

Career and Technical Programs

Health Policy for Surgical Technology Upon admission, students will be required to:

1. Sign a waiver releasing Mohave Community College from the responsibility for injury or illness resulting from exposure to disease, medicines or treatments and sign a release of medical information.
2. Present evidence of two-step tuberculosis testing within the past year.
3. Provide a documentation of measles, mumps, rubella immunizations and a varicella titer.
4. Provide evidence of HBV vaccination series or declination.
5. Provide documentation of physical examination within six months prior to admission to surgical technology program demonstrating the student's ability to perform the essential functions of the designated profession with or without reasonable accommodations.
6. Provide evidence of a negative drug screen.

Requirements for Completion of Surgical Technology Program

In order to progress within the Surgical Technology Program and achieve status as a candidate for graduation, the student must achieve a minimum of a 75 percent in all Surgical Technology courses and pass Clinical Lab and Clinical Site Competencies.

Students who choose to pursue an AAS degree or a baccalaureate degree need to be aware that the surgical technology courses are specialized to produce a surgical technologist in a one-year period of time. Colleges and universities may not offer equivalent training and they may not grant any transfer credit.

This is a one-year program which will equip the student with the knowledge necessary to take the national certification examination for Surgical Technology. The program is accredited by the Commission on Accreditation of Allied Health Education Programs [CAAHEP] in cooperation with the Accreditation Review Committee on

Education in Surgical Technology.

FALL

SGT 101	Orientation & Introduction to Surgery	2
SGT 102	Surgical Techniques	6
SGT 105	Microbiology for Surg Tech.	2
BIO 160	Anatomy & Physiology of Human Structure & Function	4

Fall Credits14

SPRING

SGT 111	Pharmacology for Surgical Technology	1
SGT 201	Surgical Procedures I	7
SGT 202	Surgical Procedures II	6

Spring Credits14

SUMMER

SGT 203	Specialty Areas	7
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Summer Credits7

Total Degree Credit Hours35

Surgical Technology

- Associate of Applied Science

This two-year program prepares the student to take the national certification examination for Surgical Technology. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Committee on Education in Surgical Technology.

In order to progress within the Surgical Technology Program and achieve status as a candidate for graduation, the student must achieve a minimum of a 75 percent in all Surgical Technology courses and pass Clinical Lab and Clinical Site Competencies.

General Education Core Requirements

COMMUNICATIONS

ENG 101	English Composition	3
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AND

ENG 102	English Composition II	3
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OR

BUS 204	Business Communications	3
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CRITICAL THINKING AND REASONING

BIO 100 or 160.	4
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GLOBAL AWARENESS

PSY 101	Introductory Psychology	3
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TECHNOLOGY

CIS 110 or above	3
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Total16

Surgical Technology Requirements

SGT 101	Orientation and Introduction to Surgery.	2
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SGT 102	Surgical Techniques	6
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SGT 105	Microbiology for the Surgical Technologist.	2
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SGT 111	Pharmacology for Surgical Technology	1
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SGT 201	Surgical Procedures I.	7
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SGT 202	Surgical Procedures II.	6
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SGT 203	Concentration of Specialty Areas.	7
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SGT 204	Specialty Areas II.	6
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Total37

Other Requirements

MEA 100	Medical Law and Ethics	3
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HES 113	Medical Terminology.	3
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BIO 201	Human Anatomy & Physiology I	4
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BIO 202	Human Anatomy & Physiology II	4
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Total14

Total Degree Requirements.67

Business

Bookkeeping - Certificate

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

ACC 125	Introduction to Accounting with QuickBooks.	4
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CIS 131	Microsoft Office Suite	3
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GBS 110	Business Math	3
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ACC 135	Accounting Systems and Procedures	3
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ACC 139 Income Tax Accounting
OR
 ACC 143 Payroll Accounting 3
 CIS 136 Microsoft Excel 3
Total Certificate Credits 19

Accounting - Associate of Applied Science

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

General Education Requirements. . .15
 GBS 105 Business English
OR
 ENG 101 English Composition 1 3
 BUS 204 Business Communications . . 3

Communications 3
 GBS 110 Business Math

Crit. Thinking/Reasoning 3
 BUS 206 Micro Economics
Global Awareness. 3
 CIS 131 Microsoft Office Suite
 Technology 3
Total General Education credits . . .15

Accounting Core Requirements . . .31
 ACC125 Introduction to Accounting .
 with QuickBooks 4
 BUS 221 Financial Accounting. 3
 BUS 222 Managerial Accounting. . . . 3
 ACC 143 Payroll Tax Accounting 3
 ACC 155 Cost Accounting 3
 ACC 225 Intermediate Accounting I . . 3
 ACC 230 Intermediate
 Accounting II. 3
 ACC 135 Accounting Systems
 and Procedures. 3
 ACC 139 Income Tax Accounting. . . . 3
 ACC 250 Non-Profit and
 Governmental Accounting 3

Total Accounting Core Credits31
Business/Management Requirements 12
 GBS 101 Introduction to Business . . . 3
 GBS 230 Business Law
OR
 BUS 202 Legal Environment of
 Business 3
 MGT 221 Financial Management 3
 BUS 207 Macro Economics 3

Additional CIS Requirements 6
 CIS 136 Microsoft Excel
 Spreadsheets 3
 CIS 135 Microsoft Access
 Database 3
 Total Additional CIS credits 6
Total Degree Credits 64

Entrepreneurship - Certificate

Over the next decade, a majority of the U.S. job growth and economic expansion is forecast to come from the start-up and growth of entrepreneurial enterprises and small businesses. This Certificate is designed to provide students with the basic knowledge necessary to think like entrepreneurs in recognizing new business opportunities. It integrates functional areas of entrepreneurship such as start-up procedures including idea generation and business plan preparation with an overview of marketing, financing, and accounting principles.

ENT 100 Discovering Entrepreneurship3
 ENT 110 Finding Ideas & Business
 Opportunities. 3
 ENT 120 Marketing & Market
 Analysis for Entrepreneurs 3
 ACC 125 Accounting Principles w/
 Quickbooks 4
 ENT 130 Financial & Money
 Management 3
 ENT 140 Creating the Business Plan . . 3
Total Certificate Credits 19

Entrepreneurship and Small Business Management - Associate of Applied Science

Over the next decade, a majority of the U.S. job growth and economic expansion is forecast to come from the start-up and growth of entrepreneurial enterprises and small businesses. This



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program is designed to prepare students for a career as a small business owner, and emphasizes the skills and behavior patterns necessary to contribute to business success, including the essential aspects of recognizing and researching opportunities which lead to starting and owning a successful small business venture. Students will study the steps to start up a new local or web-based business, learn to avoid pitfalls in purchasing an existing business and receive hands-on experience in business plan development, record keeping, marketing, advertising, human resources, leadership and management skills, computer applications, and salesmanship.

General Education Requirements . . .15

- GBS 105 Business English Communications 3
- BUS 204 Business Communications 3
- GBS 110 Business Math 3

Crit. Thinking/Reasoning 3

- BUS 206 Micro Economics

OR

Global Awareness

- BUS 207 Macro Economics 3
- CIS 131 Microsoft Office Suite Technology 3

Total General Education credits . . .15

Entrepreneurship Requirements . . .31

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

Entrepreneurship Certificate credits .19

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

Advanced Entrepreneurship credits . .12

Total Entrepreneurship credits31

Additional Program Requirements . .15

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

Total Degree Credits 61

General Business

- Certificate

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

- GBS 101 Introduction to Business . . 3
- GBS 102 Human Behavior in the Workplace 3
- ACC 125 Intro to Accounting Principles w/ QuickBooks . 4
- MGT 120 Principles of Management. 3
- GBS 121 Customer Service 3
- BUS 161 Marketing 3
- GBS 175 Business Ethics & Social Responsibility 3
- GBS 230 Business Law OR 3
- BUS 202 Legal Environment of Business 3
- BUS 247 Human Resource Management. 3
- MGT 260 Global Management. . . . 3

Total General Business Certificate 31

General Business

- Associate of Applied Science

The Associate in Applied Science (AAS) degree in General Business is designed to prepare students for the business challenges of the future by providing them with a broad understanding of business principles. The program content

includes major subject areas of business such as accounting, economics, human resources, marketing, organizational and small business management, and business law. Additional skill sets such as effective oral and written communication, ethics, and computer proficiency are also emphasized. The program is intended for individuals who plan to use the competence gained from their studies for immediate employment, enhanced job performance, career advancement, or career change.

General Education Requirements

Communications 3

- BUS 204 Business Communications . 3

AND

- GBS 105 Business English 3

OR

- ENG 101 English Composition I 3

Crit. Thinking/Reasoning 3

- GBS 110 Business Math

Global Awareness. 3

- BUS 206 Micro Economics

Technology 3

- CIS 131 Microsoft Office Suite

Total General Education credits . . .15

General Business Certificate

(Business Core)

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

OR

- BUS 202 Legal Environment of Business 3
- BUS 247 Human Resource Management. 3
- MGT 260 Global Management. . . . 3

Total General Business Certificate (Core).31

Additional Program Requirements . .12

- ACC 143 Payroll Procedures 3
- BUS 207 Macro Economics 3
- ENT 250 Small Business Management 3