Arizona Community College Association

ARIZONA COMMUNITY COLLEGES .

REPORT ON ADMISSION OF STUDENTS
UNDER THE AGE OF EIGHTEEN
A.R.S. § 15 -1821

FY 2004-05

Data provided by:
Arizona Community Colleges

Report prepared by:
Arizona Community College Association
November 21, 2005

ACCA

Arizona Community College Association

2411 West 14th Street
Tempe, AZ 85281
480/731-8115

November 21, 2005

Honorable Ken Bennett, President
Arizona State Senate
1700 W. Washington
Phoenix, Arizona 85007

Dear President Bennett:

On behalf of the Arizona community college system, it is my pleasure to present you with the *Report on Admission of Students Under the Age of Eighteen for FY 2004-05* in accordance with A.R.S. § 15-1821.

The Arizona community college system and I appreciate your continued support of our mission and the mutual constituents we serve.

Sincerely,

Mr. John Wayne Lines, Chair
Arizona Community College Association

C: Honorable Jan Brewer, Secretary of State
Honorable Jim Weiers, Speaker, Arizona House
Ms. GladysAnn Wells, Director, Arizona State Library
Mr. Vince Yanez, Executive Director, State Board of Education

ACKNOWLEDGMENTS

REPORT OVERVIEW

This report is submitted in accordance with A.R.S. § 15-1821. As such, the document reports on students under the age of eighteen who had not yet attained a high school diploma or high school certificate of equivalency and who were enrolled in a community college course or a program for community college credit during the time period of September of the previous fiscal year through August of the current fiscal year. The report includes the following by section:

1. The number of students who were enrolled;

2. A general narrative of the types of courses or programs in which the students were enrolled; and,

3. District policies governing these admissions.

The Arizona Community College Association prepared this document based upon data submitted by each community college district.

TABLE OF CONTENTS

SECTION I

SECTION II

SECTION III

Mr

SECTION I
Unduplicated Headcount

**REPORT ON ADMISSION OF STUDENTS
UNDER THE AGE OF EIGHTEEN
A.R.S. § 15 -1821**

FY 2004-05

REPORT ON ADMISSION OF STUDENTS UNDER THE AGE OF EIGHTEEN
FALL 2004-SUMMER 2005

Unduplicated Headcount

DISTRICT	Unduplicated Headcount
Cochise County Community College District *Cochise College*	755
Coconino County Community College District *Coconino Community College*	824
Graham County Community College District *Eastern Arizona College*	484
Maricopa County Community College District *Chandler-Gilbert Community College*	1,414
Estrella Mountain Community College	1,371
Gate Way Community College	2,022
Glendale Community College	1,952
Mesa Community College	1,797
Paradise Valley Community College	601
Phoenix College	551
Rio Salado Community College	5,666
Scottsdale Community College	629
South Mountain Community College	715
	16,718'
Mohave County Community College District *Mohave Community College*	500
Navajo County Community College District *Northland Pioneer College*	2,107
Pima County Community College District *Pima Community College*	2,098
Pinal County Community College District *Central Arizona College*	544
Yavapai County Community College District *Yavapai College*	351
Yuma/La Paz Counties Community College District *Arizona Western College*	400
AGGREGATE	24,781

'Unduplicated at the college level; 15,496 unduplicated at the district level.

SECTION II
Course Descriptions

**REPORT ON ADMISSION OF STUDENTS
UNDER THE AGE OF EIGHTEEN
*A.R.S. § 15 -1821***

FY 2004-05

COURSE DESCRIPTIONS

The *Report on the Admission of Students Under the Age of 18* provides general course descriptions and the credits earned for the types of courses in which this student population enrolled in FY 2004-05.

Students under the age of 18, provided they meet entrance level requirements, may enroll in courses offered on-line, on community college campuses, on high school campuses or other community college locations. Students under the age of 18 are students who have not yet earned a high school diploma or high school certificate of equivalency.

ACADEMIC COURSES

Computing

CIS110   Introduction to Computer Information Systems   (3)
An introduction to hardware, software, data structures, information systems analysis and other topics regarding the computer. Content covers historical and contemporary topics and is oriented toward the use of computers for professional, business and educational problem solving.

CIS 113   Introduction to PowerPoint   (1)
An introduction to creating, modifying, enhancing and presenting a PowerPoint presentation. Students will learn basic techniques and skills needed to create slides with special effects, animation and transition elements for professional presentations.

CIS 116   Learning to Use the Personal Computer   (3)
An introduction to the uses of the personal computer. Emphasis will be placed on how the state-of-the-art personal computer works, using the operating system and using word processing software. Also included are introductions to the Internet, spreadsheets and presentation software. This course is taught in a hands-on environment.

CIS 117   Introduction to Web Page Design   (2)
An introduction to creating and editing documents for the World Wide Web (www). Students will learn basic editing and design skills and develop a mulit-page document including graphic elements.

English

ENG 101   College Composition I   (3)
Extensive practice in critical reading, thinking and writing with emphasis on using the writing process to communicate in multiple formats, both formal and informal, and for multiple audiences and purposes. Includes documented research.

ENG 102   College Composition II   **(3)**
Continued development of ideas and strategies introduced in ENG 101. Extensive practice in critical thinking, reading and writing with emphasis on composing analytical essays on literary topics and a documented research paper.

History

HIS 101   U.S. History I   **(3)**
Development of the United States from its beginning through the Civil War. This course of study includes units on discovery, colonization, the formation of the American Union, Constitutional principles, and the series of events which brought the nation to the point of civil war. Significant economic and social events are placed in their historical context. The end result of the course is the exposure of students to their American heritage.

HIS 102   U.S. History II   **(3)**
Development of the United States beginning with Reconstruction and proceeding to show the historical patterns of development of modern America. Significant economic and social developments are placed in their historical context. The purpose of the course is to expose students to their American heritage.

Language

ASL 101   Beginning American Sign Language I   **(4)**
Principles, methods, and techniques of American Sign Language skills, with an emphasis on developing visual/receptive skills and basic communication.

ASL 102   Beginning American Sign Language II   **(4)**
American Sign Language vocabulary, grammar, receptive and expressive technique development.

SPA 101   Elementary Spanish I   **(4)**
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading and writing skills.

SPA 102   Elementary Spanish II   **(4)**
Continued study of grammar and vocabulary of the Spanish language and study of Spanish-speaking cultures. Emphasis on speaking, reading and writing skills.

Math

MAT 151   College Algebra   (4)
A logical development of the real number system, field axioms as applied to algebra, sets and set notation, inequalities and absolute value, polynomial functions and their graphs, determinants and matrices, inverse functions, logarithmic and exponential functions, complex numbers, sequences, binomial theorem and mathematical induction.

MAT 181   Plane Trigonometry   (3)
A study of trigonometric functions and identities, inverse trigonometric functions, polar equations, solutions or fight and oblique triangles, and DeMoivre's Theorem.

MAT 187   Precalculus   (5)
A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. May receive credit for only one of the following: MAT 150, MAT 151, MAT 152, or MAT 187. Strongly recommended that students have some knowledge of trigonometry.

Social Science

PSY 101   Introduction to Psychology   (3)
A survey of major topics in psychology to include history of psychology, research methods, biopsychology, sensation and perception, consciousness, learning, memory, motivation and emotion, human development, personality, abnormal behavior and therapy.

Speech

SPT 120   Public Speaking   (3)
Development of skill in speaking in a variety of formal public communication situations. Application of the principles of logic and critical thinking as well as the behavioral theories of audience psychology.

OCCUPATIONAL COURSES

Automotive Technology

AUT 100   Automotive Basics   (3)
Basic automotive knowledge as it relates to owner and operator of an automobile or light truck. It will give the student an understanding of systems and maintenance.

AUT 106   Automotive Technology   (3)
An overview of the design, operation, diagnosis and service procedures of modern automotive engines. Students participate in the disassembly, inspection and reassembly. Service and technical data are presented to prepare the students for practical experience in engine servicing.

Drafting

DFT 110   Technical Drafting & CAD Fundamentals   (3)
Technical drafting fundamentals, supported by introductions to computer-aided drafting (CAD), enabling the familiarization and visualization of drafting principles, standards, tools and techniques.

Early Childhood Development

ECD 147   Prenatal and Infant Development   (1)
Development of an infant from conception through infancy. Includes theories of development and the birth process.

ECD 148   Toddler Development   (1)
Development of toddlers from twelve months to thirty-six months of age.

ECD 149   Development of the Preschool Child   (1)
Development of children from three to five years of age.

Health Science/Care

AHS 100   Introduction to Health Services   (3)
Overview of the inner workings of the health care industry and the political, cultural and socio-economic forces that shape the delivery of health services. Predominant health care systems in the U.S. including Medicare and Medicaid will be examined along with the availability and utilization of various resources, health ethics and law, and quality of care.

HCE 100   Basic Health Care Concepts and Skills   (4)
Introductory course for the students who are interested in health occupations. Student learning will focus on health care systems, careers in health care, personal qualities of a health care worker, legal responsibilities, and basic knowledge and skills required in the health profession. This course is designed to prepare the student to enter the world of health occupations.

HCE 101   Basic Life Support   (2)
This course is focused on basic life support as provided by a health care provider. The content includes patient assessment, airway management, cardiopulmonary resuscitation, shock, bleeding and wounds, body area injuries,

poisoning, burns, cold and heat-related emergencies, bone injuries, medical emergencies, emergency childbirth and first aid skills.

HCE 112   Medical Terminology   (2)
This course is designed to give direction to the beginning allied health student who has very little experience in scientific or medical subjects. The content includes study of medical terms using a programmed learning, word-building system approach as well as the study of allied health professions, medical abbreviations and symbols, review of basic grammar as it relates to medical terminology, and introduction to basic body structures. Emphasis in the course will be determined by assessing individual and group needs and providing private consultation as well as group instruction to meet those needs.

HCC 130   Fundamentals in Health Care Delivery   (3)
Overview of current health care professions, including career and labor market information. Health care delivery systems, third party payers and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies.

Hospitality/Restaurant Management

HRM 140   Food Production Concepts   (3)
Introductory course identifying and describing the various interrelated components of systematic food service management.

HRM 240 Commercial Food Production   (3)
Introduction to the operations, principles and presentation techniques associated with the large and small commercial food services industry.

Nursing

NUR120   Nursing Assistant   (6)
Entry-level nursing skills, supervised clinical experience, and basic anatomy, physiology, nutrition and medical terminology pertinent to nursing assisting in nursing homes or hospitals. State Board of Nursing approved. A certificate of completion and eligibility to take Arizona State Board of Nursing written and manual exams for certification. A grade of "C" or better is required for taking certification exam.

Welding

WLD 100 Safety and Math (2)
This course introduces trainees to principles and procedures needed to work safely in the construction environment and includes common safety equipment with procedures for inspection and use.

SECTION III
Policies

REPORT ON ADMISSION OF STUDENTS
UNDER THE AGE OF EIGHTEEN
A.R.S. § 15-1821

FY 2004-05

SUMMARY OF COMMUNITY COLLEGE ADMISSION POLICIES
FOR STUDENTS UNDER THE AGE OF 18

The 10 community college districts classify students as either a "regular student" or "special student" for admission purposes. Special student admission policies are set for those students under the age of 18. At a minimum, all 10 districts' policies include the admission criteria stated in A.R.S.15-1805.01.

In addition to each district's administrative policy, prerequisite and placement testing requirements are also found in college catalogues. In addition to those policies, districts may have additional admission requirements for dual enrollment students within established dual enrollment policies, guidelines and inter-governmental agreements with participating high schools.

This summary includes the admission policies for all students under the age of 18, or special status students, regardless of class type or location.

Cochise Community College District-
Cochise College
Policies provide for compliance with A.R.S. 15-1805.01. The admission policy also provides that students under the age of 18 must complete a college advisement every semester. Students must also complete appropriate assessment testing if enrolling in English, reading or math, or are enrolling in any course that has an English, reading or math prerequisite as per the college catalogue. High school students wishing to enroll in the college must also provide a "high school recommendation form" requiring approval from the designated high school official and a parent or guardian.

Coconino Community College District—
Coconino Community College
Policies provide for compliance with A.R.S. 15-1805.01. The admission policy also provides that students may be admitted on an individual basis with approval of the college and, as appropriate, consent of parents and a recommendation from the student's school. For students still enrolled in high school, admission is limited to students who have completed the 10th grade.

Students must meet the established requirements of the course(s) for which he/she chooses to enroll and it must be determined to be in the best interest of the student. Established course requirements for all students include demonstration of successful completion of prerequisites and the same assessment testing requirements for students who seek admission under "regular student" status.

Graham Community College District—
Eastern Arizona College
Policies provide for compliance with A.R.S. 15-1805.01. Students must complete appropriate assessment testing if enrolling in English, reading or math or are enrolling in any course that has an English, reading or math pre-requisite. The admission policy also provides that a student may be admitted if he/she meets the established requirements and pre-requisites and the high school Principal and/or the Chief Academic Officer or designee determine that such admission is in the best interest of the student and the college.

Maricopa Community College District-
Maricopa Community Colleges
Policies provide for compliance with A.R.S. 15-1805.01. Admission requirements are specifically outlined in the college catalogues and apply to all students seeking to register. Policy requires all students to complete any necessary prerequisites and complete a placement assessment prior to registering for an English, reading or math course, or any course for which English, reading or math are prerequisites.

Mohave Community College District—
Mohave Community College
Policies provide for compliance with A.R.S. 15-1805.01. Admission requirements for all applicants including those under 18 years of age are outlined in the college catalogue. In addition to the requirements found in A.R.S. 15-1805.01, applicants under 18 years of age must have: 1) successfully completed all prerequisites for the course for which he/she plans to enroll; 2) if the requirement for a SAT or ACT composite score has not been met, completed an ASSET or COMPASS academic assessment test with a qualifying score as defined by the course requirements; and, 3) a signature of the parent or guarding granting permission for enrollment.

Navajo Community College District—
Northland Pioneer College
Policies provide for compliance with A.R.S. 15-1805.01. To be eligible for enrollment in a general education course, the petitioning student must have completed either the ASSET or COMPASS academic assessment test with a qualifying score. Students must meet all the same course entrance requirements as regular students.

Pima Community College District—
Pima Community College
Policies provide for compliance with A.R.S. 15-1805.01. Approval or denial of admission into courses is made by the Dean of Student Development. Students are required to achieve a specified score on the COMPASS or ASSET as required by college policy.

Additionally, students under the compulsory age of high school attendance (16 years) must provide a signature of the parent or guarding granting permission for enrollment, as well as permission from the secondary school for supplemental instruction by the college.

Students and their parents or guardians are required to participate in an intake interview. The special admissions process includes an evaluation of student preparedness and the completion and submission of all required forms and records. Continued enrollment is dependent on an evaluation conducted with the student and parent/legal guardian of the satisfactory academic progress of the student.

Pinal Community College District—
Central Arizona College
Policies provide for compliance with A.R.S. 15-1805.01. In addition, students seeking admission must complete college placement exams (ASSET or a computerized version) and meet all necessary prerequisites for desired courses.

Yavapai Community College District-
Yavapai Community College
Policies provide for compliance with A.R.S. 15-1805.01. Policy provides that admission of students under the age of 18 be determined on an individual basis if the student demonstrates evidence of potential success in the community college.

Yuma/La Paz Community College District—
Arizona Western College
Policies provide for compliance with A.R.S. 15-1805.01. The signature of a parent or guardian is required for persons under 18 years of age who may be admitted if they meet the established criteria for this population and the requirements for the course(s) for which they intend to register. Degree seeking students and students who wish to enroll in English, mathematics and other general education courses must take placement tests in reading comprehension, writing skills and math. Accuplacer, a nationally normed College Board product, which is an adaptive computer-based test is used.