles of fine art presentation. Application of design principles.

One lecture; One lab.

ART108. Basic Web Page Design and Presentation (1).

Basic Hyper text markup language tags and their extensions used to design and construct Internet Web pages. Application of design principles. All communication between student and instructor on the World Wide Web (WWW).

Prerequisite: Access to on-line computer equipment running Netscape, or similar software.

Three lab.

ART110. Drawing I (3).

Perspective and visual perception studied as related to developing artistic visual growth in perceiving our environment. Emphasis on analysis of objects and their compositional placement within pictorial construction. Application of design principles.

One lecture; Five lab.

ART111. Drawing II (3).

Development of technical and perceptual skills. Emphasis on composition as developed by shape, form, color and the special dynamics of plastic space. Application of design principles.

Prerequisite: ART 110.

One lecture; Five lab.

ART112. Two-Dimensional Design (3).

Introduction to visual language utilized in all areas of art. Basic compositional principles and elements of two-dimensional design practiced through assigned projects. Various media explored.

Three lecture; Three lab.

ART113. Three-Dimensional Design (3).

Study of design principles with emphasis on three-dimensional aesthetics. Planning of sculptural, utilitarian, and environmental objects. Application of design principles.

Three lecture; Three lab.

ART114. Color (3).

Principles of color theory related to the visual arts. Includes variety of media. Application of design principles.

One lecture; Five lab.

ART115. Color Pencil/Pastel (3).

Color pencils and pastels as medium for drawing and painting. Emphasis on development of creative expression and study of color blending. Application of design principles.

Prerequisite: ART 110

One lecture; Five lab.

ART120. Ceramics I (3).

Introduction to ceramics hand building techniques. Includes primary use of glazes, glaze applications, kiln firing processes and kiln atmosphere. Application of design principles.

One lecture; Five lab.

COURSE DESCRIPTIONS

ART121. Ceramics II (3).

Concentration on use of the potter's wheel and other clay-building methods, further development of glazing and firing. Application of design principles.

Prerequisite: ART 120.

One lecture; Five lab.

ART122. Low Fire Ceramics (3).

Design, formulation and application of low-fire clays and finishing surfaces. Application of low fire glazes and firing techniques. Application of design principles.

Prerequisite: ART 120.

One lecture; Five lab.

ART124. Stained Glass I (3).

Exploration of copper foil and lead came techniques of stained glass, including precision glass cutting, and creative application of these techniques in producing interior and architectural art pieces. Application of design principles.

One lecture; Five lab.

ART125. Stained Glass II (3).

Basic lead and copper foil techniques with addition of acid etching, sandblasting and more advanced design problems. Emphasis on individual creativity. Application of design principles.

One lecture; Five lab.

ART130. Web Site Design (3).

Design and production of Web pages for publishing on the Internet using industry standard software. Application of design principles.

Two lecture; Three lab.

ART131. Graphic Design I (4).

Creative solutions to problems of visual communication. Projects involving basic advertising layout and design. Basic typography and comprehensive roughs using the computer. Application of design principles.

Pre/Corequisite: ART 110 and ART 112, may be taken concurrently.

One lecture; Seven lab.

ART132. Graphic Design II (4).

Advanced advertising layout and design projects. Preparation of camera-ready art for reproduction process using the computer. Application of design principles.

Prerequisite: ART 131.

One lecture; Seven lab.

ART137. Adobe Photoshop (3).

Digital image fundamentals. Technical and creative use of Adobe Photoshop image manipulation software. Use of peripheral commercial hardware and software for image capture. Application of design principles.

Two lecture; Three lab.

ART138. InDesign (2).

Use of desktop publishing software Adobe PageMaker. Basic to advanced functions including typesetting, graphics, layout and design capabilities, and book publication techniques. Application of design principles.

Two lecture.

ART140. Jewelry I (3).

Introduction to jewelry fabrication techniques for non-ferrous metals and associated materials. Application of design principles.

One lecture; Five lab.

ART141. Jewelry II (3).

Advanced jewelry techniques, surface embellishment, fabrication, forging, and joining non-ferrous metals. Application of design principles.

Prerequisite: Art 140

One lecture; Five lab.

ART142. Lapidary I (2).

Introduction to the tools, machinery and processes of the lapidary arts. Orientation to various geological source materials. Application of design principles.

One lecture; Two lab.

ART144. Furniture and Woodworking I (3).

Introduction to furniture design, joinery, machining, hand skills, assembly and finishing techniques. Application of design principles.

One lecture; Five lab.

ART145. Furniture and Woodworking II (3).

Advanced furniture design, joinery, jig building, and woodworking techniques. Application of design principles.

Prerequisite: ART 144.

One lecture; Five lab.

ART147. Wood Turning I (3).

Study of theory and design of wood lathe-turned objects. Includes wood-turning techniques, use of wood lathe and associated tooling. Application of design principles.

One lecture; Five lab.

COURSE DESCRIPTIONS

ART150. Photography I (3).

Fundamentals of photography. Creative camera operation. Identifying, measuring and controlling light values. Basic darkroom techniques and controls including film processing, contact printing and enlarging. Exhibition quality photography. Application of design principles.

One lecture; Five lab.

ART151. Photography II (3).

Advanced photographic techniques. Advanced study of various films, silver emulsion papers and chemical processes. Advanced printing and presentation techniques. Effects of lens filters. Advanced metering and exposure compensation. Experimental approaches to photographic problems. Application of design principles.

Prerequisite: ART 150.

One lecture; Five lab.

ART154. Beginning Digital Photography (2).

Creative digital camera operation. Identifying, measuring and controlling light values. Digital darkroom techniques. Digital output processes. Application of design principles.

Prerequisite: ART 137.

One lecture; Two lab.

ART156. Photographic Lighting (3).

Fundamentals of photographic lighting. Understanding, measuring and controlling lighting situations. Studio and location lighting. Application of design principles.

Prerequisite: ART 150 or ART 154.

Two lecture; Three lab.

ART157. Intermediate Digital Photography (2).

Creative digital camera operation. Advanced exposure control. Advanced digital darkroom and color correction techniques. Digital output processes. Application of design principles.

Prerequisite: ART 154 and ART 237 or ART 256.

One lecture; Two lab.

ART160. Printmaking I (3).

Introduction to printmaking techniques including monoprint, collograph, relief and elementary intaglio printing. Exploration of different methods of inking, registration, hand and press techniques. Application of design principles.

One lecture; Five lab.

ART162. Monoprint I (3).

Introduction to principles of water-base and oil-base techniques for this single print process. Techniques of registration and color overlays. Application of design principles.

One lecture; Five lab.

ART166. Small Handmade Books (2).

Book design and construction. The book as an expressive object. Basic bookmaking skills. Traditional and experimental formats and structures.

One lecture; Two lab.

ART170. Weaving I (3).

Weaving on four-harness loom. Basic weaving skills, loom components and weaving materials; design and drafting of simple fabric structures. Application of design principles.

Prerequisite: ART 170.

One lecture; Five lab.

ART171. Weaving II (3).

Advanced project planning, design and drafting skills. Development of critical thinking skills related to weaving design and craftsmanship. Application of design principles.

One lecture; Five lab.

ART180. Sculpture I (3).

Introductory exploration of sculpture through fabrication, casting and carving. Use the human form and abstraction for creative problem solving. Application of design principles.

One lecture; Five lab.

ART181. Sculpture II (3).

Advanced sculpture processes: modeling, mixed media, casting, and stone carving. Develop personal imagery and aesthetics through sculptural form.

Prerequisite: ART 180.

One lecture; Five lab.

ART182. Sculpture--Welded Metal I (3).

Exploration of sculpture using Oxyacetylene torches and GMAW (wire) arc welding processes. Emphasis on welding, cutting, and shaping metal to explore sculptural forms. No prior welding experience is necessary. Application of design principles.

One lecture; Five lab.

ART183. Sculpture--Welded Metal II (3).

Continued exploration of sculpture using Oxyacetylene torches and GMAW (wire) arc welding processes. Assignments expand personal imagery in metal sculpture. Application of design principles.

Prerequisite: ART 182.

One lecture; Five lab.

ART190. Oil/Acrylic Painting I (3).

Study and experimentation in painting techniques employed by modern and old masters. Emphasis on personal creativity and uniqueness of expression. Application of design principles.

Prerequisite: ART 110.

One lecture; Five lab.

COURSE DESCRIPTIONS

ART191. Oil/Acrylic Painting II (3).

Development of personal expression through study of different techniques of painting. Application of design principles.

Prerequisite: ART 190

One lecture; Five lab.

ART194. Watercolor I (3).

Exploration of transparent qualities of watercolor medium. Techniques and materials used to stimulate personal creativity and uniqueness of expression. Application of design principles.

Prerequisite: ART 110.

One lecture; Five lab.

ART195. Watercolor II (3).

Independent development using the watercolor medium. Study of varied techniques will be utilized to meet individual needs. Application of design principles.

Prerequisite: ART 194.

One lecture; Five lab.

ART196. Portraiture I (3).

Emphasis on portraiture techniques for individuals proficient in a specific medium. Application of design principles.

Prerequisite: ART 110 and ART 190.

One lecture; Five lab.

ART197. Portraiture II (3).

Advanced study of portraiture personalizing techniques and palettes. Emphasis on capturing the subject's personality. Application of design principles.

Prerequisite: ART 197.

One lecture; Five lab.

ART200. Art History I (3).

Western art from the Paleolithic period to the Middle Ages. Painting, sculpture and architecture are evaluated in historical context. Application of design principles.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ART201. Art History II (3).

Western art from Renaissance period to Twentieth Century. Painting, sculpture and architecture are evaluated in historical context. Application of design principles.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ART202. 20th Century Art (3).

Historical survey of movements in art from 1900 to present, emphasizing painting, sculpture, and architecture. New concepts and experimentation with media. Application of design principles.

Three lecture.

ART203. History of Photography (3).

Historical survey of movements in art from the origins of photography to the present. Emphasis on the medium's impact upon society and other visual art forms. Application of design principles.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ART210. Life Drawing I (3).

Developing skills and expressiveness in drawing a basic form, construction and gesture of the human figure. Application of design principles.

Prerequisite: ART 110.

One lecture; Five lab.

ART211. Life Drawing II (3).

Emphasis on drawing forms. Personal growth and individual techniques developed through projects emphasizing various media and techniques in drawing history. Application of design principles.

Prerequisite: ART 210.

One lecture; Five lab.

ART212. Life Painting (3).

Techniques of figure painting with an emphasis on the form, construction and gesture of the figure. Application of design principles.

Prerequisite: ART 110 and 190.

One lecture; Five lab.

ART220. Ceramics III (3).

Advanced study of clay building methods, glazing and firing techniques in development of individual style. Application of design principles.

Prerequisite: ART 121.

One lecture; Five lab.

ART221. Ceramics IV (3).

Advanced study of clay building methods, glazing and firing techniques in further development of individual style. Opportunity for supervised independent work. Application of design principles.

Prerequisite: ART 220.

One lecture; Five lab.

COURSE DESCRIPTIONS

ART223. Ceramic Sculpture (3).

Exploration and experimentation of subtractive and additive clay techniques to create 3-D constructions. Use of texture, glaze and cold patina finishes. Application of design principles.

Prerequisite: ART 120.

One lecture; Five lab.

ART224. Clay and Glaze Chemistry for the Ceramic Artist (3).

Introduction and exploration of ceramic materials and application in ceramic artwork Application of design principles.

Prerequisite: ART 120.

Two lecture; Three lab.

ART231. Graphic Design Illustration (4).

Contemporary styles in editorial, story, and advertising illustration. Traditional and electronic techniques of black and white as well as full color illustrations. Use of illustration software. Application of design principles.

Prerequisite: ART 110 or ART 112, may be taken concurrently.

One lecture; Seven lab.

ART232. Portfolio Development (2).

Develop traditional and computerized graphic design and fine arts portfolios. Create resume and other career search materials. Develop advanced design and technical skills. Exhibition skills. Apply design principles.

Prerequisite: ART 132.

One lecture; Three lab.

ART233A. Adobe Illustrator (2).

Use of Adobe Illustrator software. Creation of original art and type applications, use of scanner, manipulation of existing clip art. Application of design principles.

Two lecture.

ART234. Advanced Graphic Design Projects (3).

Advanced computer projects using illustration, design and scanning software. Application of design principles.

Prerequisite: ART 131; ART 231.

Three lecture; Three lab.

ART235. Magazine Production (2).

Design and production of "Threshold" the Yavapai College Creative Arts Magazine. Application of design principles.

Prerequisite: ART 132.

Two lecture.

ART236. Digital Pre-Press (2).

Preparation and printing of computer files for final output using a variety of software. Emphasis on final output of type and graphics. Application of design principles.

Prerequisite: ART 132.

Two lecture.

ART237. Intermediate Adobe Photoshop (3).

Still photography digital manipulation. Use of computer and peripheral hardware and associated commercial software with Adobe Photoshop software to alter photographic images. Production of still image files and hardcopy output. Application of design principles.

Prerequisite: Art 137.

Two lecture; Three lab.

ART242. Lapidary Arts II (2).

Advanced techniques using specialized lapidary tools to create cabochons from rare materials. Application of design principles.

Prerequisite: ART 142.

One lecture; Two lab.

ART243. Advanced Projects in Lapidary (2).

Advanced projects in lapidary. Emphasis on design and varied techniques. Projects are to be unified series working toward portfolio development. Application of design principles.

Prerequisite: ART 242.

One lecture; Two lab.

ART245. Advanced Projects Jewelry (3).

Advanced projects in jewelry and metalsmithing. Includes review of processes, tools, and materials. Application of design principles. (Repeatable 2)

Prerequisite: ART 140 and ART 141.

One lecture; Five lab.

ART247. Wood Turning II (2).

Use of the wood lathes for creative expression. Contemporary tools and techniques used on and off the lathes to create artistic woodturnings. Application of design principles.

Prerequisite: ART 147.

One lecture; Two lab.

ART248. Advanced Projects in Wood (3).

Advanced projects in wood. Emphasis on design and varied techniques. Projects are to be unified series working toward portfolio development. Application of design principles..

Prerequisite: ART 145.

One lecture; Five lab.

COURSE DESCRIPTIONS

ART249. Advanced Projects in Wood Turning (2).

Advanced projects in wood turning. Emphasis on design and varied techniques. Projects are to be unified series working toward portfolio development. Application of design principles. Prerequisite: ART 247

ART252. Photography III (3).

Exploration of photographic approaches. Advanced study of film and silver emulsion paper developers. Use of pre-visualization and post-visualization techniques. Introduction to photographic markets. Medium format and digital cameras in the studio. Color transparency film development. Advanced studio lighting. Application of design principles.

Prerequisite: ART 150 and ART 151.

One lecture; Five lab.

ART253. Photography IV (3).

The photographic market. Marketplace research and portfolio development. Approaches to photographic careers. Large format camera operation. Commercial studio lighting using film and digital media. Portrait photography both classic and alternative. Nontraditional media and processes. Contemporary and historical photographic influences in the marketplace. Application of design principles.

Prerequisite: ART 150, ART 151 and ART 252.

One lecture; Five lab.

ART254. Advanced Digital Photography (2).

Application of digital photographic techniques in the photographic market. Commercial studio lighting. Portrait, landscape and documentary photography. Nontraditional media and processes. Marketplace research and portfolio development. Advanced application of design principles.

Prerequisite: ART 157 and ART 237 or ART 256.

One lecture; Two lab.

ART256. Digital Imaging (3).

Still photography digital manipulation. Employing the computer and commercial hardware and software to alter photographic images for commercial art application. Production of still image files or hardcopy products. Application of design principles.

Prerequisite: ART 137 and ART 150.

Two lecture; Three lab.

ART257. Digital Photomontage (2).

Use of multiple image sources to create a single image. Elements of photomontage. Fine art digital output. Application of advanced imaging techniques in creating seamless or illusionistic aesthetic statements. Application of design principles.

Prerequisite: ART 150 or ART 154 and ART 237 or ART 256.

One lecture; Two lab.

ART259. Advanced Projects Photography (3).

Advanced projects in Photography. Emphasis on design and varied techniques. Projects are to be unified series working toward portfolio development. Application of design principles.

Prerequisite: Art 253.

One lecture; Five lab.

ART260. Printmaking II-Intaglio (3).

Basic techniques of etching, aquatint, and softground processes. Use of engraving, etching tools and roulettes for hand-texturing techniques. Single plate color techniques. Application of design principles.

Prerequisite: ART 160.

One lecture; Five lab.

ART261. Printmaking III (3).

Advanced study of printmaking techniques in areas such as combined plate processes of embossment, collograph, texturing buildup techniques and multiple-plate processes of intaglio and relief printing. Application of design principles.

Prerequisite: ART 260.

One lecture; Five lab.

ART262. Monoprint II (3).

Techniques of single-plate building for depth of color, value, texture, linear or value properties. Exploration of lift-off and other techniques in both water and oil media. Application of design principles.

Prerequisite: ART 162

One lecture; Five lab.

ART281. Advanced Projects in Sculpture (3).

Design and techniques for additive process, carved and/or mixed media sculpture to explore the potentials of three-dimensional form. Projects are to be a unified series of projects working toward portfolio development. Application of design principles.

Prerequisite: ART 181.

One lecture; Five lab.

ART283. Advanced Projects in Welded Sculpture (3).

Emphasis on design and fabrication of metal sculpture to explore the potentials of the medium. Unified series of projects working toward portfolio development. Application of design principles.

Prerequisite: ART 183.

One lecture; Five lab.

ART290. Oil/Acrylic Painting III (3).

Study and development in social, emotional, and philosophical areas of painting. An emphasis will be placed on creative canvas structures and subject matter. Study of techniques will be implemented to fit needs. Application of design principles.

Prerequisite: ART 191.

One lecture; Five lab.

COURSE DESCRIPTIONS

ART291. Oil/Acrylic Painting IV (3).

Advanced study of painting techniques with increased opportunity for supervised independent development. Application of design principles.

Prerequisite: ART 290.

One lecture; Five lab.

ART292. Advanced Projects in Oil and Acrylic (3).

Advanced projects in oil and acrylic. Emphasis on design and varied techniques. Projects are to be unified series working toward portfolio development. Application of design principles.

Prerequisite: ART 291.

One lecture; Five lab.

ART294. Watercolor III (3).

Watercolor techniques with emphasis on experimentation and stronger development of abstraction in finished work. Study of underlying abstract forms in figure study and traditional subjects. Application of design principles.

Prerequisite: ART 195.

One lecture; Five lab.

ART295. Watercolor IV (3).

Exploration of combined methods of watercolor techniques including transparent, opaque, and collage. Application of design principles.

Prerequisite: ART 294.

One lecture; Five lab.

ART296. Internship: Art (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

ART299. Independent Study Art (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Automotive (AUT)

AUT100. Automotive Fundamentals (2).

Basic car-care systems and maintenance.

One lecture; Three lab.

AUT101. Introduction to Automotive Mechanics (2).

Fundamentals of the automobile including the repair and maintenance of components.

Two lecture.

AUT122. Automatic & Manual Trans/Transaxle (5).

Theory, diagnosis and repair of selected GM, Ford and Chrysler automatic transmissions, manual transmissions, clutches, drive lines and differentials.

Prerequisite: AUT 101.

Four lecture; Three lab.

AUT123. Brakes (4).

General braking principles, terms, definitions, and other functions connected with the automobile braking system. Correct operation and use of brake servicing equipment for drum and disc brakes.

Prerequisite: AUT 101.

Three lecture; Three lab.

AUT125. Heating and Air Conditioning (3).

Theory of heat transfer, forms of matter, refrigeration cycle, and operating principles of automotive air conditioning systems. Fundamentals in testing, repairing, disassembling and assembling components of heating and air conditioning systems.

Prerequisite: AUT 101.

Two lecture; Three lab.

AUT126. Suspension and Steering (4).

Principles of suspension system geometry and steering systems operation. Adjustment, correction, repair and replacement components of system components.

Prerequisite: AUT 101.

Three lecture; Three lab.

AUT131. Engine Performance (5).

Principles of operation, diagnosis and repair of engine fuel and ignition systems. Use of diagnostic oscilloscope to repair malfunctioning fuel and ignition systems.

Prerequisite: AUT 101.

Four lecture; Three lab.

COURSE DESCRIPTIONS

AUT132. Electrical Systems (5).

Electrical principles and diagnosis and repair of batteries, charging systems, starting systems, ignition systems and use of diagnostic oscilloscope.

Prerequisite: AUT 101.

Four lecture; Three lab.

AUT151. Engine Repair (5).

Theory of operation, disassembly, measurement and repair of blocks, heads, and their component parts in automotive gasoline powered engines.

Three lecture; Six lab.

AUT252. Advanced Engine Performance (3).

Advanced concepts of electronic fuel injection system theory of operation, diagnosis and repair.

Prerequisite: AUT 101.

Two lecture; Three lab.

AUT253. Advanced Engine Repair (3).

Advanced block, crankshaft, bearing, and cylinder head diagnosis and repair.

Prerequisite: AUT 151.

Two lecture; Two lab.

AUT255. Shop Management (3).

Use and interpret a parts order form, repair order form and weekly profit/loss statement. Includes customer relations, sales promotion and work order management.

Three lecture.

AUT295. A.S.E. Certification Testing Preparation (2).

Preparation for A.S.E. certification testing with emphasis on diagnosing and identifying appropriate repair remedies.

Two lecture.

AUT296. Internship: Automotive (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

AUT299. Independent Study Automotive (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Aviation (AVT)

AVT101. Private Helicopter Pilot Ground School (3).

Fundamentals of aerodynamics, helicopter operation and performance. Includes navigation, instruments, weather systems and hazards.

Three lecture.

AVT102. Instrument Helicopter Pilot Ground School (3).

Instrument navigation, Instrument Flight Rule (IFR) traffic system and procedures, dead reckoning, IFR Radio navigation, use of various instrumentation systems, IFR charts, weather reports and forecasts, transponders, radars, radio aids, anti-icing/deicing systems, preflight checks, aeronautical decision making.

Prerequisite: AVT 101

Three lecture.

AVT131. Private Pilot Ground School (3).

Fundamentals of aerodynamics, airplane operation and performance; earth's atmosphere and weather systems; radio communications and navigation (aeronautical chart reading and course plotting); use of aeronautical information manual, Federal Aviation regulations and other publications; preparation for Federal Aviation Administration private pilot computer test, oral portion of private pilot practical test, and/or the oral portion of a biennial flight review.

Three lecture.

AVT132. Instrument Ground School (3).

Instrument navigation and the instrument environment; departure, enroute and approach procedures; instrument federal aviation regulations; emergency and lost communications procedures; and weather and other related topics. Preparation for Federal Aviation Administration instrument rating computer test, oral portion of instrument rating practical test, and/or the oral portion of an instrument proficiency check.

Prerequisite: AVT 131 or Private Pilot Certificate.

Three lecture.

AVT210. Commercial Helicopter Pilot Ground School (3).

Designed for students who are both private pilot and instrument flight rated for helicopter flight and are seeking commercial pilot rating. Includes advanced helicopter components, advanced aerodynamics, high altitude meteorology, cross country flight, and commercial FAA regulations.

Prerequisite: AVT 101 and AVT 102

Three lecture.

COURSE DESCRIPTIONS

AVT210. Certified Flight Instructor Ground School (3).

Instructional strategies and planning, communications, student evaluation, the learning process and flight instructor responsibilities.

Prerequisite: AVT 101 and AVT 102 and AVT 210

Three lecture.

AVT299. Independent Study Aviation (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.



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Yavapai College CATALOG

COURSE DESCRIPTIONS

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A B C D E F G H I J L M N P R S T V W

■ **Biology (BIO)**

BIO100. Biology Concepts (4).

Basic principles and concepts of biology. Methods of scientific inquiry, energetics and metabolism, genetics, evolution and natural selection. Not for majors in the biological or preprofessional sciences.

Three lecture; Three lab.

BIO103. Plant Biology (4).

Introduction to the growth, development, reproduction, and structure of vascular plants. Fundamental activities of plants including photosynthesis and respiration. Emphasis on agricultural and horticultural crops of Arizona.

Three lecture; Three lab.

BIO105. Environmental Biology (4).

Introduction to ecological systems, natural resources, and applications to environmental issues. Includes population, community, and ecosystem analysis. Emphasis on field, laboratory, and writing activities.

Three lecture; Three lab.

BIO108. Concepts in Plant Biology (4).

Principles of plant biology with an emphasis on human relevance including plants as a source of food, fiber, medicine, and other commercially important uses. Not for majors in the biological or preprofessional sciences.

Three lecture; Three lab.

BIO109. Natural History of the Southwest (4).

Geological history of plants and animals of major biotic communities in the Southwest with special emphasis on Arizona.

Three lecture; Three lab.

BIO117. Birds of the Region I (3).

Study of local birds including identification, behavior, and ecology.

Two lecture; Three lab.

BIO118. Birds of the Region II (3).

Expanded study of local birds, with emphasis on behavior, the life cycle, growth, development and reproduction.

Prerequisite: BIO 118.

Two lecture; Three lab.

BIO119. Field Study of Southwestern Birds (2).

Study of birdlife in selected areas of the southwestern United States. Emphasis on vegetative communities, bird habitats, and avian specialties.

Prerequisite: BIO 117.

One lecture; Three lab.

BIO156. Human Biology for Allied Health (4).

An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cells, histology, anatomy and physiology, microbiology, and genetics.

Three lecture; Three lab.

BIO181. General Biology I (4).

Biological principles emphasizing structure and function at the molecular, cellular, and organismal levels of biological systems. Secondary school chemistry strongly recommended. Primarily for biology majors and preprofessional students in health-related fields.

Three lecture; Three lab.

BIO182. General Biology II (4).

Principles of plant and animal structure, function, and diversity; evolution, and ecology of populations and communities emphasizing biotic interactions. Primarily designed for biology and pre-professional majors.

Three lecture; Three lab.

BIO201. Human Anatomy and Physiology I (4).

Structure and function of the human body. Topics include cells, tissues, integumentary, muscular, skeletal, nervous, and endocrine systems.

Prerequisite: BIO 156 (Preferred), or BIO 100 or BIO 181.

Three lecture; Three lab.

COURSE DESCRIPTIONS

BIO202. Human Anatomy and Physiology II (4).

Structure and function of the human body. Topics include reproductive, circulatory, respiratory, urinary, and digestive systems.

Prerequisite: BIO 201.

Three lecture; Three lab.

BIO205. Microbiology (4).

Introduction to the diverse lifestyles of bacteria, viruses, fungi, and protozoa, methods of control, ecology, and their roles in human and animal diseases.

Prerequisite: BIO 156 (Preferred), or BIO 100 or BIO 181, and CHM 130.

Three lecture; Three lab.

BIO296. Internship: Biology (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

BIO299. Independent Study Biology (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Business Administration (BSA)

BSA100. Workplace Dynamics (1).

Techniques essential for successful employment. Human relations, self-evaluation, and peer/employer perception. Employee/employer relationships and job satisfaction.

One lecture.

BSA101. Career Connections (1).

Techniques to enhance job search and employment success. Emphasis on creating the tools to make connections in the world of work. Topics include job search skills, workplace communication, ethics and critical thinking.

One lecture.

BSA105. Business English (3).

Developing or reviewing good language skills for occupational purposes. Covers spelling, punctuation, capitalization, sentence structure and word usage. Utilizes business-oriented materials.

Three lecture.

BSA107. Leadership Applications (3).

Introduction to applied self-leadership. Theories and applications of transformational self-leadership. Implementation of new behaviors and the development of new cultural values, ethics and optimism.

Three lecture.

BSA109. Introduction to Medical Coding (3).

Introduction to diagnostic and procedural coding. Basics of CPT coding including rules and general requirements, with emphasis on structure, organization and general guidelines.

Three lecture.

BSA110. Personal Finance (3).

Information for making personal and family financial decisions. Includes budgeting, saving, credit, installment buying, insurance, buying vs. renting a home, investment, and estate disposal through will and trust.

Three lecture.

BSA120. Principles of Supervision (3).

Supervisory principles and skill building. Includes decision making, problem solving, time management, leadership models, and communication process. Emphasis on selecting, motivating and evaluating employees.

Three lecture.

BSA130. Business Financial Applications (3).

Foundation and experience in evaluating inventory, preparing financial statements, determining taxes, reconciling bank statements, preparing payroll and solving other financial problems necessary in business fields, including administrative management, accounting, office administration, and finance.

Three lecture.

BSA131. Introduction to Business (3).

Introduction to the function of business. Overview of marketing, management, economics, finance, and accounting. Concepts of government and business, business ethics and international trade. Emphasis on current business issues.

Three lecture.

BSA132. Ethics in Business (3).

Techniques of moral reasoning and argumentation used to analyze and resolve modern business issues: legal issues, corporate responsibility, workers rights and responsibilities, technological issues, information, and advertising.

Three lecture.

COURSE DESCRIPTIONS

BSA140. Human Relations in Business (3).

Study of basic business behavior patterns. Human aspects of business, as distinguished from economic and technical aspects, and how they influence efficiency, morale, and management practice.

Three lecture.

BSA141. Principles of Investment (3).

Fundamentals of corporate finance and elementary accounting with emphasis on operation of the security market, security analysis, and planning an investment program from viewpoint of individual investor.

Three lecture.

BSA150. Business Leadership (1).

Development of leadership qualities in business. Emphasis on character, self-confidence, scholarship, and establishment of career goals. Lab includes field trips, state, regional and national conferences.

One lecture; One lab.

BSA162. Executive Transcription (3).

Executive transcription to develop familiarity with business English and document formatting. Speed and accuracy in transcription is emphasized.

Prerequisite: CSA 130 or CSA 140.

One lecture; Four lab.

BSA163. Legal Transcription (3).

Legal correspondence and documents dictated and transcribed from machine transcription. Techniques in preparing legal documents and forms. Production standards of legal office emphasized.

Prerequisite: CSA 130 or CSA 140.

One lecture; Four lab.

BSA164. Medical Transcription (3).

Instruction in medical transcription to develop familiarity with medical terms and speed and accuracy in transcription.

Prerequisite: CSA 130 OR CSA 140; AHS 131.

One lecture; Four lab.

BSA165. Innovations in Business Technology (1).

Analysis of traditional and automated office structures and designs. Emphasis on current software, hardware, and office ergonomics.

One lecture.

BSA166. Physician Office Transcription (2).

Transcription of doctor's office medical records suitable for permanent record of patient care. Development of proper formatting techniques and skills is emphasized.

Prerequisite: BSA 164.

Six lab.

BSA167. Medical-Surgical Transcription (2).

Transcription of inpatient medical and surgical documents suitable for permanent record of patient care.

Prerequisite: BSA 164.

Six lab.

BSA168. Diagnostic-Therapeutic Transcription (2).

Transcription of reports in the diagnostic and therapeutic areas of medicine for both inpatient and outpatient health care offices. Emphasis on clarifying and editing dictation discrepancies.

Prerequisite: BSA 164.

Six lab.

BSA195. Medical Transcription Practicum (3).

Knowledge and skills mastered in the classroom applied to the work environment.

Prerequisite: BSA 164 and BSA 166, BSA 167 and BSA 168.

Nine lab.

BSA220. Principles of Management (3).

Principles of management that have general applicability to all types of enterprise; basic management philosophy and decision making; principles involved in planning, directing and controlling. Recent concepts in management.

Prerequisite: Sophomore standing.

Three lecture.

BSA221. Entrepreneurship (3).

Introduction to economic, social and human factors necessary to opening and operating a business. Emphasis on writing and analyzing business plans, developing marketing strategies and raising capital to start a new business.

Three lecture.

BSA222. Business and the Creative Process (3).

Examines the issue of creativity and its importance in the business areas of entrepreneurship, intrpreneurship, leadership and growth.

Three lecture.

BSA223. Human Resource Management (3).

Human resource theory and practice, planning, recruitment, placement, employee development, evaluation, benefits and services, health and safety, and employee relations.

Three lecture.

BSA224. Records and Database Management (3).

Study of the comprehensive field of records management emphasizing the principles and practices of effective records management for manual and automated records systems.

Three lecture.

COURSE DESCRIPTIONS

BSA225. Administrative Office Management (3).

Office management techniques, technology, and work organization in the electronic office. Time management, work organization, problem-solving and planning needs in the contemporary office. Emphasis on recruiting, training and supervising a diverse workforce.

Three lecture; One lab.

BSA226. Office Administration: Medical (2).

Introduction to back office work in clinics and/or related health care agencies. Includes examining room procedures, ordering and storage of medications and supplies, noninvasive laboratory procedures, communication skills and safety practices as necessary to contribute to client care.

Prerequisite: AHS 131.

One lecture; Two lab.

BSA229. Management Problems (3).

Examination of how the business organization constructs, organizes, extends, maintains, and renews its competitive advantage in the marketplace.

Prerequisite: Last semester of study for Associate of Applied Science Degree in Business.

Three lecture.

BSA230. Principles of Marketing (3).

Survey of marketing problems and possible solutions. Retail and wholesale areas with emphasis on the consumer's needs and relationship to marketing practices.

Three lecture.

BSA232. Business Statistical Analysis (3).

Applications of data analysis and statistical methods; tabular, graphical, and numerical methods; introduction to probability; probability distributions; sampling distributions; interval estimation; hypothesis testing; regression analysis.

Prerequisite: MAT 122 or equivalent.

Three lecture.

BSA233. Business Communications (3).

Communication theory, verbal and nonverbal, written and oral. Effective letters relative to inquiry, complaint, sales, credit and collection, application, and goodwill. Business reports in letter, memo, short and long form relative to types of business data.

Prerequisite: ENG 101 or ENG 103 or ENG 135 or BSA 105; and equivalent keyboarding skills in CSA 111.

Three lecture

BSA234. Quantitative Methods (3).

Exploration of basic models of statistical decision making, linear programming, inventory management, CPM and simulation with emphasis on model building. Use of standard computer programs.

Prerequisite: BSA 232.

Three lecture.

BSA235. Principles of Economics-Macro (3).

A study of the economy as a whole focusing on such issues as recession, inflation, growth, and development. Topics include national income accounting; the determinants of income, output, price, and employment; money and banking; stabilization policies; international economics; current thought.

Three lecture.

BSA236. Principles of Economics-Micro (3).

A study of specific units of the economy focusing on such issues as the allocation of scarce resources in market systems, production, exchange, distribution, and system failures. Topics include demand and supply; the theory of consumer behavior; the theory of the firm; market structures; the resource market; externalities; regulation; current thought.

Three lecture.

BSA237. Legal Environment of Business (3).

Examination of legal framework governing rules of conduct among businesses and impact on establishing business policy.

Three lecture.

BSA238. Business Law (3).

General principles of the law of contracts, negotiable instruments, agency bailment, property and title.

Three lecture.

BSA268. Retail Management and Merchandising (3).

Explanation of consumer markets and retailing as key forces in business development and expansion. Emphasis on behavior and ideas in a business environment. Includes retail establishments, technological impact on retail and merchandise, and globalization of retail enterprise.

Three lecture.

BSA296. Internship: Business Administration (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

BSA299. Independent Study Business (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.



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Yavapai College CATALOG COURSE DESCRIPTIONS

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A B C D E F G H I J L M N P R S T V W

■ Chemistry (CHM)

CHM121. Environmental Chemistry (4).

Atomic structure, the Periodic Table, chemical bonding and reactions with emphasis on environmental applications: the atmosphere and air pollution, water and water pollution, pesticides, food additives, and nuclear wastes.

Three lecture; Three lab.

CHM130. Fundamental Chemistry (4).

Introduction to the study of chemistry as a basis for understanding our complicated world. Overview of classification, structure, and chemical behavior, including inorganic, organic, and biological materials.

Prerequisite: MAT 092 or one year of high school algebra or satisfactory score on mathematics skills assessment.

Three lecture; Three lab.

CHM138. Chemistry for Allied Health (5).

Elements of fundamental organic and biochemistry. Includes the general chemical behavior of inorganic matter and the structure of organic and biochemical systems. Designed for Nursing and allied health students. Preparedness Recommendations: one year of high school algebra or passing grade in MAT 092 or satisfactory score on mathematics skills assessment.

Prerequisite: MAT 092 or MAT 122 or MAT 152.

Four lecture; Three lab.

CHM140. Fundamental Organic and Biochemistry (4).

Survey of elementary organic chemistry and biochemistry emphasizing applications in allied health and biology.

Prerequisite: CHM 130.

Three lecture; Three lab.

CHM151. General Chemistry I (5).

The first course of a two semester sequence that explores measurement, classification, stoichiometry, and structure/function relationships for inorganic, organic and biological materials. Appropriate for science majors, preprofessional students, and engineering majors.

Prerequisite: MAT 122 or higher or two years of high school algebra.

Corequisite: MAT 152 or MAT 187

Four lecture; Three lab.

CHM152. General Chemistry II (5).

Major topics include kinetics and equilibria, nuclear chemistry, aqueous solution chemistry and electrochemistry. Includes qualitative inorganic analysis and laboratory experiments.

Prerequisite: CHM 151.

Four lecture; Three lab.

CHM235. General Organic Chemistry I (3).

Chemistry of organic compounds with emphasis on reaction mechanisms, stereo-chemistry, and structure. Recommended for science majors. Concurrent registration in CHM 235L required.

Prerequisite: CHM 151.

Three lecture.

CHM235L. General Organic Chemistry I lab (1).

Basic laboratory techniques in organic chemistry: preparation, separation and identification of organic compounds.

Prerequisite: CHM 235.

Three lab.

CHM236. General Organic Chemistry II (3).

A continuation of CHM 235. Concurrent registration in CHM 236L is required.

Prerequisite: CHM 235.

Three lecture.

CHM236L. General Organic Chemistry II Lab (1).

Additional techniques in organic chemistry; preparation, separation and identification of organic compounds.

Prerequisite: CHM 236.

Three lab.

CHM296. Internship: Chemistry (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite/Corequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

COURSE DESCRIPTIONS

CHM299. Independent Study Chemistry (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ **College Honors Program (CHP)**

CHP181. Honors Colloquium I (1).

Special topics for College Honors Program participants in their first semester of college study.

Prerequisite: Admission to College Honors Program or permission of Honors Coordinator.

One lecture.

CHP182. Honors Colloquium II (1).

Special topics for College Honors Program participants in their second semester of college study.

Prerequisite: Admission to College Honors Program or permission of Honors Coordinator.

One lecture.

CHP281. Honors Colloquium III (1).

Special topics for College Honors Program participants in their third semester of college study.

Prerequisite: Admission to College Honors Program or permission of Honors Coordinator.

One lecture.

CHP282. Honors Colloquium IV (1).

Special topics for College Honors Program participants in their fourth semester of college study.

Prerequisite: Admission to College Honors Program or permission of Honors Coordinator.

One lecture.

CHP296. Internship: College Honors (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

CHP299. Independent Study College Honors (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ **Communications (COM)**

COM100. Introduction to Human Communication (3).

Introduction to the essential elements of human communication and behavior, including interpersonal, intercultural, organizational, and mass communication. Emphasis on oral communication skills important to personal and professional settings. Basic computer skills in word processing; e-mail and use of the Internet.

Three lecture.

COM131. Fundamentals of Speech Communication (3).

Study of the essential elements of oral communication, with major emphasis on public speaking. Includes use of multimedia technologies for presentations.

Three lecture.

COM134. Interpersonal Communication (3).

Build healthy personal and professional relationships. Includes listening, coping with criticism, resolving conflicts, managing emotions, nonverbal communication, and developing empathy for gender and cultural differences.

Three lecture.

COM135. Workplace Communication Skills (3).

Oral and written workplace communication skills. Application of individual and group communication strategies to secure and maintain employment.

Three lecture.

COM217. Introduction to Argumentation (3).

Exploration of basic concepts and theories of argumentation. Emphasis on basic argumentation skills and their application to a variety of conflict environments.

Three lecture.

COM296. Internship: Communication (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

COM299. Independent Study Communication (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

COURSE DESCRIPTIONS

■ Computer Networking Technologies (CNT)

CNT100. Introduction to Networking Technologies (3).

Introduction to technologies, terminology, and skills used in the world of data networking. Emphasis on practical applications of networking and computer technology to real-world problems, including home and small-business network setup.

Three lecture.

CNT110. A+ Computer Technician Certification (4).

Install, configure, support, and troubleshoot personal computers. Emphasis on PC hardware, and installation, operation, and upgrade procedures. Focus on practical networking in a PC environment along with server hardware maintenance and troubleshooting. Preparation for the Comp TIA A+ Certification exam. This course, with CNT 120, prepares the learner for the Comp/TIA Server+ Certification Exam. Preparedness Recommendations: Experience using a computer keyboard and accessing the Internet with a web browser.

Three lecture; Three lab.

CNT 115. Network+: Networking Technologies Certification (4).

A broad range of networking technologies is examined. Topics include network media, topologies, protocols, operating systems, network management, and security. Preparation for the Comp TIA Network+ certification exam.

Prerequisite: CNT 110 or Consent of Instructor

Three lecture; Three lab.

CNT120. Exploring Network Operating Environments (3).

Intensive introduction to multi-user, multi-tasking network operating environments. Characteristics of the Linux, Windows 2000, NT, and XP network operating systems will be discussed. Includes networking concepts, networking services, installation procedures, security issues, back up procedures and remote access.

Preparedness recommendations: Basic experience using Microsoft Windows.

Two lecture; Three lab.

CNT121. Windows XP Professional Certification (3).

A thorough examination of the Microsoft Windows XP Professional operating system. Installation, management, and support of the Microsoft flagship desktop operating system. Includes advanced topics such as disk management, secure network configuration, and remote access. Preparation for the Microsoft Windows XP Professional (70-270) MCSA/MCSE certification exam.

Prerequisite: CNT 120.

Two lecture; Three lab.

CNT122. Windows Server 2003 Certification (4).

Installation, configuration, management and support of Windows Server 2003. Advanced topics include network services, messaging, proxy server, firewall, Internet, remote access, and client computer management. Preparation for the Managing and Maintaining a Microsoft Windows Server 2003 Environment (70-290) MCSA/MCSE certification exam.

Prerequisite: CNT 120.

Three lecture; Three lab.

CNT123. Managing a Windows Network Infrastructure (3).

Configuration, management, and troubleshooting of a Microsoft Windows network infrastructure. Topics include domain name services, DHCP services, routing, remote access, and network security. Preparation for the Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure (70-291) MCSA/MCSE certification exam.

Prerequisite: CNT 115 or CNT 120.

Two lecture; Three lab.

CNT130. Linux+: Linux Operating System Certification (4).

Installation, management, and support of the Linux operating system. Advanced topics including disk management, configuration of network services, and security. Prepares students for the Comp TIA Linux+ certification requirements.

Prerequisite: CNT 115 or CNT 120 or CNT 121.

Three lecture; Three lab.

CNT135. Security+: Implementing and Maintaining Network Security (3).

Network security concepts, communication security, network infrastructure security, basics of cryptography and operational/organizational security. Emphasis on network authentication and authorization, securing network devices and services, virus remedies, preventing network attacks, and securing remote access. Prepares students for the Comp/TIA Security+ certification.

Two lecture; Three lab.

CNT140. Cisco Networking Fundamentals (4).

Introduction to computer networking standards and operation. Includes network topologies, network addressing, basic network design, and cable installation. First of four courses to prepare students to pass the Cisco Certified Network Associate (CCNA) certification examination.

Prerequisite: CNT 120.

Three lecture; Three lab.

COURSE DESCRIPTIONS

CNT150. Cisco Networking Router Technologies (3).

Introduction to network routing and router configuration. Includes routing protocols, Cisco IOS commands and operation, and network design using routers. Second of four courses to prepare students to pass the Cisco Certified Network Associate (CCNA) certification examination.

Prerequisite: CNT 140.

Two lecture; Three lab.

CNT155. Wireless Networking Fundamentals (3).

Wireless networking technologies, wireless security, and wireless LAN design best practices. Emphasis on hands-on skills. Prepares students for the Cisco Wireless LAN Support Specialist certification.

Prerequisite: CNT 140.

Two lecture; Three lab.

CNT160. Cisco Advanced Routing and Switching (3).

Intermediate routing concepts and configurations. Configure and install Local Area Networks (LANs) with an emphasis on LAN switching. Design and management of advanced networks. Third of four courses to prepare students to pass the Cisco Certified Network Associate (CCNA) certification examination.

Prerequisite: CNT 150.

Two lecture; Three lab.

CNT170. Cisco WAN Concepts and Projects (3).

Introduction to the design and configuration of wide area networks (WANs). Includes terminology and concepts of Integrated Services Digital Network (ISDN), Frame Relay and Point-to-Point Protocol (PPP). Cisco threaded case study project and CCNA exam review. Fourth of four courses to prepare students to pass the Cisco Certified Network Associate (CCNA) certification examination.

Prerequisite: CNT 160.

Two lecture; Three lab.

CNT189 Computer Networking Topics (2).

Topics include network security (including firewall implementation), personal wireless devices, Voice-over-IP (VOIP) integration, Network Attached Storage (NAS), and network performance monitoring tools.

Prerequisite: CNT115 or CNT120.

One lecture; Three lab.

CNT200. CISCO Networking Advanced Router Configuration (4).

Advanced Cisco router configuration. Topics include scalable networks, advanced IP addressing, network address translation, advanced routing protocols, and using routers for network security. In-depth lab exercises using the EIGRP, OSPF, and BGP routing protocols. This is the first of four courses designed to prepare students for the CISCO Certified Networking Professional (CCNP) certification.

Prerequisite: CNT 170 or CCNA certification.

Three lecture; Three lab.

CNT296. Internship: Computer Networking Technology (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree or certificate requirements as required by the program; and have completed the internship application process.

Three lecture.

■ Computer Systems & Applications (CSA)

CSA100. Getting to Know Your PC (1).

Practical course for new owners or first-time users of personal computers. Basic introduction to setting up your computer equipment, understanding terminology, and installation of software and hardware. Emphasis on basic skills required to operate a personal computer.

Three lab.

CSA101. Windows Essentials (1).

Introduction to Microsoft Windows. Emphasis on personal computer operations, accessing and storing of information, and desktop management.

Three lab.

CSA102. Fundamentals of Personal Computing (1).

Introduction to computer software applications and basics of computer hardware. Includes computer related vocabulary and computer operations.

Three lab.

CSA103. Using Computers in the Workplace (1).

Introduction to essential computer concepts, vocabulary, keyboarding and word processing skills. Emphasis on entry-level employability skills.

Three lab.

COURSE DESCRIPTIONS

CSA104. Internet Essentials (1).

Introduction to the world of the Internet. Includes surfing the World Wide Web, using e-mail, search engine and downloading files.

Three lab.

CSA105. Meet the Macintosh Using Appleworks (2).

Introduction to the Macintosh computer and computing concepts. Exploration of integrated applications software including word processing, data base, spreadsheets and graphics.

One lecture; Three lab.

CSA108A. Workshop: Microsoft Windows Fundamentals (.5).

Introduction to the Microsoft Windows operating system environment.

.5 lecture.

CSA108B. Workshop: Microsoft Windows-Tools and Management (.5).

Working with programs, files, and folders within the Windows operating system environment.

.5 lecture.

CSA108C. Workshop: Microsoft Word Basics (.5).

Introduction to word processing concepts and the Microsoft Word software program.

.5 lecture.

CSA108D. Workshop: Microsoft Word Intermediate (.5).

Formatting features, graphics and templates in Microsoft Word.

.5 lecture.

CSA108E. Workshop: Microsoft Word Advanced (.5).

Microsoft Word Advanced Features: Forms, Mail Merge, Master Documents, and Macros.

.5 lecture.

CSA108F. Workshop: Excel Basics (.5).

Introduction to spreadsheet concepts and features of the Microsoft Excel program.

.5 lecture.

CSA108G. Workshop: Excel Intermediate (.5).

Using charting, formatting, list management, and audit features in Microsoft Excel spreadsheet software.

.5 lecture.

CSA108H. Workshop: Excel Advanced (.5).

Advanced features of Microsoft Excel including PivotTables, Analytical options, and macros.

.5 lecture.

CSA108H. Workshop: Excel Advanced (.5).

Advanced features of Microsoft Excel including PivotTables, Analytical options, and macros.

.5 lecture.

CSA108I. Workshop: PowerPoint Basics (.5).

Introduction to Microsoft PowerPoint and creating, organizing and delivering an effective presentation.

.5 lecture.

CSA108J. Workshop: PowerPoint Advanced (.5).

Advanced features of PowerPoint including adding movies, sound and advanced animation techniques for sophisticated image presentations.

.5 lecture.

CSA108K. Workshop: Outlook Basics (.5).

Introduction to Microsoft Outlook, an integrated software program designed to manage email, appointments, notes, and address/contact lists.

.5 lecture.

CSA108L. Workshop: Microsoft Outlook Advanced (.5).

Customizing and using advanced features of Microsoft Outlook including templates and forms.

.5 lecture.

CSA108M. Workshop: Microsoft Access Basics (.5).

Introduction to database concepts and features of Microsoft Access.

.5 lecture.

CSA108N. Workshop: Microsoft Access Intermediate (.5).

Using features of the Microsoft Access program including validation rules and chart functions.

.5 lecture.

CSA108O. Workshop: Microsoft Access Advanced (.5).

Using advanced features of the Microsoft Access database program including macros, SQL statements, and security features.

.5 lecture.

CSA108P. Workshop: Using Your Digital Camera (.5).

Introduction to use of a digital camera, including methods of transferring photos, media storage options, printing and sharing photos.

.5 lecture.

COURSE DESCRIPTIONS

CSA109. Computers in the Medical Office (2).

Introduction to use of computers in front office work of clinics and/or related health care agencies. Use of computer software to record patient information, schedule appointments, print reports and produce patient statements and claim forms. Special attention will be given to completing the general medical insurance claim form - HCFA 1500.

One lecture; Three lab.

CSA110. Introduction to Computer Information Systems (3).

Computer hardware, software, and information-processing systems including analysis, development and implementation of computer systems.

Three lecture.

CSA111. Keyboarding (1).

Presentation of the keyboard including the 10-key pad by touch. Development of correct techniques for a variety of applications including word processing, computer programming, data entry, and computer interaction.

Three lab.

CSA112. Keyboarding Skill Building (1).

Improving keyboarding speed and accuracy. Emphasis on techniques and strategies for job-related keyboarding proficiency.

Prerequisite: CSA 111.

Three lab.

CSA113. Document Formatting (3).

Formatting skills for document processing. Includes basic business documents, correspondence, reports, tables, and employment documents.

Prerequisite: CSA 111.

Two lecture; Three lab.

CSA114. Document Production (2).

Creation and production of professional-looking business documents using advanced formatting elements. Reports, tables, electronic forms, correspondence, tables, medical/legal office applications, and office forms are the focus.

Prerequisite: CSA 113.

One lecture; Three lab.

CSA115. Ten-Key Mastery on the Computer (1).

Touch system of numeric keys on ten-key pads with speed and accuracy using industry standards for data entry.

Three lab.

CSA121. Microsoft Works I (1).

Introduction to word processing, spreadsheet, and database software using the integrated software package Microsoft Works.

Three lab.

CSA122. Microsoft Works II (1).

Intermediate use of word processing, spreadsheet, and database software and an introduction to drawing using the integrated software package Microsoft Works.

Prerequisite: CSA 121.

Three lab.

CSA126. Microsoft Office (3).

Introductory concepts and techniques of Microsoft Office including Word, Excel, Access, PowerPoint, and Outlook.

Two lecture; Three lab.

CSA127. Advanced Microsoft Office (3).

Advanced concepts of Microsoft Office (Word, Excel, Access, and PowerPoint).

Prerequisite: CSA 126.

Two lecture; Three lab.

CSA128. Corel Perfect Office Suite (2).

Introductory concepts and techniques of Corel Perfect Office including WordPerfect, Quatro Pro, Paradox, and Presentations.

One lecture; Three lab.

CSA129. Using Open Office (1).

Designed for users of Microsoft Office. Basic and advanced features of the Open Office program. Emphasis on differences between the two programs and increasing user productivity in all applications.

Prerequisite: CSA 126.

One lecture.

CSA130. WordPerfect (1).

Various functions and operations of WordPerfect software.

Prerequisite: CSA 111 or equivalent competency.

Three lab.

CSA131. Advanced WordPerfect (1).

Advanced use of WordPerfect software on a microcomputer. Emphasis on advanced character, line, and font formatting, graphics, tables, merging and sorting.

Prerequisite: CSA 130.

Three lab.

COURSE DESCRIPTIONS

CSA132. Adobe Photoshop Elements for the Home Photographer (2).

Digital imaging for the home photographer using Adobe Photoshop Elements. Use of digital cameras, scanners, storage devices and related software. Is not equivalent to ART 137.

One lecture; Three lab.

CSA133. Microsoft Publisher (1).

Design and production of professional quality documents that incorporate text, graphics and illustrations. Emphasis on newsletters, flyers, logos, signs, and forms.

Three lab.

CSA134. Microsoft Word Desktop Publishing (2).

Desktop Publishing using advanced Microsoft Word feature to plan, define, and incorporate desktop publishing concepts and the design and creation of business and personal documents.

Prerequisite: CSA 140.

One lecture; Three lab.

CSA135. Pagemaker Desktop Publishing (2).

Use Pagemaker software to create specific business documents including newsletters, multiple-page reports, flyers and catalog pages.

Prerequisite: CSA 130 or CSA 140.

One lecture; Three lab.

CSA136. Wordperfect Desktop Publishing (2).

Use of WordPerfect 6.1 to create specific business documents such as newsletters, letterheads, flyers, business forms, business cards, and brochures.

Prerequisite: CSA 130 or CSA 140.

One lecture; Three lab.

CSA138. Excel for Windows (1).

Fundamentals of spreadsheet design, creation, modification and maintenance using the software application, Excel.

Three lab.

CSA139. Microsoft Access (1).

Fundamentals of database design, creation, modification and maintenance using the application program Access in Microsoft Office.

Three lab.

CSA140. Microsoft Word (1).

Fundamentals, theory and practical application of Microsoft Word for Windows word processing software.

Prerequisite: CSA 111.

Three lab.

CSA141. Advanced Microsoft Word (1).

Advanced theory and practical application of Microsoft Word software. Emphasis on planning, designing, and formatting formal business, web page and personal documents.

Prerequisite: CSA 140.

Three lab.

CSA142. Presentation Graphics Using Powerpoint (1).

Fundamentals of presentation graphics using the application program Powerpoint in the Microsoft Windows operating environment.

Three lab.

CSA143. Creating Web Pages with Microsoft FrontPage (2).

Use of Microsoft FrontPage to create web pages and web sites for publishing on the Internet.

One lecture; Three lab.

CSA144. Creating Web Pages Using Dreamweaver (2).

Create website using Dreamweaver software. Emphasis on creating, publishing to the web and maintaining website.

Prerequisite: CSA 177.

One lecture; Three lab.

CSA146. Creating Internet Graphics with Macromedia Fireworks (2).

Introduction to the process of creating web graphics using Macromedia Fireworks. Emphasis on tools to optimize images for the web.

Prerequisite: CSA 177.

One lecture; Three lab.

CSA160. Principles of Programming (1).

Introduction to programming techniques through the use of models. Emphasis on the process of producing programs that can be used with any computer language.

Prerequisite for all programming language courses.

Three lab.

CSA165. Programming in C++ (3).

Theory and practice in programming using the language C++. Emphasis upon syntax of the language and creating application programs.

Prerequisite: CSA 160.

Two lecture; Three lab.

CSA166. JavaScript Programming (3).

Course is intended to give students the capacity to enhance web pages beyond simple html programming. The student will gain the ability to go beyond static web applications, by providing dynamic, personalized, and interactive content.

Two lecture; Three lab.

COURSE DESCRIPTIONS

CSA167. PHP and MySQL Programming (3).

Principles and techniques of developing small to medium scale database applications, and creating web databases that are accessed by Web pages.

Two lecture; Three lab.

CSA168. Java Programming (3).

An introductory course exploring programming in the Java language. Emphasis will be based upon development of control statements and object oriented program design.

Prerequisite: CSA 160.

Two lecture; Three lab.

CSA169. Programming in Visual Basic.NET (4).

Object oriented programming within the Windows and WEB browser environment with emphasis on Visual Basic.NET, projects and simple Windows interfaces. Includes writing, applications, debugging programs, defining loops, and using data management techniques.

Prerequisite: CSA 160 and CSA 172.

Three lecture; Three lab.

CSA170. PC Architecture (3).

Introduction to hardware components of a microcomputer. Emphasis on equipment comparisons, hardware requirements, and operating systems.

Two lecture; Three lab.

CSA172. Microsoft Windows (2).

Personal computer operations using the Microsoft Windows operating environment. Customizing, optimizing and maintenance of desktops, folders, and documents.

One lecture; Two lab.

CSA175. Introduction to Networks (3).

Introduction to concepts of Local Area Networks (LANs) and practical applications supporting office automation.

Prerequisite: CSA 179.

Two lecture; Three lab.

CSA177. Surfing the Internet (2).

Basic to intermediate techniques of using the full features of the INTERNET and its resources. Emphasis on accessing the information of the rapidly expanding and ever changing "Information Superhighway. "Preparedness recommendation: Basic windows skills and general computer literacy.

One lecture; Three lab.

CSA179. Operating Systems (3).

A survey of the operating systems used today with the purpose of preparing technicians to install and maintain operating systems.

Three lecture.

CSA184. PC Installation, Diagnostics and Repair (3).

Practical course for owners of personal computers. Introduction to troubleshooting a computer that is malfunctioning. Emphasis on diagnosis and removal of faulty modules and installation of hardware and related software.

Prerequisite: CSA 100.

Two lecture; Three lab.

CSA201. Software Maintenance and Troubleshooting (3).

Differentiating between hardware and software errors. Diagnosing and correcting software problems that are interfering with the operation of the computer.

Prerequisite: CSA 172.

Two lecture; Three lab.

CSA204. Computers in the Classroom (3).

Introduces general personal computer applications, teacher utility programs, internet searching, and evaluation of educational software. Includes procedures for using various applications in the classroom and review of major software programs currently in use in schools on both the Windows and Macintosh platforms.

Three lecture.

CSA220. Microsoft Project (2).

Fundamentals of project management using the application program Microsoft Project.

One lecture; Three lab.

CSA230. Flash Graphic Effects (2).

Using Macromedia FlashTMsoftware to create graphics, animations and controls to be used as tutorials, demonstrations, or web pages. Emphasis on vector graphic creation and frame animation. Application of animation theory and principles of vector and raster image use.

One lecture; Three lab.

CSA238. Advanced Excel for Windows (1).

Advanced theory and application of the Microsoft Excel spreadsheet software application.

Prerequisite: CSA 138.

Three lab.

CSA265. Programming in Advanced C++ (3).

Theory and practice in programming using the language C++. Emphasis on syntax of the language and creation of application programs using Object Oriented Programming (OOP) principles.

Prerequisite: CSA 165.

Two lecture; Three lab.

COURSE DESCRIPTIONS

CSA272. Advanced Windows Maintenance (2).

Perform regular maintenance on a computer system. Use of scandisk, defrag, start-up options, recovery console, resource kit. Registry backup and backup jobs. Windows passwords, file compression and windows NTFS permissions. Updating software drivers and patches. Networking issues with Windows.

Prerequisite: CSA 172.

One lecture; Three lab.

CSA281. Systems Analysis and Design (3).

Advanced analysis of users' needs, available equipment, manpower and financial feasibility. Emphasis on procedures and program analysis in design and implementation of the total system. Individual and team approach to problem solving.

Prerequisite: CSA 110 and a programming language (CSA 160 or higher).

Three lecture.

CSA282. Microcomputer-Databases (3).

Concepts, design, implementation, evaluation, and maintenance techniques of databases. Includes fundamentals of data model, data structure and data management.

Two lecture; Three lab.

CSA294. CSA Project (1-6).

This Capstone course that incorporates project design, project system analysis, and technology applications.

Prerequisite: CSA 126, CSA 165, CSA 179, CSA 281, and CSA 282, and approval of Division Assistant Dean.

One-six lecture.

CSA296. Internship: Computer Systems and Applications (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

CSA299. Independent Study Computer Systems and Applications (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Customer Service Relations (CSR)

CSR100. Exceptional Customer Service in the Workplace (.5)

Skills to meet and exceed the needs of customers. Major components of good service, internal versus external customers, and the elements of customer expectations and customer retention.

.5 lecture.

CSR101. Communication in the Workplace (.5)

Strategies for effective communication in the workplace. Techniques to overcome communication barriers and to improve verbal, non-verbal, and telephone communication.

.5 lecture.

CSR102. Team Building in the Workplace (.5)

Characteristics of an effective team and how teams work together. Team player styles. Tips and techniques for team building in the workplace.

.5 lecture.

CSR103. Time Management in the Workplace (.5)

Strategies and resources for effective use of time in the workplace setting. Includes prioritization, delegation, and goal setting.

.5 lecture.

CSR104. Stress management in the Workplace (.5)

Key elements of stress management in the workplace. Causes of stress and the benefits of stress management.

.5 lecture.

CSR105. Conflict Management in the Workplace (.5)

Meaning of conflict, causes of conflict, and strategies to resolve conflict in the workplace. Techniques to deal with difficult situations in the workplace.

.5 lecture.

CSR106. Attitude in the Workplace (.5)

Definition of attitude, concept of how attitudes are communicated, and common attitude problems found in the workplace. Primary causes of a poor attitude and how to turn a negative attitude into a positive attitude.

.5 lecture.

CSR107. Managing Change in the Workplace (.5)

Managing change in the workplace, including the resistance to change, and organizational needs.

.5 lecture.

COURSE DESCRIPTIONS

CSR108. Decision-Making and Problem-Solving in the Workplace (.5)

Basic process of decision-making and problem-solving. Techniques for identifying and resolving work-related decisions and problems.

.5 lecture.

CSR109. Ethics and Values in the Workplace (.5)

The importance of ethics and values in the workplace. Effective tools and strategies to promote ethical behavior in the workplace.

.5 lecture.

■ Creative Writing (CRW)

CRW139. Introduction to Creative Writing (3).

Define the concept of travel, survey the history of travel writing, explore and develop one's own travel writing.

Three lecture.

CRW235. Travel Writing (3).

Define the concept of travel, survey the history of travel writing, explore and develop one's own travel writing.

Three lecture.

CRW249. Fiction Writing: Dialogue, Characterization and Point of View (3).

Applied Fiction writing techniques to craft dialogue, characterization and point of view. Includes prewriting, drafting and revision strategies. Techniques for preparing a professional manuscript.

Three lecture.

CRW250. Advanced Creative Writing: Poetry (3).

Extensive practice in writing poetry, emphasizing critical analysis of both published models and student's poems. Study of marketing information and format.

Prerequisite: CRW 139.

Three lecture.

CRW251. Advanced Creative Writing: Non-Fiction (3).

Extensive practice in writing non-fiction, emphasizing critical analysis of both published models and students' writing. Study of marketing information and format.

Prerequisite: CRW 139.

Three lecture.

CRW252. Advanced Creative Writing: Fiction (3).

Extensive practice in writing fiction, with emphasis on the short story. Critical analysis of both published models and students' writing. Marketing information and format.

Prerequisite: CRW 139.

Three lecture.

CRW254. Introduction to Novel Writing (3).

Planing, structuring and beginning a novel; prewriting, writing, analysis, evaluation and revision of novel plans and excerpts.

Prerequisite: CRW 139.

Three lecture.

CRW255. Novel Writing (3).

Examination of principles and practices for writing the contemporary novel, including differences between the novel and short fiction. Focus on past and current styles, structures, and theories of construction. Emphasis on the writing, critiquing, marketing, and publishing of novels and on the application of these to student work.

Prerequisite: CRW 139.

Three lecture.

CRW295. Writers Workshop: (3).

Intensive study and application of effective strategies used by selected authors in various genres to promote, explore, raise questions about, or provide insight into specified themes.

Three lecture.



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A B C D E F G H I J L M N P R S T V W

■ Dance (DAN)

DAN130. Ballet (1).

The elements of classical ballet technique. Emphasis on movement quality and artistic expression.

Two lab.

DAN131. Modern Dance (1).

The elements of modern dance technique. Emphasis on movement quality and artistic expression.

Two lab.

DAN132. Jazz (1).

The fundamentals of jazz dance techniques.

Two lab.

DAN133. Ballroom Dance (1).

Basic steps of the Fox Trot, Waltz, Rumba, Cha Cha, Tango and Swing. Includes movement, music and rhythm.

Two lab.

■ Digital Filmmaking (DFM)

DFM101. Film Analysis (2).

Analytical sequence of various disparate film types. Includes story and structure analysis, artistic design, and character development. (Repeatable)

One lecture; Three lab.

DFM102. Image and Sound (3).

Analysis and creation of visual and auditory experiences. (Repeatable)

Two lecture; Three lab.

DFM103. Storytelling (2).

Contemporary and mythical story patterns. (Repeatable)

One lecture; Three lab.

DFM104. Screenwriting (2).

Professional feature length screenwriting for narrative and documentary films. (Repeatable)

One lecture; Three lab.

DFM105. Directing Actors (1).

Professional directing techniques.

Three lab.

DFM106. Camera Coverage (1).

Professional cinematography processes from script to film. (Repeatable)

Three lab.

DFM107. Editing: (2).

Feature film editing from analysis to final cut. (Repeatable)

One lecture; Three lab.

DFM108. Guerilla Filmmaking (1).

Producing low-budget professional independent films. License and rights administrator. Distribution executive. (Repeatable)

One lecture.

DFM109. Managing Post-Production (1).

Professional post-production issues and responsibilities. (Repeatable)

One lecture.

DFM110. Thesis Film Pre-Production (2).

Pre-production of thesis film. (Repeatable)

One lecture; Three lab.

DFM111. Interview Techniques (1).

Introduction to interviewing techniques. Professional use of lights, sound and camera for interviews. Questioning to elicit a useful response.

Prerequisite: Prospective students must apply to be accepted in the Zaki Gordon Institute for Independent Filmmaking documentary program by submitting a competitive 1000 word essay and successfully completing a personal interview.

Three lab.

DFM201. Thesis Film Production (6).

Production and post-production of a 15-minute digital film. (Repeatable)

Eighteen lab.

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DFM202. Feature Pre-Production (5).

Preparation of schedules and materials for a \$50,000 + feature film production. (Repeatable)
Fifteen lab.

DFM203. Feature Film Directing (2).

Work with actors to achieve desired camera presence. Emphasis on actor relationships, camera placement, script breakdown and performance.

Prerequisite: Zaki Gordon Institute Basic Certificate.
Two lecture

DFM204. Feature Film Screenwriting (5).

Complete second draft of feature length script. (Repeatable)
Two lecture; Nine lab.

DFM205. Visual Effects for Filmmaking (4).

Various software and photographic techniques to create the effects of visual elution in filmmaking.

Prerequisite: Zaki Gordon Institute Basic Certificate.
Three lecture; Three lab.

DFM206. Advanced Cinematography (2).

Single and multi camera lighting techniques. Emphasis on selecting visual style for a script and visual storytelling techniques.

Prerequisite: Zaki Gordon Institute Basic Certificate.
One lecture; Three lab.

DFM207. Visual Effects for Filmmaking (3).

Listening, designing, recording and mixing a film's audible experience to create a full film-going experience.

Prerequisite: Zaki Gordon Institute Basic Certificate.
Two lecture; Three lab.

DFM208. Feature Film Business Plan (4).

Design and write a business plan for a feature film.

Prerequisite: Zaki Gordon Institute Basic Certificate.
Three lecture; Three lab.

DFM209. Feature Film Legal Issues (3).

Contractual agreements between the filmmaker and Unions, Guilds, venders and investors.

Prerequisite: Zaki Gordon Institute Basic Certificate.
Two lecture; Three lab.

DFM210. Feature Production Design (2).

Conceptualize and implement a visual style for a film.

Prerequisite: Zaki Gordon Institute Basic Certificate.
Two Lecture.

DFM211. Feature Film Production (4).

Production of a 35mm or high definition short film.

Prerequisite: Zaki Gordon Institute Basic Certificate.
Two Lecture; Six lab

DFM212. Feature Film Post Production (3).

Edit and manage the post-production process of a film that meets distribution standard for theatrical release.

Prerequisite: Zaki Gordon Institute Basic Certificate.
Two lecture; Three lab

DFM213. Feature Post Sound Design (3).

Edit and manage the post-production sound that meets distribution standard for theatrical release.

Prerequisite: Zaki Gordon Institute Basic Certificate.
One lecture; Six lab

DFM214. Post Visual Effects (3).

Visual effects techniques on 35mm or high definition film.

Prerequisite: Zaki Gordon Institute Basic Certificate.
One lecture; Six lab

DFM215. Feature Distribution and Marketing (3).

Target and effectively market a feature film to a desired audience.

Prerequisite: Zaki Gordon Institute Basic Certificate.
Two lecture; Three lab.

DFM295. Master Workshops (1-6).

Workshops in digital film production processes and techniques. Analysis of successful and unsuccessful production methods. Professional relationships and networking.

One-six lecture.

DFM296. Internship: Digital Filmmaking (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

DFM299. Independent Study Digital Filmmaking (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.



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A B C D E F G H I J L M N P R S T V W

■ Early Childhood Education (ECE)

ECE190. Child Development Associate (CDA) Assessment Preparation (1).

Preparation for CDA assessment. Development of a professional resource file that includes parent questionnaires, autobiography and essays.

One lecture.

ECE195. Head Start Mandates and Performance Standards (1).

Head Start mandates and performance standards, for program administration and classroom implementation. Emphasizes strategies for working with children (infants, toddlers and preschoolers), legal issues, health and safety standards, nutrition and working with families.

One lecture.

ECE200. Introduction to Early Childhood Education (3).

Introduction to the field of Early Childhood Education including history, philosophy, and the application of child development techniques. Includes techniques for observing and recording behaviors, communication skills, guidance techniques, developmentally appropriate practices and the role of the teacher in early childhood settings.

Three lecture.

ECE202. Early Childhood Curriculum (3).

Introduction to methods and materials to assist preschool children in the learning process. Emphasis on art, music and movement, math, science, social studies, dramatic play blocks, sensory activities and transitions, all within the context of creativity. Locating, planning, implementing and evaluating creative learning activities using a variety of methods and materials.

Three lecture.

ECE210. Infant and Toddler Development (3).

Principles of development in children from birth through 36 months. Emphasis on individuality of child and the adult role in providing a safe and stimulating environment for the development of the child.

Prerequisite: ECE 100 and ECE 234.

Three lecture.

ECE216. Play Education (3).

Development of play in children birth through age eight. Includes methods to enhance learning experiences through play, role of play in a child's development, and developmentally appropriate play activities.

Three lecture.

ECE220. School Age Children (3).

Examine the development of children ages 6-12 who may be in child care or groups. Interests, attitudes, abilities behavior and guidance of children with emphasis on types of programs, literacy development and tutoring techniques.

Three lecture.

ECE/EDU222. Introduction to the Exceptional Learner (3).

Introduction to educating children with special needs or abilities including students with physical, mental, or emotional disabilities and students who are gifted or talented. Emphasis on current educational practices and related educational theories, including identification, causes, and characteristics of exceptional learners. Overview of history, assessment, intervention, curriculum implications, and research issues in special education.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ECE/EDU230. Children's Literature (3).

The process of reading and writing and the ways in which literature supports children's literacy development. Reviews children's literature and methods of enhancing literature experiences.

Three lecture.

ECE/PSY234. Child Growth and Development (3).

Study of the development in the child. Includes genetic, prenatal, birth and postnatal influences. Emphasis on physical, cognitive and social-emotional development and theories. Includes positive communication with children.

Three lecture.

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ECE240. Home, School and Community Relations (3).

Issues of communication, ethics and professionalism and problem-solving. Impact of the community and its resources and referral systems. Emphasis on familial diversity and multicultural issues.

Three lecture.

ECE250. Administration and Supervision in Early Childhood (3).

Overview of administration and operation of preschools and childcare programs. Includes creating a program, meeting regulations, policies, staffing, funding, space and equipment, and supervisory issues.

Prerequisite: ECE 100, ECE 102, ECE/PSY234.

Three lecture.

ECE270. Health, Safety and Nutrition (3).

Nutrition education, menu planning, childhood diseases and illness, and sanitation and safety in group settings. Protecting the health and safety of young children and promoting the development of lifelong health habits. Communication with health professionals and parents on health, safety, and nutrition issues.

Three lecture.

ECE290. Practicum (5).

Practicum provides supervised experience in the education, guidance, and care of young children. Begins with opportunity to observe appropriate curriculum, then to plan and implement age-appropriate activities under careful supervision.

Prerequisite: ECE 100; 102 and ECE 234.

One lecture; Twelve lab.

ECE295. Special Topics: Early Childhood Education (1).

Introduction into special topics in Early Childhood Education.

One lecture.

ECE296. Internship: Early Childhood Education (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

ECE299. Independent Study Early Childhood Education (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Education (EDU)

EDU100. Introduction to Education for Paraeducators (3).

Introduction to the field of preK-12 education. Includes overview of the historical development of American schools and foundations of educational institutions, school governance and funding. Emphasis on application of major theories of teaching and learning, introductory tutoring techniques, and the roles and responsibilities of teachers and paraeducators. Includes techniques for observing and recording student behaviors, introduction to computers, and classroom practices with students. Requires one hour per week fieldwork in actual classroom settings.

Three lecture.

EDU105. Relationships in Classroom Settings (3).

Introduction to preK-12 classroom settings and the relationships among teachers, paraeducators and their students. Includes classroom management, developing appropriate and positive relationships with students, and techniques for classroom observations. Requires two hours per week fieldwork in actual classroom settings.

Prerequisite: EDU100.

Three lecture.

EDU110. Introduction to Substitute Teaching (1).

Role of the substitute teacher in public and private schools from kindergarten through high school. Emphasis on teaching techniques, classroom management, educational issues, policies, procedures.

One lecture.

EDU120. Spanish for Educators (3).

Conversational Spanish for the student who needs a practical speaking and writing knowledge of common terminology used in the school setting.

Three lecture; One lab.

EDU150. Instruction, Assessment, and Management in the Classroom (1).

Syllabus development and writing. Instructional techniques and learning styles. Student learning and outcomes assessment, including rubrics. Legal requirements and considerations of copyright, harassment, Family Emergency Rights Privacy Act (FERPA), and the Americans with Disabilities Act (ADA) and disability issues.

One lecture.

EDU150A. Syllabus Creation and Writing (.25).

Syllabus development and writing. Use of web-based resources and college templates, checklists, and required institutional elements to create a course syllabus. Develop and write a comprehensive student work guide or assignment schedule in

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various formats.

.25 lecture.

EDU150B. Teaching and Learning Styles (.25).

Designing instructional methods and techniques to enhance classroom experiences for all students. Identify student learning styles and how to best present information for better student learning.

.25 lecture.

EDU150C. Student Learning and Outcomes Assessment (.25).

Using student learning outcomes assessment to improve instruction and student learning. Utilize written and web-based assessment tools: rubrics; and various techniques to assess student learning.

.25 lecture.

EDU150D. Legal Issues (.25).

Legal issues in higher education and the impact on students, instruction, and the college as a whole. Includes copyright, harassment, Family Emergency Rights Privacy Act (FERPA), and Americans with Disabilities (ADA) information.

.25 lecture.

EDU200. Introduction to Education (3).

Overview of education profession and U.S. educational system; historical development and foundations of education and educational institutions. Includes theories of teaching, the student as learner, current issues and trends in education, the school and community, and roles and responsibilities of the teacher. Includes a field and observation practicum.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

EDU204. Computers in the Classroom (3).

Introduces general personal computer applications, teacher utility programs, internet searching, and evaluation of educational software. Includes procedures for using various applications in the classroom and review of major software programs currently in use in schools on both the Windows and Macintosh platforms.

Three lecture.

EDU205. Creative Drama for Educators and Activity Professionals (3).

Creative resources and strategies for teachers, activity professionals, and counselors. Application of creative drama concepts to classroom and activity settings to make the learning environment come alive and be fun for children, youth, and special populations. Emphasis on enhancing instructional leadership skills through presentations to peers and community school children.

Two lecture; Two lab.

EDU210. Cultural Diversity in Education (3).

Prepares potential teachers to examine how race ethnicity, and cultural differences influence students' experiences in school. Assists teachers in implementing a multicultural approach to teaching by identifying effective teaching styles and practices for a diverse student population.

Three lecture.

EDU/ECE222. Introduction to the Exceptional Learner (3).

Introduction to educating children with special needs or abilities including students with physical, mental, or emotional disabilities and students who are gifted or talented. Emphasis on current educational practices and related educational theories, including identification, causes, and characteristics of exceptional learners. Overview of history, assessment, intervention, curriculum implications, and research issues in special education.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

EDU/ECE230. Children's Literature (3).

The process of reading and writing and the ways in which literature supports children's literacy development. Reviews children's literature and methods of enhancing literature experiences.

Three lecture.

EDU240. Provisional Structured English Immersion Endorsement (1).

Provide classroom teachers, principals, supervisors, and superintendents, with the Provisional SEI endorsement as defined by the Arizona Department of Education. Emphasis on meeting the academic needs of English Language Learner populations.

One lecture.

EDU241. Full Structured English Immersion Endorsement (3).

Structured English Immersion (SEI) theory, methods, and strategies as defined by the Arizona Department of Education. Along with EDU240 meets requirements for the SEI Full Endorsement.

Three lecture.

EDU241A. SEI Endorsement: Foundations, Standards, and Strategies (1).

Structured English Immersion (SEI) law, history, theory, methods, and strategies required for the SEI Full Endorsement.

One lecture.

EDU241B. SEI Endorsement: Data Analysis, Assessments and Strategies (1).

Structured English Immersion (SEI) data analysis, assessment and

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strategies required for the SEI Full Endorsement.

One lecture.

EDU241C. SEI Endorsement: Scaffolding and Strategies (1).

Structured English Immersion (SEI) scaffolding and strategies required for the SEI Full Endorsement.

One lecture.

EDU250. The Community College (3).

Overview of the community college in the United States including its development, mission and role. Comparison of the community college system in Arizona with selected community college systems of other states.

Three lecture.

EDU296. Internship: Education (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

EDU299. Independent Study Education (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant is required.

One-six lecture.

■ Emergency Medical Services (EMS)

EMS125. CPR/First Aid (1).

CPR and First Aid for victims of all ages. Includes ventilation with a barrier device, a bag-valve-mask device and oxygen, and use of an automated external defibrillator (AED). Meets the requirements of Healthcare Provider CPR and Heartsaver First Aid with CPR & AED by the American Heart Association.

One lecture; .5 lab.

EMS126. Wilderness First Responder (3).

Principles and skills to make critical medical and evacuation decisions and take appropriate action in remote locations where advanced medical assistance is more than one hour away.

Prerequisite: EMS 125.

Three lecture.

EMS130. Emergency Medical Responder (2).

Knowledge and skills for assisting ill or injured in home, industry or highway emergencies. Fundamentals of life support and emergency medical care while awaiting arrival of advanced emergency medical personnel. Certificate of completion.

Prerequisite: EMS 125 or proof of a current (1 year or less) "C" class CPR certification through the American Heart Association or the American Red Cross.

One lecture; Two lab.

EMS131. Emergency Medical Technician Basic (6).

Principles and techniques of emergency medical care as performed by the EMT Basic in accordance with national and state curriculum. Preparation for the National Registry of EMT Certification Examination.

Prerequisite: EMS 125 or proof of a current (one year or less) "C" class CPR certification by the American Heart Association, Professional Rescuer CPR by the American Red Cross or CPR Pro for the Professional Rescuer by the American Safety & Health Institute. Reading placement test with a 9th grade reading level is required. Must be 17.5 years of age at the start of class. Must produce a vaccine record for Measles, Mumps, and Rubella. Must produce a negative TB test (less than six months old) or negative chest x-ray.

Five lecture; Three lab.

EMS140. Basic Trauma Management (1).

Management of traumatized individuals including sequence of assessment and techniques of resuscitation, stabilization and transport. Organized approach to trauma care for EMTs and nurses who evaluate and stabilize the trauma victim. Stresses conditions which cannot be stabilized in pre-hospital environment and require immediate transport. Emphasis on practical usage and experience. Award of completion. Prerequisite: EMS 131 or consent of instructor.

One lecture.

EMS190. Principles of Epidemiology (1).

Basic epidemiology principles, concepts, and procedures. Designed for federal, state, and local government and private sector health professionals. Meets the requirements for professional CEU's.

One lecture.

EMS211. Emergency Medical Technician Refresher (2).

Updates Basic EMT graduates on new techniques and reviews principles in client care, basic life support and transportation of sick and injured. Emphasizes practical usage and experience in all phases.

Prerequisite: EMS 131 or equivalency. Meets Arizona Department of Health Services refresher training requirements; EMS 125 or proof of a current (one year or less) "C" class CPR certification by the American Heart Association or the American Red Cross.

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Two lecture.

EMS212. EMT-Basic Certification Renewal (.5).

Recertification requirements for Emergency Medical Technician Basic (EMTB) according to the Arizona Department of Health Services.

Prerequisite: Current Basic Life Support, American Heart Association Healthcare Provider CPR or equivalent, current EMT Basic certification in the state of Arizona.

.5 lecture.

EMS220. Interpretation and Management of Cardiac Dysrhythmias (3).

Concepts of anatomy and physiology of cardiac tissues and electrical conduction. ECG patterns, diseases and cardiac response to medications. Preparation for Advanced Cardiac Life Support (ACLS) certification course.

Prerequisite: A current EMT, IEMT, or Paramedic certificate, or RN with current license; NSG 121. Must have proof of current healthcare provider CPR certification through the American Heart Association.

Three lecture.

EMS233. Intermediate Emergency Medical Technician (18).

Advanced assessment, medication administration, entubation techniques and IV insertions. Emphasis on human anatomy and physiology, pharmacology, dysrhythmia interpretation, trauma and medical treatments. Pathophysiology related to the management of cardiovascular, respiratory, endocrines, neurological, reproductive, musculoskeletal, obstetric and pediatric emergencies.

Prerequisite: Current EMT certificate issued by ADHS that must remain current until graduation, a current Healthcare Provider or equivalent level CPR card. Must pass a written test, practical exam and have an interview and be approved by the selection committee and Medical Director.

Twelve lecture; eighteen lab.

EMS240. Paramedic Anatomy and Physiology (4).

Human anatomy and physiology. An overview of the body's organs and tissue function.

Prerequisite: EMS 131 or equivalent, FSC 104 or equivalent, current EMT certificate issued by the Arizona Department of Health Services and/or NREMT, current CPR completion card, (AHA Health Care Provider level or equivalent), selection committee approval.

Corequisite: EMS 241 and EMS 244

Four lecture.

EMS241. Paramedicine I (12).

Introduction to Paramedicine including overview of rules and regulations, paramedic attributes, pharmacology, medication administration, airway, ventilation, patient assessment and trauma.

Prerequisite: EMS131 or equivalent, FSC 104 or equivalent, current EMT certificate issued by the Arizona Department of Health Services and/or NREMT, current CPR completion card, (AHA Health Care Provider level or equivalent), selection committee approval.

Corequisite: EMS 240 and EMS 244

Ten lecture; six lab.

EMS242 Paramedicine II (10).

Introduction to Paramedicine including extensive overview of the National Highway Safety and Traffic Administration's modules in Medical and Special Considerations.

Prerequisite: EMS 240 and EMS 241, current EMT certificate issued by the Arizona Department of Health Services and/or NREMT, current CPR completion card, (AHA Health Care Provider level or equivalent), selection committee approval.

Corequisite: EMS 243 and EMS 244.

Nine lecture; Three lab.

EMS243. Paramedicine III (5).

Introduction to Paramedicine including extensive overview of the National Highway Safety and Traffic Administration's modules in Assessment Based management Operations.

Prerequisite: EMS 240 and EMS 241, current EMT certificate issued by the Arizona Department of Health Services and/or NREMT, current CPR completion card, (AHA Health Care Provider level or equivalent), selection committee approval.

Corequisite: EMS 242 and EMS 244.

Three lecture; Six lab.

EMS244. Paramedicine IV (12).

Clinical and vehicular practicum. Extensive hands on application including emergency patient care of sick and injured under direct supervision of an authorized preceptor.

Prerequisite: EMS 131 or equivalent, FSC 104 or equivalent, current EMT certificate issued by the Arizona Department of Health Services and/or NREMT, current CPR completion card, (AHA Health Care Provider level or equivalent), selection committee approval.

Corequisite: EMS 240 and EMS 241 and EMS 242 and EMS 243

Thirty-six lab.

COURSE DESCRIPTIONS

EMS254. Paramedic (18).

Roles and responsibilities of the cardiac emergency care provider. Emphasis on human anatomy and physiology, pharmacology, dysrhythmia interpretation and treatment, and pathophysiology related to the management of cardiovascular emergencies. Current and advanced prehospital techniques, advanced patient assessment techniques and IV insertion. Practical application of knowledge and skills in the field and in the special hospital unit. Prerequisite: Current IEMT certificate issued by the Arizona Department of Health Services, and selection committee approval.

Twelve lecture; Eighteen lab.

EMS255. Paramedic Refresher (3).

Review of advanced skills applied by certified emergency paramedics. Study of the anatomy, physiology, pathophysiology, and management of medical, obstetrical, pediatric emergencies, neurological injuries and specific chronic diseases related to the central nervous system, behavioral emergencies, respiratory emergencies, and shock.

Prerequisite: Student must be currently certified emergency paramedic. Current Advanced Cardiac Life Support; also Base Hospital Review and vehicular experience as required by agency.

Three lecture.

EMS296. Internship: Emergency Medical Services (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

EMS299. Independent Study Emergency Medical Services (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ English (ENG)

ENG021. Vocabulary Development Module (1).

Self-paced instruction in enlarging vocabulary with emphasis on understanding the origin and evolution of words. Designed for students pursuing a degree or certificate program.

Three lab.

ENG022. Spelling Improvement Module (1).

Self-paced instruction in overcoming spelling difficulties. Designed for students pursuing a degree or certificate program.

Three lab.

ENG023. Basic Sentence Structure and Grammar Module (1).

Self-paced instruction in understanding and formulating sentences. Designed for students pursuing a degree or certificate program.

Three lab.

ENG026. Punctuation Skills Module (1).

Self-paced instruction in the rationale of punctuating. Designed for students pursuing a degree or certificate program.

Three lab.

ENG029. Basic Reading Improvement (3).

Basic reading skills with emphasis on building vocabulary, using word identification strategies, increasing reading rate, and improving comprehension of meaning.

Three lecture.

ENG030. Intermediate Reading Improvement (3).

Evaluation, extension, and mastery of intermediate reading skills with primary emphasis on developing vocabulary, reading efficiently, recognizing organizational patterns, identifying main ideas and details, and using critical reading strategies.

Three lecture.

ENG032. English for Speakers of Other Languages: Beginning English I, II, and III (3).

Development of the fundamentals of speaking, writing, listening, and reading of English for speakers of other languages at the novice low/novice mid level. Introduction to the culture of the English-speaking world.

Three lecture.

ENG032A. English for Speakers of Other Languages: Beginning English I (1).

Introduction to the fundamentals of speaking, writing, listening, and reading of English for speakers of other languages.

COURSE DESCRIPTIONS

Introduction to the culture of the English-speaking world.

One lecture.

ENG032B. English for Speakers of Other Languages: Beginning English II (1).

Development of the fundamentals of speaking, writing, listening, and reading of English for speakers of other languages at the novice low level. Introduction to the culture of the English-speaking world.

Prerequisite: ENG 032A.

One lecture.

ENG032C. English for Speakers of Other Languages: Beginning English III (1).

Development of the fundamentals of speaking, writing, listening, and reading of English for speakers of other languages at the novice low/novice mid level. Introduction to the culture of the English-speaking world.

Prerequisite: ENG 032B.

One lecture.

ENG035. English as a Second Language: Conversational English and American Culture (1).

Introduction to English pronunciation, grammar and usage. Emphasis on basic conversational skill and understanding American culture. Field trips required.

One lecture.

ENG042. English for Speakers of Other Languages: Intermediate English I, II, and III (3).

Development of speaking, writing, listening, and reading proficiency in English at the novice mid/novice high level. Culture of the English-speaking world.

Prerequisite: ENG 032 or ENG 032C

Three lecture.

ENG042A. English for Speakers of Other Languages: Intermediate English I (1).

Development of speaking, writing, listening, and reading proficiency in English at the novice mid level. Culture of the English-speaking world.

Prerequisite: ENG 032 or ENG 032C

One lecture.

ENG042B. English for Speakers of Other Languages: Intermediate English II (1).

Development of speaking, writing, listening, and reading proficiency in English at the novice mid/novice high level. Culture of the English-speaking world.

Prerequisite: ENG 042A

One lecture.

ENG042C. English for Speakers of Other Languages: Intermediate English III (1).

Development of speaking, writing, listening, and reading proficiency in English at the novice high level. Culture of the English-speaking world.

Prerequisite: ENG 042B

One lecture.

ENG045. English for Speakers of Other Languages: Beginning Reading and Writing (2).

Introduction to basic skills in reading and writing the English language.

Two lecture.

ENG060. Basic Writing Skills (3).

Building writing skills, sentences, paragraphs, multi-paragraph writing. Prepares students for pursuing a degree or certificate program.

Prerequisite: Satisfactory score on the writing skills assessment.

Three lecture.

ENG063. Paragraph Construction Module (1).

Self-paced instruction in composing the basic expository paragraph. Designed for students pursuing a degree or certificate program.

Three lab.

ENG064. Writing Skill Building Module (1).

Simple and compound sentences, topic sentences, support sentences, paragraphs, short compositions, punctuation, invention, presentation and spelling.

One lecture.

ENG065. Advanced Writing Module (1).

Complex sentences, compositions, letters, memos, directions, instructions, punctuation, invention, presentation, and spelling.

One lecture.

ENG070. Reading Basics Module (1).

Instruction and practice in basic knowledge and skills needed for reading.

One lecture.

ENG071. Reading Skill Building Module (1).

Instruction and practice in building reading skills. Focus on using basic skills to build vocabulary and increase reading rate and comprehension.

One lecture.

COURSE DESCRIPTIONS

ENG072. Advanced Reading Module (.5).

Instruction and practice in advanced reading skills, including making inferences, predicting outcomes, and reading critically.
.5 lecture.

ENG077. College Success Skills (2).

Student behaviors and skills for success in college, including time management, goal setting, self-assessment, library use, and awareness of campus and community resources. Designed for students enrolled in their first semester of college.
Two lecture.

ENG078. Speeding Your Reading Module (.5).

Instruction and practice in increasing reading rate. Introduction of previewing, skimming, and scanning strategies. Emphasis on increasing reading rate while maintaining good comprehension. Practice in vocabulary and word recognition.
1.5 lab.

ENG079. College Study Strategies Module (.5).

Strategies to assist in efficiently reading and studying informational material. Focus on reading, preparing, and reviewing material for learning with emphasis on self-assessment. Concurrent enrollment in a course that requires substantial reading and study is recommended.
.5 lecture.

ENG082. Basic Reading Improvement (3).

Basic reading skills with emphasis on building vocabulary, using word identification strategies, increasing reading rate, and improving comprehension of meaning.
Prerequisite: Satisfactory score on the reading skills assessment.
Three lecture.

ENG083. Intermediate Reading Improvement (3).

Evaluation, extension, and mastery of intermediate reading skills with primary emphasis on developing vocabulary, reading efficiently, recognizing organizational patterns, identifying main ideas and details, and using critical reading strategies.
Prerequisite: ENG 082 or satisfactory score on the reading skills assessment.
Three lecture.

ENG100. Introductory Composition (3).

Introduction to basic writing and reading skills required for success in college, with emphasis on fluency in personal, descriptive, and process analysis prose.
Prerequisite: ENG 060 or satisfactory score on the skills assessment.
Three lecture.

ENG101. College Composition I (3).

Composing expository and argumentative essays. Emphasis on the processes of writing, reading, and critical thinking. Introduction to research and documentation.
Prerequisite: ACT English score of at least 18; or SAT verbal score of at least 420; or a satisfactory score on the English skills assessment; or a grade of "C" or better in ENG 100; or experience writing a documented, argumentative essay.
Three lecture.

ENG102. College Composition II (3).

Extensive critical reading and writing about texts, including literature. Emphasis on fluency in critical writing. Includes research skills and writing a critical, documented essay.
Prerequisite: ENG 101 or ENG 103.
Three lecture.

ENG103. College Composition I - Honors (3).

Extensive practice in composing essays. Emphasis on writing, reading, and critical thinking. Expanded ENG 101 content. Introduction to library skills.
Prerequisite: ACT English score of 27 or higher; or SAT verbal score of 640 or higher; or satisfactory score on the English skills assessment; experience writing a documented, argumentative essay.
Three lecture.

ENG104. College Composition II - Honors (3).

Extensive practice on critical reading and writing about literature. Emphasis on fluency in critical writing. Expanded ENG 102 content. Library skills and writing a critical documented essay.
Prerequisite: ENG 103.
Three lecture.

ENG118. Living Through Literature (2).

Literature and film as a means to self examination and personal growth. Emphasis on the use of literature and film to analyze personal experience and to develop values.
Two lecture.

ENG136. Technical Writing (3).

Practical writing for the world of work, from business correspondence to technical reports.
Prerequisite: ENG 100 or ENG 135 or minimum COMPASS writing score of 80.
Three lecture.

COURSE DESCRIPTIONS

ENG140. Academic Reading and Critical Thinking (3).

Strategies for reading, studying, and thinking critically about informational texts. Focus on building vocabulary, improving reading rate and efficiency, and developing study strategies. Emphasis on critical reading and thinking. Preparedness recommendations: enrollment through skills assessment. Appropriate skills assessment or advice of instructor is recommended for student success in this class. Student should meet with a counselor prior to enrollment.

Prerequisite: ENG 060 and ENG 083; or ENG 100 or ENG 101 or ENG 103; or satisfactory reading and writing skills assessment test scores.

Three lecture.

ENG200. College Composition III (3).

Extensive practice in academic writing. Emphasis on research methods and documentation conventions.

Prerequisite: ENG 102 or ENG 104

Three lecture.

ENG211. Major Issues in British Literature I (3).

Exploration of major artistic, historical, cultural, philosophical, gender, and genre issues represented in selected works from Medieval, Renaissance, 17th and 18th century British literature.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ENG212. Major Issues in British Literature II (3).

Exploration of major artistic, historical, cultural, philosophical, gender, and genre issues represented in selected works of British literature from the Romantics to the present.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ENG216. Major Issues in Ancient Literature (3).

Investigation of major artistic, historical, cultural, and philosophical issues represented in selected works from Greek, Roman, and Hebrew literature.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ENG217. Major Issues in World Literature (3).

Investigation of major artistic, historical and philosophical issues in representative works of great literature.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ENG219. Major Issues in Modern Drama (3).

Investigation of important works of world drama from 1870 to the present. Approaches that include reading and production awareness. Critical analysis of cultural, social, and political issues that have shaped and been shaped by modern plays.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ENG236. Advanced Technical Writing (3).

Management-level problems in business and technical communications. Includes internal communications and public relations.

Prerequisite: ENG 136.

Three lecture.

ENG237. Women in Literature (3).

Survey of women in literature from ancient Greece to present with emphasis on images of female protagonists as portrayed by male and female authors.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ENG238. Literature of the Southwest (3).

A study, through literature, of the land and peoples of the American Southwest, with emphasis on the influence and interaction of Native American, Spanish-Mexican and Anglo cultures.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ENG239. Images of the Southwest (3).

Studies of varying individual and cultural images of the Southwest; emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Three lecture.

ENG239A. Images of the Southwest: Zane Grey (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Three lecture.

ENG239B. Images of the Southwest: John Nichols (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Three lecture.

COURSE DESCRIPTIONS

ENG239C. Images of the Southwest: Edward Abbey (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Three lecture.

ENG239D. Images of the Southwest: Mary Austin (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Three lecture.

ENG239E. Images of the Southwest: Native Americans (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Three lecture.

ENG239F. Images of the Southwest: Grand Canyon Literature (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Three lecture.

ENG239G. Images of the Southwest: Nature Writing (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Three lecture.

ENG239H. Images of the Southwest: Popular Westerns (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature and film. Each section focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Three lecture.

ENG239I. Images of the Southwest: Native American Landscapes (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Three lecture.

ENG239J. Images of the Southwest: Poetry Southwest (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Three lecture.

ENG239K. Images of the Southwest: Tony Hillerman (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Three lecture.

ENG239L. Images of the Southwest: Chicana/Chicano Literature (3).

Studies of images of the Southwest as seen through specific Chicana/Chicano authors and how living on the borderlands both geographically and socially has been experienced by individuals and the culture as a whole.

Three lecture.

ENG239M. Images of the Southwest: Early Journals of Exploration (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme an issue or a specific locale.

Three lecture.

ENG239N. Images of the Southwest: Cormac McCarthy (3).

Studies of varying individual and cultural images of the Southwest: emphasis on literature, but including other disciplines as appropriate. Each section focuses on a special topic: a writer or group of writers, a theme an issue or a specific locale.

Three lecture.

ENG240. American Literature to 1865 (3).

Exploration of major artistic, historical, philosophical, cultural and gender issues represented in selected works from the Colonial era to the Civil War.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ENG241. American Literature 1865 to Present (3).

Exploration of major artistic, historical, philosophical, cultural and gender issues represented in selected works from the Civil War to the present.

Prerequisite: ENG 101 or ENG 103.

COURSE DESCRIPTIONS

Three lecture.

ENG242. Introduction to Shakespeare (3).

An examination, through close reading, critical analysis and research, of six to eight Shakespearean plays, selected sonnets and poems as well as an investigation into the cultural and historical settings from which his work emerged.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

ENG260. Literature and Film (3).

Examination of storytelling in both literature and film. Study how prose is translated into visual images. Critical work on the language/methods of literature and film. Study of avant garde art and how it has influenced both literature and film. Brief history of literature and film.

Three lecture.

ENG262. Jesus in Literature and Film (3).

Survey of Jesus-related literature and film from early writers and filmmakers to the present. Focus on study of Jesus as a significant figure for artistic expression, including exploration of the major cultural, social, religious, political and artistic issues surrounding selected representations.

Three lecture.

ENG265. Studies in Film and Literature (3).

Focus on a different special topic or cinematic genre. Emphasis on the history and evolution of the genre as well as the critical analysis of representative films. Examination of the relationships between films and their literary counterparts.

Three lecture.

ENG296. Internship: English (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

ENG299. Independent Study English (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ **Environmental Studies (ENV)**

ENV105. Environmental Biology (4).

Introduction to ecological systems, natural resources, and applications to environmental issues. Includes population, community, and ecosystem analysis. Emphasis on field, laboratory, and writing activities.

Three lecture; Three lab.

ENV110. Environmental Geology (4).

Introduction to geologic studies and their application to environmental problems, causes and possible solutions. Includes geologic processes, geohazards, and geologic natural resources.

Three lecture; Three lab.

ENV121. Environmental Chemistry (4).

Atomic structure, the Periodic Table, chemical bonding and reactions with emphasis on environmental applications: the atmosphere and air pollution, water and water pollution, pesticides, food additives, and nuclear wastes.

Three lecture; Three lab.

ENV296. Internship: Environmental Studies (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

ENV299. Independent Study Environmental Studies (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean/Associate Dean is required.

One-six lecture.



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Yavapai College CATALOG COURSE DESCRIPTIONS

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A B C D E F G H I J L M N P R S T V W

■ Fire Science (FSC)

FSC100. Fire Service Introduction and Orientation (3)

Introduction to fire service, history and evaluation of fire department organization. Role of fire service in community. Includes departmental functions, management, techniques of firefighting, laws and ordinances and private fire protection. Essentials of firefighting including fire department operations, firefighting equipment and safety. Emphasis on the chemistry of fire, and techniques of firefighting.

Three lecture.

FSC104. Hazardous Materials First Responder-Operations (2).

Introduction to the major categories of hazardous materials. Includes detection, identification, scene management, basic training, equipment planning, strategy and tactics in the management of hazardous materials incidents. Preparation for Department of Emergency Services certificate.

Two lecture.

FSC105. Firefighter Certification Academy (10).

Essentials of firefighting including fire department operations, firefighting equipment, and safety. Emphasis on the chemistry of fire, techniques of firefighting, and utilization of equipment in fire suppression. Preparation for State Fire Marshal Fire Fighter I and II certification.

Prerequisite: FSC 104

Eight lecture; Six lab.

FSC115. Firefighter Recruit Academy (4).

Role and functions of the entry-level firefighter. Emphasis on practical aspects of fire suppression and operations.

Three lecture; Two lab.

FSC135. Fundamentals of Fire Prevention (3).

Role and functions of fire prevention. Emphasis on practical, rather than theoretical, aspects of fire prevention.

Three lecture.

FSC136. Fire Apparatus and Hydraulics (4).

Principles of care, maintenance and operation of fire apparatus and pumps. Includes pump construction, pumping and pump accessories, power development and transmission, driving, trouble shooting and producing effective fire streams. Review of basic math hydraulic laws and formulas as applied to the fire service; application of formulas and mental calculations to hydraulic problems; water supply variables and discharge requirements for pumpers.

Prerequisite: FSC 100 or FSC 105 or FSC 115 and any math course 100 level or higher.

Three lecture; Three lab.

FSC137. Hazardous Materials-First Responder Awareness (.5).

Identifies hazardous materials as well as the role of various agencies at the scene of a hazardous materials incident. Instruction in recognition and identification, safety considerations, capabilities and limitations and pre-emergency planning.

.5 lecture.

FSC150. Uniform Fire Code (3).

Essentials and principles of the Uniform Fire Code as published by the International Fire Code Institute.

Prerequisite: FSC 100 or FSC 105 or FSC 115.

Three lecture.

FSC155. Wildland Fire Suppression (3).

Introduction to wildland fire prevention, including fire behavior, suppression methods, equipment considerations, safety, and incident command.

Three lecture.

FSC198A. Workshop: Hazardous Materials First Responder (1).

Hazardous materials theory and application related to: hazmats' use as a weapon of mass destruction (WMD), hazmat protective clothing, hazmat response and mitigation, and advanced identification and reference materials. For Fire Science students who have received credit through articulation for their Hazmat First Responder Operations level certificate.

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Prerequisite: 24 Hour Hazmat Operations Certificate.
One lecture.

FSC201. Fundamentals of Hazardous Materials (4).

Fundamentals of chemicals encountered in fire service. Chemistry of flammable materials, containers used to store and transport hazardous materials, and equipment and materials used to control emergencies involving hazardous materials. Includes tactics for hazardous materials emergencies, federal and state laws, and disposal of hazardous materials.

Prerequisite: FSC 104.
Four lecture.

FSC234. Fire Investigation (3).

Methods of determining point of fire origin and fire cause and detection of incendiary fires. Includes simplified physics and chemistry necessary to analyze fire behavior.

Prerequisite: FSC 100 or FSC 105 or FSC 115.
Three lecture.

FSC235. Fire Protection Systems (3).

The required standard for water supply; protection systems; automatic sprinklers and special extinguishing systems, including analysis of various automatic signaling and detection systems.

Prerequisite: FSC 100 or FSC 105 or FSC 115.
Three lecture.

FSC236. Firefighter Occupational Safety (3).

Emphasis on awareness, training and research of equipment to develop a safety program meeting needs of the fire service to reduce injuries.

Prerequisite: FSC 100 or FSC 105 or FSC 115.
Three lecture.

FSC238. Emergency Scene Management (3).

Effective methods of managing emergency incidents including multiple alarm fires, high rise fires, brush fires, hazardous materials incidents and multi-casualty medical incidents. Includes effective interaction among numerous agencies to achieve control.

Prerequisite: FSC 100 or FSC 105 or FSC 115.
Three lecture.

FSC239. Fire Department Company Officer (3).

Supervisory methods for the fire service in fire safety, fire department organization and personnel supervision. Elements of management for the first-level Company Officer Supervisor. Includes principles of organization, communication, leadership and emergency incident management.

Prerequisite: FSC 100 or FSC 105 or FSC 115.
Three lecture.

FSC240. Management in the Fire Service (3).

Advanced administrative methods for modern fire departments and public organizations. Community planning, data analysis, legal issues, budgeting, planning, professional development and labor relations.

Prerequisite: FSC 239.
Three lecture.

FSC241. Firefighter Safety and Building Construction (3).

Instruction in safety for firefighters on the fire ground. Effects of fire and heat on various types of building construction resulting in the loss of structure. Includes signs and symptoms of structural damage.

Prerequisite: FSC 100 or FSC 105 or FSC 115.
Three lecture.

FSC242. Hazardous Materials Technician-Tactics (3).

Behavior and dangers of hazardous materials. Emphasis on commonly encountered chemicals and factors which impact a responder's decisions at the scene. Field identification of unknown chemicals.

Prerequisite: FSC 200.
Three lecture.

FSC296. Internship: Fire Science (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

FSC299. Independent Study Fire Science (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

COURSE DESCRIPTIONS

■ French (FRE)

FRE101. Beginning French I (4).

Fundamentals of speaking, writing, listening, and reading of French. Introduction to the culture of the French-speaking world.

Four lecture; One lab.

FRE102. Beginning French II (4).

Development of speaking, writing, listening, and reading proficiency in French at the novice mid/novice high level. Culture of the French-speaking world.

Prerequisite: FRE 101 or score of 70% on the recommended FRE 102 skills assessment exam.

Four lecture; One lab.

FRE131. Conversational French I (3).

Fundamentals of speaking and listening skills in French. Introduction to the culture of the French-speaking world.

Three lecture.

FRE132. Conversational French II (3).

Development of speaking and listening skills in French at the novice level. Culture of the French-speaking world.

Prerequisite: FRE 131.

Three lecture.

FRE201. Intermediate French I (4).

Development of speaking, writing, listening, and reading proficiency in French at the novice high level. Culture of the French-speaking world.

Prerequisite: FRE 102 or score of 70% on the recommended FRE 201 skills assessment exam.

Four lecture; One lab.

FRE202. Intermediate French II (4).

Development of speaking, writing, listening, and reading proficiency in French at the intermediate low level. Culture of the French-speaking world.

Prerequisite: FRE 201 or score of 70% on the recommended FRE 202 skills assessment exam.

Four lecture; One lab.

FRE231. Conversational French III (3).

Development of speaking and listening skills in French at the novice high level. Culture of the French-speaking world.

Prerequisite: FRE 132.

Three lecture.

FRE232. Conversational French IV (3).

Development of speaking and listening skills in French at the intermediate low level. Culture of the French-speaking world.

Prerequisite: FRE 231.

Three lecture.

FRE296. Internship: French (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

FRE299. Independent Study French (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.



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■ Geography (GEO)

GEO101. World Geography - West (3).

A geographical exploration of the people, places, and landscapes of North America, South America, Europe and Russia.

Three lecture.

GEO102. World Geography - East (3).

A geographical exploration of the people, places, and landscapes of Africa, Asia and Australia/Pacific Islands.

Three lecture.

GEO103. Introduction to Physical Geography (4).

A geographic introduction to the physical processes and landforms of the earth.

Three lecture; Three lab.

GEO105. Introduction to Cultural Geography (3).

An geographical exploration of the human landscape, examining aspects of culture such as language, religion, political organization and economics.

Three lecture.

GEO296. Internship: Geography (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

GEO299. Independent Study Geography (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Geology (GLG)

GLG100. Concepts in Basic Geology (2).

Fundamental principles of geology. Mineral/rock identification and context evaluation. Earth processes and tectonics. Geologic time. Field trips.

Two lecture; lab.

GLG101. Introduction to Geology I (4).

Geologic principles emphasizing the structure and composition of the earth, internal and external earth processes and plate tectonics.

Three lab.

GLG102. Introduction to Geology II (4).

Earth's origin and history, including plate tectonics and the consequent movement and distribution of lands and seas through time; basic concepts of age-dating, stratigraphy, and the study of fossils; the geologic time scale and development of life on earth.

Prerequisite: GLG 100 or GLG 101.

Three lecture; Three lab.

GLG103. Cave Geology (2).

Studies of ground water, karst, and cavern development. Field trip(s).

Prerequisite: GLG 100 or GLG 101.

One lecture; Three lab.

GLG104. Geologic Oceanography (2).

The nature and origin of seawater. Oceanic water movements, such as waves, tides and deep-ocean circulation. Processes and landforms of continental margins. Rocks and landforms of the seafloor and their generation and destruction at marine tectonic margins. Sea floor sediments. Field trip(s).

Prerequisite: GLG 100 or GLG 101.

One lecture; Three lab.

COURSE DESCRIPTIONS

GLG105. Geology of Canyon Lands (2).

Geologic investigation of the slick rock canyon country of northern Arizona and southern Utah, with emphasis on stratigraphic relationships and depositional environments. Field trip.

Prerequisite: GLG 100 or GLG 101.

One lecture; Three lab.

GLG106. Geology of Bryce and Zion (2).

Stratigraphy and landform of Bryce and Zion national parks. Study of Earth's history starting where the Grand Canyon story ends. Field trip.

Prerequisite: GLG 100 or GLG 101.

One lecture; Three lab.

GLG107. Geology of Death Valley (2).

Landform and sediments characteristic of arid regions. Geologic history and plate tectonic setting of the Death Valley area. Field trip.

Prerequisite: GLG 100 or GLG 101.

One lecture; Three lab.

GLG108. Volcanoes and Earthquakes of Northern Arizona (2).

Volcanism and seismicity of northern Arizona. One or more field trips, including Sunset Crater and the San Francisco volcanic field.

Prerequisite: GLG 100 or GLG 101.

One lecture; Three lab.

GLG109. Geology of the Prescott Region (2).

Rocks, landform, and geologic history of region around Prescott. Field trips.

Prerequisite: GLG 100 or GLG 101.

One lecture; Three lab.

GLG110. Environmental Geology (4).

Introduction to geologic studies and their application to environmental problems, causes and possible solutions. Includes geologic processes, geohazards, and geologic natural resources. Three lecture; Three lab.

GLG111. Geology of Northern Arizona (2).

Stratigraphy, volcanology, geomorphology, glacial, and structural geology applied to specific localities in northern Arizona. Field trip(s).

Prerequisite: GLG 100 or GLG 101.

One lecture; Three lab.

GLG113. Geology of Grand Canyon (2).

Geology, geography, stratigraphy, structure, history, and paleontology of the Canyon. Field trip(s).

Prerequisite: GLG 100 or GLG 101.

One lecture; Three lab.

GLG114. Evolution of the Basin and Range (2).

Geologic history of the Basin and Range physiographic province, emphasizing the relationship between current geology/geomorphology and plate tectonics. Field trip.

Prerequisite: GLG 100 or GLG 101.

One lecture; Three lab.

GLG115. Implications of Plate Tectonics (2).

Plate tectonics-oriented approach to many facets of basic geology, including seafloor spreading, continental drift, volcanism and the development of characteristic geologic structures and ore deposits.

Prerequisite: GLG 100 or GLG 101.

One lecture; Three lab.

GLG116. Geology of the Verde Valley (2).

Rocks, landforms and geologic history of the region immediately surrounding and including the Verde Valley. Field trip(s).

Prerequisite: GLG 100 or GLG 101.

One lecture; Three lab.

GLG130. Water in Arizona (2).

Surface and ground water resources of Arizona. History of development, use and misuse.

One lecture; Three lab.

GLG132. Topics in Regional Geology (2).

Basic geology, geography, and geologic formation of selected regions.

One lecture; Three lab.

GLG296. Internship: Geology (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

GLG299. Independent Study Geology (1-6).

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Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ German (GER)

GER101. Beginning German I (4).

Fundamentals of speaking, writing, listening, and reading of German. Introduction to the culture of the German-speaking world.

Four lecture; One lab.

GER102. Beginning German II (4).

Development of speaking, writing, listening, and reading proficiency in German at the novice mid/novice high level. Culture of the German-speaking world.

Prerequisite: GER 101 or score of 70% on the recommended GER 102 skills assessment exam.

Four lecture; One lab.

GER131. Conversational German I (3).

Fundamentals of speaking and listening skills in German. Introduction to the culture of the German-speaking world.

Three lecture.

GER132. Conversational German II (3).

Development of speaking and listening skills in German at the novice level. Culture of the German-speaking world.

Prerequisite: GER 131.

Three lecture.

GER201. Intermediate German I (4).

Development of speaking, writing, listening, and reading proficiency in German at the novice high level. Culture of the German-speaking world.

Prerequisite: GER 102 or score of 70% on the recommended GER 201 skills assessment exam.

Four lecture; One lab.

GER202. Intermediate German II (4).

Development of speaking, writing, listening, and reading proficiency in German at the intermediate level. Culture of the German-speaking world.

Prerequisite: GER 201 or score of 70% on the recommended GER 202 skills assessment exam.

Four lecture; One lab.

GER296. Internship: German (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

GER299. Independent Student German (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Gerontology (GRN)

GRN100. Introduction to Social Gerontology (3).

Gerontology is a multi-disciplinary field of study. Emphasis on psychology, sociology, economics, ethics, health care, legal issues related to working with older adults.

Three lecture.

GRN101. Psychology of Aging (3).

Study of the adult aging process. Focus on developmental psychology. Explore physiological, sociological and psychological issues affecting cognition, personality, and mental health in later years.

Three lecture.

GRN102. Health and Aging (3).

Designed for students working with older adults. Emphasis on normal changes of aging and preventative measures for maintaining optimal functioning. Focus on health problems, symptoms and treatments.

Three lecture.

GRN103. Economics of Aging (3).

Examine the micro and macro influences on the economics of aging. Emphasis on public and private sources of income for older adults, relationships between retirement and work, and social and public policy.

Three lecture.

GRN294. Practices in Gerontology (3).

Development of skills such as interviewing, narrative writing, the casework process, intake and assessment, intervention and termination. The values associated with practice in the helping fields will be explored.

Prerequisite: GRN 100 and GRN 102.

Three lecture.

GRN295. Practicum in Gerontology (2).

Field experience to apply gerontological theory in a practice setting. Supervision by "on site" supervisor and instructor. Prerequisite: GRN 294.

Six lab.

COURSE DESCRIPTIONS

■ Gunsmithing (GST)

GST100. Apprentice Gunsmithing (10).

Basic gunsmithing skills and skills related to the Gunsmithing trade. Shop and general firearms safety, machine tool skills, stockmaking, metal refinishing, rifle design and ballistics. Integration of computer application.

Prerequisite: Admission to the Gunsmithing program.

GST110 Machine Shop I (3).

Use and operation of hand tools, precision measuring tools, grinders, band saws, drill press, engine lathe and the vertical milling machine.

One lecture; Six lab.

GST111 Machine Shop II (3).

Principles and operation of the engine lathe, vertical milling machine, dividing head, surface grinder, tooling and accessories.

Prerequisite: GST 100 or GST 110.

One lecture; Six lab.

GST150. Journeyman Gunsmithing (10).

Intermediate study of machine tool use and firearms applications. Milling, turning, precision grinding, advanced stockmaking procedures, shotgun design, stockfitting, and sight installation.

Prerequisite: GST 100.

GST160. Basic Police Armorer (2).

Basic standards, techniques, and procedures used by the police armorer to maintain departmental sidearms. Liability issues and issues of documentation.

One lecture; Three lab.

GST191. Basic Engraving (4).

Practice in the art of engraving, primarily on steels used in the manufacturing of firearms. Operations and setups performed on a variety of projects and exercises.

One lecture; Nine lab.

GST192. Advanced Engraving (4).

Design and layout on flat and cylindrical surfaces. Emphasis on balance, selecting tools and fixtures, manipulation of the engraver's vise, and all components familiar to the trade.

Prerequisite: GST 191.

One lecture; Nine lab.

GST195. Gunsmithing Practicum (3).

Laboratory and extended shop experience for students to

develop skills in project planning, drawing and craftsmanship.

Prerequisite: Concurrent enrollment in one or more of the 100-level gunsmithing courses.

Eight lab.

GST200. Professional Gunsmithing (10).

Advanced gunsmithing techniques and applications of existing skills. Studies in precision barreling of rifles. Pistol and revolver actions and major modifications. Computer assisted drafting and machining of major firearm components.

Prerequisite: GST 150.

GST201. Handgun I (3).

Principles of handgun operation. Fitting of custom parts, and the fine tuning of pistols and revolvers. Emphasis on the construction of a 1911 type pistol.

Prerequisite: Legally able to possess firearms with a minimum age of 21 years.

Two lecture; Three lab.

GST220. Rifle Barreling (3).

Barreling of a high-powered bolt action rifle. Action preparation, contouring, threading, chambering, head spacing, crowning and modifications for reliable feeding.

Prerequisite: GST 150 or engine lather experience, legally able to possess firearms.

One lecture; Six lab.

GST250. Master Gunsmithing (10).

Mastery of Gunsmithing skills and metal skills. Capstone course to build the student portfolio. Construction of a business plan.

Prerequisite: GST 200.

GST291. Professional Firearms Engraving (4).

Individualized instruction in advanced methods and techniques employed by professional firearms engravers. Student must provide pistol or rifle to be engraved. Prerequisite: GST 192.

One lecture; Nine lab.

GST295. Advanced Gunsmithing Practicum (3).

Advanced gunsmithing laboratory and practice for students concurrently enrolled in one or more of the 200-level gunsmithing courses. Emphasis on development of a project plan, application of tooling and craftsman skills, and use of quality control standards.

Prerequisite: Enrollment in a 200-level gunsmithing course.

Eight lab.

GST296. Internship: Gunsmithing (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.



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Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

GST299. Independent Study Gunsmithing (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ **Health Care Education (HCE)**

HCE100. Fundamentals of Health Care (3).

Overview of current U.S. health care delivery systems and professions including workforce information, practices, behaviors, ethical and legal implications.

Three lecture.

HCE103. Phlebotomy (2).

Theory and practice of basic phlebotomy and specimen processing including laboratory test codes, equipment, procedures, role development and the health care team, ethics and safety, and legal issues and quality assurance.

One lecture; Three lab.

HCE110. Medical Terminology for Patient Care Staff (3).

Medical terminology used in direct patient care, with special care populations and in special services. Building and analyzing terms using word parts. Body-systems approach to terms related to structure and function, pathologies, and diagnostic procedures. Spelling and pronunciation of terms. Medical abbreviations and symbols.

Three lecture.

HCE120. Foundations of Medical Assisting I (3).

Introduction to the clinical role of the Medical Assistant in an ambulatory setting. Physiology and psychology of the body systems. Procedures and precautions for testing and clinical techniques, including principles of quality customer and patient relations.

Prerequisite: HCE 100

Three lecture.

HCE121. Foundations of Medical Assisting II (3).

Continuation of clinical role of the Medical Assistant in an ambulatory setting. Physiology and psychology of the body systems. Procedures and precautions for testing and clinical techniques, including principles of quality customer and patient relations.

Prerequisite: HCE 103 and HCE 110 and HCE 120.

Two lecture; Three lab.

HCE296. Internship: Medical Assistant (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: HCE 103 and HCE 110 and HCE 120 and HCE 121.

■ **Hebrew (HEB)**

HEB101. Beginning Hebrew I (4).

Fundamentals of speaking, writing, listening, and reading of Hebrew. Introduction to the culture.

Prerequisite: Placement into ENG 100.

Four lecture; One lab.

■ **History (HIS)**

HIS131. United States History I (3).

Survey of social, economic, political, and cultural history from pre-Contact through the Civil War. Emphasis on conflicting interpretations of historical events and evidence. Examination of the continental approach to the development of the United States. Interpretation of the diversity of the American people and their various contributions to America's shared past.

Three lecture.

HIS132. United States History II (3).

Survey of social, economic, political and cultural history from 1865 through the 1980s. Explore diversity of the American people. Examine continued development of racism, social

COURSE DESCRIPTIONS

movements of reform, industrial America and the growth of labor and its concerns. Examine American imperialism and its impact on the world.

Three lecture.

HIS135. History of Arizona (3).

Survey of Arizona history from Pre-Columbian times to the present: The Spanish, Mexican, and Anglo-American periods.

Three lecture.

HIS201. Western Civilization I (3).

Interdisciplinary approach to the formation of Western Civilization to 1400.

Prerequisite: ENG 101 or ENG 103; or ENG 135 and ENG 136.

Two lecture; Two lab.

HIS202. Western Civilization II (3).

Interdisciplinary approach to growth and development of early modern Western Civilization to 1800.

Prerequisite: ENG 101 or ENG 103, or ENG 135 and ENG 136.

Two lecture; Two lab.

HIS203. Western Civilization III (3).

Interdisciplinary approach to growth and development of modern Western Civilization from 1800 to the present.

Prerequisite: ENG 101 or ENG 103, or ENG 135 and ENG 136.

Two lecture; Two lab.

HIS230. Islamic Civilization: Traditional and Modern Middle East (3).

Traditional and contemporary social, political, economic, and gender institutions of Islamic societies. Emphasis on problems associated with modernization, colonization, and imperialism.

Three lecture.

HIS253. History of Women in the United States (3).

Roles and contributions of women in history of the United States, with emphasis on social and cultural aspects of the feminist movements in 19th and 20th centuries. How woman's roles and the family have been affected by the modernization process.

Three lecture.

HIS260. History of Native Americans in the United States (3).

Survey of social, economic, political, and cultural history of indigenous peoples of the continental United States from the fifteenth century to present. Emphasis on Native American actions and responses to contact with European-Americans. Growth and development of federal Indian policy.

Three lecture.

HIS296. Internship: History (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

HIS299. Independent Study History (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Humanities (HUM)

HUM101. Society and Technology (3).

Analyzing and evaluating the relationships among technological innovation, business practices and ethical questions. Application of critical thinking skills to assess issues, identify influencing factors, and make informed decisions.

Three lecture.

HUM205. Technology and Human Values (3).

Explores the relationship between technological development and individual and social values in the Western World from ancient times through the present. Includes technologies connected with a variety of areas, such as medicine, the military, architecture, food and agricultural production, and labor relations.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

HUM236. American Arts and Ideas II (3).

Cultural development of the United States from the Civil War to present, as reflected in its literature, arts, and history.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

HUM241. Humanities in the Western World I (3).

Study of relationships among literature, history, philosophy, visual arts, and performing arts from classical Greece through the Middle Ages.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

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HUM242. Humanities in the Western World II (3).

Study of relationships among literature, history, philosophy, visual arts, and performing arts from the Renaissance to late 20th century.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

HUM296. Internship: Humanities (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

HUM299. Independent Study Humanities (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.



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have completed the internship application process.
Three lecture.

■ Italian (ITA)

ITA101. Beginning Italian I (4).

Fundamentals of speaking, writing, listening, and reading of Italian. Introduction to the culture of the Italian-speaking world.
Four lecture; One lab.

ITA102. Beginning Italian II (4).

Development of speaking, writing, listening, and reading proficiency in Italian at the novice mid/novice high level. Culture of the Italian-speaking world.
Prerequisite: ITA 101 or score of 70% on the recommended ITA 102 skills assessment exam.
Four lecture; One lab.

ITA201. Intermediate Italian (4).

Development of speaking, writing, listening, and reading proficiency in Italian at the novice high level. Culture of the Italian-speaking world.
Prerequisite: ITA 102 or score of 70% on the recommended ITA 201 skills assessment exam.
Four lecture; One lab.

ITA202. Intermediate Italian II (4).

Development of speaking, writing, listening, and reading proficiency in Italian at the intermediate low level. Culture of the Italian-speaking world.
Prerequisite: ITA 201 or score of 70% on the recommended ITA 202 skills assessment exam.
Four lecture; One lab.

ITA296. Internship: Italian (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.
Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and

ITA299. Independent Study Italian (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.
One-six lecture.



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supervising Division Assistant Dean is required.
One-six lecture.

■ Journalism (JRN)

JRN131. Mass Media in American Society (3).

Study of mass media and impact on American society and government. Growth of the media and its role in the historical development of the United States.

Three lecture.

JRN150. Newswriting and Reporting (3).

Instruction and practice in reporting and news writing for the print media. Analysis of news writing-language, style, organization, and leads. Practice in editorial, feature, and interpretive writing. Study of legal and ethical aspects of the profession. Development of news gathering and interviewing skills.

Prerequisite: ENG 100 or ENG 103 skills assessment into ENG 101 or ENG 103.

Three lecture.

JRN250. Advanced Newswriting and Reporting (3).

Writing, organizational and research skills, especially as adapted to journalistic style. Emphasis on reading, rewriting and research, with focus on writing with accuracy, brevity and clarity.

Prerequisite: JRN 150.

Two lecture; Three lab.

JRN296. Internship: Journalism (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

JRN299. Independent Study Journalism (1-6).

Supervised special project in this field of study. Approval of



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A B C D E F G H I J L M N P R S T V W

■ Latin (LAT)

LAT101. Beginning Latin I (4).

Basic communication skills with emphasis on practical usage of speaking, listening, writing and reading abilities using elementary grammar.

Four lecture.

LAT102. Beginning Latin II (4).

Development of speaking, listening, reading and writing skills using elementary grammar.

Prerequisite: LAT 101.

Four lecture.

LAT296. Internship: Latin (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

LAT299. Independent Study Latin (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Liberal Studies Core (LSC)

LSC101A. Connections: A Sense of Place (1).

An interdisciplinary course that explores from humanist and scientific perspectives the relation of place to personal and cultural values and identity. Understanding of elements and definitions (physical and cultural) of concepts of place origin, and of the significance of being rooted in place, or of becoming placeless.

One lecture.

LSC101AA. Connections: The City in Context: The Urban Center Through and in Time (1).

An interdisciplinary course that explores role of the city in human experience. Examination of elements of the city from diverse viewpoints and informed by a variety of disciplines.

One lecture.

LSC101AC. Connections: Cinematic Variations on the Life of Jesus (1).

An interdisciplinary course designed to investigate five international directors' interpretations on the life of Jesus. The class will examine each movie and the world situation in which it was produced. Each film will be critically examined for psychological, ethical, gender, sociological, political, religious, allegorical, and historical content.

One lecture.

LSC101AD. Connections: Evolution and Creation (1).

An interdisciplinary exploration of the concept of evolution and of the issues surrounding contemporary evolutionary theory. Emphasis on the evidence for evolution and on the challenges to scientific evolutionary theory.

One lecture.

LSC101AE. Connections: Modern Southwest-The Last Sunset (1).

An interdisciplinary course exploring the contradictory images of the contemporary American Southwest. An analytic journey through the artifacts and behaviors that characterize the modern Southwest, with attention to ethical, aesthetic, sociological, environmental, multicultural and gender issues, and the tension between regional, national and global perspectives. Two-day field trip required.

One lecture.

LSC101AF. Connections: Issues in Aging (1).

An interdisciplinary exploration of issues facing the elderly populations of today and tomorrow. Special focus will be given to aging in the new millennium and to self analysis and exploration of values.

One lecture.

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LSC101AH. Connections: Issues in Globalization (1).

Interdisciplinary exploration of economic, social, cultural, and political issues linked to the process of globalization. Emphasis on changes in social institutions in the information age.

One lecture.

LSC101AI. Connections: Creative Aging - Meeting the Challenge (1).

Interdisciplinary exploration of the process of aging with a creative approach to facing current issues and changing values of the future.

One lecture.

LSC101AJ. Connections: End of Life Issues and Options (1).

An interdisciplinary course that examines issues about death and dying in relation to community resources and the current health care system. Considers legal, ethical, cultural, and spiritual issues; communication; symptom and pain management; grief and bereavement.

One lecture.

LSC101AK. Connections: Contemporary Issues in Child Care (1).

An interdisciplinary course exploring the cultural, economic, historical, political and social issues in contemporary child care programs. Emphasis on critically examining current trends and their effects upon members of society.

One lecture.

LSC101AL. Connections: Shakespeare on Film (1).

An interdisciplinary course which examines a selection of film adaptations of the plays of William Shakespeare. Focuses on the ways in which the contemporary social, aesthetic, political, and economic environments influence adaptation choices. Formal characteristics (structure, characterization, theme, theatricality, cinematic devices, etc.) of play texts and films.

One lecture.

LSC101AM. Connections: The International Experience (1).

A interdisciplinary exploration of global cultural diversity through personal and group experience, multicultural interaction and special topics.

One lecture.

LSC101AN. Connections: The Lewis and Clark Expedition (1).

Interdisciplinary approach to understanding the dramatic story of the Lewis and Clark expedition. Explore the philosophical, scientific, political, economic, ecological, and social forces that

shaped the expedition and examine its impact on the subsequent development of the West.

One lecture.

LSC101AO. Connections: Extraterrestrials in Human Thought (1).

Interdisciplinary approach, introducing concepts on extraterrestrials in science, fiction, myth, film and popular culture. Explores and investigates the question of whether we are alone in the universe from historic and contemporary perspectives.

One lecture.

LSC101B. Connections: AIDS-A Modern Plague (1).

An interdisciplinary course which explores humanistic and scientific perspectives on the etiology and consequences of AIDS. Historical and ecological understanding of venereal and epidemic disease.

One lecture.

LSC101C. Connections: Contemporary Economic Issues (1).

Study of current economic issues and their connection to the individual and society. Topics include: Control/Regulation of the U.S. Economy; Jobs; Health Care; Education and Income; Social Security; Retirement; Debt; Globalization.

One lecture.

LSC101E. Connections: Grand Canyon in Perspective (1).

An interdisciplinary course that explores from humanist and scientific perspectives the images our culture has formed of the Grand Canyon. Discussion and field study center on the Canyon to focus ways in which the Western American landscape has provoked and resisted understanding.

One lecture.

LSC101F. Connections: Ethics and the Grand Canyon Region (1).

An interdisciplinary course that explores from humanist and scientific perspectives the dynamic and value-laden interrelationship between humans and environment in general, and the Grand Canyon in particular. Interdisciplinary concepts and inductive exercises will explore diverse criteria for making ethical decisions, individual and social, regarding this natural world treasure. One or more field trips.

One lecture.

LSC101G. Connections: On Time (1).

An interdisciplinary course which examines the scientific and humanist views of temporality and its relation to personal and cultural values and beliefs. Development of temporal perceptions from an historical perspective emphasizing their effects on society and culture.

One lecture.

COURSE DESCRIPTIONS

LSC101H. Connections: Science, Fiction, and Cinema (1).

An interdisciplinary course that explores from scientific and humanist perspectives the relations of science, literature, and society. Examination of science fiction films as they reflect scientific changes and implications on environmental, historical, cultural, and ethical issues.

One lecture.

LSC101I. Connections: Environmental Crises and Opportunities (1).

An interdisciplinary course surveying major global environmental problems and concrete strategies to address them. Discussion, speakers, field trips and student projects will focus on scientific understanding, a variety of bioethical perspectives, and possible student participation in local projects which can positively impact the earth's future.

One lecture.

LSC101K. Connections: The Beat Goes On-Rock Music and American Consciousness (1).

An interdisciplinary course focusing on the impact rock music has on society from an historical perspective. Discussion, music, films and lectures on how rock music affects social change and its effects on moral, ethical, political, racial and environmental issues.

One lecture.

LSC101N. Connections: Sports and Society (1).

Interdisciplinary course exploring the value laden interrelationship between organized athletics and social consciousness. The complex mediations between sports and social structure examined from historical, humanistic, sociological, and cross cultural perspectives.

One lecture.

LSC101Q. Connections: Community Service and Leadership (1).

An interdisciplinary course surveying community service and civic responsibility within the context of leadership development. Cultural, economic and leadership factors influencing volunteerism and development of personal and professional skills through community service-learning.

One lecture.

LSC101T. Connections: The Media and Society (1).

The relationship between American Society since 1945 and the mass communication industries. Subject matter is analyzed through a variety of disciplines within the humanities and social sciences.

One lecture.

LSC201. Western Civilization I (3).

Interdisciplinary approach to the formation of Western Civilization to 1400.

Prerequisite: ENG 101 or ENG 103; or ENG 135 and ENG 136.

Three lecture.

LSC201H. Western Civilization I-Honors (3).

Interdisciplinary approach to the formation of Western Civilization to 1400.

Prerequisite: ENG 101 or ENG 103 and admission to the Yavapai College Honors Program.

Three lecture.

LSC202. Western Civilization II (3).

Interdisciplinary approach to growth and development of early modern Western Civilization to 1800.

Prerequisite: ENG 101 or ENG 103, or ENG 135 and ENG 136.

Three lecture.

LSC202H. Western Civilization II-Honors (3).

Interdisciplinary approach to growth and development of early modern Western Civilization to 1800.

Prerequisite: ENG 101 or ENG 103 and admission to the Yavapai College Honors Program.

Three lecture.

LSC203. Western Civilization III (3).

Interdisciplinary approach to growth and development of modern Western Civilization from 1800 to the present.

Prerequisite: ENG 101 or ENG 103, or ENG 135 and ENG 136.

Three lecture.

LSC203H. Western Civilization III-Honors (3).

Interdisciplinary approach to growth and development of modern Western Civilization from 1800 to the present.

Prerequisite: ENG 101 or ENG 103 and admission to the Yavapai College Honors Program.

Three lecture.

LSC205. Technology and Human Values (3).

Explores the relationship between technological development and individual and social values in the Western World from ancient times through the present. Includes technologies connected with a variety of areas, such as medicine, the military, architecture, food and agricultural production, and labor relations.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

LSC299. Independent Study Liberal Studies Core (1-6).



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Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Manufacturing Engineering Technology (MET)

MET100. Introduction to Manufacturing Technology (4).

Introduction to Manufacturing Technology including safe practices, tools, measurement devices and applied mathematics. Emphasis on problem solving, computer-aided design, blueprint reading, fabrication, assembly, and control systems. Preparedness recommendations: Two years of high school math and general computer literacy.

Two lecture; Six lab.

MET124. AutoCAD (2).

Theory and practice in application of AutoCAD computer aided design software to manufacturing and construction problems.

One lecture; Three lab.

MET130. Geometric Tolerancing (2).

Fundamentals of geometric tolerancing based on ASME Y14.5M 1994 and ASME Y14.51M 1994 standard.

Two lecture.

MET170. Machine Tool I (5).

Use and operation of drill press, band saw, engine lathe. Layout measuring instruments and basic hand tools.

Two lecture; Nine lab.

MET171. Machine Tool II (4).

Principles and operation of horizontal and vertical milling machines, specialized jigs, fixtures, basic heat treating.

Prerequisite: MET 170.

One lecture; Nine lab.

MET224. Advanced AutoCAD (3).

Advanced techniques in use of AutoCAD including construction of three-dimensional objects, symbols, dimensions, text, object translation, LISP and advanced plotter use.

Prerequisite: MET 124.

Two lecture; Three lab.

MET250. Numerical Control (3).

Principles and practice in programming and operation of computer controlled machine tools.

Prerequisite: MET 171.

Two lecture; Three lab.

MET251. Advanced Numerical Control (4).

Principles and practices of the Bridgeport Mill. Advanced software programs, SmartCam and EZ Cam will be used.

Prerequisite: MET 250.

Two lecture; Six lab.

MET296. Internship: Manufacturing Engineering Technology (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

MET299. Independent Study Industrial Technology/Manufacturing (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Mathematics (MAT)

MAT032. Math Made Easy (1).

Theory and practice in performing multiplication problems, in solving more difficult addition, subtraction, multiplication, and division problems without the use of a calculator, and in estimating the answer to an arithmetic problem of the type encountered in business and personal finance.

One lecture.

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MAT082. Fundamentals of Mathematics (3).

Review of basic arithmetic skills, introduction to geometric shapes and formulae, ratio and proportion, percents, measurement, and signed numbers.

Three lecture.

MAT092. Beginning Algebra (3).

Review of real number operations, solving linear equations, working with formulae and dimensional analysis, solving linear inequalities, graphs of linear equations, systems of linear equations and inequalities, exponents, basic operations on polynomials, and an introduction to mathematics technology. A graphing calculator is required for this course.

Prerequisite: MAT 082, or one year of high school algebra completed within the last 4 years, or a satisfactory score on the mathematics skills assessment.

Three lecture.

MAT100. Technical Mathematics (3).

Review of arithmetic skills, proportions, percentages, exponents, algebraic equations of the first degree, basic geometry, and literal equations with applications designed for the student's own field of study.

Prerequisite: MAT 082, or one year of high school algebra completed within the last 4 years, or a satisfactory score on the mathematics skills assessment.

Three lecture.

MAT122. Intermediate Algebra (3).

Simplifying polynomial, rational and radical expressions; solving quadratic, rational and radical equations; introducing functions and their representations; applying mathematics in real-world contexts; and using appropriate technology.

Prerequisite: MAT 092, or two years of high school algebra completed within the last 4 years, or a satisfactory score on the mathematics skills assessment.

Three lecture.

MAT142. Concepts in College Mathematics (3).

Survey of mathematical topics and applications. Includes statistics, probability, exponential functions, geometry, and topics from discrete math.

Prerequisite: MAT 122, or two years of high school algebra and one year of geometry completed within the last 4 years, or an ACT Math score of at least 22, or an SAT Math score of at least 530, or a satisfactory score on the mathematics skills assessment.

Three lecture.

MAT152. College Algebra (3).

Modeling of applications using linear, quadratic, exponential and logarithmic functions. Introduction to solving systems of equations using matrices.

Prerequisite: MAT 122, or two years of high school algebra and one year of geometry completed within the last 4 years, or an ACT Math score of at least 22, or an SAT Math score of at least 530, or a satisfactory score on the mathematics skills assessment.

Three lecture.

MAT156. Mathematics for Elementary Teachers I (3).

Mathematical principles and processes underlying current programs in elementary schools. Problem solving, number systems and operations thereon from an exploratory point of view.

Prerequisite: MAT 142 or MAT 152 or satisfactory score on mathematics skills assessment.

Three lecture.

MAT157. Mathematics for Elementary Teachers II (3).

Mathematical principles and processes underlying current and evolving programs of mathematics instruction in elementary schools. Geometry, measurement, statistics, probability, ratio and proportion, percents.

Prerequisite: MAT 142 or MAT 152 or satisfactory score on mathematics skills assessment.

Three lecture.

MAT167. Elementary Statistics (3).

Statistical tools and techniques used in research and general applications. Description of sample data, probability and probability distributions, point and interval estimates of population parameters, testing hypothesis, and correlation and regression.

Prerequisite: MAT 152 or satisfactory score on mathematics skills assessment.

Three lecture.

MAT172. Finite Mathematics (3).

Various analytic methods employed in business, social and life sciences with an emphasis on applications. Topics include algebra review, linear programming, matrix operations, linear systems of equations, set theory, counting, probability and statistics.

Prerequisite: MAT 152 or satisfactory score on mathematics skills assessment.

Three lecture.

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Four lecture.

MAT183. Trigonometry (2).

Trigonometric functions, radian measure, right and oblique triangle solutions, trigonometric identities and equations, and inverse trigonometric functions.

Prerequisite: MAT 152 or satisfactory score on mathematics skills assessment.

Two lecture.

MAT187. Precalculus (5).

Topics from college algebra and trigonometry essential to the study of calculus and analytic geometry. Algebraic, exponential, logarithmic, trigonometric, and inverse trigonometric functions, complex numbers, linear systems of equations and inequalities.

Prerequisite: MAT 122, or two years of high school algebra and one year of geometry completed within the last 4 years, or an ACT Math score of at least 22, or an SAT Math score of at least 530, or a satisfactory score on the mathematics skills assessment. Duplicate credit for MAT 152 and MAT 183, and MAT 187 will not be awarded.

Five lecture.

MAT212. Survey of Calculus (3).

Introduction to the theory, techniques and applications of the differential and integral calculus of elementary functions with emphasis on applications in business, life, and social sciences.

Prerequisite: MAT 152 or satisfactory score on mathematics skills assessment.

Three lecture.

MAT220. Calculus and Analytic Geometry I (5).

Introduction to calculus of single variable functions. Includes limits, the fundamental principles of differentiation and integration, techniques for finding derivatives of algebraic and trigonometric functions and applications of derivatives.

Prerequisite: MAT 187 or MAT 152 and MAT 183 or equivalent or satisfactory score on mathematics skills assessment.

Five lecture.

MAT230. Calculus and Analytic Geometry II (5).

Concepts, techniques and applications of integration, infinite series, and introduction to differential equations.

Prerequisite: MAT 220 or equivalent.

Five lecture.

MAT241. Calculus III (4).

Multivariable calculus. Includes multiple integration, partial differentiation, optimization, vector calculus, line integrals, and parametric curves.

Prerequisite: MAT 230.

MAT262. Elementary Differential Equations (3).

Introduction to ordinary differential equations. Includes first order linear equations, higher order linear equations, applications of first and second order equations, Laplace transforms, and systems of linear differential equations.

Prerequisite: MAT 241.

Three lecture.

MAT296. Internship: Math (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

MAT299. Independent Study Mathematics (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Music (MUS)

MUS100. Elements of Music (2).

Basic elements of music. Study of the staff, clefs, signatures, notes, rhythms, definitions, ear training, sight singing and dictation. Designed for those with little or no knowledge of music.

Two lecture.

MUS101. Private Music I (1).

Individual, self-paced instruction in piano, organ, voice, guitar, band or orchestra instruments. Open to all students in the college. One 30 minute lesson each week; see current schedule of charges for fee information.

One lab.

MUS102. Private Music II (1).

Individual, self-paced instruction in piano, organ, voice, guitar, band or orchestra instruments. Open to all students in the college. One 30 minute lesson each week.

Prerequisite: MUS 101.

One lab.

MUS103. Piano Class I (1).

A skill-building piano lab with an emphasis on piano playing and

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music reading.

Three lab.

MUS104. Piano Class II (1).

Designed for students with limited piano experience. Emphasis on accompaniment skills.

Prerequisite: MUS 103.

Three lab.

MUS105. Voice Class I (1).

Designed for people who wish to learn the fundamentals of singing so they may function better in choral groups and as soloists.

Three lab.

MUS106. Voice Class II (1).

Intermediate voice class designed to advance individual singing skills by study and training in singing technique, musicianship, diction, performance and in repertoire.

Prerequisite: MUS 105.

Three lab.

MUS107. Guitar Class I (1).

Beginning instruction on acoustic guitar. Chords and chord strumming, note reading, finger styles and basic music theory. Opportunities to explore classical, folk, and blues styles of playing. No guitars provided.

Two lab.

MUS108. Guitar Class II (1).

Emphasis on bar chords, note reading through the ninth position, double notes, and solos from classical, flamenco, or folk styles of playing.

Two lab.

MUS109. Guitar Class III (1).

Emphasis on repertoire, ensemble, sight reading, and performance.

Prerequisite: MUS 108.

Two lab.

MUS110. Guitar Ensemble (1).

Rehearsal and performance of selected guitar ensemble repertoire. (Repeatable 4)

Two lab.

MUS111. Symphonic Band (1).

Open to all students in the College. Attendance at all rehearsals and participation in all public performances is required. (Repeatable 4)

Three lab.

MUS112. Jazz/Rock Ensemble (1).

Study and performance of a wide range of jazz, rock, and popular music.

Prerequisite: Audition.

Three lab.

MUS113. Big Band (1).

Participation in a jazz instrumental group of stage band instrumentation.

Prerequisite: Audition and consent of instructor.

(Repeatable 4)

Three lab.

MUS117. Symphony Orchestra (1).

Open to all qualified students in the College and to members of the community. Rehearsal and public performance of standard orchestral literature.

Prerequisite: Interview of string musicians; audition of all others.

(Repeatable 4)

Three lab.

MUS129. Theory Preparation (2).

Review and the extensive drilling of the basic elements of music: reading, notation, rhythm, scales, intervals, triads, sight singing, and dictation. Preparation for enrollment in MUS 131.

Two lecture.

MUS131. Basic Integrated Theory I (4).

Basic theory of music including part writing, ear training, sight singing, dictation and keyboard harmony. Review of musical notation, intervals, triads and scales. Part writing skills for root position, first and second inversion triads; sight singing and dictation skills through scale passages including intervals of 3rds and 4ths and simple beat divisions. Required of music majors.

Prerequisite: MUS 129.

Four lecture; One lab.

MUS132. Basic Integrated Theory II (4).

Correlating part writing, ear training, sight singing, dictation and keyboard harmony. Part writing skills in phrase structure and cadences, harmony progression, harmonization techniques and use of non-harmonic tones; sight singing and dictation skills through minor scale passages, intervals of 5ths through the octave and 16th note beat divisions. Required of music majors.

Four lecture; One lab.

MUS151. Applied Music I (2).

Individual instruction in piano, organ, voice, guitar, band or orchestra instruments for music majors. One 60 minute private

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lesson each week.

One lab.

MUS152. Applied Music II (2).

Individual instruction in piano, organ, voice, guitar, band or orchestra instruments for music majors. One 60 minute private lesson each week.

Prerequisite: MUS 151.

One lab.

MUS201. Private Music III (1).

Individual, self-paced instruction in piano, organ, guitar, voice, band or orchestra instruments. Open to all students in the college. One 30 minute lesson each week.

Prerequisite: MUS 102.

One lab.

MUS202. Private Music IV (1).

Individual, self paced instruction in piano, organ, guitar, voice, band or orchestral instruments. Open to all students in the college. One 30 minute lesson each week.

Prerequisite: MUS 201.

One lab.

MUS203. Piano Class III (1).

Designed for students with some piano experience. Emphasis on advanced accompaniment skills.

Prerequisite: MUS 104.

Three lab.

MUS204. Piano Class IV (1).

Designed for students with some piano experience. Emphasis on interpretation.

Prerequisite: MUS 203.

Three lab.

MUS222. Chamber Singers (1).

Rehearsal and performance of selected choral chamber literature. Membership by audition. (Repeatable 4)

Three lab.

MUS223. Vocal Ensemble (1).

Rehearsal and performance of selected choral literature. (Repeatable 4)

Three lab.

MUS224. Master Chorale (1).

Rehearsal and performance of selected major choral works. Membership by audition. (Repeatable 4)

Three lab.

MUS225. Community Chorale (1).

Rehearsal and performance of selected choral literature. Open to members of the community. (Repeatable 4)

Three lab.

MUS226. Chamber Choir (1).

Rehearsal and performance of selected choral chamber literature. Membership by audition. (Repeatable 4)

Three lab.

MUS227. Women's Chorale (1).

Rehearsal and performance of selected choral works. Membership by audition. (Repeatable 4)

Three lab.

MUS231. Advanced Integrated Theory I (4).

Advanced theory of music correlating concepts of part writing, sight singing, ear training, dictation and keyboard harmony. Part writing skills using 7th chords, secondary dominants and altered non-harmonic tones, modulation and borrowed chords; sight singing and dictation skills through altered intervals and syncopated rhythms; keyboard skills realizing a figured bass. Required of music majors.

Prerequisite: MUS 132.

Four lecture; One lab.

MUS232. Advanced Integrated Theory II (4).

Correlating advanced concepts of part writing, sight singing, ear training, dictation and keyboard harmony. Part writing skills using augmented 6th chords, chromatic mediants and modulations to foreign keys, sight singing and dictation skills through two, three and four parts; keyboard skills realizing a figured bass. Required of music majors.

Prerequisite: MUS 231.

Four lecture; One lab.

MUS240. Music Appreciation (3).

Explores the common elements of rhythm, melody, harmony, and form as they connect with the heritage of human understanding. Examines issues of universal human concern that are reflected in all styles of music from folk to classical.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

MUS245. Music of World Cultures (3).

Explores the cultural and historical influences on the creation and development of music from a global perspective. Emphasis on aural communication skills.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

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MUS251. Applied Music III (2).

Individual instruction in piano, organ, voice, guitar, band or orchestra instruments. For music majors. One 60 minute lesson each week.

Prerequisite: MUS 152.

One lab.

MUS252. Applied Music IV (2).

Individual instruction in piano, organ, voice, guitar, band or orchestra instruments. For music majors. One 60 minute lesson each week.

Prerequisite: MUS 251.

One lab.

MUS296. Internship: Music (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility. (Repeatable 1)

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

MUS299. Independent Study Music (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.



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■ Nursing (NSG)

NSG100. Holistic Nursing (3).

Foundational concepts of holistic nursing practice. Emphasis on caring for self and others. Includes holistic healing practices, ethics, and research.

Three lecture.

NSG114. Nursing Assistant (5).

Preparation for the role of nursing assistant in a long term care facility. Basic nursing skills and emergency procedures, clients' needs and rights, communication, and ethical/legal aspects of care. Includes classroom and clinical instruction.

Prerequisite: Skin test or chest x-ray for TB or equivalent within 12 months, fingerprint ID card, CPR card for health care providers. All prerequisite documentation due the first day of class. Must be at least 16 years of.

Three lecture; Six lab.

NSG124. Intravenous Therapy and Medication Administration for LPNs (3).

Meets Arizona State Board of Nursing requirements for preparing a Licensed Practical Nurse to initiate, maintain, and discontinue intravenous therapy and administer selected medications by the IV route within the scope of LPN practice in Arizona. Includes legal aspects, complications of IV therapy, age-specific modifications, and nursing implications for administration of selected IV fluids and medications.

Prerequisite: Active license as Licensed Practical Nurse, NSG 132.

Three lecture.

NSG130. Basic Nutrition for Nurses (1).

Introduction to the basic concepts of nutrition. Includes a healthy balanced diet, factors that influence nutrition, and diet therapy.

One lecture.

NSG131. Foundations in Nursing I (8).

Introduction to concepts of nursing roles, holistic approach to care, critical thinking and nursing process, pharmacology, nursing skill development, effective communication techniques, learning/teaching and legal, ethical, spiritual, and diversity/culture concepts. Physiological and psychological needs in health and illness including loss, grief and dying, and peri-operative care. Clinical experiences focus on holistic assessment and other selected skills in well defined practice settings.

Prerequisite: C.N.A. or NSG 114 or equivalent, high school chemistry within 2 years or college chemistry within 10 years, ENG 101 or ENG 103, MAT 152 or MAT 142; Department of Public Safety (DPS) fingerprint clearance card. Admission to nursing program.

Corequisite: BIO 201, PSY 101 and NSG 130 or NTR 135.

Five lecture; Nine lab.

NSG132. Concepts in Nursing II (9).

Concepts of nursing care for clients with commonly occurring health care concerns: oncology overview, alterations in oxygenation and perfusion, endocrine, musculoskeletal, and gastrointestinal function. Introduction to management concepts. Nursing skill development including introduction to intravenous therapies. Uses nursing process format and integrates learning/teaching, psychosocial, spiritual, diversity/culture, nutritional, pharmacological, legal and ethical aspects. Clinical practice occurs in well defined practice settings.

Prerequisite: NSG 131.

Corequisite: BIO 201, PSY 245.

Five lecture; Twelve lab.

NSG133. Practical Nurse Completion Course (2).

Scope of practice issues for the Practical Nurse, including care of individuals and families experiencing selected developmental, psychosocial adaptation, and acute health-illness problems. Includes some Practical Nurse level concepts of management and supervision.

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Prerequisite: NSG 132.

Two lecture.

NSG210. Pharmacology and Nursing Practice (3).

Overview of pharmacological concepts and their relationship to nursing practice. Survey of selected drug classifications including drug actions, effects in maintaining or restoring homeostasis, and application of critical thinking, including the nursing process, in the administration of medication and client teaching. Basic knowledge of chemistry, physiology and nursing recommended.

Prerequisite: BIO 201 and 202; or LPN or RN.

Three lecture.

NSG231. Concepts in Nursing III (7).

Concepts of nursing care for clients with commonly occurring health care concerns with an emphasis on the developmental periods of infancy through adolescence. Advanced intravenous therapy. Uses nursing process format and integrates learning/teaching, psychosocial, diversity/cultural, spiritual, nutritional, pharmacological, legal, and ethical aspects. Clinical practicum includes management experience in well defined practice settings.

Prerequisite: NSG 132.

Corequisite: BIO 205, NSG 233 OR NSG 234, 200 level approved Humanities Area Studies OR LSC 201, 202, 203, 205, or 251.

Three lecture; Twelve lab.

NSG232. Concepts in Nursing IV (5).

Concepts of nursing care for clients with commonly occurring health care concerns: Alterations in genitourinary and neurological functioning, organ transplantation, and multisystem problems including shock and burns. Includes concepts of critical care and emergency/disaster nursing. Uses nursing process format and integrates learning/teaching, psychosocial, diversity/cultural, spiritual, nutritional, pharmacological, management, legal, and ethical aspects. Clinical practicum includes preceptorship experience in well defined practice settings.

Prerequisite: NSG 231 and NSG 233.

Corequisite: NSG 234, NSG 235

Two lecture; Nine lab.

NSG233. Perinatal and Women's Health Nursing (2).

Concepts of nursing care for the preconception, perinatal and postpartum family and neonate. Includes sexually transmitted diseases and women's health issues.

Prerequisite: NSG 132.

Two lecture.

NSG234. Psychiatric/Mental Health Nursing (3).

Concepts of nursing care for clients throughout the life span

with maladaptive psychosocial and physiological responses related to mental disorders. Uses nursing process format and integrates complex communication techniques, learning/teaching, psychosocial, diversity/cultural, spiritual, nutritional, pharmacological, legal and ethical aspects. Clinical practicum occurs in well-defined settings.

Prerequisite: NSG 132.

Two lecture; Three lab.

NSG235. Nursing Management and Leadership (2).

Healthcare and professional organizations. Political process in healthcare. Collaboration with others on the healthcare team. Leadership and management skills. Preparation for licensure and employment.

Prerequisite: NSG 231.

Corequisite: NSG 232.

Two lecture.

NSG290. NCLEX-RN Review Course (2).

Intensive review of coursework included in the Associate of Applied Science in Nursing degree and overview of essential NCLEX-RN licensing exam information. Prepares the graduate of a nursing program to pass the NCLEX-RN exam.

Two lecture.

NSG299. Independent Study Nursing (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Nutrition (NTR)

NTR135. Human Nutrition (3).

Principles of human nutrition including nutrient sources and physiological needs throughout the life cycle. Emphasis on role of nutrition in health and disease.

Three lecture.

NTR296. Internship: Human Nutrition (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

NTR299. Independent Study Human Nutrition (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.



2007/08

Yavapai College CATALOG

COURSE DESCRIPTIONS

Yavapai
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A B C D E F G H I J L M N P R S T V W

■ Paralegal (LAW)

LAW100. Introduction to Paralegal Studies (3).

Introduction to role of the paralegal in the legal system, including the federal and state court systems, ethics, regulation and professional responsibility, legal analysis, research and basic legal concepts. Includes professional development and job search strategies.

Three lecture.

LAW101. Legal Ethics and Professional Responsibility (1).

State and national ethical codes and rules of professional responsibility, ethical dilemmas and methods for researching answers, professionalism, and the unauthorized practice of law.

Prerequisite: ENG 101 or ENG 103; LAW 100.

One lecture.

LAW104. Wills, Trusts and Probate (3).

Critical issues, roles, and legal requirements in estate administration and pleadings.

Prerequisite: ENG 101 or ENG 103; LAW 100 or consent of program coordinator.

Three lecture.

LAW105. Legal Computer Applications (2).

Introduction to computer software and software applications used in a law office and the business community. Includes computer research tools, e-mail, application of general office management software to the legal environment, ethical considerations, and law office practice concepts.

Prerequisite: ENG 101 or ENG 103; LAW 100 and CSA 130 or CSA 140.

Two lecture.

LAW106. Advanced Legal Computer Applications (2).

Advanced application of computer software used in the law office and the business community. Includes time and billing, calendaring and docket control, case management, document management, litigation support, computer research tools, and ethical considerations.

Prerequisite: LAW 105.

Two lecture.

LAW201. Criminal Law and Procedure (2).

Fundamentals of criminal law and examination of the criminal court system, criminal investigation and prosecution, rules of evidence, and trial preparation and procedures.

Prerequisite: ENG 101 or ENG 103; LAW 100.

Two lecture.

LAW203. Family Law (3).

Legal aspects of domestic matters and family relationships. Emphasis on dissolution of marriage, community property, child custody, child support and support calculations, adoptions, guardianships, state involvement in family and parent-child relationships, and statutes relating to families and family relationships.

Prerequisite: ENG 101 or ENG 103; LAW 100.

Three lecture.

LAW206. Business Organizations (2).

Legal requirements of corporations, partnerships, LLCs, and sole proprietorships.

Prerequisite: ENG 101 or ENG 103; LAW 100.

Two lecture.

LAW207. Introduction to Legal Nurse Practice and Ethics (3).

A survey of legal nurse practice and a study of the most important ethical issues facing the medical and legal professions as defined by organizations such as the American Bar Association, the American Medical Association, the American Nurses Association and the American Association of Legal Nurse Consultants. Application of ethical principles to case studies. Analysis of issues including informed consent, euthanasia, assisted suicide, and standards of care. An overview of the legal nurse profession, issues, marketing strategies, and the role of the legal nurse in the litigation process.

Three lecture.

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LAW208. Contracts (2). General principles of the law of contracts, negotiable instruments, and sales.

Prerequisite: ENG 101 or ENG 103; LAW 100.

Two lecture.

LAW209. Administrative Law (2).

Laws and procedures relating to powers and controls of agencies which administer governmental services. Agency purposes, procedures, enabling acts, and rights of private parties.

Prerequisite: ENG 101 or ENG 103; LAW 100.

Two lecture.

LAW210. Bankruptcy Procedures (2).

Procedures for individual and business bankruptcy proceedings. Preparation of basic bankruptcy documents and review of creditor/debtor remedies under the bankruptcy laws.

Prerequisite: ENG 101 or ENG 103; LAW 100.

Two lecture.

LAW215. Legal Research and Writing I (4).

Principles and techniques for conducting legal research. Emphasis on sources of law, utilization of primary and secondary sources, and case briefing. Extensive practice in writing research memoranda and reports.

Prerequisite: ENG 101 or ENG 103; LAW 100.

Corequisite: CSA 130 or CSA 140 or equivalent competency.

Four lecture.

LAW216. Legal Research and Writing II (4).

Application of research and writing skills in preparing complex legal issues and preparing complex legal documents including summary judgment motion and appellate brief.

Prerequisite: ENG 101 or ENG 103; LAW 100, LAW 215.

Four lecture.

LAW220. Civil Tort Litigation I (3).

Principles and procedures of civil litigation. Jurisdiction and venue, parties to action, and pleadings. Introduction to drafting of documents required from inception of civil action through the pleading stage, up to trial.

Prerequisite: ENG 101 or ENG 103; CSA 130 or equivalent competency; LAW 100.

Two lecture; Three lab.

LAW221. Civil Tort Litigation II (3).

Study of the civil litigation process. Includes trial preparation, trial, evidence, and appeal.

Prerequisite: ENG 101 or ENG 103; LAW 100, LAW 220.

Two lecture; Three lab.

LAW295. Special Legal Topics (2).

Introduction to a special legal topic and the role of the paralegal in the critical issues and requirements of the legal specialty area. The legal topic will change each semester.

Prerequisite: ENG 101 or ENG 103; LAW 100.

Two lecture.

LAW298. Legal Assisting Internship/Special Project (3).

Work experience in an approved employment setting or supervised advanced project. The program coordinator or supervising faculty member, together with the student, will establish the internship experience or special project.

Prerequisite: Completion of all coursework required through the third semester of the program and approval of program coordinator.

One lecture; Six lab.

LAW299. Independent Study Paralegal Studies (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Philosophy (PHI)

PHI101. Introduction to Philosophy (3).

Introduction to major philosophical concerns in the history of Western thought, including ethics, social philosophy, logic, epistemology, and philosophy of religion.

Three lecture.

PHI103. Introduction to Logic (3).

Examination of connotative and denotative meaning and of the nature, structure and classification of arguments. Exercises in deductive techniques. Knowledge of informal and formal fallacies, validity, deductive and inductive inferences, syllogisms, scientific methodology (reasoning in the physical and social sciences).

Prerequisite: ENG 101 or ENG 103.

Three lecture.

PHI111. Introduction to Moral and Social Philosophy (3).

Key concepts and problems in ethics and social/political philosophy. Historic and contemporary readings with application to modern concerns.

Three lecture.

PHI122. Science, Religion, and Philosophy (3).

Exploration of science, religion, and philosophy through historic and contemporary times. Examination of the goals and methods of these disciplines with special emphasis on their interactions and mutual influences. Accent on the Western traditions, with references to others as appropriate.

Three lecture.

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PHI201. Comparative Religions (3).

The world's religions from East and West, both old and new. Focus on differing religious/philosophical conceptual frameworks. Nonliterate and primal religions, Hinduism, Buddhism, Confucianism, Taoism, Japanese religions, Judaism, Christianity, Islam, Baha'i and more recent religions.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

PHI202. Introduction to Mythology (3).

Examination of religious/philosophical questions through European and Non-Western mythologies. Issues include: creation of the world, cosmology, fertility/sexuality, human nature, the problem of evil, death, nature of gods/goddesses/God, and the natural world.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

PHI204. Ethical Issues in Health Care (3).

Study of selected moral theories and principles with emphasis on application to ethical issues in health care. Integrates values exploration and moral reasoning and decision making.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

PHI210. Environmental Ethics and Philosophy (3).

Examination of key thinkers, issues, and various philosophic perspectives about the appropriate relationship of humans to the natural environment through Western history and modern times. Introduction to theoretical and practical dimensions of ecophilosophy.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

PHI240. Philosophy East and West (3).

Study of key concerns and thinkers in the history of Western and non-Western philosophy including Greece, Europe, India, China, Africa, Middle East, North and Latin America. Exploration of modern relationships between Eastern and Western traditions.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

PHI245. Introduction to Eastern Philosophy (3).

Examination of fundamental theories of Indian, Chinese, and Japanese metaphysics, epistemology, ethics, and aesthetics.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

PHI273. Introduction to Jewish Studies (3).

Dimensions and concerns of Jewish civilization historically and in contemporary times. Continuities and discontinuities, secular and religious expressions of Jewish culture, concepts, and ideals; sense of human place, purpose, communal and personal life; influence of Jewish thought on other religious and secular cultures; modern concepts and challenges.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

PHI296. Internship: Philosophy (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

PHI299. Independent Study Philosophy (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Physical Education (PHE)

PHE100A. Aikido (1).

Traditional Japanese martial art using non-violent self-defense techniques. Emphasis on relaxed movement and mind-body balance.

Two lab.

PHE100B. Karate (1).

Fundamentals of karate. Emphasis on self defense techniques and fitness and wellness. Includes individualized progression through degrees/belts.

Two lab.

PHE100C. Tae Kwon Do (1).

Fundamentals of Korean martial art- Tae Kwon Do.

Two lab.

PHE100D. T'ai Chi Chih (1).

Series of slowly performed movements suitable for all ages and fitness levels. Emphasis on improved balance, agility, flexibility, coordination, relaxation and stress reduction.

Two lab.

PHE100E. T'ai Chi Ch'uan (1).

T'ai Chi Ch'uan, ancient Chinese martial movement art form practiced for health, relaxation, meditation, self-cultivation and self-defense. Wu- family form consisting of 94 postures. System of rounded, fluid and balanced movements, played slowly in a

COURSE DESCRIPTIONS

continuous manner. Suitable for all fitness levels.

Two lab.

PHE100F. Hatha Yoga (1).

Hatha Yoga to increase strength, flexibility, focusing ability, balance and relaxation.

Two lab.

PHE100G. Intermediate Yoga (1).

Hatha Yoga to increase strength, flexibility, focusing ability, balance and relaxation.

Prerequisite: PHE 100F.

Two lab.

PHE100H. Judo (1).

Basic concepts of Judo as a sport, a method of self-defense, and a philosophy of self-improvement. Includes: history of Judo, terminology, basic throws and mat work.

Two lab.

PHE110A. Stretch and Flex (1).

Flexibility and stretching exercises to improve posture, increase flexibility of joints, decrease stiffness and reduce stress reactions.

Two lab.

PHE110C. Pilates, Mat Flex and Ball (1).

Group exercise activities using stability and medicine balls, flat bands, body bars, mat and floor exercises and Pilates movements. Emphasis on improving core stabilization, strengthen major muscle groups and increasing flexibility.

Two lab.

PHE110D. Aerobic Kickboxing (1).

High intensity cardio and muscular strengthening workout. Combination of martial art style Tae Kwon Do with kicking and boxing moves.

Two lab.

PHE110E. Cardio Mix (1).

Mix of different aerobic programs enhancing fitness components. Emphasis on cross training, challenging one's personal best, and exercise adherence.

Two lab.

PHE110G. Soft Aerobics: Low Impact (1).

Aerobic conditioning program using impact reduction exercises and activities. Emphasis on low intensity cardio respiratory training, muscular strength and endurance development, flexibility training, balance and functional training.

Two lab.

PHE110H. Step Aerobics (1).

Aerobic conditioning using steps. Hand held weights used for

upper body tone.

Two lab.

PHE110I. Pump Bar and Ball (1).

Physical conditioning using weighted bars, balls, mat and floor exercises. Emphasis on improving core stabilization, strengthen major muscle groups, flexibility and balance, coordination and functional strength.

Two lab.

PHE110J. Jazzercise (1).

Choreographed dance fitness program using basic aerobic movements set to music. No dance skills required. Appropriate for all fitness levels.

Two lab.

PHE110K. Indoor Cycling (1).

High intensity cardio training using interval and cross training principles. Emphasis on increasing aerobic capacity and muscular endurance.

Two lab.

PHE110L. Neuromuscular Integrative Action (NIA) (1).

NIA, cardiovascular work, blends dynamic power of Martial Arts, creative expression of Dance Arts, and inner awareness of Healing Arts. NIA's integrative body movements and play adapt to all fitness levels.

Two lab.

PHE110M. Methods and Theories of Weight Loss (2).

Psychological factors affecting weight loss. Complementing psychological factors with nutritional concepts and exercise regimen.

One lecture; Two lab.

PHE110P. Back to Basics (1).

Fitness training and health-related principles with emphasis on cardio endurance and strength training. High energy activities including bootcamp and hi/lo kickboxing.

Two lab.

PHE110Z. Fitness Workshop (.50).

Fitness Workshop. Application of fitness principles, adherence strategies and safety principles.

One lab.

PHE120A. Aqua Fit (1).

Conditioning system, works all fitness components: Cardiovascular

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endurance, muscular endurance, flexibility, body composition and muscular strength. All fitness levels, swimmers, and non-swimmers.

Two lab.

PHE120B. Water Cross Training (1).

Using water to intensify and diversify fitness training. Variable training methods developing strength and aerobic capacity. Use of water training equipment enhancing range of motion, muscular endurance/strength and aerobic capacity. For all fitness levels, swimmer, and non-swimmers.

Two lab.

PHE120C. Beginning Swim Fitness (1).

Basic principles of fitness applied to swimming activities with evaluation of progress.

Two lab.

PHE120D. Beginning Swimming (1).

Fundamentals of swimming. Emphasis on fundamental stroke techniques, personal life saving skills and water as a conditioning medium. Designed for non-swimmers.

Two lab.

PHE120F. Arthritis Foundation Aquatic Program (1)

Gentle warm water exercise program designed for people with Arthritis and related conditions.

Two lab.

PHE130A. Fitness and Machine Weight Training (1).

Introduction to cardio respiratory fitness, strength training, toning exercises and flexibility training.

Two lab.

PHE130B. Beginning Weight Training (1).

Introduction to free weight training. Emphasis on lifting technique and program building for endurance, strength, or hypertrophy.

Two lab.

PHE130C. Senior Fitness/Weight Training (1).

Senior fitness with emphasis on principles and techniques of cardio respiratory, muscular strength and endurance and flexibility training.

Two lab.

PHE130E. Sport Enhancement and Conditioning (2).

Training program targeting athletic performance. Designed for athletes.

One lecture; Two lab.

PHE130H. Weight Management (2).

Weight control through exercise and nutrition. Apply principles of nutrition, intuitive eating, cardio-respiratory training and muscular strength/endurance training.

One lecture; Two lab.

PHE140A. Beginning Volleyball (1).

Fundamentals of volleyball. Emphasis on rules, offensive and defensive techniques, tactics and transitions.

Two lab.

PHE140B. Basketball (1).

Fundamentals of basketball. Emphasis on basic rules, offensive and defensive techniques and tactics and sportsmanship.

Two lab.

PHE140C. Softball (1).

Fundamentals of softball. Emphasis on rules, offensive and defensive techniques and tactics.

Two lab.

PHE140D. Bowling (1).

Fundamentals of bowling. Emphasis on techniques, scoring, etiquette and handicapping.

Two lab.

PHE140F. Golf (1).

Fundamentals of golf. Emphasis on pre-swing preparation, stroke production and course management.

Two lab.

PHE140G. Beginning Tennis (1).

Fundamentals of tennis. Emphasis on basic stroke production, rules and tactics.

Two lab.

PHE140H. Racquetball (1).

Fundamentals of racquetball. Emphasis on stroke production, rules, game tactics and safety.

Two lab.

PHE140K. Squash (The Game) (2).

Fundamentals of squash. Emphasis on skills, tactics, shots, rules, history and exercise.

Two lab.

PHE150. Prevention of Athletic Injuries and Emergency Care (3).

Introduction to prevention of athletic injuries and conditions. Includes use of protective equipment, taping, nutrition, exercise, First Aid principles, legal implications, research and practical

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considerations.
Three lecture.

PHE151. Introduction to Exercise Science and Physical Education (3).

The disciplines and professions associated with exercise science/physical education including an overview of historical philosophical foundations.
Three lecture.

PHE152. Personal Health and Wellness (3).

Issues of personal health emphasizing current scientific information essential to wellness promotion and maintenance.
Three lecture.

PHE153. First Aid and Safety (2).

Instruction, theory and practice in first aid and safety. Preparation for standard certification by the American Red Cross.
Two lecture.

PHE153A. American Red Cross CPR (1).

Basic Cardiopulmonary Resuscitation CPR. Emphasis on skills for adult, child and infant CPR including Automatic External Defibrillator. Preparation for the American Red Cross Certification requirements.
One lecture.

PHE154. Theory of Coaching (3).

Theory and techniques of coaching competitive sports.
Three lecture.

PHE155. Sport Safety Training (2).

Principles of First Aid and Safety specific to injuries and conditions resulting from sports participation. Emphasis on recognition and basic care of common sport injuries.
Two lecture.

PHE159. Methods of Coaching (2).

Techniques, methods and procedures of coaching competitive sport, including philosophical foundations. Emphasis on adapting coaching style to various age levels, skill levels, organizations, and facilities. Course may apply toward the Arizona State Board of Education Coaching Certificate.
Two lecture.

PHE160A. Aboriginal Living Skills (2).

Step back a thousand years to the introduction to Southwestern

primitive living skills. Explore fire creation with sticks, making and using basic stone tools, building primitive shelters, using plant fibers for rope and other utilitarian utensils.
One lecture; Two lab.

PHE160B. Winter Survival Skills (2).

Winter extremes can kill the unprepared within hours. Adapt to cold weather emergencies using winter survival kits, cold weather clothing systems, fire lighting techniques, shelter building and signaling for rescue.
One lecture; Two lab.

PHE160C. Outdoor Survival Skills (2).

Each year wilderness accidents claim dozens of lives. Adapting to outdoor emergencies using modern fire lighting techniques, natural shelter construction, locating and disinfecting water and signaling for rescue.
One lecture; Two lab.

PHE161A. Hiking Fitness (1).

Hiking to develop and maintain physical fitness.
Two lab.

PHE161B. Backcountry Skills (2).

Hiking to develop and maintain physical fitness.
Four lab.

PHE161C. Backcountry Navigation and Orienteering (1).

Introduction to orienteering. Interpret different scales of maps and use of compasses and GPS
One lecture.

PHE161D. Backpacking (1).

Techniques for efficient backcountry hiking. Skills for the beginning backpacker; includes packing and travel tactics, safety and low impact camping. Must possess adequate physical abilities for backcountry travel with a backpack. Overnight trips required.
Two lab.

PHE161E. Intermediate Backpacking (2).

Application of techniques and skills for extended backpacking travel. Must possess adequate physical abilities for carrying a backpack over rough terrain.
Four lab.

PHE162A. Mountain Biking (1).

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Principles and practice of mountain biking in the local area. Emphasis on recreational and fitness components. Basic ability to ride a bicycle.

Prerequisite: Mountain bike and helmet.

Two lab.

PHE162B. Scuba Diving (1).

Fundamentals of scuba diving. Emphasis on dive theory, confined water and open water diving.

Two lab.

PHE162C. Beginning Kayaking (1).

Fundamentals of kayaking. Emphasis on safe entry and exit, paddle strokes, self and assisted rescue and rolling. Must possess adequate physical fitness level for sustained periods of immersion and strong swimming ability.

Prerequisite: swimming ability.

Two lab.

PHE200F. The Path of Yoga (3).

Introduction to Yoga philosophy, history, Ayurveda, and meditation. Asana practice to complement mind-body emphasis.

Two lecture; Two lab.

PHE200G. Ayurveda and Yoga (2).

Introduction to Ayurveda (Science of Life) and relationship to Hatha Yoga practice.

One lecture; Two lab.

PHE220E. Competitive Swimming (1).

Fundamentals of competitive swimming. Emphasis on training for competition.

Two lab.

PHE220F. Lifeguard Training (2).

Lifeguarding techniques. Meets American Red Cross standards.

One lecture; Two lab.

PHE230B. Advanced Weight Training (1).

Resistive exercises for specific muscles and muscle groups. Emphasis on program design, implementation and evaluation.

Prerequisite: PHE 107 or PHE 108.

Two lab.

PHE240A. Advanced Volleyball (1).

Advanced and fundamental skills of volleyball. Emphasis on accuracy and consistency in team tactics.

Prerequisite: PHE 140.

Two lab.

PHE/BIO250. Musculoskeletal Anatomy and Kinesiology (2).

In-depth study of the human musculoskeletal system, with emphasis on kinesiology.

Two lecture.

PHE251B. Integrated and Applied Exercise Sciences (2).

Study of Exercise Sciences and related topics as they impact exercise. Emphasis on anatomy, physiology, kinesiology, and nutrition. Designed for students preparing to become personal trainers, fitness instructors, coaches or Physical Education majors.

Two lecture.

PHE270. Intercollegiate Volleyball (1).

Instruction, practice and competition in volleyball. (Repeatable 4)

Two lab.

PHE271. Intercollegiate Soccer (1).

Instruction, practice and competition in soccer. (Repeatable 4)

Two lab.

PHE272. Intercollegiate Cross Country (1).

Instruction, training and competition in cross country running. (Repeatable 4)

Two lab.

PHE273. Intercollegiate Basketball (1).

Instruction, practice and competition in basketball. (Repeatable 4)

Two lab.

PHE274. Intercollegiate Baseball (1).

Instruction, practice and competition in baseball. (Repeatable 4)

Two lab.

PHE280F. Professional Activities - Weight Training (1).

Instruction and practice in weight training skills. Designed for the physical education major or minor.

Two lab.

PHE296. Internship: Physical Education (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

PHE299. Independent Study Physical Education (1-6).

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Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Physics (PHY)

PHY101. Introduction to Astronomy (3).

Physical structure of the Solar System. Moon motion and eclipses, Kepler's Laws. Evolution and star types. Galactic structure, and cosmological theories. Preparedness Recommendations: one year of high school algebra or passing grade in MAT 092 or satisfactory score on mathematics skills assessment.

Corequisite: PHY 102.

Three lecture.

PHY102. Introduction to Astronomy laboratory (1).

Use of telescope. Astronomical observations, experiments and investigations.

Corequisite: PHY 101.

Three lab.

PHY113. Weather and Climate (3).

Dynamics and analysis of weather conditions, development of forecasting and applied investigations of the atmosphere.

Corequisite: PHY 114 (lab).

Three lecture.

PHY114. Weather and Climate laboratory (1).

Basic and comprehensive laboratory exercises in investigative processes for North American and world climates.

Corequisite: PHY 113.

Three lab.

PHY140. The Physical World (4).

Concepts and methods of physics. Topics of current interest are used as concept examples; i.e., seat belt safety, antilock brakes, radioactivity in food. Labs include use of basic laboratory instruments.

Prerequisite: High school algebra or MAT 092 or MAT 100.

Three lecture; Three lab.

PHY141. General Physics I (4).

Topics include: time and motion studies, forces on stationary and moving objects, waves and sound, heat and energy. Designed for architecture, forestry, pre-med, pre-vet, pharmacy and education students.

Prerequisite: MAT 187, MAT 152 and MAT 183.

Three lecture; Three lab.

PHY142. General Physics II (4).

Electricity, magnetism, light, the laser, geometric optics, and atomic structure.

Prerequisite: PHY 141.

Three lecture; Three lab.

PHY150. Physics for Scientists and Engineers I (4).

Principles of mechanics. Kinematics, dynamics, systems of particles, equilibrium, fluids, gravitation, and oscillations, with calculus applications. For engineers and physics majors.

Prerequisite: MAT 220. One year of high school physics or PHY 141/142 is strongly recommended.

Three lecture; Three lab.

PHY151. Physics for Scientists and Engineers II (4).

Waves and sound, electromagnetism, circuits, electromagnetic waves, and Maxwell's equations, with calculus applications. For engineers and physics majors.

Prerequisite: MAT 230 and PHY 150.

Three lecture; Three lab.

PHY250. Physics for Scientists and Engineers III (4).

Thermodynamics, physical and geometrical optics, relativity, atomic and nuclear structure, basic concepts of quantum mechanics, with calculus applications. For engineers and physics majors.

Prerequisite: MAT 241 and PHY 151.

Three lecture; Three lab.

PHY296. Internship: Physics (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

PHY299. Independent Study Physics (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

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■ Police Certification Program (PCP)

PCP255. Intensive Police Certification (36).

Study of criminal investigations, police community relations, traffic accident investigation, introduction to administration of justice, law, legal principles, patrol procedures, vehicle operations, report and technical writing, physical conditioning, defense tactics, impact weapons, firearm proficiency and safety, first aid, fundamentals of hazardous materials, stress management and use of force. This course contains all of the Arizona Peace Officers Standards and Training curriculum required for peace officer certification.

Prerequisite: Student must be appointed by an Arizona law enforcement agency.

Thirty-two lecture; Twelve lab.

PCP256. Specialty Officer Certification (15).

Study of criminal investigations, police community relations, introduction to administration of justice, law, legal principles, patrol procedures, vehicle operations, report and technical writing, physical conditioning, defense tactics, first aid, fundamentals of hazardous materials, stress management and use of force. This course contains all of the Arizona Peace Officers Standards and Training curriculum required for specialty peace officer certification.

Prerequisite: Student must be appointed by an Arizona law enforcement agency.

Fourteen lecture; Three lab.

PCP296. Internship: Police Certification Program (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

PCP299. Independent Study Police Certification Program (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Political Science (POS)

POS110. American National Government (3).

Study of the United States Constitution and government. Emphasis on the 1760-1790 period in US history. Includes organization and function of the legislative, executive and judicial branches of government.

Three lecture.

POS221. Arizona Constitution and Government (1).

Survey of Arizona Government and Constitution designed to meet the requirements for teaching certification.

One lecture.

POS222. National Constitution and Government (2).

Examine the United States Constitution and government. Designed to meet requirements for teacher certification.

Two lecture.

POS240. Indian Law and Government (3).

Traces the evolution of traditional and modern Indian systems of law and government from colonial times to present. Modern tribal government and major problems faced by Indian governments today are studied.

Three lecture.

POS296. Internship: Political Science (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

POS299. Independent Study Political Science (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Psychology (PSY)

PSY101. Introductory Psychology (3).

Introduction to psychology through such topics as the scientific method in psychology, survey of different fields in psychology, heredity and environment, intelligence, emotions, motivation, nervous system, and learning processes.

Three lecture.

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PSY172. Introduction to Parenting (3).

Study of development and maintenance of healthy parent-child relationships. Emphasis on fostering a child's emotional maturity through positive development in areas of awareness, relating, competence and integrity.

Three lecture.

PSY175. Counseling Skills (3).

Principles and practices which underlie the effective and ethical use of the helping relationship in human services.

Three lecture.

PSY232. Psychology of Personal Growth (3).

Principles and practices of mental health and personal adjustment as they relate to personality development, growth and deterioration.

Three lecture.

PSY/ECE234. Child Growth and Development (3).

Study of the development in the child. Includes genetic, prenatal, birth and postnatal influences. Emphasis on physical, cognitive and social-emotional development and theories. Includes positive communication with children.

Three lecture.

PSY236. Psychology of Women (3).

A developmental and topical approach to the impact of gender on women's lives, personalities, abilities, relationships, sexuality, physical and mental health.

Three lecture.

PSY240. Personality Development (3).

Study of normal personality development with emphasis on the analysis of classic and contemporary theories of personality structure and dynamics.

Prerequisite: PSY 101 or PSY 232.

Three lecture.

PSY241. Substance Abuse (3).

Study of the physical, social, and psychological effects of substance abuse. The effects of substance abuse on the criminal justice system.

Three lecture.

PSY245. Human Growth and Development (3).

Study of physical, intellectual, moral, emotional, personality, and social development of the human being, beginning with conception and continuing through childhood, adolescence, adulthood, old age, and dying. Emphasis on quantitative and qualitative ways people change throughout the life span

and factors which contribute to human diversity as well as to individual uniqueness. Research methods appropriate to the study of human development are also considered.

Three lecture.

PSY250. Social Psychology (3).

The study of how our thoughts, feelings, and actions are affected by our social environment. Emphasis on prejudice, conformity, altruism, interpersonal interaction, and the influence of the media.

Prerequisite: PSY 101.

Three lecture.

PSY266. Abnormal Psychology (3).

Behavioral disorders including current terminology, theories, and research. Emphasis on the characteristics, causes and treatment of abnormal behavior.

Prerequisite: PSY 101.

Three lecture.

PSY270. Dream Interpretation (3).

Introduction to use of dream interpretation as a means to explore internal psychological processes. Examination of theories and the application of each theory as a therapeutic tool. Comprehension of the dream as a personal message that can be interpreted through understanding and application of dream symbolism.

Three lecture.

PSY277. Human Sexuality (3).

Examination of the physical, social and cultural contributions to human sexuality. Examination of the facts and myths, current literature, and changing morals regarding human sexuality.

Prerequisite: PSY 101 or SOC 101 or Consent of Instructor.

Three lecture.

PSY290. Research Methods (4).

Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research.

Prerequisite: PSY 101; PSY 167 (or equivalent) with a grade of "C" or better.

Four lecture.

PSY296. Internship: Psychology (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics,



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leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

PSY299. Independent Study Psychology (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ **Real Estate (RES)**

RES100. Rental Property Management (2).

Property management policies, leases, rental agreements, evictions, court proceedings, landlord/tenant laws, city/state taxes, security/utility deposits and furnished/unfurnished premises.

Two lecture.

RES101. Real Estate Assistant (1).

Licensed and unlicensed requirements and the knowledge necessary in the selection and functions of a qualified assistant.

One lecture.

RES102. Planning and Zoning (3).

Legal, political and economic aspects of planning and zoning as they relate to the individual and community. Emphasis on land use controls and relationship to property development, real estate and construction.

Three lecture.

RES103. Principles of Real Estate (6).

Introduction to real estate principles and the real estate industry. Includes Arizona Real Estate Code, government restrictions, contracts, financing, environmental considerations, property management, agency law, and ethics. The Arizona Department of Real Estate accepts this course as satisfying the 90 hour pre-licensing educational requirement.

Six lecture.

RES110. E-Real Estate (1).

Use of up to date technology in the real estate office. Emphasis on use of Multiple Listing Service software, E-mail, and web-based resources.

Prerequisite: Must have Real Estate License.

One lecture.

RES131. Contract Writing (.5).

Line by line review of the Arizona Department of Real Estate approved residential real estate purchase contract. Focus on contract law, accounting, contingency time frames, requirements for a valid contract, and contract management.

Prerequisite: RES 103.

.5 lecture.

RES150. Basic Real Estate Appraising (3).

Theory and practical application of the appraisal process. Forces and factors affecting value, the concept of highest and best use, how to write short form and narrative reports, and how to support and defend appraisal reports are included. Prepares students for the NAIFA Member Examination.

Three lecture.

RES152. Real Estate Finance (3).

Owner occupied real estate financing. Detailed procedures for securing FHA, VA, conventional and alternative financing. Guidelines for qualifying for loans, eligibility and regulations involved in securing home mortgages.

Three lecture.

RES160. Uniform Standards of Appraising (U.S.P.A.P.) (3).

The Uniform Standards of Professional Appraisal Practice as defined by the Appraisal Foundation and mandated by the State of Arizona for certified professional appraisers. Prepares students for the NAIFA Examination.

Prerequisite: RES 150.

Three lecture.

RES201. Real Estate Law (3).

Overview of legal requirements and the documents and forms relating to real property transactions. Real estate purchase and sale, various methods of holding title to real property, mortgages, lease agreements, liens and declarations of homestead.

Three lecture.

RES296. Internship: Real Estate (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to

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expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

RES299. Independent Study Real Estate (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Regional Studies (REG)

REG160. Topics in Southwest Ethnology: (1).

Basic culture and history of selected southwest Native American tribes.

Three lab.

REG170. Human Heritage in Southwest Geography: (1).

Introduction to human history of selected southwest regional areas. Emphasis on the concept of region. Includes brief introduction to the regional landscape and environment.

Three lab.

REG171. Natural Features in Southwest Geography: (1).

Introduction to the natural features of selected southwest regional areas. Emphasis on the concept of region. Includes adaptive history of native peoples to the regional landscape and environment.

Three lab.

REG180. Topics and Events in Southwest History: (1).

History of selected Southwest locations or specific events in Southwestern History.

Three lab.

REG190. Field Studies: (1).

Supervised field or museum experience involving preservation and/or working with community groups or government agencies concerned with education, human needs, cultural preservation or environment.

Three lab.

■ Residential Building Technology (RBT)

RBT110. Residential Building I (9).

Progressive and innovative residential building for the 21st century. Includes the use of building materials, systems, and technologies to build healthy, safe, durable, comfortable, environmentally responsive houses to dry-in.

Corequisite: RBT 111.

Three lecture; Eighteen lab.

RBT111. Residential Technology I (4).

Layout a building, rough-in utilities, and select building materials, systems and technologies using the whole systems approach.

Four lecture.

RBT112. Construction Drawings and Documents (3).

Reading and understanding of residential construction documents including architectural plans, specifications, and construction working drawings.

Three lecture.

RBT113. Residential Graphics I (4).

Fundamentals of drafting, including introduction to equipment, lettering, basic drawing concepts, light construction methods, isometrics, and structural design criteria. Emphasis on development of a working set of two-dimensional drawings for a residence.

Three lecture; Three lab.

RBT114. AutoCAD I (3).

Introduction to theory and application of computer-aided drafting for production of residential working drawings.

Two lecture; Three lab.

RBT121. Residential Building II (9).

Progressive and innovative residential building for the 21st century. Includes the use of building materials, systems, and technologies to build healthy, safe, durable, comfortable, environmentally responsive houses from dry-in to commission/certification.

Corequisite: RBT 122.

Three lecture; Eighteen lab.

RBT122. Residential Technology II (4).

Interior and exterior residential building finish processes beyond rough framing and dry-in. Emphasis on the construction process and the responsibilities of each building trade/subcontractor. Integration of current building-science principles into mainstream residential construction practices.

Four lecture.

RBT123. Estimating and Bidding (3).

Fundamental principles and practices of residential construction estimating and bidding. Includes reading working drawings and written specifications to produce material quantity take-offs, estimate labor time and costs, prepare a bid proposal, assess overhead costs and profit margins, and interpret subcontractor quotes. Emphasis on computer-assisted cost estimating and tracking.

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Three lecture.

RBT125. Residential Graphics II (4).

Advanced drafting skills and techniques to complete a set of working drawings for the design of a residential project that incorporates energy efficiency, orientation, heating, cooling and thermal performance calculations, load calculations, and presentation drawings.

Prerequisite: RBT 113.

Three lecture; Three lab.

RBT126. AutoCAD II (3).

Advanced theory and application of computer-aided drafting for production of residential working drawings. Emphasis on using AutoCAD for advanced 2-dimensional design of site, foundation, floor, framing and roof plans, elevations, building sections, and other working drawing details.

Prerequisite: RBT 114.

Two lecture; Three lab.

RBT131. International Residential Code (3).

Overview of the regulations that govern the safety of residential construction. Using the International Residential Code and the International Energy Code (2006) as the basis for understanding building safety requirements. Includes the design, construction, use, occupancy, and location of residential dwellings.

Three lecture.

RBT151. Construction Contracting and Company Management (3).

Construction business-practice techniques, skills, knowledge and conceptual tools available for running an efficient and profitable construction business. Intended for future contractors, construction foremen, job supervisors, project managers, estimators and schedulers in residential, heavy civil, high-tech, and industrial construction projects.

Three lecture.

RBT152. Project Management and Scheduling (3).

Project management to achieve consistent construction project success. Includes challenges of tight budgets, strict deadlines, limited resources, and personnel management on small to medium residential projects. Use of computer project scheduling tools to define project tasks, schedules and resource-use optimization.

Three lecture.

RBT161. Construction Business Management (3).

Fundamentals of business management for contractor-license applicants. Preparation for the state business management examination, which includes contract law, business, and math.

Three lecture.

RBT231. Solar and Renewable Energy (3).

Integration of solar and renewable energy into a “whole house

system” design. Passive solar design including how to conserve energy and utilize renewable energy sources by responding to the local climate. Incorporating active solar, wind and geothermal technologies to generate power and improve energy efficiency.

Three lecture.

RBT232. Sustainable Design/Green Building (3).

Merging sustainable design principles and green building technologies into mainstream residential construction practices. Principles and practices to reduce negative environmental impacts on local and global scales while simultaneously improving building performance, health and comfort of the occupants.

Three lecture.

RBT233. Alternative Building Materials and Design (3).

Survey of alternative designs, products, and methods of construction with an emphasis on efficient use of space, materials, and energy. Mainstream building designs, materials, systems, technologies, and methods of residential construction. Includes environmentally responsive design and building practices.

Two lecture; Three lab.

RBT241. Energy Efficient Building and Design (3).

Optimizing energy efficiency using the “systems approach” to residential building and design. Includes air leakage and building-envelope tightness, insulation, ventilation, indoor air quality, energy efficiency, and comfort.

Three lecture.

RBT242. Weatherization for New and Existing Buildings (3).

Improving the energy efficiency, health, comfort and safety of new and existing homes. Includes energy audits, diagnostics, commissioning, certification, computerized energy modeling, and weatherization strategies.

Three lecture.

RBT296. Internship: Residential Building Technology (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.



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RBT299. Independent Study Construction and Building Technology (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ **Small Business Entrepreneurship (SBE)**

SBE201. Small Business Entrepreneurship (1).

Analysis of the practical aspects of creating and maintaining a small business. Emphasis on the functions of management, leadership, and entrepreneurship, and the necessity of all three skill sets in order to achieve sustained market success.

One lecture.

SBE202. Small Business Marketing (1).

Analysis of modern marketing techniques as applied to a small business environment.

One lecture.

SBE203. Small Business Accounting Principles (1).

Interpretation of accounting statements and significance to the success or failure of business. How to read financial statements and what they mean in regard to the income statement, balance sheet, profit and loss statement, cash flow and inventory.

One lecture.

SBE204. Small Business Accounting Systems (1).

Review of manual and computer assisted accounting system options for small business management. Identify small business accounting needs and select an appropriate computer-assisted accounting software solution.

Prerequisite: SBE 203.

One lecture.

SBE205. Small Business Finance (1).

Methods to raise capital for an existing or startup entrepreneurial business.

Prerequisite: SBE 203.

One lecture.

SBE206. Small Business Advertising and Sales (1).

Explore the role of advertising and sales in small business management, and their role in the implementation of a comprehensive marketing plan.

Prerequisite: SBE 202.

One lecture.

SBE207. Internet Marketing for Small Business (1).

Entrepreneurial exploration of Internet marketing opportunities.

One lecture.

SBE208. Small Business Legal Issues (1).

Review and analysis of laws applicable to small business operations.

One lecture.

SBE209. Small Business Tax Issues (1).

What new and existing small business owners need to know about business taxes; tax return requirements; business expenses and other deductions; record keeping; employment taxes; sources of tax information; and strategies for minimizing tax liabilities.

One lecture.

SBE210. Retail Customer Service for Small Business (1).

Analysis of techniques related to success in small business retail and service management. Includes customer service, pricing, inventory control, and continuous improvement processes.

One lecture.

SBE211. Human Resources and Small Business (1).

Recruiting and employment guidelines, orientation and training.

One lecture.

SBE212. The Business Plan for Small Business (1).

How to write detailed professional business plan, reason for the plan and how the plan should be implemented.

One lecture.

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SBE230. Owning and Operating a Small Business (3).

Organization and principles of business operation; study and discussion of the problems associated with establishing a business.

Three lecture.

■ Sociology (SOC)

SOC101. Introduction to Sociology (3).

Study of human behavior from the sociological perspective. Areas of emphasis include society, culture, social structure, social institutions, and human groups.

Three lecture.

SOC125. Domestic Violence (3).

Theory and dynamics in domestic violence. Defining spouse abuse, exploring origins and impact on children and family.

Three lecture.

SOC132. Social Problems (3).

Analysis of contemporary social problems, causes, effects on us, responses and what can be done about them.

Three lecture.

SOC140. Marriage and the Family (3).

Study of family life, beginning with the processes of courtship and marriage and continuing through the functions of family and effect of relationships within the family on the development of individuals in the home and community.

Three lecture.

SOC142. Race & Ethnic Relations (3).

Contemporary racial and ethnic intergroup relations emphasizing cultural origins, developments, and problems of minority groups in the United States.

Three lecture.

SOC212. Men & Women in a Changing Society (3).

A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of sex roles and a reduction of sex-role stereotypes and the implications of these changes.

Three lecture.

SOC220. Introduction to Social Work (3).

Survey of social work as a profession and social welfare as an institution. Social work: historical development, principles, philosophy, and practices.

Three lecture.

SOC251. Cultural Diversity (3).

An interdisciplinary course exploring the dynamics of cultural diversity from psychological, sociological, and historical perspectives. Emphasis on intercultural and intracultural communication.

Three lecture.

SOC277. Human Sexuality (3).

Examination of the physical, social and cultural contributions to human sexuality. Examination of the facts and myths, current literature, and changing mores regarding human sexuality. Opportunities to understand the sexuality of males and females in contemporary society.

Prerequisite: SOC 101 or PSY 101.

Three lecture.

SOC290. Research Methods (4).

Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research.

Prerequisite: SOC 101 with a grade of "C" or better.

Four lecture.

SOC296. Internship: Sociology (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

SOC299. Independent Study Sociology (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Spanish (SPA)

SPA101. Beginning Spanish I (4).

Fundamentals of speaking, writing, listening, and reading of Spanish. Introduction to the culture of the Spanish-speaking world.

Four lecture; One lab.

SPA102. Beginning Spanish II (4).

Development of speaking, writing, listening, and reading proficiency in Spanish at the novice mid/novice high level.

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Culture of the Spanish-speaking world.

Prerequisite: SPA 101 or score of 70% on the recommended SPA 102 skills assessment exam.

Four lecture; One lab.

SPA120. Spanish for Educators (3).

Conversational Spanish for the student who needs a practical speaking and writing knowledge of common terminology used in the school setting.

Three lecture; One lab.

SPA125. Spanish for Health Professionals (2).

Conversational Spanish for the student who needs a practical speaking knowledge of common medical terms used in a variety of health care settings.

Two lecture.

SPA131. Conversational Spanish I (3).

Fundamentals of speaking and listening skills in Spanish. Introduction to the culture of the Spanish-speaking world.

Three lecture.

SPA132. Conversational Spanish II (3).

Development of speaking and listening skills in Spanish at the novice level. Culture of the Spanish-speaking world.

Prerequisite: SPA 131.

Three lecture.

SPA140. Spanish for Special Occupational Groups (1).

Basic principles of Spanish pronunciation and the use of fixed expressions specific to workplace situations.

One lecture.

SPA201. Intermediate Spanish I (4).

Development of speaking, writing, listening, and reading proficiency in Spanish at the novice high level. Culture of the Spanish-speaking world.

Prerequisite: SPA 102 or score of 70% on the recommended SPA 201 skills assessment exam.

Four lecture; One lab.

SPA202. Intermediate Spanish II (4).

Development of speaking, writing, listening, and reading proficiency in Spanish at the intermediate low level. Culture of the Spanish-speaking world.

Prerequisite: SPA 201 or score of 70% on the recommended SPA 202 skills assessment exam.

Four lecture; One lab.

SPA231. Conversational Spanish III (3).

Development of speaking and listening skills in Spanish at the novice high level. Culture of the Spanish-speaking world.

Prerequisite: SPA 132.

Three lecture.

SPA232. Conversational Spanish IV (3).

Development of speaking and listening skills in Spanish at the intermediate low level. Culture of the Spanish-speaking world.

Prerequisite: SPA 231.

Three lecture.

SPA245. Intermediate Spanish Composition and Conversation I (3).

Designed to give students a firmer command of spoken and written Spanish. Students will converse and write in Spanish about topics dealing with current political, social, cultural and economic issues in Latin America.

Prerequisite: Three semesters of Spanish.

Three lecture.

SPA246. Intermediate Spanish Composition and Conversation II (3).

Designed to give students a firmer command of spoken and written Spanish. Preparation of essays and conversations from suggested topics and discussions of current issues and events dealing with the Spanish speaking world.

Prerequisite: SPA 245.

Three lecture.

SPA296. Internship: Spanish (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

SPA299. Independent Study Spanish (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Student Success Skills (STU)

STU/AED076. Navigating College Module (.5).

Introduction to basic skills and knowledge needed for college. Focus on expectations, resources, vocabulary, and publications that are part of the college experience.

.5 lecture.

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STU101. First Year Seminar (1).

Orientation to college resources and strategies for academic success.

Prerequisite: ENG 100 or placement into ENG 101 or ENG 103.

One lecture.

STU110. Career Directions (1).

Vocational assessments and research techniques for career and college major decision making. Emphasis on identifying potential occupational directions.

One lecture.

STU111. Career and Life Planning (2).

Exploration of the career decision-making processes, including personal assessment, career exploration, and goal setting. Emphasis on developing career planning strategies. Introduction to job search techniques. Preparedness Recommendations: skills assessment into ENG 100 or higher.

Two lecture.

STU121. Resident Assistant Training (1).

Skills and issues related to the Resident Assistant position including discipline, programming, and administrative skills and responsibilities. Communication skills and crisis intervention techniques.

One lecture.

STU130. Dealing with Loss (1).

Grieving process as it relates to loss due to death, divorce/separation, sickness/injury, failure and change. Identifying and understanding symptoms of grief, developing skills in resolving and helping others resolve grief, and utilizing the grieving process as a means of recovery and transition.

One lecture.

STU131. Assertive Training (1).

Personal and interpersonal rights, overcoming blocks to acting assertively, developing and strengthening capabilities to be assertive. Expressing feelings, beliefs and opinions in a direct, appropriate manner.

One lecture.

STU132. Stress Management (1).

Stress, its effects on daily life, and coping mechanisms for reducing stress. Includes self-assessment tools and stress reduction techniques.

One lecture.

STU133. Tools for Personal Effectiveness (1).

Identification and practice of personal enhancing behaviors and self-defeating behaviors, including attitudinal and behavioral tools.

One lecture.

STU142. Essential Tools for Leadership (1).

Group goal setting, decision making, and problem solving. Supervisory skills related to delegating, motivating, and evaluating. Leadership styles and practices. Presentation skills.

One lecture.

STU143. Facilitating Teams (1).

Characteristics of effective leadership groups. Focus on facilitation and working as a team. Conflict management, mediation, and problem solving.

One lecture.

STU150. Becoming a Master Student (3).

Academic and personal skills to promote a successful college experience. Includes self-awareness, memory techniques, test-taking strategies, college resources, note taking, time management, goal setting, health topics and community service.

Three lecture.

STU296. Internship: Student Success Skills (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

STU299. Independent Study Student Success Skills (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.



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■ Theater (THR)

THR131. Acting I (3).

Introduction to performance techniques with emphasis on movement and voice skills. Incorporates creative movement, pantomime, character analysis and improvisation.

Three lecture.

THR132. Acting II (3).

Study of performance techniques with emphasis on character development and analysis. Introduction to directing and technical theater as they influence development of acting skills.

Prerequisite: THR 131.

Three lecture.

THR135. Introduction to the Theater (3).

Development of theatre in Europe and America from ancient Greece to present. Integrated approach to theatre including playwriting, architecture, acting, production and criticism, particularly in historical settings.

Three lecture.

THR150. Scene Study for Actors (3).

Theory and practice of acting is combined through the preparation and presentation of scenes from stage plays and screenplays. Scene work involving both solo and ensemble scenes is offered.

Three lecture.

THR242. American Cinema (3).

Survey of American film as an art form, an industry, and a system of representation and communication. How American films work technically, aesthetically, and culturally to reinforce and challenge

America's national self-image.

Three lecture.

THR243. Development of the Film (3).

Historical and critical survey of the development of film from its earliest beginnings to present day. Film viewed as an emerging art form, and as a medium of mass communication of data from various time periods. Class discussion, slides, and the world's great films used as learning tools.

Three lecture.

THR296. Internship: Theater (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

THR299. Independent Study Theater (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.



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■ Vocational Cooperative Education (VCE)

VCE262. Vocational Cooperative Education Work Experience (1-3).

Designed for students majoring in vocational divisions who desire a hands-on work program. One credit hour will be given for each five hours per week of remunerated supervised work experience (up to 3 credit hours per semester). One hour per week in a classroom lecture/discussion period is also required each semester. Up to 12 credit hours of related co-op work experience may be applied toward a degree with approval of the co-op coordinator and the student's department head.

■ Web Related Studies (WEB)

WEB150. Internet Sales Presentation (3).

Web site development to market and sell products or services on the Internet. Basic Web design and principles of e-commerce for creating a winning business e-commerce web site.
One lecture; Six lab.

■ Welding (WLD)

WLD110. Welding for Artists-Sculpture (2).

Application of oxyacetylene, shielded metal arc, and gas metal arc welding to metal sculpture. Emphasis on safety, welding technology, equipment use and basic welding skills.
One lecture; Three lab.

WLD112. Basic Welding I (2).

A basic course in oxyacetylene welding, including safety, welding techniques, basic metallurgy and welding gases.

One lecture; Three lab.

WLD113. Basic Welding II (2).

A basic course in electric arc welding, welding equipment, and gas-shielded arc welds.
One lecture; Three lab.

WLD130. Oxyacetylene (4).

Instruction in safety, oxyacetylene welding, flame cutting, brazing fundamentals and fuel gases. Competency mastery required. .

WLD140. Arc I (4).

Fundamentals of basic arc welding procedures, equipment and safety. .

WLD145. Arc II (4).

Instruction in advanced arc welding procedures, equipment and safety and cutting procedures.
Prerequisite: WLD 140.

WLD150. Welding for Gunsmiths (2).

Oxyacetylene welding, TIG welding, brazing and soldering. Welding limited to flat vertical portion. Metallurgy, strength of materials, welding safety and care of equipment.
One lecture; Three lab.

WLD156. Blueprint Reading (2).

Fundamentals of reading and interpreting blueprints and the welding symbols as they apply to welding trade. Competency mastery required.
One lecture; Three lab.

WLD200. Tig I (4).

Selection of electrode, gas, cups and filler rod for inert-gas-tungsten arc (Tig) welding. Techniques and practice in welding butt-joint, t-joint, lap and corner joints in various positions.
Prerequisite: WLD 140. .

WLD210. Gas Metal Arc Welding-MIG (3).

Setup and safe operation of MIG welding equipment. MIG welding of carbon steel plate, stainless steel plate and sheet metal.
Prerequisite: WLD 140.

WLD240. Welding Test and Inspection (3).

COURSE DESCRIPTIONS

Study of techniques used in industry to test welds. Emphasis on preparing and testing plates. Includes destructive and non-destructive testing of welds.

Prerequisite: WLD 145.

WLD250. Welded Metal Fabrication (4).

Metal used in manufacturing fabrication and welding techniques. Emphasis on project planning, layout and blueprint reading.

Prerequisite: WLD 130, 140, 156, and 210.

Two lecture; Six lab.

WLD255. Advanced projects in Welded Metal Fabrication (3).

Design, layout and fabrication of larger metal projects. Emphasis on structural design and welding techniques.

Prerequisite: WLD 130, WLD 140, WLD 156, and WLD 210.

WLD282. Pipe Welding I (4).

Welding of pipe in cross-country pipe lines in industry: chemical, petroleum, salt water, fresh water, fuel system, hydraulic systems, mining and others.

Prerequisite: WLD 145; WLD 200; WLD 210.

WLD296. Internship: Welding (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

WLD299. Independent Study Welding (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.

■ Women's Studies (WST)

WST211. Women in Cross-Cultural Perspective (3).

Cross-cultural study of definition, trends, and issues of women's status by examining and evaluating operative forces behind woman's role in society.

Three lecture.

WST236. Psychology of Women (3).

A developmental and topical approach to the impact of gender on women's lives, personalities, abilities, relationships, sexuality, physical and mental health.

Three lecture.

WST237. Women in Literature (3).

Survey of women in literature from ancient Greece to present with emphasis on images of female protagonists as portrayed by male and female authors.

Prerequisite: ENG 101 or ENG 103.

Three lecture.

WST296. Internship: Women's Studies (3).

Supervised field experience with businesses, corporations, government agencies, schools and community organizations to expand career interests and apply subject knowledge relevant to the workplace. Individualized internship placements to develop personal and professional skills, including professional ethics, leadership, and civic responsibility.

Prerequisite: Student must have a GPA of 2.0; have completed specific degree requirements as required by the program; and have completed the internship application process.

Three lecture.

WST299. Independent Study Women's Studies (1-6).

Supervised special project in this field of study. Approval of supervising Division Assistant Dean is required.

One-six lecture.