

yavapai college

2009-2010 CATALOG

INTRODUCTION

Areas of Study.....2

District Governing Board.....3

Yavapai College Foundation...4

College Mission.....5

Strategic Initiatives.....7



Live. Learn. Grow.

AREAS OF STUDY GUIDE

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.

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.

See: www.az.transfer.org/cas

AREA OF STUDY	AAS/ ASSOCIATE DEGREE TRANSFER*			AREA OF STUDY	AAS/ ASSOCIATE DEGREE TRANSFER*		
	CERTIFICATE	DEGREE	TRANSFER*		CERTIFICATE	DEGREE	TRANSFER*
Accounting	■	■	■	Humanities			■
Administration of Justice		■	■	Industrial Plant Technician	■	■	
Administrative Office Specialist	■			Legal Office (Clerk, Secretary)	■		
Agriculture Technology Management (Animal Care, Horticulture, Landscape Mgmt, Turfgrass)	■	■	■	Management	■	■	■
Anthropology			■	Mathematics			■
Arts/Fine Arts		■	■	Medical Assistant	■		
Astronomy			■	Medical Coding	■		
Automotive (Technician, Master Technician)	■			Medical Records Technician	■		
Automotive Management		■		Medical Transcription	■		
Biology/Zoology			■	Microsoft Certified Systems Administrator	■		
Business (Admin, Mgmt, Finance, Mktg)		■	■	Music			■
Chemistry			■	Networking Technology	■	■	
Cisco Networking Technician	■			Nursing		■	■
Communications/Speech			■	Office Administration		■	
Computer Science	■	■	■	Paralegal	■	■	■
Creative Writing	■			Paramedicine	■	■	
Digital Filmmaking	■			Pharmacy Technician	■		
Diesel Technician	■	■		Philosophy			■
Early Childhood Education	■	■	■	Phlebotomy	■		
Education/Elementary		■	■	Physical Education/Recreation/Exercise Science			■
Electrical Instrumentation Technician	■	■		Physics			■
Emergency Medical Technician	■			Police Certification/Law Enforcement	■		
Engineering			■	Political Science			■
English			■	Pre-Professional: (Pre-med, Law, Architecture, Pre-pharmacy)			■
Environmental Studies			■	Psychology			■
Equine Science	■	■		Residential Building Technology	■	■	
Fire Science	■	■		Residential Construction Management	■		
General Studies		■		Residential Design	■		
Geography			■	Retail Management	■		
Geology/Earth Science			■	Science		■	■
Gerontology	■			Small Business Entrepreneurship	■		
Graphic Design	■	■	■	Sociology/Social Work			■
Gunsmithing	■	■		Social and Human Services	■	■	■
Helicopter Pilot Entrepreneurship	■			Theatre/Dance			■
History			■	Welding	■		

*Transfer students will select an Associate of Arts, Associate of Arts in Elementary Education, Associate of Fine Arts, Associate of Science, or Associate of Business degree plan as appropriate to the area of study.

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

Dr. Patricia McCarver, Chair
Mr. Herald Harrington, Board Secretary
Dr. Dale Fitzner, Member
Mr. Charles R. Leon, Member
Mr. Raymond B. Sigafos, 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
928.776.2025
foundation@yc.edu

Yavapai College Foundation Ensuring Excellence in Education at Yavapai College

Since 1972 the Yavapai College Foundation (YCF) has been committed to excellence in education and enhancing the opportunities of Yavapai College's students, faculty and local communities. The far-reaching scope of the Foundation is evident through its diverse auxiliary organizations and projects.

Scholarships – Almost 80 endowed funds benefit hundreds of students each year, with more than \$1 million awarded to deserving undergraduates over the last decade.

FRIENDS of Yavapai College Art – Supports students and faculty in the college's Visual Arts department, facilitates construction and management of the Sculpture Garden and supports the Art Gallery and community Art a La Carte Saturday art talk series.

Roughrider Club – Assists athletes and teams by providing financial aid for travel to out-of-state events, scholarships, tournaments and special construction projects and equipment. They also support area youth through volunteer work and clinics.

Performing Arts Charitable Endowment (PACE) – Supports YC Community Events' ability to maintain affordable ticket prices and offer high caliber entertainment and bring artistic programs to county students and special needs audiences.

Greater Verde Valley Chapter – Supports campus programs in Cottonwood, Clarkdale, Camp Verde and Sedona.

Residential Building Technology Program - Residential Building Technology Program: The YCF supports this progressive green home building program with project start-up capital and a scholarship endowment funded by a percentage of the final home sale proceeds.

As Yavapai County and Yavapai College grow, the need for a strong and financially supportive Foundation has never been greater. There are many ways you can help:

- Give a gift today
- Designate a gift to a specific priority
- Name YCF in your planned gift or will
- Become a Foundation/Auxiliary member
- Volunteer
- Donate labor services

For more information, call (928) 776.2025 or visit www.yc.edu/ycf. Gifts are tax deductible.

Executive Committee

Howard Moody, President

Edward F. Berger, Ed.D., First Vice President

Richard Wright, Second Vice President

Mary Lea Adkins, Secretary

Bill Miller, Treasurer

Oren Thompson, Immediate Past President

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

Steve Walker, YCF Executive Director, Ex-Officio



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

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.

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 community.

Develop Our Human Capital

- 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.

Strategic Initiatives 2005-2010 (Continued)

Support Economic Sustainability

- Communities have the leadership and educational resources to generate and sustain economic-base jobs. This initiative is designed to assist Yavapai County communities in providing high quality, high paying jobs.

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.

Improve Technology Infrastructure

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





2009/10

Yavapai College CATALOG

STUDENT ACADEMIC INFORMATION

Yavapai
COLLEGE
Your community. Your college.

Index

A

Academic Advising [13](#)
Academic Appeal [37](#)
Academic Calendar [3](#)
Academic Honors List [35](#)
Academic Integrity [30](#)
Academic Load [33](#)
Academic Renewal [39](#)
Academic Requirements [33](#)
Academic Standards [38](#)
Activities & Clubs [24](#)
Admission and Registration
 admissions [5](#)
 incoming transfer students [8](#)
 in-state student status [6](#)
 international students [8](#)
 residency determination [5](#)
Adult Basic Education Program [23](#)
Advanced Placement [42](#)
Advising [13](#)
Assessment/Testing
 math and English skills assessment [13](#)
Assessment of Student Academic Achievement [33](#)
Athletic Programs [24](#)
Attendance
 attendance policy [9](#)
 excused absences [9](#)
 student responsibilities [9](#)
Auditing a Class [35](#)

B

Bookstore
 purchases [25](#)

C

Career Services [15](#)
Career Skills Program [45](#)
Cheating [30](#)
Class Delivery Formats [11](#)
Code of Conduct [30](#)
College English Requirement [33](#)
College Honors Program (CHP) [40](#)
College Level Examination Program (CLEP) [43](#)
College Police [28](#)
Copyright Violation [30](#)

Counseling Services [14](#)
 academic advising [14](#)
Course Repeat [35](#)
Crime Reporting [28](#)
Custom Training Solutions [46](#)

D

Disability Resources [21](#)
Discover Yavapai [14](#)
Drug Free Environment Policy [32](#)

E

Educational Talent Search [22](#)
Electronic Student Services [10](#)
Email Accounts [10](#)
Employment
 Student Employment Services [15](#)
English Requirement [33](#)
ESOL [23](#)
Experiential Learning [41](#)

F

Financial Aid [16](#)
 important dates [19](#)
Food Services [27](#)

G

General Educational Development (GED) [23](#)
Grades and Credits
 appeal [37](#)
 grade changes [36](#)
 grade point average calculation [34](#)
 grades [34](#)
 incomplete grades [35](#)
 in progress grades [36](#)
 repeating a course [35](#)
Grievance Review Process [31](#)

H

Health Center [24](#)
Holds [10](#)
Honors [35](#)
Housing
 deposit [26](#)
 refunds [27](#)
 regulations [27](#)
 reservations [25](#)

I

ID Cards [25](#)
Incomplete Grades [35](#)
International Students [8](#)
Internet Downloading [32](#)
Internships [15](#)

L

Learning Centers [21](#)
Libraries [20](#)

M

Mail Center [25](#)
Meal Plans [27](#)
Mental Health Policy [31](#)
Methods of Class Delivery [11](#)

N

Northcentral University [49](#)
Northern Arizona University [47](#)

O

Old Dominion University [50](#)
Orientation [13](#)
Osher Lifelong Learning [45](#)

P

Partnerships [47](#)
 Northcentral University [49](#)
 Northern Arizona University [47](#)
 Old Dominion University [50](#)
Payment Plan [18](#)
Photo and Videotape Policy [32](#)
Plagiarism [30](#)

R

- Reading Proficiency [12](#)
- Records [29](#)
- Refunds [9](#)
- Registration [8](#)
 - changes in registration (add, drop & withdraw) [9](#)
 - withdrawal procedures [9](#)
- Removal from Class [31](#)
- Repeating a Course [35](#)
- Residence Halls [25](#)
- Residency Determination [5](#)

S

- Safety
 - College Police [28](#)
- Satisfactory/unsatisfactory Grading
- Scholarships [18](#)
- Skills Assessment [13](#)
- Small Business Development Center (SBDC) [46](#)
- Student Activities and Clubs [24](#)
- Student Conduct [30](#)
- Student Employment Services [15](#)
- Student Grievance Review Process [31](#)
- Student Orientation, Assessment & Registration (SOAR) [13](#)
- Student Records
 - disclosure [29](#)
 - holds [10](#)
- Student Success [12](#)

T

- Tech Prep [45](#)
- Tobacco Use Policy [32](#)
- Transcripts [10](#)
- Transfer Students [8](#)
- TRIO Programs [22](#)
 - Educational Talent Search [22](#)
 - Student Support Services [22](#)
 - Veterans Upward Bound [23](#)
- Tuition
 - refunds [9](#)
 - tuition and fees [9](#)

V

- Veterans
 - education benefits [18](#)
 - Veterans Upward Bound [23](#)
- Videotape Policy [32](#)
- Visitors and Guests in Class [10](#)

W

- Western Undergraduate Exchange Program (WUE) [7](#)
- Withdrawal Procedures [9](#)



Academic Calendar

FALL 2009

Faculty/Staff Development Day August 17
 Faculty Activities August 17-21
 Fall Regular Semester Begins August 24
 Labor Day Holiday* September 7
 Faculty Development Day (No Classes) October 13
 Thanksgiving Holiday* November 25-27
 Northern Arizona Regional Training Academy
 (NARTA) Graduation December 11
 Nursing Commitment & Commencement..... December 12
 Fall Regular Semester Ends December 12

Holiday Break (Offices Closed).....December 25–January 1

SPRING 2010

Faculty/Staff Development Day January 13
 Faculty Activities January 13-19
 Martin Luther King Day Holiday* January 18
 Spring Regular Semester Begins January 20
 Faculty Development Day (No Classes) March 5
 Spring Break* March 15-21
 Spring Regular Semester Ends May 11
 Northern Arizona Regional Training Academy
 (NARTA) Graduation May 14
 Verde Valley Graduation..... May 14
 Nursing Commitment & Commencement..... May 15
 Prescott Campus Graduation May 15

Memorial Day Holiday (Offices Closed)..... May 31

*No Classes, Offices Closed

SUMMER 2010 - June 7 - July 31

Summer Semester Begins.....June 7
 Independence Day* July 5
 Summer Semester Ends..... July 31

*No Classes, Offices Closed



ACADEMIC CALENDAR

Academic Calendar

August 2009

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September 2009

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December 2009

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June 2010

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July 2010

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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
 - 2. Has obtained a high school certificate of equivalency
 - 3. Is 18 years of age or older and demonstrates evidence of potential success in the community college
 - 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 in order to maintain continuous attendance.

ADMISSIONS, REGISTRATION & RECORDS

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.

ADMISSIONS, REGISTRATION & RECORDS

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 student's 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.

ADMISSIONS, REGISTRATION & RECORDS

Changes in Registration (Add, Drop & Withdraw)

Add/Drop Procedures

Students may add and drop classes during designated periods each term. For deadlines and effects of changes, refer to the current semester class schedule for the most up-to-date information or online at www.yc.edu/registration/registration.

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.**

College Tuition, Fees and Fee Refunds

Tuition and Fees

Tuition and fees are determined annually and are approved by the College Governing Board and State Board of Directors for Community Colleges of Arizona. 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 or online at www.yc.edu/registration/tuition.

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. Refer to the current semester class schedule for the most up-to-date information or online at www.yc.edu/registraiton/tuition/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.

For the most
current
information:

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

ADMISSIONS, REGISTRATION & RECORDS

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.

Student E-Mail Accounts

Yavapai College requires enrolled students to have an e-mail address to which official College communications can be sent. In the best interest of effective communications management, this address will reside on the College maintained e-mail system. Students may elect to forward their e-mail to an address different from their official Yavapai College account, but these students assume full responsibility for reading e-mail at the forwarded location. Students are expected to check their Yavapai College e-mail account, or the account to which their Yavapai College e-mail is forwarded, at least once a week. If you have questions regarding your student e-mail account, contact the Yavapai College Help Desk at 928.776.2168 or 800.922.6787 X2168.

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. Order online: www.getmytranscript.com

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

Methods of Class Delivery

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

Methods of Class Delivery	
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.
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. 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. Consult with an academic advisor for more information.
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. 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

We want students to be successful at Yavapai College. Enrolling in courses that are appropriate to the student's level of preparation is an important step on the road to success.

The skills assessment helps students to identify strengths as well as where development is required to provide a strong foundation prior to enrolling in college-level courses. The results will guide students in the right direction to complete their educational goals without taking courses which they don't need, and/or taking courses for which they are not prepared.

The skills assessment is not an admissions test. When students meet with their academic advisor, they will also review other evidence of college readiness, such as high school transcripts, ACT or SAT scores, and copies of transcripts from other colleges/universities that the student has attended.

Reading Proficiency

All students enrolling in courses numbered 100 and above (unless otherwise exempted) must demonstrate proficiency in reading by scoring at least 70 on the COMPASS reading placement assessment, scoring at least 17 on the ACT reading assessment, or at least 400 on the SAT critical reading assessment. Students scoring below these levels will be required to complete ENG 083 before enrolling in college-level courses. It is strongly recommended that students enroll in ENG 140 if they score between 70 and 84 on the COMPASS reading placement assessment.

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

Prescott Campus
Testing Center
928.776.2106

Verde Valley Campus
Student Enrollment &
Advising Center
928.634.6563

Chino Valley Campus
928.717.7720

Career & Technical
Education Center (CTEC)
928.776.2002

Prescott Valley Campus
928.717.7885

ACADEMIC SUPPORT & STUDENT SERVICES

Math and English Skills Assessment

Students who meet any of the following criteria are required to take the English and math skills assessment prior to enrollment:

- Those who have not received a high school diploma or completed a GED
- Those pursuing a Yavapai College degree or certificate
- Those planning to transfer to a 4-year college or university
- Those intending to take English, math or a general education course for the first time
- Those applying for financial aid

Student Orientation, Assessment & Registration (SOAR)

To help new students get their college career off to a great start, Yavapai College offers 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 their class schedules
- Enroll in their college classes

These students will receive a Yavapai College student handbook and make new friends. They 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!

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

For certificate or degree information call Academic Advising:

Prescott Campus
928.776.2106

Verde Valley Campus
928.634.6563

Chino Valley Campus
928.717.7720

Career & Technical Education Center (CTEC)
928.776.2002

Prescott Valley Campus
928.717.7911

Sedona Center for Arts & Technology
928.649.4265

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

- New to Yavapai College
- Concurrently enrolled in high school
- Enrolling in any developmental course work
- Enrolling for the first time in any English, math or general education course
- Undecided majors or those changing majors
- Student athletes
- International students
- Majors in paralegal studies, gunsmithing or nursing
- Financial aid recipients
- Planning to transfer to a university
- Provisionally admitted
- On academic warning or academic probation
- 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 Sedona Center.

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.

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.

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

With Student Employment Services, student employees will gain crucial preparation for the competitive job market through career-enhancing opportunities. Student employment is the key to a student's future of work and achievement no matter where their YC education takes them.

With access into Job Finder, our web-based job listing system, students can find jobs off-campus, as well as on-campus. Special Community Service Federal Work-Study jobs off-campus give students an opportunity to earn money and valuable skills in a number of career-related environments.

To apply for on-campus jobs, students must be currently enrolled in at least six credit hours and must complete a student employment job application and other required paperwork prior to interviewing.

Student Employment Services offers one-on-one and group guidance and skill building in job seeking, resume writing, and employment interviewing.

Join us in the Spring for our annual Career and Job Fairs on the Prescott and Verde Valley Campuses.

For more information regarding Student Employment e-mail us at: studentemployment@yc.edu or visit: www.yc.edu/studentjobs, or contact the job office at 928.776.2100 (Prescott, Prescott Valley, and Chino Valley) or 928.634.6563 (Verde Valley Campus).

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 Federal 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 3,400 Yavapai College students received more than \$7 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 located in the U.S. Department of Education's "Student Guide" found in the Yavapai College 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)

Academic Competitiveness
Grant (ACG)

Federal Family Education Loan
Programs (Stafford and PLUS)

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.

The Process

- Apply for a FAFSA Pin at: www.pin.ed.gov
- Complete and submit the FAFSA (to the Department of Education). It's available online (www.fafsa.ed.gov) January 1st. 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.

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.



ACADEMIC SUPPORT & STUDENT SERVICES

For more information
on Yavapai College
Veteran Services:

Visit our website
at: [www.yc.edu/
financialaid](http://www.yc.edu/financialaid) (Veteran
Services)

Prescott: 928.717.7613

Verde Valley:
928.634.6564

Toll free: 800.922.6787

For more
information on VA
Education Benefits:

Visit the VA's website at:
www.gibill.va.gov

Search for private
scholarship
information at:

www.yc.edu/financialaid
-or-
www.fastweb.com

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 overpayment of benefits.
- **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 visit our website at www.yc.edu/financialaid.

Payment Plan

Yavapai College offers an interest-free, automated monthly payment option with Nelnet Business Solutions 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

January 15

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

February 8

- 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

March 11

- Career and Job Fair—Explore career, job and internship opportunities with over 90 employers and talk to college and university representatives

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)



Library Services

Library Services are provided for all college students, faculty and staff of Yavapai College as well as 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. Physical libraries are located on the Prescott and Verde campuses, and many library services are available online (www.yc.edu/library). Both libraries are members of the Yavapai Library Network, giving Yavapai College students access to over one million items through the 40 member libraries across the county.

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

www.yc.edu/library

Other services and resources:

- Computer access
- 30+ article databases
- Access to millions of magazine and newspaper articles online
- Individual and class support for research projects
- Study rooms for individual and group use
- Quiet study space
- Individual and group media viewing facilities
- Interlibrary 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



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/
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 to 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.



Yavapai College administers two TRIO programs (Student Support Services and Educational Talent Search) 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

For more information call 928.776.2084

Educational Talent Search

Another federally-funded TRIO program is Educational Talent Search which serves students, grades six through twelve, in four school districts in Yavapai County. The purpose of this early intervention program is to increase enrollment in post-secondary education among traditionally under-represented groups including students who will likely qualify for federal financial aid programs and whose parents have not earned a bachelor's degree. The Talent Search instructors/counselors provide comprehensive support services to students in their schools in areas such as:

- Academic counseling
- Goal-setting
- Career awareness
- Tutoring/mentoring
- Technology enrichment
- Exposure to college campuses and cultural events
- Assistance with college admissions
- Information and assistance in completing financial aid and scholarship applications

For more information call 928.717.7655



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

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 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



ACADEMIC SUPPORT & STUDENT SERVICES

Student Activities

Prescott Campus
Activities Coordinator
928.717.7679

Verde Valley Campus
Activities Coordinator
928.634.6545

Student Activities and Clubs

The Student Activities Offices provide pathways of opportunity for students to integrate recreation, civic and social experiences with their academic programs. The Student 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!

Student Leadership Council (SLC)

The purpose of the Student Leadership Council is to:

- Develop leadership philosophy/skills on an individual and group level
- Provide opportunities for Yavapai College students to voice their ideas and opinions
- Participate in College initiatives by representing Yavapai College students

Visit our website www.yc.edu/slc for detailed information on how to apply to the SLC and how to 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: 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 <http://www.goroughriders.com/>.

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

The Yavapai College OneCard is your multipurpose student ID card. Present your ID to access educational records, financial aid, or to receive Yavapai College services. Photo ID cards may be obtained at the Prescott or Verde Valley Campuses, as well as the Prescott Valley, Chino Valley and CTEC sites. The ID card is valid for the duration of a student's enrollment, so you will not need a new one each semester. If you are a new student, enroll in classes for the current semester and bring proof of registration and a current photo ID to any campus enrollment office to receive your ID. If you are a 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 OneCard Office to avoid misuse of the card. The fee for replacement cards is \$10.

Photo ID cards are required for:

- Residence Hall access, meal plan privileges or flexi-cash debit card privileges
- Checking out library materials in lieu of the Yavapai Library Network card
- Access to Health Center services on the Prescott campus

Mail Center

The Mail Center is located in Building 7, Room 101C 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. For more information: <http://www2.yc.edu/content/mailcenter/default.htm>

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 <http://www.cbamatthews.com/yavcol/>. 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: <http://www.cbamatthews.com/yavcol/>

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, cable and high speed internet services. All students who apply for housing should refer to the Student Residence Hall Handbook online for 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 immunizations for MMR and meningitis

5. Students under 18 years of age are required to complete an appeal form with the housing contract
6. Initial housing assignments are made no later than April 1st for the Fall semester and December 15th for the Spring semester, and are processed on a first come, first served basis

Returning students:

- Have the first option on rooms
- Must keep their housing application and deposit current
- 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
2. To insure against damages and loss of college property and expenses

The deposit, in full or in part, is 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 move in, 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 and 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
- 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.

STUDENT RIGHTS & RESPONSIBILITIES

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

Prescott Campus
Prescott Valley
Campus
Chino Valley
Campus

24 hour phone
number
928.776.2185

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 Police 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

Campus Crime Reporting

The Yavapai College Police Department provides crime statistics for all campuses. These statistics can be obtained from the College Police Office, Student Affairs Office or on the [College Police website](#).

College crime statistics are mailed to currently enrolled students each year in a newsletter format. Federal Law, through the Department of Education, mandates that Yavapai College provide students with this information. Visit one of the previously mentioned locations to obtain the crime statistics.

STUDENT RIGHTS & RESPONSIBILITIES

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 any academic work which is not entirely the work of the student, deliberately or accidentally. This can include, but is not limited to, such practices as not giving proper credit to a source, expanding someone else's work without giving proper credit, adopting another's work as one's own (including the copying of print or electronic media), directly using someone else's ideas without giving proper credit, and deliberately changing selective words to misrepresent someone else's work as one's own.

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 available 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 INFORMATION & STANDARDS

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 ensure that students have every opportunity for success in courses, academic loads must be carefully planned.

Full-time student status is defined as 12 credit hours per semester. A typical academic load for many programs is 15-16 credit hours per semester; the maximum academic load is generally 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 Composition or Applied Communications 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 course(s) in which they place in their first semester. In succeeding semesters, students should continue to enroll in the 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:

- Zero Level Preparatory Courses, English 100, 101 and 102
- English 101 and 102
- English 103 and 104 (for Honors students)
- Communications 135 and English 136 (for some occupational students)

ACADEMIC INFORMATION & STANDARDS

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 <i>A course completed with a grade of S is defined as equivalent to a grade of C or better and does fulfill the prerequisite requirement for another course and may be applied to a degree or certificate program for a maximum of 12 credit hours.</i>	not computed in GPA
U	Unsatisfactory <i>A course completed with a grade of U does not fulfill the prerequisite requirement for another course and may not be applied to a degree or certificate program.</i>	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:

- 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
- A student may enroll in concurrent sections of a course only if the course is numbered 000-099
- Repeated courses may not be eligible for federal Financial Aid funding
- 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 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
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 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.

Satisfactory (S)/Unsatisfactory (U) Grades

Yavapai College encourages each student to explore areas of study outside the major field of study. The S/U grading option is one way the College stimulates this exploration.

The “S” grade is defined as equivalent to a grade of “C” or better on the conventional grading scale of A-F. A course completed with an “S” grade indicates appropriate subject area knowledge to satisfy the prerequisite requirement of a related higher-level course.

Specified courses are graded only S/U. Students who prefer the S/U grading option must notify the class instructor. Conditions of Satisfactory/Unsatisfactory (S/U) grading:

- Since some college and universities limit the number of credits completed with S/U grading that will transfer, or restrict the way that such credits may be applied to degree requirements, it is recommended that students preparing to transfer select the S/U grading option only for elective courses.
- A maximum of twelve (12) hours of “S” credit from 100- and 200-level courses may be applied toward Yavapai College graduation requirements.
- S/U grading is not an option for courses applied to the Arizona General Education Curriculum (AGEC).
- S/U grades are not computed in the student’s Yavapai College grade point average.

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 one of the following:

1. An error occurred in the computing and/or recording of the grade
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 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 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.

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

The College has a process by which a student who experiences academic difficulty may receive assistance to improve academic performance and progress toward educational goals. Unsatisfactory academic progress is indicated by academic warning, academic probation, and academic suspension.

In order to plan a program of study and create an awareness of College resources which will assist a student's return to satisfactory academic standing, a student who has made unsatisfactory academic progress must meet with an academic advisor. Academic advisors may limit the number of credit hours a student may enroll in, require developmental classes, or recommend other resources that may assist the student.

In order for a student to be removed from academic warning or probationary status, the student must attain academic good standing (2.00 Cumulative GPA). A student's academic status will be determined at the end of each semester. The student who has made unsatisfactory academic progress will receive written notification at the end of the semester.

The academic standards categories and resulting status of students are listed below.

Academic Warning:

A student who has attempted 12 credits or more and earned a cumulative GPA of less than 2.0 is placed on Academic Warning (AW).

A student on academic warning (AW) may continue attending school as long as the student maintains a semester GPA equal to or greater than 2.0, based on attempted credits.

The academic warning (AW) standing will remain in effect until the cumulative GPA meets or exceeds 2.0, at which time the academic warning (AW) standing is removed.

Academic Probation:

If a student on academic warning (AW) earns less than 2.0 semester GPA in the subsequent semester, based on attempted credits, the academic warning (AW) standing converts to academic probation (AP).

A student on academic probation (AP) may continue attending school for up to two subsequent semesters. During the first semester on academic probation (AP), the student must achieve a semester GPA of 2.0 or above. During the second semester of academic probation (AP), the student must achieve a cumulative GPA of 2.0 or above.

Academic Suspension:

If the student on academic probation (AP) does not meet the above requirements, the academic standing converts to academic suspension (AS) and the student will be suspended from Yavapai College.



Petition for Reinstatement

A student who has been placed on academic suspension may petition to the Assistant Dean of Student Affairs, in writing, stating the reasons why the academic status and stated restrictions should be waived or changed. A petition will be considered after a minimum one semester waiting period. The petition is to be submitted at least one week prior to the semester for which enrollment is requested. If reinstatement is approved, the student will be placed on academic probation (AP) and progress will be reviewed at the end of each semester. 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:

1. 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.
2. The student's academic advisor must sign the form and attach a copy of the student's transcript.
3. 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 fifteenth 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:

- Scholarships of \$1,000 per semester
- Admission to honors classes
- Opportunities to interact with other academically gifted students
- Opportunities for intellectual and cultural growth
- Advisement and other activities designed to clarify long-range career and academic plans
- Assistance in applying for scholarships and admission to honors programs at universities where students intend to complete baccalaureate study
- Special recognition upon graduation

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

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 <http://www.collegeboard.com/student/testing/clep/about.html>.

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 <http://aarts.army.mil/> (check the information on “Related Links/Referrals” for other military branches of service).

Experiential Learning

The Office of Experiential Learning is a district-wide office for assessment and evaluation of Credit for Prior Learning which includes: 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:

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, call the Office of Experiential Learning at 928.717.7664.

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 928.717.7664, or your academic department.

Additional information:

- A maximum of 30 credit hours by any combination of examination, special professional training/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	
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.	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	6	ENG 101 & Elective#	
	English Literature & Composition	4/5	6	ENG 101 & Elective#	
	#Students are eligible to enroll in ENG 104				
	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 Visual and Performing Arts Division 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 school's transcript. CLEP scores must be sent directly to the YC Registrar's office.

Name of Exam	Credits	Equivalency
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		
English Composition (with essay)	3	ENG 101
English Composition (without essay)	3	Elective Credit
Freshman College Composition (with essay)	3	ENG 101
Freshman College Composition (without essay)	3	Elective Credit
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 201
Western Civilization II: 1648 to the Present	3	HIS 202
Science & Mathematics		
Biology	4	BIO 100
Pre-Calculus	5	MAT 187
Calculus	5	MAT 220
Chemistry	5	CHM 151
College Algebra	3	MAT 152
College Algebra – Trigonometry (Prior to 6/30/06)	5	MAT 152 & 183 –or- MAT 187
Natural Sciences	6	Elective Credit
Trigonometry (Prior to 6/30/06)	2	MAT 183

ACADEMIC INFORMATION & STANDARDS

College Level Examination Program (CLEP)

Listed below are the College Level Examination Program (CLEP) subjects 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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Small Business Development Center (SBDC)

SBDC recognizes small businesses to be the foundation of a healthy 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

www.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-Flagstaff
- Registration for NAU classes is done through the NAU-Flagstaff 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. 29
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

ACADEMIC INFORMATION & STANDARDS

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
Superintendent Certificate (Partial)
Supervisor 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 have their courses 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) is comprised 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: www.ncu.edu

NCU offers tuition scholarships in the amount of 10% of the tuition, 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 university's website. To learn more about NCU's academic programs, admission policies, and enrollment process, visit the university's home page at www.ncu.edu.

ACADEMIC INFORMATION & STANDARDS

Contact Information: ODU/Yavapai

Prescott Campus
Building 31, Rm. 109 A
Marcia Lyman
Site Director
mlyman@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

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 College 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, eight Master's and three 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 Associate's 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 advising 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 Degrees

Ph.D. in Community College Leadership

Ph.D. in English

Ph.D. in Occupational & Technical Education





2009/10 Yavapai College CATALOG DIRECTORY

Yavapai
COLLEGE
Your community. Your college.

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
Communications Division	776.2276
Community Events.....	776.2033
Computer Commons	776.2158
Disability Resources.....	776.2079
Emergency.....	911
Experiential Learning	717-7664
Family Enrichment Center.....	776.2111
Financial Aid	776.2125
Foundation	776.2063
G.E.D. Classes	776.2320
G.E.D. Testing.....	776.2200
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 Division	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
Teacher Education.....	771.6122
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

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
Internships.....	634.6527
Learning Center	634.6562
Liberal Arts & Social Sciences	634.6575
Library	634.6541
Nursing Division.....	634.6547
Science & Professional Studies	634.6589
Student Employment	634.6563
Testing Center.....	634.6563

Career & Technical Education Center.....776.2002

Automotive Technology	717.7377
Diesel, Electrical Instrumentation, and Industrial Plant Technology.....	717-7761
Gunsmithing Technology	717.7761
Welding Technology	776.2360

Chino Valley Campus717.7720

Agribusiness Technology	717.7720
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 Center.....776.2008

Verde Valley	649.0921
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FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm		Phone	E-Mail
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
ALLMON, CHARLES (2007) Industrial Plant Technology	CTEC	143	771.6113	charles.allmon@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
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
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
BROCKERT, BRIAN (2008) Mathematics B.S., M.A., Northern Arizona University.	Verde Valley	J-102	634.6578	brian.brockert@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
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 Division Dean, Science & Professional Studies B.A., Fresno State University; M.B.A., Golden Gate University.	Verde Valley	G-128	634.6533	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
COTTER, EILEEN (2007) Nursing B.S.N., Pepperdine University; M.A., University of Phoenix.	Prescott	2-216B	771.6168	eileen.cotter@yc.edu

FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm	Phone	E-Mail
CUTTER, BRUCE (2005) Computer Science (CISCO)	Prescott 19-221	717.7606	bruce.cutter@yc.edu
D'ANGELO, JOY (2007) Business B.S., M.B.A., State University of New York at Binghamton.	Prescott 3-262	776.2343	joy.d'angelo@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
DAVIS, MICHAEL (2007) Business B.A., Shippensburg State College; J.D., Wake Forest University.	Verde Valley J-101	649.5485	michael.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 M-227B	634.6522	paul.ewing@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
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 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 M-210	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

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FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm	Phone	E-Mail
FUEMMELE, 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.fuemmeler@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 Division Dean, Liberal Arts & Social Sciences A.A., Lakewood Community College; B.A., M.A., Colorado State University; B.A., M.S., University of Wyoming.	Verde Valley E-102	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
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
HERNANDEZ, ERNIE (2003) Automotive	CTEC 128	717.7377	ernie.hernandez@yc.edu
HERRING, LARAIN (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
HOLBROOK, DEAN (1994) Mathematics Division Dean, Science & Math B.S., M.A., University of Arizona.	Prescott 4-228	717.7693	dean.holbrook@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
ISELL, LORI (2007) English B.A., Texas Christian University; M.F.A., Arizona State University.	Prescott 3-242	776.2208	lori.isbell@yc.edu

FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm	Phone	E-Mail
JACOBSON, JENNIFER (2007) Sociology B.A., University of San Diego; M.A., San Diego State University Ph.D., Arizona State University.	Prescott 3-232	771.6192	jennifer.jacobson@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 L-204	634.6547	sandra.johnson@yc.edu
KLEINMAN, CURTIS (2008) Modern Languages B.A., M.A., Northern Arizona University.	Prescott 3-231	776.2209	curtis.kleinman@yc.edu
KNOWLES, ROBERTA (2008) Nursing B.S.N., California State University-Dominguez Hills; M.S.N., University of Phoenix.	Prescott 2-216A	771.6179	roberta.knowles@yc.edu
LAWHEAD, LEANNE (2007) Early Childhood Education B.A., M.Ed., Northern Arizona University.	Prescott 3-247	776.2306	leanne.lawhead@yc.edu
LOHMAN, CHARLES (2008) Physical Education B.A., Christopher Newport University; M.Ed., Florida A & M.	Verde Valley I-115	634.6421	charles.lohman@yc.edu
LOHR, ALAN (2007) Gunsmithing A.A., Yavapai College.	CTEC 125	776.2348	alan.lohr@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
LUELLEN, RONALD (2007) Diesel Technology	CTEC 143	771.6115	ronald.luellen@yc.edu
LUFFMAN, TINA (2008) English/Reading B.A., M.A., Northern Arizona University.	Verde Valley E-115	634.6582	tina.luffman@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
MILLER, SCOTT (2007) Computer Networking Technology A.S., Yavapai College; B.A., American International University.	Prescott 19-214	776.2064	scott.miller@yc.edu
MITCHELL, ELEANOR (2008) Nursing B.S.N., M.S.N., California State University-Dominguez Hill.	Prescott 2-209	771.4863	eleanor.mitchell@yc.edu
OSGOOD, ETHAN (2008) Emergency Medical Services	Prescott Valley PV-138	717.7926	ethan.osgood@yc.edu
PATES, VIRGINIA (2008) Art B.F.A., Mississippi State University.	Verde Valley F-111	649.5466	virginia.pates@yc.edu
PEARCY, MATTHEW (2008) Biology B.S., University of Idaho; Ph.D., Arizona State University.	Verde Valley J-103	649.5486	matt.pearcy@yc.edu

FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm		Phone	E-Mail
PEREY, JAMES (2003) Agribusiness Division Dean, Agribusiness & Science Technology B.S., University of Arizona; M.Ed., Northern Arizona University.	Chino Valley	57-108	717.7725	james.perey@yc.edu
PETERS, RICHARD (2007) Electrical Instrumentation B.S., Western New Mexico University.	CTEC	143	771.6114	rick.peters@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
PRATT, TERENCE (1994) English B.S., Lyndon State College; M.A., Mississippi State University.	Verde Valley	M-227A	634.6573	terence.pratt@yc.edu
REYNOLDS, JARED (2008) Modern Languages B.A., Northern Arizona University.	Verde Valley	M-222	649.4598	jared.reynolds@yc.edu
RIDEN, LORI (2008) Nursing B.S.N., M.S.N., University of Phoenix.	Prescott	2-210	771.4856	lori.riden@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 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
ROMEO, GINO (2007) Chemistry A.A.S., Middlesex County College; B.S., Trenton State College; Ph.D., University of Arizona.	Verde Valley	E-114	649.4582	gino.romeo@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
SAVOINI, ELLEN (2002) Anatomy & Physiology B.Sc., University of Oregon; M.Sc., Ph.D., University of Calgary.	Prescott	4-222	776.2335	ellen.savoini@yc.edu
SCHAFER, 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
SCHIPPER, DONNA (2008) Allied Health A.A.S., Western Nebraska Community College.	Prescott	2-219	771.4862	donna.schipper@yc.edu

FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm		Phone	E-Mail
SCHRODER, CYNTHIA (2006) Nursing B.A., M.A., University of Phoenix.	Verde Valley	L-205	649.5470	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 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, CLIFF (1982) Computer Applications B.A., University of California at Irvine; M.Ed., Arizona State University.	Prescott	3-261	776.2161	cliff.sherrill@yc.edu
SHOWLER, RYAN (2008) Philosophy A.A. Saddleback College; B.A., University of California, Irvine; M.A., Northern Illinois University; Ph.D., Loyola University Chicago.	Prescott	3-234	771.4855	ryan.showler@yc.edu
SIEGFRIED, KARL (2004) Mathematics B.A., M.A., Northern Arizona University.	Prescott	4-106	776.2334	karl.siegfried@yc.edu
SMITH, ROBERT (2006) Welding B.S., Northern Arizona University; M.A., Grand Canyon University.	CTEC	124	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.snavey@yc.edu
SOLOMON, DAVID (2007) Construction Technology B.A., San Diego State University; M.A., Northern Arizona University.	Chino Valley	55-102	717.7732	david.solomon@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
SPIVEY, GAIL (2008) Allied Health A.A.S., Rockalnd Community College; B.S., State University of New York-Oneonta.	Prescott	2-216B	776.2251	gail.spivey@yc.edu
STAUFFER, BONNY (2000) Graphic Design Division 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.usher-stein@yc.edu
THIEME, ROSEMARIE (2007) Nursing B.S., Arizona State University; M.S., Old Dominion University.	Prescott	2-216A	717.7672	rosemarie.thieme@yc.edu

FACULTY DIRECTORY

Faculty Member	Location/Bldg/Rm		Phone	E-Mail
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
WALESKY, LELAND (2008) Automotive	CTEC	128	717.7378	leland.walesky@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
WILSON, NICHOLE (2007) Psychology B.S., M.S., Iowa State University.	Prescott	3-251	771.6193	nichole.wilson@yc.edu
WITBECK, CHRISTINE (2004) Nursing Division Dean, Nursing & Allied Health B.S.N., Idaho State University; M.S., Old Dominion University.	Prescott	2-228A	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
ZAZUETA, MARNEE (2007) Agribusiness B.S., Old Dominion University; M.A., Oklahoma State University.	Chino Valley	57-104	717.7727	marnee.zazueta@yc.edu

FACULTY 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)

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
Dean, Career and Technical Education Center (CTEC) (1999)

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

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

TABAR, ADRIENNE, M.Ed.
Dean, Student Services (2007)

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

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

Division **DEANS**

CHAVEZ, REBECCA, M.B.A.
Science & Professional Studies, Verde Valley Campus (2004)

EWING, KIMBERLY, M.A.
Public Services (1994)

FARNSWORTH, SCOTT, M.S.
Health, Physical Education & Recreation
Director of Athletics (1987)

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

GARVEY, DENNIS, M.S.W.
Lifelong Learning (2002)

GILMORE, CONNIE, M.S.
Liberal Arts & Social Sciences, Verde Valley Campus (2001)

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

PEREY, JAMES, M.Ed.
Agribusiness & Science Technology (2003)

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)



2009/10

Yavapai College CATALOG

DEGREES AND CERTIFICATES

Yavapai
COLLEGE
Your community. Your college.

Index

A

- Accounting (ACC)
 - accounting assistant certificate program [70](#)
 - degree program [40](#)
- Administration of Justice (AJS)
 - degree program [41](#)
- Administrative Office Specialist
 - certificate program [71](#)
- Admission and Registration
 - selective admission [6](#)
- Agriculture Technology
 - Animal Care and Management
 - certificate program [72](#)
 - Equine
 - certificate program [73](#)
 - degree program [43](#)
 - Horticulture Science
 - certificate program [74](#)
 - Landscape Management
 - certificate program [75](#)
 - Management
 - degree program [44](#)
 - Turfgrass Management
 - certificate program [76](#)
- Areas of Study [3](#)
- Arizona General Education Curriculum
 - AGEC [7](#)
 - AGEC-A [34](#)
 - AGEC-B [35](#)
 - AGEC-S [36](#)
 - Special Awareness Requirements [14](#)
 - Transfer back policy [7](#)
- Arts and Humanities General Education Course List [12](#)
- Automotive Management
 - degree program [46](#)
 - master technician certification program [77](#)
 - technician certification program [77](#)
- Automotive Technology (AUT)

C

- Certificate [4](#), [69](#)
- Certificate Programs
 - requirements [4](#)
- Cisco Networking Technician
 - certificate program [78](#)
- Computer Applications Specialist
 - certificate program [79](#)
- Computer Maintenance and Repair Technician

- certificate program [80](#)
- Computer Networking
 - Technician certificate program [80](#)
 - Technology degree program [47](#)
- Computer Systems and Applications (CSA)
 - degree program [48](#)
- Continuous Enrollment [6](#)
- Creative Writing
 - certificate program [81](#)

D

- Degree [4](#)
- Degree Programs
 - Associate of Applied Science [38](#)
 - requirements [39](#)
 - Associate of Arts [16](#)
 - requirements [17](#)
 - Associate of Arts Degree in Elementary Education [19](#)
 - requirements [20](#)
 - Associate of Arts Degree in Fine Arts [22](#)
 - requirements [22](#)
 - Associate of Business [25](#)
 - requirements [26](#)
 - Associate of General Studies [28](#)
 - requirements [29](#)
 - Associate of Science [30](#)
 - requirements [31](#)
 - multiple degrees [5](#)
- Diesel Technician
 - certificate program [82](#)
 - degree program [49](#)
- Digital Filmmaking Zaki Gordon Institute (DFM)
 - documentary certificate [83](#)
 - narrative certificate [83](#)
 - advanced filmmaking certificate [84](#)

E

- Early Childhood Education (ECE)
 - early childhood certificate program [85](#)
 - child development associate certificate [85](#)
 - degree program [50](#)
- Electrical Instrument Technician Certificate
 - certificate program [86](#)
 - degree program [51](#)
- Emergency Medical Services (EMS)
 - admission requirements and process [87](#)
 - basic emergency medical technician certificate [87](#)
 - intermediate emergency medical technician certificate [87](#)

F

- Fire Science
 - Degree Program [52](#)
 - Driver/Operator certificate [88](#)
 - Fire Fighter certificate [89](#)
 - Fire Officer certificate [90](#)

G

- General Education
 - AGEC special awareness requirements [14](#) [15](#)
 - area studies [9](#) [11](#) [12](#) [13](#)
 - core studies [9](#) [10](#)
 - course list [10](#)
 - foundation studies [9](#) [10](#)
 - values statement [9](#)
- Gerontology
 - certificate program [91](#)
- Graduation
 - with honors [5](#)
- Graphic Design (ART)
 - degree program [53](#)
 - technician certificate program [92](#)
- Gunsmithing (GST)
 - certificate program [93](#)
 - degree program [55](#)
 - selective admission [6](#)

H

- Helicopter Pilot
 - entrepreneurship certificate [94](#)

I

- Industrial Plant Technician
 - certificate program [95](#)
 - degree program [56](#)

L

- Legal Office
 - clerk certificate program [96](#)
 - secretary certificate program [96](#)

M

- Management
 - certificate program [97](#)
 - degree program [57](#)
- Medical
 - assistant certificate [98](#)
 - coding certificate [98](#)
 - records technician certificate [99](#)
 - transcription certificate [99](#)
- Microsoft Certified Systems Administrator [100](#)
- Mining Programs
 - selective admission [6](#)
- Multiple Degrees [5](#)

N

- Nursing (NSG)
 - degree program [58](#)
 - advanced placement [58](#)
 - application for admission [6](#), [58](#)
 - articulation [58](#)
 - block transfer [58](#)
 - graduation requirement [58](#)
 - health declaration [58](#)
 - licensure [58](#)
 - transfer [59](#)
 - selective admission [6](#), [58](#)

O

- Office Administration
 - degree program [61](#)

P

- Paralegal (LAW)
 - degree program [63](#)
 - legal nurse certification program [101](#)
 - post-degree certification program [102](#)
- Paramedicine
 - degree program [65](#)
 - certification program [103](#)
 - selective admission [6](#)
- Pathways [8](#)
- Petition for Graduation [4](#)
- Pharmacy Technician
 - certificate program [104](#)
- Phlebotomy Technician
 - certificate program [105](#)
- Physical and Biological Science General Education Course List [11](#)
- Police Program (PCP)
 - certification [106](#)
- Programs of study guide [3](#)

R

- Residential Building Technology (RBT)
 - certificate program [107](#)
 - degree program [66](#)
- Residential Construction Management (RBT)
 - certificate program [107](#)
- Residential Design
 - certificate program [108](#)
- Retail Management
 - certificate program [109](#)

S

- Social and Behavioral Science General Education Course List [12](#)
- Social and Human Services
 - certificate program [111](#)
 - degree program [67](#)
- Small Business Entrepreneurship
 - certificate [110](#)

W

- Welding (WLD)
 - certificate program [112](#)

AREAS OF STUDY GUIDE

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.

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.

See: www.aztransfer.com

AREA OF STUDY	AAS/ ASSOCIATE DEGREE			AREA OF STUDY	AAS/ ASSOCIATE DEGREE		
	CERTIFICATE	DEGREE	TRANSFER*		CERTIFICATE	DEGREE	TRANSFER*
Accounting	■	■	■	Humanities			■
Administration of Justice		■	■	Industrial Plant Technician	■	■	
Administrative Office Specialist	■			Legal Office (Clerk, Secretary)	■		
Agriculture Technology Management (Animal Care, Horticulture, Landscape Mgmt, Turfgrass)	■	■	■	Management	■	■	■
Anthropology			■	Mathematics			■
Arts/Fine Arts		■	■	Medical Assistant	■		
Astronomy			■	Medical Coding	■		
Automotive (Technician, Master Technician)	■			Medical Records Technician	■		
Automotive Management		■		Medical Transcription	■		
Biology/Zoology			■	Microsoft Certified Systems Administrator	■		
Business (Admin, Mgmt, Finance, Mktg)		■	■	Music			■
Chemistry			■	Networking Technology	■	■	
Cisco Networking Technician	■			Nursing		■	■
Communications/Speech			■	Office Administration		■	
Computer Science	■	■	■	Paralegal	■	■	■
Creative Writing	■			Paramedicine	■	■	
Digital Filmmaking	■			Pharmacy Technician	■		
Diesel Technician	■	■		Philosophy			■
Early Childhood Education	■	■	■	Phlebotomy	■		
Education/Elementary		■	■	Physical Education/Recreation/Exercise Science			■
Electrical Instrumentation Technician	■	■		Physics			■
Emergency Medical Technician	■			Police Certification/Law Enforcement	■		
Engineering			■	Political Science			■
English			■	Pre-Professional: (Pre-med, Law, Architecture, Pre-pharmacy)			■
Environmental Studies			■	Psychology			■
Equine Science	■	■		Residential Building Technology	■	■	
Fire Science	■	■		Residential Construction Management	■		
General Studies		■		Residential Design	■		
Geography			■	Retail Management	■		
Geology/Earth Science			■	Science		■	■
Gerontology	■			Small Business Entrepreneurship	■		
Graphic Design	■	■	■	Sociology/Social Work			■
Gunsmithing	■	■		Social and Human Services	■	■	■
Helicopter Pilot Entrepreneurship	■			Theatre/Dance			■
History			■	Welding	■		

*Transfer students will select an Associate of Arts, Associate of Arts in Elementary Education, Associate of Fine Arts, Associate of Science, or Associate of Business degree plan as appropriate to the area of study.

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 seven associate degree programs:

- Associate of Arts
- Associate of Arts in Elementary Education
- Associate of Arts in Fine Arts
- Associate of Business
- Associate of General Studies
- Associate of Science
- Associate of Applied Science

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 (fall/spring or spring/fall) of each academic year.

If a course required for a degree or certificate has been deleted from the catalog, a comparable course will 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 credit 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;
5. Complete a minimum of twelve semester hours in residence. In cases where the certificate program requires 12 or fewer semester hours, a minimum of six semester hours must be completed in residence;
6. A maximum of 30 credit hours by any combination of Experiential Learning (examination, special articulation agreement, or evaluation) will be accepted;
7. 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;
8. Remove all marks of deficiency on the student's records thirty days prior to the day of commencement, if expecting to use credit in those subjects toward graduation;
9. Remove any indebtedness to the college.

DEGREE AND CERTIFICATE INFORMATION

Graduating students
must initiate
a Petition for
Graduation

Deadlines:
Fall graduates
October 1

Spring & Summer
graduates
March 1

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 honors, students must have completed a minimum of 30 semester hours, at Yavapai College, of 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.



DEGREE AND CERTIFICATE INFORMATION

Students planning to apply to selective admission programs are encouraged to contact the department directly to discuss admission requirements.

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 Mining Program

Students must be at least 18 years of age and must attend the Mining Preview Day held the first Saturday in March annually at Yavapai College. Students accepted into the program must pass the Compass Test with minimum scores set forth by Freeport-McMoRan, Inc., interview with Freeport-McMoRan and be hired as an employee, pass a drug and alcohol test, and complete a security background check. An information packet is available from the CTEC Campus by calling 717-7761 or 776-2002.

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.yc.edu/nursing.

Requirements for Admission to the Paramedicine Program

Information regarding admission to the Paramedicine program is available at the Emergency Medical Services Department, Prescott Valley Campus. Students who are interested begin by filling out an application, followed by pre-entrance exams and interviews. Once accepted into the program information regarding specific documentations needed will be given each student. Before applying one must have a current EMT-B card. We strongly recommend one year experience, working in the field, before beginning class. For more information contact Ken Schoch, Program Director at ken.schoch@yc.edu.

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) (fall/spring or spring/fall) 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.

DEGREE AND CERTIFICATE INFORMATION

Transfer Back Policy for the AGEC - On occasion, a student who is in the process of completing an AGEC at Yavapai College will transfer to an Arizona university prior to completing the AGEC. When this occurs, the student will be able to complete the AGEC 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 AGEC.

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.aztransfer.com

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 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 Satisfactory/Unsatisfactory (S/U) 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**

Three certificate programs have been designated to complete the specific 35 semester hour general education blocks of the AGEC requirements. These certificates are:

- a. Arizona General Education Curriculum A—**AGEC-A**
- b. Arizona General Education Curriculum B—**AGEC-B**
- c. Arizona General Education Curriculum C—**AGEC-S**

See individual degree and certificate programs for specific completion requirements.

If the student does not complete the AGEC at Yavapai College, the same transfer status may not be granted by an Arizona public university as those who have completed the AGEC. Failing to complete the AGEC 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 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.

AGEC-Transfer Back Policy - On occasion, a student who is in the process of completing an AGEC at Yavapai College will transfer to an Arizona university prior to completing the AGEC. When this occurs, the student will be able to complete the AGEC 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 AGEC. The student, in consultation with a Yavapai College academic advisor, 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 AGEC requirements.

DEGREE AND CERTIFICATE INFORMATION

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.

Transfer degree pathways at Yavapai College include:

- Associate of Arts
- Associate of Arts in Elementary Education
- Associate of Arts in Fine Arts
- Associate of Science
- Associate of Business

Each of these pathways require 60-64 credits in courses numbered 100 or above to be completed with a grade of “C” or better.

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.

DEGREE AND CERTIFICATE INFORMATION

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.

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.

DEGREE AND CERTIFICATE INFORMATION

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

Foundation Studies, Core Studies, and Area Studies

IMPORTANT NOTE:
Students may not use the same course to meet both a Core Studies and Area Studies requirement.

General Education Courses

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. Students are encouraged to meet regularly with an academic advisor to build and educational plan. Approved General Education courses are listed below, in their respective categories.

A. Foundation Studies

1. College Composition or Applied Communications Requirement. Approved course sequences are listed in each degree program.
2. Numeracy Requirement. Approved courses are listed in each degree program.

B. Core Studies

Approved course sequences are listed in each degree program.

1. Historical Perspective
Approved courses are:
 - a. ART 200 Art History I (3)^{GIH/IWR}
 - b. ART 201 Art History II (3)^{GIH/IWR}
 - c. HIS 131 United States History I (3)^{GIH/ERG/IWR}
 - d. HIS 132 United States History II (3)^{GIH/ERG/IWR}
 - e. HIS 201 Western Civilization I (3)^{GIH/IWR}
 - f. HIS 202 Western Civilization II (3)^{GIH/IWR}
 - g. HIS 205 World History (3)^{GIH/IWR}
2. Critical Thinking
Approved courses are:
 - a. ART 202 20th Century Art (3)
 - b. COM 217 Introduction to Argumentation (3)
 - c. ENG 140 Academic Reading and Critical Thinking (3)
 - d. HUM 101 Society and Technology (3)
 - e. JRN 131 Mass Media in American Society (3)
 - f. PHI 110 Introduction to Critical Thinking (3)
 - e. PHI 204 Ethical Issues in Health Care (3)
3. Workplace Readiness
Approved courses are:
 - a. BSA 100 Workplace Dynamics (1)
 - b. BSA 101 Career Connections (1)

DEGREE AND CERTIFICATE INFORMATION

C. Area Studies

1. Physical and Biological Science Requirement. 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 160 Introduction to Human Anatomy and Physiology (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)
 - CHM 121 Environmental Chemistry (4)
 - CHM 130 Fundamental Chemistry (4)
 - CHM 138 Chemistry for Allied Health (4)
 - CHM 151 General Chemistry I (5)
 - CHM 152 General Chemistry II (5)
 - CHM 235 General Organic Chemistry I (4)
 - CHM 236 General Organic Chemistry II (4)
 - 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 104 Cave Geology (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 112 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)
 - PHY 100 Introduction to Astronomy (4)
 - PHY 140 The Physical World (4)
 - PHY 141 General Physics I (4)
 - PHY 142 General Physics II (4)

DEGREE AND CERTIFICATE INFORMATION

- 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)

*Duplicate credit for BIO 100 and BIO 156 will not be awarded.

2. Arts and Humanities Requirement. Approved courses are:

- ART 200 Art History I (3)^{IWR/GIH}
- ART 201 Art History II (3)^{IWR/GIH}
- ENG 200 College Composition III (3)^{IWR}
- ENG 211 Major Issues in British Literature I (3)^{IWR}
- ENG 212 Major Issues in British Literature II (3)^{IWR}
- ENG 217 Major Issues in World Literature (3)^{IWR}
- ENG 219 Major Issues in Modern Drama (3)^{IWR}
- ENG 237 Women in Literature (3)^{ERG/IWR}
- ENG 238 Literature of the Southwest (3)^{IWR}
- ENG 240 American Literature to 1865 (3)^{IWR}
- ENG 241 American Literature 1865 to the Present (3)^{IWR}
- ENG 242 Introduction to Shakespeare (3)^{IWR}
- ENG 298 Special Topics in Literature (3)^{IWR}
- HUM 205 Technology and Human Values (3)^{IWR}
- HUM 236 American Arts and Ideas II (3)^{ERG/IWR}
- HUM 241 Humanities in the Western World I (3)^{ERG/IWR}
- HUM 242 Humanities in the Western World II (3)^{ERG/IWR}
- HUM 243 Development of the Film (3)^{IWR}
- MUS 240 Music Appreciation (3)^{IWR}
- MUS 245 Music of World Cultures (3)^{IWR}
- 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)^{IWR}
- PHI 202 Introduction to Mythology (3)^{IWR}
- PHI 210 Environmental Ethics and Philosophy (3)^{IWR}
- PHI 245 Introduction to Eastern Philosophy (3)^{IWR}
- PHI 273 Introduction to Jewish Studies (3)^{IWR}
- THR 135 Introduction to Theatre (3)
- THR 243 Development of the Film (3)^{IWR}

3. Social and Behavioral Science Requirement. Approved courses are:

- ANT 101 Stones, Bones and Human Origins (3)
- ANT 102 Introduction to Cultural Anthropology (3)^{ERG}
- ANT 104 Buried Cities and Lost Tribes (3)
- ANT 231 Southwestern Archeology (3)
- ANT 232 Indians of the Southwest (3)^{ERG}

DEGREE AND CERTIFICATE INFORMATION

BSA 235	Principles of Economics-Macro (3)
GEO 101	World Geography - West (3)
GEO 102	World Geography - East (3)
GEO 105	Introduction to Cultural Geography (3) ^{ERG}
HIS 131	United States History I (3) ^{GIH/ERG/IWR}
HIS 132	United States History II (3) ^{GIH/ERG/IWR}
HIS 201	Western Civilization I (3) ^{GIH/IWR}
HIS 202	Western Civilization II (3) ^{GIH/IWR}
HIS 205	World History (3) ^{GIH/IWR}
PSY 101	Introductory Psychology (3)
PSY 132	Cross Cultural Psychology (3) ^{ERG}
PSY 240	Personality Development (3)
PSY 245	Human Growth and Development (3)
PSY 250	Social Psychology (3)
PSY 277	Human Sexuality (3) ^{ERG}
SOC 101	Introduction to Sociology (3) ^{ERG}
SOC 140	Sociology of Intimate Relationships & Family (3) ^{ERG}
SOC 142	Race & Ethnic Relations (3) ^{ERG}
SOC 212	Gender and Society (3) ^{ERG}
SOC 250	Social Problems (3) ^{ERG}
SOC 277	Human Sexuality (3) ^{ERG}



DEGREE AND CERTIFICATE INFORMATION

AGEC - Special Awareness Requirements

Arizona General Education (AGEC) special requirements incorporate additional university requirements in Intensive Writing/Critical Inquiry (IWR), Ethnic/Race/Gender (ERG) awareness, and Global/International and Historical (GIH) awareness areas. Courses listed below meet these special requirements.

1. Intensive Writing/Critical Inquiry (IWR)

(Any 200-level course on the General Education Arts & Humanities course list)

- ART 200 Art History I (3)^{IWR/GIH}
- ART 201 Art History II (3)^{IWR/GIH}
- ENG 200 College Composition III (3)^{IWR}
- ENG 211 Major Issues in British Literature I (3)^{IWR}
- ENG 212 Major Issues in British Literature II (3)^{IWR}
- ENG 217 Major Issues in World Literature (3)^{IWR}
- ENG 219 Major Issues in Modern Drama (3)^{IWR}
- ENG 237 Women in Literature (3)^{ERG/IWR}
- ENG 238 Literature of the Southwest (3)^{IWR}
- ENG 240 American Literature to 1865 (3)^{IWR}
- ENG 241 American Literature 1865 to the Present (3)^{IWR}
- ENG 242 Introduction to Shakespeare (3)^{IWR}
- ENG 298 Special Topics in Literature (3)^{IWR}
- HIS 131 United States History I (3)^{GIH/ERG/IWR}
- HIS 132 United States History II (3)^{GIH/ERG/IWR}
- HIS 201 Western Civilization I (3)^{GIH/IWR}
- HIS 202 Western Civilization II (3)^{GIH/IWR}
- HIS 205 World History (3)^{GIH/IWR}
- HUM 205 Technology and Human Values (3)^{IWR}
- HUM 236 American Arts and Ideas II (3)^{ERG/IWR}
- HUM 241 Humanities in the Western World I (3)^{ERG/IWR}
- HUM 242 Humanities in the Western World II (3)^{ERG/IWR}
- HUM 243 Development of the Film (3)^{IWR}
- MUS 240 Music Appreciation (3)^{IWR}
- MUS 245 Music of World Cultures (3)^{IWR}
- PHI 201 Comparative Religions (3)^{IWR}
- PHI 202 Introduction to Mythology (3)^{IWR}
- PHI 210 Environmental Ethics and Philosophy (3)^{IWR}
- PHI 245 Introduction to Eastern Philosophy (3)^{IWR}
- PHI 273 Introduction to Jewish Studies (3)^{IWR}
- THR 243 Development of the Film (3)^{IWR}



DEGREE AND CERTIFICATE INFORMATION

AGEC - Special Awareness Requirements (Continued)

2. Ethnic, Race & Gender (Continued)

ANT 102	Introduction to Cultural Anthropology (3) ^{ERG}
ANT 211	Women in Other Cultures (3) ^{ERG}
ANT 232	Indians of the Southwest (3) ^{ERG}
ENG 237	Women in Literature (3) ^{ERG/IWR}
GEO 105	Introduction to Cultural Geography (3) ^{ERG}
HIS 131	United States History I (3) ^{GIH/ERG/IWR}
HIS 132	United States History II (3) ^{GIH/ERG/IWR}
HIS 253	History of Women in the United States (3) ^{ERG}
HIS 260	History of Native Americans of the United States (3) ^{ERG}
HUM 236	American Arts and Ideas II (3) ^{ERG/IWR}
HUM 241	Humanities in the Western World I (3) ^{ERG/IWR}
HUM 242	Humanities in the Western World II (3) ^{ERG/IWR}
PSY 132	Cross Cultural Psychology (3) ^{ERG}
PSY 236	Psychology of Women (3) ^{ERG}
PSY 277	Human Sexuality (3) ^{ERG}
SOC 101	Introduction to Sociology (3) ^{ERG}
SOC 140	Sociology of Intimate Relationships & Family (3) ^{ERG}
SOC 142	Race & Ethnic Relations (3) ^{ERG}
SOC 212	Gender and Society (3) ^{ERG}
SOC 250	Social Problems (3) ^{ERG}
SOC 251	Cultural Diversity (3) ^{ERG}
SOC 277	Human Sexuality (3) ^{ERG}

3. Global/International or Historical Perspective (GIH)

(Any course on the General Education Historical Perspective course list)

ART 200	Art History I (3) ^{IWR/GIH}
ART 201	Art History II (3) ^{IWR/GIH}
HIS 131	United States History I (3) ^{GIH/ERG/IWR}
HIS 132	United States History II (3) ^{GIH/ERG/IWR}
HIS 201	Western Civilization I (3) ^{GIH/IWR}
HIS 202	Western Civilization II (3) ^{GIH/IWR}
HIS 205	World History (3) ^{GIH/IWR}

ASSOCIATE DEGREE PROGRAMS

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. 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-A) 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 AGECE requirements in the college and major they plan to pursue upon transfer.

The core curriculum consists of three parts: (A) Foundation Studies include critical literacy, precise writing, qualitative thinking, and the process of analysis and synthesis that underlie logical reasoning; (B) Core Studies focus on the conceptual frameworks through which a thinker, a culture, or an academic discipline may approach an issue; (C) Area Studies link foundation skills in thinking and communicating and the core emphasis on conceptual frameworks to the content orientation of academic disciplines.

Arizona General Education (AGEC) special requirements incorporate additional university requirements in Intensive Writing/Critical Inquiry (IWR), Ethnic/Race/Gender (ERG) awareness, and Global/International and Historical (GIH) awareness areas. Upon completion of all 35 credit hours (including the special requirements) of the AGECE with a grade of "C" or higher, the student will receive recognition of completion on the transcript and guaranteed transferability of the AGECE 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 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.aztransfer.com and curriculum transfer guides available from advisors. Transfer guides are also available from each university's web site.

Associate of Arts Degree Program Requirements

There are special requirements for the Arizona General Education Curriculum Certification. Students must complete courses from specific emphasis areas:

- Intensive Writing (IWR)
 - Global/International or Historical Perspective (GIH)
 - Ethnic/Race/Gender (ERG).

Refer to the General Education Course list for courses that meet these requirements. Students should work with an Academic Advisor to ensure requirements are met.

Students may not use the same course to meet both a Core Studies and Area Studies Requirement.

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

B. Core Studies (6 credits)

- 1. Historical Perspective (3 Credits) Select and complete one course from the approved list of General Education Courses.
- 2. Critical Thinking (3 Credits) Select and complete one course from the approved list of General Education Courses.

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.
- 2. Arts and Humanities (6 credits) Select and complete two courses from the approved list of General Education Courses.
- 3. Social and Behavioral Science (6 credits) Select and complete two courses from the approved list of General Education Courses.

II. Communication Requirement (3 credits)

Select and complete one of the following options:

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



ASSOCIATE DEGREE PROGRAMS

III. Major and Elective Studies (26 credits)

The student who has decided on a 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. A list of common lower division major courses should be available through your advisor. 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 or website of that college 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 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 (100-level or above) for any of the above.



ASSOCIATE DEGREE PROGRAMS

The Associate of Arts in Elementary Education degree requires completion of 64 credit hours. This degree is designed to enable a student to transfer to one of the three Arizona public universities to complete a baccalaureate program and qualify for an Arizona teaching certificate.

Associate of Arts in Elementary Education Degree

The Associate of Arts in Elementary Education degree requires completion of 64 credit hours. This degree is designed for students interested in elementary education who are preparing to transfer to one of the Arizona public universities to complete a baccalaureate program and qualify for an Arizona teaching certificate.

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 Arts in Elementary Education 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.

The core curriculum consists of three parts: (A) Foundation Studies include critical literacy, precise writing, qualitative thinking, and the process of analysis and synthesis that underlie logical reasoning; (B) Core Studies focus on the conceptual frameworks through which a thinker, a culture, or an academic discipline may approach an issue; (C) 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 (including the Special Requirements) of the AGECEC with a grade of "C" or higher, the student will receive recognition of completion on the transcript and guaranteed transferability of the AGECEC 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** and **content related** requirements. This aspect of the degree affords the student an opportunity to begin work on a major area of study.

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 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.



ASSOCIATE DEGREE PROGRAMS

At Yavapai College the Arizona General Education Curriculum (AGEC-A) is embedded in the Associate of Arts in Elementary Education 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.

There are special requirements for the Arizona General Education Curriculum Certification. Students must complete courses from specific emphasis areas:

- Intensive Writing (IWR)
- Global/International or Historical Perspective (GIH)
- Ethnic/Race/Gender (ERG)

Refer to the General Education Course list for courses that meet these requirements. Students should work with an Academic Advisor to ensure requirements are met.

Students may not use the same course to meet both a Core Studies and Area Studies Requirement.

Associate of Arts in Elementary Education 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 College Mathematics
 - b. MAT 152 College Algebra
 - c. Any mathematics course for which MAT 152 is a prerequisite.

B. Core Studies (6 credits)

1. Historical Perspective (3 Credits) Select and complete one course from the approved list of General Education Courses.
2. Critical Thinking (3 Credits) Select and complete one course from the approved list of General Education Courses.

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 in two of the following categories:
 - a. Life: Biology, Environmental Science, Botany, Anatomy
 - b. Physical: Geography, Physics, Chemistry
 - c. Earth/Space: Astronomy, Geology
2. Arts and Humanities (6 credits) Students must complete three credits in each section below:
 - a. Any 200-level course on the General Education Course list
 - b. ART 200 Art History I -or- ART 201 Art History II
3. Social and Behavioral Science (6 credits) Students must complete both a and b:
 - a. HIS 131 United States History I (3)
 - b. Select one of the following options:
 - aa. BSA 235 Principles of Economics - Macro (3)
 - bb. PSY 101 Introductory Psychology (3)

ASSOCIATE DEGREE PROGRAMS

II. Communications Requirement (3 credits)

Select and complete one of the following:

COM 100 Introduction to Human Communication (3)

COM 131 Fundamentals of Speech Communication (3)

COM 134 Interpersonal Communication (3)

III. Major and Elective Studies (15 credits)

Student must complete the following:

EDU 200 Introduction to Education (3)

EDU/ECE 222 Introduction to the Exceptional Learner (3)

EDU 210 Cultural Diversity in Education (3)

MAT 156 Mathematics for Elementary Teachers I (3)

MAT 157 Mathematics for Elementary Teachers II (3)

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, Early Childhood Education, etc.)



ASSOCIATE DEGREE PROGRAMS

Associate of Arts in Fine Arts Degree

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

At Yavapai College the Arizona General Education Curriculum (AGEC-A) is embedded in the Associate of Arts in 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.

The Associate of Arts in 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. The core curriculum consists of three parts: (A) Foundation Studies include critical literacy, precise writing, qualitative thinking, and the process of analysis and synthesis that underlie logical reasoning; (B) Core Studies focus on the conceptual frameworks through which a thinker, a culture, or an academic discipline may approach an issue; (C) Area Studies link foundation skills in thinking and communicating and the core emphasis on conceptual frameworks to the content orientation of academic disciplines.

Arizona General Education (AGEC) special requirements incorporate additional university requirements in Intensive Writing/Critical Inquiry (IWR), Ethnic/Race/Gender (ERG) awareness, and Global/International and Historical (GIH) awareness areas. Upon completion of all 35 credit hours (including the special requirements) of the AGECE with a grade of "C" or higher, the student will receive recognition of completion on the transcript and guaranteed transferability of the AGECE 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.

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.

Associate of Arts in Fine Arts 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)

ASSOCIATE DEGREE PROGRAMS

There are special requirements for the Arizona General Education Curriculum Certification. Students must complete courses from specific emphasis areas:

- Intensive Writing (IWR)
 - Global/International or Historical Perspective (GIH)
 - Ethnic/Race/Gender (ERG)

Refer to the General Education Course list for courses that meet these requirements. Students should work with an Academic Advisor to ensure requirements are met.

Students may not use the same course to meet both a Core Studies and Area Studies Requirement.

- 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 College Mathematics (3)
 - b. MAT 152 College Algebra (3)
 - c. Any mathematics course for which MAT 152 is a prerequisite

B. Core Studies (6 credits)

1. Historical Perspective (3 Credits) Select and complete one course from the approved list of General Education Courses.
2. Critical Thinking (3 Credits) Select and complete one course from the approved list of General Education Courses.

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.
2. Arts and Humanities (6 credits)
 - a. ART 200 Art History I (3)
 - b. ART 201 Art History II (3)
3. Social and Behavioral Science (6 credits) Select and complete two courses from the approved list of General Education Courses.

II. **Communications Requirement (3 credits)**

Select and complete one of the following:

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

III. **Major and Elective Studies (26 credits)**

- a. Students must complete the following core ART requirements (17 credits):

- ART 110 Drawing I (3)
- ART 111 Drawing II **-or-** ART 210 Drawing 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. Students must complete nine (9) credits from any of the following ART elective categories:

ASSOCIATE DEGREE PROGRAMS

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

2D Fine Arts			
ART	137	Adobe Photoshop I	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



ASSOCIATE DEGREE PROGRAMS

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 regarding specific major requirements (e.g. accounting, computer information systems, general business).

Associate of Business Degree

The Associate of Business degree requires completion of 64 credit hours. Although students often have the option of entering a career field upon completion of the Associate of Business 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.

Thirty-five hours of coursework are concentrated in **general education**. At Yavapai College the Arizona General Education Curriculum (AGEC-B) is embedded in the Associate of Business 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. The core curriculum consists of four parts: (A) Foundation Studies include critical literacy, precise writing, qualitative thinking, and the process of analysis and synthesis that underlie logical reasoning; (B) Core Studies focus on the conceptual frameworks through which a thinker, a culture, or an academic discipline may approach an issue; (C) Area Studies link foundation skills in thinking and communicating and the core emphasis on conceptual frameworks to the content orientation of academic disciplines; (D) Computer Systems and Applications.

Arizona General Education (AGEC) special requirements incorporate additional university requirements in Intensive Writing/Critical Inquiry (IWR), Ethnic/Race/Gender (ERG) awareness, and Global/International and Historical (GIH) awareness areas. Upon completion of all 35 credit hours (including the special requirements) of the AGECEC with a grade of "C" or higher, the student will receive recognition of completion on the transcript and guaranteed transferability of the AGECEC 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.

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 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.aztransfer.com/ and curriculum transfer guides available from advisors. Transfer guides are also available from each university's web site.



ASSOCIATE DEGREE PROGRAMS

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

There are special requirements for the Arizona General Education Curriculum Certification. Students must complete courses from specific emphasis areas:

- Intensive Writing (IWR)
- Global/International or Historical Perspective (GIH)
- Ethnic/Race/Gender (ERG)

Refer to the General Education Course list for courses that meet these requirements. Students should work with an Academic Advisor to ensure requirements are met.

Students may not use the same course to meet both a Core Studies and Area Studies Requirement.

Associate of Business 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 212 Survey of Calculus **-or-**
- b. Any mathematics course more advanced than MAT 212.

B. Core Studies (3 credits)

1. Historical Perspective (3 Credits) Select and complete one course from the approved list of General Education Courses.

C. Area Studies (20 credits)

1. Physical and Biological Science (8) Select and complete two laboratory science courses from the approved list of General Education Courses.
2. Arts and Humanities (6) Select and complete two courses from the approved list of General Education Courses.
3. Social and Behavioral Science (6) Select and complete two courses from the approved list of General Education Courses (Except BSA 235).

D. Computer Systems and Applications (3 credits)

1. CSA 110 Introduction to Computer Information Systems (3)

II. Communications Requirement (3 credits)

Select and complete one of the following options:

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

III. Major and Elective Studies (26 credits)

The following courses have been approved as common major transfer credits in the business area:

- a. ACC 131 Principles of Accounting I (4)
- b. ACC 132 Principles of Accounting II (4)
- c. BSA 232 Business Statistical Analysis (3)
- d. BSA 234 Quantitative Methods (3) **-or-** MAT 172 Finite Math (3)

ASSOCIATE DEGREE PROGRAMS

The Associate of Business degree requires completion of 64 credit hours.

- e. BSA 235 Principles of Economics -Macro (3)
- f. BSA 236 Principles of Economics - Micro (3)
- g. BSA 237 Legal Environment of Business (3)
- h. Select and complete one course from the following options:
 - aa. BSA 131 Introduction to Business (3)
 - bb. BSA 233 Business Communications (3)



ASSOCIATE DEGREE PROGRAMS

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 coursework 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: (A) Foundation Studies include critical literacy, precise writing, qualitative thinking, and the process of analysis and synthesis that underlie logical reasoning; (B) Core Studies focus on the conceptual frameworks through which a thinker, a culture, or an academic discipline may approach an issue; (C) 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.aztransfer.com and curriculum transfer guides available from academic advisors. Transfer guides are also available directly from each university's web site.



Associate of General Studies Degree Program Requirements

I. General Education (28 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.

B. Core Studies (6 credits)

1. Historical Perspective (3 Credits) Select and complete one course from the approved list of General Education Courses.
2. Critical Thinking (3 Credits) Select and complete one course from the approved list of General Education Courses.

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.
2. Arts and Humanities (3-6 credits)
Select and complete 3-6 credits from the approved list of General Education Courses. 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. 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 (33 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.

Students may not use the same course to meet both a Core Studies and Area Studies requirement.

ASSOCIATE DEGREE PROGRAMS

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 hours of coursework are concentrated in **general education**. At Yavapai College the Arizona General Education Curriculum (AGEC-S) is embedded in the Associate of Science 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. The core curriculum consists of three parts: (A) Foundation Studies include critical literacy, precise writing, qualitative thinking, and the process of analysis and synthesis that underlie logical reasoning; (B) Area Studies link foundation skills in thinking and communicating and the core emphasis on conceptual frameworks to the content orientation of academic disciplines; (C) Other Requirements.

Arizona General Education (AGEC) special requirements incorporate additional university requirements in Intensive Writing/Critical Inquiry (IWR), Ethnic/Race/Gender (ERG) awareness, and Global/International and Historical (GIH) awareness areas. Upon completion of all 35 credit hours (including the special requirements) 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 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.

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 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.aztransfer.com and curriculum transfer guides available from advisors. Transfer guides are also available from each university's web site.



ASSOCIATE DEGREE PROGRAMS

There are special requirements for the Arizona General Education Curriculum Certification.

Students must complete courses from specific emphasis areas:

- Intensive Writing (IWR)
 - Global/International or Historical Perspective (GIH)
- Ethnic/Race/Gender (ERG)

Refer to the General Education Course list for courses that meet these requirements.

Students should work with an Academic Advisor to ensure requirements are met.

Associate of Science 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)

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.**

3. Social and Behavioral Science (6 credits) Select and complete two courses from the approved list of General Education Courses.**

One of the courses in Arts and Humanities **or Social and Behavioral Science must come from the Historical Perspective General Education Course list.

C. Other Requirements (6-8 credits)

1. Select two (2) additional courses based on your major. Use selected University transfer guides to select mathematics and/or physical and biological science courses from Astronomy, Biology, Botany, Environmental Science, Chemistry, Geology, Physics, Physical Geography, or Zoology.

II. Communications Requirement (3 credits)

Select and complete one of the following options:

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

ASSOCIATE DEGREE PROGRAMS

III. Major and Elective Studies (26 credits)

Twenty-six credits are required as specified in the individual degree program 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.aztransfer.com 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 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 requirements.



Arizona General Education Curriculum Transfer Programs

**(Intended for students transferring to
an Arizona public university.)**



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AGEC TRANSFER PROGRAMS

There are special requirements for the Arizona General Education Curriculum Certification. Students must complete courses from specific emphasis areas:

- Intensive Writing (IWR)
 - Global/International or Historical Perspective (GIH)
- Ethnic/Race/Gender (ERG)

Refer to the General Education Course list for courses that meet these requirements. Students should work with an Academic Advisor to ensure requirements are met.

Students may not use the same course to meet both a Core Studies and Area Studies Requirement.

Arizona General Education Curriculum (AGEC-A)

The Arizona General Education Curriculum (AGEC) is designed to fulfill all lower division General Education requirements at the public universities in Arizona. The core curriculum consists of three parts: (A) Foundation Studies include critical literacy, precise writing, qualitative thinking, and the process of analysis and synthesis that underlie logical reasoning; (B) Core Studies focus on the conceptual frameworks through which a thinker, a culture, or an academic discipline may approach an issue; (C) 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.

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 Satisfactory/Unsatisfactory (S/U) Grading.

I. General Education (35 credits)

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 142 College Mathematics -or-	
b. MAT 152 College Algebra -or-	
c. Any mathematics course for which MAT 152 is a prerequisite.....	3
B. Core Studies (6 credits)	
1. Historical Perspective. Select and complete one course from the approved list of General Education Courses	3
2. Critical Thinking. Select and complete one course from the approved list of General Education Courses	3
C. Area Studies (20 credits)	
1. Physical and Biological Science (8 credits). Select and complete two courses from the approved list of General Education Courses	8
2. Arts and Humanities (6 credits). Select and complete two courses from the approved list of General Education Courses.....	6
3. Social and Behavioral Science (6 Credits). Select and complete two courses from the approved list of General Education Courses	6

Total Minimum Credit Hours

35

AGEC TRANSFER PROGRAMS

There are special requirements for the Arizona General Education Curriculum Certification. Students must complete courses from specific emphasis areas:

- Intensive Writing (IWR)
 - Global/International or Historical Perspective (GIH)
- Ethnic/Race/Gender (ERG)

Refer to the General Education Course list for courses that meet these requirements. Students should work with an Academic Advisor to ensure requirements are met.

Students may not use the same course to meet both a Core Studies and Area Studies Requirement.

Arizona General Education Curriculum (AGEC-B)

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 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.

The AGECE-B also fulfills general education requirements for the Associate of Business degree at Yavapai College. A minimum of twelve 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 Satisfactory/Unsatisfactory (S/U) Grading.

I. General Education (35 credits)

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. Core Studies (3 credits)	
1. Historical Perspective. Select and complete one course from the approved list of General Education Courses	3
C. Area Studies (20 credits)	
1. Physical and Biological Science (8 credits). Select and complete two courses from the approved list of General Education Courses	8
2. Arts and Humanities (6 credits). Select and complete two courses from the approved list of General Education Courses.....	6
3. Social and Behavioral Science (6 Credits). Select and complete two courses from the approved list of General Education Courses.....	6
D. Computer Systems and Applications (3 credits)	
1. CSA 110: Introduction to Computer Information Systems.....	3

Total Credit Hours

35



AGEC TRANSFER PROGRAMS

There are special requirements for the Arizona General Education Curriculum Certification. Students must complete courses from specific emphasis areas:

- Intensive Writing (IWR)
 - Global/International or Historical Perspective (GIH)
- Ethnic/Race/Gender (ERG)

Refer to the General Education Course list for courses that meet these requirements. Students should work with an Academic Advisor to ensure requirements are met.



Arizona General Education Curriculum (AGEC-S)

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

The AGECS also fulfills general education requirements for the Associate of Science degree at Yavapai College. A minimum of twelve 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 Satisfactory/Unsatisfactory (S/U) Grading.

I. General Education (35 credits)

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 220 Calculus and Analytical Geometry I (5)
 - b. Any mathematics course for which MAT 220 is a prerequisite..... 3

B. Area Studies (20 credits)

1. Physical and Biological Science (8 credits). Select and 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- PHY 141 and PHY 142 -or- PHY 150 and PHY 151 8
2. Arts and Humanities (6 credits). Select and complete two courses from the approved list of General Education Courses.** 6
3. Social and Behavioral Science (6 Credits). Select and complete two courses from the approved list of General Education Courses.** 6

One of the courses in Arts and Humanities **or Social and Behavioral Science must come from the Historical Perspective General Education course list.

C. Other Requirements (6-8 credits)

Select and complete two additional courses based on your major. Use selected University’s transfer guide to select mathematics and/or physical and biological sciences from Astronomy, Biology, Botany, Environmental Science, Chemistry, Geology, Physics, Physical Geography, or Zoology
Other requirements..... 6

Total Minimum Credit Hours

35

Associate of Applied Science Degree Programs



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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 fifty-three 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, Northern Arizona University and the University of Arizona.



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Associate of Applied Science Degree Program Requirements

I. General Education (20 credits)

A. Foundation Studies (13 credits)

1. College Composition or Applied Communication (6 Credit Hours)
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)
CRW 139 Creative Writing (3)
ENG 136 Technical 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 (College Composition) 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)
Complete one course from approved General Education Course list or the Workplace Readiness course required in the individual degree program.
4. Critical Thinking (3)
Complete one course from approved General Education Course list or the Critical Thinking course required in the individual degree program.

B. Area Studies (7 credits)

1. Physical and Biological Science (4 credits)
Select and complete one course from approved General Education Course list or the physical and biological science course required in the individual degree program.
2. Social and Behavioral Science (3 credits)
Select and complete one course from approved General Education Course list or the social and behavioral science course required in the individual degree program.

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

I. General Education

- A. Foundation Studies (13 credits)
 - 1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree 6
 - 2. Numeracy (3 credits)
Complete any math (MAT) course numbered 100 or higher 3
 - 3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses..... 1
 - 4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3
 - B. Area Studies (7 credits)
 - 1. Physical and Biological Science (4 credits)
Select and complete one course from the approved list of General Education Courses..... 4
 - 2. Social and Behavioral Science (3 credits)
Select and complete one course from the approved list of General Education Courses..... 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.

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 at Yavapai College. Regular advisement is important to build an educational plan and ensure maximum transferability of all general education, major and related courses.

I. General Education

A. Foundation Studies (13 credits)

1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree (Students preparing for transfer must complete ENG 101, 102 or 103, 104) 6
2. Numeracy (3 credits)
Complete any math (MAT) course numbered 100 or higher (Students preparing for transfer must complete MAT 152)..... 3
3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses..... 1
4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3

B. Area Studies (7 credits)

1. Physical and Biological Science (4 credits)
Select and complete one course from the approved list of General Education Courses..... 4
 2. Social and Behavioral Science (3 credits)
Select and complete either 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
subtotal			15

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

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 (Continued)

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

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, consult with an academic advisor and the Agriculture Technology Department in Chino Valley at (928) 717-7720

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

I. General Education

- A. Foundation Studies (13 credits)
 - 1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree 6
 - 2. Numeracy (3 credits)
Complete any math (MAT) course numbered 100 or higher 3
 - 3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses..... 1
 - 4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3
 - 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 one course from the approved list of General Education Courses..... 3
- Subtotal..... 20**

Equine Science 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
Related Requirements		
CHM/ENV 121	Environmental Chemistry	4
subtotal		4
Emphasis 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 I	3
AGE 265	Horse Boarding and Training	2
subtotal		27
Total Minimum Credit Hours		70



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, consult with an academic advisor and the Agriculture Technology Department in Chino Valley at (928) 717-7720.

I. General Education

A. Foundation Studies (13 credits)

1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree 6
2. Numeracy (3 credits)
Complete any math (MAT) course numbered 100 or higher 3
3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses..... 1
4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3

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 one course from the approved list of General Education Courses..... 3

Subtotal..... 20

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
AGS	215	Agricultural Mechanics II	3
AGS	274	Water Management	3
subtotal			25
Related Requirements			
CHM/ENV	121	Environmental Chemistry	4
subtotal			4

**ASSOCIATE OF APPLIED SCIENCE
DEGREE PROGRAMS**

Agriculture Technology Management Degree Program (Continued)

Course		Credit Hours
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
subtotal		24
Total Minimum Credit Hours		73



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 Excellence (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 Excellence (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.

I. General Education

A. Foundation Studies (13 credits)

1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree 6
2. Numeracy (3 credits)
Complete any math (MAT) course numbered 100 or higher 3
3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses..... 1
4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3

B. Area Studies (7 credits)

1. Physical and Biological Science (4 credits)
Select and complete one course from the approved list of General Education Courses..... 4
2. Social and Behavioral Science (3 credits)
Select and complete one course from the approved list of General Education Courses 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

Computer Networking Technology Degree Program Associate of Applied Science in Computer Networking Technology

I. General Education

- A. Foundation Studies (13 credits)
 - 1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree 6
 - 2. Numeracy (3 credits)
Complete any math (MAT) course numbered 100 or higher 3
 - 3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses..... 1
 - 4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3
 - B. Area Studies (7 credits)
 - 1. Physical and Biological Science (4 credits)
Select and complete one course from the approved list of General Education Courses..... 4
 - 2. Social and Behavioral Science (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3
- Subtotal..... 20

Computer Networking Technology 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 Client Operating System	3
	CNT 122 Windows Server I	4
	CNT 123 Windows Server II	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 Internship: Computer Networking Technology	3
subtotal		48
Total Minimum Credit Hours		68

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

I. General Education

- A. Foundation Studies (13 credits)
 - 1. College Composition (6 credits)
ENG 101, 102 or ENG 103, 104..... 6
 - 2. Numeracy (3 credits)
MAT 152..... 3
 - 3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses..... 1
 - 4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3
 - B. Area Studies (7 credits)
 - 1. Physical and Biological Science (4 credits)
Select and complete one course from the approved list of General Education Courses..... 4
 - 2. Social and Behavioral Science (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3
- Subtotal..... 20**

Computing Requirements

Course	Credit Hours
CNT 100 Introduction to Networking Technology	3
CNT 110 A+ Computer Technician Certification	4
CSA 110 Introduction to Computer Information Systems	3
CSA 126 Microsoft Office	3
CSA 161 Introduction to Computer Science	2
CSA 164 C# Programming Fundamentals	3
CSA 167 PHP and MySQL Programming	3
CSA 170 PC Architecture	3
CSA 179 Survey of Operating Systems	3
CSA 201 Software Maintenance and Troubleshooting	3
CSA 266 Advanced Web Enhancement-AJAX	3
CSA 281 Systems Analysis and Design	3
CSA 282 Microcomputer Database	3
CSA 294 CSA Project	2
WEB/ART 130 Website Design	3
subtotal	44

Total Minimum Credit Hours 64



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Freeport McMoRan, Inc. sponsors a mining program designed to prepare students for direct employment in the mining industry. There are special admission requirements for this program. Contact (928) 717-2002 for details.

Diesel Technician Degree Program

Associate of Applied Science in Diesel Technician

I. General Education

- A. Foundation Studies (13 credits)
 - 1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree 6
 - 2. Numeracy (3 credits)
 - Complete MAT 100 Technical Mathematics or any higher level mathematics 3
 - 3. Workplace Readiness (1 credit)
 - Complete BSA 100 Workplace Dynamics 1
 - 4. Critical Thinking (3 credits)
 - Complete HUM 101 Society and Technology 3
 - B. Area Studies (7 credits)
 - 1. Physical and Biological Science (4 credits)
 - Complete ENV/BIO 105 Environmental Biology 4
 - 2. Social and Behavioral Science (3 credits)
 - Complete PSY 101 Introductory Psychology 3
- Subtotal..... 20**

General Requirements

Course			Credit Hours
AGS	101	Microcomputers in Agriculture	3
MET	116	Rigging	1
MET	150	Surface Mine Safety Training	1
MET	160	Basic Machine Hydraulics and Pneumatics	2
WLD	113	Basic Welding II	2
subtotal			9

Diesel Technician Requirements

Course			Credit Hours
AUT	102	Diesel Service Techniques	2
AUT	108	Diesel Engines	4
AUT	109	Diesel Electrical Systems Design and Diagnosis	3
AUT	113	Diesel Fuel Systems	3
AUT	124	Heavy Equipment Drive Train	3
AUT	125	Heating and Air Conditioning	3
AUT	208	Advanced Diesel Engine Repair	3
AUT	209	Diesel Machine Hydraulics	3
AUT	225	Diesel Computerized System Controls	2
AUT	295	Apprenticeship: Diesel Technician	12
subtotal			38
Total Minimum Credit Hours			67

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Associate of Applied Science 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

I. General Education

- A. Foundation Studies (13 credits)
 - 1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree 6
 - 2. Numeracy (3 credits)
Complete any math (MAT) course numbered 100 or higher 3
 - 3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses..... 1
 - 4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3
 - B. Area Studies (7 credits)
 - 1. Physical and Biological Science (4 credits)
Select and complete one course from the approved list of General Education Courses..... 4
 - 2. Social and Behavioral Science (3 credits)
Select and complete one course from the approved list of General Education Courses..... 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 and Toddler Development	3
ECE 216	Play Education	3
ECE 220	School Age Children	3
ECE/EDU 222	Introduction to the Exceptional Learner	3
ECE/EDU 230	Language and Literacy Experiences	3
ECE/PSY 234	Child Growth and Development	3
ECE 240	Family and Community Partnerships	3
ECE 250	Leadership & Management in Early Child. Prog.	3
ECE 270	Health, Safety and Nutrition	3
ECE 290	Practicum: Directed Field Experience Birth-Preschool	3
ECE 291	Adv Practicum: Supervised Field Exp Birth-Preschool	4
subtotal		40
Related Requirements (Select Option 1 or Option 2):		
Option 1		
EDU/SPA 120	Spanish for Educators	3
OR AND SPA 131	Conversational Spanish Elective	1
Option 2		
ASL 101	Beginning American Sign Language I	4
subtotal		4
Total Minimum Credit Hours		64

*Students must apply for practicum placement during the semester prior to enrolling in ECE 290 Practicum: Directed Field Experience and must have completed ECE 200, 202, 222, 230, 234 and 270. Evidence of completed application for fingerprint clearance and completed CPR and First Aid training will be required as part of a completed application.

NOTE:

A current Arizona fingerprint clearance card is required for students working in the Del E. Webb Family Enrichment Center.

A current card in Pediatric First Aid and Safety will be required for graduation.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Electrical Instrumentation Technician Degree Program

Associate of Applied Science in Electrical Instrumentation Technician

I. General Education

- A. Foundation Studies (13 credits)
 - 1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree..... 6
 - 2. Numeracy (3 credits)
Complete MAT 122 Intermediate Algebra or any higher level mathematics..... 3
 - 3. Workplace Readiness (1 credit)
Complete BSA 100 Workplace Dynamics..... 1
 - 4. Critical Thinking (3 credits)
Complete HUM 101 Society and Technology..... 3
 - B. Area Studies (7 credits)
 - 1. Physical and Biological Science (4 credits)
Complete ENV/BIO 105 Environmental Biology 4
 - 2. Social and Behavioral Science (3 credits)
Complete PSY 101 Introductory Psychology..... 3
- Subtotal..... 20

General Requirements

Course			Credit Hours
AGS	101	Microcomputers in Agriculture	3
MET	116	Rigging	1
MET	150	Surface Mine Safety Training	1
MET	160	Basic Machine Hydraulics and Pneumatics	2
WLD	113	Basic Welding II	2
subtotal			9

Electrical Instrumentation Technician Requirements

Course			Credit Hours
ELT	110	Electricity and Electronics	3
ELT	111	DC Electrical Systems	3
ELT	112	AC Electrical Systems	3
ELT	115	Conduits and Raceways	1
ELT	161	Microprocessors and Programmable Controllers	3
ELT	171	Process Control Instrumentation	3
ELT	271	Advanced Process Control Instrumentation	4
ELT	272	Motors and Motor Controls	3
ELT	295	Apprenticeship: Electrical Instrument Technician	12
subtotal			35
Total Minimum Credit Hours			64

Freeport McMoRan, Inc. sponsors a mining program designed to prepare students for direct employment in the mining industry. There are special admission requirements for this program. Contact (928) 717-2002 for details.

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

I. General Education

- A. **Foundation Studies (13 credits)**
 - 1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree 6
 - 2. Numeracy (3 credits)
Complete any math (MAT) course numbered 100 or higher 3
 - 3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses..... 1
 - 4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3
 - B. **Area Studies (7 credits)**
 - 1. Physical and Biological Science (4 credits)
Select and complete one course from the approved list of General Education Courses..... 4
 - 2. Social and Behavioral Science (3 credits)
Select and complete one course from the approved list of General Education Courses 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†* 10
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	18
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 pre-requisite 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

I. General Education

A. <u>Foundation Studies (13 credits)</u>	
1. College Composition (6 credits) ENG 101, 102 or ENG 103, 104.....	6
2. Numeracy (3 credits) Complete any math (MAT) course numbered 100 or higher	3
3. Workplace Readiness (1 credit) Select and complete one course from the approved list of General Education Courses.....	1
4. Critical Thinking (3 credits) Select and complete one course from the approved list of General Education Courses (ART 202 20th Century Art - Recommended)	3
B. <u>Area Studies (7 credits)</u>	
1. Physical and Biological Science (4 credits) Select and complete one course from the approved list of General Education Courses.....	4
2. Social and Behavioral Science (3 credits) Select and complete one course from the approved list of General Education Courses.....	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 I	3	
ART	154	Digital Photography I	3	
OR	ART	200	Art History I	3
	ART	201	Art History II	
ART	231	Graphic Design Illustration	4	
ART	232	Portfolio Development	2	
ART	234	Advanced Graphic Design Projects	3	
OR	ART	235	Magazine Production	2-3
	ART	296	Internship: Art	
ART	236	Digital Pre-Press	2	
minimum subtotal			39	



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Graphic Design Degree Program (Continued)

Graphic Design Related Requirements. Select an emphasis area and complete the required 9 credits of coursework.

Design Emphasis			
ART	113	Three-Dimensional Design	3
ART	230	Digital Printing Technology and Applications	3
ART	237	Adobe Photoshop II	3
Illustration Emphasis			
ART	210	Life Drawing I	3
ART	230	Digital Printing Technology and Applications	3
ART	237	Adobe Photoshop II	3
Digital Photography Emphasis			
ART	157	Digital Photography II	3
ART	230	Digital Printing Technology and Applications	3
ART	256	Digital Imaging	3
Website Design Emphasis			
ART/WEB	130	Website Design I	3
ART/WEB	238	Website Design II	3
ART	237	Adobe Photoshop II	3
subtotal			9
Total Minimum Credit Hours			68



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

I. General Education

- A. Foundation Studies (13 credits)
 - 1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree 6
 - 2. Numeracy (3 credits)
Complete any math (MAT) course numbered 100 or higher 3
 - 3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses..... 1
 - 4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3
 - B. Area Studies (7 credits)
 - 1. Physical and Biological Science (4 credits)
Select and complete one course from the approved list of General Education Courses..... 4
 - 2. Social and Behavioral Science (3 credits)
Select and complete one course from the approved list of General Education Courses..... 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
OR	BSA	220	Principles of Management	3
	BSA	221	Entrepreneurship	
	SBE	230	Owning and Operating a Small Business	3
	CSA	130	WordPerfect	1
	CSA	140	Microsoft Word	2
	GST	191	Basic Engraving	4
	WLD	150	Welding for Gunsmiths	2
subtotal			4	
Total Minimum Credit Hours			64	

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Freeport McMoRan, Inc. sponsors a mining program designed to prepare students for direct employment in the mining industry. There are special admission requirements for this program. Contact (928) 717-2002 for details.

Industrial Plant Technician Degree Program

Associate of Applied Science in Industrial Plant Technician

I. General Education

A. Foundation Studies (13 credits)

1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree 6
2. Numeracy (3 credits)
Complete MAT 100 Technical Mathematics or any higher level mathematics 3
3. Workplace Readiness (1 credit)
Complete BSA 100 Workplace Dynamics..... 1
4. Critical Thinking (3 credits)
Complete HUM 101 Society and Technology..... 3

B. Area Studies (7 credits)

1. Physical and Biological Science (4 credits)
Complete ENV/BIO 105 Environmental Biology 4
2. Social and Behavioral Science (3 credits)
Complete PSY 101 Introductory Psychology..... 3

Subtotal..... 20

Mining General Requirements

Course			Credit Hours
AGS	101	Microcomputers in Agriculture	3
MET	116	Rigging	1
MET	150	Surface Mine Safety Training	1
MET	160	Basic Machine Hydraulics and Pneumatics	2
WLD	113	Basic Welding II	2
subtotal			9

Industrial Plant Technician Requirements

Course			Credit Hours
IPT	110	Industrial Shop Practices	3
IPT	120	Industrial Pump Maintenance and Repair	3
IPT	130	Industrial Valve Maintenance and Repair	3
IPT	140	Bulk Materials Handling	3
IPT	160	Machinery Maintenance and Troubleshooting	3
IPT	260	Advanced Machinery Maintenance	3
IPT	261	Machine Shop	3
IPT	295	Apprenticeship: Industrial Plant Technician	12
WLD	112	Basic Welding I	2
WLD	250	Welded Metal Fabrication	4
subtotal			39
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 Foundation Studies 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, 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.

ASSOCIATE OF APPLIED SCIENCE 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: www.aztransfer.com

I. General Education

- A. Foundation Studies (13 credits)
 - 1. College Composition
ENG 101, 102 or ENG 103, 104..... 6
 - 2. Numeracy (3 credits)
MAT 142 (Preferred) -or- MAT 152 -or- any math (MAT) course that has MAT 152
as a prerequisite..... 3
 - 3. SOC 120 AIDS A Modern Plague..... 1
 - 4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education
Courses..... 3
 - B. Area Studies (7 credits)
 - 1. Physical and Biological Science (4 credits)
BIO 100 -or- BIO 156 (Preferred) -or- BIO 181 **and** BIO 201 8
 - 2. Social and Behavioral Science (3 credits)
PSY 245 Human Growth & Development 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
	NTR 135	Human Nutrition 1-3
subtotal		9-11
Total Minimum Credit Hours		72

Nursing Program Plan:

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

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	3
	MAT 142	College Mathematics (preferred)	
OR	BIO 100	Biology Concepts	4
	BIO 156	Human Biology for Allied Health (Preferred)	
	BIO 181	General Biology I	
	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	
	SOC 120	AIDS A Modern Plague	
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
		Critical Thinking	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 computer skills, management/ leadership, medical office, or legal office may be obtained.

Office Administration Degree Program Associate of Applied Science in Office Administration

I. General Education

- A. Foundation Studies (13 credits)
 - 1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree 6
 - 2. Numeracy (3 credits)
 - Complete any math (MAT) course numbered 100 or higher 3
 - 3. Workplace Readiness (1 credit)
 - Select and complete one course from the approved list of General Education Courses..... 1
 - 4. Critical Thinking (3 credits)
 - Select and complete one course from the approved list of General Education Courses..... 3
 - B. Area Studies (7 credits)
 - 1. Physical and Biological Science (4 credits)
 - Select and complete one course from the approved list of General Education Courses..... 4
 - 2. Social and Behavioral Science (3 credits)
 - Select and complete one course from the approved list of General Education Courses..... 3
- Subtotal..... 20**

Office Administration Requirements

Course		Credit Hours		
ACC	121	Introductory Accounting	3	
BSA	105	Business English	3	
BSA	130	Business Financial Applications	3	
BSA	225	Administrative Office Management	3	
BSA	233	Business Communications	3	
CSA	110	Introduction to Computer Information Systems	3	
CSA	112	Keyboarding Skill Building	1	
CSA	113	Document Formatting	3	
CSA	114	Document Production	2	
CSA	138	Microsoft Excel	2	
CSA	139	Microsoft Access	2	
CSA	140	Microsoft Word	2	
CSA	142	Microsoft Powerpoint	2	
subtotal			32	
Computer Skills Emphasis. Select 12 credit hours from the following courses:				
OR	BSA	111	Creative Leadership	
	BSA	112	Leadership: Juggling Multiple Priorities	
OR	BSA	113	Leadership Communication: Leading Out Loud	1
	CSA	115	Ten Key Mastery on the Computer	1
CSA	124	Creating Dynamic Forms Using Adobe LiveCycle	2	
CSA	126	Microsoft Office	3	
CSA	133	Microsoft Publisher	2	
CSA	134	Microsoft Word Desktop Publishing	2	
OR	CSA	144	Creating Web Pages Using Dreamweaver	
	CSA	145	Creating Web Pages Using Expression Web	3
CSA	172	Microsoft Windows	2	
CSA	177	Surfing the Internet	2	
CSA	296	Internship: Computer Systems & Applications	3	
subtotal			12	

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

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

Office Administration Degree Program (Continued)

Management/Leadership Skills Emphasis. Select 12 credit hours from the following courses:				
	BSA	111	Creative Leadership	1
	BSA	112	Leadership: Juggling Multiple Priorities	1
	BSA	113	Leadership Communication: Leading Out Loud	1
	BSA	120	Principles of Supervision	3
	BSA	140	Human Relations in Business	3
	BSA	223	Human Resource Management	3
	CSA	126	Microsoft Office	3
	BSA	296	Internship: Business Administration	3
			subtotal	12
Medical Office Emphasis. Complete the following courses:				
	AHS	131	Medical Terminology I	3
	AHS	132	Medical Terminology II	3
OR	BSA	111	Creative Leadership	
OR	BSA	112	Leadership: Juggling Multiple Priorities	
	BSA	113	Leadership Communication: Leading Out Loud	1
	HIM	100	Introduction to Health Information Mngt.	3
	HIM	172	Legal & Ethical Aspects of Health Info. Mngt.	2
			subtotal	12
Legal Office Emphasis. Complete the following courses:				
OR	BSA	111	Creative Leadership	
OR	BSA	112	Leadership: Juggling Multiple Priorities	
	BSA	113	Leadership Communication: Leading Out Loud	1
	CSA	172	Microsoft Windows	2
	LAW	100	Introduction to Paralegal Studies	3
	LAW	101	Legal Ethics and Professional Responsibility	1
	LAW	105	Legal Computer Applications	2
	LAW	107	Law Office Management	3
			subtotal	12
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.

I. General Education

A. Foundation Studies (13 credits)	
1. College Composition (6 credits) ENG 101, 102 or ENG 103, 104.....	6
2. Numeracy (3 credits) Complete any math (MAT) course numbered above 100 except MAT 122, MAT 156 or MAT 157	3
3. Workplace Readiness (1 credit) Select and complete one course from the approved list of General Education Courses.....	1
4. Critical Thinking (3 credits) Select and complete one course from the approved list of General Education Courses.....	3
B. Area Studies (7 credits)	
1. Physical and Biological Science (4 credits) Select and complete one course from the approved list of General Education Courses.....	4
2. Social and Behavioral Science (3 credits) Select and complete one course from the approved list of General Education Courses.....	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	Business Organizations	2

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Paralegal Studies Degree Program (Continued)

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	296	Internship: Paralegal Studies	3	
RES	201	Real Estate Law	3	
Select a minimum of 4 credits from:				
LAW	206	Contracts (2)		
LAW	209	Administrative Law (2)		
LAW	210	Bankruptcy Procedures (2)		
LAW	295	Special Legal Topics (2)	4	
subtotal			42	
Related Requirements				
ACC	121	Introductory Accounting	3	
BSA	233	Business Communications	3	
OR	CSA	130	WordPerfect	1
	CSA	140	Microsoft Word	2
subtotal			7-8	
Total Minimum Credit Hours			69	

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

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

Since there is a special admission process for this program, prospective students should contact an academic advisor for detailed information.

Paramedicine Degree Program Associate of Applied Science in Paramedicine

I. General Education

- A. **Foundation Studies (13 credits)**
 - 1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree..... 6
 - 2. Numeracy (3 credits)
Complete any math (MAT) course numbered 100 or higher 3
 - 3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses..... 1
 - 4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3
 - B. **Area Studies (7 credits)**
 - 1. Physical and Biological Science (4 credits)
Select and complete one course from the approved list of General Education Courses..... 4
 - 2. Social and Behavioral Science (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3
- Subtotal..... 20**

Paramedicine Studies Requirements

Course			Credit Hours
Fire Science Requirements			
FSC	104	Hazardous Materials 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.

I. General Education

A. Foundation Studies (13 credits)

1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree (Students preparing for transfer must complete ENG 101, 102 or 103, 104) 6
2. Numeracy (3 credits)
Complete any math (MAT) course numbered 100 or higher (Students preparing for transfer must complete MAT 152)..... 3
3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses..... 1
4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3

B. Area Studies (7 credits)

1. Physical and Biological Science (4 credits)
Select and complete one course from the approved list of General Education Courses (ENV/BIO 105 Environmental Biology - Recommended)..... 4
2. Social and Behavioral Science (3 credits)
Select and complete one course from the approved list of General Education Courses..... 3

Subtotal..... 20

Residential Building Technology Requirements

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
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



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

The Associate of Applied Science in Social and Human Services is designed to prepare students to work in health and social service agencies as well as prepare those students wishing to transfer to a Bachelor's degree program in Human Services/Social Work or a related Social and Behavioral Science discipline.

Social and Human Services Degree Program Associate of Applied Science in Social and Human Services

I. General Education

- A. Foundation Studies (13 credits)
 - 1. College Composition or Applied Communication (6 credits) - Select and complete any option for the Associate of Applied Science degree (Students preparing for transfer must complete ENG 101, 102 or 103, 104) 6
 - 2. Numeracy (3 credits)
Complete any math (MAT) course numbered 100 or higher (Students preparing for transfer must complete MAT 142 or MAT 152) 3
 - 3. Workplace Readiness (1 credit)
Select and complete one course from the approved list of General Education Courses
-OR- choose from one of the following courses:
ECE 120 Contemporary Issues in Child Care
PSY 156 End of Life Issues and Options
SOC 120 AIDS A Modern Plague..... 1
 - 4. Critical Thinking (3 credits)
Select and complete one course from the approved list of General Education Courses (PHI 204 Ethical Issues in Health Care - Recommended)..... 3
 - B. Area Studies (7 credits)
 - 1. Physical and Biological Science (4 credits)
Select and complete one course from the approved list of General Education Courses..... 4
 - 2. Social and Behavioral Science (3 credits)
PSY 101 Introductory Psychology..... 3
- Subtotal..... 2**

Social and Human Services Requirements

Course		Credit Hours	
PSY	175	Counseling Skills	3
PSY	220	Social Service Case Management	3
PSY	241	Substance Abuse	3
PSY	262	Crisis and Trauma Intervention	3
PSY	275	Group Skills and Processes	3
PSY	296	Internship*	3
SOC	220	Introduction to Social Work	3
subtotal		21	

*Students must complete all Social & Human Services degree requirements prior to enrolling in PSY 296 Internship. A State of Arizona/ Dept. of Public Safety Fingerprint check must be completed prior to internship placement.

**ASSOCIATE OF APPLIED SCIENCE
DEGREE PROGRAMS**

Social and Human Services Degree Program (cont'd)

Related Requirements Select and Complete 24 hours			
ANT	102	Introduction to Cultural Anthropology	3
ANT	232	Indians of the Southwest	3
ECE	200	Introduction to Early Childhood Education	3
ECE/PSY	234	Child Growth & Development	3
GRN	100	Introduction to Social Gerontology	3
HIS	260	History of Native Americans in the United States	3
PSY	240	Personality Development	3
PSY	245	Human Growth and Development	3
PSY	266	Abnormal Psychology	3
PSY/SOC	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	250	Social Problems	3
subtotal			24
Total Minimum Credit Hours			65

Certificate Programs



Yavapai
COLLEGE
Your community. Your college.

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

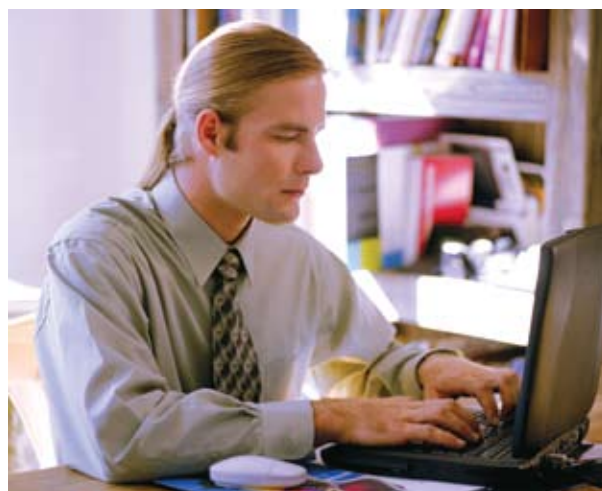
The Administrative Office Specialist certificate is designed to prepare students for entry-level clerical positions in the business office.

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	105	Business English	3
BSA	225	Administrative Office Management	3
CSA	112	Keyboarding Skill Building	1
CSA	113	Document Formatting	3
CSA	114	Document Production	2
CSA	126	Microsoft Office	3
CSA	172	Microsoft Windows	2
Total Minimum Credit Hours			20



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



CERTIFICATE PROGRAMS

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.

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 I	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	3
AGE	155	Equine Driving	1
AGE	211	Advanced Equine Massage Therapy	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



CERTIFICATE PROGRAMS

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



CERTIFICATE PROGRAMS

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



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 - 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

The purpose of these certificate programs 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 these certificate programs 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.

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 to upgrade the 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.

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

Automotive 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.

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

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

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
OR	CNT 115	Network+: Networking Technologies Cert.	4
	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

CERTIFICATE PROGRAMS

Computer Application Specialist

The Computer Application Specialist certificate is designed to provide students with the skills necessary to be proficient working with current software applications in the Microsoft environment.

Course		Credit Hour		
CSA	124	Creating Dynamic Forms	2	
CSA	133	Microsoft Publisher	2	
CSA	134	Word Desktop Publisher	2	
CSA	138	Microsoft Excel	2	
CSA	139	Microsoft Access	2	
CSA	140	Microsoft Word	2	
CSA	142	Microsoft PowerPoint	2	
OR	CSA	144	Creating Web Pages Using Dreamweaver	3
	CSA	145	Creating Web Pages Using Expression	
	CSA	172	Microsoft Windows	
Total Minimum Credit Hours			19	



CERTIFICATE PROGRAMS

This program provides preparation for the A+ certification exam.

Computer Maintenance and Repair Technician

This certificate is designed to prepare the student 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 Client Operating System	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 110 and CNT 120 before beginning CSA 296.

Computer Networking Technician

This certificate is designed to provide students with the skills necessary to install, troubleshoot and support computers and servers in a small to medium-sized computer network. Students are prepared for two industry certifications: CompTIA A+ Certified IT Technician and CompTIA Network+. Successful students will have the skills required to gain employment in entry-level positions in the information technology field.

Course	Credit Hour
CNT 100 Introduction to Networking Technology	3
CNT 110 A+ Computer Technician Certification	4
CNT 115 Network+: Networking Technologies Certification	4
CNT 120 Exploring Network Operating Environments	3
Total Minimum Credit Hours	14



CERTIFICATE PROGRAMS

Completion of this certificate will provide students with a portfolio of multi-genre creative writing which can benefit them when applying to the highly competitive creative writing programs at universities.

Certificate assures a well rounded approach to creative writing and may aid students in pursuit of a professional career in writing as well as enhance their awareness of writing as a lifelong tool for personal growth.

Creative Writing

Course		Credit Hours	
Select 6 credit hours from the following courses:			
CRW	139	Introduction to Creative Writing	3
CRW	140	Short Story Writing	3
CRW	141	Introduction to Poetry Writing	3
subtotal			6
Select 6 credit hours from the following courses:			
CRW	142	Creative Nonfiction Writing	3
CRW	143	Memoir Writing	3
CRW	144	Writing and Healing	3
subtotal			6
Select 3 credit hours from the following courses:			
CRW	249	Special Topics in Creative Writing	3
CRW	295	Writer's Workshop	3
subtotal			3
Select 3 credit hours from the following courses:			
CRW	250	Advanced Creative Writing: Poetry	3
CRW	251	Advanced Creative Writing: Creative Nonfiction	3
CRW	252	Advanced Creative Writing: Fiction	3
subtotal			3
Total Minimum Credit Hours			18



CERTIFICATE PROGRAMS

Freeport McMoRan, Inc. sponsors a mining program designed to prepare students for direct employment in the mining industry. There are special admission requirements for this program. Contact (928) 717-2002 for details.

Diesel Technician

The Diesel Technician certificate is designed to prepare students for entry-level positions in heavy diesel mechanics.

Course		Credit Hours	
Fall Semester			
AGS	101	Microcomputers in Agriculture	3
AUT	102	Diesel Service Techniques	2
AUT	108	Diesel Engines	4
AUT	109	Diesel Electrical Systems, Design and Diagnosis	3
AUT	113	Diesel Fuel Systems	3
AUT	296	Internship: Automotive	3
MET	160	Basic Machine Hydraulics and Pneumatics	2
WLD	113	Basic Welding II (Arc)	2
Spring Semester			
AUT	124	Heavy Equipment Drive Train	3
AUT	128	Diesel Heating and Air Conditioning	3
AUT	135	Heavy Equipment Suspension, Steering and Brake Systems	3
AUT	225	Diesel Computerized System Controls	2
AUT	296	Internship: Automotive	3
Total Minimum Credit Hours		36	

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

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

Digital Filmmaking Zaki Gordon Institute

Advanced Filmmaking

Admissions Requirements:

Students must complete the first-year program in narrative or documentary 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

The Early Childhood Education certificate is designed to provide students with a working knowledge of Early Childhood Education.

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 of Applied Science in Early Childhood Education.

Early Childhood Education

The Early Childhood Education certificate fulfills the requirements of the Arizona Department of Education’s Early Childhood Endorsement course work for Post-Baccalaureate elementary education students. This certificate also fulfills the ECE course work necessary to qualify as an early childhood teaching assistant and/or teacher in many early care and education professional settings.

Course		Credit Hours	
ECE	200	Introduction to Early Childhood Education	3
ECE	202	Early Childhood Curriculum	3
ECE	210	Infant and Toddler Development	3
ECE	216	Play Education	3
ECE	220	School Age Children	3
ECE/EDU	222	Introduction to the Exceptional Learner	3
ECE/EDU	230	Language and Literacy Experiences	3
ECE/PSY	234	Child Growth and Development	3
ECE	240	Family and Community Partnerships	3
ECE	270	Health, Safety & Nutrition	3
ECE	290	Practicum: Directed Field Exp Birth-Preschool	3
OR	ECE 291	Adv Practicum: Supervised Field Exp Birth-Preschool*	4
Total Minimum Credit Hours		33	

*Required for those seeking an Early Childhood Endorsement from the Arizona Department of Education. See an Academic Advisor for detailed information.

Early Childhood Education - Child Development Associate

The Child Development Associate certificate is designed to prepare students for a National Credential through the Council of Professional Recognition.

Course		Credit Hours	
OR	ECE 190	Child Develop. Associate (CDA) Assessment Prep*	3
	ECE 202	Early Childhood Curriculum	
	ECE 200	Introduction to Early Childhood Education	3
	ECE/PSY 234	Child Growth & Development	3
	ECE 240	Family and Community Partnerships	3
Total Minimum Credit Hours		12	

*ECE 190 is required for the national credential from the Council of Professional Recognition; ECE 202 may be substituted if a student does not plan to apply for the national CDA credential.

NOTE:

A current Arizona fingerprint clearance card is required for students working in the Del E. Webb Family Enrichment Center.
 A current card in Pediatric First Aid and Safety will be required for graduation.

CERTIFICATE PROGRAMS

Freeport McMoRan, Inc. sponsors a mining program designed to prepare students for direct employment in the mining industry. There are special admission requirements for this program. Contact (928) 717-2002 for details.

Electrical Instrumentation Technician

The Electrical Instrumentation Technician certificate is designed to prepare students for entry-level positions in the installation, repair and maintenance of commercial electrical equipment and microprocessors.

Course		Credit Hours
Fall Semester		
AGS	101	Microcomputers in Agriculture 3
ELT	110	Electricity and Electronics 3
ELT	111	DC Electrical Systems 3
ELT	296	Internship: Electrical Instrumentation Technician 3
MAT	100	Technical Mathematics 3
MET	150	Surface Mine Safety Training 1
MET	160	Basic Machine Hydraulics and Pneumatics 2
Spring Semester		
ELT	112	AC Electrical Systems 3
ELT	115	Conduits and Raceways 1
ELT	161	Microprocessors and Programmable Controllers 3
ELT	171	Process Control Instrumentation 3
ELT	296	Internship: Electrical Instrumentation Technician 3
WLD	113	Basic Welding II (Arc) 2
Total Minimum Credit Hours		33



CERTIFICATE PROGRAMS

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 improved 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.

Course	Credit Hours
EMS 131 Emergency Medical Technician	6
Total Minimum Credit Hours	6

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.

Course	Credit Hours
EMS 233 Intermediate Emergency Medical Technician	18
Total Minimum Credit Hours	18

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 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	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 level mathematics	
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 Firefighter certificate 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.

Fire Science - Firefighter

Course		Credit Hours
OR	ENG 101	College Composition I
	COM 135	Workplace Communication Skills
OR	FSC 100	Fire Service Introduction and Orientation
	FSC 105	Firefighter Certification Academy †*
	FSC 115	Firefighter Recruit Academy**
	FSC 104	Hazardous Materials First Responder-Operations††
	FSC 135	Fundamentals of Fire Prevention
	FSC 236	Firefighter Occupational Safety
OR	MAT 100	Technical Mathematics
	higher level mathematics	
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 – 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	3
	COM 135	Workplace Communication Skills	
OR	ENG 102	College Composition II	3
	ENG 136	Technical Writing	
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 higher level mathematics	3
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.



CERTIFICATE PROGRAMS

Gerontology

The 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 printing and design firms.

Students will develop technical competencies in print, digital imaging, and website design using Adobe Creative Suite. Application of basic design principles.

Graphic Design Technician

Course			Credit Hours
ART	110	Drawing I	3
ART	112	Two-Dimensional Design	3
ART	130	Website Design I	3
ART	131	Graphic Design I	4
ART	132	Graphic Design II	4
ART	137	Adobe Photoshop I	3
ART	154	Digital Photography I	3
ART	231	Graphic Design Illustration	4
ART	236	Digital Pre-Press	2
ART	238	Website Design II	3
Workplace Readiness (Select and Complete One course from Approved List)			1
Total Minimum Credit Hours			33



CERTIFICATE PROGRAMS

The Gunsmithing 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 an academic advisor for detailed information.

Gunsmithing

Course			Credit Hours
GST	100	Apprentice Gunsmithing	10
GST	150	Journeyman Gunsmithing	10
GST	200	Professional Gunsmithing	10
GST	250	Master Gunsmithing	10
Total Minimum Credit Hours			40

CERTIFICATE PROGRAMS

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.

Helicopter Pilot Entrepreneurship

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

Freeport McMoRan, Inc. sponsors a mining program designed to prepare students for direct employment in the mining industry. There are special admission requirements for this program. Contact (928) 717-2002 for details.

Industrial Plant Technician

The Industrial Plant Technician certificate is designed to prepare students for an entry-level career in plant machinery installation, maintenance, and fabrication.

Course		Credit Hours	
Fall Semester			
AGS	101	Microcomputers in Agriculture	3
IPT	110	Industrial Shop Practices	3
IPT	120	Industrial Pump Maintenance and Repair	3
IPT	296	Internship: Industrial Plant Technician	3
MET	150	Surface Mine Safety Training	1
MET	160	Basic Machine Hydraulics and Pneumatics	2
WLD	113	Basic Welding II (Arc)	2
Spring Semester			
IPT	130	Industrial Valve Maintenance and Repair	3
IPT	140	Bulk Materials Handling	3
IPT	160	Machinery Maintenance and Troubleshooting	3
IPT	296	Internship: Industrial Plant Technician	3
WLD	112	Basic Welding (Gas)	2
WLD	250	Welded Metal Fabrication	4
Total Minimum Credit Hours		35	



CERTIFICATE PROGRAMS

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

The program offers introductory document preparation courses with related courses in legal office procedures and office management.

Legal Office Clerk

The Legal Office Clerk certificate is designed to prepare students for entry-level clerical positions in law offices.

Course		Credit Hours
OR OR	BSA 111	Creative Leadership
	BSA 112	Leadership: Juggling Multiple Priorities
	BSA 113	Leadership Communication: Leading Out Loud
	CSA 140	Microsoft Word
	LAW 100	Introduction to Paralegal Studies
	LAW 101	Legal Ethics
	LAW 105	Legal Computer Applications
	LAW 107	Law Office Management
Total Minimum Credit Hours		12

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

The program offers document preparation courses with related courses in business communications, legal office procedures, legal office management, and information processing.

Legal Office Secretary

The Legal Office Secretary certificate is designed to prepare students for entry-level secretarial positions in law offices.

Course		Credit Hours
	ACC 121	Introductory Accounting
	BSA 105	Business English
OR OR	BSA 111	Creative Leadership
	BSA 112	Leadership: Juggling Multiple Priorities
	BSA 113	Leadership Communication: Leading Out Loud
	BSA 233	Business Communications
	CSA 112	Keyboarding Skill Building
	CSA 140	Microsoft Word
	CSA 172	Microsoft Windows
	LAW 100	Introduction to Paralegal Studies
	LAW 101	Legal Ethics
	LAW 105	Legal Computer Applications
	LAW 107	Law Office Management
Total Minimum Credit Hours		24

CERTIFICATE PROGRAMS

The Management certificate program prepares students to use management theory to solve basic business problems and formulate plans for the future.

Management

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 Communications	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.

Admission Requirements: Students must have current CPR (Health Care Provider) card.

Medical Assistant

Course			Credit Hours
AHS	100	Fundamentals of Health Care	3
AHS	103	Phlebotomy	2
AHS	120	Foundations of Medical Assisting I	3
AHS	121	Foundations of Medical Assisting II	3
AHS	130	Medical Terminology for Patient Care Staff	3
AHS	296	Internship: Allied Health Services*	3
BIO	160	Introduction to Human Anatomy & Physiology	4
CSA	126	Microsoft Office	3
MAT	100	Technical Mathematics	3
SPA	125	Spanish for Health Professionals	2
Total Minimum Credit Hours			29

*Students must complete all Medical Assistant requirements prior to enrolling in AHS Internship. Permission of the program director is also required.

This certificate prepares the student for employment as a medical coder in a physician's office, acute care setting and/or long-term care setting.

Admission Requirements: Students must have current immunizations as prescribed by the CDC (Center for Disease Control). Current negative TB skin test or equivalent is required.

Medical Coding

Course			Credit Hours
AHS	131	Medical Terminology I	3
AHS	132	Medical Terminology II	3
AHS	296	Internship: Allied Health Services*	3
BIO	160	Introduction to Human Anatomy & Physiology	4
CSA	138	Microsoft Excel	2
CSA	139	Microsoft Access	2
HIM	100	Introduction to Health Info. Mngt.	3
HIM	140	Disease Process	4
HIM	141	Healthcare Delivery Systems	2
HIM	142	Healthcare Reimbursement Methodology	3
HIM	170	ICD-9 Medical Coding	4
HIM	171	CPT Medical Coding	3
HIM	172	Legal and Ethical Aspects of Health Info. Mngt.	2
SPA	125	Spanish for Health Professionals	2
Total Minimum Credit Hours			40

*Students must complete all Medical Coding requirements prior to enrolling in AHS Internship. Permission of the program director is also required.

CERTIFICATE PROGRAMS

The Medical Records Technician certificate prepares students for employment in a physician's office, acute care setting and/or long-term care setting.

Admission Requirements: Students must have current immunizations as prescribed by the CDC (Center for Disease Control). Current negative TB skin test or equivalent is required.

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 Records Technician

Course			Credit Hours
AHS	131	Medical Terminology I	3
AHS	132	Medical Terminology II	3
CSA	140	Microsoft Word	2
HIM	100	Introduction to Health Information Mngt.	3
HIM	172	Legal and Ethical Aspects of Health Info Mngt.	2
Total Minimum Credit Hours			13



Medical Transcription

Course			Credit Hours
AHS	131	Medical Terminology I	3
AHS	132	Medical Terminology II	3
AHS	164	Medical Transcription	3
AHS	166	Physician's Office Transcription	2
AHS	167	Medical-Surgical Transcription	2
AHS	168	Diagnostic-Therapeutic Transcription	2
AHS	296	Internship: Allied Health Services*	3
BIO	160	Introduction to Human Anatomy & Physiology	4
BSA	105	Business English	3
CSA	126	Microsoft Office	3
Total Minimum Credit Hours			28

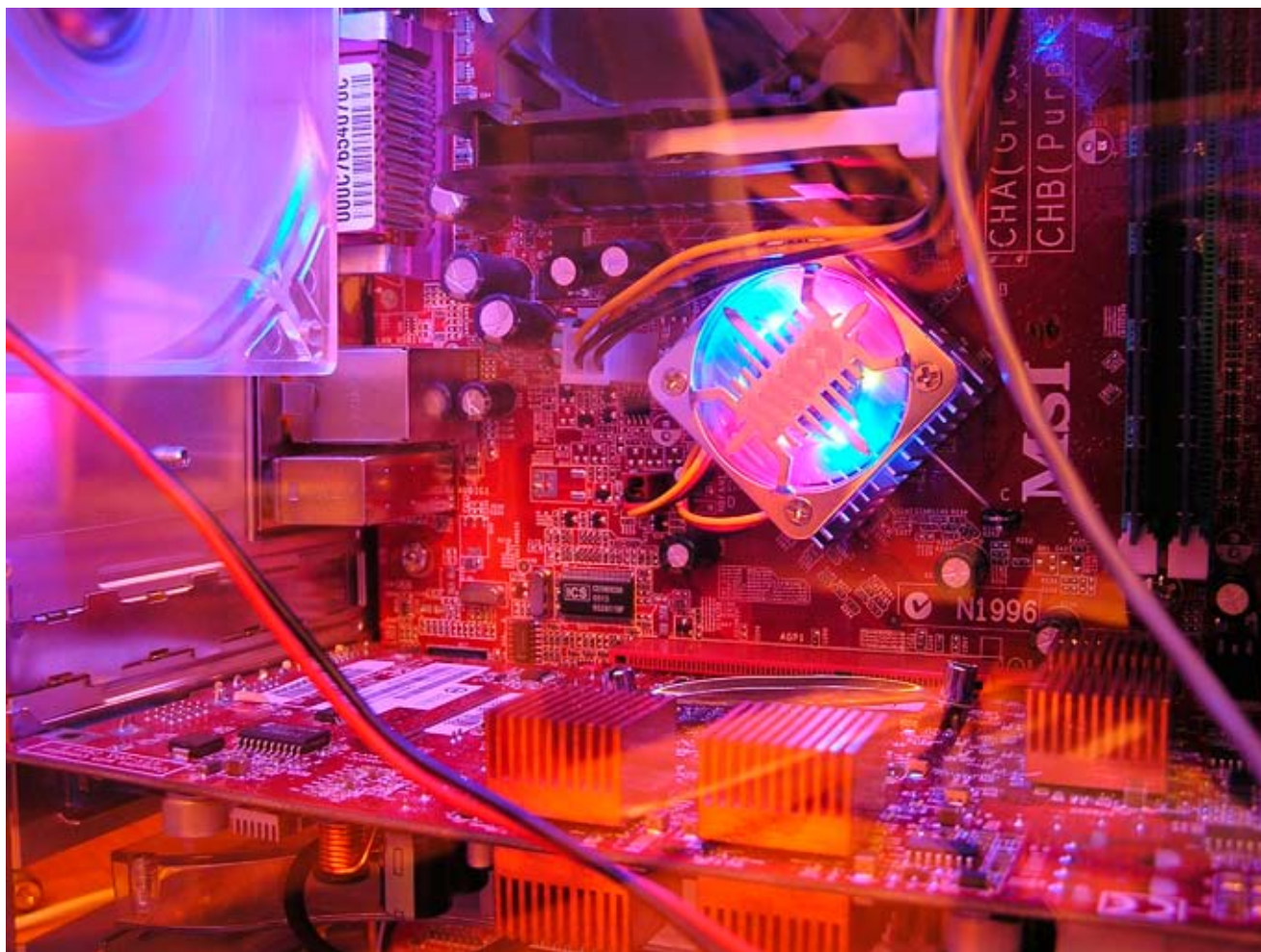
*Students must complete all Medical Transcription requirements prior to enrolling in AHS Internship. Permission of the program director is also required.

CERTIFICATE PROGRAMS

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 Client Operating System	3
CNT	122	Windows Server I	4
CNT	123	Windows Server II	3
CNT	189	Computer Networking Topics	2
CNT	296	Internship: Computer Networking Technology	3
Total Minimum Credit Hours		26	



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 Paralegal Studies certificate program is designed to prepare the student who has already earned an associate or baccalaureate degree and is 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	Legal Computer Applications	2	
LAW	106	Advanced Legal Computer Applications	2	
OR	LAW	203	Family Law	3
	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	296	Internship: Paralegal Studies	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	Contracts	2	
LAW	208	Business Organizations	2	
OR	LAW	209	Administrative Law	2
	LAW	295	Special Legal Topics	
LAW	210	Bankruptcy Procedures	2	
Total Minimum Credit Hours			32	



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.

Since there is a special admission process for this program, prospective students should contact an academic advisor for detailed information.

Paramedicine

Course		Credit Hours
Fire Science Requirements		
FSC	104	Hazardous Materials 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



CERTIFICATE PROGRAMS

The Pharmacy Technician certificate program prepares the student to perform a wide variety of pharmacy related tasks under the direct supervision of a registered pharmacist, either in an out-patient setting or an inpatient setting. Successful completion of the program will qualify the student to take a National Certification Exam.

Pharmacy Technician

Course			Credit Hours
AHS	100	Fundamentals of Health Care	3
AHS	130	Medical Terminology for Patient Care Staff	3
MAT	100 or higher or satisfactory score on skills assesment		0-3
PHT	130	Introduction to Pharmacy Technology	3
PHT	131	Pharmaceutical Calculations	1
PHT	132	Pharmacology I	3
PHT	133	Pharmacology II	3
PHT	134	Pharmacy Practice I	3
PHT	135	Pharmacy Practice II	3
PHT	296	Internship: Pharmacy Technician*	6
SPA	125	Spanish for Health Professionals	2
Total Minimum Credit Hours			30

*Students must complete all Pharmacy Technician requirements prior to enrolling in PHT Internship. Permission of the program director is also required.



CERTIFICATE PROGRAMS

The Phlebotomy Technician certificate will prepare students to work as phlebotomists. Upon completing, students will be eligible to take the national phlebotomy certification exam.

Admission Requirement:
Prior to beginning this certificate program students must provide the Nursing and Allied Health Division Office with a copy of a Negative TB Skin Test; Fingerprint Clearance Card; Proof of Current Immunizations; and a Current CPR card for Healthcare providers.

For more information call:
928. 776.2247

Phlebotomy Technician

Course			Credit Hours
AHS	100	Fundamentals of Health Care	3
AHS	103	Phlebotomy	2
AHS	296	Internship: Allied Health Services*	3
Total Minimum Credit Hours			8
*Students must complete AHS 100 and AHS 103 prior to enrolling in AHS 296 Internship. Permission of the program director is also required.			



CERTIFICATE PROGRAMS

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 training 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.

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

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.

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

CERTIFICATE PROGRAMS

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 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 communication skills and abilities required in the fast-changing world of business.

Retail Management

Course		Credit Hours		
ACC	121	Introductory Accounting	3	
BSA	105	Business English	3	
OR	BSA	120	Principles of Supervision	3
	BSA	220	Principles of Management	3
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	
CSA	126	Microsoft Office	3	
Total Minimum Credit Hours			30	



CERTIFICATE PROGRAMS

Small Business Entrepreneurship

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

Social and Human Services

The Social and Human Services certificate is designed to prepare students to work in health and social service agencies as well as provide a core of courses which directly apply to the Associate of Applied Science degree in Social and Human Services.

Course			Credit Hours
PSY	101	Introductory Psychology	3
PSY	175	Counseling Skills	3
PSY	220	Social Service Case Management	3
PSY	262	Crisis and Trauma Intervention	3
PSY	275	Group Skills and Processes	3
PSY	296	Internship*	3
SOC	220	Introduction to Social Work	3
Total Minimum Credit Hours			21

*Students must complete all Social and Human Services certificate requirements prior to enrolling in PSY 296 Internship. Additionally, a State of Arizona/Department of Public Safety Fingerprint check must be completed prior to internship placement.



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



Certificates of Proficiency



Yavapai
COLLEGE
Your community. Your college.

CERTIFICATE PROGRAMS

Certificates of Proficiency

Students attend Yavapai College in order to achieve a variety of educational goals. Certificates of Proficiency document completion of coursework designed to meet specific licensure requirements, industry certification, and/or a recognized training standard. Students who successfully complete one of these courses will automatically be awarded a Certificate of Proficiency. The Certificate of Proficiency will be documented on the student's Yavapai College transcript.

Certificate of Proficiency Courses include:

- AGS 238 Pesticide Management Certification
- AHS 103 Phlebotomy
- AJS 150 Arizona Detention Officers Basic Training Academy
- AJS 280 Law Enforcement Instructor Certification
- AVT 101 Private Helicopter Pilot Ground School
- AVT 102 Instrument Helicopter Pilot Ground School
- AVT 131 Private Pilot Ground School
- AVT 132 Instrument Ground School
- AVT 210 Commercial Helicopter Pilot Ground School
- CNT 110 A+ Computer Technician Certification
- CNT 115 Network+: Networking Technologies Certification
- CNT 121 Windows Client Operating System
- CNT 122 Windows Server I
- CNT 123 Windows Server II
- CNT 130 Linux+: Linux Operating System Certification
- CNT 135 Security+: Implementing and Maintaining Network Security
- EDU 190 Child Development Associate (CDA) Assessment Preparation
- EMS 120 Basic First Aid
- EMS 121 Pediatric First Aid, CPR and Automated External Defibrillator (AED)
- EMS 123 Cardiopulmonary Resuscitation (CPR) for the Health Care Provider
- EMS 211 Emergency Medical Technician Refresher
- EMS 255 Paramedic Refresher
- FSC 104 Hazardous Materials First Responder Operations
- FSC 105 Firefighter Certification Academy
- NSG 114 Nursing Assistant
- PHE 153 First Aid/CPR/AED and Safety
- PHE 228 Lifeguard Training
- PHE 229 Water Safety Instructor
- RES 103 Principles of Real Estate

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J 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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

Three lecture.

ACC116. Advanced Tax Planning and Preparation (4).

Advanced study in individual, corporate, and partnership taxation.

Prerequisite: ACC 115. [Reading Proficiency](#).

Four lecture.

ACC121. Introductory Accounting (3).

General ledger bookkeeping and preparing financial statements.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

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 and CSA 138. [Reading Proficiency](#).

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. [Reading Proficiency](#).

Three lecture.

COURSE DESCRIPTIONS

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. [Reading Proficiency](#).

Three lecture.

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. [Reading Proficiency](#).

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: ACC 231. [Reading Proficiency](#).

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

ACC299. Independent Study Accounting (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ 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.

Prerequisite: [Reading Proficiency](#).

Three lecture.

AJS105. Basic Emergency Communications (3).

Basic concepts and skills in public safety communications for emergency communications employees.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

Three lecture.

AJS123. Ethics and the Administration of Justice (3).

Ethical issues, cultural influences and moral theories as they relate to the justice system. Focus on underlying values and ethical challenges faced by law enforcement, attorneys, the judiciary and correctional staff. Emphasis on critical thinking and value decision making.

Prerequisite: [Reading Proficiency](#).

Three lecture.

AJS150. Arizona Detention Officers Basic Training Academy (13).

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.

Thirteen lecture.

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. [Reading Proficiency](#).

Three lab.

AJS200. Current Issues in Criminal Justice (3).

Current issues, trends, and techniques related to and affecting the criminal justice system.

Prerequisite: AJS 101. [Reading Proficiency](#).

Three lecture.

AJS212. Juvenile Justice Procedures (3).

History and development of juvenile justice theories, procedures and institutions.

Prerequisite: AJS 101. [Reading Proficiency](#).

Three lecture.

COURSE DESCRIPTIONS

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 society's role in defining behavior.

Prerequisite: AJS 101. Reading Proficiency.

Three lecture.

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. Reading Proficiency.

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. Reading Proficiency.

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. Reading Proficiency.

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. Reading Proficiency.

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. Reading Proficiency.

Three lecture.

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. Reading Proficiency.

Three lecture.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

AJS299. Independent Study Administration of Justice (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ ADULT EDUCATION (AED)

AED010. Adult Education Placement and Orientation (.5).

Arizona Department of Education requirements and placement testing prior to enrolling in GED preparation courses.

One-half lecture.

AED030. Adult Education Secondary Skills (3).

Secondary-level reading, writing, and math skills through grade level 12.9. Emphasis on GED test preparation.

Prerequisite: AED 010 and reading, writing, and math at 8.0 on Tests of Adult Basic Education (TABE).

Three lecture.

■ AGRICULTURAL 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.

Prerequisite: Reading Proficiency.

Three lecture.

AGE111. Equine Massage and Alternative Therapies (3).

Identifying the muscles of the horse for alternative therapy. Includes musculoskeletal anatomy, bony land marks, pressure points, and veterinary vocabulary. Use the Equiken system to identify the musculoskeletal system.

Prerequisite: Reading Proficiency.

Three lecture.

COURSE DESCRIPTIONS

AGE125. Equine Behavior Management (3).

Horse behavioral concepts. Includes origin, mechanisms, flexibility, and management. Includes horse's ability to process information, special senses, communication and social organization, sexual behavior, welfare, and learning.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lab.

AGE151. Human to Horse Connection (2).

Develops skills necessary in enhancing the relationship between horse and human. Emphasis on communication through body language and self awareness.

Prerequisite: Reading Proficiency.

Two lecture.

AGE152. Fitness for the Horse and Rider (2).

Emphasis on the enhancement of the riders strength, balance and confidence on horseback. Includes stretching, Yoga, Tai Chi and games on horseback.

Prerequisite: Reading Proficiency.

One lecture. Three lab.

AGE153. Introduction to Ground Skills with Horses (3).

Develop ground skills necessary for safety, control and harmony with horses. Emphasis on communication using the round pen for longe line and liberty exercises. Exploration of the horses movement, foot falls and transitions in preparation for riding.

Prerequisite: Reading Proficiency.

Three lecture.

AGE154. Tying Rope Halters for Horses (1).

Basic knot tying techniques for horsemen. Application of knot tying and rope splicing principals for making rope halters, lead ropes, rope bridles, rope reins and more.

Prerequisite: Reading Proficiency.

One lecture.

AGE155. Equine Driving (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.

Prerequisite: Reading Proficiency.

Three lab.

AGE165. Introduction to Dressage (1).

Biomechanics and structural balancing of a horse's movements. Emphasis on learning to move the horse's body correctly and efficiently so that gaits and muscular conformation are improved.

Prerequisite: AGE 150. Reading Proficiency.

Three lab.

AGE211. Advanced Equine Massage Therapy (3).

Instruction in full massage routine, muscle location, function and isolation, massage benefits, 70 point locations, contraindications for massage, bony land mark identification, stretching, dental issues and saddle fitting issues using Zahourek methodologies.

Prerequisite: AGE 111. Reading Proficiency.

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. Reading Proficiency.

Two lecture.

COURSE DESCRIPTIONS

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.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

Three lecture.

AGE230. Equine Special Events Management (1).

Special events management for the equine industry. Includes selection of event, marketing, budget, insurance, registration, and facility negotiations.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

Three lab.

AGE255. Advanced Equine Driving (1).

Advanced principles of driving horses. Emphasis on harnessing and hitching, proper vehicle and maintenance, driving technique, and horse and driver safety. Class open to singles and pairs of all sizes of horses, ponies, mules and donkeys.

Prerequisite: AGE 155. [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

Two lecture. Three lab.

AGE262. Training Techniques in Horsemanship II (2).

Apply various training techniques. Emphasis on starting a young horse under saddle, training and trailering problems.

Prerequisite: AGE 260. [Reading Proficiency](#).

One lecture. Three lab.

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.

Prerequisite: [Reading Proficiency](#).

Two lecture.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

AGE299. Independent Study Agriculture Equine (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ AGRICULTURAL SCIENCE (AGS)

AGS101. Microcomputers in Agriculture (3).

Use of Microsoft Word, Excel, and PowerPoint for documentation, accounting and presentations in the agriculture industry.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

Three lecture.

AGS/BIO103. 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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

Three lecture.

COURSE DESCRIPTIONS

AGS107. Entomology (3).

Fundamental approaches in the control of greenhouse pests. Categories of pests, management practices, herbicide use, alternative pest control techniques, safety, and integrated pest management.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

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.

Prerequisite: Reading Proficiency.

Three lecture.

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.

Prerequisite: Reading Proficiency.

One lecture.

AGS180. Canine Behavior and Psychology (2).

Introduction to canine behavior in the human society including methods of affecting positive outcomes for compatible lifestyles. Includes reinforcement techniques, characteristics of major dog groups, health care issues, puppy socialization and canine management.

Prerequisite: Reading Proficiency.

Two lecture.

AGS181. Canine Massage Therapy (1).

Basic canine massage therapy techniques including function and location, land mark identification, contraindications, full massage routine, and muscle locations.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

Three lecture.

COURSE DESCRIPTIONS

AGS214. Landscape Hardscapes (4).

Design, build and install landscape hardscape features, including walkways, retaining walls, patios, planters and ornamental ponds.

Prerequisite: Reading Proficiency.

Three lecture. Three lab.

AGS215. Agricultural Mechanics II (3).

Develop 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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

AGS231. Turfgrass Science (4).

Identification of types of grasses associated with sports and recreational turf areas. Involves the establishment and maintenance of turf in the industry of turfgrass science.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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. Operation of industry standard computer control systems for greenhouses. Emphasis on the ARGUS system for environmental control, watering, fertilization, and shipping.

Prerequisite: Reading Proficiency.

Two lecture. Six lab.

AGS252. Horticulture Science II (4).

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 production. Computerized scheduling of greenhouse operations.

Prerequisite: AGS 250. Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture. Three lab.

COURSE DESCRIPTIONS

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.

Prerequisite: Reading Proficiency.

Two lecture. Three lab.

AGS280. Zoo and Domestic Animal Care (4).

Introduction to zoo and domestic animal care. Includes safety issues, zoo orientation, animal observation skills, sanitation, housing, feeding, capture and restraint equipment, animal transport, animal measurements, abnormal behavior and injuries.

Prerequisite: Reading Proficiency.

Three 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.

Prerequisite: Reading Proficiency.

Three lecture.

AGS282. Zoo and Domestic Animal Behavior (4).

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.

Prerequisite: Reading Proficiency.

Three lecture. Three lab.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

AGS299. Independent Study Agriculture (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ AIR FORCE ROTC (AFR)

AFR101. Foundations of the US Air Force 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. Foundations of the US Air Force II (1).

Continuation of AFR 101.

One lecture. Two lab.

AFR201. The Evolution of USAF Air and Space Power 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 Evolution of USAF Air and Space Power II (1).

A continuation of AFR 201.

One lecture. Two lab.

■ ALLIED HEALTH SERVICES (AHS)

AHS100. 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.

Prerequisite: Reading Proficiency.

Three lecture.

AHS103. 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.

Prerequisite: Reading Proficiency.

One lecture. Three lab.

AHS109. 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.

Prerequisite: Reading Proficiency.

Three lecture.

COURSE DESCRIPTIONS

AHS110. 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.

Prerequisite: [Reading Proficiency](#).

One lecture. Three lab.

AHS120. Foundations of Medical Assisting I (3).

Introduction to the role of the Medical Assistant, basic anatomy and physiology, legal aspects of health care, and customer service.

Prerequisite: [AHS 100](#); [AHS130](#), [BIO160](#). [Reading Proficiency](#).

Three lecture.

AHS121. Foundations of Medical Assisting II (3).

Introduction to patient assessment, diagnostic and surgical procedures, medication administration, and immunization.

Prerequisite: [AHS103](#), [AHS120](#), [MAT100](#). [Reading Proficiency](#).

Two lecture. Three lab.

AHS 130. 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 work parts. Body-systems approach to terms related to structure and function, pathologies, and diagnostic procedures. Spelling and pronunciation of terms, medical abbreviations and symbols.

Prerequisite: [Reading Proficiency](#).

Three lecture.

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.

Prerequisite: [Reading Proficiency](#).

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](#). [Reading Proficiency](#).

Three lecture.

AHS133. 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](#). [Reading Proficiency](#).

Two lecture.

AHS164. 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](#) and [AHS 131](#).

[Reading Proficiency](#).

One lecture. Four lab.

AHS166. 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: [AHS 164](#). [Reading Proficiency](#).

Six lab.

AHS167. Medical Surgical Transcription (2).

Transcription of inpatient medical and surgical documents suitable for permanent record of patient care.

Prerequisite: [AHS 164](#). [Reading Proficiency](#).

Six lab.

AHS168. 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: [AHS 164](#). [Reading Proficiency](#).

Six 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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: *Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.*

AHS299. Independent Study Allied Health Services (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

COURSE DESCRIPTIONS

■ 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.

Prerequisite: Reading Proficiency.

Four lecture.

ASL102. Beginning American Sign Language II (4).

American Sign Language vocabulary, grammar, receptive, and expressive technique development.

Prerequisite: ASL 101. Reading Proficiency.

Four lecture.

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.

Prerequisite: Reading Proficiency.

Three lecture.

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. Reading Proficiency.

Four lecture.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

ASL299. Independent Study American Sign Language (1-6).

Supervised Special project in this field. Approval of supervising Division Dean is required.

■ ANTHROPOLOGY (ANT)

ANT101. Stones, Bones, and Human Origins (3).

Introduction to physical anthropology. Emphasis on population genetics, primate evolution and behavior, and fossil man.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

ANT201. 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.

Prerequisite: ENG 101 or ENG 103. Reading Proficiency.

Three lecture.

ANT211. 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 women's role in society.

Prerequisite: Reading Proficiency.

Three lecture.

ANT214. Magic, Witchcraft and Healing: The Supernatural in Cross-Cultural Perspective (3).

Comparative anthropological survey of supernatural practices employed by western and non-western peoples in dealing with life crises, adversity, misfortune, bad luck, illness, death and similar phenomena beyond human control.

Prerequisite: ENG 101 or ENG 103. Reading Proficiency.

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.

Prerequisite: ENG 101 or ENG 103. Reading Proficiency.

Three lecture.

COURSE DESCRIPTIONS

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.

Prerequisite: ENG 101 or ENG 103. Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

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 ethics, leadership, and civic responsibility. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

ANT299. Independent Study Anthropology (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **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)**

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.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

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. Application of design principles.

Prerequisite: Reading Proficiency.

Two lecture. Four 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.

Prerequisite: Reading Proficiency.

Two lecture. Four lab.

ART114. Color (3).

Principles of color theory related to the visual arts. Includes variety of media. Application of design principles.

Prerequisite: Reading Proficiency.

One lecture. Five lab.

COURSE DESCRIPTIONS

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. [Reading Proficiency.](#)

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.

Prerequisite: [Reading Proficiency.](#)

One lecture. Five lab.

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. [Reading Proficiency.](#)

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. [Reading Proficiency.](#)

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.

Prerequisite: [Reading Proficiency.](#)

One lecture. Five lab.

ART125. Stained Glass II (3).

Basic lead and copper foil techniques with addition of acid etching, sand blasting and more advanced design problems. Emphasis on individual creativity. Application of design principles.

Prerequisite: [Reading Proficiency.](#)

One lecture. Five lab.

ART/WEB130. Web Site Design I (3).

Introduction to design and production of Web pages for publishing on the Internet using Adobe Creative Suite software. Application of design principles.

Prerequisite: [Reading Proficiency.](#)

Two lecture. Three lab.

ART131. Graphic Design I (4).

Creative solutions to problems of visual communication. Skill development in basic advertising layout and design. Basic typography and comprehensive roughs using Adobe Creative Suite software. Application of design principles.

Prerequisite: ART 110 and ART 112, may be taken concurrently. [Reading Proficiency.](#)

One lecture. Seven lab.

ART132. Graphic Design II (4).

Creative solutions of advanced problems of visual communication. Skill development in advertising, logos, advanced layout and packaging using Adobe Creative Suite Software. Application of design principles.

Prerequisite: ART 131. [Reading Proficiency.](#)

One lecture. Seven lab.

ART137. Adobe Photoshop I (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.

Prerequisite: [Reading Proficiency.](#)

Two lecture. Three lab.

ART139. Fundamentals of Video Editing and DVD Authoring (2).

Fundamentals of video editing, sound design and DVD production. Aesthetic and technical aspects of digital media. Nonlinear editing of visual and audio material and output for display. Application of design principles.

Prerequisite: [Reading Proficiency.](#)

One lecture. Two lab.

ART140. Jewelry I (3).

Introduction to jewelry fabrication techniques for non-ferrous metals and associated materials. Application of design principles.

Prerequisite: [Reading Proficiency.](#)

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. [Reading Proficiency.](#)

One lecture. Five lab.

COURSE DESCRIPTIONS

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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

One lecture. Five lab.

ART 146. Traditional Southwest Furniture Making (3).

Introduction to traditional southwestern furniture design and construction. Emphasis on Spanish Colonial and Spanish Colonial revival on Ponderosa pine. Application of design principles.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

One lecture. Five lab.

ART148. Cabinetmaking I (3).

Introduction to basic cabinetmaking. Emphasis on foundation skills in basic joinery, construction and finishing. Application of design principles.

Prerequisite: [Reading Proficiency](#).

One lecture. Five lab.

ART149. Cabinetmaking II (3).

Intermediate cabinetmaking. Emphasis on design, craftsmanship, installation and professional practices. Application of design principles.

Prerequisite: ART 148. [Reading Proficiency](#).

One lecture. Five lab.

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.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

One lecture. Five lab.

ART154. Digital Photography I (3).

Creative digital camera operation. Identifying, measuring and controlling light values. Digital darkroom techniques, workflow applications and output processes. Application of design principles. Requires a digital single lens reflex (SLR) camera with manually adjustable aperture, shutter speed, and focus.

Prerequisite: ART 137. [Reading Proficiency](#).

One lecture. Five 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. [Reading Proficiency](#).

Two lecture. Three lab.

ART157. Digital Photography II (3).

Advanced creative digital camera operation and exposure control. Advanced digital darkroom techniques, workflow applications and output processes. Application of design principles. Requires a digital single lens reflex (SLR) camera with manually adjustable aperture, shutter speed, and focus.

Prerequisite: ART 154 and either ART 237 or ART 256.

[Reading Proficiency](#).

One lecture. Five 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.

Prerequisite: [Reading Proficiency](#).

One lecture. Five lab.

COURSE DESCRIPTIONS

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.

Prerequisite: [Reading Proficiency](#).

One lecture. Five 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: [Reading Proficiency](#).

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.

Prerequisite: ART 170. [Reading Proficiency](#).

One lecture. Five lab.

ART173. Fabric Structures (3).

Exploration of fiber construction using fabric building techniques. Application of design principles.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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. Application of design principles.

Prerequisite: ART 180. [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

One lecture. Five lab.

ART191. Oil/Acrylic Painting II (3).

Development of personal expression through study of different techniques of painting. Application of design principles.

Prerequisite: ART 190. [Reading Proficiency](#).

One lecture. Five lab.

ART193. Plein-Air Painting (3).

Outdoor landscape painting with emphasis on fostering creative expression in visual interpretation of natural forms through the study of composition, color and perspective. Application of design principles.

Prerequisite: ART 110. [Reading Proficiency](#).

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

One lecture. Five lab.

COURSE DESCRIPTIONS

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 196. [Reading Proficiency.](#)

One lecture. Five lab.

ART198. Art Topics: (1).

Exploration of art media. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

One lecture.

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; or COM 135 and ENG 136.

[Reading Proficiency.](#)

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; or COM 135 and ENG 136.

[Reading Proficiency.](#)

Three lecture.

ART202. 20th Century Art (3).

Critical inquiry of visual arts and aesthetics of the Twentieth Century. Survey includes the history, analysis, evaluation of the fine arts, architecture, craft, product and graphic design. Application of design principles.

Prerequisite: [Reading Proficiency.](#)

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. [Reading Proficiency.](#)

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. [Reading Proficiency.](#)

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. [Reading Proficiency.](#)

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 ART 190. [Reading Proficiency.](#)

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. [Reading Proficiency.](#)

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. [Reading Proficiency.](#)

One lecture. Five lab.

ART222. Advanced Projects: Ceramics (3).

Advanced study of clay building methods, glazing and firing techniques with emphasis on design and honing personal aesthetic.

Prerequisite: ART 221. [Reading Proficiency.](#)

One lecture. Five lab.

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. [Reading Proficiency.](#)

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. [Reading Proficiency.](#)

Two lecture. Three lab.

COURSE DESCRIPTIONS

ART230. Digital Printing Technology and Applications (3).

Fundamentals of digital print technology, including color management, short run print processes, and fine art giclee printing. Application of design principles.

Prerequisite: ART 137. *Reading Proficiency.*

One lecture. Five lab.

ART231. Graphic Design Illustration (4).

Contemporary styles in editorial, story, and advertising illustration. Skill development in information graphics, figure illustration and product design using Adobe Creative Suite software. Application of design principles.

Prerequisite: ART 110 or ART 112. *Reading Proficiency.*

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. Application of design principles.

Prerequisite: ART 132. *Reading Proficiency.*

One lecture. Three lab.

ART233. 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.

Prerequisite: *Reading Proficiency.*

Two lecture.

ART234. Advanced Graphic Design Projects (3).

Advanced design projects using a combination of Adobe Creative suite programs. Skill development in corporate design, self-promotion, and advanced layout and packaging. Application of design principles. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: ART 131 and ART 231. *Reading Proficiency.*

Two lecture. Two lab.

ART235. Magazine Production (2).

Design and production of "Threshold," the Yavapai College Creative Arts Magazine. Application of design principles.

Prerequisite: ART 132. *Reading Proficiency.*

One lecture. Two lab.

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. *Reading Proficiency.*

Two lecture.

ART237. Adobe Photoshop II (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. *Reading Proficiency.*

Two lecture. Three lab.

ART/WEB238. Web Site Design II (3).

Intermediate design and production of Web pages for interactive media using Adobe Creative Suite software. Includes Adobe Flash and Adobe Dreamweaver, with integration of Adobe Illustrator and Adobe Photoshop. Application of design principles.

Prerequisite: ART/WEB 130. *Reading Proficiency.*

Two lecture. Three lab.

ART239. Intermediate Video Editing and Sound Design (2).

Intermediate skill development in video editing, sound design and DVD authoring. Application of design principles.

Prerequisite: ART 139. *Reading Proficiency.*

One lecture. Two lab.

ART242. Lapidary II (2).

Advanced techniques using specialized lapidary tools to create cabochons from rare materials. Application of design principles.

Prerequisite: ART 142. *Reading Proficiency.*

One lecture. Two lab.

ART245. Advanced Projects Jewelry (3).

Advanced individual projects in jewelry and metalsmithing. Includes review of processes, tools, and materials. Application of design principles. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: ART 140 and ART 141. *Reading Proficiency.*

One lecture. Five lab.

ART247. Wood Turning II (3).

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. *Reading Proficiency.*

One lecture. Five lab.

ART248. Advanced Projects in Wood (3).

Designing, fabricating functional pieces and/or making sculpture to explore the potentials of the medium. Projects are to be a unified series. Application of design principles. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: ART 145. *Reading Proficiency.*

One lecture. Five lab.

COURSE DESCRIPTIONS

ART249. Advanced Projects in Wood Turning (3).

Emphasis on design and varied techniques to explore the potentials of three-dimensional form. Projects are to be a unified series working toward portfolio development. Application of design principles. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: ART 247. [Reading Proficiency.](#)

One lecture. Five lab.

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. [Reading Proficiency.](#)

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. [Reading Proficiency.](#)

One lecture. Five lab.

ART254. Digital Photography III (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.

[Reading Proficiency.](#)

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 either ART 150 or ART 154.

[Reading Proficiency.](#)

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.

[Reading Proficiency.](#)

One lecture. Two lab.

ART259. Advanced Projects Photography (3).

Advanced individual projects in photography. Includes review of processes, tools and materials. Application of design principles. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Art 253. [Reading Proficiency.](#)

One lecture. Five lab.

ART260. Printmaking II (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. [Reading Proficiency.](#)

One lecture. Five lab.

ART261. Printmaking III (3).

Advanced study of printmaking techniques in areas such as combined plate processes of embossment, collograph, texturing build-up techniques and multiple-plate processes of intaglio and relief printing. Application of design principles.

Prerequisite: ART 260. [Reading Proficiency.](#)

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. [Reading Proficiency.](#)

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: ART 181. [Reading Proficiency.](#)

One lecture. Five lab.

COURSE DESCRIPTIONS

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: ART 183. [Reading Proficiency](#).

One lecture. Five lab.

ART292. Advanced Projects in Oil and Acrylic (3).

Advanced projects in oil and acrylic painting. Review of techniques and materials. Application of design principles. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: ART 191. [Reading Proficiency](#).

One lecture. Five lab.

ART293. Advanced Projects in Watercolor (3).

Advanced projects in watercolor painting. Review of techniques and materials. Application of design principles. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: ART 195. [Reading Proficiency](#).

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

ART298. Workshop: (2).

Exploration and application of media techniques. Repeatable for a total of 4 credit hours towards degree/certificate requirements.

Two lecture.

ART299. Independent Study Art (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **AUTOMOTIVE (AUT)**

AUT101. Introduction to Automotive Mechanics (2).

Fundamentals of the automobile including the repair and maintenance of components.

Prerequisite: [Reading Proficiency](#).

Two lecture.

AUT102. Diesel Service Techniques (2).

Overview of basic diesel equipment systems. Includes safety and basic operational knowledge, care, and maintenance inspection of engine, fuel, suspension, brakes, electrical, and drive train systems. Diesel shop organization structure, product line information, and use of Caterpillar's service and repair information system.

Prerequisite: [Reading Proficiency](#).

One lecture. Three lab.

AUT105. Introduction to Auto Body Repair and Painting (4).

Introduction to auto body repair including basic fabrication and painting. Emphasis on nonstructural body repair, filling, sanding, primers, and spraying techniques.

Prerequisite: [Reading Proficiency](#).

Three lecture. Three lab.

AUT106. Automotive/Motorcycle Custom Painting (2).

Professional techniques for automotive/motorcycle paint finishing. Includes color selection, mixing, masking, sanding, spraying and post-paint care.

Prerequisite: AUT 105. [Reading Proficiency](#).

One lecture. Two lab.

AUT107. Autographics: Airbrushing & Pinstriping (2).

Basic theory and fundamentals of automotive/motorcycle airbrushing and pinstriping.

Prerequisite: [Reading Proficiency](#).

One lecture. Two lab.

AUT108. Diesel Engines (4).

Theory, diagnosis and service common to all diesel engines. Includes engine rebuilding and performance testing. Preparation for the ASE Certification test on Medium/Heavy Truck Diesel Engines.

Prerequisite: AUT 102. [Reading Proficiency](#).

Two lecture. Six lab.

AUT109. Diesel Electrical Systems Design and Diagnosis (3).

Diesel starting, charging, and accessory electrical systems and components. Emphasis on electrical system diagnosis and electrical repair. Includes industry standard diagnostic electrical equipment and testing techniques. Preparation for the ASE certification test on Electrical/Electronic Systems.

Prerequisite: [Reading Proficiency](#).

Two lecture. Three lab.

COURSE DESCRIPTIONS

AUT113. Diesel Fuel Systems (3).

Theory, diagnosis and service of hydro-mechanical and electronic diesel fuel systems. Includes analyzing fuel system components and system operational characteristics. Emphasis on testing and service procedures of Caterpillar's mechanical and computer controlled fuel systems. Preparation for the ASE Certification test related to heavy duty diesel fuel systems.

Prerequisite: [Reading Proficiency](#).

Two lecture. Three lab.

AUT122. Automatic and 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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

Three lecture. Three lab.

AUT124. Heavy Equipment Drive Train (3).

Theory, diagnosis, and service of clutches, driveline, synchro transmissions and final drives, torque converters, and automatic transmission. Includes proper repair and service of assemblies for standard and automatic transmissions. Preparation for the ASE Certification Test on Manual and Automatic Drive Trains.

Prerequisite: [Reading Proficiency](#).

Two 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 or AUT 102. [Reading Proficiency](#).

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. [Reading Proficiency](#).

Three lecture. Three lab.

AUT128. Diesel Heating and Air Conditioning (3).

Basic operating principles, diagnosis, and service of modern automotive and diesel heating and air conditioning systems including R12 and 134A. Includes an in-depth study of a/c system operation, diagnostic and service procedures, and environmental concerns. Preparation for ASE certification test on Heating and Air Conditioning.

Prerequisite: [Reading Proficiency](#).

Two lecture. Two 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. [Reading Proficiency](#).

Four lecture. Three lab.

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. [Reading Proficiency](#).

Four lecture. Three lab.

AUT135. Heavy Equipment Suspension, Steering and Brake Systems (3).

Theory, diagnosis and the repair of heavy equipment suspension, steering and brake systems. Emphasis on tires and wheels, steering components, suspension types, and hydraulic and air brake systems. Diagnostic and service techniques of suspension, steering and braking systems.

Prerequisite: MET 160. [Reading Proficiency](#).

Two 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.

Prerequisite: AUT 101. [Reading Proficiency](#).

Three lecture. Six lab.

AUT208. Advanced Diesel Engine Repair (3).

Advanced block, crankshaft, bearing, and cylinder head diagnosis and repair.

Prerequisite: AUT 108. [Reading Proficiency](#).

One lecture. Six lab.

COURSE DESCRIPTIONS

AUT209. Diesel Machine Hydraulics (3).

Theory, diagnosis and service of the Pilot Operated Hydraulic System. Includes load sensing pressure compensated (LSPC) hydraulic system, the electro-hydraulic system and the hydrostatic system. Troubleshooting procedures and repair verifications.

Prerequisite: Reading Proficiency.

Two lecture. Three lab.

AUT225. Diesel Computerized System Controls (2).

Diesel equipment power train electronic control systems and electronic engine/power train control operation, component operation, trouble shooting techniques, and proper repair of these systems.

Prerequisite: AUT 109. Reading Proficiency.

One lecture. Three lab.

AUT252. Advanced Engine Performance (3).

Advanced concepts of electronic fuel injection system theory of operation, diagnosis and repair.

Prerequisite: AUT 101. Reading Proficiency.

Two lecture. Three lab.

AUT253. Advanced Engine Repair (3).

Advanced block, crankshaft, bearing, and cylinder head diagnosis and repair.

Prerequisite: AUT 151. Reading Proficiency.

Two lecture. Two lab.

AUT255. Shop Management (3).

Use and interpret a parts order form, repair order form and weekly profit/loss statement. Customer relations, sales promotion and work order management.

Prerequisite: Reading Proficiency.

Three lecture.

AUT275. Basic Automotive Upholstery (2).

Introduction to automotive and motorcycle upholstery. Includes power sewing machines, tools, and new coverings for bucket, bench and motorcycle seats.

Prerequisite: Reading Proficiency.

One lecture. Two lab.

AUT295. Apprenticeship: Diesel (3).

Supervised field experience. Repeatable for a total of twelve credit hours towards degree/certificate requirements.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

AUT299. Independent Study Automotive (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ AVIATION (AVT)

AVT101. Private Helicopter Pilot Ground School (3).

Fundamentals of aerodynamics, helicopter operation and performance. Includes navigation, instruments, weather systems and hazards.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

Three lecture.

AVT220. 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.

[Reading Proficiency](#).

Three lecture.

AVT299. Independent Study Aviation (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **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. Duplicate credit for BIO 100 and BIO 156 will not be awarded.

Prerequisite: [Reading Proficiency](#).

Three lecture. Three lab.

BIO/AGS103. 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.

Prerequisite: [Reading Proficiency](#).

Three lecture. Three lab.

BIO/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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

Three lecture. Three lab.

BIO109. Natural History of the Southwest (4).

Biological history of plants and animals of major biotic communities in the Southwest with special emphasis on Arizona.

Prerequisite: [Reading Proficiency](#).

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, including growth, development, and reproduction.

Prerequisite: BIO 117.

Two lecture. Three lab.

COURSE DESCRIPTIONS

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 cell history, histology, microbiology, and genetics. Duplicate credit for BIO 100 and BIO 156 will not be awarded.

Prerequisite: Reading Proficiency.

Three lecture. Three lab.

BIO160. Introduction to Human Anatomy & Physiology (4).

Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture. Three lab.

BIO182. General Biology II (4).

Principles of plant and animal structure, function, diversity, evolution, and ecology of populations and communities emphasizing biotic interactions. Primarily designed for biology and pre-professional majors.

Prerequisite: Reading Proficiency.

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, and nervous systems.

Prerequisite: BIO 156 (Preferred), or BIO 100 or BIO 181.

Reading Proficiency.

Three lecture. Three lab.

BIO202. Human Anatomy and Physiology II (4).

Structure and function of the human body. Topics include reproductive, endocrine, circulatory, respiratory, urinary, and digestive systems.

Prerequisite: BIO 201. Reading Proficiency.

Three lecture. Three lab.

BIO205. Microbiology (4).

Introduction to microorganisms and viruses of medical importance. Chemical and physical methods of microbial control, bacterial, fungal, protozoal, and viral drug therapy. The immune system response to infection, transmission of human disease and common clinical presentation of various diseases.

Prerequisite: BIO 156 (Preferred), or BIO 100 or BIO 181, and CHM 138 (Preferred), or CHM 130 or CHM 151.

Reading Proficiency.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

BIO299. Independent Study Biology (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ 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.

Prerequisite: Reading Proficiency.

One lecture.

COURSE DESCRIPTIONS

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.

Prerequisite: Reading Proficiency.

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.

BSA111. Creative Leadership (1).

Lead, motivate and inspire your team with creative leadership.

One lecture.

BSA112. Leadership: Juggling Multiple Priorities (1).

Basic techniques to increase team collaboration. How effective leaders spend their time.

One lecture.

BSA113. Leadership Communication: Leading Out Loud (1).

Speaking skills and communication techniques for leaders.

One 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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

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. Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

One lecture.

COURSE DESCRIPTIONS

BSA210. International Business (3).

Business principles pertaining to international markets and trade. Global perspective of investments, finances, operations, and monetary systems.

Prerequisite: Reading Proficiency.

Three lecture.

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: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

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.

Prerequisite: Reading Proficiency.

Three lecture. One lab.

BSA229. Management Problems (3).

Examination of how the business organization constructs, organizes, extends, maintains, and renews its competitive advantage in the marketplace.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

BSA232. Business Statistical Analysis (3).

Survey of standard tools of statistical analysis. Topics include descriptive measures, probability, discrete probability distributions, continuous probability distributions, confidence intervals, hypothesis testing, and regression analysis.

Prerequisite: MAT 122. Reading Proficiency.

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 COM 135 or BSA 105; CSA 111.

Reading Proficiency.

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. Reading Proficiency.

Three lecture.

BSA235. Principles of Economics-Macro (3).

An analysis of the national economy. Topics include macroeconomics problems, policy, standard analyses, international economics, and current thought.

Prerequisite: Reading Proficiency.

Three lecture.

BSA236. Principles of Economics-Micro (3).

An analysis of markets. Topics include consumer choice, demand and supply, analyses of market structures, market failures, and current thought.

Prerequisite: Reading Proficiency.

Three lecture.

BSA237. Legal Environment of Business (3).

Examination of legal framework governing rules of conduct among businesses and impact on establishing business policy.

Prerequisite: Reading Proficiency.

Three lecture.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

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.

Prerequisite: [Reading Proficiency](#).

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

BSA299. Independent Study Business (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **CHEMISTRY (CHM)**

CHM/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.

Prerequisite: [Reading Proficiency](#).

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.

[Reading Proficiency](#).

Three lecture. Three lab.

CHM138. Chemistry for Allied Health (5).

Elements of general, organic and biochemistry. A study of the chemical behavior of matter for Nursing and allied health applications.

Prerequisite: MAT 092 or MAT 122 or MAT 142 or MAT 152.

[Reading Proficiency](#).

Four lecture. Three lab.

CHM151. General Chemistry I (5).

Exploration of chemical measurement, classification, stoichiometry, and structure/function relationships for inorganic, organic and biological materials. Chemical principles are presented at a level appropriate for science majors and pre-professional students.

Prerequisite: MAT 122 or higher or two years of high school algebra.

[Reading Proficiency](#).

Four lecture. Three lab.

CHM152. General Chemistry II (5).

Advanced topics in general chemistry including chemical kinetics, equilibrium, acid-base and electrochemistry. Chemical principles are presented at a level appropriate for science majors and pre-professional students.

Prerequisite: CHM 151. [Reading Proficiency](#).

Four lecture. Three lab

CHM235. General Organic Chemistry I (4).

Chemistry of organic compounds with emphasis on reaction mechanisms, stereo-chemistry, and structure. Chemical principles are presented at a level appropriate for science majors, and pre-professional students. Concurrent registration in CHM 235L recommended.

Prerequisite: CHM 151. [Reading Proficiency](#).

Four lecture.

CHM235L. General Organic Chemistry I Lab (1).

Basic laboratory techniques in organic chemistry: preparation, separation and identification of organic compounds.

Prerequisite: CHM 235 (may be taken concurrently).

[Reading Proficiency](#).

Three lab.

COURSE DESCRIPTIONS

CHM236. General Organic Chemistry II (4).

Advanced topics in organic chemistry including the synthesis and reactions of aromatic and carbonyl compounds. Chemical principles are presented at a level appropriate for science majors and pre-professional students. Concurrent registration in CHM 236L recommended.

Prerequisite: CHM 235. *Reading Proficiency.*

Four lecture.

CHM236L. General Organic Chemistry II Lab (1).

Additional techniques in organic chemistry: preparation, separation and identification of organic compounds.

Prerequisite: CHM 235L. *Reading Proficiency.*

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

CHM299. Independent Study Chemistry (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ COLLEGE HONORS PROGRAM (CHP)

CHP181. Honors Colloquium I (1).

Special topics for College Honors Program participants in their first semester of college study. Admission to College Honors Program.

Prerequisite: *Reading Proficiency.*

One lecture.

CHP182. Honors Colloquium II (1).

Special topics for College Honors Program participants in their second semester of college study. Admission to College Honors Program.

Prerequisite: *Reading Proficiency.*

One lecture.

CHP281. Honors Colloquium III (1).

Special topics for College Honors Program participants in their third semester of college study. Admission to College Honors Program.

Prerequisite: *Reading Proficiency.*

One lecture.

CHP282. Honors Colloquium IV (1).

Special topics for College Honors Program participants in their fourth semester of college study. Admission to College Honors Program.

Prerequisite: *Reading Proficiency.*

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

CHP299. Independent Study College Honors (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ COMMUNICATIONS (COM)

COM100. Introduction to Human Communication (3).

Introduction to the essential elements of human communication and behavior, with emphasis on intrapersonal, interpersonal, group, public communication, and oral communication skills important to personal and professional settings.

Prerequisite: *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

Three lecture.

COURSE DESCRIPTIONS

COM217. Introduction to Argumentation and Debate (3).

Basic concepts and theories of argumentation. Emphasis on basic argumentation skills and their application to a variety of communication environments.

Prerequisite: Reading Proficiency.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

COM299. Independent Study Communication (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **COMPUTER NETWORKING TECHNOLOGIES (CNT)**

CNT100. Introduction to Networking Technology (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.

CNT101. Maintain and Protect Your Computer (2).

Strategies to protect personal computers from viruses, spyware and intruders. Perform critical maintenance tasks for optimal computer performance. Focus is on computers running the Windows operating system.

Two 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.

CNT115. 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.

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, services, installation procedures, security issues, back up procedures and remote access.

Preparedness recommendations: Basic experience using Microsoft Windows.

Two lecture. Three lab.

CNT121. Windows Client Operating System(3).

A thorough examination of the Microsoft Windows client operating system. Installation, management, and support of the Windows client operating systems in a network environment. Includes advanced topics such as disk management, secure network configuration, disaster recovery, and performance tuning. Preparation for the Microsoft Windows MCTS certification exam.

Prerequisite: CNT100 or CNT 115 or CNT 120.

Two lecture. Three lab.

CNT122. Windows Server I (4).

Configuration of a Windows Server operating system. Topics include Active Directory services, group policy, DNS, and certificate services. Preparation for the Windows Server MCTS certification exam.

Prerequisite: CNT 115 or CNT 120 or CNT121 or CNT123.

Three lecture. Three lab.

CNT123. Windows Server II (3).

Configuration and management of a Windows Server network infrastructure. Topics include TCP/IP, DHCP, DNS, file and printer sharing, security, and network policy and access services. Prepares students for the Windows Server MCTS certification exam.

Prerequisite: CNT 115 or CNT 120 or CNT121 or CNT122.

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 CompTIA Linux+ certification requirements.

Prerequisite: CNT 115 or CNT 120 or CNT 121.

Three lecture. Three lab.

COURSE DESCRIPTIONS

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.

Prerequisite: CNT 115 or CNT 120 or CNT 140.

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 115 or CNT 120.

Three lecture. Three lab.

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. Helps prepare students for industry wireless certifications.

Prerequisite: CNT 115 or CNT 120 or 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.

CNT/WEB180. Managing a Remote Web Server (3).

Initiate and organize a remote business Web server. Install and configure Web applications and email server operations. Introduction to e-commerce, content management and basic server applications.

Three lecture.

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: CNT 115 or CNT 120.

One lecture. Three lab.

CNT295. Networking Special Topics: (1).

New or emerging networking technologies. Includes updated and new operating systems versions, updated certification requirements and introductions to new technologies. Students must have completed at least one CNT course. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

One lecture.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree or certificate requirements as required by the

program; and have completed the internship application process.

■ COMPUTER NUMERICAL CONTROL (CNC)

CNC 101. CNC Machine Operator (2).

Basic principles and applied skills in the operation of CNC milling machine and lathes.

Prerequisite: Reading Proficiency.

One lecture. Three lab.

COURSE DESCRIPTIONS

CNC 102. CNC Machine Setup (4).

Basic principles and operative skills to set up and operate through 1st article part CNC mills and lathes.

Prerequisite: CNC 101. Reading Proficiency.

Three lecture. Three lab.

■ **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.

CSA/WEB104. 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.

One-half lecture.

CSA108B. Workshop: Microsoft Windows Tools and Management (.5).

Working with programs, files, and folders within the Windows operating system environment.

One-half lecture.

CSA108C. Workshop: Microsoft Word Basics (.5).

Introduction to word processing concepts and the Microsoft Word software program.

One-half lecture.

CSA108D. Workshop: Microsoft Word Intermediate (.5).

Formatting features, graphics and templates in Microsoft Word.

One-half lecture.

CSA108E. Workshop: Microsoft Word Advanced (.5).

Microsoft Word Advanced Features: Forms, Mail Merge, Master Documents, and Macros.

One-half lecture.

CSA108F. Workshop: Microsoft Excel Basics (.5).

Introduction to spreadsheet concepts and features of the Microsoft Excel program.

One-half lecture.

CSA108G. Workshop: Microsoft Excel Intermediate (.5).

Using charting, formatting, list management, and audit features in Microsoft Excel spreadsheet software.

One-half lecture.

CSA108H. Workshop: Microsoft Excel Advanced (.5).

Advanced features of Microsoft Excel including PivotTables, Analytical options, and macros.

One-half lecture.

CSA108I. Workshop: Microsoft PowerPoint Basics (.5).

Introduction to Microsoft PowerPoint and creating, organizing and delivering an effective presentation.

One-half lecture.

CSA108J. Workshop: Microsoft PowerPoint Advanced (.5).

Advanced features of PowerPoint including adding movies, sound and advanced animation techniques for sophisticated image presentations.

One-half lecture.

CSA108K. Workshop: Outlook Basics (.5).

Introduction to Microsoft Outlook, an integrated software program designed to manage email, appointments, notes, and address/contact lists.

One-half lecture.

COURSE DESCRIPTIONS

CSA108M. Workshop: Microsoft Access Basics (.5).

Introduction to database concepts and features of Microsoft Access.

One-half lecture.

CSA108N. Workshop: Microsoft Access Intermediate (.5).

Using features of the Microsoft Access program including validation rules and chart functions.

One-half lecture.

CSA108O. Workshop: Microsoft Access Advanced (.5).

Using advanced features of the Microsoft Access database program including macros, SQL statements, and security features.

Prerequisite: Reading Proficiency.

One-half 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.

One-half lecture.

CSA110. Introduction to Computer Information Systems (3).

Computer hardware, software, and information-processing systems including analysis, development and implementation of computer systems.

Prerequisite: Reading Proficiency.

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).

Basic 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.

CSA124. Creating Dynamic Forms Using Adobe LiveCycle Designer (2).

Practical application of Adobe LiveCycle Designer and Acrobat. Emphasis on use of Designer to create attractive forms that are interactive and dynamic for distribution as .pdf documents and/or use in web pages.

Two lecture.

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.

CSA130. WordPerfect (1).

Various functions and operations of WordPerfect software.

Prerequisite: CSA 111.

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.

CSA132. Adobe Photoshop Elements for the Home Photographer (3).

Digital imaging for the home photographer using Adobe Photoshop Elements. Use of digital cameras, scanning software and equipment.

Two lecture. Three lab.

COURSE DESCRIPTIONS

CSA133. Microsoft Publisher (2).

Design and production of professional quality documents that incorporate text, graphics and illustrations. Emphasis on newsletters, brochures, flyers, logos, catalogs and forms.

Two lecture.

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.

CSA138. Microsoft Excel (2).

Practical application on the basic functions of Microsoft Office Excel. Emphasis on creating worksheets for data input and analysis.

Two lecture.

CSA139. Microsoft Access (2).

Practical application of Microsoft Access. Emphasis on relational databases and query design to summarize and analyze information.

Two lecture.

CSA140. Microsoft Word (2).

Practical application of Microsoft Office Word. Emphasis on creating and formatting content, working with visual content and organizing documents.

Two lecture.

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. Microsoft PowerPoint (2).

Practical application of Microsoft PowerPoint. Emphasis on creating and formatting slide presentations, working with multimedia, and slide show delivery options.

Two lecture.

CSA/WEB144. Creating Web Pages Using Dreamweaver (3).

Create website using Dreamweaver software. Emphasis on creating, publishing to the web and maintaining website.

Three lecture.

CSA/WEB145. Creating Web Pages Using Expression Web (3).

Create and publish websites using Expression Web software.

Three lecture.

CSA147. Interactive 2D Game Animation Using Adobe Flash (3).

Creating animation and interactive multimedia using Adobe Flash. Creative process of designing interactive animated games, the intended output for computers, mobile devices and websites.

Three lecture.

CSA149. Second Life Virtual World (3).

Introduction to the use of the virtual 3D world of Second Life. Basic skills, inventory organization, basic building, personalization of the avatar, overall navigation and communication of the virtual environment.

Three lecture.

CSA/WEB150. HTML: Introductory Concepts and Techniques (1).

Fundamentals of developing Web pages. HTML language and creating Web pages for course work, professional purposes, and personal use.

One lecture.

CSA/WEB151. Buying and Selling on Ebay (.5).

How to buy and sell on eBay.

One-half lecture.

CSA152. Using Google Documents (2).

Introduction to creating and sharing Google documents. Creation of text documents, spreadsheets, forms, and presentations. Storing, sharing, and uploading of documents.

Two lecture.

CSA161. Introduction to Computer Science (2).

Introduction to modern computer science including programming languages, structured and object oriented design and logic tools.

Prerequisite: Reading Proficiency.

Two lecture.

COURSE DESCRIPTIONS

CSA164. C# Programming Fundamentals (3).

Introduction to C# language. Includes Visual Studio, form applications, debugging programs, object oriented programming, and database programming.

Prerequisite: CSA 160. [Reading Proficiency](#).

Three lecture.

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. [Reading Proficiency](#).

Two lecture. Three lab.

CSA/WEB167. 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.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

Three lecture. Three lab.

CSA170. PC Architecture (3).

Introduction to hardware components of a microcomputer. Emphasis on equipment comparisons, hardware requirements, and operating systems.

Prerequisite: [Reading Proficiency](#).

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.

CSA/WEB177. 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.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

Two lecture. Three lab.

CSA/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.

Prerequisite: [Reading Proficiency](#).

Three lecture.

CSA220. Microsoft Project (2).

Fundamentals of project management using the application program Microsoft Project.

Prerequisite: [Reading Proficiency](#).

One lecture. Three lab.

CSA230. Flash Graphic Effects (2).

Using Macromedia FlashTM software 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.

COURSE DESCRIPTIONS

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. [Reading Proficiency](#).

Two lecture. Three lab.

CSA/WEB266. Advanced Web Enhancement AJAX (3).

Create AJAX web applications that utilize JavaScript, PHP, Document Object Model (DOM), and Extensible Markup Language (XML). Includes XHTML language, Cascading Style Sheet (CSS) and XMLHttpRequest Object.

Prerequisite: CSA 161. [Reading Proficiency](#).

Two lecture. Three lab.

CSA272. Advanced Windows Maintenance (2).

Perform regular maintenance on a computer system. Use of scan disk, 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. [Reading Proficiency](#).

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 CSA 160. [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

Two lecture. Three lab.

CSA294. CSA Project (1-6). This Capstone course incorporates project design, project system analysis, and technology applications. Approval of Division Dean.

Prerequisite: CSA 126, CSA 165, CSA 179, CSA 281, and CSA 282.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

CSA299. Independent Study Computer Systems and Applications (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ CREATIVE WRITING (CRW)

CRW139. Introduction to Creative Writing (3).

Techniques in writing, evaluating, and critiquing poetry, fiction and creative non-fiction.

Prerequisite: [Reading Proficiency](#).

Three lecture.

CRW140. Short Story Writing (3).

Beginning techniques used in writing fiction, focusing on the short story.

Prerequisite: [Reading Proficiency](#).

Three lecture.

CRW141. Introduction to Poetry Writing (3).

Beginning techniques used for writing poetry.

Prerequisite: [Reading Proficiency](#).

Three lecture.

CRW142. Creative Nonfiction Writing (3).

Techniques in writing creative nonfiction, focusing on the personal essay and memoir.

Prerequisite: [Reading Proficiency](#).

Three lecture.

CRW143. Memoir Writing (3).

Introduction to memoir writing, focusing on prewriting, analysis, evaluation, and revision of memoir.

Prerequisite: [Reading Proficiency](#).

Three lecture.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

CRW144. Writing and Healing (3).

Writing to explore and heal the relationship to one's self and the outside world; emphasis on journal writing as a source and foundation for public writing.

Prerequisite: Reading Proficiency.

Three lecture.

CRW249. Topics in Creative Writing: (3).

Analysis, writing, and revision of genre or element within fiction. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Three lecture.

CRW250. Advanced Creative Writing: Poetry (3).

Advanced techniques used for writing poetry.

Prerequisite: CRW 139 or CRW 141. Reading Proficiency.

Three lecture.

CRW251. Advanced Creative Writing: Creative Non-Fiction (3).

Advanced techniques in writing creative nonfiction, with emphasis on personal essay and memoir.

Prerequisite: CRW 139 or CRW 142. Reading Proficiency.

Three lecture.

CRW252. Advanced Creative Writing: Fiction (3).

Advanced techniques used in writing fiction with emphasis on the short story.

Prerequisite: CRW 139 or CRW 140. Reading Proficiency.

Three lecture.

CRW254. Novel Writing I (3).

Planning, structuring and beginning a novel; prewriting, writing, analysis, evaluation and revision of novel plans and excerpts.

Prerequisite: Reading Proficiency.

Three lecture.

CRW255. Novel Writing II (3).

Principles and practices for writing the contemporary novel. Focus on writing new work, critiquing, and analysis of published and student novel excerpts.

Prerequisite: CRW 254. Reading Proficiency.

Three lecture.

CRW256. Novel Writing III (3).

Advanced novel writing course focusing on revision, polishing and marketing.

Prerequisite: CRW 255. Reading Proficiency.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Three lecture.

■ **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 Dance (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.

DAN140. Dance Choreography (1).

Introduction to various choreography and dance themes. Includes kinesthetic awareness, floor exercises, dance movements, and music integration.

Two lab.

COURSE DESCRIPTIONS

DAN198. Dance Topics: (1).

Exploration of partner dance styles.

One lecture.

DAN 233. Intermediate Ballroom Dance (1).

Intermediate ballroom dance including: American Style Waltz, Foxtrot, Tango, Swing, Rumba and Cha-cha.

Prerequisite: DAN 133

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 for a total of 4 credit hours towards degree/certificate requirements.

Prerequisite: Reading Proficiency.

One lecture. Three lab.

DFM102. Image and Sound: (3).

Analysis and creation of visual and auditory experiences. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Reading Proficiency.

Two lecture. Three lab.

DFM103. Storytelling: (2).

Contemporary and mythical story patterns. Repeatable for a total of 4 credit hours towards degree/certificate requirements.

Prerequisite: Reading Proficiency.

One lecture. Three lab.

DFM104. Screenwriting: (2).

Professional feature length screenwriting for narrative and documentary films. Repeatable for a total of 4 credit hours towards degree/certificate requirements.

Prerequisite: Reading Proficiency.

One lecture. Three lab.

DFM105. Directing Actors (1).

Professional directing techniques.

Prerequisite: Reading Proficiency.

Three lab.

DFM106. Camera Coverage: (1).

Professional cinematography processes from script to film. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

Prerequisite: Reading Proficiency.

Three lab.

DFM107. Editing: (2).

Feature film editing from analysis to final cut. Repeatable for a total of 4 credit hours towards degree/certificate requirements.

Prerequisite: Reading Proficiency.

One lecture. Three lab.

DFM108. Guerilla Filmmaking: (1).

Producing low-budget professional independent films. License and rights administrator. Distribution executive. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

Prerequisite: Reading Proficiency.

One lecture.

DFM109. Managing Post-Production: (1).

Professional post-production issues and responsibilities. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

Prerequisite: Reading Proficiency.

One lecture.

DFM110. Thesis Film Pre-Production: (2).

Pre-production of thesis film. Repeatable for a total of 4 credit hours towards degree/certificate requirements.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

Three lab.

DFM201. Thesis Film Production: (6).

Production and post-production of a 15-minute digital film. Repeatable for a total of 12 credit hours towards degree/certificate requirements.

Prerequisite: Reading Proficiency.

Two lecture. Nine lab.

DFM202. Feature Pre-Production (5).

Preparation of schedules and materials for \$50,000+ feature film production.

Prerequisite: Reading Proficiency.

Fifteen lab.

COURSE DESCRIPTIONS

DFM203. Feature Film Directing (2).

Work with actors to achieve desired camera presence. Emphasis on actor relationships, camera placement, script breakdown and performance.

Prerequisite: Reading Proficiency.

Two lecture.

DFM204. Feature Film Screenwriting: (5).

Complete second draft of feature length script. Repeatable for a total of 10 credit hours towards degree/certificate requirements.

Prerequisite: Reading Proficiency.

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: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

One lecture. Three lab.

DFM207. Feature Sound Design (3).

Listening, designing, recording and mixing a film's audible experience to create a full film-going experience.

Prerequisite: Reading Proficiency.

Two lecture. Three lab.

DFM208. Feature Film Business Plan (4).

Design and write a business plan for a feature film.

Prerequisite: Reading Proficiency.

Three lecture. Three lab.

DFM209. Feature Film Legal Issues (3).

Contractual agreements between filmmaker, Unions, Guilds, vendors and investors.

Prerequisite: Reading Proficiency.

Two lecture. Three lab.

DFM210. Feature Production Design (2).

Conceptualize and implement a visual style for a film.

Prerequisite: Reading Proficiency.

Two lecture.

DFM211. Feature Film Production (4).

Production of a 35mm or high definition short film.

Prerequisite: Reading Proficiency.

Two lecture. Six lab.

DFM212. Feature Post Production (3).

Edit and manage the post-production process of a film that meets distribution standard for theatrical release.

Prerequisite: Reading Proficiency.

Two lecture. Three lab.

DFM213. Feature Post Sound Design (3).

Edit and manage the post sound that meets distribution standard for theatrical release.

Prerequisite: Reading Proficiency.

One lecture. Six lab.

DFM214. Post Visual Effects (3).

Visual effects techniques on 35mm or high definition film.

Prerequisite: Reading Proficiency.

One lecture. Six lab.

DFM215. Feature Distribution and Marketing (3).

Target and effectively market a feature film to a desired audience.

Prerequisite: Reading Proficiency.

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.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

DFM299. Independent Study Digital Filmmaking (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

■ **EARLY CHILDHOOD EDUCATION (ECE)**

ECE120. Contemporary Issues in Child Care (1).

Exploration of 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.

Prerequisite: [Reading Proficiency](#).

One lecture.

ECE190. Child Development Associate (CDA) Assessment Preparation (3).

Preparation for CDA assessment. Development of a professional resource file that includes parent questionnaires, autobiography and essays. Successful completion of course qualifies student to apply for national certification.

Prerequisite: ECE200, ECE/PSY234, and ECE240.

Reading Proficiency.

Three 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.

Prerequisite: [Reading Proficiency](#).

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 and guidance skills, developmentally appropriate practices and the role of the teacher in early childhood settings. Observation and participation hours in an early childhood setting required.

Prerequisite: [Reading Proficiency](#).

Three lecture.

ECE201. Introduction to the Child Care Profession (3).

Introduction to the child care profession, focusing on child development and appropriate learning environments for children birth through age five. Includes child care licensing and developmentally appropriate curriculum in early childhood settings.

Three lecture.

ECE202. Early Childhood Curriculum (3).

Introduction to methods and materials to assist young children in the learning process. Emphasis on art, music and movement, math, science, social studies, dramatic play, technology, sensory activities and transitions, all within the context of creativity. Locating, planning, implementing and evaluating developmentally appropriate learning activities using a variety of methods and materials.

Prerequisite: [Reading Proficiency](#).

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 young child. Observation and participation hours in infant/toddler setting required.

Prerequisite: ECE 200 and ECE/PSY 234. [Reading Proficiency](#).

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.

Prerequisite: ECE 200 and ECE 202. [Reading Proficiency](#).

Three lecture.

ECE220. School Age Children (3).

Development of children ages 6-12 who may be in child care or groups. Interests, attitudes, abilities, behavior and guidance of children with an emphasis on types of programs, literacy development and tutoring techniques for this age group. Observation and participation hours required.

Prerequisite: [Reading Proficiency](#).

Three lecture.

COURSE DESCRIPTIONS

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. Observation and participation hours in a special education setting required.

Prerequisite: Reading Proficiency.

Three lecture.

ECE/EDU230. Language and Literacy Experiences (3).

Language and literacy processes and the way in which literature enriches a child's development. Review of children's literature and methods of enhancing literacy experiences.

Prerequisite: Reading Proficiency.

Three lecture.

ECE/PSY234. Child Growth and Development (3).

Development of the child. Includes genetic, prenatal, birth and postnatal influences. Emphasis on physical, cognitive and social-emotional development and theories. Includes positive communication with children.

Prerequisite: Reading Proficiency.

Three lecture.

ECE240. Family and Community Partnerships (3).

School and family relationships with a focus on communication, ethics, professionalism and problem-solving. Impact of the community and its resources and referral systems. Emphasis on families, diversity, multicultural issues and parent involvement.

Prerequisite: Reading Proficiency.

Three lecture.

ECE250. Leadership and Management in Early Childhood Programs (3).

Overview of responsibilities and tasks involved in managing a quality early childhood program. Includes administrative duties related to licensing, enrollment, funding, policies, facility, equipment, parent relationships and staffing. Emphasis on effective leadership, evaluation and planning, shared vision and a professional climate of collaboration.

Prerequisite: ECE 200, ECE 202, and ECE/PSY 234.

Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

ECE290. Practicum: Directed Field Experience Birth-Preschool. (3).

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. Application required. Students must show evidence of successful completion of first aid, CPR and proof of fingerprint clearance application process when applying for placement in ECE290.

Prerequisite: ECE 200, ECE 202, ECE/EDU 222, ECE/EDU 230, ECE/PSY 234 and ECE 270. Reading Proficiency.

One lecture. Six lab.

ECE291. Advanced Practicum: Supervised Field Experience Birth-Preschool (4). Supervised student-teaching in a birth-preschool setting. Includes application of knowledge and skills in planning and implementing curriculum under the supervision of a classroom teacher and college supervisor. Must complete application process prior to registration.

One lecture. Nine lab.

ECE295. Special Topics: Early Childhood Education (1).

Introduction to special topics in Early Childhood Education. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

ECE299. Independent Study Early Childhood Education (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

COURSE DESCRIPTIONS

■ EDUCATION (EDU)

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.

Prerequisite: Reading Proficiency.

One lecture.

EDU/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.

Prerequisite: Reading Proficiency.

Three 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 various formats.

Prerequisite: Reading Proficiency.

One-quarter lecture.

EDU150B. Teaching and Learning Styles (.25).

Instructional design to enhance classroom experiences for all students. Identify student learning styles and present information to improve student learning. Includes class diversity, creating a managed, supportive learning community in the classroom, and integrating technology in instruction.

Prerequisite: Reading Proficiency.

One-quarter lecture.

EDU150C. Student Learning and Outcomes Assessment (.25).

Learning concepts, outcomes and assessment. Rubrics and techniques to assess student learning.

Prerequisite: Reading Proficiency.

One-quarter lecture.

EDU150D. Legal Issues (.25).

Legal issues and their impact on students, instruction, and the college as a whole. Includes copyright, harassment and ethics, Family Educational Rights Privacy Act (FERPA - Privacy), and Americans with Disabilities Act (ADA).

One-quarter 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. Reading Proficiency.

Three lecture.

EDU/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.

Prerequisite: Reading Proficiency.

Three lecture.

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.

Prerequisite: Reading Proficiency.

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. Observation and participation hours in a special education setting required.

Prerequisite: Reading Proficiency.

Three lecture.

EDU/ECE230. Language and Literacy Experiences (3).

Language and literacy processes and the way in which literature enriches a child's development. Review of children's literature and methods of enhancing literacy experiences.

Prerequisite: Reading Proficiency.

Three lecture.

COURSE DESCRIPTIONS

EDU239. Structured English Immersion Provisional Endorsement (3).

Prepares certified teachers and administrators who were trained in states other than Arizona or were certified after August 2006 to meet the academic needs of English Language Learner populations and qualifies them for the Provisional SEI Endorsement as required by the Arizona Department of Education.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three 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.

Prerequisite: Reading Proficiency.

Three lecture.

EDU255. Fundamentals of Educational Technology (3).

Designed for educators in diverse settings (e.g. public and private sectors, pre-K to grade 12, and higher education). Emphasis on systematic processes for designing, developing, evaluating and implementing technology effectively into instruction and the impact emerging technologies have on the educational environment. Aligned with International Society for Technology in Education, National Educational Technology Standards for Teachers (NETS-T).

Prerequisite: Reading Proficiency.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

EDU299. Independent Study Education (1-6). Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ ELECTRICAL TECHNICIAN (ELT)

ELT110. Electricity and Electronics (3).

Basic concepts and properties of electricity, its general applications and related terminology. Introduction to reading electrical blueprints and wiring diagrams, and defines additional electronics concepts and components. Includes semiconductors, power supplies, amplifiers, rectifiers, and oscillators.

Prerequisite: Reading Proficiency.

One lecture. Four lab.

ELT111. DC Electrical Systems (3).

Operation and maintenance of direct-current systems and controls, electrical measuring instruments, electrical safety, short-circuit analysis and troubleshooting.

Prerequisite: Reading Proficiency.

One lecture. Four lab.

ELT112. AC Electrical Systems (3).

Operation and maintenance of alternating-direct-current systems and controls, single-phase motors, three-phase systems, energy conservation, short-circuit analysis and troubleshooting.

Prerequisite: Reading Proficiency.

One lecture. Four lab.

ELT115. Conduits and Raceways (1).

Layout, bending and assembly of conduit systems.

Prerequisite: Reading Proficiency.

One-half lecture. One lab.

ELT161. Microprocessors and Programmable Controllers (3).

Use of computers in industrial process control, including programmable logic controllers, control loops, data transmission, basic robotics, and application of these technologies to specific systems.

Prerequisite: Reading Proficiency.

One lecture. Four lab.

COURSE DESCRIPTIONS

ELT171. Process Control Instrumentation (3).

Instrumentation associated with industrial process control, including measurements of pressure, force, weight, motion, flow, level, and temperature; analytical measurement and procedures for safety, calibration and testing.

Prerequisite: [Reading Proficiency](#).

One lecture. Four lab.

ELT271. Advanced Process Control Instrumentation (4).

Advanced process control systems including: single-loop, multi-loop, cascade, ratio, feedforward and Distributed Control Systems (DCS). Calibrate, adjust, tune, test and maintain various control systems.

Prerequisite: ELT 171. [Reading Proficiency](#).

Three lecture. Three lab.

ELT272. Motors and Motor Controls (3).

Characteristics, performance and control of rotating electrical machinery, transformers and associated equipment.

Prerequisite: ELT 111 and ELT 112. [Reading Proficiency](#).

Two lecture. Three lab.

ELT295. Apprenticeship: Electrical Instrumentation (3).

Supervised field experience. Repeatable for a total of twelve credit hours towards degree/certificate requirements.

ELT296. Internship: Electrical Technician (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 for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

■ **EMERGENCY MEDICAL SERVICES (EMS)**

EMS120. Basic First Aid (.5).

First Aid for victims of all ages. Includes: Basic recognition and care of the Medical and Trauma patients. Awareness of environmental emergencies including bites, stings, and exposure to hot and cold. Meets the requirements of Heartsaver First Aid by the American Heart Association.

One-half lecture.

EMS121. Pediatric First Aid, CPR and Automated External Defibrillator (AED) (.5).

Pediatric first aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use. Recognize injury and medical emergencies and their treatment in the first few minutes until professional help arrives. Meets the requirements of the Heartsaver Pediatric AED/First Aid by the American Heart Association.

One-half lecture.

EMS123. Cardiopulmonary Resuscitation (CPR) for the Health Care Provider (.5).

CPR 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 & AED by the American Heart Association.

One-half lecture.

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 123. [Reading Proficiency](#).

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 123 or proof of a current (1 year or less) "C" class CPR certification through the American Heart Association or the American Red Cross. [Reading Proficiency](#).

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 123 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. [Reading Proficiency](#).

Five lecture. Three lab.

COURSE DESCRIPTIONS

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. Reading Proficiency.

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 123 or proof of a current (one year or less) "C" class CPR certification by the American Heart Association or the American Red Cross. Reading Proficiency.

Two 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, or NSG 131. Must have proof of current healthcare provider CPR certification through the American Heart Association. Reading Proficiency.

Three lecture.

EMS233. Intermediate Emergency Medical Technician (18).

Advanced assessment, medication administration, intubation 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, have an interview and be approved by the selection committee and medical director. Reading Proficiency.

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 and FSC 104. Reading Proficiency.

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: EMS 240. Reading Proficiency.

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 241. Reading Proficiency.

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 241. Reading Proficiency.

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 240. Reading Proficiency.

Thirty Six 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. Reading Proficiency.

Three lecture.

COURSE DESCRIPTIONS

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

EMS299. Independent Study Emergency Medical Services (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ ENGLISH (ENG)

ENG021. Vocabulary Development Module (1).

Increasing personal vocabulary with emphasis on using dictionary features, word parts, and context clues to understand and learn word meanings.

Prerequisite: Satisfactory score on the skills assessment.

Three lab.

ENG022. Spelling Improvement Module (1).

Overcoming spelling difficulties. Emphasis on general rules and strategies and commonly confused and misspelled words.

Prerequisite: Satisfactory score on the skills assessment.

Three lab.

ENG023. Basic Sentence Structure and Grammar Module (1).

English grammar and sentence structure. Recognizing sentence grammar that affects communication and constructing sentences.

Prerequisite: Satisfactory score on the skills assessment.

Three lab.

ENG026. Punctuation Skills Module (1).

Standard use of punctuation.

Prerequisite: Satisfactory score on the skills assessment.

Three lab.

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. 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.

COURSE DESCRIPTIONS

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. Writing Fundamentals I (3).

Sentence and paragraph construction.

Prerequisite: Satisfactory score on the skills assessment.

Three lecture.

ENG061. Writing Fundamentals II (3).

Building writing skills, sentences, paragraphs, multi-paragraph writing, introductory research strategies.

Prerequisite: ENG 060 or satisfactory score on the skills assessment.

Three lecture.

ENG063. Paragraph Construction Module (1).

Composing basic expository paragraphs.

Prerequisite: Satisfactory score on the skills assessment.

Three lab.

ENG064. Writing Skill-Building Module (1).

Basics of essay writing, including selecting a topic, developing a thesis, organizing paragraphs and ideas, drafting, revising, and editing.

Prerequisite: Satisfactory score on the skills assessment.

One lecture.

ENG065. Advanced Writing Module (1).

Refining writing skills. Emphasis on writing to communicate clearly and correctly.

Prerequisite: Satisfactory score on the skills assessment.

Three lab.

ENG070. Reading Basics Module (1).

Instruction and practice in basic knowledge and skills needed for reading.

Prerequisite: Satisfactory score on the skills assessment.

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.

Prerequisite: Satisfactory score on the skills assessment.

One lecture.

ENG072. Advanced Reading Module (.5).

Instruction and practice in advanced reading skills, including making inferences, predicting outcomes, and reading critically.

Prerequisite: Satisfactory score on the skills assessment.

One-half 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.

Prerequisite: Satisfactory score on the skills assessment.

One and one-half lab.

ENG082. Read Faster/Understand More I (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. Read Faster/Understand More II (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.

Prerequisite: ENG 061 or satisfactory score on the skills assessment. [Reading Proficiency.](#)

Three lecture.

COURSE DESCRIPTIONS

ENG101. College Composition I (3).

Composing expository and argumentative essays for specific audiences. Emphasis on the processes of writing, reading and critical thinking. Introduction to research and documentation. *Prerequisite: Satisfactory score on the English skills assessment or a grade of "C" or better in ENG 100. [Reading Proficiency](#).*

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. [Reading Proficiency](#).

Three lecture.

ENG103. College Composition I - Honors (3).

Composing expository and argumentative essays for specific audiences. Emphasis on the processes of writing, reading, and critical thinking. Advanced English 101 content and learning activities. Introduction to research and documentation.

Prerequisite: Placement by English skills assessment. [Reading Proficiency](#).

Three lecture.

ENG104. College Composition II - Honors (3).

Extensive critical reading and writing about texts, including literature. Emphasis on fluency in critical writing. Expanded 102 content. Includes research skills and writing a critical, documented essay.

Prerequisite: ENG 103. [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

Two lecture.

ENG136. Technical Writing (3).

Practical writing for the world of work, from business correspondence to technical reports.

Prerequisite: ENG 100 or COM 135 or a minimum score of 80 on the skills assessment. [Reading Proficiency](#).

Three lecture.

ENG140. Academic Reading and Critical Thinking (3).

Academic reading and critical thinking strategies. Focus on improving reading comprehension, information literacy, and vocabulary.

Prerequisite: ENG 061 or ENG 100 or ENG 101 or ENG 136.

[Reading Proficiency](#).

Three lecture.

ENG200. College Composition III (3).

Extensive practice in academic writing. Emphasis on research methods and documentation conventions.

Prerequisite: ENG 102. [Reading Proficiency](#).

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

Three lecture.

ENG217. Major Issues in World Literature (3).

Investigation of major artistic, historical, ethnic, race, gender 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. [Reading Proficiency](#).

Three lecture.

ENG236. Advanced Technical Writing (3).

Management-level problems in business and technical communications. Includes internal communications and public relations.

Prerequisite: ENG 136. [Reading Proficiency](#).

Three lecture.

COURSE DESCRIPTIONS

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. *Reading Proficiency.*

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. *Reading Proficiency.*

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 of Images focuses on a special topic: a writer or group of writers, a theme, an issue, or a specific locale.

Prerequisite: *Reading Proficiency.*

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. *Reading Proficiency.*

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. *Reading Proficiency.*

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. *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: *Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.*

ENG298. Special Topics in Literature (3).

Investigation of major artistic, historical and philosophical issues in representative works of literature within topic or genre.

Prerequisite: ENG 101 or ENG 103. *Reading Proficiency.*

Three lecture.

ENG299. Independent Study English (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ ENVIRONMENTAL STUDIES (ENV)

ENV/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.

Prerequisite: *Reading Proficiency.*

Three lecture. Three lab.

ENV/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.

Prerequisite: *Reading Proficiency.*

Three lecture. Three lab.

ENV/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.

Prerequisite: *Reading Proficiency.*

Three lecture. Three lab.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

ENV299. Independent Study Environmental Studies (1-6). Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **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 pumps.

Prerequisite: FSC 100 or FSC 105 or FSC 115 and any math course 100 level or higher.

Three lecture. Three lab.

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.

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.

COURSE DESCRIPTIONS

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

FSC299. Independent Study Fire Science (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ 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.

Prerequisite: Reading Proficiency.

Four lecture.

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. Reading Proficiency.

Four lecture.

FRE131. Conversational French I (3).

Fundamentals of speaking and listening skills in French. Introduction to the culture of the French-speaking world.

Prerequisite: Reading Proficiency.

Three lecture.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

FRE132. Conversational French II (3).

Speaking and listening skills in French at the novice level. Culture of the French-speaking world.

Prerequisite: FRE 131. [Reading Proficiency](#).

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. [Reading Proficiency](#).

Four lecture.

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. [Reading Proficiency](#).

Four 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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

FRE299. Independent Study French (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ GEOGRAPHY (GEO)

GEO101. World Geography - West (3).

A geographical exploration of the people, places, and landscapes of North America, South America, Europe and Russia.

Prerequisite: [Reading Proficiency](#).

Three lecture.

GEO102. World Geography - East (3).

A geographical exploration of the people, places, and landscapes of Africa, Asia and Australia/Pacific Islands.

Prerequisite: [Reading Proficiency](#).

Three lecture.

GEO103. Introduction to Physical Geography (4).

A geographic introduction to the physical processes and land forms of the earth.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

GEO299. Independent Study Geography (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

COURSE DESCRIPTIONS

■ GEOLOGY (GLG)

GLG100. Concepts in Basic Geology (2).

Fundamental principles of geology, including rocks and minerals, internal and external earth processes and plate tectonics.

Prerequisite: [Reading Proficiency](#).

Two lecture.

GLG101. Introduction to Geology I (4).

Geologic principles emphasizing the structure and composition of the earth, internal and external earth processes and plate tectonics.

Prerequisite: [Reading Proficiency](#).

Three lecture. 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. [Reading Proficiency](#).

Three lecture. Three lab.

GLG104. Cave Geology (2).

Studies of ground water, karst, and cavern development. Field trip(s).

Prerequisite: GLG 100 or GLG 101. [Reading Proficiency](#).

One lecture. Three lab.

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. [Reading Proficiency](#).

One lecture. Three lab.

GLG106. Geology of Bryce and Zion (2).

Stratigraphy and landforms 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. [Reading Proficiency](#).

One lecture. Three lab.

GLG107. Geology of Death Valley (2).

Land form 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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

One lecture. Three lab.

GLG109. Geology of the Prescott Region (2).

Rocks, land forms, and geologic history of region around Prescott. Field trips.

Prerequisite: GLG 100 or GLG 101. [Reading Proficiency](#).

One lecture. Three lab.

GLG/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.

Prerequisite: [Reading Proficiency](#).

Three lecture. Three lab.

GLG112. 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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

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(s).

Prerequisite: GLG 100 or GLG 101. [Reading Proficiency](#).

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. Field trip(s).

Prerequisite: GLG 100 or GLG 101. [Reading Proficiency](#).

One lecture. Three lab.

COURSE DESCRIPTIONS

GLG116. Geology of the Verde Valley (2).

Rocks, land forms and geologic history of the region immediately surrounding and including the Verde Valley. Field trip(s).

Prerequisite: GLG 100 or GLG 101. Reading Proficiency.

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. Repeatable for a total of 4 credit hours towards degree/certificate requirements.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

GLG299. Independent Study Geology (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ 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.

Prerequisite: Reading Proficiency.

Four lecture.

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. Reading Proficiency.

Four lecture.

GER131. Conversational German I (3).

Fundamentals of speaking and listening skills in German. Introduction to the culture of the German-speaking world.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

Four lecture.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

GER299. Independent Student German (1-6). Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ 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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

COURSE DESCRIPTIONS

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.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

Six lab.

■ GUNSMITHING (GST)

GST100. Apprentice Gunsmithing (10).

Basic gunsmithing skills including shop and general firearms safety, machine tool skills, stockmaking, metal refinishing and ballistics. Integration of computer applications.

Prerequisite: Admission to the Gunsmithing program.

[Reading Proficiency](#).

GST150. Journeyman Gunsmithing (10).

Intermediate study of machine tool use and firearms applications. Milling, turning, precision grinding, advanced stockmaking procedures. Pistol and revolver design and function. Shotgun design, application and function.

Prerequisite: GST 100. [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

One lecture. Nine lab.

GST193. Gunstock Checkering (2).

Checkering wooden stocks using manual checkering tools. Emphasis on construction of templates, flat and curved surface layout, checkering cradle manipulation, repair of damaged checkering, and conversion of impressed checkered stocks.

Two lecture.

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. [Reading Proficiency](#).

Eight lab.

GST200. Professional Gunsmithing (10).

Advanced gunsmithing techniques and applications of existing skills. Studies in precision barreling of rifles. Major pistol and revolver modifications. Study of break action shotguns, and machining of major firearm components.

Prerequisite: GST 150. [Reading Proficiency](#).

GST210. Caustic Bluing (2).

Use of caustic bluing to finish metals in the firearms industry. Includes metal identification, preparation and application.

Two lecture.

GST215. Rust Bluing (2).

Use of rust bluing to finish metals in the firearms industry. Includes metal identification, preparation and application.

Two lecture.

GST220. Rifle Barreling (2).

Principles of fitting a barrel to a variety of bolt action rifles. Includes measurements, threading, chambering, crowning and contouring.

Two lecture.

GST225. Accurizing Bolt Action Rifles (3).

Introduction to the tools, techniques and components necessary for the best possible accuracy from your action, barrel, stock combination.

Three lecture.

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. [Reading Proficiency](#).

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

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 *Reading Proficiency.*

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: Concurrent enrollment in a 200-level gunsmithing course. *Reading Proficiency.*

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

GST299. Independent Study Gunsmithing (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **HEALTH INFORMATION MANAGEMENT (HIM)**

HIM100. Introduction to Health Information Management (3)

Introduction to the various functions performed in a health record department with emphasis on maintaining confidentiality of patient data. Content, structure, analyses, storage methods, and retrieving patient record and data elements within the health information system.

Prerequisite: *Reading Proficiency.*

Three lecture.

HIM140. Disease Process (4)

Examination of the most common diseases of each body system, with normal anatomy and physiology compared to pathologic anatomy and physiologic malfunctioning due to disease process. Diagnostic methods, etiology, management, treatment, modalities, pharmacology and prognosis are discussed.

Prerequisite: BIO 160. *Reading Proficiency.*

Four lecture.

HIM141. Healthcare Delivery Systems (2)

Overview of the healthcare delivery systems at the national, state and local levels. Current trends in healthcare delivery including health facilities, medical staff organization and functions, the changing roles of healthcare professional and patterns of financing healthcare.

Prerequisite: HIM 100. *Reading Proficiency.*

Two lecture.

HIM142. Healthcare Reimbursement Methodology (3)

Major reimbursement systems used for professional and institutional reimbursement in various healthcare settings with an emphasis on health data collection and classification implications.

Prerequisite: AHS 170. *Reading Proficiency.*

Three lecture.

HIM170. ICD-9 Medical Coding (4).

Principles of coding and classification using the ICD-9 (International Coding of Diseases) manual in the assignment of valid diagnostic and/or procedure codes. Includes: medical necessity, coding issues for specific body systems, and for general conditions.

Prerequisite: HIM 100; BIO 160; AHS 131 & AHS 132.

Reading Proficiency.

Four lecture.

HIM171. CPT Medical Coding (3).

Techniques and conventions of CPT (Current Procedural Terminology) coding and Evaluation and Management (E/M) coding. Organization and structure of the CPT manual, and how to transform descriptions into valid procedural codes. Emphasis on each body system in the surgery, lab, pathology, and medicine sections of the CPT manual.

Prerequisite: HIM170. *Reading Proficiency.*

Three lecture.

COURSE DESCRIPTIONS

HIM172. Legal and Ethical Aspects of Health Information Management (2).

Legislation and regulations related to health information management with an emphasis on privacy and confidentiality, access, HIPAA directives, ethical guidelines and decision making.

Prerequisite: [Reading Proficiency](#).

Two lecture.

■ 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.

Prerequisite: [ENG 101](#) or [ENG 103](#); or [COM 135](#) and [ENG 136](#).

Reading Proficiency.

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 movements of reform, industrial America and the growth of labor and its concerns. Examine American imperialism and its impact on the world.

Prerequisite: [ENG 101](#) or [ENG 103](#); or [COM 135](#) and [ENG 136](#).

Reading Proficiency.

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.

Prerequisite: [Reading Proficiency](#).

Three lecture.

HIS201. Western Civilization I (3).

Exploration of the major developments in Western Civilization to 1688. Exploration of the social, intellectual, political, economical, religious, and cultural components that form the core of the modern western world.

Prerequisite: [ENG 101](#) or [ENG 103](#); or [COM 135](#) and [ENG 136](#).

Reading Proficiency.

Three lecture.

HIS202. Western Civilization II (3).

Exploration of the formation of major developments in Western Civilization from 1650 to the present. Exploration of the social, intellectual, political, economical, religious, and cultural components that form the core of the modern western world.

Prerequisite: [ENG 101](#) or [ENG 103](#); or [COM 135](#) and [ENG 136](#).

Reading Proficiency.

Three lecture.

HIS205. World History (3).

Exploration of major societies of the world from 1750 to the present. Examination of societies in Asia, Europe, African, the Americas, and Oceania. Includes forces of change in the world such as industrialization, nationalism, imperialism, decolonization, urbanization, technology, and political revolutions.

Prerequisite: [ENG 101](#) or [ENG 103](#); or [COM 135](#) and [ENG 136](#).

Reading Proficiency.

Three lecture.

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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

Three lecture.

COURSE DESCRIPTIONS

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

HIS299. Independent Study History (1-6). Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ 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.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

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. Reading Proficiency.

Three lecture.

HUM241. Humanities in the Western World I (3).

Humanities in the Western World I. 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. Reading Proficiency.

Three lecture.

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. Reading Proficiency.

Three lecture.

HUM/THR243. Development of the Film (3).

Historical and critical survey of the development of film as an art form, as a system of representation and communication, and as an industry from its invention to the present day. How films work technically, aesthetically, and culturally to create and reinforce social norms.

Prerequisite: Reading Proficiency.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

HUM299. Independent Study Humanities (1-6). Supervised special project in this field of study. Approval of supervising Division Dean is required.



2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

■ **INDUSTRIAL PLANT TECHNICIAN (IPT)**

IPT110. Industrial Shop Practices (3).

Basic skills needed to work in industrial repair and maintenance shops, emphasizing safe and efficient use of hand and power tools, fine measurement, tool maintenance and sharpening.

Prerequisite: [Reading Proficiency](#).

One lecture. Four lab.

IPT120. Industrial Pump Maintenance and Repair (3).

Types of pumps and their associated piping systems as applied in industrial settings.

Prerequisite: [Reading Proficiency](#).

One lecture. Four lab.

IPT130. Industrial Valve Maintenance and Repair (3).

Valves and their associated piping systems as applied in industrial settings.

Prerequisite: [Reading Proficiency](#).

One lecture. Four lab.

IPT140. Bulk Materials Handling (3).

Operation, maintenance, and repair of industrial materials handling machinery including conveyors, feed and discharge devices, screens, and crushers.

Prerequisite: [Reading Proficiency](#).

One lecture. Four lab.

IPT160. Machinery Maintenance and Troubleshooting (3).

Systematic methods of identifying causes of mechanical failure and using predictive methods to prevent mechanical failure.

Prerequisite: IPT 140. [Reading Proficiency](#).

One lecture. Four lab.

IPT260. Advanced Machinery Maintenance (3).

Advanced maintenance procedures of heavy industrial machinery.

Prerequisite: IPT 160. [Reading Proficiency](#).

Two lecture. Three lab.

IPT261. Machine Shop (3).

Theory and practice in history, concepts, safety and job planning in the machine shop.

Prerequisite: [Reading Proficiency](#).

Two lecture. Three lab.

IPT295. Apprenticeship: Industrial Plant (3).

Supervised field experience. Repeatable for a total of twelve credit hours towards degree/certificate.

IPT296. Internship: Industrial Plant Technician (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 for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

■ **INTERIOR DESIGN (INT)**

INT101. Introduction to Interior Design (3).

Introduction to the interior design profession. Includes the design process, space planning, color and lighting. Emphasis on design principles for residential interiors.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

Four lecture.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

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. [Reading Proficiency](#).

Four lecture.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

ITA299. Independent Study Italian (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **JOURNALISM (JRN)**

JRN131. Mass Media in American Society (3).

Critical examination of mass media and its social, historical, economic and political impact on American society.

Prerequisite: [Reading Proficiency](#).

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 skills assessment into ENG 101.

[Reading Proficiency](#).

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. [Reading Proficiency](#).

Three lecture.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

JRN299. Independent Study Journalism (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **MANUFACTURING ENGINEERING TECHNOLOGY (MET)**

MET100. Introduction to Manufacturing Technology (4).

Introduction to Manufacturing Technology including safe practices, tools and 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.

Prerequisite: [Reading Proficiency](#).

Two lecture. Six lab.

MET116. Rigging (1).

Basic rigging techniques, hitch configurations, safe loading practices, load inspection and American National Standards Institute (ANSI) approved hand signals. Use of slings and common rigging hardware.

Prerequisite: [Reading Proficiency](#).

One lecture.

COURSE DESCRIPTIONS

MET150. Surface Mine Safety Training (1).

U.S. Mine Safety and Health Administration requirements for new miner training for individuals, contractors, and mine employees.

Prerequisite: [Reading Proficiency](#).

One lecture.

MET160. Basic Machine Hydraulics and Pneumatics (2).

Operational theory and testing techniques related to hydraulic and pneumatic components and circuits on mobile diesel equipment. Includes fluid power principles and investigates the functional characteristic of hydraulic pumps, flow valves, pressure valves, directional valves, motors, cylinders and accumulators. Emphasis on the student's ability to test, service, and repair diesel equipment hydraulic systems and system components.

Prerequisite: [Reading Proficiency](#).

One lecture. Two 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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

MET299. Independent Study Industrial Technology/Manufacturing (1-6)

Supervised special projects in this field of study. Approval of supervising Division Dean is required.

■ 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.

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 (TI - 83/84 recommended).

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. [Reading Proficiency](#).

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. [Reading Proficiency](#).

Three lecture.

MAT142. College Mathematics (3).

Survey of mathematical topics and applications. Includes statistics, probability, exponential functions, finance, dimensional analysis and other selected discrete math topics.

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. [Reading Proficiency](#).

Three lecture.

MAT152. College Algebra (3).

Modeling of applications using linear, quadratic, exponential and logarithmic functions. Introduction to solving systems of equations using matrices. Duplicate credit for MAT 152 and/or MAT 183 and MAT 187 will not be awarded.

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. [Reading Proficiency](#).

Three lecture.

COURSE DESCRIPTIONS

MAT156. Mathematics for Elementary Teachers I (3).

Mathematical principles and processes specifically for elementary teachers. Includes problem solving, set theory, properties and operations with number systems.

Prerequisite: MAT 142 or MAT 152 or satisfactory score on mathematics skills assessment. [Reading Proficiency](#).

Three lecture.

MAT157. Mathematics for Elementary Teachers II (3).

Mathematical principles and processes specifically for elementary teachers. Includes geometry, measurement, statistics, and probability.

Prerequisite: MAT 142 or MAT 152 or satisfactory score on mathematics skills assessment. [Reading Proficiency](#).

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, hypothesis testing, and correlation and regression.

Prerequisite: MAT 142 or MAT 152 or satisfactory score on mathematics skills assessment. [Reading Proficiency](#).

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. [Reading Proficiency](#).

Three lecture.

MAT 183. Trigonometry (2).

Trigonometric functions, radian measure, right and oblique triangle solutions, trigonometric identities and equations, and inverse trigonometric functions. Duplicate credit for MAT 152 and/or MAT 183 and MAT 187 will not be awarded.

Prerequisite: MAT 152 or satisfactory score on mathematics skills assessment. [Reading Proficiency](#).

Two lecture.

MAT187. Precalculus (5).

Topics from college algebra and trigonometry essential to the study of calculus and analytic geometry. Includes linear, quadratic, polynomial, rational, exponential, circular, and trigonometric functions. Trigonometry, systems and equations and matrices. Duplicate credit for MAT 152 and/or MAT 183 and MAT 187 will not be awarded.

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.

[Reading Proficiency](#).

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. [Reading Proficiency](#).

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.

[Reading Proficiency](#).

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. [Reading Proficiency](#).

Five lecture.

MAT241. Calculus III (4).

Multivariable calculus. Includes multiple integration, partial differentiation, optimization, vector calculus, line integrals, and parametric curves.

Prerequisite: MAT 230. [Reading Proficiency](#).

Four lecture.

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. [Reading Proficiency](#).

Three lecture.

COURSE DESCRIPTIONS

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

MAT299. Independent Study Mathematics (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **MOTORCYCLE TECHNOLOGY (MTC)**

MTC105. Introduction to Motorcycle Technology (3).

Basic theory and fundamentals of motorcycle maintenance and minor repair. Includes two- and four- stroke theory, brakes, frames, drivetrains, electrical, suspension, fuel systems, and wheels.

Prerequisite: Reading Proficiency.

Two lecture. Three lab.

MTC110. Motorcycle Brakes, Suspension, Wheels and Tires (3).

Theory and fundamentals of basic motorcycle brakes, suspension systems, wheels and tires.

Prerequisite: Reading Proficiency.

Two lecture. Two lab.

MTC140. Introduction to Motorcycle Electrical Systems (2).

Basic motorcycle electrical theory, system maintenance, testing and diagnostic methods for repairing ignition, charging and starting systems.

Prerequisite: Reading Proficiency.

One lecture. Two lab.

MTC210. American Motorcycle Service Procedures (2).

Procedures and techniques of regular service intervals for the American motorcycle enthusiast, with emphasis on Harley Davidson and aftermarket brands. Includes diagnosis and service of motorcycles.

Prerequisite: Reading Proficiency.

One lecture. Two lab.

■ **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.

Prerequisite: Reading Proficiency.

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 music reading.

Prerequisite: Reading Proficiency.

Three lab.

MUS104. Piano Class II (1).

Skill-building piano lab for students with limited piano experience. Emphasis on piano playing, music reading, and music theory.

Prerequisite: MUS 103. Reading Proficiency.

Three lab.

MUS105. Voice Class I (1).

Fundamentals of singing. Includes breath support and articulation while singing and introductory-level music reading.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

Three lab.

COURSE DESCRIPTIONS

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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: MUS 107. [Reading Proficiency](#).

Two lab.

MUS109. Guitar Class III (1).

Emphasis on repertoire, ensemble, sight reading, and performance.

Prerequisite: MUS 108. [Reading Proficiency](#).

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 for a total of 2 credit hours towards degree/certificate requirements.

Three lab.

MUS112. Jazz/Rock Ensemble (1).

Study and performance of a wide range of jazz, rock, and popular music. Audition required.

Three lab.

MUS113. Big Band (1).

Jazz instrumental group rehearsal and performance. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

Three lab.

MUS115. Instrumental Ensemble (1).

Music reading skills, playing techniques, ensemble playing. Performance participation required. Audition required.

Three lab.

MUS116. Jazz Combo (1).

Jazz music reading skills, playing techniques, ensemble playing. Performance participation required. Audition required.

Three lab.

MUS117. Symphony Orchestra (1).

Symphony orchestra rehearsal and performance. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

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.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

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.

Prerequisite: MUS 131. [Reading Proficiency](#).

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 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.

MUS190. Oratorio: Handel's Messiah (1).

Rehearsal and performance of selected choral selections from Handel's Messiah.

Three lab.

COURSE DESCRIPTIONS

MUS198. Music Topics: (1).

Exploration of music techniques and expression.

One lecture.

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. Reading Proficiency.

Three lab.

MUS204. Piano Class IV (1).

Designed for students with some piano experience. Emphasis on interpretation.

Prerequisite: MUS 203. Reading Proficiency.

Three lab.

MUS222. Chamber Singers (1).

Rehearsal and performance of selected choral literature. Membership by audition. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

Three lab.

MUS223. Vocal Ensemble (1).

Rehearsal and performance of selected choral literature. No audition required. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

Three lab.

MUS224. Master Chorale (1).

Rehearsal and performance of selected major choral literature. Membership by audition. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

Three lab.

MUS225. Community Chorale (1).

Rehearsal and performance of selected choral literature. No audition required. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

Three lab.

MUS226. Chamber Choir (1).

Rehearsal and performance of selected choral literature. Membership by audition. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

Three lab.

MUS227. Women's Chorale (1).

Rehearsal and performance of selected choral literature. Audition required. Repeatable for a total of 2 credit hours towards degree/certificate requirements.

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. Reading Proficiency.

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. Reading Proficiency.

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. Reading Proficiency.

Three lecture.

MUS245. Music of World Cultures (3).

Cultural and historical ethnic music contributions throughout the world. Social, cultural and spiritual factors affecting music. Emphasis on listening skills, style characteristics, properties of sound and elements of music on various instruments.

Prerequisite: ENG 101 or ENG 103. Reading Proficiency.

Three lecture.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

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 for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

MUS299. Independent Study Music (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **NURSING (NSG)**

NSG114. Nursing Assistant (5).

Preparation for the role of a 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.

Application required with the following documentation: Skin test or chest x-ray negative for TB or equivalent within 12 months; fingerprint clearance card and Health Care Provider CPR card. Must be at least 16 years old.

Prerequisite: Reading Proficiency.

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: NSG 132, Active license as Licensed Practical Nurse or Registered Nurse. Reading Proficiency.

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 for certain disease states.

Prerequisite: Reading Proficiency.

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: Admission to the Nursing Program.

Reading Proficiency.

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; BIO 202; and NTR 130 or NTR 135.

Reading Proficiency.

Five lecture. Twelve lab.

COURSE DESCRIPTIONS

NSG133. Practical Nurse Completion Course (2).

Scope of practice issues for the Practical Nurse, including care of individuals and families experiencing selected psychosocial adaptation and acute health-illness problems. Includes some Practical Nurse level concepts of management and supervision.

Prerequisite: NSG 231 and NSG 233. *Reading Proficiency.*

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, side effects, adverse reactions, 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: NSG 131. *Reading Proficiency.*

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: NSG132, ENG102, PSY245. *Reading Proficiency.*

Corequisite: NSG233.

Three lecture. Twelve lab.

NSG232. Concepts in Nursing IV (5).

Concepts of nursing care for clients with commonly occurring health care concerns: Alterations in genito-urinary 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. Use of Health Education Systems, Inc. (HESI) Exit Exam as a progression benchmark and remediation guide.

Prerequisite: NSG 231, NSG233, BIO205. *Reading Proficiency.*

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. *Reading Proficiency.*

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 231. *Reading Proficiency.*

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. *Reading Proficiency.*

Two lecture.

NSG236. Clinical Refresher (2).

Clinical practicum including management experience in well-defined practice settings.

Prerequisite: NSG 231, NSG233, BIO205. *Reading Proficiency.*

Six lab.

NSG296. Internship: Nursing (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 for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

NSG299. Independent Study Nursing (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ 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.

Prerequisite: *Reading Proficiency.*

Three lecture.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

NTR299. Independent Study Human Nutrition (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **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.

Prerequisite: Reading Proficiency.

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: Reading Proficiency.

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.

Reading Proficiency.

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: CSA 130 or CSA 140 and LAW 100 (may be taken concurrently). Reading Proficiency.

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. Reading Proficiency.

Two lecture.

LAW107. Law Office Management (3).

Processes and standards of law office management including record keeping, timekeeping, billing, calendaring, and docket control. Emphasis on the principles and practices of law office management for manual and automated systems.

Prerequisite: LAW100 (may be taken concurrently), CSA140 (may be taken concurrently). Reading Proficiency.

Three 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. Reading Proficiency.

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. Reading Proficiency.

Three lecture.

COURSE DESCRIPTIONS

LAW206. Contracts (2).

Legal requirements of corporations, partnerships, LLCs, and sole proprietorships.

Prerequisite: ENG 101 or ENG 103; LAW 100. *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

Three lecture.

LAW208. Business Organizations (2).

General principles of the law of contracts, negotiable instruments, and sales.

Prerequisite: ENG 101 or ENG 103; LAW 100. *Reading Proficiency.*

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. *Reading Proficiency.*

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. *Reading Proficiency.*

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.

Prerequisite: ENG 101 or ENG 103; LAW 100. *Reading Proficiency.*

Four lecture.

LAW216. Legal Research and Writing II (4).

Application of research and writing skills in responding to complex legal issues and preparing complex legal documents.

Prerequisite: ENG 101 or ENG 103; LAW 215. *Reading Proficiency.*

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; LAW 100.

Reading Proficiency.

Two lecture. Two 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 220. *Reading Proficiency.*

Two lecture. Two 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. Repeatable for a total of 4 credit hours towards degree/certificate requirements.

Prerequisite: ENG 101 or ENG 103; LAW 100. *Reading Proficiency.*

Two lecture.

LAW 296. Internship: Paralegal 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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

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.

LAW299. Independent Study Paralegal Studies (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ PHARMACY TECHNICIAN (PHT)

PHT130. Introduction to Pharmacy Technology (3).

Overview of pharmacy history, pharmacy law and ethics, and the role of the pharmacist and pharmacy technician. Includes interpersonal communication skills and customer service skills.

Prerequisite: HCE 100 and HCE 110. *Reading Proficiency.*

Three lecture.

COURSE DESCRIPTIONS

PHT131. Pharmaceutical Calculations (1).

Fundamentals of mathematical calculation, measurement systems, mathematical conversions, calculating drug dosages, reconstitution of solutions, and interpretation of prescription or medication order.

Prerequisite: HCE 100 and MAT 100 or higher or satisfactory score on mathematics skills assessment. *Reading Proficiency.*

One lecture.

PHT132. Pharmacology I (3).

Explores relationship between anatomy and physiology, disease states, and drugs affecting the respiratory, integumentary, nervous, cardiovascular and renal systems.

Prerequisite: PHT 130 and PHT 131. *Reading Proficiency.*

Corequisite: PHT 134.

Three lecture.

PHT133. Pharmacology II (3).

Explores the relationship between anatomy and physiology, disease states, and drugs affecting the endocrine, gastrointestinal, reproductive and immune systems, and the eyes, ears, nose and throat.

Prerequisite: PHT 132 and PHT 134. *Reading Proficiency.*

Corequisite: PHT 135.

Three lecture.

PHT134. Pharmacy Practice I (3).

Technical procedures for preparing and dispensing drugs in hospital and retail settings. Includes drug packaging and labeling, controlled substance procedures, unit-dose dispensing, out-patient dispensing, hospital dispensing, non-sterile compounding aseptic techniques.

Prerequisite: PHT 130 and PHT 131. *Reading Proficiency.*

Corequisite: PHT 132.

Three lecture.

PHT135. Pharmacy Practice II (3).

Technical procedures for preparing and dispensing drugs in the hospital and retail setting. Includes: an introduction to intravenous admixture preparation, laminar flow hoods, total parenteral nutrition, chemotherapy and incompatibilities, inventory control, materials management and quality control, third party payments, and pharmacy computer systems.

Prerequisite: PHT 132 and PHT 134. *Reading Proficiency.*

Corequisite: PHT 133.

Three lecture.

PHT296. Internship: Pharmacy Technician (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 for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

■ 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.

Prerequisite: *Reading Proficiency.*

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. *Reading Proficiency.*

Three lecture.

PHI110. Introduction to Critical Thinking (3).

Fundamentals of critical thinking, including logic, argument, biases, and assumptions. Application of critical thinking strategies to contemporary issues and practical problem solving.

Prerequisite: *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

Three lecture.

COURSE DESCRIPTIONS

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. Reading Proficiency.

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. Reading Proficiency.

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. Reading Proficiency.

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. Reading Proficiency.

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. Reading Proficiency.

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. Reading Proficiency.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

PHI299. Independent Study Philosophy (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ 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).

Fundamental techniques and philosophy of Korean martial art.

Two lab.

PHE100D. T'ai Chi Chih (1).

Theory and practice of Tai Chi Chih. Series of slowly performed movements suitable for all ages and fitness levels.

Two lab.

PHE100E. T'ai Chi Ch'uan (1).

Tai Chi Chuan, 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 continuous manner. Suitable for all fitness levels.

Two lab.

PHE100F. Hatha Yoga (1).

Introduction to Yoga and Meditation. Explore Hatha Yoga, practice breathing exercises, yoga poses and relaxation techniques.

Two lab.

COURSE DESCRIPTIONS

PHE100G. Intermediate Yoga (1).

Hatha Yoga to increase strength, flexibility, focusing ability, balance and relaxation.

Two lab.

PHE100J. Hapkido (1).

Modern Korean martial art incorporating many styles of martial art techniques. Emphasis on kicks, strikes, joint locks, throws, ground fighting, and weapon techniques.

Two lab.

PHE 102. Back to Basics (1).

Fitness training and health-related principles with emphasis on cardio endurance and strength training.

Two lab.

PHE105. Fitness Workshop (.5).

Fitness Workshop. Application of fitness principles, adherence strategies and safety principles.

One lab.

PHE110A. Stretch and Flex (1).

Flexibility and stretching exercises to improve posture, increase joint flexibility, 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, strengthening 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).

Aerobic program for all fitness components. Emphasis on cross training activities.

Two lab.

PHE110G. Soft Aerobics: Low Impact (1).

Aerobic conditioning program using impact reduction exercises and activities. Emphasis on low intensity cardiorespiratory training, muscular strength and endurance development, flexibility training, balance and functional training.

Two lab.

PHE110H. Step Aerobics (1).

Aerobic conditioning using steps. Resistance training for upper-body toning.

Two lab.

PHE110I. Total Body Conditioning (1).

Ultimate training program using resistive and balance tools: bars, balls, and bosu balls. Emphasis on core stabilization, muscle sculpting, and flexibility.

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).

Cardiovascular workout blending dynamic power, creative expression, and inner awareness. Emphasis on integrative body movements and play.

Two lab.

PHE110Q. Zumba (1).

High energy Latin dance inspired exercise utilizing principles of aerobic, interval and resistance training. No dance experience required.

Two lab.

PHE120A. Aqua Fit (1).

Water training program, works all fitness components: Cardiovascular endurance, muscular strength and endurance, and flexibility. 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. Swimming Fitness (1).

Swim activities using fitness principles. Emphasis on improving fitness level.

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.

COURSE DESCRIPTIONS

PHE120F. Warm Water Exercise (1).

Water exercise for students with conditions requiring warm water.

Two lab.

PHE130A. Fitness, Machine and Free Weight Training (1).

Introduction to cardiorespiratory fitness, strength training exercises, and flexibility training.

Two lab.

PHE130C. Senior Fitness/Weight Training (1).

Senior fitness with emphasis on principles and techniques of cardiorespiratory, 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, cardiorespiratory training and muscular strength/endurance training.

Prerequisite: [Reading Proficiency](#).

One lecture. Two lab.

PHE130J. Weight Loss, Nutrition and Health (2).

Weight loss and health benefits through lifestyle improvements in nutrition and exercise. Emphasis on whole grains, legumes, fruits and vegetables versus the rich American diet. Includes techniques in food preparation and cooking.

Prerequisite: [Reading Proficiency](#).

Two lecture.

PHE140A. Beginning Volleyball (1).

Fundamentals of volleyball. Emphasis on rules, basic offensive and defensive techniques, and tactics.

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.

PHE140E. Badminton (1).

Fundamentals of badminton. Emphasis on footwork, stroke production, rules and tactics.

Two lab.

PHE140F. Golf (1).

Fundamentals of golf. Emphasis on pre-swing routine, stroke production and course management.

Two lab.

PHE140G. 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, tactics, scoring and safety.

Two lab.

PHE140K. Squash (The Game) (1).

Fundamentals of squash. Emphasis on skills, tactics, shots, rules, history and exercise.

Two lab.

PHE140L. Cardio Tennis (1).

Active cardio program using tennis as a medium.

Two lab

PHE140M. Beginning Jogging (1).

Jogging styles and exercise programs. Includes equipment selection and injury prevention.

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 considerations.

Prerequisite: [Reading Proficiency](#).

Three lecture.

COURSE DESCRIPTIONS

PHE151. Introduction to Exercise Science and Physical Education (3).

The disciplines and professions associated with exercise science and physical education including an overview of historical philosophical foundations.

Prerequisite: Reading Proficiency.

Three lecture.

PHE152. Personal Health and Wellness (3).

Issues of personal health emphasizing current scientific information essential to wellness promotion and maintenance.

Prerequisite: Reading Proficiency.

Three lecture.

PHE153. First Aid/CPR/AED and Safety (2).

Instruction, theory and practice in first aid/CPR/AED and safety. Upon successful completion, students receive certification from the American Heart Association.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

One lecture.

PHE154. Theory of Coaching (3).

Theory and techniques of coaching competitive sports.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Two lecture.

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.

PHE228. Lifeguard Training (2).

Lifeguarding techniques. Meets American Red Cross standards.

Prerequisite: Reading Proficiency.

Two lecture.

PHE229. Water Safety Instructor (2).

Training to teach courses in the American Red Cross Swimming and Water Safety Program.

Prerequisite: Minimum of 16 years old and pass swim test.

Reading Proficiency.

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 130A.

Two lab.

PHE240A. Advanced Volleyball (1).

Advanced and fundamentals of volleyball. Emphasis on advanced tactics and skills.

Prerequisite: PHE 140.

Two lab.

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.

Prerequisite: Reading Proficiency.

Two lecture.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

COURSE DESCRIPTIONS

PHE299. Independent Study Physical Education (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ PHYSICS (PHY)

PHY100. Introduction to Astronomy (4).

Cycles of the sky, astronomical observations, history of astronomy, gravitation, light, optical instruments, stellar evolution and classification, galaxies, cosmological theories, survey of the solar system, and life in the universe.

Prerequisite: [Reading Proficiency](#).

Three lecture. three lab.

PHY140. The Physical World (4).

Concepts and methods of physics. A survey of physics emphasizing applications of physics to modern life.

Prerequisite: A grade of "C" or above in high school algebra or MAT 092 or MAT 100. [Reading Proficiency](#).

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 (Preferred) or MAT 152 and MAT 183.

[Reading Proficiency](#).

Three lecture. Three lab.

PHY142. General Physics II (4).

Electricity, magnetism, light, physical optics, geometric optics, and atomic structure. Designed for pre-med, pre-vet, and pharmacy students.

Prerequisite: PHY 141. [Reading Proficiency](#).

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 engineering and physics majors.

Prerequisite: MAT 220. One year of high school physics or PHY 141 /142 is strongly recommended. [Reading Proficiency](#).

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 engineering and physics majors.

Prerequisite: MAT 230 and PHY 150. [Reading Proficiency](#).

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. [Reading Proficiency](#).

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; and have completed specific degree requirements as required by the program; and have completed the internship application process.

PHY299. Independent Study Physics (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ 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.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

COURSE DESCRIPTIONS

PCP299. Independent Study Police Certification Program (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **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.

Prerequisite: Reading Proficiency.

Three lecture.

POS221. Arizona Constitution and Government (1).

Survey of Arizona Government and Constitution designed to meet the requirements for teaching certification.

Prerequisite: Reading Proficiency.

One lecture.

POS222. National Constitution and Government (2).

Examine the United States Constitution and government. Designed to meet requirements for teacher certification.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

POS299. Independent Study Political Science (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **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.

Prerequisite: Reading Proficiency.

Three lecture.

PSY132. Cross Cultural Psychology (3).

Impact of culture on the study of psychology. The role of culture in perceptual and cognition processes, human development, and social behavior. Includes issues such as intergroup relations, ethnocentrism, gender, personality, emotion, language, and communication.

Prerequisite: Reading Proficiency.

Three lecture.

PSY156. End of Life Issues and Options (1).

Examination of 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.

Prerequisite: Reading Proficiency.

One lecture.

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.

Prerequisite: Reading Proficiency.

Three lecture.

PSY175. Counseling Skills (3).

Principles and practices which underlie the effective and ethical use of the helping relationship in human services.

Prerequisite: Reading Proficiency.

Three lecture.

PSY210. Brain and Behavior (3).

Investigation of the human brain and how it affects our behavior. Includes optical illusions, hallucinations, phantom limb, biological drives and the ability to remember and forget. Observable behavior in mental disorders such as schizophrenia and anxiety, the chemical processes in the brain, and the effects of illegal and prescription drugs on the human body and its various systems.

Prerequisite: PSY 101. Reading Proficiency.

Three lecture.

COURSE DESCRIPTIONS

PSY220. Social Service Case Management (3).

Fundamental principles and mechanics of case management. Includes various models, processes and functions, and historical context. Emphasis on development of interpersonal skills.

Prerequisite: PSY101 or PSY175. *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

Three lecture.

PSY/ECE234. Child Growth and Development (3).

Development of the child. Includes genetic, prenatal, birth and postnatal influences. Emphasis on physical, cognitive and social-emotional development and theories. Includes positive communication with children.

Prerequisite: *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

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. *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

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. *Reading Proficiency.*

Three lecture.

PSY262. Crisis and Trauma Intervention (3).

Impact of critical and traumatic events on daily and long-term psychological and physical functioning. Emphasis on intervention strategies.

Prerequisite: PSY101 or PSY175. *Reading Proficiency.*

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. *Reading Proficiency.*

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.

Prerequisite: *Reading Proficiency.*

Three lecture.

PSY275. Group Skills and Processes (3)

Application of concepts and techniques appropriate to the stages of a group's development. Emphasis on a group process in action.

Prerequisite: PSY175. *Reading Proficiency.*

Three lecture.

PSY/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.

Prerequisite: PSY 101 or SOC 101. *Reading Proficiency.*

Three lecture.

PSY/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: PSY 101. *Reading Proficiency.*

Four lecture.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

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, leadership, and civic responsibility. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

PSY299. Independent Study Psychology (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **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.

Prerequisite: Reading Proficiency.

Two lecture.

RES101. Real Estate Assistant (1).

Licensed and unlicensed requirements and the knowledge necessary in the selection and functions of a qualified assistant.

Prerequisite: Reading Proficiency.

One 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.

Prerequisite: Reading Proficiency.

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 (MLS) software, E-mail, and web-based resources.

Prerequisite: Must have Real Estate License. Reading Proficiency.

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. Reading Proficiency.

One-half 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.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

COURSE DESCRIPTIONS

RES296. Internship: Real Estate (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 for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

RES299. Independent Study Real Estate (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ RECREATION MANAGEMENT (REC)

REC102. Introduction to Wildlife Tracking (1).

Introduction to wildlife tracking in various geographic zones. Emphasis on track identification.

Two lab.

REC110. Backcountry Skills (2).

Introduction to outdoor skills related to camping and hiking.

Four lab.

REC111. Backcountry Navigation and Orienteering (1).

Introduction to orienteering. Interpret different scales of maps and use of compasses and GPS.

One lecture.

REC112. Hiking Fitness (1).

Hiking to develop and maintain physical fitness.

Two lab.

REC113. 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.

REC114. Mountain Biking (1).

Principles and practice of mountain biking in the local area. Emphasis on recreational and fitness components. Basic ability to ride a bicycle. Mountain bike and helmet required.

Two lab.

REC115. Introduction to Rock Climbing (1).

Principles and practice of rock climbing in the local area. Emphasis on climbing equipment, tying knots, climbing technique, rappelling and belaying.

Prerequisite: Must be at least 16 years of age to enroll.

Two lab.

REC120. Introduction to Recreation Management (3).

History, philosophy, and value of recreation and leisure in the quality of life. Explore the foundations of recreation, leisure, and play from social, psychological, cultural, political and economic perspectives.

Prerequisite: [Reading Proficiency](#).

Three lecture.

REC130. Scuba Diving (1).

Fundamentals of scuba diving. Emphasis on dive theory, confined water and open water diving.

Two lab.

REC131. Beginning Kayaking (1).

Fundamentals of kayaking. Emphasis on safe entry and exit, paddle strokes, self and assisted rescue and rolling. Must possess physical fitness level for sustained periods of immersion and strong swimming ability.

Two lab.

REC140. Aboriginal Living Skills (2).

Introduction to Southwestern primitive skills. Exploring fire creating with sticks, making and using basic stone tools, building primitive shelters, using plant fibers for rope and other utilitarian utensils.

Prerequisite: [Reading Proficiency](#).

One lecture. Two lab.

REC141. Winter Survival Skills (2).

Adapting to cold weather emergencies using winter survival kits, cold weather clothing systems, fire lighting techniques, shelter building and signaling for rescue.

Prerequisite: [Reading Proficiency](#).

One lecture. Two lab.

REC142. Outdoor Survival Skills (2).

Adapting to outdoor emergencies using modern fire lighting techniques, natural shelter construction, locating and disinfecting water and signaling for rescue.

Prerequisite: [Reading Proficiency](#).

One lecture. Two lab.

REC143. Outdoor Adventure Preparation (2).

Fundamentals of adventure travel preparation.

Two lecture.

COURSE DESCRIPTIONS

REC145. Wilderness Advanced First Aid (2).

Principles and skills to make critical first aid and evacuation decisions and take appropriate action in remote locations where medical assistance is more than one hour away.

Prerequisite: [Reading Proficiency](#).

Two lecture.

REC213. Intermediate Backpacking (2).

Application of techniques and skills for extended backpacking travel. Must possess adequate physical abilities for carrying a backpack over rough terrain.

Prerequisite: [Reading Proficiency](#).

Four lab.

■ RESIDENTIAL BUILDING TECHNOLOGY (RBT)

RBT103. Basic Home Remodeling (3).

Basic remodeling from design to completion. Everything to design, permit, contract, manage and construct small, residential remodels. Field trips required.

Prerequisite: [Reading Proficiency](#).

Two lecture. Three lab.

RBT105. Be Your Own Contractor (3).

Maximize your building experience while minimizing your anguish. From permitting to completion, including site and house selections, choosing subs and suppliers, estimating and scheduling the entire project.

Prerequisite: [Reading Proficiency](#).

Three lecture.

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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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 residential architectural drafting, including introduction to equipment, lettering, basic drawing concepts, minimum code requirements and structural design criteria. Emphasis on producing a partial working set of two-dimensional drawings for a single family dwelling, including site, floor and foundation plans.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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, and assess overhead costs and profit margins. Emphasis is on computer-assisted cost estimating.

Prerequisite: RBT 112. [Reading Proficiency](#).

Three lecture.

RBT125. Residential Graphics II (4).

Advanced drafting skills to complete a set of working drawings for a single-family dwelling. Included is a project to design a new residence and draft preliminary working drawings.

Prerequisite: RBT 113. [Reading Proficiency](#).

Three lecture. Three lab.

COURSE DESCRIPTIONS

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 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.

Prerequisite: [Reading Proficiency](#).

Three lecture.

RBT151. Construction Contracting and Company Management (3).

Residential construction business techniques, skills, and conceptual tools for running an efficient and profitable construction business. Intended for future contractors, construction foremen, job supervisors, and project managers in residential construction.

Prerequisite: [Reading Proficiency](#).

Three lecture.

RBT152. Project Management and Scheduling (3).

Project management to achieve consistent construction project success. Includes challenges of tight budgets, contracted deadlines, defined resources, and personnel management on residential construction projects. Use of computer project scheduling tools to create bar charts and schedules.

Prerequisite: RBT 151 or 161. [Reading Proficiency](#).

Three lecture.

RBT161. Construction Business Management (3).

Fundamentals of business management for Arizona contractor license applicants. Preparation for the Arizona Registrar of Contractor's business management examination, including contract law, business ownership types, accounting fundamentals, employer obligations and business math.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

Three lecture.

RBT296. Internship: Construction and 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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

RBT299. Independent Study Construction and Building Technology (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

■ **RUSSIAN (RUS)**

RUS131. Conversational Russian (3).

Fundamentals of speaking and listening skills in Russian. Introduction to the culture of the Russian-speaking world.

Prerequisite: *Reading Proficiency*.

Three 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 start-up 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 techniques for small business managers. Employee compensation, employment laws, employee benefits, performance evaluations, drug abuse, and records administration. Entrepreneurial work ethics and the small business.

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.

COURSE DESCRIPTIONS

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, socialization, and forms of social stratification.

Prerequisite: Reading Proficiency.

Three lecture.

SOC120. Aids-A Modern Plague. (1).

Examination of humanistic and scientific perspectives on the etiology and consequences of AIDS. Historical and ecological understanding of venereal and epidemic disease.

Prerequisite: Reading Proficiency.

One lecture.

SOC125. Domestic Violence (3).

Theory and dynamics in domestic violence. Defining spouse abuse, exploring origins and impact on children and family.

Prerequisite: Reading Proficiency.

Three lecture.

SOC140. Sociology of Intimate Relationships and Family (3).

Study of relationships and family life, interpersonal attraction, dating and committed partnerships, relationships and household dynamics, parenting decisions, relationship longevity or dissolution.

Prerequisite: Reading Proficiency.

Three lecture.

SOC142. Race and Ethnic Relations (3).

Contemporary racial and ethnic intergroup relations emphasizing cultural origins, developments, and problems of minority groups in the United States.

Prerequisite: Reading Proficiency.

Three lecture.

SOC212. Gender and Society (3).

Examine the ways society shapes and defines the positions and roles of both men and women. Emphasis on the sociological theories and research methods used to study how femininities and masculinities are constructed within the following social institutions: the family, education, work, healthcare, and the mass media.

Prerequisite: Reading Proficiency.

Three lecture.

SOC214. Sports and Society (3).

The impact of sports on various parts of society, such as the economy, men and women, the family, and media. Includes an examination on how society shapes sports participation and the popularity of sports.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

SOC250. Social Problems (3).

A sociological exploration of selected social problems. Emphasis on social issues.

Prerequisite: Reading Proficiency.

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.

Prerequisite: Reading Proficiency.

Three lecture.

SOC/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 mores regarding human sexuality. Opportunities to understand the sexuality of males and females in contemporary society.

Prerequisite: SOC 101 or PSY 101. Reading Proficiency.

Three lecture.

SOC/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: SOC 101. Reading Proficiency.

Four lecture.

COURSE DESCRIPTIONS

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

SOC299. Independent Study Sociology (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ 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.

Prerequisite: Reading Proficiency.

Four lecture.

SPA102. Beginning Spanish II (4).

Development of speaking, writing, listening, and reading proficiency in Spanish at the novice mid/novice high level. Culture of the Spanish-speaking world.

Prerequisite: SPA 101. Reading Proficiency.

Four lecture.

SPA/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.

Prerequisite: Reading Proficiency.

Three lecture.

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.

Prerequisite: Reading Proficiency.

Two lecture.

SPA131. Conversational Spanish I (3).

Fundamentals of speaking and listening skills in Spanish. Introduction to the culture of the Spanish-speaking world.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

Three lecture.

SPA140. Spanish for Special Occupational Groups (1).

Basic principles of Spanish pronunciation and the use of fixed expressions specific to workplace situations.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

Four lecture.

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. Reading Proficiency.

Four 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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

SPA299. Independent Study Spanish (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

■ STUDENT SUCCESS SKILLS (STU)

STU110. Career Directions (1).

Vocational assessments and research techniques for college major and career decision making. Emphasis on identifying potential occupational directions.

Prerequisite: [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

Two lecture.

STU150. Becoming a Master Student (3).

Academic and personal skills to promote a successful college experience.

Prerequisite: [Reading Proficiency](#).

Three lecture.

STU296. Internship: Life Management 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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

STU299. Independent Study Life Management Skills (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ THEATER (THR)

THR131. Acting I (3).

Introduction to performance techniques with emphasis on movement and voice skills, and the performer's relationship to all parts of the play's production. Incorporates creative movement, character analysis, improvisation, stage arts, and the contribution of various types of theater to theater arts.

Prerequisite: [Reading Proficiency](#).

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. [Reading Proficiency](#).

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.

Prerequisite: [Reading Proficiency](#).

Three lecture.

THR150. Shakespeare Scene Study (3).

Study of Shakespeare's texts with an emphasis on challenges of structured language, distinction between prose and verse, scene structure and the demands of the soliloquy. Includes basic acting principles within the context of Shakespeare's plays.

Prerequisite: [Reading Proficiency](#).

Three lecture.

THR242. American Cinema (3).

Survey of American film as an art form, an industry, and a system of representation and communication. Technical, aesthetic, and cultural aspects of American cinema and their role in reinforcing and challenging America's national self-image.

Three lecture.

2009/10

Yavapai College CATALOG

COURSE DESCRIPTIONS



A B C D E F G H I J M N P R S T V W

THR/HUM243. Development of the Film (3).

Historical and critical survey of the development of film as an art form, as a system of representation and communication, and as an industry from its invention to the present day. How films work technically, aesthetically, and culturally to create and reinforce social norms.

Prerequisite: Reading Proficiency.

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

THR299. Independent Study Theater (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.

■ **VITICULTURE (VIT)**

VIT100. Introduction to Viticulture (3).

An introduction to viticulture. Includes world-wide history of grapes and their production. Emphasis on the varieties of grapes, grapevine biology and physiology, vineyard management, and harvest and post-harvest operations.

Prerequisite: Reading Proficiency.

Three lecture.

■ **WEB RELATED STUDIES (WEB)**

WEB/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.

WEB/ART130. Web Site Design (3).

Introduction to design and production of Web pages for publishing on the Internet using Adobe Creative Suite software. Application of design principles.

Prerequisite: Reading Proficiency.

Two lecture. Three lab.

WEB/CSA144. Creating Web Pages Using Dreamweaver (3).

Create website using Dreamweaver software. Emphasis on creating, publishing to the web and maintaining website.

Three lecture.

WEB/CSA145. Creating Web Pages Using Expression Web (3).

Create and publish websites using Expression Web software.

Three lecture.

WEB/CSA150. HTML: Introductory Concepts and Techniques. (1).

Fundamentals of developing Web pages. HTML language and creating Web pages for course work, professional purposes, and personal use.

One lecture.

WEB/CSA 151. Buying and Selling on eBay (.5).

How to buy and sell on Ebay.

One-half lecture.

WEB/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.

Prerequisite: Reading Proficiency.

Two lecture. Three lab.

WEB/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.

COURSE DESCRIPTIONS

WEB/CNT180. Managing a Remote Web Server (3).

Initiate and organize a remote business Web server. Install and configure Web applications and email server operations. Introduction to e-commerce, content management and basic server applications.

Three lecture.

WEB/ART238. Web Site Design II (3).

Intermediate design and production of Web pages for interactive media using Adobe Creative Suite software. Includes Adobe Flash and Adobe Dreamweaver, with integration of Adobe Illustrator and Adobe Photoshop. Application of design principles.

Prerequisite: ART/WEB 130. Reading Proficiency.

Two lecture. Three lab.

WEB/CSA266. Advanced Web Enhancement-AJAX (3).

Create AJAX web applications that utilize JavaScript, PHP, Document Object Model (DOM), and Extensible Markup Language (XML). Includes XHTML language, Cascading Style Sheet (CSS) and XMLHttpRequest Object.

Prerequisite: CSA 161. Reading Proficiency.

Two lecture. Three 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.

Prerequisite: Reading Proficiency.

One lecture. Three lab.

WLD112. Basic Welding I (2).

A basic course in oxyacetylene welding including safety, welding techniques, basic metallurgy and welding gases.

Prerequisite: Reading Proficiency.

One lecture. Three lab.

WLD113. Basic Welding II (2).

A basic course in electric arc welding, welding equipment, and gas-shielded arc welds.

Prerequisite: Reading Proficiency.

One lecture. Three lab.

WLD130. Oxyacetylene (4).

Instruction in safety, oxyacetylene welding, flame cutting, brazing fundamentals and fuel gases. Competency mastery required.

Prerequisite: Reading Proficiency.

WLD140. Arc I (4).

Fundamentals of basic arc welding procedures, equipment and safety.

Prerequisite: Reading Proficiency.

WLD145. Arc II (4).

Instruction in advanced arc welding procedures, equipment and safety and cutting procedures.

Prerequisite: WLD 140. Reading Proficiency.

WLD156. Blueprint Reading (2).

Fundamentals of reading and interpreting blueprints and the welding symbols as they apply to welding trade. Competency mastery required.

Prerequisite: Reading Proficiency.

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. Reading Proficiency.

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. Reading Proficiency.

WLD240. Welding Test and Inspection (3).

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. Reading Proficiency.

WLD250. Welded Metal Fabrication (4).

Metal used in manufacturing fabrication and welding techniques. Emphasis on project planning, layout and blueprint reading.

Prerequisite: WLD 130, WLD 140, WLD 156 and WLD 210.

Reading Proficiency.

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.

Reading Proficiency.

Two lecture. Three lab.

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 and WLD 210. Reading Proficiency.

COURSE DESCRIPTIONS

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. Repeatable for a total of 6 credit hours towards degree/certificate requirements.

Prerequisite: Student must have a GPA of 2.0; and have completed specific degree requirements as required by the program; and have completed the internship application process.

WLD299. Independent Study Welding (1-6).

Supervised special project in this field of study. Approval of supervising Division Dean is required.



COURSE DESCRIPTIONS

Reading Proficiency

All students enrolling in courses numbered 100 and above (unless otherwise exempted) must demonstrate proficiency in reading by scoring at least 70 on the COMPASS reading placement assessment, scoring at least 17 on the ACT reading assessment, or at least 400 on the SAT critical reading assessment. Students scoring below these levels will be required to complete ENG 083 before enrolling in college-level courses. It is strongly recommended that students enroll in ENG 140 if they score between 70 and 84 on the COMPASS reading placement assessment.

Glossary of Terms

The following terms are often used at Yavapai College in written materials and in conversations with advisors and faculty. Use this guide to learn more about their meaning.

A

Ability to Benefit - Students who apply for federal financial aid need to demonstrate an ability to study and learn at the college level. A high school diploma or a GED can be used to document the ability to benefit from college. "Ability to benefit" can also be established by obtaining appropriate scores in reading, writing and mathematics on the College's assessment test. For more detailed information, see an advisor or financial aid specialist.

Academic Calendar - The College's Academic Calendar contains key dates important to every student, including holidays and the start and end dates of classes.

Add - This term refers to the short period of time at the beginning of any semester or session when students can add an open class without the instructor's signature.

Admission - Students who have completed and filed the College Admission Form, including student number and personal data information, are admitted to the College and are eligible to register for classes.

Advising - The College provides free advising services to all students for help with program planning and course selection.

AGEC (Arizona General Education Curriculum) - The AGECE is a 35-credit General Education component of the Associate degrees for transfer that fulfills lower-division General Education requirements and guarantees the student has met admission requirements at Arizona State University, Northern Arizona University, and the University of Arizona.

Audit - Students who audit a class attend class meetings but do not receive credit or a grade for the course.

C

Catalog - The College Catalog is published online annually. The Catalog contains information about the policies and services of Yavapai College, including all degree and certificate programs, course requirements and descriptions, and student resources.

Co-requisite - A co-requisite refers to a related course that must be taken at the same time as another related course (e.g., science lecture and science lab).

Core Requirements (Core Courses) - Core courses are the required courses within a degree or certificate and must be completed with a grade of "C" or better.

Course Equivalency Guide - The Course Equivalency Guide is available through campus advisors and indicates whether a specific course taken at Yavapai College will transfer to Arizona State University, Northern Arizona University, or the University of Arizona.

D

Drop - This term refers to the short period at the beginning of any semester or session when students can drop a class and receive a refund. Dropped classes will not appear on an official academic transcript.

E

Elective - Elective courses are courses that are in addition to the core requirements of a program. Students choose electives based on a list specified by their program or in specific approved areas of interest. Electives must have a course number of 100 or higher to count toward graduation. Students should choose electives in consultation with their program advisor.

F

FAFSA - The Free Application for Federal Student Aid (FAFSA) is a required form that must be completed as the first step in applying for many types of financial aid. This application can be found at www.fafsa.ed.gov or obtained at any campus Financial Aid Office.

Full-Time Student - Students are considered full-time if they are registered for twelve or more credit hours in a semester or six or more credits in the summer sessions.

G

GPA/Grade point average - The average grade earned by a student, figured by dividing the grade points earned by the number of credits attempted.

H

Hold - Students who owe fees or fail to return materials will have a hold placed on their record. This hold must be resolved before a student is permitted to register for further classes. Students should contact the Admissions, Registration & Records Office if a hold is placed on their account for information on how to clear their student account.

O

Orientation - These workshops introduce new students to campus life and a host of resources intended to promote student success.

P

Part-time Student - A part-time student is a student registered for fewer than twelve credit hours in a semester or fewer than six credits in the summer sessions.

Prerequisite - A prerequisite is a required course that must be successfully completed before enrolling for a course. Prerequisites are listed in the college catalog with the course description. A prerequisite waiver may be approved by a Division Dean where there is documentation/evidence that the student has comparable preparation.

R

Registration - Registration is the process of selecting classes, processing selections through the Registration Office or online, and paying tuition and fees.

S

Schedule of Classes - Yavapai College publishes a printed and an online listing of classes offered during the fall, spring, and summer terms. The schedule of classes contains all information needed to register for a class, including time, date, location, instructor, fees, and any enrollment restrictions. Instructions for registering online, via phone, or in person are also found in the schedule of classes.

T

TBA (To Be Arranged) - TBA is a term used in the Schedule of Classes to indicate that more information is available from advisors or faculty about the course. When TBA is found in the instructor column of the schedule, the course had not yet been assigned to a particular instructor at the time the schedule went to print.

Transcript - An official transcript is issued by the College Registrar and contains a master list of the courses a student has taken, the grades earned, and the cumulative grade point average. Official transcripts can be requested at www.yavapai.edu or from the Admissions, Registration & Records Office. Students can also view unofficial transcripts online through the Yavapai College website.

Transfer Guide - University Transfer Guides list the Yavapai College courses that transfer and fulfill degree requirements at ASU, NAU and the UA.

