

# yavapai college

## 2009-2010 CATALOG

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*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](http://www.az.transfer.org/cas)

AREA OF STUDY	AAS/ ASSOCIATE			AREA OF STUDY	AAS/ ASSOCIATE		
	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](http://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.

