Programs and Degrees

Section V

Instructional Divisions and Programs

Mark Vest, Vice President for Learning and Student Services

Arts and Sciences

Dr. Eric Henderson, Dean

Anthropology
Art
Biology
Chemistry
Early Childhood
   Development
Economics
English
Film and Digital Video
Geography
Geology
History
Honors Colloquia
Human Services
Humanities
Languages
Mathematics
Music
Philosophy
Photography
Physics
Political Science
Psychology
Sociology
Speech/Theatre

Education and College and Career Preparation

Rickey Jackson, Associate Dean

College and Career Preparation
Education
Human Development

Apache County Programs

Ms. Tamara Martin, Coordinator

Center Programming (Apache County)
Springerville/Eagar
St. Johns

Career and Technical Education

Ms. Peggy Belknap, Dean

Automotive Technology
Business
Community and Corporate
   Learning
Computer Information
   Systems
Construction Technology
   Drafting
Cosmetology
   Cosmetology
   Cosmetology Instructor
   Nail Technician
Dept. of Corrections
Fire Science
Health and Physical
   Education
Industrial Arts Technology
Industrial Maintenance and
   Operations
Law Enforcement Academy
Mechatronics Engineering
   Technology
Welding
Carl Perkins Vocational
   Funding
Get Into Energy –
   Arizona Sun Corridor
   Consortium Grant

Nursing and Allied Health

Ms. Peg Erdman, Dean

Allied Health – Health Sciences
   Direct Care Worker
   Pharmacy Technician
   Phlebotomy
Medical Assistant
Nursing Program
   RN
   LPN to RN
   Paramedic to RN
   Continuing Nursing Education
Nursing Assistant Training
Paramedicine (EMT)

Section V

Degrees & Certificates Offered

DEGREES: AA – Associate of Arts • AAEC – Associate of Arts in Early Childhood (AAEC)
AAEE – Associate of Arts Elementary Education • ABus – Associate of Business • AS – Associate of Science
AAS – Associate of Applied Science • AGS – Associate of General Studies

CERTIFICATES: CAS – Certificate of Applied Science • CP – Certificate of Proficiency

AGEC – Arizona General Education Curriculum

Program	Awards
Associate of Arts	**AA**
Associate of General Studies	**AGS**
Associate of Science	**AS**
Automotive Technology (ATO)	**AAS/CAS**
Brake and Transmission Systems	CP
Drive Train, Suspension and Steering, HVAC	CP
Electrical and Electronics Systems	CP
Engine Performance	CP
Engine Repair	CP
Business (BUS)	
Accounting	AAS/CAS
Accounting Fundamentals	CP
Associate of Business	**ABus**
Entrepreneurship	AAS/CAS
Entrepreneurship Fundamentals	CP
Management and Leadership	AAS/CAS
Management and Leadership Fundamentals	CP
Medical Office Technologies	AAS/CAS
Medical Office Technologies Fundamentals	CP
Medical Transcription	AAS/CAS
Medical Transcription Fundamentals	CP
Modern Office Technologies	AAS/CAS
Modern Office Technologies Fundamentals	CP
Retail Management	AAS/CAS
Retail Management Fundamentals	CP
Computer Information Systems (CIS)	
Commercial Graphics Fundamentals	CP
Computer Information Systems	AAS/CAS
Graphic Design	AAS/CAS/CP
Network and PC Support	CP
Web Design	AAS/CAS/CP
Web Development	AAS/CAS
Construction Technology (CON)	**AAS/CAS/CP**
Drafting (DRF)	CP
Cosmetology (COS)	**AAS/CAS/CP**
Cosmetology Instructor	CP
Nail Technician	CP

Program	Awards
Early Childhood Development (ECD)	
Associate of Arts in Early Childhood	**AAEC**
Early Childhood Management	AAS/CAS
Family Care	AAS/CAS/CP
Infant/Toddler	AAS/CAS/CP
Preschool	AAS/CAS/CP
School Age	AAS/CAS/CP
Education (EDU)	
Associate of Arts in Elementary Education	**AAEE**
Education Professions	CP
Film and Digital Video (FDV)	**AAS, CAS, CP**
Fire Science (FRS)	**AAS/CAS**
Firefighter	CP
Driver/Operator	CP
Leadership	CP
Human Services (HUS)	
Residential Child/Youth Care Assistant	AAS/CAS/CP
Industrial Maintenance and Operations (IMO)	
Electrical	AAS/CAS/CP
Industrial Plant Operations	AAS/CAS/CP
Instrumentation	AAS/CAS/CP
Mechanical Maintenance	AAS/CAS/CP
Operations/Maintenance	AAS/CAS/CP
Wastewater Collection and Treatment	CP
Water Supply and Treatment	CP
Mechatronics Engineering Technology (MET)	**AAS**
Medical Assistant (MDA)	**AAS/CAS**
Nursing (NUR)	
CNA to RN	AAS
Paramedic to RN	AAS
Practical Nursing	CAS
Nursing Assistant (NAT)	**CP**
Paramedicine (EMT)	**AAS/CAS/CP**
Welding (WLD)	**AAS/CAS**
Gas Metal ARC Welding (MIG)	CP
Gas Tungsten ARC Welding (TIG)	CP
Plastic Welding	CP
Shielded Metal ARC Welding (ARC)	CP
Welding Level I – Entry Level Welder	CP
Welding Level II – Advanced Welder	CP

Section V

Programs and Degrees

General Education Values

General education is central to Northland Pioneer College's purposes, its definition and its academic commitments. Through a general education program, the college commits students and professors to the pursuit of comprehensiveness in learning – to seeing the relationship of special interests to the larger academic and cultural contexts that we share. It offers vantage points from which to sharpen our awareness of the development of our own culture and its relationship to others. The search for an integrated understanding requires a general desire to learn, an energetic interest in the world and a willingness to put us in the place of those whose beliefs and outlooks are different from our own. A general education program, pursued by curious and empathic professors and students, provides a structure in which the accumulation of knowledge and the practice of disciplined, independent thinking can grow into comprehensive understanding, appreciation and reasoned value.

An effective general education program requires the exercise of thoughtful and precise writing, critical reading, quantitative thinking and processes of analysis and synthesis that underlie valid reasoning. Therefore, students must have a solid foundation in writing, reading, mathematics and critical thinking.

Studies in the traditional academic disciplines are built upon foundation skills in thought and communication, and lead students to grasp the conceptual frameworks that govern different fields of study. Such courses demonstrate that the study of specialized subject matter in any of the traditional knowledge areas – arts and humanities, mathematics, physical and biological sciences, social and behavioral sciences – is critical to the central dialogues of general education.

General education studies focus on the conceptual frameworks through which a 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 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.

The purpose of general education is to give each student pursuing an undergraduate degree the fundamental skills and the familiarity with various branches of knowledge that are associated with college and university education and the cultivation necessary for a lifetime of learning, problem solving and responsible, humane action.

Assessment at NPC:

Faculty and Student Roles

Northland Pioneer College adheres to "the following published definition of assessment as drafted by the Director of the Assessment Forum at the American Association for Higher Education and refined by educators across the nation: (NCA Staff Paper, 1996)"

> Assessment is an ongoing process aimed at understanding and improving student learning. It involves making our expectations explicit and public; setting appropriate criteria and high standards for learning quality; systematically gathering, analyzing and interpreting evidence to determine how well performance matches those expectations and standards; and using the resulting information to document, explain and improve performance. When it is embedded effectively within larger institutional systems, assessment can help us focus our collective attention, examine our assumptions and create a shared academic culture dedicated to assuring and improving the quality of higher education. (AAHE Bulletin, November, 1995, p. 7).

The principle of assessment, and use of assessment feedback for measuring and improving overall student academic achievement and institutional effectiveness, is an integral part of NPC. Assessment of Student Academic Achievement applies to all five major academic related missions of NPC: general education, transfer preparation education, basic skills/developmental education, customized education, and personal interest education. Assessment is integral to the matching of instructional resources to the diversity of student academic needs in a manner that is accountable to all stakeholders.

Faculty Role

Assessment of Student Academic Achievement includes the extent to which each instructional academic unit (department, etc.) actually contributes to the incremental learning of its students in:

1. Cognitive Learning (knowledge acquisition);
2. Behavioral Learning (skill acquisition); and
3. Affective Learning (attitudinal development).

Hence, over time each academic unit is expected to measure its performance in facilitating student academic achievement in these areas. Each academic unit's faculty members help collect assessment data through faculty-directed student activities designed to enhance learning.

Assessment Continued

Student Role

Students at NPC are expected to take an active role in their acquisition of knowledge, skill and attitude. This includes the student's responsibility in acting upon appropriate:

1. Academic guidance with respect to course and program enrollment;
2. Regular participation in faculty-structured learning activities including attendance at scheduled times;
3. Completion of assignments in a timely manner; and
4. Serious preparation for and completion of learning AND assessment activities including essays, papers and examinations.

Specifically, over the length of a course or program, NPC instructional units will collect samples of students' work across the college district for use in assessment of collective student academic achievement. Such collected samples of students' work generally will be from selected coursework required to complete a program or degree, or representative of work done up to a predetermined point along the way to program or degree completion. Similarly, students and alumni may also be asked to complete surveys reflecting aspects of student academic achievement related to their programs.

Student work submitted by faculty for assessment of student academic achievement across time and district will be reviewed confidentially. However, students are still expected to do their best, whether the work selected was used by the faculty toward a course grade and/or by the academic units as a broader assessment of NPC students' academic achievement.

What Degree Programs are Available?

Northland Pioneer College offers an **Associate of Arts (AA)**, **Associate of Arts in Early Childhood (AAEC)**, **Associate of Arts in Elementary Education (AAEE)**, **Associate of Business (ABus)**, and **Associate of Science (AS)** degrees designed for students transferring into four-year college or university programs. The general education requirements (*see AGEC, page 63*) for these degrees are specifically designed to transfer to Arizona's public universities, fulfilling their lower division general education requirements.

All courses included in these degrees must transfer to the three Arizona public universities as direct equivalents, departmental elective credits or general elective credits. Students should work with their NPC academic adviser to facilitate a smooth and efficient transfer to a four-year college or university.

The **Associate of Applied Science (AAS)** Degree and the **Certificate of Applied Science (CAS)** are awarded at the completion of programs designed to prepare graduates for employment. **Certificate of Proficiency (CP)** and **Certificate of Completion (CRT)** are also awarded in certain occupation-specific programs. Not all degree programs are offered at every NPC location. Consult with an academic adviser for offerings at your campus or center, or information about a housing assistance scholarship if you need to re-locate to attend specific classes.

The **Associate of General Studies (AGS)** Degree is intended for nonmajors seeking greater flexibility in planning their education. Although many courses within this degree program may transfer to a four-year college or university, students should not assume that all courses will transfer.

Information about degrees and pathways, common courses, *Course Equivalency Guides,* transfer guides and Arizona college and university catalogs is available through an NPC academic adviser or at *www.AZTransfer.com*.

University Transfer Agreements

NPC partners with other regionally-accredited colleges and universities, both within and outside of Arizona, through articulation agreements that assist students make a smooth transition from NPC to a participating four-year institution without having to duplicate coursework. NPC students participating in transfer agreements are able to fulfill the four-year college's requirements by completing articulated courses at NPC.

Students interested in learning more about transfer opportunities should contact an NPC academic adviser for more information regarding the partnerships available to NPC students. A listing of current transfer agreements can be found at *www.npc.edu/transfer-agreements*.

> **Please note** that articulation agreements are subject to change without notice. Students are encouraged to meet as early as possible and periodically with an academic adviser both at NPC and at the transfer institution to confirm choice of classes and to develop an education plan for transfer.
>
> It is the final responsibility of the student to successfully meet all transfer requirements.

SUN numbers SUN#

NPC courses that transfer directly to other Arizona public community colleges and three state universities now have an additional notation in the NPC College Catalog: the **Shared Unique Number (SUN)**.

The SUN number consists of the SUN# symbol followed by a unique three-letter prefix and four-digit course number. *For example*, NPC offers its transfer course General Biology I with the designation BIO 181. Now the listing also includes its SUN number, SUN# BIO 1181.

Watch for SUN numbers. When you enroll in an NPC course having this unique identifier, you know those class credits will be accepted by the three Arizona state universities and community colleges.

For additional information about the SUN System, visit *www.azsunsystem.com*.

SUN course numbers are included on your college transcript for courses completed after January 2012.

Elective courses

Choose carefully based on lower division and common course requirements for majors at the college or university to which you plan to transfer. To ensure you are selecting appropriate courses, see your academic adviser. The **electives component** must consist of credits that transfer to all three public Arizona universities as defined in the *Course Equivalency Guide* for the year in which the course is completed. Access to information about degrees and pathways, common courses, *Course Equivalency Guides*, and Arizona college and university catalogs is available through an academic adviser or directly on the Internet at *www.AZTransfer.com.*

Definitions

The terms below are used in the degree program descriptions in the pages that follow:

Associate of Applied Science (AAS) degrees are awarded at the completion of programs designed to prepare the graduate for **employment**.

Certificates of Applied Science (CAS) are awarded upon completion of specific **program** **courses** designed for employment skills.

Certificates of Proficiency (CP) are awarded for some shorter programs with a **narrow** **focus** to prepare students for specific employment-related skills.

Certificates of Completion are awarded to students in some courses for successfully satisfying **class** **requirements**.

General Education Requirements: Courses, typically mathematics, English and others, from a predetermined list of discipline studies (included within each degree or program description) that provide students with a broad knowledge base.

Core Requirements: Courses specifically selected to educate the student in the essential knowledge of the individual program.

Required Electives: Courses specifically selected to supplement and expand the student's knowledge base in the individual program.

Unrestricted Electives: Any unduplicated course(s) at the 100-level or higher that the student may wish to select.

What is AGEC?

Guaranteed Transferability

AGEC stands for Arizona General Education Curriculum, a state-wide 35- or 36-credit block of lower division courses that fulfill general education requirements at Arizona's public community colleges, Northern Arizona University (NAU), Arizona State University (ASU), and the University of Arizona (U of A).

In most cases, all courses used to satisfy the AGEC will apply toward graduation requirements of the university major for which the AGEC was designed. AGEC is the best way to make your credits count for most transfer degrees.

- **AGEC-A** satisfies ALL lower-division requirements in many liberal arts majors, as well as other majors that articulate with the Associate of Arts, (*e.g.*, social sciences, fine arts, humanities) at all Arizona public universities.
- **AGEC-B** satisfies ALL lower division business studies requirements at all Arizona public universities.
- **AGEC-S** satisfies ALL lower division general education requirements in mathematics and math-intensive science programs at all Arizona public universities.

Why complete an AGEC?

- When you complete an AGEC, all admission requirements are waived at all Arizona public universities. This means that you are unconditionally admitted to any Arizona public university of your choice after completing an AGEC. Arizona residents need to have a minimum AGEC GPA of 2.5. This does not mean that the college or university will accept ALL transferable courses. Please see an adviser to discuss which courses will be counted toward the university's graduation requirements.
- Save money by completing your lower-division requirements at NPC. On average, Northland Pioneer College tuition rates are about one-third of the Arizona public universities' tuition.
- Classes are generally smaller than university freshman and sophomore liberal studies classes.
- If you have high school concurrent enrollment credits, transfer credits from another accredited college or university and/or CLEP credits that satisfy our General Education requirements, these credits may be counted toward an AGEC. An academic adviser can assist in determining whether those credits can be applied toward AGEC requirements.
- Students transferring from other institutions must complete a minimum of 15 credits of AGEC courses at NPC.

AGEC Completion

Students who satisfactorily complete **ALL** AGEC courses will have the AGEC designation noted on their transcripts. Students may also apply for an AGEC Award of Completion. Your academic adviser can help you apply for an AGEC.

What happens if you don't complete an AGEC block?

- You will need to meet ALL standard university admission requirements.
- You will need to complete university requirements, which may or may not be the same as Northland Pioneer College's General Education requirements.
- Your General Education courses will be evaluated on a course-by-course basis using the Course Equivalency Guide (CEG) and may not meet the specific general education requirements at the university.

AGEC Requirements

To fulfill AGEC General Education requirements, you must complete 35-36 credits from the list on page 64:

AGEC-A • 35 credits *See AA Degree, page 65*

Communications ....*6 credits*
Mathematics..*3 credits*
Arts and Humanities..*9 credits*
Physical and Biological Sciences ....*8 credits*
Social and Behavioral Sciences...........................*9 credits*

AGEC-B • 36 credits *See ABus Degree, page 70*

Communications ....*6 credits*
Mathematics..*4 credits*
Arts and Humanities..*6 credits*
Physical and Biological Sciences ....*8 credits*
Social and Behavioral Sciences...........................*6 credits*
Computer Science ....*3 credits*
General Electives..*3 credits*
   An unduplicated course from either the Arts and Humanities or Social and Behavorial Sciences lists.

AGEC-S • 36 credits *See AS Degree, page 67*

Communications ....*6 credits*
Mathematics..*4 credits*
Arts and Humanities..*6 credits*
Physical and Biological Sciences ....*8 credits*
   Two courses from the **SAME** discipline.
Social and Behavioral Sciences...........................*6 credits*
Science/Mathematics Option ....*6 credits*
   Select two courses not taken to satisfy Physical and Biological Sciences requirements.

Section V

General Education Requirements

Completion of the required general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC) for the Associate of Arts (AA), Associate of Arts in Early Childhood (AAEC), Associate of Arts in Elementary Education (AAEE), Associate of Business (ABus) and Associate of Science (AS) degrees. (*see What is AGEC? – page 63*)

Communications ....6 credits
ENL 101 College Composition I.. 3 credits

UNLESS OTHERWISE NOTED IN A SPECIFIC CERTIFICATE OR DEGREE PROGRAM, completion of any one of the following courses fulfills the **Communications** requirement for the **second** communications course for the Associate of Applied Science (AAS) degree.

ENL 102 College Composition II (*required for AGEC*)............... 3 credits
ENL 109 Technical Writing.. 3 credits
SPT 110 Fundamentals of Oral Communications .... 3 credits
SPT 120 Public Speaking... 3 credits

Mathematics...3-4 credits

UNLESS OTHERWISE NOTED IN A SPECIFIC CERTIFICATE OR DEGREE PROGRAM, completion of any one of the following courses fulfills the **Mathematics** requirement for any Certificate of Applied Science (CAS) or Associate of Applied Science (AAS) degree:

BUS 133 Business Mathematics .... 3 credits
MAT 101 Basic Technical Mathematics .... 3 credits
MAT 103 Business Mathematics .... 3 credits
MAT 109 Algebra I: Introductory .... 3 credits
MAT 112 Algebra II: Intermediate .... 3 credits
MAT 125 Introduction to Statistics .... 3 credits
MAT 142 College Mathematics
    with Contemporary Applications .... 3 credits
MAT 152 Advanced Algebra... 3 credits
MAT 161 Algebra-based Mathematics
    for Elementary School Teachers I...................................... 3 credits
MAT 162 Algebra-based Mathematics
    for Elementary School Teachers II..................................... 3 credits
MAT 189 Pre-Calculus Algebra/Trigonometry.......................... 3 credits
MAT 211 Technical Calculus.. 4 credits
MAT 221 Calculus I .... 4 credits
MAT 231 Calculus II .... 4 credits
MAT 241 Calculus III .... 4 credits

Discipline Studies

Arts and Humanities......................................6-9 credits
Select courses from at least two different disciplines, as listed under a specific degree.

ART 101 Understanding Art.. 3 credits
ART 115 Art History I .... 3 credits
ART 116 Art History II .... 3 credits
ART 215 Native American Art .... 3 credits
ENL 220 World Literature I... 3 credits
ENL 221 World Literature II.. 3 credits
ENL 224 English Literature I... 3 credits
ENL 225 English Literature II.. 3 credits
ENL 230 American Literature I.. 3 credits
ENL 231 American Literature II... 3 credits

HUM 150 Humanities in the Western World I .... 3 credits
HUM 151 Humanities in the Western World II .... 3 credits
MUS 150 Music Appreciation.. 3 credits
MUS 250 World Music.. 3 credits
PHL 101 Introduction to Philosophy.. 3 credits
PHL 103 Introduction to Logic and Critical Thinking .... 3 credits
PHL 105 Introduction to Ethics... 3 credits
SPT 130 Introduction to Theatre .... 3 credits
SPT 150 Introduction to Film .... 3 credits
SPT 155 History of Television... 3 credits

Physical and Biological Science
Select courses, as listed under a specific degree. Students may transfer either CHM 130 or CHM 151, **but not both**; therefore, taking CHM 130 and CHM 151 will not satisfy the 8-credit requirement.

ANT 104 Biological Anthropology and Human Origins .... 4 credits
BIO 100 Biology Concepts .... 4 credits
BIO 105 Environmental Biology.. 4 credits
BIO 160 Introduction to Human Anatomy and Physiology .... 4 credits
BIO 181 General Biology I.. 4 credits
BIO 182 General Biology II... 4 credits
CHM 130 Fundamental Chemistry.. 4 credits
CHM 151 General Chemistry I.. 4 credits
CHM 152 General Chemistry II... 4 credits
GEO 111 Physical Geography... 4 credits
GLG 101 Introduction to Geology I - Physical........................... 4 credits
GLG 102 Introduction to Geology II - Historical........................ 4 credits
PHY 113 General Physics I... 4 credits
PHY 114 General Physics II.. 4 credits

Social and Behavioral Sciences........................6-9 credits
Select courses from at least two different disciplines, as listed under a specific degree. Select at least one asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness.

*ANT 102 Cultural Anthropology... 3 credits
 ANT 120 Buried Cities and Lost Tribes .... 3 credits
 ECN 211 Principles of Macroeconomics .... 3 credits
 ECN 212 Principles of Microeconomics .... 3 credits
*GEO 110 World Regional Geography .... 3 credits
 GEO 120 Human Geography... 3 credits
*HIS 105 U.S. History to 1877 .... 3 credits
*HIS 106 U.S. History since 1877 .... 3 credits
*HIS 155 Western Civilization to 1700 .... 3 credits
*HIS 156 Western Civilization since 1700 .... 3 credits
 POS 110 American Government... 3 credits
 PSY 101 Introduction to Psychology .... 3 credits
 PSY 240 Developmental Psychology...................................... 3 credits
 PSY 250 Social Psychology.. 3 credits
 SOC 120 General Sociology .... 3 credits
 SOC 121 Social Problems in America .... 3 credits
 SOC 130 Racial, Ethnic and Gender
    Relations in Modern Society .... 3 credits
 SOC 225 Sociology of the Family .... 3 credits

Transfer Degree

Associate of Arts (AA) Degree

The **Associate of Arts (AA) transfer degree** offers foundational education that enhances good communications skills and provides wide general knowledge. This degree is the basis for a wide range of bachelor degree programs and careers in fields such as languages, literature, political science, and more.

The **AA degree** is designed for students planning to continue their education by transferring to one of the three Arizona public universities. The **general education component** of our AA degree fulfills the requirements of the Arizona General Education Curriculum (AGEC-A), which when completed, will transfer to any of the three public Arizona state universities as a block meeting all lower division general education requirements. (*see What is AGEC? – page 63*)

NPC Requirements

- The **Associate of Arts (AA) degree** requires a minimum of **64 hours of course credits** with a grade of "C" or better in all courses and a cumulative grade point average of 2.0 on a 4.0 scale.

- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better. For information about prerequisites, see an academic adviser.

- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Associate of Arts (AA) • 64 credits

Completion of the 35 general education and discipline studies course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts degree. (*see What is AGEC? – page 63*)

General Education Courses

Communications ....***6 credits***
   (Per the AGEC list on page 64)

Mathematics ....***3 credits***
   Select one of the following:
   MAT 142 College Mathematics with Contemporary Applications........3 credits
   MAT 152 Advanced Algebra ....3 credits
   Or any mathematics course for which MAT 142 or MAT 152 is a prerequisite.

Discipline Studies

Arts and Humanities ....***9 credits***
   (Select three courses from at least two disciplines from the list on page 64)

Physical and Biological Science ....***8 credits***
   (Select two courses from the list on page 64)

Social and Behavioral Sciences ....***9 credits***
   (Select three courses from at least two disciplines from the list on page 64)

Electives ....***29 credits***

   Choose carefully based on lower division and common course requirements for majors at the college or university to which you plan to transfer. To ensure you are selecting appropriate course, see your academic adviser.

   The **electives component** must consist of credits that transfer to all three public Arizona universities as defined in the *Course Equivalency Guide* for the year in which the course is completed. Access to information about degrees and pathways, common courses, *Course Equivalency Guides*, and Arizona college and university catalogs is available through an academic adviser or directly on the Internet at ***www.AZTransfer.com***.

General Degree

Associate of General Studies (AGS) Degree

The **Associate of General Studies (AGS) Degree is the most flexible of the degrees offered at NPC.** With this degree you learn the basics of mathematics, English, science, history and a wide variety of other subjects, allowing you the chance to explore many different disciplines while enhancing your personal development with the equivalent of two years of post-high school education.

While an AGS degree does not totally fulfill all AGEC transfer requirements *(see page 63)*, many courses transfer directly to the three Arizona public universities. Work with your NPC academic adviser to ensure courses meet your specific goals.

NPC Requirements

- The **Associate of General Studies (AGS) degree** requires a minimum of **64 hours of course credits** with a cumulative grade point average of 2.0 on a 4.0 scale.

- Students must complete 31 general education credits, listed at right.

- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond the minimum credits. For information about prerequisites, see your academic adviser.

- Students with 12 or more credits must meet with an NPC academic adviser to select a program of study to best meet the student's goals.

- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Associate of General Studies (AGS) • 64 credits

Students with an associate or higher degree will not be considered for this degree. The AGS degree requires completion of these 31 general education and discipline studies course credits:

General Education Courses

Communications ....*6 credits*
    ENL 101 College Composition I..3 credits
    Plus <u>one</u> *of the following:*
    ENL 102 College Composition II...3 credits
    ENL 109 Technical Writing ....3 credits
Mathematics..*3 credits*
    MAT 112 Algebra II: Intermediate..3 credits
    Or any mathematics course for which MAT 112 is a prerequisite.

Discipline Studies

Arts and Humanities...*6 credits*
    (Select two courses from at least two disciplines from the list on page 64)
Physical and Biological Science..*4 credits*
    (Select one course from the list on page 64)
Social and Behavioral Sciences..*6 credits*
    (Select two courses from at least two disciplines from the list on page 64)
Additional Discipline Studies...*6 credits*
    Select a minimum of six additional credits from the **Discipline Studies**
       list on page 64, <u>*or*</u> from these courses:
    Foreign Language
    FRE 101 Elementary French I...4 credits
    FRE 102 Elementary French II..4 credits
    GER 101 Elementary German I ....4 credits
    GER 102 Elementary German II ....4 credits
    SPA 101 Elementary Spanish I..4 credits
    SPA 102 Elementary Spanish II ....4 credits
    Computer Science
    CIS 105 Computer Applications and Information Technology............3 credits
    Verbal Communications
    SPT 120 Public Speaking...3 credits

Required Electives... 33 credits
    From any unduplicated courses at 100 or higher level.

Transfer Degree

Associate of Science (AS) Degree

The **Associate of Science (AS) degree** helps develop comprehensive knowledge and good communications skills, while providing a firm grounding in mathematics and the natural sciences. An Associate of Science degree is foundational for students looking toward biological, health and medical undergraduate degrees. Students who plan on going into business, engineering or agriculture may also want to consider this degree.

The **Associate of Science degree is a transfer degree** designed for students planning to continue their education by transferring to one of the three Arizona public universities. The **electives component** must consist of credits that will transfer to all three Arizona public universities. Check with your academic adviser on transferability.

NPC Requirements

- The **Associate of Science (AS) degree** requires a minimum of **64 hours of course credits** with a grade of "C" or better in all courses and a cumulative grade point average of 2.0 on a 4.0 scale.

- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better. For information about prerequisites, see an academic adviser.

- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Associate of Science (AS) • 64 credits

Completion of the 36 general education and discipline studies course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-S) for the Associate of Science degree. (*see What is AGEC? – page 63*)

General Education Courses

Communications (Per the AGEC list on page 64) ....**6 credits**

Mathematics...**4 credits**
    MAT 221 Calculus I ....4 credits
    Or any mathematics course for which MAT 221 is a prerequisite.

Discipline Studies

Arts and Humanities...**6 credits**
    (Select two courses from at least two disciplines from the list on page 64)

Physical and Biological Science ....**8 credits**
    (Select two courses from the **SAME** discipline)
    BIO 181 General Biology I...4 credits
    BIO 182 General Biology II..4 credits
    CHM 151 General Chemistry I...4 credits
    CHM 152 General Chemistry II..4 credits

Social and Behavioral Sciences..**6 credits**
    (Select two courses from two different disciplines, with at least one asterisk
      (*) course to meet requirements for Contemporary Global, International or
      Historical Awareness from the list on page 64)

Science/Mathematics Option ....**6 credits**
    (Select two courses not taken to satisfy **Physical and Biological Sciences**
      requirements listed above.)
    ANT 104 Biological Anthropology and Human Origins ....4 credits
    BIO 105 Environmental Biology..4 credits
    BIO 160 Introduction to Human Anatomy and Physiology I ....4 credits
    BIO 181 General Biology I...4 credits
    BIO 182 General Biology II..4 credits
    BIO 201 Human Anatomy and Physiology I ....4 credits
    BIO 202 Human Anatomy and Physiology II ....4 credits
    BIO 205 Microbiology ....4 credits
    BIO 241 Human Genetics..3 credits
    CHM 151 General Chemistry I...4 credits
    CHM 152 General Chemistry II..4 credits
    GEO 111 Physical Geography..4 credits
    GLG 101 Introduction to Geology I - Physical ....4 credits
    GLG 102 Introduction to Geology II - Historical.............................4 credits
    MAT 231 Calculus II ....4 credits
    MAT 241 Calculus III ....4 credits
    PHY 113 General Physics I..4 credits
    PHY 114 General Physics II...4 credits

Electives (Per the description on page 62)...........................**28 credits**

Section V

Automotive Technology (ATO)

Certificate Options – CP & CAS

This program is for students who are seeking a career in the automotive repair industry. It offers a combination of self-guided, computer-aided instruction, guided instruction and hands-on laboratory learning. Students will perform numerous repairs on a combination of training modules, practice and live vehicles. All repairs and tasks will follow ASE guidelines to prepare students to become ASE certified in eight areas of repair. These areas are: electronics and electrical systems; engine performance; suspension and steering; brakes; heating and air-conditioning; engine repair; manual transmissions and axles; and automatic transmissions. Students will then be encouraged to participate in the ASE testing process to obtain certifications in their area of interest.

Upon completion of the program, the student will receive an **Associate of Applied Science degree in Automotive Technology.** This degree, coupled with the ASE certifications, will enhance career opportunities for a student as an Automotive Service technician in the automotive industry.

Preceding the A.A.S. degree, students are afforded the opportunity to obtain a **Certificate of Applied Science in Automotive Technology** or **Certificates of Proficiency**.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/automotive*.

Certificates of Proficiency (CP)

Brake and Transmission Systems (CP) • 13 credits

ATO 103 Safety and Hazardous Materials ....2 credits
ATO 112 Automatic Transmission Systems I ....3 credits
ATO 113 Automatic Transmission Systems II ....3 credits
ATO 114 Brake Systems I ....3 credits
ATO 115 Brake Systems II ....2 credits

Drive Train, Suspension and Steering, HVAC (CP) • 14 credits

ATO 103 Safety and Hazardous Materials ....2 credits
ATO 205 Suspension and Steering...4 credits
ATO 210 Heating and Air Conditioning Systems ....4 credits
ATO 212 Manual Drive Train ....4 credits

Electrical and Electronics Systems (CP) • 11 credits

ATO 103 Safety and Hazardous Materials ....2 credits
ATO 207 Electrical and Electronic Systems I ....3 credits
ATO 208 Electrical and Electronic Systems II ....3 credits
ATO 209 Electrical and Electronic Systems III ....3 credits

Engine Performance (CP) • 11 credits

ATO 103 Safety and Hazardous Materials ....2 credits
ATO 109 Engine Performance I ....3 credits
ATO 110 Engine Performance II ....3 credits
ATO 111 Engine Performance III ....3 credits

Engine Repair (CP) • 7 credits

ATO 103 Safety and Hazardous Materials ....2 credits
ATO 107 Engine Repair I ....3 credits
ATO 108 Engine Repair II..2 credits

Certificate of Applied Science (CAS) • 31 credits

Complete the Electrical and Electronics Systems CP.........................*11 credits*

Complete the AAS Level 2 courses..*11 credits*
ATO 111 Engine Performance III ....3 credits
ENL 101 College Composition I...3 credits

Mathematics..*3 credits*
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64.

Associate of Applied Science (AAS) Degree

Direct to $ Work

Why Study Automotive Technology?

Cars are getting more sophisticated and today's auto dealerships and repair facilities want trained workers who can adapt to new technologies and repair techniques. Individuals without formal training and national certification will face stiff competition for entry-level employment opportunities.

Career Opportunities

There will be steady employment in the auto services industry due to the need for maintenance and repairs as car owners keep vehicles longer than in the past. Added to this is the need to replace retiring mechanics, rapidly changing hybrid-fuel technologies, as well as mandates for improved vehicle performance standards.

The U.S. Bureau of Labor Statistics reports the median annual salary for certified mechanics is $42,320 (North Arizona nonmetropolitan area) with higher pay for specialized service technicians working for auto dealerships. (May 2014, SOC 49.3023)

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at *https://fafsa.ed.gov*.

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the Priority Deadlines:

◊ April 15 for Fall Semester
◊ October 15 for Spring
◊ March 15 for Summer

Automotive Technology (AAS) • 64 credits

General Education Courses

Communications ....*6 credits*
    ENL 101 College Composition I.....................................3 credits
    Plus one of the following:
    ENL 102 College Composition II....................................3 credits
    ENL 109 Technical Writing...3 credits
    SPT 120 Public Speaking...3 credits
Mathematics..*3 credits*
    Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64.

Discipline Studies.. 7 credits
    (Select one course from the **Physical and Biological Sciences** list and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

Core Requirements... 48 credits
Level 1
Complete the Electrical and Electronic Systems CP.......................*11 credits*

Level 2
ATO 107 Engine Repair I...3 credits
ATO 108 Engine Repair II..2 credits
ATO 109 Engine Performance I ....3 credits
ATO 110 Engine Performance II ....3 credits

Level 3
ATO 111 Engine Performance III ....3 credits
ATO 112 Automatic Transmission Systems I ....3 credits
ATO 113 Automatic Transmission Systems II ....3 credits
ATO 205 Suspension and Steering Systems......................4 credits

Level 4
ATO 114 Brake Systems I..3 credits
ATO 115 Brake Systems II...2 credits
ATO 210 Heating and Air Conditioning Systems.................4 credits
ATO 212 Manual Drive Train and Axles............................4 credits

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Section V

Transfer Degree

Associate of Business (ABus) Degree

No matter what field you may decide to pursue, it is helpful to begin with an understanding of business. The Associate of Business (ABus) degree is the foundation for many careers and a way to gain an edge and the critical knowledge it entails.

The NPC Associate of Business degree is a transfer degree. The general education component of the ABus degree fulfills the Arizona General Education Curriculum (AGEC-B). When completed, the AGEC-B will transfer to the three Arizona public universities as a block that meets all lower division general education requirements. (see *What is AGEC? – page 63*)

NPC Requirements

- The Associate of Business (ABus) degree requires a minimum of 64 course credits with a grade of "C" or better in all courses and a cumulative grade point average of 2.0 on a 4.0 scale.

- Graduates must complete CIS 105 and at least 33 general education credits.

- An 18-credit-hour business core provides foundational business knowledge, as recommended by the Arizona Transfer Committee. This will ensure that when students transfer to state universities they have the core courses that they need to be successful in their upper level businesses courses. Additionally, this business core will ensure that students who graduate with an ABus, and do not further their business education, can be successful in a business environment.

- Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better.

Associate of Business (ABus) • 64 credits

Completion of the 36 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-B) for the Associate of Business degree. (see *What is AGEC? – page 63*)

General Education Courses

Communications ....**6 credits**
    ENL 101 College Composition I..................................3 credits
    ENL 102 College Composition II.................................3 credits
Mathematics...**4 credits**
    MAT 221 Calculus I ....4 credits
    Or any mathematics course for which MAT 221 is a prerequisite

Discipline Studies

Arts and Humanities...**6 credits**
    (Select two courses from at least two disciplines from the list on page 64)
Physical and Biological Science.......................................**8 credits**
    (Select two courses from the list on page 64)
Social and Behavioral Sciences.......................................**6 credits**
    (Select two courses from at least two disciplines from the list on page 64.
      Make at least one selection an asterisk (*) course to meet requirements for
      Contemporary Global, International or Historical Awareness.)
Computer Science ....**3 credits**
    CIS 105 Computer Applications and Information Technology............3 credits
General Electives Options..**3 credits**
    (Select one additional unduplicated course from either the **Arts and
      Humanities** or **Social and Behavioral Sciences** lists on page 64 to satisfy
      the requirements of 36 general education credits.)
Business Core ....**18 credits**
    BUS 120 Financial Accounting ....3 credits
    BUS 121 Managerial Accounting.................................3 credits
    BUS 201 Quantitative Methods...................................3 credits
    BUS 206 Legal, Ethical, Global and Regulatory Environment
      of Business ‡ ....3 credits
    ECN 211 Principles of Macroeconomics.......................3 credits
    ECN 212 Principles of Microeconomics........................3 credits
      ‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Electives (Per the description on page 62)**........................... 10 credits**
    Choose carefully based on lower division and common course requirements for majors at the college or university to which you plan to transfer. To ensure you are selecting appropriate course, see your academic adviser.

Business Studies (BUS)

Accounting Specialization

Direct to $ Work

Bookkeeping, accounting, and auditing clerks produce financial records for organizations. They record financial transactions, update statements, and check financial records for accuracy. Employment in these occupations is projected to grow 11 percent from 2012 to 2022, about as fast as the average for all occupations. The median annual salary in nonmetropolitan north Arizona is $33,320 (43-3031-May 2014).

As the number of organizations increases and financial regulations become stricter, there will be greater demand for these workers to maintain books and provide accounting services.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition, Bookkeeping, Accounting, and Auditing Clerks

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/business-studies.*

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at *https://fafsa.ed.gov.*

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the **Priority Deadlines**:

◊ April 15 for Fall Semester
◊ October 15 for Spring
◊ March 15 for Summer

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Accounting Fundamentals (CP) • 18 credits

BUS 100 Introduction to Business ....3 credits
BUS 103 Success on Your Job ....2 credits
BUS 117 Principles of Financial Accounting I ....3 credits
BUS 122 Computerized Accounting with QuickBooks.....................3 credits
BUS 125 Payroll Accounting...3 credits
BUS 128 Microsoft Excel Applications for Business ....3 credits
BUS 202 Professional Customer Service .... 1 credit

Accounting (CAS) • 30 credits

Complete the Accounting Fundamentals CP......................................**18 credits**
PLUS
BUS 120 Principles of Financial Accounting II ....3 credits
BUS 123 Income Tax Procedures ....3 credits
ENL 101 College Composition I..3 credits
Mathematics..**3 credits**
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64 **_EXCEPT_** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Accounting (AAS) • 64 credits

Complete the Accounting CAS ....**30 credits**
PLUS
General Education Courses
Communications ....**3 credits**
Select any course under the **Communications** General Education List (for AAS Degrees) on page 64 **_EXCEPT_** for SPT 110 and SPT 120.

Discipline Studies.. **7 credits**
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)
AND
BUS 121 Principles of Accounting – Managerial ....3 credits
BUS 185 Ethics in Management ....3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment of Business ‡ ....3 credits
BUS 210 Principles of Management ....3 credits
ECN 211 Principles of Macroeconomics.......................................3 credits
ECN 212 Principles of Microeconomics...3 credits
‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives .... 6 credits
(Choose from any unduplicated courses at the 100-level or above)

Section V

Direct to $ Work

Entrepreneurship Specialization

Entrepreneurship plays a vital role in the growth of the U.S. economy. The number of new business establishments (establishments that are less than 1 year old in any given year) tends to rise and fall with the business cycle of the overall economy. The number of new establishments for the year ending in March 2010 was at the lowest level since data collection began in 1994.

Since most entrepreneurs are self-employed, no median salary statistics are available.

If you are considering starting your own business, consider contacting NPC's Small Business Development Center for free consulation and assistance in preparing Small Business Administration loan applications.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/business-studies.*

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at *https://fafsa.ed.gov.*

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the **Priority Deadlines**:

◊ April 15 for Fall Semester
◊ October 15 for Spring
◊ March 15 for Summer

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Entrepreneurship Fundamentals (CP) • 19 credits

BUS 100 Introduction to Business ....3 credits
BUS 105 Techniques of Supervision ....3 credits
BUS 110 Small Business Management ....3 credits
BUS 112 Fundamentals of Bookkeeping ....3 credits
BUS 202 Professional Customer Service .... 1 credit
BUS 220 Principles of Marketing ....3 credits
BUS 240 Entrepreneurship...3 credits

Entrepreneurship (CAS) • 31 credits

Complete the Entrepreneurship Fundamentals CP ....19 credits
PLUS
BUS 106 Techniques of Personal Finance ....3 credits
BUS 210 Principles of Management ....3 credits
ENL 101 College Composition I...3 credits
Mathematics..3 credits
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64 ***EXCEPT*** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Entrepreneurship (AAS) • 64 credits

Complete the Entrepreneurship CAS..31 credits
PLUS

General Education Courses

Communications ....3 credits
Select any course under the **Communications** General Education List (for AAS Degrees) on page 64 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies.. 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

AND
BUS 122 Computerized Accounting with QuickBooks......................3 credits
BUS 128 Microsoft Excel Applications for Business ....3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment
of Business ‡ ....3 credits
ECN 211 Principles of Macroeconomics......................................3 credits
ECN 212 Principles of Microeconomics.......................................3 credits
‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives .... 8 credits
(Choose from any unduplicated courses at the 100-level or above)

Section V

Management and Leadership Specialization

Direct to
$
Work

The **Management and Leadership** area of specialization prepares graduates for a variety of career options, from administrative services managers, human relations managers, sales managers, marketing specialists, natural science managers, hospitality and food service managers or even school or college administrators.

Career Opportunities

Employment opportunities in the management area are projected to grow 12 percent from 2012 to 2022, about as fast as the average for all occupations. Tasks such as managing facilities and being prepared for emergencies will remain important in a wide range of industries.

The national median annual salaries range from $59,380 to $110,680. (Figures from US BLS May 2014) (SOC 11.2022).

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/business-studies.*

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at *https://fafsa.ed.gov.*

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the **Priority Deadlines**:

◊ April 15 for Fall Semester
◊ October 15 for Spring
◊ March 15 for Summer

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Management and Leadership Fundamentals (CP)
• 16 credits

BUS 100 Introduction to Business ....3 credits
BUS 180 Organizational Behavior...3 credits
BUS 185 Ethics in Management ....3 credits
BUS 202 Professional Customer Service .... 1 credit
BUS 210 Principles of Management ....3 credits
BUS 230 Organizational Leadership ....3 credits

Management and Leadership (CAS) • 28 credits

Complete the Management and Leadership Fundamentals CP............16 credits
BUS 105 Techniques of Supervision
or BUS 225 Human Resource Management...................................3 credits
AND
ECN 211 Principles of Macroeconomics..3 credits
ENL 101 College Composition I...3 credits
Mathematics..3 credits
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64 ***EXCEPT*** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Management and Leadership (AAS) • 64 credits

Complete the Management and Leadership CAS...............................28 credits
PLUS

General Education Courses

Communications ....3 credits
Select any course under the **Communications** General Education List (for AAS Degrees) on page 64 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies.. 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)
AND
BUS 117 Principles of Financial Accounting I ....3 credits
BUS 150 Administrative Policymaking..3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment
of Business‡ ....3 credits
BUS 220 Principles of Marketing ....3 credits
CIS 105 Computer Applications and Information Technology............3 credits
ECN 212 Principles of Microeconomics...3 credits
‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives .... 8 credits
(Choose from any unduplicated courses at the 100-level or above)

Section V

Medical Office Technologies Specialization

Medical records and health information technicians organize and manage health information data. They ensure its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical histories.

Employment of health information technicians is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition, Medical Records and Health Information Technicians

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/business-studies.*

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at *https://fafsa.ed.gov.*

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the **Priority Deadlines**:

◊ April 15 for Fall Semester
◊ October 15 for Spring
◊ March 15 for Summer

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Medical Office Technologies Fundamentals (CP)
• 18 credits

BUS 101 Business Grammar.. 1 credit
BUS 104 Developing Your Professionalism .... 1 credit
BUS 108 Basic Keyboarding and Document Processing...................3 credits
BUS 118 Computerized Medical Billing ....3 credits
BUS 119 Medical Office Administrative Procedures ....3 credits
BUS 126 Vocabulary for the Medical Office ....3 credits
BUS 183 Electronic Medical Records ....3 credits
BUS 202 Professional Customer Service ....1 credit

Medical Office Technologies (CAS) • 29 credits

Complete the Medical Office Technologies Fundamentals CP.............18 credits
BUS 102 Proofreading Mastery .... 1 credit
BUS 227 Medical Coding ....4 credits
ENL 101 College Composition I..3 credits
Mathematics...3 credits
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64 ***EXCEPT*** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Medical Office Technologies (AAS) • 64 credits

Complete the Medical Office Technologies CAS ....29 credits
PLUS

General Education Courses

Communications ....3 credits
Select any course under the **Communications** General Education List (for AAS Degrees) on page 64 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies.. 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

AND
BUS 100 Introduction to Business ....3 credits
BUS 106 Techniques of Personal Finance ....3 credits
BUS 111 Ten-Key Skill Mastery.. 1 credit
BUS 112 Fundamentals of Bookkeeping ....3 credits
BUS 155 Microsoft Word Level I ....3 credits
BUS 231 Microsoft Office Level I ....3 credits
CIS 103 Introduction to Windows .... 1 credit
AND

Unrestricted Electives... 8 credits
(Choose from any unduplicated courses at the 100-level or above)

Medical Transcription Specialization

Medical transcriptionists listen to voice recordings that physicians and other healthcare professionals make and convert them into written reports. They may also review and edit medical documents created using speech recognition technology. Transcriptionists interpret medical terminology and abbreviations in preparing patients' medical histories, discharge summaries, and other documents.

Medical transcriptionists typically need postsecondary training. Prospective medical transcriptionists must have an understanding of medical terminology, anatomy and physiology, grammar, and word-processing software.

The median annual wage for medical transcriptionists in North Arizona nonmetropolitan was $37,880 in May 2014.
(US BLS May 2014) (SOC 29.2071).

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/business-studies.*

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at *https://fafsa.ed.gov.*

Apply early, as the process can take 4-6 weeks. You shoud have all of your paperwork submitted to the Financial Aid Office by the **Priority Deadlines**:

◊ April 15 for Fall Semester
◊ October 15 for Spring
◊ March 15 for Summer

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Medical Transcription Fundamentals (CP)
• 16 credits

BUS 101 Business Grammar...1 credit
BUS 102 Proofreading Mastery ....1 credit
BUS 103 Success on Your Job ....2 credit
BUS 108 Basic Keyboarding and Document Processing..................3 credits
BUS 126 Vocabulary for the Medical Office..................................3 credits
BUS 131 Medical Transcription Fundamentals ....3 credits
BUS 155 Microsoft Word Level I ....3 credits

Medical Transcription (CAS) • 30 credits

Complete the Medical Transcription Fundamentals CP ....*16 credits*
BUS 109 Advanced Keyboarding & Document Processing...............3 credits
BUS 202 Professional Customer Service ....1 credit
BUS 236 Advanced Medical Transcription I...................................4 credits
ENL 101 College Composition I..3 credits
Mathematics...*3 credits*
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64 **EXCEPT** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Medical Transcription (AAS) • 64 credits

Complete the Medical Transcriptions CAS ....*30 credits*
PLUS

General Education Courses

Communications ....*3 credits*
Select any course under the **Communications** General Education List (for AAS Degrees) on page 64 **EXCEPT** for SPT 110 and SPT 120.

Discipline Studies.. 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)
AND
BUS 100 Introduction to Business ....3 credits
BUS 119 Medical Office Administrative Procedures ....3 credits
BUS 170 Written Business Communication...................................3 credits
BUS 237 Advanced Medical Transcription II..................................4 credits
AND

Unrestricted Electives.. 11 credits
(Choose from any unduplicated courses at the 100-level or above)

Section V

Modern Office Technologies Specialization

Direct to $ Work

Secretaries and administrative assistants perform routine clerical and administrative duties. They organize files, draft messages, schedule appointments, and support other staff.

Graduates with basic office and computer skills usually qualify for entry-level positions. Although most secretaries learn their job in several weeks, many legal and medical secretaries require several months of training to learn industry-specific terminology. Executive secretaries usually need several years of related work experience.

Career Opportunities

Employment of secretaries and administrative assistants is projected to grow 12 percent from 2012 to 2022, about as fast as the average for all occupations. Many job openings will result from the need to replace workers who leave the occupation. Those with a combination of work experience and computer skills should have the best job prospects.

The national median annual wage for secretaries and administrative assistants was $34,500 in May 2014.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition, SOC 43-6014.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/business-studies.*

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Modern Office Technologies Fundamentals (CP) • 18 credits

BUS 101 Business Grammar.. 1 credit
BUS 102 Proofreading Mastery .... 1 credit
BUS 103 Success on Your Job .... 2 credit
BUS 108 Basic Keyboarding and Document Processing..................3 credits
BUS 144 Professional Office Skills...............................3 credits
BUS 155 Microsoft Word Level I ....3 credits
BUS 182 Records Management......................................3 credits
BUS 202 Professional Customer Service .... 1 credit
CIS 103 Introduction to Windows .... 1 credit

Modern Office Technologies (CAS) • 28 credits

Complete the Modern Office Technologies Fundamentals CP..............18 credits
BUS 104 Developing Your Professionalism .... 1 credit
BUS 231 Microsoft Office Level I ....3 credits
ENL 101 College Composition I...................................3 credits
Mathematics..3 credits
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64 ***EXCEPT*** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Modern Office Technologies (AAS) • 64 credits

Complete the Modern Office Technologies CAS................................28 credits
PLUS

General Education Courses
Communications ....3 credits
Select any course under the **Communications** General Education List (for AAS Degrees) on page 64 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies.. 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

AND
BUS 100 Introduction to Business ....3 credits
BUS 106 Techniques of Personal Finance ....3 credits
BUS 109 Advanced Keyboarding & Document Processing................3 credits
BUS 111 Ten-Key Skill Mastery.................................... 1 credit
BUS 112 Fundamentals of Bookeeping.......................................3 credits
BUS 149 Microsoft Publisher Basics .... 1 credit
BUS 170 Written Business Communication...................................3 credits

Unrestricted Electives.. 9 credits
(Choose from any unduplicated courses at the 100-level or above)

Retail Management Specialization

The **Retail Management** area of specialization provides fundamentals for small business owners and those working for larger corporations.

Retail managers direct organizations' sales teams. They set sales goals, analyze data, and develop training programs for organizations' sales representatives.

Career Opportunities

Employment of retail managers is projected to grow 8 percent from 2012 to 2022, about as fast as the average for all occupations. Employment growth of these managers will depend primarily on growth or contraction in the industries that employ them.
Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/business-studies.*

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at *https://fafsa.ed.gov.*

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the **Priority Deadlines**:

◊ April 15 for Fall Semester
◊ October 15 for Spring
◊ March 15 for Summer

Retail Management Fundamentals (CP)
• 16 credits

BUS 100 Introduction to Business ....3 credits
BUS 105 Techniques of Supervision ....3 credits
BUS 202 Professional Customer Service ....1 credit
BUS 215 Principles of Retail Management....................................3 credits
BUS 216 Merchandising Practices and Policies.............................3 credits
BUS 220 Principles of Marketing ....3 credits

Retail Management (CAS) • 28 credits

Complete the Retail Management Fundamentals CP ....**16 credits**
BUS 210 Principles of Management ....3 credits
ENL 101 College Composition I..3 credits
ECN 211 Principles of Macroeconomics.......................................3 credits
Mathematics..**3 credits**
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64 ***EXCEPT*** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Retail Management (AAS) • 64 credits

Complete the Retail Management CAS ....**28 credits**
PLUS

General Education Courses

Communications ....**3 credits**
Select any course under the **Communications** General Education List (for AAS Degrees) on page 64 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies.. 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)
AND
BUS 117 Principles of Financial Accounting I ....3 credits
BUS 180 Organizational Behavior
or BUS 230 Organizational Leadership...3 credits
BUS 185 Ethics in Management ....3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment
of Business‡ ....3 credits
ECN 212 Principles of Microeconomics..3 credits
‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives .... 11 credits
(Choose from any unduplicated courses at the 100-level or above)

Section V

Computer Information Systems (CIS)

Computer Information Systems Specialization

Nearly every kind of business organization relies on computing and computer technology to operate efficiently, and those organizations continue to adopt increasingly sophisticated technologies. Employers may train you in their business, but they expect you to know your "business" ~ computer systems and how to develop them and keep them running smoothly. Northland's Computer Information Systems program provides knowledge and skills in the areas of computer programming languages, graphics in multimedia, database management and information systems.

Career Opportunities

According to the **U.S. Bureau of Labor Statistics** (2012), employment of computer analysts, programmers and software engineers is projected to increase faster than average for all occupations for the next decade with job prospects best for those with degrees and relevant experience. Average salaries for programmers and analysts in rural Arizona range from $31,580 to $53,900, but are generally higher in metropolitan areas.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/computer-information-systems*.

Computer Information Systems (CAS) • 36 credits

CIS 105 Computer Applications and Information Technology............3 credits
CIS 111 Introduction to Programming...3 credits
CIS 115 Introduction to Graphic Communication Technology ....3 credits
CIS 125 Effective Communication with Digital Media.....................3 credits
CIS 141 Managing and Maintaining Your PC I (A+) ....3 credits
CIS 150 Digital Culture ....3 credits
CIS 171 GNU Linux Operating System ....3 credits
CIS 217 JAVA Programming, Introductory.....................................3 credits
CIS 245 Database Management and Concepts..............................3 credits
CIS 280 Systems Analysis and Design ....3 credits
PLUS
ENL 101 College Composition I..3 credits
MAT 112 Algebra II: Intermediate..3 credits

Computer Information Systems (AAS) • 64 credits

Complete the Computer Information Systems CAS ....36 credits
   PLUS
General Education Courses
Communications ....3 credits
   Select one of the following:
   ENL 102 College Composition II .... 3 credits
   ENL 109 Technical Writing.. 3 credits

Discipline Studies.. 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

Required Electives.. 18 credits
From the list on page 83

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Graphic Design Specialization

Are you creative with a good eye for detail? Do you have computer aptitude and the ability to communicate well? If so, these can be the groundwork for an exciting career in computer graphic design.

The graphic design field is an enjoyable and rewarding area in which to work and has become an established field within the computer sciences. Film and publishing industries are no longer the only major sources of employment. Due to the ever-growing Internet, a boom in mobile device applications, gaming, and the increasingly interactive requirements of enterprises in the global marketplace, there is an exploding need for specialists in the computer graphics field.

Career Opportunities

Employment opportunities in the computer graphics area is expected to grow due to the explosion of interactive media. However, competition for jobs will be keen, with an edge going to those with design training and animation experience. Median entry-level salaries in the field average about $26,000. After a few years of experience, most computer graphic specialists can earn about $44,150 a year.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition. (SOC 27.1024).

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/computer-information-systems*.

Graphic Design (CP) • 22 credits

ART 103 Basic Design...3 credits
ART 105 Beginning Drawing I ....3 credits
CIS 105 Computer Applications andnInformation Technology ....3 credits
CIS 116 Computer Photographic Imaging (Adobe Photoshop)...........3 credits
CIS 117 Two-Dimensional Computer Design (Adobe Illustrator) ....3 credits
CIS 118 Graphics, Interactive and Animated ....3 credits
CIS 119 Page Layout and Design...3 credits
CIS 298 Portfolio... 1 credit

Graphic Design (CAS) • 34 credits

Complete the Graphic Design Fundamentals CP ....22 credits
PLUS
CIS 115 Introduction to Graphic Communication Technology ....3 credits
CIS 125 Effective Communication with Digital Media.....................3 credits
ENL 101 College Composition I..3 credits
MAT 112 Algebra II: Intermediate..3 credits

Graphic Design (AAS) • 64 credits

Complete the Graphic Design CAS ....34 credits
PLUS

General Education Courses

Communications ....3 credits
Select one of the following:
ENL 102 College Composition II...3 credits
ENL 109 Technical Writing ....3 credits

Discipline Studies.. 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

Required Electives... 20 credits

From the list on page 83

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Web Design Specialization

Direct to $ *Work*

With the phenomenal growth of the Internet has come an equally astounding rise in the career fields of Web page design and Web page development. While the major driving force behind Web page expansion has been e-commerce, it is now the rare institution, association, business or group that doesn't have a Web page to tell the world about itself. In this rapidly expanding digital world, those organizations are looking for someone to provide them with polished, professional websites.

For those interested in the world of Web design, the Computer Information System program offers degrees and certificates that meld art design courses with foundational instruction in the technical aspects of Web development.

All design and development degrees and certificates include credit hours devoted to creating your professional portfolio.

Career Opportunities

For those gifted with artistic talent, a Web design career offers you a good income while putting that talent to work. According to *www.salary.com* (4/2015) a beginning Web Designer I earns a median salary of $63,621 in the Phoenix area.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/computer-information-systems*.

Web Design (CP) • 18 credits

CIS 113 Multimedia
or CIS 125 Effective Communication with Digital Media ....3 credits
CIS 115 Introduction to Graphic Communication Technology ....3 credits
CIS 116 Computer Photographic Imaging (Adobe Photoshop)...........3 credits
CIS 118 Graphics, Interactive and Animated ....3 credits
CIS 168 Web Authoring Tools...3 credits
CIS 187 Introduction to Web Development ....3 credits

Web Design (CAS) • 36 credits

Complete the Web Design CP ....*18 credits*
PLUS
ART 103 Basic Design
or ART 150 Advertising Design...3 credits
CIS 105 Computer Applications and Information Technology............3 credits
CIS 150 Digital Culture ....3 credits
CIS 295 Applied Project for CIS ....3 credits
ENL 101 College Composition I...3 credits
MAT 112 Algebra II: Intermediate..3 credits

Web Design (AAS) • 64 credits

Complete the Web Design CAS ....*36 credits*
PLUS
General Education Courses
Communications ....*3 credits*
Select one of the following:
ENL 102 College Composition II..3 credits
ENL 109 Technical Writing ....3 credits

Discipline Studies.. 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

Required Electives.. 18 credits
From the list on page 83

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Web Development Specialization

Direct to $ Work

With the phenomenal growth of the Internet has come an equally astounding rise in the career fields of Web page design and Web page development. While the major driving force behind Web page expansion has been e-commerce, it is now the rare institution, association, business or group that doesn't have a Web page to tell the world about itself. In this rapidly expanding digital world, those organizations are looking for someone to provide them with polished, professional websites.

The Web development AAS prepares you for tasks ranging from simple page building and web server administration to the methodologies used for systems analyses and design in the increasingly complex world of e-commerce.

All design and development degrees and certificates include credit hours devoted to creating your professional portfolio.

Career Opportunities

If you are a creative person with technical aptitude, a career in the more technically specialized field of website development can pay handsomely. With a degree and a few years of experience, Web developer salaries average more than $72,000 a year.
(www.salary.com, 4/2015).

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/computer-information-systems*.

Web Development (CAS) • 36 credits

CIS 105 Computer Applications and Information Technology............3 credits
CIS 111 Introduction to Programming...3 credits
CIS 150 Digital Culture ....3 credits
CIS 187 Introduction to Web Development ....3 credits
CIS 243 Database-Driven Web Sites ....3 credits
CIS 250 Electronic Commerce ....3 credits
CIS 265 Web Programming..3 credits
CIS 275 Web Server Administration ....3 credits
CIS 280 System Analysis and Design ....3 credits
CIS 295 Applied Project for CIS..3 credits
ENL 101 College Composition I...3 credits
MAT 112 Algebra II: Intermediate...3 credits

Web Development (AAS) • 64 credits

Complete the Web Development CAS..36 credits
  PLUS

General Education Courses

Communications ....3 credits
  Select one of the following:
  ENL 102 College Composition II...3 credits
  ENL 109 Technical Writing ....3 credits

Discipline Studies... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

Required Electives.. 18 credits

From the list on page 83

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Section V

Direct to $ Work

Certificate of Proficiency (CP) Options

If you are interested in information technology as a career, A+ and Network+ certifications could be foundational to your success. NPC offers a series of courses that focus on the information needed to pass the CompTIA examinations. In addition, the program provides you the opportunity of gaining the equivalent knowledge of the recommended 500 hours of hands-on experience. Let NPC's own CompTIA-certified instructors carefully guide you through the topics covered by the three A+ Essentials, A+ Practical Application and Network + examinations.

Commercial Graphics Fundamentals is a 12-credit course of study featuring graphics communication technology, Adobe Photoshop, Adobe Illustrator and layout and design.

Career Opportunities

CompTIA A+ and Network + certifications can open many career doors and, according to the U.S. Bureau of Labor Statistics (North Arizona nonmetropolitan area) entry-level salaries average $35,540 for certified IT support techs (May 2014, SOC 15.1151) and $47,490 for network + certified support technicians (May 2014, SOC 15.1152).

Employment in the computer graphics area is expected to grow due to the explosion of interactive media. However, competition for jobs will be keen, with an edge going to those with design training and animation experience. Median entry-level salaries in the field average about $45,890 (May 2014, SOC 27.1024.

Commercial Graphics Fundamentals (CP)
• 12 credits

CIS 115 Introduction to Graphic Communication Technology ....3 credits
CIS 116 Computer Photographic Imaging (Adobe Photoshop)...........3 credits
CIS 117 Two-Dimensional Computer Design (Adobe Illustrator) ....3 credits
CIS 119 Page Layout and Design...3 credits

Network and PC Support (CP) • 16 credits

CIS 105 Computer Applications and Information Technology............3 credits
CIS 141 Managing and Maintaining Your PC I (A+) ....3 credits
CIS 142 Managing and Maintaining Your PC II (A+) ....3 credits
CIS 145 Network+ Certification Preparation..................................3 credits
CIS 198 Internship ....3 credits
CIS 298 Portfolio... 1 credit

A+, N+ Exams now at NPC

You can now take the **CompTIA A+** and **N+** certification exams at NPC Testing Sites in Holbrook and Show Low.

If you take CIS 141, CIS 142 or CIS 145 at NPC, your test fee is included in your course fee and you will be given a voucher to use as payment for the test at the time of registration.

To register, schedule and pay for your test, go to *www.comptiastore.com*.

Other Information Technology Exams

NPC is also an approved testing site for other Information Technology (IT) certification exams. Go to *www.pearsonvue.com* and search for the desired IT exam, then register, schedule and pay for your test.

A photo ID is required to access the testing area.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

Access the current data online at *www.npc.edu/computer-information-systems*.

Section V

CIS AAS Required Electives • 18-20 credits

The NPC Computer Information Systems (CIS) program is "competency based," ensuring that you graduate job-ready with the skills necessary for entry-level employment. Learn on state-of-the-art equipment in small class settings where you receive personal attention from highly trained and experienced CIS faculty members.

NPC offers courses that train you to use industry standard programs such as: Windows operating system, Linux/Unix operating system, Microsoft Office, Adobe Photoshop, Illustrator, InDesign, Flash, Microsoft Publisher, BASIC, C and C++ language, PHP, MySQL, JavaScript..

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/computer-information-systems*.

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at *https://fafsa.ed.gov*.

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the Priority Deadlines:

◊ April 15 for Fall Semester
◊ October 15 for Spring
◊ March 15 for Summer

To meet the requirements for the **Computer Information Systems Associate of Applied Science degree**, students must complete 18 to 20 unduplicated credits from this list:

BUS 110 Small Business Management ....3 credits
BUS 112 Fundamentals of Bookkeeping
or BUS 117 Principles of Financial Accounting I ....3 credits
BUS 170 Written Business Communication ....3 credits
CIS 103 Introduction to Windows .... 1 credit
CIS 105 Computer Applications and Information Technology............3 credits
CIS 111 Introduction to Programming...3 credits
CIS 113 Multimedia...3 credits
CIS 115 Introduction to Graphic Communication Technology ....3 credits
CIS 116 Computer Photographic Imaging (Photoshop)....................3 credits
CIS 117 Two-Dimensional Computer Design (Illustrator) ....3 credits
CIS 118 Graphics, Interactive and Animated ....3 credits
CIS 119 Page Layout and Design...3 credits
CIS 125 Effective Communication with Digital Media......................3 credits
CIS 141 Managing and Maintaining Your PC I (A+) ....3 credits
CIS 142 Managing and Maintaining Your PC II (A+) ....3 credits
CIS 145 Network + Certification Preparation..................................3 credits
CIS 150 Digital Culture ....3 credits
CIS 161 Microsoft Operating System ....3 credits
CIS 168 Web Authoring Tools..3 credits
CIS 171 GNU Linux Operating System ....3 credits
CIS 183 Introduction to Internet ....3 credits
CIS 187 Introduction to Web Development ....3 credits
CIS 198 Internship .... 1-3 credits
CIS 199 Workshop .... 1-3 credits
CIS 200 BASIC Programming..3 credits
CIS 217 JAVA Programming, Introductory......................................3 credits
CIS 226 Programming in C++ ....3 credits
CIS 243 Database-Driven Web Sites ....3 credits
CIS 245 Database Management and Concepts ....3 credits
CIS 250 Electronic Commerce ....3 credits
CIS 265 Web Programming..3 credits
CIS 275 Web Server Administration ....3 credits
CIS 280 Systems Analysis and Design ....3 credits
CIS 286 Educational Technology ....3 credits
CIS 298 Portfolio.. 1 credit
CIS 299 Special Projects...3 credits

Section V

Construction Technology (CON)

Direct to $ Work

Certificate Options – CP & CAS

The Construction Technology program emphasizes general residential and commercial construction by teaching basic hands-on skills applicable across a wide range of industrial and manufacturing processes.

If you are thinking about a building trades career, consider these benefits of the NPC Construction Technology program:

- Highly qualified and experienced construction professionals provide instruction in small, personalized classroom and workshop settings.
- Hands-on classes take place in the Painted Desert Campus (Holbrook) NPC Skills Center. This state-of-the-art facility is an ideal setting for learning construction skills basics.
- NPC tuition and fees are among the lowest in the entire state. And you may even qualify for federal grants to help defray your education-related expenses!
- OSHA-10 construction certification to prepare you for entry into the workforce is standard.
- Coursework is geared to fulfill the requirements of NCCER, the national agency for standardized construction training and credentialing. Successful completion provides a portable certification of skills that heightens employability in any location.

For more information regarding this program, contact the program chair at **(800) 266-7845, ext. 7456**.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at **www.npc.edu/construction**.

Drafting CP

Drafting (CP) • 21 credits

The **Drafting CP** is currently only available as a dual enrollment option at participating area high schools.

CON 100 Construction Math and Safety* ....3 credits
CON 110 Plan Reading, Site Layout, Communication
    and Employment ....3 credits
DRF 120 Technical Drafting I..3 credits
DRF 130 Architectural Drafting I..3 credits
DRF 150 AutoCAD I..3 credits
DFR 230 Architectural Drafting II...3 credits
DRF 250 AutoCAD II..3 credits

Construction CP & CAS

Construction Technology (CP) • 22 credits

CON 100 Construction Math and Safety* ....3 credits
CON 110 Plan Reading, Site Layout, Communication
    and Employment ....3 credits
CON 124 Masonry Systems* ....3 credits
CON 125 Concrete Systems* ....3 credits
CON 126 Framing Systems* ....4 credits
CON 145 Roofing, Thermal and Moisture Protection Systems* ....3 credits
CON 227 Electrical, Mechanical and Plumbing Systems* ....3 credits

Construction Technologies (CAS) • 28 credits

Complete the Construction Technologies CP.....................................22 credits
PLUS
ENL 101 College Composition I..3 credits
Select any course under the **Mathematics** General Education List
    (for CAS and AAS Degrees) on page 64....................................3 credits

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

* NCCER Certified Course

Associate of Applied Science (AAS) Degree

Direct to
$
Work

Why Study Construction Technology

The economic downturn that has slowed the construction industry in Arizona the past few years is easing. Prospects for the building trades are greatly improved and increasing every day! Now is the opportune time to learn construction technology skills that will serve you a lifetime.

At NPC, you'll find a degree program that emphasizes building fundamentals for any number of career fields including: masonry and concrete systems, framing, roofing, thermal and moisture protection, electrical, mechanical and plumbing systems. Effective communication and job success strategies are emphasized throughout the program.

Career Opportunities

According to the **U.S. Bureau of Labor Statistics**, entry-level construction positions in North Arizona nonmetropolitan area average nearly $42,640 per year (May 2014). With experience in specialized areas of construction, salaries rise along with increases in skill and expertise. Some typical annual salaries for skilled construction workers in Arizona as listed by the BLS:

- Highway maintenance worker: $33,830
- Cement masons/concrete finishers: $34,110
- Carpenters: $35,100
- Electricians: $53,520
- Construction/building inspectors: $44,240

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition.

Construction Technology (AAS) • 64 credits

Complete the Construction Technologies CAS...................................***28 credits***
AND these Core Courses...***15 credits***
   CON 105 Engineering Principles and Construction Methods..............3 credits
   CON 140 Computer Applications in Construction ....3 credits
   CON 200 Integrated Construction Management/Design Laboratory....3 credits
   CON 230 Sustainable Construction..3 credits
   CON 263 Estimating, Scheduling and Planning ....3 credits
  PLUS

General Education Courses

Communications ....***3 credits***
  Select one of the following:
  ENL 102 College Composition II..3 credits
  ENL 109 Technical Writing ....3 credits
  SPT 120 Public Speaking...3 credits

Discipline Studies.. 7 credits
  (Select one course from the **Physical and Biological Sciences** and one course
    from either the **Arts and Humanities** or **Social and Behavioral Sciences**
    lists on page 64.)

Required Electives... 11 credits
  Select a minimum of 11 credits from the following:
  CON 180 Construction Service Learning...3 credits
  CON 198 Construction Internship...1 to 16 credits
  CON 223 Heavy Highway Construction* ....3 credits
  CON 241 Electrical Level 1 *..3 credits
  CON 242 Electrical Level 2 *..3 credits
  Any unduplicated CON course 100 level or higher...........................3 credits
  BUS 115 Business Law..3 credits
  BUS 117 Principles of Financial Accounting I ....3 credits
  DRF 120 Technical Drafting I...3 credits
  DRF 130 Architectural Drafting I..3 credits
  DRF 150 AutoCAD I..3 credits
  DRF 230 Architectural Drafting II...3 credits
  DRF 250 AutoCAD II...3 credits
  ECN 212 Principles of Microeconomics..3 credits
  HQO any unduplicated 100 level or higher course .... up to 11 credits
  MAT 125 Introduction to Statistics ....3 credits
  SPT 220 Technical Theatre..3 credits
  WLD 151 Cutting Process & Welding Quality ....3 credits
  WLD 152 SMAW Plate I...3 credits
  WLD 154 GMAW Plate ....3 credits
  or any unduplicated 100 level or above course...............................6 credits

Section V

Cosmetology (COS)

Certificate of Proficiency (CP) Options

Why Study Cosmetology?

Not many jobs offer you the chance to be creative every day and be paid for your skill and efforts. You generally work in clean, fun surroundings, providing personal care to individuals who appreciate your expertise in making them look their best. Personal care service is a growing field and cosmetology skills are always in demand. If you have an eye for appearance and style, personable communication skills and good hand dexterity, this may be the career field for you.

Cosmetology Instructor

This is a 650-hour training that will prepare an individual in basic instructional methods and techniques for the effective instructing of students in cosmetology or nail technology related management and skills, preparing lesson plans, theory and demonstration methods and the AZ State Board of Cosmetology Laws and Regulations. Upon successful completion you will be prepared to take the AZ State Board of Cosmetology/Nail Technology Instructors Licensing Practical/Written Examinations. A student must have a current cosmetology license.

Nail Technician

This is a 600-hour training that will prepare an individual in nail technology; manicuring, pedicuring, nail enhancements, salon management, customer service and AZ State Board of Cosmetology Laws and Regulations. Upon successful completion the individual will be prepared to take the AZ State Board of Cosmetology Nail Technology Licensing Practical/Written Examinations. {Offered Spring Semester.}

Cosmetology Instructor (CP) • 16 credits

A student must have a current cosmetology license.

COS 209 Science for Cosmetology Instructors................................. 1 credit
COS 210 Management for Cosmetology Instructors ....3 credits
COS 211 Instructing in Cosmetology I...3 credits
COS 212 Instructing in Cosmetology II..3 credits
COS 213 Instructing in Cosmetology III ....3 credits
COS 214 Instructing in Cosmetology IV...3 credits

Nail Technician (CP only) • 20 credits

COS 130 Nail Technology Theory I...3 credits
COS 131 Nail Technology Theory II..3 credits
COS 132 Nail Technology Basic Practicum Practice ....2 credits
COS 133 Nail Technology Basic Practicum Practice ....2 credits
COS 134 Nail Technology Advanced Practicum Practice ....2 credits
COS 135 Nail Technology Advanced Practicum Practice ....2 credits
COS 136 Nail Technology Advanced Practicum Practice ....2 credits
COS 137 Nail Technology Advanced Practicum Practice ....2 credits
COS 138 Nail Technology Advanced Practicum Practice ....2 credits

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/cosmetology*.

Cosmetology Certificate & Degree Options

Direct to $ Work

Cosmetology

This is a 1600-hour program that will prepare individuals in hair cutting/ styling; nails; facial/scalp treatments; shampooing; chemical applications; salon management; customer service; and Arizona State Laws and Regulations. Upon successful completion you will be prepared to take the AZ State Board of Cosmetology Licensing Practical/ Written Examinations. Additional training offered that leads to state board certification and licensing.

Program Locations

NPC's Cosmetology program is offered at three locations – White Mountain Campus in Show Low, Little Colorado Campus in Winslow, and the St. Johns Center (NPC/NAVIT by airport).

Prospective students make application to the program, including a pre-admission interview. Admission is made on either a full- or part-time basis. Call the cosmetology department at **(800) 266-7845, ext. 6161** for information on how to apply or see an academic adviser at a campus or center near you.

Career Opportunities

Job opportunities for licensed, entry-level cosmetologists are very favorable says the U.S. Bureau of Labor Statistics (BLS). The BLS cites growing demand for expert personal appearance care and treatments. Competition for positions may be keen at higher-end salons with the edge going to licensed cosmetologists with training and experience in a range of services.

While the median national salary for hair dressers, stylists and cosmetologists in May 2014 was $27,940, a skilled cosmetologist can build an ever-growing and well-paying client base. Opportunities even exist for you to run your own business!

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition. (SOC 39.5012)

Cosmetology (CP) • 52 credits

COS 113 Introduction to Cosmetology..10 credits
COS 114 Theory of Cosmetology II..3 credits
COS 115 Theory of Cosmetology III –
    General Science of Cosmetology..3 credits
COS 116 Theory of Cosmetology IV – Hair Care..............................2 credits
COS 117 Theory of Cosmetology V – Skin Care and Nail Care...........2 credits
COS 215 Basic Practicum Practice I...2 credits
COS 216 Basic Practicum Practice II..2 credits
COS 217 Basic Practicum Practice III ....2 credits
COS 218 Basic Practicum Practice IV...2 credits
COS 219 Basic Practicum Practice V..2 credits
COS 220 Basic Practicum Practice VI...2 credits
COS 221 Advanced Practicum Practice VII......................................2 credits
COS 222 Advanced Practicum Practice VIII.....................................2 credits
COS 223 Advanced Practicum Practice IX.......................................2 credits
COS 224 Advanced Practicum Practice X..2 credits
COS 225 Advanced Practicum Practice XI.......................................2 credits
COS 226 Advanced Practicum Practice XII......................................2 credits
COS 227 Advanced Practicum Practice XIII.....................................2 credits
COS 228 Advanced Practicum Practice XIV.....................................2 credits
COS 229 Advanced Practicum Practice XV ....2 credits
COS 230 Advanced Practicum Practice XVI ....2 credits

Cosmetology (CAS) • 58 credits

Complete the Cosmetology CP ....52 credits
  PLUS
    ENL 101 College Composition I...3 credits
    Select any course under the **Mathematics** General Education List
      (for CAS and AAS Degrees) on page 64......................................3 credits

Cosmetology (AAS) • 68 credits

Complete the Cosmetology CAS ....58 credits
  PLUS

General Education Courses

Communications ....3 credits
  Select one of the following:
  ENL 102 College Composition II...3 credits
  ENL 109 Technical Writing ....3 credits
  SPT 120 Public Speaking..3 credits

Discipline Studies... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

Section V

Transfer Degree

Associate of Arts in Early Childhood (AAEC)

Why study Early Childhood?

Students interested in the Early Childhood field have several pathways available to them including two degree options – an Associate of Arts in Early Childhood (AAEC) or an Associate of Applied Science (AAS).

The Associate of Arts in Early Childhood transfer degree offers foundational education that enhances good communication skills and provides wide general knowledge while allowing the early childhood student the opportunity to also complete the core early childhood courses leading to a CDA Credential, the most widely-recognized credential in early childhood education. In Arizona, K-3 teachers are also now required to have birth to 8-year old early educator/caregiver experience. Many early childhood settings also are requiring early educators/providers to obtain bachelor degrees in early childhood.

The AAEC degree is designed for students planning to continue their education by transferring to one of the three Arizona public universities. It is specifically designed to fulfill the lower division general education requirements of the Arizona General Education Curriculum (AGEC-A) which, when completed, will transfer to any of the three public Arizona state universities as a block.

NPC Requirements

- The Associate of Arts in Early Childhood degree requires a minimum of 64 hours of course credits with a "C" or better in all courses and a cumulative grade point average of 2.0 on a 4.0 scale.
- Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better. For information about prerequisites, see an NPC academic adviser.

Associate of Arts in Early Childhood (AAEC)• 64 credits

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts in Elementary Education degree. (see *What is AGEC? – page 63*)

General Education courses .... 35 credits

Communications ....**6 credits**
(Select two courses from the AGEC list on page 64)

Mathematics ....**3 credits**
Select one of the following:
MAT 142 College Mathematics with Contemporary Applications........3 credits
MAT 152 Advanced Algebra ....3 credits
Or any mathematics course for which MAT 142 or MAT 152 is a prerequisite.

Discipline Studies

Arts and Humanities..**6 credits**
(Select two courses from at least two disciplines from the list on page 64)

Physical and Biological Science....................................**8 credits**
(Select two courses from the list on page 64)

Social and Behavioral Sciences.....................................**9 credits**
PSY 101 Introduction to Psychology ....3 credits
SOC 225 Sociology of the Family ....3 credits
POS 110 American Government ....3 credits

Computer Science ....**3 credits**
CIS 105 Computer Applications and Information Technology............3 credits

Required Electives .... 22 credits

ECD 100 Providing a Healthy Environment ....1 credit
ECD 101 The Child's Total Learning Environment...........................1 credit
ECD 102 Ensuring a Safe Environment ....1 credit
ECD 103 Planned Arrangement and Schedules..............................1 credit
ECD 105 Guidance Principles for Encouraging Self-Discipline...........1 credit
ECD 108 Techniques for Observing Children.................................1 credit
ECD 110 Building Relationships with Parents Through Communications 1 credit
   OR
ECD 112 Enhancing Family Involvement.......................................1 credit
ECD 115 Nutrition in Early Childhood...1 credit
ECD 120 Enhancing a Positive Self-Concept.................................1 credit
ECD 125 Creative Media..1 credit
ECD 200 Introduction to Early Childhood Education.......................3 credits
ECD 250 Child Development I...3 credits
MAT 161 Algebra-based Mathematics for Elementary Teachers I.......3 credits
MAT 162 Algebra-based Mathematics for Elementary Teachers II......3 credits

Additional Electives .... 7 credits
Successful completion of seven credits of unduplicated university transferrable electives, as described on page 62.

Early Childhood Studies (ECD)

Early Childhood Management Specialization

Direct to $ Work

Why study Early Childhood?

Love working with young children?

Most of NPC's early childhood development programs of study can lead to a national Child Development Associate (CDA) Credential™, the most widely-recognized credential in early childhood education. Based on a core set of competency standards, the CDA Credential™ is a key stepping stone on the path of career advancement for early care professionals as they work toward becoming qualified teachers of young children.

- In Arizona, K-3 teachers are now required to have birth to 8-years-old educator/caregiver experience.

Career Opportunities

Employment of preschool and childcare center directors is projected to grow 17 percent from 2012 to 2022, faster than the average for all occupations. Continued demand for preschool programs and childcare is expected to contribute to growth.

The median national annual salary is $52,190, based on five years of experience in the field.

SOC 11-9031, May 2014. Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition.

Certificate is Foundational

The **Certificate of Applied Science (CAS)** lays the foundation for the **Associate of Applied Science (AAS)** degree.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/early-childhood-studies*.

Early Childhood Management (CAS) • 41 credits

ECD 100 Providing a Healthy Environment .... 1 credit
ECD 102 Ensuring a Safe Environment .... 1 credit
ECD 103 Planned Arrangements and Schedules .... 1 credit
ECD 105 Guidance Principles for Encouraging Self Discipline........... 1 credit
ECD 108 Techniques for Observing Children.................................. 1 credit
ECD 110 Building Relationships with Parents Through Communications 1 credit
ECD 111 Supporting the Growth and Education of Parents .... 1 credit
ECD 112 Enhancing Family Involvement.. 1 credit
ECD 120 Enhancing a Positive Self-Concept.................................. 1 credit
ECD 128 Incorporating the Children's Culture................................ 1 credit
ECD 129 Planning and Implementing a Bilingual Program................ 1 credit
ECD 136 Understanding How Children Learn.................................. 1 credit
ECD 175 Professionalism .... 1 credit
ECD 198 Internship – (Early Childhood Management) .... 1 credit
ECD 200 Introduction to Early Childhood Education .... 3 credits
ECD 201 Exploring Early Childhood Program Philosophies .... 1 credit
ECD 211 Providing Food and Nutrition Services............................. 1 credit
ECD 231 Planning and Managing an Early Childhood Program ....2 credits
ECD 232 Designing Indoor and Outdoor Environments....................2 credits
ECD 233 Developing Policies and Procedures
    for Early Childhood Programs ....2 credits
ECD 234 Staffing an Early Childhood Program...............................2 credits
ECD 235 Budgeting and Financial Management ....2 credits
ECD 236 Marketing the Early Childhood Program...........................2 credits
ECD 237 Evaluating an Early Childhood Program .... 1 credit
ECD 250 Child Development I...3 credits

PLUS

ENL 101 College Composition I...3 credits
Select any course under the **Mathematics** General Education List
    (for CAS and AAS Degrees) on page 64 *EXCEPT* for MAT 101 ......3 credits

ECD – Early Childhood Management (AAS) • 64 credits

Complete the Early Childhood Management CAS ....*41 credits*

PLUS
General Education courses

Communications ....*3 credits*
    Select any course under the **Communications** General Education list (for AAS degrees) on page 64.

Discipline Studies... 7 credits
    (Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

Required Electives .... 13 credits
    Select a minimum of 13 unduplicated credits, 100 level or higher. One-half to six credits of ECD/EDU/HUS 199s and 299s may be included in the 13 credits.

Section V

Family Care Specialization

Direct to Work

Why study Family Care?

The **Family Care** area of specialization prepares childcare workers to provide care for children in their own homes when parents and other family members are unavailable. They care for children's basic needs, such as bathing and feeding. In addition, some help children prepare for kindergarten or help older children with homework.

Most NPC early childhood development programs of study can lead to a national Child Development Associate (CDA) Credential™, the most widely-recognized credential in early childhood education. Based on a core set of competency standards, the CDA Credential™ is a key stepping stone on the path of career advancement for early care professionals as they work toward becoming qualified teachers of young children.

When ready for CDA assessment, you can now take the national CDA exam at NPC Testing Sites in Holbrook and Show Low. Go to **www. pearsonassessments.com** to register for the test. A photo ID is required to access the testing area.

- In Arizona, K-3 teachers are now required to have birth to 8-years-old educator/caregiver experience.

Certificate is Foundational

The **Certificate of Proficiency (CP)** lays the foundation for both the **Certificate of Applied Science (CAS)** and **Associate of Applied Science (AAS)** degree.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at **www.npc.edu/early-childhood-studies**.

ECD – Family Care (CP) • 26 credits

ECD 100 Providing a Healthy Environment......................................1 credit
ECD 101 The Child's Total Learning Environment............................1 credit
ECD 102 Ensuring a Safe Environment ....1 credit
ECD 103 Planned Arrangements and Schedules ....1 credit
ECD 105 Guidance Principles for Encouraging Self Discipline...........1 credit
ECD 108 Techniques for Observing Children....................................1 credit
ECD 110 Building Relationships with Parents Through Communications 1 credit
ECD 113 Fostering Communication and Language Skills ....1 credit
ECD 114 Beginning Mathematical Concepts....................................1 credit
ECD 116 Sciencing and Discovery ....1 credit
ECD 117 Enhancing Questions and Problem--Solving Abilities ....1 credit
ECD 120 Enhancing a Positive Self-Concept....................................1 credit
ECD 123 Music and Creative Movement...1 credit
ECD 124 Dramatic Play in Early Childhood Setting ....1 credit
ECD 125 Creative Media...1 credit
ECD 126 Large Muscle Development ....1 credit
ECD 127 Small Muscle Development..1 credit
ECD 136 Understanding How Children Learn....................................1 credit
*ECD 147 Prenatal and Infant Development....................................1 credit
*ECD 148 Toddler Development ....1 credit
*ECD 149 Development of the Preschool Child ....1 credit
ECD 167 Guidance and Discipline of Infants and Toddlers................1 credit
ECD 175 Professionalism ....1 credit
ECD 181 Recordkeeping for the Family Day Care Provider ....1 credit
ECD 182 Family Day Care as a Small Business.................................1 credit
ECD 183 Balancing Work and Family in a Family Day Care Setting ....1 credit
*ECD 250 Child Development I ....3 credit
***ECD 147, 148, 149 may be taken in combination or
ECD 250 as a single three-credit class.***

Section V

Family Care – CAS & AAS Degree Options

Degree Requirements

Students interested in **Early Childhood Family Care Associate of Applied Science (AAS) degree** must complete the foundational **Family Care Certificate of Proficiency (CP)** and **Certificate of Applied Science (CAS)**.

Check with your academic adviser to ensure classes meet your educational objectives. The Associate of Applied Science (AAS) degree is not intended for university transfer, preparing graduates to immediately enter the workforce.

Career Opportunities

Employment of childcare workers is projected to grow 14 percent from 2012 to 2022, about as fast as the average for all occupations. Growth is expected due to increases in the number of children who require childcare and continued demand for preschool programs.

The median hourly wage in North Arizona nonmetropolitan area was $9.73 in May 2014.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition. (SOC 39-9011)

ECD – Family Care (CAS) • 32 credits

Complete the ECD – Family Care CP..**26 credits**
PLUS
   ENL 101 College Composition I...3 credits
   Select any course under the **Mathematics** General Education List
      (for CAS and AAS Degrees) on page 64......................................3 credits

ECD – Family Care (AAS) • 64 credits

Complete the ECD – Family Care CAS..**32 credits**
PLUS

General Education Courses

Communications ....***3 credits***
   Select any course under the **Communications** General Education list (for AAS
      degrees) on page 64.

Discipline Studies.. 7 credits
   (Select one course from the **Physical and Biological Sciences** and one course
      from either the **Arts and Humanities** or **Social and Behavioral Sciences**
      lists on page 64.)

Required Electives.. 22 credits
   Select a minimum of 22 unduplicated credits. One-half to six credits of ECD/EDU/HUS 199s and
      299s may be included in the 22 credits.

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Infant/Toddler Specialization

Direct to Work

Why study Infant/Toddler?

Research has shown that the time from birth to 3 years of age lays the foundation for all future experiences in a child's life, with the brain developing at an astonishing rate - quicker than any other time in a person's life.

Positive adult-child interactions and daily routines play a critical role in the development of a child. Infant-Toddler Caregivers have a profound impact on a child's learning potential.

NPC's Infant/Toddler Specialization is designed to offer training and support to child care providers that work with children from birth to 3 years of age. Most NPC early childhood development programs of study can lead to a national Child Development Associate (CDA) Credential™, the most widely-recognized credential in early childhood education. Based on a core set of competency standards, the CDA Credential™ is a key stepping stone on the path of career advancement for early care professionals as they work toward becoming qualified teachers of young children.

Certificate is Foundational

The **Certificate of Proficiency (CP)** lays the foundation for the **Certificate of Applied Science (CAS)** and the **Associate of Applied Science (AAS)** degrees.

Most coursework is competency-based, preparing the student for the national CDA Credential™. When you are ready, you can now take the national CDA exam at NPC Testing Sites in Holbrook and Show Low. Go to ***www.pearsonassessments.com*** to schedule the test after submitting CDA assessment application to the Council for Early Childhood Professional Recognition, Washington, D.C. A photo ID is required to access the testing area.

ECD – Infant/Toddler (CP) • 26 credits

ECD 100 Providing a Healthy Environment	1 credit
ECD 102 Ensuring a Safe Environment	1 credit
ECD 103 Planned Arrangements and Schedules	1 credit
ECD 108 Techniques for Observing Children	1 credit
ECD 110 Building Relationships with Parents Through Communications	1 credit
ECD 112 Enhancing Family Involvement	1 credit
ECD 115 Nutrition in Early Childhood	1 credit
ECD 143 Inclusion of Children with Special Needs	2 credit
*ECD 147 Prenatal and Infant Development	1 credit
*ECD 148 Toddler Development	1 credit
*ECD 149 Development of the Preschool Child	1 credit
ECD 154 Environments for Infants and Toddlers	1 credit
ECD 155 Curriculum and Learning Materials for Infants	1 credit
ECD 156 Curriculum and Learning Materials for Toddlers	1 credit
ECD 158 Developing and Utilizing Observation Skills in Infant and Toddler Programs	1 credit
ECD 159 Recordkeeping Skills for Infant/Toddler Care	1 credit
ECD 163 Cognitive Development of Infants and Toddlers	1 credit
ECD 164 Practical Applications of Cognitive Development	1 credit
ECD 165 Language Development of Infants and Toddlers	1 credit
ECD 166 Encouraging Autonomy and Positive Self-Concept	1 credit
ECD 167 Guidance and Discipline of Infants and Toddlers	1 credit
ECD 168 Enhancing Social Competence of Infants/Toddlers	1 credit
ECD 169 Sensorimotor Learning in Infancy and Toddlerhood	1 credit
ECD 172 Physical Development in Infancy and Toddlerhood	1 credit
ECD 175 Professionalism	1 credit
*ECD 250 Child Development I	3 credit

*ECD 147, 148, 149 may be taken in combination or ECD 250 as a single three-credit class.

ECD – Infant/Toddler (CAS) • 32 credits

Complete the ECD – Infant/Toddler CP	***26 credits***
PLUS	
ENL 101 College Composition I	3 credits
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64	3 credits

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

> **In Arizona, K-3 teachers are now required to have birth to 8-years-old educator/caregiver experience.**

Section V

Infant/Toddler – AAS Degree

Direct to $ *Work*

Degree Requirements

The **Associate of Applied Science (AAS) ECD-Infant/Toddler** degree builds on the foundational **Certificate of Applied Science (CAS)** and **Certificate of Proficiency (CP)**, requiring completion of an additional 32 credits – 10 general education and 22 required electives.

Check with your NPC academic adviser to ensure classes meet your educational objectives.

The **Associate of Applied Science (AAS)** degree is not intended for university transfer, preparing graduates to immediately enter the workforce.

Career Opportunities

Employment of childcare workers is projected to grow 14 percent from 2012 to 2022, about as fast as the average for all occupations. Growth is expected due to increases in the number of children who require childcare and continued demand for preschool programs.

The median hourly wage in North Arizona nonmetropolitan area was $9.73 in May 2014.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition. (SOC 39-9011)

ECD – Infant/Toddler (AAS)• 64 credits

Complete the ECD – Infant/Toddler CAS ....*32 credits*
PLUS

General Education Courses

Communications ....*3 credits*
Select any course under the **Communications** General Education list (for AAS degrees) on page 64.

Discipline Studies..**7 credits**
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

Required Electives...**22 credits**
Select a minimum of 22 unduplicated credits. One-half to six credits of ECD/EDU/HUS 199s and 299s may be included in the 22 credits.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/early-childhood-studies*.

Section V

Preschool Specialization – CP & CAS

Direct to $ **Work**

Why study Preschool?

Research has shown that the time from birth to 3 years of age lays the foundation for all future experiences in a child's life, with the brain developing at an astonishing rate - quicker than any other time in a person's life.

Positive adult-child interactions and daily routines play a critical role in the development of a child. Preschool Caregivers have a profound impact on a child's learning potential.

NPC's Preschool Specialization is designed to offer training and support to child care providers that work with children to 5 years of age. Most NPC early childhood development programs of study can lead to a national Child Development Associate (CDA) Credential™, the most widely-recognized credential in early childhood education. Based on a core set of competency standards, the CDA Credential™ is a key stepping stone on the path of career advancement for early care professionals as they work toward becoming qualified teachers of young children.

- In Arizona, K-3 teachers are now required to have birth to 8-years-old educator/caregiver experience.

Certificate is Foundational

The **Certificate of Proficiency (CP)** lays the foundation for the **Certificate of Applied Science (CAS)** and the **Associate of Applied Science (AAS)** degree.

Most coursework is competency-based, preparing the student for the national CDA Credential™. You can now take the national CDA exam at NPC Testing Sites in Holbrook and Show Low. Go to **www.pearsonassessments.com** to schedule after submitting CDA Assessment application to the Council for Early Childhood Professional Recognition, Washington, D.C. A photo ID is required to access the testing area.

ECD – Preschool (CP) • 26 credits

ECD 100 Providing a Healthy Environment .... 1 credit
ECD 101 The Child's Total Learning Environment .... 1 credit
ECD 102 Ensuring a Safe Environment .... 1 credit
ECD 103 Planned Arrangements and Schedules .... 1 credit
ECD 105 Guidance Principles for Encouraging Self Discipline........... 1 credit
ECD 108 Techniques for Observing Children .... 1 credit
ECD 110 Building Relationships with Parents Through Communications 1 credit
ECD 112 Enhancing Family Involvement .... 1 credit
ECD 113 Fostering Communication and Language Skills .... 1 credit
ECD 114 Beginning Mathematical Concepts .... 1 credit
ECD 115 Nutrition in Early Childhood .... 1 credit
ECD 116 Sciencing and Discovery .... 1 credit
ECD 117 Enhancing Questions and Problem-Solving Abilities .... 1 credit
ECD 118 Blocks in Early Childhood Program .... 1 credit
ECD 120 Enhancing a Positive Self-Concept .... 1 credit
ECD 123 Music and Creative Movement .... 1 credit
ECD 124 Dramatic Play in Early Childhood Setting .... 1 credit
ECD 125 Creative Media .... 1 credit
ECD 126 Large Muscle Development .... 1 credit
ECD 127 Small Muscle Development .... 1 credit
ECD 136 Understanding How Children Learn .... 1 credit
*ECD 147 Prenatal and Infant Development .... 1 credit
*ECD 148 Toddler Development .... 1 credit
*ECD 149 Development of the Preschool Child .... 1 credit
ECD 175 Professionalism .... 1 credit
ECD 216 Transitions .... 1 credit
*ECD 250 Child Development I .... 3 credit
*ECD 147, 148, 149 may be taken in combination or ECD 250 as a single three-credit class.

ECD – Preschool (CAS) • 32 credits

Complete the ECD – Preschool CP...26 credits
PLUS
ENL 101 College Composition I .... 3 credits
Select any course under the **Mathematics** General Education List
(for CAS and AAS Degrees) on page 64 .... 3 credits

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Section V

Preschool – AAS Degree

Degree Requirements

The **Associate of Applied Science (AAS) ECD – Preschool** degree builds on the foundational **Certificate of Applied Science (CAS)**, requiring completion of 32 additional credits – 10 general education and 22 required electives.

Check with your NPC academic adviser to ensure classes meet your educational objectives

The Associate of Applied Science (AAS) degree is not intended for university transfer, preparing graduates to immediately enter the workforce.

Career Opportunities

Employment of childcare workers is projected to grow 14 percent from 2012 to 2022, about as fast as the average for all occupations. Growth is expected due to increases in the number of children who require childcare and continued demand for preschool programs.

The median hourly wage in North Arizona nonmetropolitan area was $9.73 in May 2014.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition. (SOC 39-9011)

ECD – Preschool (AAS)• 64 credits

Complete the ECD – Preschool CAS..32 credits
PLUS

General Education Courses

Communications ....3 credits
   Select any course under the **Communications** General Education list (for AAS degrees) on page 64.

Discipline Studies... 7 credits
   (Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

Required Electives.. 22 credits
   Select a minimum of 22 unduplicated credits. One-half to six credits of ECD/EDU/HUS 199s and 299s may be included in the 22 credits.

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/early-childhood-studies*.

Section V

School Age Specialization – CP & CAS

Direct to $ Work

Why study School Age?

The **School Age** area of specialization is designed for individuals who are working with school age children and want to further develop their knowledge and skills specific to this age group. Learn ways to provide a variety of activities and materials that encourage spontaneous expression and expand children's imagination.

Most NPC early childhood development programs of study can lead to a national Child Development Associate (CDA) Credential™, the most widely-recognized credential in early childhood education. Based on a core set of competency standards, the CDA Credential™ is a key stepping stone on the path of career advancement for early care professionals as they work toward becoming qualified teachers of young children.

- In Arizona, K-3 teachers are now required to have birth to 8-years-old educator/caregiver experience.

Certificate is Foundational

The **Certificate of Proficiency (CP)** lays the foundation for both the **Certificate of Applied Science (CAS)** and **Associate of Applied Science (AAS)** degree.

ECD – School Age (CP) • 26 credits

ECD 100 Providing a Healthy Environment .... 1 credit
ECD 102 Ensuring a Safe Environment .... 1 credit
ECD 103 Planned Arrangements and Schedule .... 1 credit
ECD 107 Collecting, Organizing, and Using Teaching Aids .... 1 credit
ECD 108 Techniques for Observing Children .... 1 credit
ECD 110 Building Relationships with Parents Through Communications 1 credit
ECD 115 Nutrition in Early Childhood .... 1 credit
ECD 116 Sciencing and Discovery .... 1 credit
ECD 117 Enhancing Questions and Problem-Solving Abilities .... 1 credit
ECD 120 Enhancing a Positive Self-Concept .... 1 credit
ECD 123 Music and Creative Movement .... 1 credit
ECD 124 Dramatic Play in Early Childhood Setting .... 1 credit
ECD 125 Creative Media .... 1 credit
ECD 127 Small Muscle Development .... 1 credit
ECD 136 Understanding How Children Learn .... 1 credit
*ECD 147 Prenatal and Infant Development .... 1 credit
*ECD 148 Toddler Development .... 1 credit
*ECD 149 Development of the Preschool Child .... 1 credit
ECD 150 Middle Childhood Years .... 1 credit
ECD 151 Math for School Agers .... 1 credit
ECD 152 Learning Environment for School Agers .... 1 credit
ECD 153 Guidance Principles for School Agers .... 1 credit
ECD 175 Professionalism .... 1 credit
ECD 216 Transitions .... 1 credit
ECD 217 Early Literacy .... 1 credit
*ECD 250 Child Development I .... 3 credits
EDU 139 Assisting in Teaching Elementary School
    Physical Education .... 1 credit

*ECD 147, 148, 149 may be taken in combination or ECD 250 as a single three-credit class.

ECD – School Age (CAS) • 32 credits

Complete the ECD – School Age CP ....26 credits
PLUS
ENL 101 College Composition I ....3 credits
Select any course under the **Mathematics** General Education List
    (for CAS and AAS Degrees) on page 64 ....3 credits

Section V

School Age – AAS Degree

Degree Requirements

Students interested in **Early Childhood School Age Associate of Applied Science (AAS) degree** must complete the foundational **School Age Certificate of Proficiency (CP)** and **Certificate of Applied Science (CAS)**.

Check with your academic adviser to ensure classes meet your educational objectives. The Associate of Applied Science (AAS) degree is not intended for university transfer, preparing graduates to immediately enter the workforce.

Career Opportunities

Employment of childcare workers is projected to grow 14 percent from 2012 to 2022, about as fast as the average for all occupations. Growth is expected due to increases in the number of children who require childcare and continued demand for preschool programs.

The median hourly wage in North Arizona nonmetropolitan area was $9.73 in May 2014.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition. (SOC 39-9011)

ECD – School Age (AAS) • 64 credits

Complete the ECD – School Age CAS ....*32 credits*
PLUS

General Education Courses

Communications ....*3 credits*
Select any course under the **Communications** General Education list (for AAS degrees) on page 64.

Discipline Studies... **7 credits**
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

Required Electives.. **22 credits**
Select a minimum of 22 **unduplicated** credits. One-half to six credits of ECD/EDU/HUS 199s and 299s may be included in the 22 credits.

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/early-childhood-studies*.

Section V

Transfer Degree

Associate of Arts in Elementary Education (AAEE)

University Transfer

If you enjoy children, feel you have a talent for teaching and you want to help improve the world, the **Associate of Arts in Elementary Education (AAEE)** is a **transfer degree** that provides you with foundational skills in the elementary teaching field while preparing you for initial teacher certification programs at the state's three public universities. The **general education component** of the AAEE degree is specifically designed to fulfill the lower division general education requirements at NAU, ASU and UofA.

Additionally, with your AAEE degree in hand, you meet current elementary school requirements to be a classroom instructional assistant. You have the credentials to work in your chosen setting while completing your bachelor's degree.

NPC Requirements

- The Associate of Arts in Elementary Education degree requires a minimum of 64 hours of course credits with a "C" or better in all courses and a cumulative grade point average of 2.0 on a 4.0 scale.

- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better. For information about prerequisites, see an academic adviser.

- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global / International or Historical Awareness.

Associate of Arts in Elementary Education (AAEE) • 64 credits

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts in Elementary Education degree. *(see What is AGEC? – page 63)*

General Education Courses .... 35 credits

Communications ....*6 credits*
  ENL 101 College Composition I..3 credits
  (Select a second course from the AGEC list on page 64)

Mathematics ....*3 credits*
  Select one of the following, or a mathematics course for which MAT 142 or
      MAT 152 is a prerequisite.
  MAT 142 College Mathematics with Contemporary Applications........3 credits
  MAT 152 Advanced Algebra ....3 credits

Discipline Studies

Arts and Humanities ....*9 credits*
  (Select three courses from at least two disciplines from the list on page 64)

Physical and Biological Science ....*8 credits*
  (Select two courses from the list on page 64)

Social and Behavioral Sciences ....*9 credits*
  (Select three courses from at least two disciplines from the list on page 64.)

Core Requirements .... 15 credits

You must complete all 5 courses.
  EDU 200 Introduction to Education..3 credits
  EDU 220 Diversity in Education ....3 credits
  EDU 222 Introduction to Special Education ....3 credits
  MAT 161 Algebra-based Mathematics for Elementary Teachers I.......3 credits
  MAT 162 Algebra-based Mathematics for Elementary Teachers II......3 credits

Required Electives .... 14 credits

You must successfully complete all three of the following courses:
  CIS 105 Computer Applications and Information Technology............3 credits
  POS 221 Arizona Constitution .... 1 credit
  POS 222 U.S. Constitution .... 1 credit

PLUS

Successful completion of one of the following:
  EDU 272 Educational Psychology..3 credits
  EDU 276 Managing the Learning Environment.............................3 credits
  EDU 291 Children's Literature ....3 credits
  ENL 291 Children's Literature...3 credits

PLUS

Successful completion of six credits of unduplicated electives from the
    General Education Requirements list on page 64.

Section V

Education Studies (EDU)

Education Professions

Direct to $ Work

Why become a Paraprofessional?

School districts are among the largest employers in NPC's service area. To help supply the workforce required by the 22 public school districts and the 35 Bureau of Indian Education schools, NPC offers a **Education Profession Certificate of Proficiency (CP)**.

The **Education Professions CP** can be completed in two semesters and prepares students for the national ParaPro Assessment for individuals working as teaching assistants or serving as substitute teachers.

Career Opportunities

Employment of teacher assistants is projected to grow 9 percent from 2012 to 2022, about as fast as the average for all occupations. Employment growth is expected due to increases in student enrollment in elementary and secondary schools as well as in childcare and preschool.

The median annual salary for North nonmetropolitian Arizona was $23,960 in May 2014.

(SOC 29-9041) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition.

Education Professions (CP only) • 20 credits

ECD 250 Child Development I...3 credits
ECD 251 Child Development II...2 credits
EDU 101 Effective Tutoring ....1 credit
EDU 137 Principles of Child Guidance..1 credit
EDU 138 Managing Children's Behavior ....1 credit
EDU 200 Introduction to Education..3 credits
EDU 201 Substitute Teaching in the Schools.................................3 credits
EDU 222 Introduction to Special Education ....3 credits
EDU/CIS 286 Educational Technology...3 credits

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/education-studies*

Emergency Medical Technology

See Paramedicine on page 113

Film and Digital Video (FDV)

Direct to $ Work

Degree and Certificate Options

The Northland Pioneer College Film and Digital Video program trains students for a career in motion pictures. Foundational courses in the history and theory of film, as well as film aesthetics, pave the way for hands-on courses in the art and craft of several fields of video production, including lighting, cinematography, sound, screenwriting, and editing. Students work with the latest digital tools to produce their own video work in the AAS degree, which acts as a résumé or "short reel" for entry into the professional world of film/video. Students enrolled in NPC's program will work with Adobe Premiere Pro, an industry standard software.

Dual Credit Options

Students enrolled in NAVIT and several local high schools may be eligible for dual enrollment credit while pursuing a Film and Digital Video degree at NPC.

This allows students to remain in the area and gain valuable experience in the field before possibly pursuing an advanced degree.

Where are the Jobs?

You don't have to move to Hollywood to be successful in the film industry. Today, a feature film can be made anywhere with the relatively low cost of technology. As the equipment gets smaller and less expensive, there's more opportunity to create high quality videos for a local band, business, wedding or event.

Most film and digital video graduates will begin as an assistant for an editor, director, producer or camera person.

FDV Certificate of Proficiency (CP) • 24 credits

FDV 130 or SPT 230 Video Production ....3 credits
FDV 140 or SPT 240 Video editing..3 credits
FDV 150 or SPT 150 Introduction to Film....................................3 credits
FDV 160 Digital Audio for Film/TV..3 credits
FDV 210 or ENL 210 Screenplay Writing ....3 credits
FDV 220 Film Aesthetics..3 credits
FDV 222 Digital Video Pre-Production Applications........................2 credits
FDV 232 Digital Video Production Applications..............................2 credits
FDV 242 Digital Video Post-Production Applications.......................2 credits

FDV Certificate of Applied Science (CAS) • 30 credits

Complete the FDV CP ....***24 credits***
PLUS
ENL 101 College Composition I..3 credits
Select any course under the **Mathematics** General Education List
   (for CAS and AAS Degrees) on page 64....................................3 credits

FDV Associate of Applied Science (AAS) • 64 credits

Complete the FDV CAS ....***30 credits***
PLUS
General Education Courses
Communications ....***3 credits***
Select any course under the **Communications** General Education list (for AAS degrees) on page 64.

Discipline Studies.. 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.)

Unrestricted Electives.. 24 credits
Choose from any unduplicated courses at the 100-level or above.

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science • (AAS) Associate of Applied Science

What Kind of Salary?

The Phoenix area is the nation's eighth largest employer of camera operators for television, video and motion pictures. According to the U.S. Bureau of Labor Statistics, the average annual salary for a camera operator is $42,610, while a film or video editor averages $52,700. Depending on how good you are and what kinds of contacts you've made, the sky's the limit.

Fire Science (FRS)

Certificate Options – CP & CAS

Northland Pioneer College's **Fire Science** program is designed to:

1. Prepare students for a career in Fire Science or a related field;

2. Provide students with a better understanding of fire and related hazards and challenges faced in providing public safety services, and

3. Provide training to professional fire service personnel in order that they may perform their duties in the safest, most efficient means possible.

The curriculum is designed after the U.S. Fire Administration's National Fire Academy (NFA) Fire and Emergency Services Higher Education (FESHE) model in order to provide consistent training as offered in participating colleges around the United States.

Degree Requirements

The Fire Science **Certificate of Proficiency (CP)** program prepares you for service as a firefighter in rural settings. These certificates emphasize professional firefighting skills corresponding to the everyday demands of the profession. It is designed for both individuals serving in the profession as firefighters and as a preparatory program for those seeking a career in firefighting.

Live-train at the Northeast Arizona Training Center (NATC) in Taylor, an "all-risk" facility complete with burn tower, flash chamber and 10-acre defensive driving track.

FRS Firefighter (CP) • 18 credits

FRS 104 Firefighter I & II..10 credits
FRS 110 Hazardous Materials for First Responders ....2 credits
FRS 126 Rope Rescue I .... 1 credit
FRS 139 Confined Space Operations ....3 credits
FRS 150 Wildland Firefighter..2 credits

FRS Driver/Operator (CP) • 24 credits

Complete the Firefighter Certificate of Proficiency (CP) ....18 credits
FRS 135 Fire Protection Hydraulics and Water Supply....................3 credits
FRS 137 Strategies and Tactics...3 credits

FRS Leadership (CP) • 24 credits

Complete the Firefighter Certificate of Proficiency (CP) ....18 credits
FRS 101 Principles of Fire and Emergency Services
   Administration..3 credits
FRS 138 Legal Aspects of Emergency Services..............................3 credits

Fire Science (CAS) • 34 credits

FRS 104 Firefighter I & II..10 credits
FRS 200 Fire Behavior and Combustion..3 credits
FRS 201 Fire Protection Systems ....3 credits
FRS 202 Principles of Emergency Services.....................................3 credits
FRS 203 Fire Prevention ....3 credits
FRS 207 Building Construction for Fire Prevention ....3 credits
FRS 208 Principles of Fire and Emergency Services
   Safety and Survival ....3 credits

PLUS
ENL 101 College Composition I..3 credits
Mathematics...3 credits
Select any course under the **Mathematics** General Education List
   (for CAS and AAS Degrees) on page 64.....................................3 credits

Associate of Applied Science (AAS) Degree

Direct to $ Work

First Responders

Not only is fighting fires dangerous and complex, as a firefighter you are frequently the first emergency personnel at the scene of a traffic accident or medical emergency and may be called upon to treat injuries or perform other vital functions. In addition, some firefighters work in hazardous materials units that are specially trained for the control, prevention and cleanup of dangerous substances.

Through cooperation with local fire departments, you'll train to deal with these and other fire situations, as well as the use of specialized emergency equipment.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/fire-science***.

Career Opportunities

Employment of firefighters is projected to grow 7 percent from 2012 to 2022, slower than the average for all occupations. Competition for jobs will likely be intense. Physically fit applicants with high test scores and paramedic training should have the best job prospects.

The median annual salary for North Nonmetropolitian Arizona was $35,540 in May 2014.

(SOC 33-2011) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition.

Fire Science (AAS) • 64 credits

Complete the Fire Science CAS ....*34 credits*

Required Electives.. **9 credits**

 Complete a minimum of 9 credit hours from the following:
 FRS 101 Principles of Fire and Emergency Services Administration..3 credits
 FRS 110 Hazardous Materials for First Responder...........................2 credits
 FRS 126 Rope Rescue I .... 1 credit
 FRS 127 Rope Rescue II .... 1 credit
 FRS 128 Rope Rescue III... 1 credit
 FRS 132 Fire Investigation I ....3 credits
 FRS 135 Fire Protection Hydraulics and Water Supply.....................3 credits
 FRS 137 Strategies and Tactics...3 credits
 FRS 138 Legal Aspects of Emergency Services.............................3 credits
 FRS 139 Confined Space Operations ....3 credits
 FRS 141 Fire Service Communication..3 credits
 FRS 150 Wildland Firefighter..2 credits

Unrestricted Electives... **9 credits**

 Any <u>unduplicated</u> courses at the 100 or higher level.

 PLUS

General Education Courses

 Communications ....*3 credits*
 Select any course under the **Communications** General Education list (for AAS
  degrees) on page 64.

Discipline Studies (Per the lists on page 64)**.........................** **9 credits**

 Select one course from the **Arts and Humanities** ....3 credits
 Social and Behavioral Sciences ....6 credits
 PSY 101 Introduction to Psychology ....3 credits
 and any non-PSY course from the **Social and Behavioral Sciences** list.

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Section V

Human Services (HUS)

Residential Child/Youth Care – CP & CAS

Direct to Work

Why become a Residential Child/Youth Assistant?

Know how to manage time effectively?

Have patience and understanding and good communication skills?

Couple these with working with children and young adults in residential group care facilities, such as boarding schools, dormitories, group homes or even private residences and you might find a rewarding career as a Residential Child/Youth Assistant. The Child/Youth Assistant provides assistance in everyday living and guidance in completing tasks.

NPC's Residential Child/Youth Care Assistant program combines courses from several disciplines into an Associate of Applied Science (AAS) degree or Certificate of Applied Science (CAS) and Proficiency (CP).

Career Opportunities

Nationally employment of residential child/youth assistants is projected to grow below the average for all occupations. Locally, employment growth tends to be in residential dorms in rural areas, where there are mandated requirements for educational growth for workers.

The median annual salary for residential child/youth assistants ranged from $20,610 to $25,950 in May 2014, with higher ranges being in specialized disability or substance abuse facilities.

(SOC 39-9021, 9041) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition.

Child/Youth Care (CP) • 19 credits

ECD 100 Providing a Healthy Environment .... 1 credit
ECD 102 Ensuring a Safe Environment .... 1 credit
ECD 108 Techniques for Observing Children .... 1 credit
ECD 110 Building Relationships with Parents Through Communications 1 credit
ECD 143 Inclusion of Children with Special Needs .... 2 credits
ECD 152 Learning Environment for School Agers .... 1 credit
ECD 153 Guidance Principles for School Agers .... 1 credit
ECD 175 Professionalism .... 1 credit
EDU 137 Principles of Child Guidance .... 1 credit
EDU 138 Managing Children's Behavior .... 1 credit
HUS 251 Developing a Culture of Care .... 2 credits
HUS 252 Building Relationships .... 2 credits
HUS 253 Teaching Discipline .... 2 credits
HUS 256 Understanding Child Development .... 2 credits

Residential Child/Youth Care Assistant (CAS)
36 credits

Complete the Child/Youth Care CP ....***19 credits***
Any CIS course .... 3 credits
ECD 250 Child Development I .... 3 credits
ECD 251 Child Development II .... 2 credits

Electives .... **3 credits**
An additional three **unduplicated** credits (100 level or higher) must be selected from ECD/EDU/EMT/HDE/HUS/CIS/HPE/ANT/LAN courses. Up to three credits of 199 workshops may be used.

PLUS

Communications ....***3 credits***
ENL 101 College Composition I .... 3 credits
Mathematics ....***3 credits***
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64 .... 3 credits

Residential Child/Youth Care – AAS Degree

Direct to $ Work

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/human-services*.

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at *https://fafsa.ed.gov*.

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the Priority Deadlines:

◊ April 15 for Fall Semester
◊ October 15 for Spring
◊ March 15 for Summer

Residential Child/Youth Care Assistant (AAS) • 64 credits

Complete the **Residential Child/Youth Care CAS** ....*36 credits*
CIS: Any unduplicated course...*3 credits*

These additional Core Requirements .... 5 credits

ECD 221 Stress Management for Educators...................................2 credits
ECD or EDU Internship .... 1 credit
HUS 180 Cross-Cultural Helping Skills ....2 credits

Additional Required Electives .... 10 credits

An additional 10 **unduplicated** credits must be selected from any 100-level or above courses. Up to six credits of 199 workshops may be included in the AAS degree total of 13 elective credits.

PLUS

General Education Courses

Communications ....3 credits
Select any course under the **Communications** General Education list (for AAS degrees) on page 64.

Discipline Studies (Per the lists on page 64)........................ 7 credits

Select one course from the **Physical and Biological Science**s and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences**.

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Industrial Maintenance & Operations (IMO)

Why study IMO?

Are you a good problem solver with strong mechanical and technical skills? Do you have a familiarity with computers? If so, you might consider a career in the well-paying industrial maintenance and operations field. A degree or certificate from the NPC **Industrial Maintenance & Operations** program can provide you with that critical edge in landing a job in this field.

NPC's Industrial Maintenance & Operations program prepares students to be technicians and operators capable of understanding the entire system with which they work. Core courses cover the complex related mechanical, pneumatic, hydraulic, electrical, thermal and sensory control systems used in modern industry.

Career Opportunities

According to the U.S. Bureau of Labor Statistics (BLS), due to the large number of retirements of baby boom workers in the electric power industry, job opportunities are predicted to be excellent for well-qualified applicants. Most entry-level workers start as helpers or laborers before advancing to more responsible positions such as stationery engineers, boiler operators, dispatchers, distributors and plant operators. The median salary for boiler operators in Arizona is $46,250, plant operators earned a median salary of $41,880 and dispatchers/distributors earned nearly $85,760.
(U.S. BLS, May 2014, SOC 51.8000)

Local career opportunities exist in all Northland district communities and throughout the state and nation. Technical employers include power plants, paper mills, saw mills, various utilities and communications companies and small to medium manufacturing companies.

Areas of Specialization

Electrical (CP) • 24 credits

IMO 151 Electrical Level I	6 credits
IMO 152 Electrical Level II	6 credits
IMO 153 Electrical Level III	6 credits
IMO 154 Electrical Level IV	6 credits

Industrial Plant Operations (CP)• 24 credits

IMO 208 Introduction to Energy Generation and Distribution	6 credits
IMO 211 Power Principles II	6 credits
IMO 212 Power Principles III	6 credits
IMO 213 Power Principles IV	6 credits

Instrumentation (CP) • 28 credits

IMO 155 Instrumentation Level I	7 credits
IMO 156 Instrumentation Level II	7 credits
IMO 157 Instrumentation Level III	7 credits
IMO 158 Instrumentation Level IV	7 credits

Mechanical Maintenance (CP) • 24 credits

IMO 230 Mechanical Maintenance I	6 credits
IMO 231 Mechanical Maintenance II	6 credits
IMO 232 Mechanical Maintenance III	6 credits
IMO 233 Mechanical Maintenance IV	6 credits

Operations/Maintenance (CP) • 28 credits

IMO 201 Introduction to Industrial Maintenance	4 credits
IMO 208 Introduction to Energy Generation and Distribution	6 credits
IMO 211 Power Principles II	6 credits
IMO 230 Mechanical Maintenance I	6 credits
IMO 231 Mechanical Maintenance II	6 credits

Wastewater Collection and Treatment (CP) 18 credits

IMO 140 Wastewater Collection and Treatment I	6 credits
IMO 141 Wastewater Collection and Treatment II	6 credits
IMO 142 Wastewater Collection and Treatment III	6 credits

Water Supply Treatment (CP) • 18 credits

IMO 130 Water Supply and Treatment I	6 credits
IMO 131 Water Supply and Treatment II	6 credits
IMO 132 Water Supply and Treatment III	6 credits

Certificate (CAS) & AAS Degree Options

Direct to $ *Work*

Hybrid Classes

Instructional emphasis is placed on foundational mathematics skills as you learn the basic mechanical, pneumatic, hydraulic, electrical, thermal and sensory control systems found in today's modern industries.

Lecture classes on the "operations" segment of the IMO program are offered online via the Internet; laboratory classes take place one evening a week at the Coronado Generating Station in St. Johns, the Cholla Power Plant in Joseph City, the Navajo Generating Station in Page and the Tucson Electric Power Generating Station in Springerville. (*Check current semester's class schedule for hands-on component scheduling.*)

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at *www.npc.edu/industrial-maintenance-operations*.

For additional information about the Industrial Maintenance & Operations Program, contact the Program Coordinator at the Painted Desert Campus, **(800) 266-7845, ext. 7360**.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Certificate of Applied Science (CAS) • 30-34 credits

Note: A Certificate of Applied Science (CAS) is <u>NOT</u> available in Wasterwater Collection & Treatment or Water Supply Treatment

Complete these General Education courses:
ENL 101 College Composition I....................................3 credits
Mathematics..***3 credits***
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64 <u>**EXCEPT**</u> for MAT 103 or BUS 133.
<u>**PLUS**</u> the CP in your area of specialization:
Electrical CP ....24 credits
Industrial Plant Operations CP...................................24 credits
Instrumentation CP ....28 credits
Mechanical Maintenance CP ....24 credits
Operations/Maintenance CP ....28 credits

Associate of Applied Science (AAS) • 64 credits

Complete the CAS in your area of specialization:
Electrical CAS ....***30 credits***
Industrial Plant Operations CAS................................***30 credits***
Instrumentation CAS ....***34 credits***
Mechanical Maintenance CAS ....***30 credits***
Operations/Maintenance CAS ....***34 credits***

Additional Required Electives .... 15 credits
All areas of specialization require the completion of a minimum of **15 credits** from the following:
BUS 103 Success on Your Job ....2 credits
BUS 105 Techniques of Supervision ....3 credits
BUS 144 Professional Office Skills..............................3 credits
BUS 231 Microsoft Office Level 1 ....3 credits
Any unduplicated IMO courses at 100 or higher level ....4 credits

Unrestrcted Electives ....2-6 credits
Select 2 or 6 credits (depending on selected area of specialization) from any unduplicated 100 or higher level courses.
<u>*PLUS*</u>

General Education Courses
Communications ....***3 credits***
Select any course under the **Communications** General Education list (for AAS degrees) on page 64.

Computer Science ....***3 credits***
CIS 105 Computer Applications & Information Technology................ 3 credit

Discipline Studies (Per the lists on page 64)......................... 7 credits
Select one course from the **Arts and Humanities** list.......................3 credits
Select one course from the **Physical and Biological Sciences** list ......4 credits

Mechatronics (MET)

Mechatronics Engineering Technology AAS Degree

Known by several terms, "mechatronics" or "electro-mechanical technician," the U.S. Bureau of Labor Statistics (BLS) describes the work as combining mechanical technology with electrical and electronic circuitry.

NPC's Mechatronics Engineering Technology (MET) Program prepares students for careers as engineering technicians in diversified manufacturing. Students gain knowledge and skills in blueprint reading, CAD drawing, mechanics, pneumatics, hydraulics, electricity, motors, motor control, programmable logic controls, robotics and motion control, process control, instrumentation and computer-integrated manufacturing. Emphasis is placed on predictive maintenance, troubleshooting and quality assurance.

Career Opportunities

Mechatronics is one of the new and emerging growth areas for employment opportunities. Local career opportunities exist in all Northland district communities and throughout the state and nation. Technical employers include power plants, mining operations, various utilities, communications companies and small to medium manufacturing companies.

The median annual salary in Arizona was $53,270 in May 2014.

(SOC 17-3024) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition.

For additional information about the Mechatronics Engineering Technology Program, visit *www.npc.edu/ mechatronics*, or contact the Program Coordinator at the Painted Desert Campus, **(800) 266-7845, ext. 7360**.

Mechatronics (AAS) • 66 credits

Core Requirements.. 44 credits
MET 100 Introduction to Mechatronics ....4 credits
MET 120 Industrial Mechanics I ....5 credits
MET 130 Industrial Electrical Systems ....4 credits
MET 140 Introduction to Programmable Logic Controllers...............4 credits
MET 150 Industrial Mechanics II ....6 credits
MET 160 Rotating Electrical Machines ....4 credits
MET 200 Robotics and Motion Control..4 credits
MET 210 Process Control & Instrumentation ....3 credits
MET 220 Advanced Programmable Logic Controllers ....4 credits
MET 230 Integrated Manufacturing Systems ....3 credits
MET 238 Mechatronics Capstone Project ....3 credits

General Education Requirements

Communications ....*6 credits*
ENL 101 College Composition I..3 credits
Select any course under the **Communications** General Education list (for AAS degrees) on page 64.

Mathematics...*3 credits*
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64 ___EXCEPT___ for MAT 101, MAT 109, MAT 103 or BUS 133.

Computer Science ....*6 credits*
CIS 105 Computer Literacy..3 credits
CIS 141 Managing and Maintaining Your PC I (A+) ....3 credits

Discipline Studies (Per the lists on page 64)......................... 7 credits
Select one course from either the **Arts and Humanities** or
   Social and Behavioral Science lists...3 credits
Select one course from the **Physical and Biological Sciences** list ......4 credits

ARIZONA SUN CORRIDOR
GET INTO ENERGY
CONSORTIUM

get into energy

Partial funding for this program provided through a U.S. Department of Labor Arizona Sun Corridor Get Into Energy Consortium Trade Adjustment Assistance Community College and Career Training grant.

Section V

Medical Assistant (MDA)

Certificate (CAS) & AAS Degree Options

Direct to $ Work

The Northland Pioneer College **Medical Assistant** program trains students for a career providing patient care and physician assistance in medical offices and clinics. Classes include front- and back-office theory and procedures, preparing students for national certification examination. A 160-hour externship is required.

The NPC program meets or exceeds the Arizona State Board of Medical Examiners training requirements. You can be certain you are gaining the necessary knowledge to succeed in this rapidly growing field.

> **Note:** The MDA degree and certificate program does **NOT** lead into the NPC nursing program.

Career Opportunities

Employment of medical assistants is projected to grow 29 percent from 2012 to 2022, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

The median annual salary for North Nonmetropolitian Arizona was $33,110 in May 2014.

(SOC 31-9092) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/medical-assistant***.

Medical Assistant (CAS) • 40 credits

Complete these Core courses
BIO 160 Introduction to Human Anatomy and Physiology ....4 credits
or BIO 201 AND 202* Human Anatomy and Physiology I & II
BUS 119 Medical Office Administrative Procedures ....3 credits
BUS 231 MS Office Level I...3 credits
HES 109 Phlebotomy..4 credits
HES 170 Medical Terminology for Clinical Health Professionals ....3 credits
HES 180 Basic Pharmacology...3 credits
MDA 124 Clinical Procedures I ....5 credits
MDA 125 Clinical Procedures II ....5 credits
MDA 126 Medical Assistant Externship..4 credits
See an NPC academic adviser if selecting the BIO 201/202 option

PLUS *these General Education courses*
ENL 101 College Composition I..3 credits
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64 **EXCEPT** for MAT 101.

Associate of Applied Science (AAS) • 64 credits

Complete the Medical Assistant CAS ....40 credits

Required Electives .... 9 credits
Select a minimum of nine credits from the following courses:
BUS 105 Techniques of Supervision ....3 credits
BUS 112 Fundamentals of Bookkeeping ....3 credits
CIS 105 Computer Applications and Information Technology............3 credits
HES 120 Law and Ethics of the Health Care Professional ....3 credits
HES 145 Nutrition...3 credits

Unrestricted Electives .... 3 credits
Any unduplicated 100 or higher level course ....3 credits
PLUS

General Education Courses
Communications ....*3 credits*
Select any course under the **Communications** General Education list (for AAS degrees) on page 64.

Discipline Studies (Per the lists on page 64)
Arts and Humanities..*3 credits*
Select one course from the **Arts and Humanities** section.
Social and Behavioral Sciences ....*6 credits*
One course from the **Social and Behavorial Sciences** list..................3 credits
AND PSY 101 Introduction to Psychology......................................3 credits

Section V

Nursing Assistant (NAT)

Certificate of Proficiency (CP)

Direct to $ Work

The **Nursing Assistant** Certificate of Proficiency (CP) is designed to provide a curriculum to improve student knowledge about the health care field. Successful completion includes the required course content and hours specified by the Arizona Nurse Practice Act making a student eligible to take the Arizona state test to become a Certified Nursing Assistant (CNA).

This certification not only establishes direct-to-work credentials, it is a creditable foundation for students interested in pursuing other, allied health careers. CNA certification is a mandatory requirement for entering the NPC Nursing Program. Students are required to provide fingerprint identification when applying for the CNA license.

Requirements: To earn the Certificate of Proficiency in Nursing Assistant, a student must complete the program with a grade point average of 'C' or better. Additionally, under the Arizona Nurse Practice Act, an applicant can be denied certification as a nursing assistant if convicted of a felony or addicted to habit-forming drugs or if the applicant in any other way fails to meet qualifications required by law. To enter any clinical coursework, a current TB skin test must be completed.

Additional Costs/Requirements

Tuition, course fee, media fee, a current negative TB test, textbook, royal blue scrubs, nursing shoes, a watch with a second hand and current costs of testing and certification examination and fingerprinting.

Students applying for the certification exam must provide proof of legal presence in the United States, provide fingerprints for a criminal background check and compliance with A.R.S. § 32-1606(B)(17) regarding felony convictions.

Nursing Assistant (CP only) • 20 credits

ENL 101 or higher, with grade C or better ....3 credits
HES 120 Law and Ethics of the Health Care Professional ....3 credits
HES 145 Nutrition...3 credits
HES 170 Medical Terminology ....3 credits
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64 **_EXCEPT_** for MAT 101.
NAT 101 ....5 credits

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Nursing Assistant (CP) Program online at **_www.npc.edu/CNA_nursing-assistant_**.

Section V

Nursing Studies (NUR)

Direct to $ Work

Program Overview

NPC Nursing Programs include:
- Multiple Exit Program – CNA to RN
- LPN to RN Transition
- Paramedic to RN Transition
- RN Refresher Program

ACEN ACCREDITED

The nursing programs prepare students to make application to take the National Council Licensing Examination for practical (NCLEX-PN) and/or registered nursing (NCLEX-RN). Successful completion of the certifying exam qualifies students for entry-level positions in providing direct patient care. *Admission to or graduation from the NPC Nursing program at any level does not guarantee licensure by the Arizona State Board of Nursing.*

In 1997 the Nursing Program became part of the Healing Community composed of five rural community colleges and Northern Arizona University that work together on a collaborative basis. The Healing Community designed a common curriculum that provides students an opportunity for seamless articulation from an Associate of Applied Science in Nursing Degree (AAS) to a baccalaureate of nursing degree (BSN). When the graduate becomes a registered nurse, he or she can apply to Northern Arizona University to complete the upper division courses in nursing that apply to a BSN.

Similar transfer agreements are available for students desiring to continue their undergraduate nursing studies at Arizona State University or Grand Canyon University. Check with your NPC or university academic adviser or visit *www.npc.edu/nursing-programs-LPN-RN*

■ *Requirements:*

<u>Note</u>: Admission to the college does not guarantee admission to the Nursing Program.

Graduates must satisfy the licensing requirements of the State Board of Nursing independently of any college requirements per the Arizona Nurse Practice Act. Under Arizona Law, an applicant could be denied licensure as a registered or practical nurse if convicted of a felony or addicted to habit-forming drugs, or if the applicant in any other way fails to meet qualifications required by law.

- Applicants to the **CNA to RN** nursing program must hold a current Arizona Certified Nursing Assistant (CNA) license in good standing.
- Applicants to the **LPN to RN** program must hold a valid Arizona Licensed Practical Nurse (LPN) license that is active and in good standing.

- Applicants to the **Paramedic to RN Transition** program must be an active certified paramedic with a minimum of one year experience as a paramedic.
- Applicants to the **RN Refresher** program must acquire a temporary license from the Arizona State Board of Nursing upon acceptance into the NPC program.

■ *Emphasis:*

NPC's Multiple Exit Program, approved by the Arizona State Board of Nursing, is offered on the Show Low – White Mountain and Winslow – Little Colorado campuses. Many of the required courses for admission and general education courses are available at other NPC locations.

CNA to RN

The **CNA to RN** program of 72 credit hours includes prerequisites and is designed for two academic years dedicated to the study of nursing. After completion of the first year and the addition of the Practical Nurse Completion course, the student nurse can receive a Certificate of Applied Science in Practical Nursing and apply to write the NCLEX-PN. The student nurse may then exit the program or continue on to earn the Associate of Applied Science Degree, and be qualified to take the NCLEX-RN exam.

LPN to RN

For the student who is a **Licensed Practical Nurse (LPN)**, who wishes to enter the program to acquire the Associate of Applied Science in Nursing Degree and become a Registered Nurse (RN), the prerequisite requirements are identical to the Multiple Exit Program. The student should meet with an NPC academic adviser and provide evidence of course content and classroom hours for their LPN training. This documentation will be submitted to Records and Registration for determination of assessed credit for NUR 121, NUR 122, and NUR 125. **Additional fees may apply for credit by evaluation.** *Evaluation and approval of assessed credit does not guarantee admission to the Nursing program.* Decisions regarding acceptance are determined by the Nursing Admission Committee.

Students apply in the fall and complete the LPN to RN transition course in the spring semester. Prerequisites must be completed by July 1 prior to enrolling in the third semester NUR 221 nursing course. The student is eligible to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN) when the core nursing courses are successfully completed.

Paramedic to RN Transition

For the student who is currently a **certified paramedic** and wishes to enter the program to acquire the Associate of Applied Science in Nursing Degree and become a Registered

Direct to Work

Paramedic to RN Transition Continued

Nurse (RN), the prerequisite course requirements are identical to the Multiple Exit CNA to RN pathway, with the exception of the CNA course.

The student should meet with an NPC academic adviser and provide evidence of certification. Decisions regarding acceptance are determined by the Nursing Admission Committee. **Additional fees may apply for credit by evaluation.** The student is eligible to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN) when the core nursing courses are successfully completed.

■ Student Nurse Guidelines

Patient safety dictates that specific Nursing Program student guidelines apply to this program that are more stringent than the general college student policies. A copy of the *Nursing Program Student Handbook* is issued to students admitted to the program. In case of state-mandated changes, curriculum and/or guidelines could change.
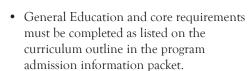
Clinical experiences take place in various health care agencies in and outside of Northland's district. Hours may vary from the class schedule depending on the clinical placement. Travel and overnight stays may be required.

Admission to the NPC Nursing Program

- Students must be admitted to the Nursing Program in order to enroll in nursing courses. (Admission information is available in the academic advising and the nursing program areas.)
- Completed nursing application should be submitted on or before the designated deadline that is noted in the application packet. Late applicants may be accepted on a space-available basis if they meet the admission criteria but not before applicants who submit applications on time.
- All prerequisite courses must be completed prior to July 1 for admission to the program.

Admission Selection:

Admission criteria will include: Admission Assessment test composite and cumulative scores, prerequisite GPA, and applicant statement. The factors will be weighted by the committee. Significant weight will be given to the Admission Assessment composite percentage and prerequisite GPA. Admission is contingent upon completion of program prerequisites by July 1.

- General Education and core requirements must be completed as listed on the curriculum outline in the program admission information packet.
- College credits over eight years old may be accepted with appropriate documentation and approval.
- Transfer students for second, third or fourth semesters are considered on an individual basis. Criteria include course comparables, GPA, specified examination results, and recommendation from previous program director.

■ Why choose NPC's Nursing Program?

The NPC program provides you with a quality nursing education at a cost far below comparable nursing programs in the state of Arizona. Our holistically-oriented faculty members are careful to provide you with planned experiences and individualized up-to-date evidence-based instruction and are dedicated to helping you achieve your goals in this demanding field.

For five of the past seven years, NPC's Nursing Program graduates have exceeded the national average pass rate for the national nursing licensing examination. First-time pass rates for our graduates consistently score in the 90th percentile, a rate surpassing both Arizona and national averages.

Prerequisite Courses Required <u>Before</u> Nursing Program Admission

Before the student will be considered eligible to enter the Nursing Program, completion of the following prerequisites is required. Successful completion with a "C" grade or better for each class and a cumulative GPA of "B" (3.0 on a 4.0 scale) is recommended.

BIO 181 General Biology I	4 credits
BIO 201 Human Anatomy and Physiology I	4 credits
BIO 202 Human Anatomy and Physiology II	4 credits
BIO 205 Microbiology	4 credits
CHM 130 Fundamental Chemistry	4 credits
ENL 101 College Composition I	3 credits

Section V

Practical Nursing (CAS) • 51 credits

Complete these General Education courses

BIO 181 General Biology.. 4 credits
BIO 201 Human Anatomy and Physiology I.............................. 4 credits
BIO 202 Human Anatomy and Physiology II............................. 4 credits
BIO 205 Microbiology.. 4 credits
CHM 130 Fundamental Chemistry... 4 credits
ENL 101 College Composition I... 3 credits
ENL 102 College Composition II.. 3 credits
PSY 240 Developmental Psychology .... 3 credits

AND these Core Requirements:.........................22 credits

NUR 117 Pharmacology I... 2 credits
NUR 118 Pharmacology II.. 2 credits
NUR 121 Nursing I... 8 credits
NUR 122 Nursing II.. 8 credits
NUR 125 Practical Nurse Completion....................................... 2 credits

Registered Nursing (RN) AAS General Education Requirements • 32 credits

Communications ....6 credits

ENL 101 College Composition I... 3 credits
ENL 102 College Composition II.. 3 credits

Mathematics

ASSET Elementary Algebra score of 41 or *ACT* Math score of 21 within one year prior to application to the nursing program.

Arts and Humanities

No requirements

Physical and Biological Sciences ....20 credits

BIO 181 General Biology I.. 4 credits
BIO 201 Human Anatomy and Physiology I.............................. 4 credits
BIO 202 Human Anatomy and Physiology II............................. 4 credits
BIO 205 Microbiology.. 4 credits
CHM 130 Fundamental Chemistry... 4 credits

Social and Behavioral Sciences..........................6 credits

PSY 240 Developmental Psychology .... 3 credits

PLUS one of the following:

ANT 102 Cultural Anthropology.. 3 credits
SOC 120 General Sociology... 3 credits

■ Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Licensed Practical Nursing (CAS) Program online at ***www.npc.edu/nursing-programs-LPN-RN***.

CNA to RN (AAS) • 72 credits

Must have current Arizona CNA license in good standing. Complete the RN (AAS)

General Education Requirements ....32 credits

Plus, these Core Requirements ....40 credits

NUR 117 Pharmacology I... 2 credits
NUR 118 Pharmacology II.. 2 credits
NUR 121 Nursing I... 8 credits
NUR 122 Nursing II.. 8 credits
NUR 125 Practical Nurse Completion....................................... 2 credits
NUR 221 Nursing III... 8 credits
NUR 222 Nursing IV... 8 credits
NUR 219 NCLEX Review Seminar... 2 credits

Paramedic to RN (AAS) • 65 credits

Must have current state Paramedic certification, active practice as a paramedic, minimum of one year of experience as a paramedic.

Complete the RN (AAS)

General Education Requirements ....32 credits

Plus, these Core Requirements ....33 credits

NUR 123 Paramedic to Nurse Bridge Course......................... 11 credits
NUR 117 Pharmacology I... 2 credits
NUR 118 Pharmacology II.. 2 credits
NUR 221 Nursing III... 8 credits
NUR 222 Nursing IV... 8 credits
NUR 219 NCLEX Review Seminar... 2 credits

■ Career Opportunities

According to the U.S. Bureau of Labor Statistics, employment of registered nurses is expected to grow 26 percent until 2020, faster than the average for all occupations. The demand for registered nurses is projected to generate 711,900 new jobs over the next eight years, with Arizona RN salaries averaging $71,300 per year and LPN's averaging $50,760. (May 2014, SOC 29-1141, 29-2061)

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition.

Paramedicine (EMT)

Certificates (CP & CAS) and AAS Degree

Direct to $ Work

How do I start?

STEP 1: Students must first enroll in *EMT 240 Basic ECG and Pharmacology*, and upon successful completion of the course take an entrance exam and interview for acceptance into the paramedic program.

STEP 2: When accepted in the program you will take the core requirement course *EMT 244 Paramedic Training I*, a 23-credit hour course that meets two full days per week for the fall semester.

STEP 3: The following spring semester you take the final paramedicine core course, the 26-credit hour *EMT 245 Paramedic Training II*.

Note: Successful completion of the NPC program also fulfills the Arizona Department of Health Services mandatory requirement of 500 hours of clinical and vehicular hours.

Prerequisites:

Students interested in earning their EMT-Paramedic must also meet a number of requirements to quality for the NPC program. Applicants must:

1. Be an Arizona certified EMT-Basic with a minimum of one-year experience

2. Meet NPC placement requirements for *ENL 101 (College Composition I)* and *MAT 101 (Basic Technical Mathematics)*

3. Have successfully completed a hazardous materials first responder course (minimum 24 clock hours) *(As the Catalog was going to press, NPC was notified the state has removed this requirement.)*

4. Have a TB skin test within six months of the start of the program and MMR and Hepatitis B (or waiver) immunizations.

CAA HEP
Commission on Accreditation
of Allied Health Education Programs

Paramedicine (CP) • 52 credits

EMT 240 Basic ECG and Pharmacology ....3 credits
EMT 244 Paramedic Training I...23 credits
EMT 245 Paramedic Training II..26 credits
Plus 500 clinical and vehicular hours are mandatory for completion of any paramedic program per AZDHS.

Paramedicine (CAS) • 58 credits

Complete the Paramedicine CP..52 credits
Plus,
ENL 101 English Composition I ....3 credits
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64..3 credits

Paramedicine (AAS) • 70 credits

Complete the Paramedicine CAS..58 credits
Plus

General Education Courses

Communications ....3 credits
Select any course under the **Communications** General Education list (for AAS degrees) on page 64.

Discipline Studies (Per the lists on page 64)......................... 9 credits

Arts and Humanities..3 credits
Select one course from the **Arts and Humanities** section.
PHL 105 is recommended, but not required
Social and Behavioral Sciences ....6 credits
PSY 101 Introduction to Psychology ....3 credits
AND
One additional non-PSY course from the
    Social and Behavorial Sciences list...3 credits

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Paramedicine (CP & CAS) Program online at ***www.npc.edu/paramedicine***.

Welding (WLD)

Certificates of Proficiency (CP)

Direct to $ Work

Why study Welding?

It takes a special person to become a welder. If you have good eyesight, hand-eye coordination, and manual dexterity coupled with good math, problem-solving, and communication skills, this may be the job opportunity of a lifetime.

Northland's Welding Program is designed to teach incremental levels of welding skills, which enable students to achieve nationally recognized certifications from the National Center for Construction Education and Research (NCCER) and the AWS, the American Welding Society (NCCER/AWS Level 1 Entry Level Welder and Level 2 Advanced Level Welder). Industry markets acknowledge each certificate level is proof of acquired skills in various forms of welding, cutting, base metal preparation, welding inspection, safety, and metallurgy. This prepares students for certification tests in specific welding code applications, such as AWS, API, and ASME Sec IX.

In addition to welder certifications, students can obtain Certificates of Proficiency, a Certificate of Applied Science and an Associate of Applied Science degree.

The NPC program also teaches leadership and employability strategies, such as career planning, job search basics and how to interview. You develop techniques to enhance your critical thinking and problem solving abilities.

Welding Training Centers

NPC offers Welding training at three locations:

- 1380 East Thorton Road, Show Low
- 2251 E. Navajo Blvd.,Holbrook
- 955 W. 13th West, St. Johns

Gas Metal ARC Welding (MIG) (CP) • 6 credits
WLD 154 GMAW Plate ....3 credits
WLD 265 GMAW Pipe ....3 credits

Gas Tungsten ARC Welding (TIG) (CP) • 9 credits
WLD 155 GTAW Plate ....3 credits
WLD 267 GTAW Pipe I ....3 credits
WLD 268 GTAW Pipe II ....3 credits

Plastic Welding (CP) • 8 credits
WLD 240 Intro to Plastics...2 credits
WLD 241 Plastic Welding ....2 credits
WLD 242 Fabrication of Plastics ....2 credits
WLD 243 Plastic Welding ....2 credits

Shielded Metal ARC Welding (ARC) (CP) • 12 credits
WLD 152 SMAW Plate I...3 credits
WLD 153 SMAW Plate II ....3 credits
WLD 261 SMAW Open V-Butts/Plate I...3 credits
WLD 262 SMAW Open V-Butts/Plate II..3 credits

Welding Level I – Entry Level Welder (CP) • 19 credits
WLD 100 Safety and Math...2 credits
WLD 150 Symbols, Drawings/Metal Preparation ....2 credits
WLD 151 Cutting Process and Welding Quality ....3 credits
WLD 152 SMAW Plate I...3 credits
WLD 153 SMAW Plate II ....3 credits
WLD 154 GMAW Plate ....3 credits
WLD 155 GTAW Plate ....3 credits

Welding Level II – Advanced Welder (CP) • 26 credits
Student must complete all of the requirements for Welding Level I and receive a Certificate of Proficiency for Level I before receiving the Welding Level II certificate.

WLD 260 Weld Fit Up/Inspection/Metallurgy.................................2 credits
WLD 261 SMAW Open V-Butts/Plate I..3 credits
WLD 262 SMAW Open V-Butts/Plate II...3 credits
WLD 263 SMAW Open Root/Pipe I ....3 credits
WLD 264 SMAW Open Root/Pipe II ....3 credits
WLD 265 GMAW Pipe ....3 credits
WLD 266 FCAW Pipe ....3 credits
WLD 267 GTAW Pipe I ....3 credits
WLD 268 GTAW Pipe II ....3 credits

Certificate (CAS) and AAS Degree Options

Career Opportunities

According to the U.S. Bureau of Labor Statistics (BLS), prospects should be good for trained welders, especially those familiar with the latest technologies. Almost two out of every three jobs in the manufacturing sector is held by welders, brazers or solderers. Plus, basic welding skills are the same across industries, allowing welders to easily shift from one industry to another, or from one location to another depending on where there is greatest opportunity.

But you don't have to stray too far from home for a good salary. The BLS reports Arizona welder pay (May 2014, SOC 51.4121) where experienced welders earned a median average salary of $48,830.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Welding Program online at *www.npc.edu/welding*.

Certificate of Applied Science (CAS) • 51 credits

Complete the Welding Level I Entry Level Welder CP..........................**19 credits**
Complete the Welding Level II Advanced Welder CP..........................**26 credits**
PLUS
ENL 101 College Composition I...3 credits
Select any course under the **Mathematics** General Education List (for CAS and AAS Degrees) on page 64...3 credits

Associate of Applied Science (AAS) • 64 credits

Complete the Welding CAS...**51 credits**
PLUS
General Education Courses:
Communications ....**3 credits**
Complete one of the following:
ENL 102 College Composition II..3 credits
ENL 109 Technical Writing ....3 credits
SPT 120 Public Speaking...3 credits
Discipline Studies.. 7 credits
Select one course from the **Physical and Biological Science**s and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 64.
PLUS
Required Electives... 3 credits
Student must complete a minimum of three credits from the following:
WLD 156 AWS Level 1 (Certification Preparation) ....2 credits
WLD 157 AWS Level 1 Certification (Entry Level Welder)................4 credits
WLD 240 Intro to Plastics...2 credits
WLD 241 Plastic Welding ....2 credits
WLD 242 Fabrication of Plastics ....2 credits
WLD 243 Plastic Welding ....2 credits
WLD 290 Welding Fabrication..3 credits
WLD 291 Internship for Welding ....2 credits

FINISH LINE
■ 12 CREDITS ■
NPC
SCHOLARSHIP

Earn your last 12 credits of a degree tuition FREE!

Funds are limited so apply today.

THIS IS A SCHOLARSHIP

■ **Finish Line Scholarship** covers the <u>last 12 credits</u> required for a degree. Repeat courses are <u>not</u> covered.

■ Credits covered by this scholarship <u>must</u> meet **associate <u>degree</u> completion requirements**. Scholarship does <u>not</u> cover certificates.

■ This scholarship is a tuition waiver, not a cash award. Does <u>not</u> cover books or fees, only tuition.

■ Scholarship covers <u>one</u> academic year. Students who need longer to complete their last twelve credits can file a petition for continuation of this scholarship with the NPC financial aid office.

■ Student must be an Arizona resident.

HOW TO APPLY

■ Student must <u>**FIRST**</u> meet with an **NPC academic adviser** to see if they qualify.

■ Student must complete the NPC financial aid process including the FAFSA as well as the Finish Line scholarship application. Application is available online at ***www.npc.edu/FinishLine.***

■ Student must have an up-to-date **degree <u>AUDIT</u>** attached to their Finish Line application. Degree audits are available through an NPC Academic Adviser.

■ Recipients to be selected by the NPC award committee.

APPLICATION DEADLINE
Fall Semester: **June 1, 2015**
Spring Semester: **Nov. 15, 2015**

Northland Pioneer College
EXPANDING MINDS •TRANSFORMING LIVES _{SM}

*In the event of more applicants than available funding, awards will be based on <u>need</u> through the financial aid process until funds are exhausted.