

A large, detailed image of the Ernie Eagle mascot, a bald eagle wearing a white t-shirt with a large 'NPC' logo on the chest. The eagle is set against a background of radiating lines. The text 'ERNIE EAGLE' is written in large, blue, outlined letters to the left of the mascot.

ERNIE EAGLE

NPC's mascot



Be a friend to Ernie on Facebook.



Northland Pioneer College

2012 – 2013

The college catalog is your source for information about:
enrollment, programs and degrees, important dates, student services, financial aid,
rules and responsibilities, graduation, grades and more!

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Who We Are...

Section I

President's Welcome



At Northland Pioneer College, we're focused on how YOU, as a student or prospective student, at Northland Pioneer College define SUCCESS – whether you're taking one or two classes to upgrade current job skills, become nationally certified in your career field, obtain that valuable associate's degree or complete undergraduate general education requirements for transfer to a four-year college or university – whatever your intention in enrolling.

Every spring I have the chance to measure our students' SUCCESS by the smiles on the faces at our Nursing Pinning, Fire Science and Commencement ceremonies. Another measure comes from employers commenting on the quality work performed by our graduates.

At Northland Pioneer College, the faculty and staff are dedicated to helping you reach your educational goals – to succeed. Serving an area of 21,158 square miles, almost equal in size to the State of West Virginia, presents certain challenges. Student surveys showed we needed to do a better job of explaining what services are available to help our students. So this fall we're re-instituting a free orientation: **Project SOAR** – Student Orientation Advising Registration. Required for all new NPC students who have earned less than 12 credits, this 2½-hour free noncredit course will provide an overview of the services available to help you succeed. We'll explain the importance of placement testing, the role of your adviser, how to apply for financial aid, and how to request free tutoring, writing and career services. For more details, dates and times, visit www.npc.edu/soar.

We've also implemented a new service – www.npc.edu/asknpc – to quickly answer most questions about NPC programs and services. If the answer is not already in the database, you'll be directed to the proper office or Web page for more information.

NPC is constantly testing and refining procedures to reduce barriers to student success. I would encourage you to become involved in the **Student Government Association**, where your voice can be heard in college governance, facilities and activities.

On behalf of the District Governing Board, faculty and staff I would encourage you to look through this catalog, where you'll find information about the programs and services available to you at Northland Pioneer College. If you have questions, please call or visit an academic adviser, or the dean overseeing your area of interest. You also find helpful information on our website, www.npc.edu. Whether in person or online you'll find all of our employees are committed to student success and lifelong learning – no matter how long you've been out of the classroom.

Welcome to NPC!

A handwritten signature in black ink that reads "Jeanne Swarthout, Ph.D." The signature is written in a cursive, flowing style.

Jeanne Swarthout, Ph.D.

President, Northland Pioneer College

Who We Are...

The College District

Established in 1972, Navajo County Community College District, or Northland Pioneer College (NPC), is a publicly supported community college located in Navajo County, Arizona. The college's first students enrolled for the fall semester of 1974.

The Navajo County Community College District serves Navajo and Apache counties, an area of 21,158 square miles with a 2007 U.S. Census Bureau permanent population estimate of 187,985. The Navajo, Hopi and White Mountain Apache Indian Reservations occupy more than 66 percent of the total land in the College service area and account for 60 percent of the area's population.

Campuses are located within four of the largest Navajo County communities of Holbrook, Show Low, Snowflake/Taylor and Winslow. Five centers are located in Hopi, Kayenta, St. Johns, Springerville/Eagar and Whiteriver. Educational sites are established as educational needs and opportunities arise.

Mascot and Colors

In 1976, Northland Pioneer College students selected the golden eagle as the college's mascot, and gold, sky blue and red as the college colors. The red was later dropped. Royal blue and gold are now used as the college's official colors.

Mission

Northland Pioneer College creates, supports and promotes lifelong learning.

Our Shared Vision

NPC creates a learner-centered environment.

NPC responds to community needs.

NPC provides effective and responsive service to our constituencies.

NPC fosters professional growth and collegial collaboration.

Our Shared Values

We Value Learning

NPC is a community designed first and foremost to promote learning for our constituencies and for ourselves.

We Value Quality

NPC is strongly committed to improving learning opportunities by promoting high educational standards.

We Value Integrity

NPC is an organization that demands honesty and fairness in every relationship.

We Value Diversity

NPC respects and promotes multi-culturalism in its students, academic programs and employment.

We Value Service

NPC is a service organization dedicated to helping our students determine and achieve their goals.

We Value Accountability

NPC adopts efficient operational practices to assure that our constituencies receive the highest quality services for the lowest possible cost.

We Value Responsiveness

NPC addresses community and students needs quickly.

We Value Students and Colleagues

NPC respects and promotes the dignity, worth and capabilities of each individual.

We Value Access

NPC is committed to providing accessible and affordable learning opportunities.

We Value Collaboration

NPC can best serve its communities through cooperation and partnerships.

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Postmaster: Send address changes to: Northland Pioneer College, PO. Box 610, Holbrook, AZ 86025-0610.

Our Purposes

1. General Education

To foster the intellectual inquiry and breadth of knowledge as well as the skills inherent in general education.

2. Degrees/Certificates/Transfers

To facilitate student achievement of Associate degrees, certificates, and/or successful transfer to Baccalaureate programs.

3. Employability

To promote development of occupational skills.

4. Personal Enrichment

To encourage an awareness and appreciation of social, cultural, intellectual, and artistic endeavors as well as individual development and cultural diversity.

5. Developmental Education

To facilitate student success through development of skills essential for effective learning.

6. Support Services

To enhance student success through accessible and comprehensive student services.

7. Economic Development

To contribute to economic development through community programs and activities.

8. Professional Excellence

To attract and retain a highly qualified faculty and staff dedicated to student-centered learning, ethical practices, and continued professional development.

9. Access

To disseminate learning and deliver services to diverse communities throughout the college's rural service area.

10. Institutional Effectiveness

To strengthen planning and evaluation of our Institutional Purposes to assure that our goals are effectively met.

Accreditation

Northland Pioneer College is regionally-accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle, St., Suite 2400, Chicago, IL 60602-2504, (800) 621-7440 or online at www.ncacihe.org.

College Visitation

The public is always welcome to visit NPC campuses and centers. Visitors are asked to check in at the campus or center office. While classes are in session, visitors should be considerate of students and not bring small children into classroom, laboratory or library areas.

For your safety, please keep out of construction areas. In many instances there will be public open houses when buildings are completed.

NPC encourages the public, over the age of 18, to use our library facilities. A wide selection of reference materials are available, including a federal documents depository at the Winslow library. Materials can also be requested through interlibrary loan networks.

Ask your local library media specialist for assistance or use the "Ask a Librarian" feature on the library's website, www.npc.edu/library.

Soliciting is prohibited on all campuses and centers. Normally the student lounges, campus/center offices, art galleries, academic advising offices, libraries, parking lots and hallways are open to the public. Classrooms, fitness rooms, and faculty offices are reserved for registered students. To enhance the learning experience, please do not bring children to class.

Visitors will be held to the same standards of conduct as NPC students.

Weather Emergencies

Process for Closing/Cancellation at a Center/Campus

If weather conditions or other emergencies force the closure of an NPC campus or center, an announcement will be made over radio stations serving the affected area. The notice will also be posted on the college's website, www.npc.edu. NPC also utilizes an Automated Emergency Alert System, which can send notifications to students and staff via land line, cell phone, fax, email or text message.

The decision to close an NPC facility will be made by the vice president for learning and student services, based on information from local law enforcement and NPC personnel. Instructors may cancel individual classes with the permission of the department dean. When time permits, students will be notified by phone of individual class cancellations. Students are responsible for making up any missed work.



General Principles

1. Short of a two-county disaster area being declared, the college as a whole rarely closes because of weather. If such a disaster occurs, the decision to close will be made by the college president.
2. In the event of a very severe weather situation, an individual campus or center might be closed for a period of time. If such a situation occurs, a decision to close a center or campus will be made by the vice president for learning and student services. If the VPLSS is not available, the vice president of administrative services will make the decision.
3. In the event of severe weather conditions, classes may be cancelled for a period of time at a specific center or campus. Any decision to cancel classes at a specific location will be made by the vice president for learning and student services. If the VPLSS is not available, the vice president of administrative services will make the decision.
4. As a general rule, classes will not be cancelled, so faculty and students need to exercise judgment regarding travel to campuses and centers for classes in severe weather conditions.
5. If a class is missed because of weather conditions, it needs to be made up. If a faculty member is unable to teach a

class, he or she must call the appropriate academic dean/director and the campus/center office as soon as possible to let them know. If possible, the campus office will notify students of the faculty member's class cancellation to forestall an unnecessary trip to the campus/center by the students.

Area Emergency Information

For information regarding area-wide emergencies in southern Navajo and Apache counties, you can call **593** from any Frontier landline phone. From a CellularOne of Northeastern Arizona phone, dial (star) ***593 when in the home coverage area**. From other cell or non-Frontier system phones, call (928) **333-3412**. Long distance charges may apply.

You'll receive information about prescribed burns, smoke conditions, and other emergencies. **DO NOT CALL 9-1-1** unless you have an actual emergency.

You can also get updated information on the Web at:

- www.593info.org
- www.facebook.com/593info
- twitter.com/593info
- inciweb.org
- www.azein.gov (for statewide reports)

NPC Helpful Phone Numbers

Dial toll-free (800) 266-7845

Then, at the prompt, enter the last four digits as the extension number.

You can also call direct, using the local number. NPC's Area Code is (928)

	Extension
■ Holbrook–Painted Desert Campus	
Campus Office.....(local 524-7311)	7311
Marius Begay, Academic Adviser	7342
■ Show Low–White Mountain Campus	
Campus Office.....(local 532-6111)	6111
Vacant, Academic Adviser/GED	6142
Leslie Collins, Academic Adviser	6143
■ Snowflake/Taylor–Silver Creek Campus	
Campus Office..... (local 536-6211)	6211
Melissa Luatua, Academic Adviser/Student Activities	6241
■ Winslow–Little Colorado Campus	
Campus Office..... (local 289-6511)	6511
Dawn Palen, Academic Adviser	6541
■ Hopi Center	
Center Office.....(local 738-2265)	7605
Vermetta Quanimptewa, Center Manager	7604
Cara Dukepoo, Center Technician/Adviser.....	7602
■ Kayenta Center	
Center Office..... (local 697-8333)	7649
Lorraine Benally, Center Manager	7648
Myrtle Dayzie-Grey, Center Technician/Adviser	7649
■ Springerville/Eagar Center	
Center Office..... (local 333-2498)	7639
Melissa Webb, Center Manager	7638
Michael Colwell, Academic Adviser	7635
■ St. Johns Center	
Center Office..... (local 337-4768)	7616
Nicole Connolly, Center Manager	7621
Michael Colwell, Academic Adviser	7617

	Extension
■ Whiteriver Center	
Center Office..... (local 338-5185)	7661
A.J. Taylor, Center Manager	7663
Vacant, Center Technician/Adviser.....	7664
■ Other Contacts	
Admissions..... <i>Don Brad Call</i>	6271
Apache County Program Coordinator	<i>Tamara Martin</i> 7637
Bookstore Manager.....	<i>Vicki Bessinger</i> 6115
Business Office	General Questions 7480
Third-Party Billing.....	<i>Kerri Larson</i> 7484
Student Billing.....	<i>Keila Derrick</i> 7485
Career Services	Vacant 6227
Community Education.....	<i>Loyelin Aceves</i> 6244
Disability Resource and Access Coordinator	<i>Sandy Manor</i> 6178
TDD Service.....	(928) 537-2030
Financial Aid	General Questions 7318
GED Testing – Holbrook and Show Low	6114
NPC Foundation	<i>Lance Chugg</i> 6245
Records and Registration	General Questions 7459
NPC Academic Transcripts	<i>Rebekah Wilson</i> 7465
Graduation, Degrees, Transfer Credit Evaluations	<i>Deena Gillespie</i> 7365
Small Business Development	<i>Tracy Mancuso</i> 6170
Small Business and Industry Training.....	Vacant 6239
Student Government/Activities.....	<i>Melissa Luatua</i> 6241
Support Center (<i>NPC online course access problems</i>)	7447
Veterans Representative	<i>Beth Batson</i> 7469



Section II

Academic & Student Services Information

Enrollment

Prospective students must complete an *Enrollment Form* to take courses at Northland Pioneer College, but the student only needs to submit the form once. *Enrollment Forms* are available at each NPC campus or center location, online at www.npc.edu or by contacting the Records and Registration Office. Northland Pioneer College welcomes all individuals to apply for admission. Inquiries regarding admission should be directed to any campus/center office or the Records and Registration Office, Painted Desert Campus Tawa Center, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025-0610, (800) 266-7845, ext. 7459.

Admission Classification

Any person meeting one of the following criteria may be granted admission to NPC.

Admission of Regular Students

1. Graduate of a high school that is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or other appropriate state educational agency.
2. Recipient of a high school certificate of equivalency (GED).
3. 18 years of age or older and demonstrates evidence of potential success in the community college.
4. Transfer student in good standing from another college or university.

Admission of Students Under 18 Years of Age

1. Any applicant who is under age 18 and has achieved the following test score:
 - a. SAT (Scholastic Aptitude Test) composite (verbal and math) score of 930; or
 - b. ACT (American College Test) composite score of 22.
 - c. Completion of the college placement test, per Placement Handbook guidelines.
 - d. A passing score on the relevant portions of the high school AIMS test.
2. No student under age 18 with a satisfactory SAT or ACT score shall be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school.
3. High school students who have not taken the ACT or SAT may enroll in NPC classes with the permission of college officials. High school students are subject to the course entry requirements in the *Northland Pioneer College Catalog*.

4. Applicants only enrolling in Career and Technical Education courses are exempt from providing the required scores listed in 1 (a), (b), (c), or (d).

Admission of Students in Special Status

Applicants who are younger than high school age will only be admitted under the provisions set forth in the section Admission of Students Under 18 Years of Age, number 1, paragraph (a), (b), (c), or (d), or by special permission of the vice president for learning and student services.

No applicant is automatically guaranteed admission to a specific degree program or to all courses offered by NPC. NPC may limit the number of semester credit hours in which a student may enroll. Federal and Arizona laws, and the policies of the Navajo County Community College District Governing Board govern admission to NPC.

Admission Requirements

■ New Students

All students must be admitted to Northland Pioneer College to enroll in courses at the college. Admission may be made by fully completing all the required information on an *Enrollment Form*. Students are then admitted as part of the registration process. All applicants will be issued an official letter confirming their admission to NPC. The acceptance letter will contain very important information about decisions and deadlines, and the student must comply with these deadlines.

Effective **Fall 2012** new students must submit their official high school or GED test scores by the end of the semester. New students who have transferred from another college need to submit prior college transcripts. High school transcripts or GED test scores not submitted to the Records and Registration Office by the end of the first semester will result in a registration hold for the following semester.

■ Former and Continuing Students

Students should only be admitted once to Northland Pioneer College. All former and continuing students, however, should fully complete the biographical information on the *Registration Form*. Fully completing this form will ensure that the college has a student's most recent personal and contact information.

■ Transfer Students

Degree-seeking transfer students should submit official copies of all previous college work to the Records and Registration Office. Evaluated credits will aid advisement prior to enrolling in classes at NPC.

■ International Students

Northland Pioneer College meets all federal and state reporting guidelines governing admission of international students who enter the United States on F, J, or M visa type status. International students must meet college admission standards and certify other requirements before registering. International students should apply for admission to NPC at least 90 days prior to the beginning of the term they wish to attend. For questions concerning student rights and obligations, contact the United States Department of Citizenship and Immigration Services. The Citizenship and Immigration Services website is <http://uscis.gov>. To request an International Student Admission Application packet, contact the Records and Registration Office at (800) 266-7845, ext. 7459.

Northland Pioneer College does not serve as legal adviser or representative in lieu of the United States Department of Citizenship and Immigration Services, and cannot be responsible for addressing requests for advice concerning government policy or government policy interpretation. Questions governing visa application and Citizenship and Immigration Services requirements are to be directed to the appropriate governing entity.

■ Special Needs Students

Students requiring special accommodations may contact the Disability Resource and Access Coordinator, White Mountain Campus, Northland Pioneer College, P.O. Box 610, Holbrook, AZ, 86025, (800) 266-7845, ext. 6178, or for the deaf community only **TDD Service** is available at (928) 537-2030.

Acceptance

Prior to the registration period, a **Letter of Admission** can be sent upon completion of a *Request for Letter of Admission*. Admission may be denied or revoked and registration canceled if it appears that a student's attendance would not be mutually beneficial to the student and NPC.

Incoming Credit Acceptance Policy

Regionally Accredited Institutions

College credits earned at regionally accredited institutions of higher learning are accepted. Credits are not awarded for sectarian courses. Transfer credits are posted to the Northland Pioneer College transcript after an official evaluation is made of each transcript received by the Records and Registration Office. Credits over eight years of age (except when program accreditation agencies limit the life of the course work to less than eight years) are subject to review prior to acceptance toward prerequisites and/or degree requirements in some program areas.

In most cases, transfer credit will be awarded for each course level 100 or above in which the student received a grade of 'C' or higher.

Other Credit Sources

Students may receive credit through a variety of other means than regionally accredited institution transferred coursework. The institution to which a student transfers may treat acceptance of such credits upon transfer differently. Details on the district policy for granting such credit is given in this catalog under the heading Alternative Education Services, subheading Alternative Learning, page 26 of this catalog.

United States Residency Verification

Pursuant to compliance with Arizona law, NPC must verify the U.S. residency status of all students. The verification process must be completed at time of registration and may involve student documentation of residency status. The most commonly used documents to verify U.S. residency are:

- Current valid Arizona Motor Vehicle Department Driver's License/Instruction Permit/ID card issued October 1, 1996 or later.
- Driver's license issued in another state, territory or possession of the U.S., except per Arizona law for the following states that do not verify lawful presence in the U.S.: Hawaii, Maryland, Massachusetts, Michigan, New Mexico, North Carolina, Oregon, Texas, Utah and Washington.
- Confirmation of citizenship through the Free Application for Federal Student Aid (FAFSA) process.
- BIA or tribal ID card, certificate of birth, or certificate of Indian blood.
- Birth Certificate showing birth in the United States, which includes Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swains Island, or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the U.S.

If a student cannot or will not verify their U.S. residency status, they will be charged out-of-state tuition and denied access to all state funds.

Note: Although some documents may instruct the holder not to photocopy them, the USCIS has advised the Department of Education that these documents and others may be photocopied if done for lawful purposes, such as documenting citizenship for the purpose of determining eligibility.

Students registering for noncredit classes will not be required to submit residency verification.

For other acceptable documents or the latest information on the U.S. residency verification process at NPC, please visit the NPC Records and Registration Office Web page at www.npc.edu/student-services/records-registration/residency-proof.

Residency Requirements

Classification of Students for Tuition Purposes

Arizona Revised Statutes: Section §15-1801

Definitions

In this article, unless the context otherwise requires:

1. “Armed forces of the United States” means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard and any military reserve unit of any branch of the armed forces of the United States.
2. “Continuous attendance” means enrollment at an educational institution in this state as a full-time student, as such term is defined by the governing body of the educational institution, for a normal academic year since the beginning of the period for which continuous attendance is claimed. Such person need not attend summer sessions or any other intersession beyond the normal academic year in order to maintain continuous attendance.
3. “Domicile” means a person’s true, fixed and permanent home and place of habitation. It is the place where he intends to remain and to which he expects to return when he leaves without intending to establish a new domicile elsewhere.
4. “Emancipated person” means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
5. “Parent” means a person’s father or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

Arizona Revised Statutes: Section §15-1802

In-state Student Status

- A. Except as otherwise provided in this article no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.

- B. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year, except that a person, whose domicile is in this state, is entitled to classification as an in-state student if the person meets one of the following requirements:
 1. The person’s parent’s domicile is in this state and the parent is entitled to claim the person as an exemption for state and federal tax purposes.
 2. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such employee.
 3. The person is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time noncertified classroom aide, at a school within that school district. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the Arizona Board of Education to teach in a school district in this state. No member of the person’s family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph.
- C. The domicile of an unemancipated person is that of such person’s parent.
- D. Any unemancipated person who remains in this state when such person’s parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
- E. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.
- F. A person who is a member of the armed forces of the United States or the spouse or a dependent as defined in section 43-1001 of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person’s state of legal residence for at least twelve (12) consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of a community

college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.

- G. A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:
1. Declared Arizona as the person's legal residence with the person's branch of service at least one year prior to discharge from the armed forces.
 2. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, includes at least one of the following:
 - (a) An Arizona driver license.
 - (b) Arizona motor vehicle registration.
 - (c) Employment history in Arizona.
 - (d) Arizona voter registration.
 - (e) Transfer of major banking services to Arizona.
 - (f) Change of permanent address on all pertinent records.
 - (g) Other materials of whatever kind or source relevant to domicile or residency status.
 - (h) Filed an Arizona income tax return with the Department of Revenue during the previous tax year.
- H. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

Registration Information

Updating Contact Information

It is very important for students to maintain current contact information while enrolled at NPC. Your contact information is used by NPC to send important student information, such as registration information, refund checks, billing statements, financial aid information, transcripts, faculty communication, mid-term grading, campus/center closures and emergency communication.

NPC requires students to update their address and telephone number at any local campus or center within ten (10) business

days of moving. It is the student's responsibility to provide NPC with the most up-to-date contact information. If the student fails to keep their contact information current, the college has no responsibility for any issues resulting from lack of communication.

Students can also update their address and telephone number on <https://MyNPC.npc.edu/ics> from the Personal Info options. Use the Biographical Info feature to verify and update your postal address and telephone information. Updates submitted are not immediate. Changes will be reviewed through the Records and Registration Office and will appear online within a few days.

Student Load Classification

Full-Time Student

A student enrolled for 12 or more credits per semester is considered full-time. Students planning to graduate with an associate degree in two years must enroll in, at least, 16 credits per semester.

Part-Time Student

A student enrolled for fewer than 12 credits per semester is a part-time student.

Excess Course Load

Students may not carry more than 18 credits without special permission from the college. Students wishing to carry between 19 to 24 credits must have attained at least a "B" average in the previous semester while completing a minimum of 12 credits in that semester. Students wishing to carry 25 or more credits must send a written request to the vice president for learning and student services, who has the sole authority to approve or deny the request.

Excess Course Load for Summer Sessions

For summer sessions, the maximum course load is 12 credit hours, without receiving authorization from the vice president for learning and student services, who has the sole authority to approve or deny the request.

Registration

Dates for registration are published in each semester's *NPC Class Schedule*. Please note that early registration is encouraged for students and that courses lacking sufficient enrollment may be canceled. Students should also familiarize themselves with the telephone registration process as published in the semester's *NPC Class Schedule*.

In addition to campus, center and telephone registration, returning students may register online at <https://mynpc.npc.edu/ics>. Students cannot register online if class prerequisites have not been met or the student is on financial hold.

Academic advisers are available to assist students in planning their program of study.

All college tuition and fees must be paid by the dates listed in that semester's *NPC Class Schedule* or online at www.npc.edu/admissions/tuition-fees/payment-due-dates. A student is not officially registered until all applicable tuition and fees are paid or payment arrangements have been made. Students who have a delinquent account with the college will not be allowed to register until all prior obligations are met.

Short-Term Courses

(Credit and Noncredit)

Various classes are offered on a short-term schedule. Some are targeted to specific student populations. The Community Education department is responsible for offering many of the newest short-term workshops, seminars or classes as noncredit opportunities. The Business and Industry Training division and the Small Business Development Center offer specialized training for the needs of the business and industry sector. Community Education specializes in avocational classes and workshops (see Business and Community section). Dates are published in the *NPC Class Schedule* each semester or in special booklets or news releases to the public. Registration can take place during regular registration periods or anytime prior to the start of the classes. Contact your local campus or center for additional information about short-term courses.

Adding, Changing or Dropping Classes

If after completing your class registration you want to add another course, change sections, or drop a class, you must complete a *Course Change Form*, which is available at all campus or center offices and the Records and Registration Office. NPC highly recommends that you see an academic adviser to ensure your educational goals are met. A Late Registration fee may be charged.

Adding

Anytime a course you wish to add is full, you will need both the instructor's and dean's signature to add the class.

Fall and Spring Semesters: From the first day through the **end of the first week** of regular classes, students do **not** need permission to add open courses. Anytime during the **second week** of classes, students need the instructor's signature to add an open course to their schedule. To add an open course **on or after the third week** of classes, signatures are required from **both** the instructor and the dean.

Summer sessions: To add a course on the **second day** of class, an instructor's signature is required. On the **third day** of class, both instructor and dean permission is required. A Late Registration Fee may apply.

Dropping

If you are dropping a class, you must do so before the 50% Refund Drop Deadline, usually the second week of the semester, or second day of summer sessions. See "Academic Calendar" on page 18.

Withdrawing

Before withdrawing from class, you should speak with your instructor. If you feel overwhelmed by class work, don't wait until you fall too far behind and there are fewer options available. NPC staff members want you to succeed and will work with you to arrange tutoring or other assistance.

To avoid having a "W" (withdraw) on your transcript, you need to complete the withdrawal process **BEFORE** the Withdrawal Deadline, usually the fourth week of the semester, or fourth summer class-meeting day. It is the **STUDENT'S RESPONSIBILITY TO OFFICIALLY WITHDRAW FROM CLASS IF THEY ARE NO LONGER ATTENDING CLASS**. Not doing so may result in getting a failing grade for the class. An NPC academic adviser can help you through this process.

Schedule Changes

Any student changing to another section or course must officially add the new section and drop the old section through the submission of a *Course Change Form*, available at all campus or center offices or the Records and Registration Office.

Placement Testing

NPC is dedicated to student success. To ensure that students select courses appropriate for their skill level, many students are required to participate in the course placement process. The following conditions define who must take part in the placement process:

- Students enrolling in courses with placement prerequisites who have not previously taken a placement test. Courses that require placement testing include all mathematics, English, and general education courses, as well as some program-specific courses, such as ATO courses, NAT 101 and EMT 132 or EMT 244.
- Students pursuing an NPC associate degree of any type, a Certificate of Applied Science of any type, or the Arizona General Education Curriculum (AGEC).

Students may be exempt from the placement process if they meet one of the following criteria:

- Students providing proof of an accredited associates degree or higher, unless the degree includes no college-level mathematics.
- Students providing ASSET or COMPASS placement scores less than two years old from another institution.
- Students providing official transcripts listing a grade

of “C” or better for College Composition I (reading/writing requirement) and/or college-level mathematics (mathematics requirement).

- Students providing ACT or SAT scores that meet NPC placement minimum standards.
- Students taking courses for “Audit” grade only. The Audit grade exemption applies only to courses with a placement prerequisite. Course prerequisites may not be waived by this exemption.
- Students with documented disabilities that require a waiver of placement requirements. Please contact the Disability Resource and Access Coordinator for more information.

General guidelines for the placement process are as follows:

1. Students should contact the campus or center academic adviser to begin the placement process. NPC uses the COMPASS computer-based placement test as its primary placement tool. If technical difficulties prevent the use of the COMPASS test, students may be given the ASSET placement instrument;
2. A complete battery of COMPASS assessments typically takes two hours. Depending upon the COMPASS results, some students may need additional placement testing in one or more areas;
3. At the conclusion of the COMPASS instrument, the academic adviser will meet with the student to discuss the placement results;
4. Students needing placement testing pay a \$10 annual fee. This fee allows up to three tests within the academic year.
5. Placement test scores, whether from NPC or another institution, are effective for a maximum of two years. If more than two years have elapsed since the testing date, the student must re-test before enrolling in a class.

Placement results will be used to make initial placement for students in mathematics and English courses. Depending upon their placement results, some students may need to enroll in The Learning Cornerstone (TLC) courses to develop the skills needed to succeed in college-level courses.

Placement results are also used to determine eligibility for general education courses. Depending upon their placement results, some students wishing to take general education courses may need to co-enroll in a pertinent TLC course.

Certain program-specific courses, such as NAT 101 and EMT 132 or 244, also have required placement minimums. Please contact your academic adviser for more information regarding required placement scores for NPC courses.

Placement testing is available at all campuses and centers during advising office hours. Consult with the campus or center academic adviser to schedule a placement session. Students are strongly encouraged to complete testing prior to

the registration period. Early placement testing gives students the opportunity to retest if needed and gives the academic adviser more time to discuss placement results with the student. Placement testing may be done during registration. Testing is typically available during registration hours, though students should plan to start testing no later than two hours prior to the end of the registration day.



SOAR (Student Orientation Advisement & Registration) sessions that introduce all new NPC students to the college's programs and services begin with fall 2012 early registration. First-time NPC students and returning or transfer students with 12 or fewer credit hours are required to attend a SOAR session. Students taking only noncredit NPC classes are exempt.

SOAR programs are designed to address student questions and concerns about NPC registration, services and educational planning. In addition, following the sessions, students who have not already done so will have an opportunity to meet with advisers and register for classes. SOAR sessions are provided at no cost to students.

Orientation sessions are scheduled at various times at each campus and center during the fall and spring semester registration periods through the second week of classes. New students can register for SOAR at the time they complete an online enrollment form. Returning students must register for SOAR sessions by contacting the NPC Records & Registration Office. A complete listing of the SOAR session locations and times and exempt courses can be found at www.npc.edu/SOAR. They are also printed in the *Class Schedule*.

Note: Students who do not complete a SOAR session during their first semester at NPC (or returning students with 12 or fewer credit hours) will be blocked from registering for any more classes until they have completed an orientation session.

Questions concerning SOAR should be directed to the Records and Registration Office at (800) 266-7845, ext. 7459.

Tuition & Fee Schedule

All fees are approved and subject to change by the Navajo County Community College District Governing Board.

A form of personal identification (ID), such as an Arizona Driver's License, Arizona ID card, check guarantee card or military ID card is required when paying by personal check.

Estimated Student Costs

The Financial Aid Office develops estimated budgets for students attending NPC. Based on the projected figures, a full-time student (enrolled in 12 credits per semester) living off-campus would need to budget the following amounts for the regular fall/spring academic year:

Tuition	\$1,488
Fees	\$170
Books & Supplies	\$1,400
Off-campus Housing & Meals	\$7,650
Personal/miscellaneous	\$3,292
Transportation	\$1,896
Total	\$15,896

Students living with parents, are from out-of-state, or who need other budget information may contact the Financial Aid Office at (800) 266-7845, ext. 7318.

Tuition

In-state Resident Tuition

The tuition and fees schedule will be published in the regular semester and summer session *NPC Class Schedule*. Textbooks are not included in tuition.

Arizona Resident

Per Credit	\$62
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Non-resident Tuition

Students who do not qualify as an Arizona or United States resident for tuition purposes are assessed the following tuition rate: \$305 per credit hour.

Senior Citizens

Students 60 years of age and older, who are Arizona residents, may qualify for a reduced tuition rate at 50 percent of the applicable tuition rate. All other fees will be assessed at the full rate for seniors. The tuition reduction is **NOT** applicable for enrollment in noncredit seminars, classes or programs.

To qualify, a student must meet the appropriate age qualification by the dates listed prior to enrolling:

- May 1 for **summer** session enrollment.
- January 1 for **spring** semester enrollment.
- August 1 for **fall** semester enrollment.

Apache County

Fees for Apache County are determined by intergovernmental agreement and may vary. Specifics for each term appear in the semester and summer session *NPC Class Schedule*.

New Mexico Residents

Out-of-state tuition and fees are waived for New Mexico residents taking one to six credit hours or 12 or more credit

hours via a reciprocal agreement with the New Mexico Commission of Higher Education. Application for tuition waivers must be submitted to the Records and Registration Office prior to registration for the student to qualify for in-state tuition. Waivers are limited. Reapplication is required each semester.

Late Registration Fee

Students registering for classes on or after the first day of the semester (August 27 for fall 2012; January 14 for spring 2013; May 28 for summer 2013) will be charged a \$25 Late Registration Fee, which is non-refundable.

OVERVIEW

A \$25.00 late registration fee is authorized for all students. The late registration fee is assessed when students register on or after the first day of the semester. Short term classes will also have a late fee assessed according to the start date. For more information, see our website: www.npc.edu/admissions/tuition-fees/late-registration-fee.

EXCEPTIONS

There are a few exceptions in which the late registration fee will not be applied. Students who meet the following criteria will not be assessed a late registration fee during any point of the semester:

1. Registering only for ECD, COS or POS courses.
2. Registering only for noncredit courses.
3. Registration(s) is to replace a canceled class.
4. Registration if the student is exchanging one previous course registration for another.
5. Registering only for dual enrollment courses.

Petition to Waive Late Registration Fee

Northland Pioneer College's Dean of Students reserves the right to extend the registration period or waive the late registration fee if circumstances reasonably beyond the control of the student caused the student to be unable to finalize their schedule. All waiver requests must be timely and not more than 10 business days after the start of a semester. Documentation to support the student's claim is required.

PROCEDURE

1. The *Petition to Waive Late Registration Fee* is completed by the student.
2. The form will include (but is not limited to) an explanation for the request and the name of the person requesting the waiver as well as the student name and identification number.

3. Waivers may be issued when:
 - (a) The late registration was the result of an institutional error or;
 - (a) A student was actively engaged in Military Service, Firefighting, Law Enforcement, or other similar public service duties during the registration period and such duties precluded registration; or
 - (a) An unusual circumstance beyond the control of the student caused the student to be unable to finalize registration before the 1st day of class. (Additional Documentation should be provided, *i.e.* supporting documentation of the circumstance, etc.)
4. The completed *Petition to Waive Late Registration Fee* form will be turned in at the campus/center front office and sent to the Records and Registration Office.
5. Dean of Students will review the petition and accompanying documents. A decision will be made to approve or deny the student’s petition based upon the facts presented.
6. If approved, the Business Office will waive the late registration fee by crediting the petitioning student’s account.
7. The approval form and related documents will be filed in Business Office. A copy will be kept in the Records Office and a copy will be sent to the student.

Media Fee

All students enrolling in 3 or more credits are assessed a \$35 per semester Media Fee.

This fee is used to help offset the cost of media services that are available to ALL NPC students such as computers, audio and video equipment, electronic library resources and Internet. Please note this is a general fee and additional fees may apply to specific courses offered at NPC.

**Summer will be charged as one semester even if more than one session is offered.*

Instructional Course Fees

Some classes have an additional charge, shown in the course listings as FEES, to cover special supplies, materials or equipment used for instruction. The typical fee is \$15 to \$35. Students may still be responsible for providing other supplies or tools. Other courses require special insurance, national exams, materials, private instruction or travel expenses. These higher-than-usual fees apply to: some Computer Information Services courses (\$200-275); Cosmetology (\$520 course fees & ±\$1,000 for kit & equipment); Nursing (\$200 course fees); Firefighter I & II (\$225); Heavy Equipment (\$200); Industrial Maintenance & Operations (\$145); Applied Music (\$120); Welding (\$75) and Paramedic Training (\$700).

All fees are reviewed and set annually by the Navajo County Community College District Governing Board.

Program Fee

Students enrolled in the **Law Enforcement Academy** are charged a Program Fee of **\$100 per semester**, in addition to Media and Instructional Course fees.

Special Fees

Graduation Fee (non-refundable)	\$35
Special Certificate (non-refundable)	\$15
Transcript (each)	\$10
Transcript On Demand (each)	\$15
Transcript Next Day Delivery (each)	\$20
	+ USPS Overnight Delivery Postage
NSF Check Collection*	\$25
Replacement “Money Card” (Active)	\$20
	(Inactive) \$10
GED Test	\$85
GED Retest	\$12
HESI Testing (Nursing Admission)	\$38
Late Registration Fee	\$25
Compass/Asset (with two Retest)	\$10
Credit by Exam50% In-State Tuition
Credit by Evaluation**50% In-State Tuition
Credit by Evaluation Fee (non-refundable)	\$15
Promissory Notes	See e-Cashier Payment Plan website

* NSF checks may be turned over to the Navajo County Attorney for prosecution. State law prescribes a punishment including: \$2,500 fine and a six-month imprisonment.

** Evaluation of Learning Certificates from business, industry, government, military and non-regionally accredited institutions without waiver agreement.

NOTE: NPC works closely with local agencies and industries in tailoring training projects to meet local needs. For these special and unique programs, there may be special instructional fees assessed.

Student Payments

Funds will be first applied to any encumbrances owed to the college. The refund schedule begins with the first day of registration. Sufficient time must be allowed for final clearance of fee payment checks before refunds will be made.

Payment Plan

All college tuition and fees must be paid by the dates listed in that semester’s *NPC Class Schedule* or online at www.npc.edu/admissions/tuition-fees/payment-due-dates. Students may take advantage of the e-Cashier Payment Plan online via the NPC website www.npc.edu. A down payment may be required.

Non-Payment

A student who fails to pay his or her outstanding obligations to the college may be denied future enrollment until the account is settled in full. **Transcripts and grades will not be released until all financial obligations to the college have been met.**

Refunds

A student's financial aid refund is paid through Higher One. Students can select the NPC Money Card, a check or direct deposit into their existing checking accounting.

All other student refunds are paid by check through NPC.

Tuition and Fees

College refund policies vary based on the type of course for which a refund is requested. Specific dates are published in the *NPC Class Schedule* for the semester or summer session. Course refund policies for courses are as follows:

Regular Semester Course

Tuition and fees are 100% refundable prior to the first day of the semester; 50% during the first and second weeks of the semester. No refund after the end of the second week of the semester.

Short Term

100% prior to the first day of session; 50% through the first two days of session.

Summer Sessions

100% prior to first day of classes; 50% first and second day of classes. No refund after second day.

One and Two-Day Workshops

100% prior to first day of classes; 50% first day of two-day workshop of classes. No refund on or after second day of two-day workshop. No refund on or after first day of one-day workshop.

Internet Refund

To receive a 100% refund for an online course, a student must cancel his or her class participation within one week of registration and not have initiated any online course work. A 50% refund is provided if a student cancels his or her class participation within two weeks of registration and has not initiated any online course work.

Media Fee Refund

Students enrolled in three or more credits, who have been charged the Media Fee and who subsequently drop credits and fall below a three credit total for a given semester will have the Media Fee refunded, **provided they qualify for a tuition refund under the normal college refund process or receive an exception to the refund process from the vice president for learning and student services.**

Course Change Refund

NPC strives to be fair in the processing of Course Change Forms to determine possible tuition and fees refunds. If a student registers in a course he or she no longer wishes to take, or the schedule changes after the student has enrolled in a course, Student Services must determine if a 100% or 50% tuition and fee refund is warranted to students dropping a class within the first two weeks of the semester. A 100% refund is given only under certain circumstances – such as when the college must change an initial course schedule. Therefore, students should be aware that the amount refunded varies. Refund cases will be reviewed on an individual basis. Students dropping a course from their class schedule after the first two weeks of the semester will be held responsible for full payment of tuition and fees.

Cancellations

Students whose class(es) are canceled by the college will receive a full refund of all tuition and fees for the canceled class(es).

Higher One and NPC Money Card

NPC processes student financial aid refunds through the Higher One system. Students have the option of receiving these refunds through the NPC Money Card, by direct deposit into their existing bank account, or by check. Students who chose to receive their refund via the NPC Money Card are establishing a bank account through One Account.

Questions? Call the Business Office, (800) 266-7845, ext. 7480.

For more information on Higher One please go to higherone.com and for more information on the OneAccount click on OneAccount on the left side of the Higher One page.

Academic Calendar

Fall Semester 2012

- Last day to make course schedule changes
for financial aid purposes July 27
- No registration accepted July 30 and 31
- Cosmetology classes begin August 6
- Financial aid awards available to students August 3
- Classes canceled for insufficient enrollment
Registration resumes at 10 a.m. August 22
- College Professional Development Day/Convocation
(No Classes) August 24
- Last day to register online
for regular semester classes August 26
- Semester classes begin. August 27
- Late Registration Fee** applies on or after. . . . August 27
- Labor Day (College Closed/No Classes) . . . September 3

Instructor permission needed to register for regular semester & Internet classes except “Open Entry/Exit” September 4

Dean and instructor approval required for semester course adds September 10

Last day to withdraw without “W” on transcript and instructor signature. September 21

Instructor signature required for withdrawals on or after this date September 24

Last day to file for December graduation October 5

Veterans Day November 12
(College Closed/No Classes)

Thanksgiving Recess November 22 – 24
(College Closed/No Classes)

Last day of semester December 17

Winter Break December 18 – January 14
(Students, No Classes)

Final grades due to Records and Registration December 21

Winter Break Dec. 24-26 & 31-Jan. 1
(College Closed/No Classes)

Spring Semester 2013

Priority deadline for completing financial aid applications for Spring October 15

Spring registration begins. November 26

Last day to make course schedule changes for financial aid purposes December 14

No registration accepted December 20 & 21

Winter Break Dec. 24-26 & 31-Jan. 1
(College Closed/No Classes)

Financial aid awards available to students December 28

Classes canceled for insufficient enrollment
Registration resumes at 10 a.m. January 9

College Professional Development Day/Convocation (No Classes) January 11

Last day to register online for regular semester classes. January 13

Semester classes begin. January 14

Late Registration Fee applies on or after. January 14

Martin Luther King, Jr. Civil Rights Day January 21
(College Closed/No Classes)

Instructor permission needed to register for regular semester & Internet classes except “Open Entry/Exit” January 22

Dean and instructor permission required for semester course adds January 28

Last day to withdraw without “W” on transcript and instructor signature. February 8

Instructor signature required for withdrawals on or after this date February 11

Presidents’ Day February 18
(College Closed/No Classes)

Last day to file for May graduation and participate in ceremony March 4

No Registration March 20

Spring Break (College Closed, No Classes) March 25 – 30

Priority deadline for completing financial aid applications for Fall 2013. April 15

Fall 2013 Registration Opens. April 29

Last day of semester May 17

39th Annual Commencement Ceremony May 18

Final grades due to Records and Registration May 20

Summer Sessions 2013

Priority deadline for completing financial aid applications for Summer March 15

Summer registration begins. April 8

Last day to make schedule changes for financial aid purposes May 17

No registration accepted May 20

Financial aid awards available to students May 21

Memorial Day (College Closed/No Classes) May 27

Last day to register online for regular semester classes. May 27

Summer Session begins May 28

Late Registration Fee applies on or after. May 28

Instructor & dean’s signature needed to register for classes already in session May 29

Classes canceled for insufficient enrollment
Registration resumes at 10 a.m. May 30

Independence Day July 4
(College Closed/No Classes)

Last day of Summer Session. August 1

Final grades due to Records and Registration August 8

Course Delivery Methods

As a de-centralized community college serving 21,158 square miles, Northland Pioneer College uses multiple methods for delivering classes.

Traditional Classroom Learning Environment

NPC offers many classes in a traditional lecture, discussion, and/or laboratory format. These classes are identified as LEC in the class schedule.

Interactive Video and Multimedia Learning Environment

NPC also offers interactive instructional video (VID) and multimedia (AUD) classes that link all of our locations. This flexible format allows us to expand our course offerings to provide you with more educational options close to home. If you have questions prior to registering, please contact an academic adviser. If you do not have an academic adviser, call the campus or center where you plan to attend and ask to speak with the adviser.

Multi-Course Learning Environment “Lab” Classes

LAB refers to a multi-course learning environment and should not be confused with laboratory sessions. This type of nontraditional instruction allows a single teacher to instruct 16 to 18 students in several classes at once. In these classes, students work at their own pace with individualized instruction materials. The teacher becomes a facilitator working with each student, one-on-one, as the need arises.

LAB classes allow the teaching of subjects like calculus or legal transcription, where there are often only one or two students at any given time. At NPC, “labs” are used in office education, mathematics, basic skills, business, computer science and several other subjects.

Online Classes

A variety of Internet classes are available through NPC. In these classes, students learn course material presented via the Internet. These classes are great for those who have busy schedules or difficulty commuting to an NPC campus or center.

Requirement: Prior to enrolling in online classes, students should have access to a computer and should have an email account. (All NPC students are given an email account, which is used to communicate with students.)

For information on online classes, including course previews, textbook, prerequisites and registration instructions, please visit www.npc.edu.

Alternative Learning

NPC also offers alternative learning methods that allow you to earn course credit. This involves dean-approved learning contracts negotiated with faculty to meet your degree completion requirements.

NPC can also evaluate your prior learning certified through industry, business or trade school training programs to assess if this education is applicable toward an NPC degree program. For more information, contact your academic adviser. If you do not have an academic adviser, call the campus or center where you plan to attend and ask to speak with the adviser.

Note: Additional fees may apply for credit by evaluation. Ask your academic adviser for details.

Course Offering Limitations

NPC offers courses at a number of locations throughout the district utilizing college-owned or leased facilities. Through its regular offerings and alternative study programs, NPC attempts to provide as many courses as possible for completion of degrees and certificates at each learning site. However, many vocational programs require specific tools and equipment that may not be available at all locations. Prospective students should check with the academic adviser at the NPC location they plan to attend to determine which programs are available.

NPC does offer housing assistance scholarships for students needing to re-locate in order to enroll in programs not available in their home community. See the Financial Aid section of the NPC website, www.npc.edu, or contact an academic adviser.

Graduation Requirements

■ Associate Degrees

Associate of Arts (AA)

Associate of Arts in Elementary Education (AAEE)

Associate of Business (ABus)

Associate of Science (AS)

Associate of General Studies (AGS)

Associate of Applied Science (AAS)

Students pursuing a certificate or degree need to declare a degree plan with an academic adviser. The declared degree plan is then posted to the student’s file.

To obtain the Associate of Arts, Associate of Arts in Elementary Education, Associate of Business, Associate of Science, Associate of General Studies, or Associate of Applied Science degrees from NPC, the candidate must:

1. Satisfy the degree requirements as published in the applicable NPC catalog prior to the date of graduation on which the degree is to be awarded;
2. File an *Application for Graduation* by March 4, 2013, including the nonrefundable \$35 fee, with the Records and Registration Office during the academic year in which the student expects to graduate. A student who is late in filing an *Application for Graduation* may still be allowed to graduate, but will not be allowed to participate in commencement. Late applicants may participate in commencement the following year. Students who anticipate completing their degree requirements during the fall semester may apply for graduation by October 5, 2012, and have their degree posted on their transcript at the end of the fall semester. If a student completes requirements

for a degree during the summer, he or she must apply for fall graduation;

3. Be credited with not less than 64 applicable semester credits in the Records and Registration Office. No course numbered below the 100 level can be used to satisfy the requirements for any degree;
4. Have a declared degree plan on file, prior to March 4, 2013 in the Records and Registration Office. All petitions for degree requirement waivers must be submitted and approved prior to March 4, 2013 for the spring semester, or by October 5, 2012 for the fall semester;
5. Have a grade-point average of 2.0 or better in all work to be applied toward graduation. Not more than nine units of 'D' credit will be allowed in the AAS or AGS degrees. For AAS and AGS degrees, 'D' credit will be allowed only in unrestricted electives. No 'D' credit will be allowed in the AA, AAEE, ABus, or AS degrees;
6. Have no more than 12 credits of 'P' grade applied toward graduation credit for the AAS and AGS degree requirements (except in those program areas where 'P' is the grade most commonly employed). No 'P' credit will be allowed in the AA, AAEE, ABus, or AS degrees;
7. Have a minimum of 12 semester credits in residence at NPC that apply toward the degree being pursued and meet the requirements for the applicable NPC catalog (see section "Applicable Catalog" for additional details). Credits obtained by assessment may not be used toward the residency requirement; and
8. Remove any indebtedness to the college at least 30 days prior to the date of commencement.

■ Certificate of Applied Science (CAS)

A Certificate of Applied Science will be awarded to students who have completed an approved vocational program with all courses successfully completed with a grade of 'C' or better to indicate the achievement of technical skills and competence in a specific area of endeavor.

The candidate for the Certificate of Applied Science must:

1. Satisfy the certificate requirements as published in the applicable NPC catalog prior to the date of graduation at which the certificate is to be awarded;
2. File an *Application for Graduation*, including the nonrefundable \$35 fee, with the Records and Registration Office during the academic year the student expects to graduate. The application fee must be received by March 4, 2013 for the spring semester. A student who is late in making application for graduation may still be allowed to graduate, but will not be allowed to participate in commencement. Late applicants may participate in commencement the following year. The student who anticipates completing his or her certificate requirements

during the fall semester may apply for graduation prior to October 5, 2012 and have his or her certificate posted on his or her transcript at the end of the fall semester. If a student completes requirements for a certificate during the summer, he or she must apply for fall graduation;

3. Have a declared certificate plan on file, prior to March 4, 2013 for the spring semester, or by October 8, 2012 for the fall semester, in the Records and Registration Office. All petitions for certificate requirement waivers must be submitted and approved prior to March 4, 2013 for the spring semester, or by October 5, 2012 for the fall;
4. Have a minimum of 12 semester credits in residence at NPC that apply toward the certificate being pursued and meet the requirements for the applicable NPC Catalog (see section "Applicable Catalog" for additional details.) Credits obtained by assessment may not be used toward the residency requirement; and
5. Remove any indebtedness to the college at least 30 days prior to the date of commencement.

■ Certificate of Proficiency (COP)

Certificates of Proficiency are approved programs that indicate specific vocational competencies. Any number of certificates may be awarded to a student who completes the requirements. A formal certificate will be sent to the applicant once the completion of requirements is certified. Normally these students do not attend graduation ceremonies. An exception is made for those students who complete a Certificate of Proficiency of 32 credits or more in two semesters.

Certificates of Proficiency will be awarded when the student:

1. Satisfies the requirements for the certificate as published in the applicable NPC catalog;
2. Files an application, including the nonrefundable \$15 fee, with the Records and Registration Office when all courses have been completed;
3. Completes successfully, with a grade of 'C' or better, all courses to indicate the achievement of technical skills and competence in a specific area of endeavor;
4. Has a minimum of 75 percent of the credits required for the certificate in residence at NPC. Credits obtained by assessment cannot be used toward the residency requirement; and
5. Removes any indebtedness to the college prior to making application for the Certificate of Proficiency.

Applicable Catalog

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements

of any single catalog in effect during subsequent terms of continuous enrollment. A student may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing his or her degrees.

Students transferring among Arizona public higher education institutions must meet the admission, residency and all curricular and academic requirements of the degree-granting institution.

1. A semester in which a student earns course credit is counted toward continuous enrollment. Noncredit courses, audited courses, failed courses or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.
2. Students who do not meet the minimum enrollment standard stipulated in number 1 during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled. These students must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

**Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.*

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.
4. In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Course work that is more than eight years old is applicable to completion of degree requirements at the discretion of the student's major department. Departments may accept such course work, reject it or request that the student revalidate its substance. The eight-year limit on course work applies except when program accreditation agencies limit the life of course work to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.
5. Enrollment by Arizona community college students in nontransferable courses still constitutes enrollment for purposes of determining whether the student has been continuously enrolled. For example, if a student takes two

semesters of cooperative education classes, which are not transferable to the university but constitute continuous enrollment at the community college, the university should consider it continuous enrollment.

6. Exceptions made by an institution apply only to the institution that made the exception. For example, if the community college departments accepted credit which was more than eight years old, the university department to which the student transfers has the right and the obligation to reevaluate any credit which is more than eight years old.

Inquiries about these guidelines should be directed to the student's academic adviser.

Degree Exclusions and Exceptions

Students who have completed an Associate of Arts degree, Associate of Business degree or Associate of Science degree, or higher degree (BS, BA, etc.), will not be awarded an Associate of General Studies, or a second degree of the same type. Students completing the aforementioned degrees may complete a different transfer degree providing they complete the appropriate Arizona General Education Curriculum (AGEC) courses, the common courses identified for the major they will be pursuing at the university, and applicable language requirements.

1. Students who complete an AAS degree offered by NPC may complete an AA, AAEE, AS, ABUS, or AGS degree. For each degree students must complete 12 additional credits transferable to all three Arizona state universities. Students must meet all requirements specific to the degree they wish to earn.
2. A student may earn any number of CAS or AAS degrees; however, students must earn a minimum of nine additional credits that apply to each new area of specialization.
3. Students who completed an AA, AAEE, AS, ABUS, or AAS degree or higher degree at NPC or another accredited institution are not required to complete the General Education requirements of a second AAS or CAS to be earned at NPC, unless the NPC degree has specific general educational requirements to meet external certification not previously taken;

Credits over eight years in age are subject to review prior to acceptance toward the prerequisites and/or degree requirements in some NPC programs, except when program accreditation agencies limit the life of course work to less than eight years.

Petitions for Exceptions

Students seeking exceptions to degree requirements should meet with an academic adviser for assistance in completing the petition forms. These forms accompanied by supporting information such as copies of transcripts, course descriptions,

and articulation rules are forwarded to the dean responsible for the degree program being petitioned. The dean makes a recommendation and forwards the paperwork to the vice president for learning or the registrar for a final decision and distribution of the copies of the petition form.

Grades

Grade Key

- A = Excellent, 4.0 grade points per semester credit
- B = Good, 3.0 grade points per semester credit
- C = Average, 2.0 grade points per semester credit
- D = Unsatisfactory, 1.0 grade points per semester credit
- F = Failure (no credit), 0.0 grade points per semester credit
- I = Incomplete
- P = Pass (credit awarded), does not affect the Grade Point Average
- W* = Withdrawal (no credit), does not affect the Grade Point Average
- AU* = Audit (no credit and no letter grade), does not affect the Grade Point Average

A student with a grade of less than 'C' in any subject should not expect to continue advanced work in that field unless there is other evidence indicating possible success.

* Veteran benefit recipients are not eligible for a 'W' or 'AU' grade unless they officially withdraw from a class using a *Course Change Form*. This form must be signed by the instructor indicating the last day of attendance. (This procedure complies with the guidelines recommended by the federal Veterans' Administration.)

Audit ('AU') Grades

A student may choose to register for an Audit grade in a course. The Audit grade allows a student to take a course without affecting the student's grade-point average. A student taking a course for Audit may fully participate in all aspects of the course, but will not be given any graded assignments. The Audit grade does not count for credit and does not factor into a student's grade-point average. Completion of a course with an Audit grade does not count as successful completion of the course for prerequisite purposes. An Audit grade may not be used in any degree or certificate program. Students may not switch from a letter grade (including 'P') to an Audit grade for a course once they have registered for a letter grade. Students registering for an Audit grade may not file for a change of grade to a letter grade at the end of the course. Courses taken for an Audit grade do not appear on the official transcript. Students are cautioned that courses taken for an Audit grade will not be accepted for transfer at other postsecondary institutions. When a student registers for an Audit, Records and Registration assigns the final grade as 'AU.' Students taking courses for Audit grades pay regular tuition and fees for audited courses.

The Audit grade option is not available for one-day workshops, dual enrollment or The Learning Cornerstone (TLC) courses and all courses offered through Community Services (typically courses with a 099x designation).

To register for an Audit grade for a course, a student must take the following steps:

1. Beginning with the day instructor approval is required for course entry a student must see an academic adviser to obtain a course *Registration Form* and an *Audit Request* form. The student signs the *Audit Request* form indicating that student understands the limitations of auditing a course.
2. The student checks with the instructor to see if the instructor will allow the student into the course as an auditing student. If so, the instructor signs the *Registration Form* and the *Audit Request* form.
3. The student then takes the forms to the campus/center office. The campus/center office makes sure the course has space availability and, if so, registers the student for the course. The student receives a student copy of the *Audit Request* form. The remaining copies of the *Audit Request* form are attached to the *Registration Form* copies and sent to the Records and Registration Office.

Pass ('P') Grades

In certain classes it is possible to obtain a 'P' or Passing grade. A 'P' protects the grade-point average (GPA) for those students desiring general education experiences outside their majors and should be avoided as a substitute for a letter grade in a major field of study. Students are cautioned that pass grades may not be accepted for transfer credit at other postsecondary institutions.

The maximum number of 'P' credits allowed toward an AGS or AAS degree from NPC is 12. No 'P' credits are allowed on the AA, AAEE, ABus or AS degrees.

The minimum requirements for a 'P' grade are those regularly required for a 'C' grade in any given class. For purposes of completing course prerequisites only, the 'P' grade is considered to be the equivalent of a 'C'. Therefore, a 'P' grade fulfills the 'C or better' course prerequisite requirement. The student contracting with the instructor for a 'P' option will receive either a 'P' or 'F' grade.

Incomplete ('I') Grades

An incomplete grade may be given for reasons deemed legitimate by the instructor but only when a student has satisfactorily met 85 percent or more of the course requirements. A student receiving an incomplete grade has the responsibility of initiating the procedure for removal of the incomplete grade.

The work to be accomplished for the incomplete to be removed will be submitted by the instructor on an Incomplete Grade

Information Sheet to be forwarded with the final grades to the academic dean. If an incomplete is not removed within one semester from the end of the semester in which it was awarded, it is automatically converted to a grade of 'F.'

Withdrawal ('W') Grades

A student or an instructor can initiate a grade of 'W.' Withdrawal from classes during the first four weeks of the semester (for semester length classes) will not be reflected on the student's transcript. The grade of 'W' will appear on the student's transcript for each class withdrawn from after the end of the fourth week of the semester. All nonsemester-length classes (usually identified as short-term classes) will show a 'W' regardless of when the withdrawal occurs after the class begins.

The course instructor may initiate an administrative withdrawal for a student after the 45th day of the semester and up to the final day of the semester by submitting the appropriate form and assigning a 'W,' which will be reflected on the student's transcript at the end of the semester, with the exception of veteran benefits recipients.

Whether initiated by the student or instructor, the last date of attendance (LDA) must be written on the withdrawal form.

Withdrawal from All Class(es)

Any student wishing to withdraw from classes on or after the first day of class must contact an academic adviser in order to complete the process.

SPECIAL NOTE: Students who completely unofficially withdraw and/or officially withdraw from NPC will have their federal financial aid recalculated by using the Federal Return of Title IV calculation prescribed by federal law. See page 35.

Grading Procedure

The instructor is responsible for assigning grades. Grades are based on academic performance, class participation and attendance. Academic dishonesty will not be tolerated. An instructor may lower a grade based on academic dishonesty or other forms of student misconduct. Academic dishonesty or other forms of student misconduct may also be referred to the vice president for learning for further action. Grade changes can be made only by the instructor with approval of the dean and/or the vice president for learning. Changes must be submitted within one semester from the end of the semester in which the grade was awarded. After that time, the student must follow the Appeal of Grade process. Students who disagree with a grade may file a grade appeal as outlined in the Students Rights and Responsibilities section of this catalog.

Raising Grades

The student may repeat a course to raise a grade. The higher grade will be credited and counted in computing the student's

grade-point average. The lower grade will not be used, but will still appear on any transcript.

SPECIAL NOTE: Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 33, note 4.

Repeating Courses

You can repeat a course as many times as you wish.* Each instance will show up on your transcript along with the grade you received, but only the most recent occurrence will be counted toward your grade point average and toward fulfilling credit requirements for a degree or certificate.

SPECIAL NOTE: Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 33, note 4.

*EXCEPTION: Some music performance, art studio or Health and Physical Education courses can only be repeated up to four times for degree or certificate credit. See an academic adviser for specific courses.

Reporting of Grades

The Records and Registration Office posts final grades after each semester. Students may view their grades by using the Student Log-in link on the MyNPC website. Grades will only be mailed to students upon special request. Contact the Records and Registration Office for the appropriate form. Transcripts and grades will not be released until all financial obligations to the college have been met.

Transcripts

No transcript will be released until all financial obligations have been satisfied with the college.

The Records and Registration Office issues all Official NPC transcripts. The following information is needed when requesting a transcript: name, student ID (Social Security Number is acceptable), student's mailing address, complete mailing address where transcript is to be sent, contact phone number, signature, date signed and payment -- \$10 per transcript.

A same-day transcript processing fee is \$15 per transcript. Same day transcript requests can only be processed and picked up at the Records and Registration Office.

Students may request overnight transcript delivery. The overnight transcript delivery processing fee is \$20 per transcript plus the United States Postal Service overnight delivery fee (USPS rates subject to change).

Payment by major credit card (Discover, MasterCard or Visa) is accepted, in addition to cash, check or money order. For credit card payment, provide account number, expiration date and name as listed on card.

Unofficial transcripts are available at campus and center

locations and the Records and Registration Office. Unofficial transcripts are not mailed or faxed; the transcript must be picked up in person. Returning students may access, and print, their unofficial transcripts online using the Student Records log-in found at <https://mynpc.npc.edu/ics>. Students on financial hold will not be able to access their transcript.

Transcripts can be requested by completing a Northland Pioneer College Transcript Request Form at any campus or center location, downloaded from the NPC website or by letter via U.S. mail. The Records and Registration Office should be contacted if there are questions regarding NPC transcript requests, (800) 266-7845, ext. 7459, P.O. Box 610, Holbrook, AZ 86025-0610.

Scholastic Honors – Graduation

The notation “Graduate with Distinction” or “Graduate with High Distinction” will be placed on the transcript of students who have completed in residence at NPC at least 30 units which are used toward the degree (AA, AAEE, ABus, AS, AGS, or AAS) and meet the cumulative grade-point average (GPA) criteria of 3.5 – 3.89 for Distinction and 3.9 – 4.0 for High Distinction. Students who receive additional degrees or emphasis areas will be required to complete, in residence, a minimum of 16 additional credits toward the subsequent degree or emphasis area in order to have this honor noted on the transcript. (GPA standards remain the same.)

Students who are receiving a Certificate of Applied Science must complete in residence at NPC at least 16 credits which apply to the certificate in order to have “Certificate with Distinction” or “Certificate with High Distinction” noted on the transcript. The cumulative GPA standards outlined above will be used for the Certificate of Applied Science.

Scholastic Honors – Outstanding Graduates

Each year, NPC selects five (5) students, one (1) from each degree area (AA, ABus, AS, AGS, and AAS) as Outstanding Graduates. The Outstanding Graduates are chosen based on the highest cumulative GPA from students who attended classes that are open to the general student population. In the case of a tie in GPA's, the student with the most credits earned at NPC is awarded the recognition. Students who utilize any transfer credits from other colleges to meet the degree requirements at NPC are not eligible for this recognition.

Scholastic Honors – President’s & Dean’s Lists

The President’s List recognizes students who achieved a perfect 4.0 grade-point average during a specific semester. The Dean’s List honors those with a 3.5 to 3.99 grade-point average during a specific semester. To be eligible for these distinctions, students must have completed 12 or more credits in 100-level or above courses. Students will receive letters of recognition, and the honor will be noted on their transcripts.

Scholastic Honors – All-USA & All-Arizona Academic Team

Each year, Northland Pioneer College can nominate up to two outstanding students from each campus and center location for the All-USA and All-Arizona Academic Team. Phi Theta Kappa, the American Association of Community Colleges, Arizona Board of Regents, Follet Higher Education Group and *USA Today* help these exceptional students reach their educational goals by awards of scholarships and tuition waivers to any of Arizona’s three public universities: Arizona State University, University of Arizona or Northern Arizona University. Students also receive a scholarship from NPC.

Criteria for selection:

- Cumulative GPA of 3.50 or higher (4.0 scale);
- Good academic standing and working toward an associate degree by the end of the current academic year; and
- Involvement in campus and community volunteerism.

Membership in Phi Theta Kappa is not required. Fliers announcing the application process are posted at all campus and center locations and on www.NPC.edu in late September to early October.

Student Services

Northland Pioneer College offers a variety of student-support services designed to assist you in the pursuit of your educational and life goals.

Academic Advising

Academic advisers are available at every campus and center and online to provide valuable guidance on how prospective, current and former students can reach educational and career goals. Advisers can then help you match those goals with program offerings for various career fields or university transfer and develop a degree plan.

Advisers can provide assistance in a variety of areas, including:

- Educational planning, including degree or certificate plans;
- Evaluating results of placement testing;
- Selecting and registering for classes;
- Obtaining forms, including transcript requests and graduation application;
- University transfer assistance;
- Processing petitions and appeals;
- Utilizing alternative learning options;
- Receiving VA benefits;
- Providing information about financial aid, scholarships, and work study opportunities;

- Tutoring services;
- Adult education and GED testing;
- Information about student activities.

Prior to registering for classes, a student should meet with an academic adviser to discuss career and educational goals. Together you'll develop a *Degree Plan*, which lists the courses needed to reach those goals. Your adviser will give you a copy of your plan and degree checksheet, based on your applicable catalog (see page 21). This ensures the classes you complete will apply toward your degree or certificate.

A *Degree Plan* is also needed for financial aid and scholarship applications.

You Must Declare a Degree/Major

Beginning Fall semester 2011, registration will be blocked for students that have earned 32 or more credit hours and have not declared a *Degree Plan*. The purpose is to give students an opportunity to plan classes, ensure students are on the right path toward a major(s), and allow the adviser to check student academic progress. Only after the student has met with their academic adviser will the advisement hold be removed to register for classes.

Students are strongly encouraged to meet with an adviser at the earliest opportunity to avoid registration concerns.

Advisers Contact Information/Phone Numbers

Adviser's schedules vary by location to accommodate meeting with students during day and evening hours. For a list of adviser's phone numbers, please refer to page 8 of this Catalog, or visit www.npc.edu/academic-advising.

Admissions

All new students and those who have not been enrolled in the past three years must submit an *Enrollment Form*. NPC has an open admissions policy. High-school-age students, 14 and above, may enroll in NPC classes. Contact the Records and Registration Office or an academic adviser for details.

Falsification of any admission material or official college records may be cause for denial or cancellation of admission.

The **Records and Registration Office** is responsible for the following areas:

- Admissions (forms and admission letters)
- New Mexico waivers
- International student admissions
- Student records, including transcripts and grades
- Graduation certification
- Transfer student assistance

Alternative Education Services

Northland Pioneer College seeks to expand the access of its students to a broad array of educational opportunities via the following specialized programs and services.

Alternative Learning

Students may receive credit through a variety of means other than in-district course completion or transfer of credits from a regionally accredited institution. Those other means include the following, as permitted by the NPC District Governing Board:

- Credit by Evaluation
- National Standardized Examinations
- Departmental Credit by Examination
- Departmental Credit by Evaluation
- Transfer Courses (Nonaccredited Institution)
- Articulated Equivalent Course(s)

Once awarded, the institution to which a student transfers may handle acceptance of such credits upon transfer differently. The following describes details on obtaining credit by these other means, through NPC's Alternative Learning Program:

1. EVALUATION OF PRIOR LEARNING

To receive credit for prior learning, the student must provide evidence of the quantity and quality of the learning that has been achieved. The nature of this documentation varies depending on the topic or skill, but generally includes certificates of completion for noncollege courses in the private, government or military sectors. Additionally, the student must provide documentation of course content and classroom hours.

Students interested in the evaluation of their prior learning should first meet with an NPC academic adviser. This is necessary to receive a general overview of the options and processes that may need to be followed for any individual student's situation.

2. COLLEGE LEVEL EXAMINATION (CLEP) and ADVANCED PLACEMENT (AP) TESTING PROGRAM CREDIT

Credits awarded through CLEP/AP may be used at NPC to count toward the student's degree program including general education, major, and elective requirements. The student does not have to take additional courses to replace the credits for which s/he qualified by CLEP/AP examination in order to accumulate 64 hours for graduation.

NPC establishes acceptable test scores for the awarding of credits based on recommendations from American Council on Education (A.C.E.) and/or the state articulation agency for each discipline. Please see an academic adviser for minimum scores.

The acceptance of prior learning credits or CLEP/AP examination credits may be handled differently by the other institution upon transfer. Students desiring to use such credits at other institutions are advised to check the policies of each institution. Normally a fee is charged for posting credits earned through Alternative Learning.

The CLEP/AP examination credits are not used in computing the student's subsequent grade-point average. Credits are posted on the student's transcript. A maximum of 30 semester hours of CLEP/AP credit may be used at NPC toward the associate degree requirements.

Specific information concerning CLEP/AP subject and general exams, equivalent NPC courses, acceptable scores, and the number of credits that NPC awards for each test is available from the alternative learning evaluators. Visit NPC's home page under the **Student Services** heading and click on **Academic Advising** to find a list of the alternative learning evaluators.

Credit will not be awarded twice in the event a student has met a specific NPC graduation requirement through NPC course credit or another institution's transferable credit and the student is also eligible for the same credit through CLEP/AP test scores.

Students desiring to use CLEP/AP scores for satisfying requirements at institutions other than NPC are advised to check the CLEP/AP policies of those specific institutions. Each institution reserves the right to set scores for passing, as well as which tests they accept as testing over the equivalents of their courses. It is possible that passing scores may be higher or lower at other institutions. CLEP/AP scores, not necessarily courses, transfer for use between institutions and may be treated differently by the receiving institution.

3. CREDIT BY EXAMINATION

Credit by examination through NPC Departmental Examination will only be available in subjects for which CLEP is not available and for which testing arrangements can be made. Credit by Departmental Examination testing may not be available for all subjects.

An appropriate fee must be paid for the type of credit by examination selected as stated in the tuition and fees schedule included in the *NPC Class Schedule*.

Credit will not be awarded both for credit by examination and equivalent courses taken. In the cases where credit is available for the same course from multiple sources, NPC reserves the right to determine which of the credits will be used toward NPC graduation requirements.

Notification of credit award (or nonaward) by examination will be sent to the Records and Registration Office, and the student.

4. TRANSFER COURSE CREDIT

Transfer credit from nonaccredited postsecondary institutions may also be awarded if NPC is satisfied that such credits represent equivalent or higher level work and other measures of the quality of the work completed are evident. This provision includes private-for-profit postsecondary institutions, postsecondary institutions operated under the auspices of an Indian tribe, and credit recommendations from the American Council on Education for noncollege sponsored training and experiences.

5. INDIVIDUALIZED LEARNING CONTRACTS

The Individualized Learning Contract provides a method of independent study through learning objectives, individualized activities and appropriate methods of evaluation to verify the objectives have been achieved.

A student completes a *Learning Contract Application* in consultation with an academic adviser. If approved by the appropriate division dean/director, the division dean/director will develop the course, and arrange for a NPC faculty member to act as a resource person and evaluator, while the student completes the contract.

Credit is awarded for the completion of learning contracts when the instructor has received evidence from the student that learning objectives have been achieved.

Students assigned the 'I', or "Incomplete," grade at the end of a semester for a learning contract enrollment must complete the learning contract within the initial grade policy time limit. After that time, any 'I' grade will be converted to an 'F.'

6. DUAL ENROLLMENT

Many area high schools offer dual enrollment classes to their students through an agreement with NPC. Dual enrollment classes allow students to earn college credits for certain classes offered at the high school before they graduate from high school. Students can get a head start on college through dual enrollment. Occupational classes are accepted for credit at all state community colleges. Academic courses are accepted for credit by all state community colleges and state universities. For further information about dual enrollment, contact the Special Programs Office at (800) 266-7845, ext. 6272.

7. VOCATIONAL HIGH SCHOOL DISTRICT

Northland Pioneer College partners with several area vocational high school districts, including Northern Arizona Vocational Institute of Technology (NAVIT) and Northeast Arizona Technological Institute of Vocational Education (NATIVE) to provide career-training courses. Students earn both high school and community college credits. Contact an NPC academic adviser or area high school counselor for enrollment requirements.

8. INTERNSHIP EDUCATION

Internship Education is an option that allows the student to integrate college coursework with work experience in business, government and industry. Through the use of formalized “Learning Objectives” established at the beginning of each semester, the intern student earns college credits that may be applied to degree requirements. Some college departments have mandatory internships with regiments specific to the program.

The career services coordinator directs the Internship Program. This program is an option for employed adults who wish to gain additional skills for advancement as well as college credits. Internship Education is not a course of study, but rather the laboratory component of various programs offered by NPC.

9. ARIZONA STATE PRISON COMPLEX

NPC partners with the Department of Corrections to provide vocational and postsecondary education to inmates of the Arizona State Prisons located in Winslow and Apache County. Most programs are open-entry, enabling continuous student enrollment. Vocational courses are offered throughout the calendar year ensuring students the opportunity to complete their educational or training goals.

Online Bookstore

NPC has partnered with eCampus, allowing students to purchase their discounted textbooks online 7 days a week, 24 hours a day. The NPC Online Bookstore can be accessed through the NPC website, www.npc.edu. Purchases are delivered right to your home. **Shipping may take 4 to 10 business days, so texts need to be ordered prior to the first day of class. If you receive mail at a Post Office Box, your textbooks can only be shipped via USPS. For more information, follow the Online Bookstore link under Student Services on the home page of www.npc.edu.**

Electronic textbooks (eTextbooks):

The NPC Online Bookstore will offer eTextbooks on selected titles. You can purchase two forms of eTextbooks, an online version and a downloadable version. The online version can be accessed from any computer connected to the Internet. The downloadable version requires free software to be loaded to a specific computer and will only be accessible from that computer.

Rent textbooks:

Students can rent selected textbooks for a semester or set period of time. Additional days can be added to the rental period if needed. At the end of the rental period, log in to your NPC Online Bookstore account, using your username and password, to print a free postage-paid mailing label. Rental books can also be returned at the on-site buyback. Book rental can be paid with a major credit card or e-Cashier Payment Plan

agreement, but a major credit card **MUST** also be provided. A second email address is required, such as your student email.

How to place book orders:

After registering for classes, students can go to the NPC Online Bookstore for their books. First, click “Order Textbooks,” then select the semester in which you are enrolled. Select the “Department” for your course, then select your course by its number, e.g., ENL 101. Click “Select.” When finished adding all of your courses, click the green box, “View Textbooks.” Students may have the option to purchase a new or used textbook. On selected titles an eTextbook or rental option for textbooks may appear. Students will receive a 5% discount on all textbook purchases.

How to pay for books:

Students can pay with a major credit or debit card, check, money order, or the deferred e-Cashier Payment Plan. Students who wish to use the e-Cashier Payment Plan can add the cost of textbooks to their agreement. Students may register for classes first then sign up for e-Cashier Payment Plan. Students can also sign up for e-Cashier Payment Plan before registering for classes, for books only or classes and books.

Don't have access to Internet?:

Students without Internet access may go to any NPC campus or center during normal business hours to order textbooks using an NPC computer. Students may also call NPC Online Bookstore directly through the toll free number, by mail or send a fax to place an order. Students need to know the specific course number of the classes they are taking when contacting NPC Online Bookstore directly.

Phone: (877) 284-6744

Mailing Address: NPC Online Bookstore
2373 Palumbo Drive, Lexington, KY 40509

Fax: (859) 414-6814

Don't have a credit card?:

Students who do not have a credit card can pay for their books via check, money order, or deferred e-Cashier Payment Plan.

Book buyback:

Through the NPC Online Bookstore, students can sell back their textbooks 24 hours a day, 7 days a week. Click the “Sell Your Books” button; enter the ISBN number from the back of the textbook and an instant quote for the textbook will appear. Buyback shipping is **FREE!** Print a postage-paid mailing label, send textbooks to the NPC Online Bookstore and receive a check in the mail!

Students will also be able to receive cash for books during on-site buyback days, which will be held at each of the 4 main campuses at the end of the fall and spring semesters. Students who sell back books both online and on-site will receive premium buyback prices for any book being reused by NPC the next semester.

Shipping:

Textbooks are shipped directly to your home address. Please allow 4 to 10 business days for shipping. *If you receive mail at a Post Office Box, books must be shipped via USPS.*

Supplies:

NPC campuses and centers will continue to carry basic supplies for students, including pens, paper, highlighters, flash drives, and basic calculators.

Career Services

NPC offers career assessment and information, employment skills preparation, and part-time and full-time job referrals for students and alumni. Students can contact their academic adviser for assistance with the following services:

Career Assessment and Information

Career assessment for undecided and career transition-seeking students allows students to explore career options, interests, values and skills. Individual assessment, resume writing preparation, jobs search skills assistance consultation available on one to one basis.

Job Referrals

Job referrals for part-time, full-time, permanent and temporary positions are available for NPC students and alumni. Opportunities exist with local, county and statewide employers. On-campus (Federal Work-Study) positions are also coordinated in cooperation with the Financial Aid Office.

Student Employment

Student employment in the form of part-time, hourly work is available through NPC's Career Services website.

Local employers also contact the Career Services website with employment opportunities in many area communities. Available positions are posted on NPC's campus/center bulletin boards and the online job board, accessible through the NPC website at www.npc.edu.

All part-time job opportunities offered through the college are equal opportunity positions, which are available to students without regard to national origin, race, religion, age, gender or political affiliation.

Other Services

NPC sponsors annual county-wide job/career fairs. Career information resources, such as labor market information and career profiles, are available in the NPC libraries, Career Services website and the Internet.

Developmental Services

The Learning Cornerstone (TLC)

The Learning Cornerstone (TLC) provides students a variety of support services for academic success. Courses are generally

offered in a self-paced, independent study format and often includes small group instruction. Students attend one or more instructor-supervised labs weekly for each course. They are encouraged to attend the lab as frequently as possible for maximum progress.

The following programs are available.

■ NEW READERS PROGRAM

Provides individualized one-on-one instruction for adult new readers. College tutors, under the supervision of The Learning Cornerstone faculty, assist students.

■ BASIC EDUCATION

Provides basic literacy and mathematics instruction for students with limited educational backgrounds.

■ DEVELOPMENTAL LITERACY

Provides (a) continuing literacy and mathematics instruction for students who have completed Basic Education and (b) review and practice for students who wish to enter the GED Preparation program.

■ GED PREPARATION

Provides courses focused on preparing for the GED and a pre-testing orientation, including the Official GED Practice Tests. TLC staff members analyze practice test results and make recommendations for study and/or testing strategy.

■ SKILLS ENRICHMENT

Courses review and develop skills prerequisite to college coursework. They provide a refresher for mature students re-entering the educational system and additional practice for recent high school and/or GED graduates who wish to strengthen their academic skills.

■ COLLEGE SUCCESS

Students develop skills to succeed with college and university learning. Contents include pre-algebra, pre-college writing, pre-college reading, critical reading, vocabulary development and study skills. Reading and study skills courses are especially recommended for students beginning long-term degree programs. (Check with an academic adviser.)

The following support services are available:

■ STUDENT WRITING CENTERS

The Student Writing Center (SWC) is staffed by Learning Assistants who provide free help to NPC students completing writing assignments, research projects and resumes. The SWC provides access to computers, word processing programs and printers. The Learning Assistants can help you focus on a topic, organize your points and suggest general improvements to your document. Learning Assistants orient you to the SWC's helpful tools and references that enable you to improve

and complete your assignment. Contact your campus or center adviser for SWC location and hours of operation.

Note: You must complete a brief orientation to use the resources of the Student Writing Center.

■ LEARNING ASSISTANTS

Learning Assistants provide college placement testing and TLC placement. They provide tutoring and learning assistance for TLC students.

TLC courses are aligned to the Arizona Adult Education Standards.

■ ADULT BASIC EDUCATION

The Adult Basic Education Program (ABE) provides ABE Tuition to students who are seeking a GED. The scholarship is designed to provide public access to adult basic education through The Learning Cornerstone (TLC) courses. ABE scholarships pay for tuition and fees for qualifying courses and are offered to students meeting eligibility criteria on a first-come, first-served basis.

For more information, please contact **Developmental Services**, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025; (800) 266-7845, ext. 6536.

Disability Resource and Access Office

Northland Pioneer College is committed to ensuring that all of its students are provided equal access to a quality education and complies with all federal regulations with regard to nondiscrimination of persons with disabilities. Eligible students with properly documented disabilities will be provided reasonable and appropriate accommodations to instruction and services that are also made available to the general student population.

Students seeking accommodations are required to contact the office of Disability Resource and Access (DRA) as early in the registration process as possible. Failure to do so may result in a delay or limitation of services. All accommodations considered will be based upon the documentation provided to the DRA office by the student and will be implemented after consultation with the student on a case-by-case basis. In all cases, it remains the responsibility of the student to provide the DRA office with all necessary and required documentation.

Disclosure of Required Documentation

Students seeking accommodations must provide the Disability Resource and Access Office with the following:

1. **Proof of Admission** or intent to be admitted to Northland Pioneer College.
2. **Proof of Disability – Physical Disability.**
 - a. Provide an evaluative report describing functional

limitations or medical information certifying a qualifying disability.

- b. Include evidence that the evaluator has the professional credentials and/or specialized training, which qualifies him or her to offer a diagnostic determination.
3. **Proof of Disability – Cognitive Developmental Disorders.**
 - a. Provide a psycho-educational, psychological, psychiatric or other appropriate evaluation that describes the nature and extent of the disability.
 - b. Include evidence that the evaluator has the professional credentials and/or specialized training, which qualifies him or her to offer a diagnostic determination within the parameters of the diagnostic criteria for Cognitive Development Disorders established by the DSM-IV.

In accordance with the Americans with Disabilities Act, the accommodations made for the benefit of students with disabilities must, at all times, be reasonable. A “reasonable accommodation” is one which enables access to students with disabilities under the following circumstances:

- The accommodation will not fundamentally alter the program in terms of its educational standards and expectations; and,
- The accommodation will not result in undue instructional, financial or administrative burdens on other students or on the college as a whole.

Disability Resource & Access application forms are available on www.npc.edu. Mouse over *Student Services*, then *Disability Resource & Access*, then click on **Application Forms**.

The Disability Resource & Access Office serves the entire college district from offices on the White Mountain Campus in Show Low. The telephone number is (800) 266-7845, ext. 6178. [TDD service for the hearing impaired is (928) 537-2030]; Fax: (928) 532-6199.

Financial Aid

NPC offers a range of federal, institutional and private financial aid for students who need assistance in meeting the costs associated with a college education. Financial aid is provided in the form of scholarships, grants and employment.

NPC’s *Financial Aid Procedure Manual* serves as the guiding document for the administration of aid. A student has the right to know the information provided in the manual that is available at the Financial Aid Office.

The purpose of financial aid is to assist students and their families who have documented need with educational expenses, such as tuition and fees, books and supplies, room and board and transportation when their own resources

are inadequate to cover such costs. However, the primary responsibility for financing a college education lies with the student and his or her family.

Students are encouraged to apply EARLY for financial aid assistance as it generally takes **six to eight weeks** to review and process financial aid requests. Late applicants are required to make payment arrangements at the time of registration.

What is a “Priority Deadline”?

A priority deadline is the date by which students need to have submitted their online FAFSA application AND provide any other required documents to the NPC Financial Aid Office. This allows sufficient time to determine your award. Priority deadlines are set for every semester. The submission of a financial aid application does not guarantee the award of financial aid money.

Semester	Priority Deadline
Fall 2012	Monday, April 16, 2012
Spring 2013	Monday, October 14, 2012
Summer 2013	Friday, March 15, 2013

Inquiries regarding financial aid should be directed to the Financial Aid Office, Tawa Center, Painted Desert Campus, 2251 E. Navajo Blvd. in Holbrook or by mail to Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025, phone (800) 266-7845, ext. 7318 or email financialaid@npc.edu.

Steps to Apply for Federal Student Aid

Step 1: Apply for a PIN:

Apply for a Personal Identification Number (PIN) at www.pin.ed.gov. Your PIN is provided by the U.S. Department of Education. Sign your FAFSA with your PIN. If you are providing your parents’ information, one parent must also apply for a PIN.

Step 2: Gather the following information:

Your social security number and your parents’ social security numbers (if you are providing your parent information); Alien Registration Number if you are not a U.S. citizen; you and your spouse’s (parents’ most recent Federal Tax Return Transcript, if you are providing your parents information) and all W-2s, untaxed income, such as child support, living allowances paid to member of the military, clergy, Veteran’s Non-educational Benefits, etc.; information on savings, investments, and business and farm assets.

Step 3: Begin filling out your FAFSA:

The Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA (for continuing students), must be completed each school year at www.fafsa.ed.gov. NPC’s school year is Fall 2012, Spring 2013 and Summer session 2013. **NPC’s Federal School Code is 011862.**

When will I receive the FAFSA results?

Results are received in the form of a Student Aid Report (SAR). If you applied online, you should receive this in approximately one week. Keep the SAR for your records and review the information carefully. The Financial Aid office will receive the information electronically at about the same time you receive your SAR.

Step 4: Check your FAFSA status online:

You may check your status of a submitted FAFSA, make corrections to your FAFSA if needed, or print a signature page if you did not use your PIN. All unsigned FAFSA applications are held by the Federal Processor for 14 days; after 14 days the Financial Aid Office will be notified. An unsigned FAFSA will delay the student’s financial aid process.

Assistance with Financial Aid Application

Assistance in completing the FAFSA form is available from an academic adviser located at each campus/center, or by contacting the Financial Aid Office.

Financial aid forms are available from the Financial Aid Office, at each academic advising office or online at www.npc.edu.

Federal Student Aid Programs

NPC participates in the following federal financial aid programs as authorized under Title IV of the Higher Education Act of 1965 as amended:

1. The **Federal Pell Grant** is the foundation of all aid consideration. The grant is designed to assist students with documented need who have not earned a bachelor’s degree. If the student is eligible for a Federal Pell Grant and meets the priority deadline, he or she will be considered for other types of financial assistance. The lifetime maximum number of semesters a student may receive a full-time Federal Pell Grant is twelve (12) semesters for all schools combined.
2. A **Federal Supplemental Educational Opportunity Grant (FSEOG)** is an award designed to assist exceptionally needy students with college education costs. FSEOG recipients are generally Pell eligible students who demonstrate exceptional financial need.
3. The **Federal Work Study (FWS)** program offers students with financial need an opportunity to earn money working on a job at the college or at certain off-campus agencies while attending classes. In addition to earning funds for college costs, FWS offers students the opportunity to gain experience and develop references for future employment.

Please note that NPC does not participate in any Federal student loan programs, including Stafford, PLUS, FFELP, Perkins and Direct loans.

Student Financial Aid Eligibility

Requests for financial assistance will be based on the following selection criteria:

1. A student must be enrolled in an eligible NPC degree or certificate program. Lists of eligible degree and certificate programs are available from academic advisers, Financial Aid Office or MyNPC. Applicants may file a degree plan through their academic adviser; the plan must be on file in the Financial Aid Office;
2. Federal methodology calculations and the FAFSA form determine need-based financial aid. Students must have documented financial need as prescribed for federal aid programs;
3. Preference will be given to applicants whose financial aid file is completed by the priority deadline;
4. Students must possess a high school diploma or certificate of equivalency (GED). Home school students are required to submit their official home school transcript to the Financial Aid Office to determine if requirements are met.

NPC does not offer the Ability to Benefit. An option is for a student to meet the “admission of regular student” requirement and successfully complete six credit hours of college work **after** graduating from home school toward an eligible degree or certificate offered by NPC.
5. A student must make Satisfactory Academic Progress (SAP) toward the completion of a NPC degree or certificate;
6. An individual must meet the appropriate citizenship requirements as defined by federal regulations; and
7. Must be registered with Selective Service, if required.

Verification Process

The Financial Aid Office is required to verify that information provided by the student, spouse (and/or parents’) on the FAFSA form is complete and accurate, under the Federal Financial Aid

Program rules (34 CFR, Part 668). Applicants are required to verify household size, number in college, high school diploma, certificate of equivalency (GED) or home school requirement as well as the following income: tax income, certain types of untaxed income and benefits, such as Social Security benefits, child support, IRA/Keogh deductions, foreign income credit, earned income credit, interest on tax-free bonds. In addition, any conflicting information may require verification.

Students are required to provide all requested documentation to the Financial Aid Office to be considered for financial aid assistance. All requests for information should be supplied in a timely manner to ensure prompt completion and review of the student’s request for assistance. Individuals who neglect to

comply with requests for information will not be considered for financial aid until their file is complete. Students should periodically check with the Financial Aid Office or MyNPC to verify completion of their file and to ensure timely processing of financial aid.

NPC Scholarships

NPC offers scholarships to help qualified students with college costs. NPC attempts to assist both the academically talented and students emphasizing a particular program.

Other Scholarships And Criteria

For Award Amounts

Most private scholarships have specific award amounts stipulated in writing. If not, NPC’s Scholarship Committee will distribute the money in a fair and equitable manner that assists the most students based on limited funds.

Scholarships Search

NPC scholarships, local and national including merit and non-need based scholarships are listed at the NPC website at www.npc.edu. Select the scholarship search link to begin your search. Students should review the application process including deadlines and scholarship requirements before applying. Incomplete applications are not accepted.

Financial Aid Disbursement

The disbursement of financial aid is two weeks before the first day of classes each semester. Financial aid disbursement dates are available online at www.npc.edu. Financial aid disbursement will be delayed for late applicants and for students who register late. Adding a course after the financial aid disbursement date does not increase your financial aid award. Disbursements are made through Higher One. Students may choose to have the disbursement made to their NPC Money Card, direct-deposited to their bank account, or paid to them by check.

Satisfactory Academic Progress

Effective July 1, 2011 – Fall 2011 semester: All students, including those who receive federal financial aid, are required to maintain certain standards of academic performance called Satisfactory Academic Progress (SAP). A student must make satisfactory academic progress toward the completion of his or her degree or certificate program.

NPC has both a qualitative and quantitative measure of academic progress:

1. **Qualitative Requirement:** Maintain a minimum Cumulative grade-point average of 2.0 or above;
2. **Quantitative Requirements:** Satisfactorily complete at least 67 percent of the courses in which the student is enrolled, based on the following schedule:

67% Minimum Completion
Each Semester:

Credit Hour Load:

Full-time (F/T) based on 12 or more credits	= complete 8 cr.
3/4-time (T/T) based on 9 to 11.9 credits	= complete 6 cr.
1/2-time (H/T) based on 6 to 8.9 credits	= complete 4 cr.

Students enrolled for 5.9 (P/T) or fewer credits must complete the number of hours funded (i.e., if a student is funded for four credit hours, the student must complete the four credit hours).

“Satisfactory Completion” means earning a passing grade of A, B, C, D or P. Grades of I, W or F are **not** considered passing grades.

3. **Academic Progress** toward the degree/certificate program will be measured at the end of each semester.

Maximum Time Frame for Completion of a Degree or Certificate (150% Rule): Students may be funded up to 150 percent of published program length with financial aid assistance.

This includes all attempted NPC credits, as well as all accepted transfer, CLEP and assessed credits. In addition, this includes all semesters with or without financial assistance.

NPC Program (examples) Length of Program 150% Rule = Length of Program x 150%

AA or AAEE 64 credits ... maximum of 96 credits

*AAS Nursing 72 credits ... maximum of 108 credits

*Student must be enrolled and accepted into the NPC Nursing Program.

Transfer students applying for financial aid should submit official copies of all previous college work to the Records and Registration Office. Students must include and complete the *Request for Evaluation of Transfer Credits* form. This form may be obtained from an academic adviser, or the Records and Registration Office. Evaluated credits will assist advisement prior to enrolling in classes at NPC. Transferred credit hours will be counted as both attempted and completed hours.

4. A full-time (12 or more credit hours) enrolled student may repeat a previously passed course (letter grade of “D” or higher) once. Student enrolled less than full-time (T/T, H/T or P/T) may repeat a class four times (if a passing grade is not received) and receive financial aid funding provided all academic progress requirements are met. Also, students may receive funding for a maximum of six repeatable special projects or special classes.
5. Eligibility for federal financial aid is limited for students required to take “pre-college” remedial work at NPC. Students are limited to the equivalent of one year, or 30 credit hours of approved TLC courses. Ineligible TLC

courses will not be funded and will be counted toward the 30-credit-hour limit.

The following TLC courses are not eligible for funding:

Prefix	#	Course Title
TLC	010	New Readers I
TLC	020	New Readers II
TLC	030	New Readers III A
TLC	035	New Readers III B
TLC	040	New Readers IV A
TLC	045	New Readers IV B
TLC	050	Writing Step V
TLC	051	Reading Step V
TLC	056	Math Basics I
TLC	057	Math Basics II
TLC	058	Orientation to GED
TLC	060	Writing Step VI
TLC	061	Reading Step VI
TLC	062	Social Science Reading I
TLC	063	Natural Science Reading I
TLC	064	Literature Reading I
TLC	082	Social Science Reading II
TLC	083	Natural Science Reading II
TLC	084	Reading Literature II
TLC	088	GED Writing Skills
TLC	089	Essay Writing
TLC	099	Any “GED” Courses

The list of ineligible TLC courses is also available online at www.npc.edu/financial_aid_award_letter.

Failure to Meet Satisfactory Academic Progress Requirements

Students who do not meet Satisfactory Academic Progress requirements will:

1. First time, student is placed on Financial Aid Warning.
2. Second time, student is placed on Financial Aid Probation
 - Appeal is required.
 - Student must submit a petition for re-instatement.
3. Third time, student is placed on Financial Aid Suspension. **No further appeal is available.**

Financial Aid Warning

Recipients of Student Financial Assistance will receive a Warning letter after any semester in which their cumulative grade-point average falls below 2.0 or they fail to satisfactorily complete 67 percent of the credit hours in which they are enrolled. The Warning letter serves as a caution to the student that he or she did not maintain satisfactory academic progress during the last semester of attendance at NPC. Students are eligible to continue to receive financial assistance while on warning status if all other eligibility requirements are met.

Students will be removed from the warning status after completing the following semester in good academic standing as defined by NPC's *Satisfactory Academic Progress* procedure.

Financial Aid Probation

Recipients of financial assistance will be suspended from aid if they fail to meet the 2.0 minimum cumulative grade-point average, or satisfactorily complete 67 percent of their enrollment for two semesters of academic work. A student who has been suspended from financial aid may continue to enroll in classes at NPC without receiving financial aid assistance.

Appeal is Required if Placed on Financial Aid Probation

Students who are placed on Probation status are required to appeal their eligibility status to the Financial Aid Office and further to the Satisfactory Academic Progress Committee by filing a Petition for Reinstatement. A student may submit a Petition for Reinstatement form for each appeal and should be based on extenuating circumstances as documented by the student. The student must complete the *Petition for Reinstatement* form, submit in writing the reason(s) the student did not meet Satisfactory Academic Progress including how the condition or situation has been resolved thus allowing the student the ability to meet Satisfactory Academic Progress. Students must submit a full degree audit and supporting documentation with their request. Petition for Reinstatement forms are available at the NPC website or by contacting NPC's Financial Aid Office. The outcome for a petition for reinstatement may include approval, warning status, restricted status or suspension status.

A student placed on "restricted status" will be placed on an academic plan toward successful completion of degree program. The student will be reviewed at the end of each semester for satisfactory academic progress as well as making progress towards completion of degree program. The student making progress and meets satisfactory academic progress will be considered an eligible student.

A student may continue to receive financial aid assistance only as the result of a successful appeal.

A student may also attend NPC for one semester AND maintain a cumulative 2.0 grade point average AND complete six (6) credit hours at their own expense WITHOUT any third party assistance and meetss all Satisfactory Academic Progress requirements could be considered an eligible student.

Financial Aid Suspension

Recipients of Student Financial Assistance placed on "restricted status" who fails to make satisfactory academic progress after granted an appeal(s) will be DENIED for any further financial aid assistance. There are no further appeals if recipients are place on suspension status.

Impact of Schedule Changes on Financial Aid

Students who alter their enrollment (drop/add courses) during the course of a semester are subject to having their eligibility for financial assistance reviewed, may require recalculation and could be required to return some, if not all, of their financial assistance.

A student must consult with their instructor(s) and/or an NPC academic adviser and the Financial Aid Office before making any enrollment changes. Please note that students who receive financial assistance are subject to Satisfactory Academic Progress.

The Financial Aid Office is required to perform enrollment verification before the disbursement of financial aid. Financial aid may be reduced or canceled due to changes in a student's enrollment status. Adding a course after the financial aid disbursement date does not necessarily increase your financial aid award.

NOTE: Students must start attending classes to establish eligibility for federal financial assistance.

When Dropping and Adding a Course

Even exchange only applies during the first two weeks of each semester and the first two days of summer session. Students who plan to drop and add a course as even exchange should add a course with equal credits to replace the dropped course to avoid return of "over-awarded funds."

Students adding additional courses after the financial aid disbursement date and during the semester are responsible for payment of tuition, fees and late registration fee.

Withdrawal Before the First Day of Classes

Students who have received their financial aid refund and withdraw from all courses before the first day of classes are responsible for the return of all "over-awarded funds."

Non-Attendance or No Show

If a student fails to attend some or all of their courses, their eligibility for federal assistance will be recalculated, excluding any non-attended courses. Students who accept federal funds and never attend any class sessions are responsible for the return of all "over-awarded funds" for any courses not attended.

Canceled Course

Students who register for courses canceled by NPC are required to return all "over-awarded funds." A student may register for another course with equal credits to replace the canceled course.

Withdrawing Without "W" on Transcript

Students who withdraw on or before the last day to withdraw without a "W" on their transcript (see "Academic Calendar" in this catalog or online at www.npc.edu) may register for another course with equal credits to avoid return of "over-awarded funds."

Noncredit And Audit Courses

The Financial Aid Office will not fund noncredit and audit courses at NPC.

Complete Withdrawal From All Classes

Students who completely unofficially withdraw and/or officially withdraw from NPC will have their federal financial aid recalculated by using the Federal Return of Title IV calculation prescribed by federal law. The Federal Return of Title IV calculation applies only to federal aid and will be returned to the appropriate Federal program(s) in the following order:

Federal Pell Grant

Federal SEOG

NPC does not participate in the following: National SMART Grant, TEACH Grant and Student Loans.

Federal Work-study Program is excluded from calculation.

Federal Return of Title IV calculation consists of the following:

- a. Title IV Aid Disbursed.
- b. Institutional Charges: tuition, fees, etc.
- c. Percentage of Title IV Aid Earned: the withdrawal date is the completed days divided by total days in the semester. Excluding scheduled breaks of five or more days and approved leave of absence.
- d. Amount of Title IV Earned by Student:
Multiply (a) by (c).
- e. Amount of Title IV to be Disbursed or Returned:
(a) minus (d).
- f. Amount of Unearned Title IV Aid for Institution to Return: (b) multiplied by (1)
1 Equals Percentage of Unearned Title IV Aid:
100 percent minus (c)
- g. Initial amount of Unearned Title IV Aid Due from Student: (e) minus (f).
- h. Title IV Aid for Student to Return: (f) minus (2)
2 Equals Amount of Title IV Grant protection:
(a) multiplied by 50 percent.

If amount for student to return is \$50.00 or less, the student is not responsible for repayment.

Students may request a copy of their Federal Return of Title IV calculations from the Financial Aid Office.

The number of days completed is determined by the withdrawal date from one of the following:

Withdrawal date provided by NPC's faculty:

- Attendance record
- Class record

If unable to provide withdrawal date from the above documentation, then the following:

- Date of student's last attendance at documented academically related activity, such as attending class, taking an exam, completing tutorial, taking computer assisted instruction, turning in an assignment or seeking academic advisement.
- Date of student's official notification to the institution.
- If student did not begin the withdrawal process or official notification, the midpoint of the enrollment period for which federal financial aid was disbursed or later date documented by NPC. Student would earn 50 percent of federal financial aid.
- If student did not begin the withdrawal process or official notification due to illness, accident, grievous personal loss, or other such circumstances beyond the student's control, NPC may determine the appropriate withdrawal date.

Students, who withdraw after completing at least 60 percent of the semester, will be considered to have earned 100 percent of their federal assistance.

It is the student's responsibility to contact NPC's Business Office to make payment arrangements and to continue to make satisfactory payments. You may make your payment at your NPC campus/center or payment arrangements can also be made at the NPC website through FACTS e-Cashier Payment Plan. If a student neglects to pay or no satisfactory payments are made after 45 days for the "over-awarded funds," the student will be reported to the Department of Education, which will prevent the student from receiving federal financial aid from any institution.

Students are required to contact the Financial Aid Office once funds are repaid. The Financial Aid Office will notify the Department of Education to update the student's status to "Repaid" to continue to receive federal financial aid if all requirements are met.

Student Financial Aid Rights and Responsibilities

1. Students are required to read materials, follow instructions and call the Financial Aid Office regarding their financial aid status. Your status may also be viewed at **MyNPC**.
2. The Family Educational Rights and Privacy Act of 1974 prohibits the release of financial aid information without the student's written consent. All information provided will be kept confidential.
3. The financial aid award year for NPC includes fall semester, spring semester and summer session(s).
4. A student must file a new Free Application for Federal Student Aid (FAFSA) each financial aid award year.
5. A student may only receive Title IV Aid from one institution per semester.

6. The Financial Aid Office must receive a valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR) by the student's last date of attendance for the semester enrolled for financial aid consideration.
7. If a student's cost of attendance exceeds NPC's standardized budget, he or she may request a budget review with supporting documentation.
8. Students are required to review the accuracy of information and notify the Financial Aid Office with changes in their financial, academic or personal situation that affects their eligibility. This includes information not reported on the original FAFSA form.
9. If a student is selected for "verification," he or she must provide all requested documentation, including a Federal Tax Return Transcript and all W-2's, report all untaxed income and complete a verification worksheet to the Financial Aid Office.
10. Students are required to pursue an approved degree or certificate program in order to be eligible for Title IV Aid. Lists of eligible degree and certificate programs are available from academic advisers, Financial Aid Office or **MyNPC**.
11. Students who withdraw from courses are responsible for understanding NPC's Institutional Refund Policy. For additional information, students may contact the NPC Business Office.
12. A student has the right to know the types of aid available at NPC, the method and frequency of disbursement, and the terms and conditions of receiving financial aid.
13. The Payroll Office mails checks to Federal Work-Study (FWS) students by on the 15th and last day of each month. Students are encouraged to sign up for direct deposit with the NPC Payroll Office.
14. A student is required to register for and attend all classes for which he or she is awarded aid. Any changes in enrollment or a withdrawal from NPC must be reported to the Financial Aid Office. A student must consult with his or her instructor(s) and an academic adviser before making enrollment changes.
15. Financial aid recipients have the right to know the Federal Return of Title IV Aid procedure at NPC. Aid recipients withdrawing from all classes may be required to return a portion of the funds disbursed to them for the semester enrolled. A copy of the Return of Title IV Funds calculation is available upon request from the Financial Aid Office.
16. Courses added after the student has received his or her financial aid "refund" may not result in an increase to his or her award for the semester.
17. A student must verify all tuition and fees, if entitled to a "refund." Students should contact the NPC Business Office regarding discrepancies in their billing charges.
18. A student has a right to know the standards of Satisfactory Academic Progress (SAP), the criteria for continued eligibility and the criteria for reestablishing eligibility.
19. A student must maintain SAP standards to be eligible for financial assistance. Students with academic problems are encouraged to seek tutoring assistance from an academic adviser.
20. A payment arrangement through e-Cashier Payment Plan is not intended to allow financial aid applicants to defer all payments until financial aid is approved. Students who have applied for financial aid, but have not been awarded financial aid, must make the scheduled payments. The student's signature on, or approval of a payment arrangement is an agreement to make payments.
21. NPC does not participate in any Federal Student Loan Programs including Stafford, PLUS, FFELP, Perkins and Direct loans. Students may contact their banking institution for personal loans.
22. If a student has received a student loan from another institution, the student is required to keep the lending agency informed of any change in address, change in enrollment status, withdrawal from school or graduation.
23. Financial aid recipient must be in good standing and not in "default of student loans" and not owing an "overpayment of federal financial aid" to any college/university. Student may call (800) 621-3115 or log on to **www.1800iwillpay.com**.
24. A student may submit a Federal Student Loan Deferment form to the Records and Registration Office for processing while enrolled at NPC.
25. A student may submit a **Consortium Agreement** form from their parent school to the Financial Aid Office. A **Consortium Agreement** will not be completed unless the student is enrolled at NPC. Student must pay or make payment arrangements for tuition, fees and book charges at the time of registration. A **Consortium Agreement** does **NOT** defer payments and is not considered a third-party payment.

Additional Information

Additional information regarding financial aid may be directed to the Financial Aid Office, (800) 266-7845, ext. 7318, during normal business hours:

8 a.m. to 5 p.m., Monday, Wednesday and Thursday; 8 a.m. to 7 p.m., Tuesday; and 8 a.m. to 4 p.m., Friday. Summer hours may vary.

GED Testing

Individuals who want to register for the General Education Development (GED) exam at any Northland Pioneer College location or at Chinle High School must first complete an orientation designed to improve their chances of successfully completing the GED exam. The “Opportunities Through Education (OTE)” orientation is approximately eight hours long.

This program is supported by a grant from the Arizona Department of Education, Adult Education Services. The program’s purpose is to increase the GED pass rate and to assure that GED candidates are well informed about the GED, including information about agencies that can help pay a portion of their GED test fee, and about opportunities available to them following successful completion of the GED.

These orientation sessions will be offered several times a semester at NPC campuses and periodically at NPC centers to meet local demand.

For available session dates and locations, contact The Learning Cornerstone (TLC) at NPC locations, or check the GED section of the NPC website at www.npc.edu.

There is an \$85 charge to take the GED exam. Any re-tests are charged \$12 per exam. GED exams are administered monthly in Show Low and Holbrook. Questions about the orientation completion requirements should be directed to GED Chief Examiner, (800) 266-7845, ext. 6114. For questions about adult education courses available through The Learning Cornerstone, please contact Rickey Jackson, director of Developmental Services, (800) 266-7845, ext. 6536.

Disability related accommodations for taking the GED test must be requested in advance of enrolling in the “Opportunities Through Education” class or signing up to take the GED test. You can request accommodations by contacting the Disability Resource and Access Office at (800) 266-7845, ext. 6178. Some accommodation requests can take up to 9 months to receive a decision from state/federal GED officials.

GED candidates and all new adult education students will benefit from “Opportunities Through Education,” TLC-099x. This course is required for Adult Basic Education students. Students are introduced to the advantages of education, learn tips for success, set goals and discover services that can support their learning. Students complete the Test of Adult Basic Education (TABE) and prepare a writing sample.

At the end of the orientation, students receive a *GED Test Referral Form* with either a recommendation to sign up for the GED test or to take additional GED preparation classes. A student may choose to take the GED test against the recommendation to take additional classes.

Requirements for Testing

1. Pre-register for available testing dates AFTER completing the orientation sessions. (New procedures no longer permit walk-ins to take the exam.) Test takers must be in their seats by 7:30 a.m. promptly, before testing begins. Completing the five-part exam takes the entire day, and seating for the exam is limited to 18 persons per test date.
2. Pre-pay for the test at any NPC campus or center location. The test fee is \$85, with each re-test \$12. Cash or money order are the accepted forms of payment. Refunds are not given for no-shows – valid cancellations must be received 48 hours before test time.
3. Meet the minimum age requirement of 16. (16- to 18-year-olds must submit both a NOTARIZED parental consent form AND an official withdrawal letter from last school attended. (Home-schooled candidates must provide a document that proves to the GED Testing Center that the student is NOT currently enrolled in high school at this time. Verification can be from the county superintendent’s office or from the high school where the student would have ‘normally’ gone. This information needs to be on official letterhead.)
4. GED candidates are required to present two forms of ID before admission to the exam classroom. Together the two IDs must satisfy all GEDTS requirements of identity, which include name, address, date of birth and signature. One of the IDs must also have a photo, and both must be presented at EVERY test center visit. One form of ID must be from the primary ID list below. The second ID can be from either list.

Primary Forms of Identification

- Current Driver’s License or State-Issued Identification Card
- Valid passport
- Military ID
- Other forms of government-issued ID (foreign, domestic, tribal)

Secondary Forms of Identification

- Certified copy of Birth Certificate (when combined with any valid photo ID)
- Social Security Card (when combined with any valid photo ID)
- AZ DPS Class One or Class Two Fingerprint Card (when combined with any valid photo ID)
- Current post-secondary (college) student ID with photo
- Credit Card with photo
- Bank Card with photo

Noncitizens Note: Non-citizens, including refugees,

legal and illegal immigrants, resident and nonresident aliens, and other foreign nationals, are eligible to take the GED tests if they meet ALL of the requirements for identification and eligibility established by the GED Testing Service and the Arizona Department of Education.

Library Services

Library services are provided to students, staff and the general public at the four campuses and five centers. A federal document collection is available at the Little Colorado Campus library in Winslow.

The library website at www.npc.edu/library provides access to:

- NPC library card catalog
- More than 11 informational databases with mobile apps
- Electronic books
- Online websites, research and writing links
- Access to Federal Documents Collection held at the Winslow Campus Library
- Courier delivery of materials to all NPC libraries
- Online reference assistance through “Ask a Librarian”
- In-Person reference assistance at all NPC libraries.
- Orientation sessions for classroom instruction and community groups
- Distance learning support (for students outside Navajo and Apache counties)
- Computers for research and writing assignments. Wireless access available.

Students should bring their NPC identification card to the library to register for services. Remote access codes for library databases are available through the student’s **MyNPC** account under the **MyCourses** tab. Library materials may be requested from any NPC location. Interlibrary loan service is available for materials not owned by the library system. NPC students taking only Internet courses are also provided a mail delivery service which includes a shipping charge.

Organizations & Activities

NPC supports a varied program of student activities and organizations. All student activities are sponsored by the college and are subject to district-approved policies and procedures. As a result, the college reserves the right to approve or disapprove any student activity.

NPC’s student activities program invites involvement across a broad spectrum of sponsored programs to offer opportunities for cultural, social and educational enrichment for students. Available programs include college governance, special events, educational trips, recreational opportunities, intercollegiate activities, performing arts, publications and special interest clubs.

See *Student Activities Handbook* for information on student activity policies and procedures. *Student Activity Handbooks* are available at each campus and center location or by contacting the student activities coordinator at (800) 266-7845, ext. 6241.

Student Government Association

The Student Government is both the voice of the student body at NPC and the coordinating organization for student clubs and activities. Student Government members participate in college governance activities, serve on critical college committees and control funding for student organizations and activities.

The Student Government Association holds elections each year. All students are encouraged to participate in SGA and participate in the future of Northland Pioneer College. Students interested in the SGA should contact the student activities coordinator at (800) 266-7845, ext. 6241.

Study Abroad Opportunity

Spend four weeks immersed in the culture of Costa Rica during the summer, studying Spanish in a study abroad program sponsored by NPC’s Student Government Association (SGA). Open to the general public, the Study Abroad Program offers beginning and advanced Spanish studies at the University of Costa Rica.

Students will earn six credits while attending weekday classes for four weeks. Participants are responsible for obtaining their own passports and the purchase of textbooks.

The SGA Study Abroad Scholarships are designed to recognize students with a desire to travel abroad while taking courses in a foreign language. SGA wants to support and encourage continuing education by providing scholarships to those students who have proven their ability to excel in their studies. Scholarship applicants must be current NPC students, including NAVIT and dual enrollment high school students, enrolled in at least six credits for the spring semester, with a cumulative 2.0 grade point average.

Interested participants should complete the “*Interest Form*” online at www.npc.edu/costa_rica or contact the student activities coordinator, (800) 266-7845, ext. 6241.

Cosmetology Club

The Cosmetology Club provides an outlet for cosmetology students to interact with other cosmetology students and licensed professionals in the trade. Students plan events that showcase their hairstyling, haircutting, and hair coloring skills through arts, debate, and any other media they chose, utilizing their skills within the community.

Students interested in learning more about the Cosmetology Club should contact their cosmetology instructor or the student activities coordinator at (800) 266-7845, ext. 6241.

Eagle Club

The Eagle Club appreciates Native American culture and promotes unity within our Native American communities while exploring other cultural arts, religion and beliefs. The club motivates students to achieve career goals, and empowers them to become positive leaders/role models.

Students interested in learning more about the Eagle Club should contact the student activities coordinator at (800) 266-7845, ext. 6241.

Music/Theatre/Speech

Students with vocal or instrumental music interests may find a forum to develop their talents by joining the NPC Master Chorale, NPC Band, White Mountain Symphony Orchestra, High Country Barbershop Chorus, White Mountain Belles or White Mountain Big Band. The choirs and bands perform at many college and community functions throughout the year.

The Theatre Program sponsors productions for students and the community. Auditions for the shows are conducted at the beginning of each semester.

A schedule of major productions is announced at the beginning of each semester. Posters advertising events are posted at all locations and announced in local media and posted at the NPC website at www.npc.edu. To request a calendar brochure of Performing Arts events, please contact the PAC Box Office, at (800) 266-7845, ext. 6250.

Student-produced plays and other smaller productions may be offered throughout the year.

Rodeo Club

Students interested in rodeo competition, for both men and women, compete as a club team in the National Intercollegiate Rodeo Association representing NPC. Competitors are responsible for their own transportation and equipment. To be eligible, students must have a high school diploma or GED, and be enrolled in 12 or more credits at NPC with a 2.0 or better grade point average. Tuition scholarships may be available for students who qualify and local sponsors contribute to help pay entry fees and transportation costs.

Eleven colleges compete in the Grand Canyon Region of the NIRA – Central Arizona, Cochise, Diné, Mesalands, Navajo Technical, Northern Arizona University, New Mexico - Highlands, New Mexico State University, NPC, University of Arizona, University of New Mexico – Albuquerque.

For more information about the NPC Rodeo Club, please contact Coach John Doyle at (928) 521-6005.

Outdoor Club

The Outdoor Club coordinates group events for current NPC students, *i.e.* day trips include hiking and snowshoeing. Students interested in the Outdoor Club should contact the student activities coordinator at (800) 266-7845, ext. 6241.

Student Ambassador Program

The NPC Student Ambassador Program is a group of outstanding students who are selected to represent the college to prospective students, their families and the community at large both on- and off-campus. They provide campus tours, assist new students transition to NPC, promote opportunities to be actively involved on campus and advance the ideals of higher education.

Ambassadors develop valuable leadership and communication skills; make meaningful connections with prospective and new students by sharing their experience and knowledge of NPC; work closely with NPC faculty, staff and administration; enhance their personal resumé; receive ambassador attire; and receive a scholarship (\$200 stipend during regular semester or \$150 during summer).

For additional information and application forms, log-in to <https://mynpc.npc.edu/ics> and click on *NPC_Life/Student_Ambassador_Program.jnz*

Phi Theta Kappa

Phi Theta Kappa is an international honor society for qualified students who are committed to academic excellence. Selected students are invited to apply for membership during the fall semester.

President's Scholars Program

The President's Scholars Program provides educational enrichment opportunities and scholarship incentives for academically advanced students. This excellent opportunity includes a one-credit colloquium each semester. Scholars participate in activities to broaden intellectual horizons, to become more aware of Southwest history and culture and to explore communications skills through interaction with other students. Participants will travel to off-campus locations throughout the Southwest to study subjects of interest and concern. Scholarships, which include tuition, books and travel, are awarded for those who are admitted.

Students may obtain an application packet for the President's Scholars program from the Recruitment Office, or by calling (800) 226-7845, ext. 6271.

Plagiarism Traffic School

The Plagiarism Traffic School is an alternate disciplinary resource for instances of possible plagiarized work instead of the *Student Conduct Code*. Students receive a referral form via email with directions to complete a tutorial and submit paperwork within two (2) weeks. If the deadline is not met, the Vice President for Learning and Student Services will contact the student for a *Student Code of Conduct* violation. The online tutorial program is maintained by VAIL (Virtual Academic Integrity Laboratory) at the University of Maryland's University College. Students may choose to use this resource even if not required by an instructor. You'll find the link under the *MyCourses* tab in your *MyNPC* account.

Records and Registration

The Records and Registration Office staff members, ext. 7459, are responsible for final grade rosters. After grades are posted, students may view their grades online, utilizing their student log-in (excluding those on financial hold). Students who need a copy of their grades mailed to them must make a special request to the Records and Registration Office on a form provided.

Any changes to existing grades are initiated by the instructor through their division dean/director, who then forwards the change to the Records and Registration Office. Once received and updated, the student is notified of the grade change and the semester transcript shows the change.

Any student who has attended an accredited college may request an official transcript be sent from that college to the NPC Records and Registration Office. Once the evaluation of transfer credit is completed, the accepted transfer credits are posted to the student's transcript and can be used toward an NPC degree/certificate where applicable.

Students pursuing a certificate or degree need to declare a degree plan with an academic adviser. The declared degree plan is then posted to the student's file. When the student is ready to graduate, he or she submits an application for graduation and nonrefundable application fee. After graduation requirements have been met, diplomas are mailed in mid-June for May graduates or mid-January for December graduates. **Note:** Diplomas are only ordered twice a year.

Official NPC academic transcripts are available to students for \$10 per copy, including those that are mailed. Each copy contains all classes taken at NPC. Transcripts may be ordered by completing a *Transcript Request Form*, or by letter of request. Students may receive their own copies by written request only, with dated signature. For transcripts to be sent to other institutions via telephone requests, payment must be made by major credit card (Discover, MasterCard or VISA). No transcript will be released if payment has not been made or if the student is on financial hold.

Unofficial transcripts are available, at no cost, through academic advisers, the student's online log-in or the Records and Registration Office. Unofficial transcripts can only be released to the student in person; they are not faxed or mailed and cannot be released to a third party.

Recruitment Office

The Recruitment Office has district-wide duties and is responsible for the following areas:

- Requests for information
- High school activities/career fairs/site visits
- Coordination of on-site visits to NPC (campus/center tours)

- Community presentations
- NPC material requests (banners, tablecloths, mascot costume)

Student Email

All students enrolled since the fall 2009 semester have been issued an NPC email address. Log in to **MyNPC** and go to the MyEmail tab. Follow the links on the left side of the MyEmail page for instructions and FAQs. **You must be logged in to see the page and the instructions.** It can take as many as two business days for your NPC email account to be established.

Your MyNPC and email username are typically your first initial and last name, plus a sequence number if needed to prevent duplicates. Your NPC email address is your *username@mail.npc.edu*. You can also forward your NPC email to another email system of your choice.

How do I get My Username?

You can obtain your user name from campus or center office personnel or through the Support Center toll-free (800) 266-7845, extension 7447. You will need to provide your student ID# and answer some questions to confirm your identity. Also your username is on your admissions letter and on your Student Data Sheet given to you at registration.

Student Health and Accident Insurance

NPC offers, through a major insurance company, a group health plan, which has been especially designed for students attending Arizona community colleges. The policy offers protection for illnesses and accidents at reasonable rates. For an application or further information, contact your local academic adviser or the office of the vice president for learning and student services.

In addition, the college provides accident insurance while a student is attending class. If a student gets hurt and needs to file a claim, he or she should contact the campus operations manager or center manager.

Student Housing

Northland Pioneer College offers financial assistance through the Student Housing Scholarship program to students who must relocate to attend NPC classes. Scholarship amounts vary based on availability and student need, to a maximum of \$1,000 per semester. If you are relocating to a community with an NPC campus or center so you can pursue your educational dreams, talk to an academic adviser to see if you qualify for the Student Housing Scholarship. Housing Assistance Scholarships are limited, so apply early through the Financial Aid Office.

Student Writing Centers

The Student Writing Center (SWC) is staffed by Learning Assistants who provide free help to NPC students completing writing assignments, research projects and resumes. The SWC provides access to computers, word processing programs and printers. The Learning Assistants can help you focus on a topic, organize your points and suggest general improvements to your document. Learning Assistants orient you to the SWC's helpful tools and references that enable you to improve and complete your assignment. Contact your campus or center adviser for SWC location and hours of operation.

Note: You must complete a brief orientation to use the resources of the Student Writing Center.

Talon Gallery

The Talon Gallery, located in the Aspen Center on the Show Low – White Mountain Campus exhibits work by students and regional artists. When classes are in session, the gallery is open to the public, Monday through Thursday, 8 a.m. to 7:30 p.m.; Fridays, 8 a.m. to 4 p.m.

NPC's permanent art collection and other exhibits are displayed in the lobby of the Performing Arts Center on the Snowflake/Taylor – Silver Creek Campus, and other campus or center public areas.

Transfer Assistance

For students interested in transferring their credits to another Arizona public university, NPC offers online access to the Arizona Course Applicability System (CAS). This system offers a number of helpful features that allow you to:

- See how previous courses will transfer to public universities in Arizona
- Learn what community college courses transfer as specific university equivalents
- View transfer guides that outline university academic programs for community college students
- Research lists of community college courses that apply to university general education equivalents

To access the Arizona Course Applicability System, visit their website at www.AZTransfer.com.

If you have any questions or need more information, contact your academic adviser. If you do not have an academic adviser, call the campus or center where you plan to attend and ask to speak with the adviser.

Tutoring

NPC provides free tutoring to support academic and personal goals. Students may benefit from these services if they need

help in any of the following areas:

- Completing assignments
- Understanding concepts and ideas
- Preparing for tests and general studying skills
- Keeping pace with your class

If a student is having difficulties in a particular course, he or she should contact an academic adviser and fill out a *Request for a Tutor* form. The academic adviser will submit the request to the director of developmental services and he or she will be contacted with a schedule of group tutoring sessions.

EARN MONEY BY TUTORING - If you would like to be a tutor, contact your academic adviser.

Veterans Services

Northland Pioneer College provides assistance to eligible students applying for educational benefits under the U.S. Department of Veterans Affairs (VA). Veterans, survivors and dependents may utilize educational benefits under Title 38 of the U.S. Code and selected reservists under Title 10 of the U.S. Code. The Veterans Representative is responsible for certifying attendance and reporting changes in enrollment to VA.

VA Students must:

- Advise immediately of any change in courses adds/drops or degree change.
- Attend class & take final exams
- If in doubt, call/see VA representative!!!
- Keep NPC VA Representative and VA informed of correct address/phone number.

Educational Programs:

Chapter 30: Montgomery G.I. Bill – Active Duty (MGIB-AD)

The MGIB-AD program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30.

1. Entered active duty on or after July 1, 1985,
2. Contributed \$100.00 a month and have an honorable discharge.

Chapter 31: VA Vocational Rehabilitation

You must have a service connected disability and applied for voc rehab services through the Dept. of Veterans Affairs at (800) 827-1000.

Chapter 33: The Post-9/11 GI Bill

The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009. This program will pay eligible individuals:

- Tuition & fees are paid directly to the school not to exceed the maximum in-state tuition and fees at a public institution of higher learning. A monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school and an annual books and supplies stipend of \$1,000 paid proportionately based on enrollment.

Chapter 35: Survivors' and Dependents Educational Assistance (DEA)

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Eligibility

You must be the son, daughter, or spouse of:

- A veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- A veteran who died from any cause while such service-connected disability was in existence.
- A servicemember missing in action or captured in line of duty by a hostile force.
- A servicemember forcibly detained or interned in line of duty by a foreign government or power.
- A servicemember who is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability. This change is effective December 23, 2006.

Chapter 1606: Montgomery G.I. Bill – Selected Reserve (MGIB-SR)

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs, flight training,

apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

1. A selected reservist must be enlisted, reenlisted or extend an enlistment obligation in the selected reserve so that the reservist has/had an enlistment obligation to serve for a period of not less than 6 years, following the date of such action and this must be completed on or after July 1, 1985.
2. Has completed the requirements of a secondary school diploma.
3. Has completed IDAT.
4. Has enlisted, reenlisted or extended an enlistment.

Students receiving educational benefits from the VA should verify student enrollment status with the College's Veterans Representative at least once at the beginning of each semester. Anytime there is a change in enrollment, program of study change, change of address or other changes that may affect veteran benefits, it is the student's responsibility to report the change to the Veterans Representative.

Rules To Remember

All students receiving VA educational benefits must file a Degree Intent with the Veterans Representative. Students are required to follow their program of study (degree).

Chapter 33 tuition and fees are paid directly to the college. All other Chapter 33 benefits are paid directly to the student. The processing of benefits for first time students can take 8 to 10 weeks. VA students may utilize VA Promissory Notes to charge tuition and fees. The student will clear those charges when they receive their 1st monthly benefit check.

The Department of Veterans Affairs requires that all persons using VA educational benefits make SATISFACTORY ACADEMIC PROGRESS. A student who does not meet the minimum standards (listed below) will be placed on probation for one semester. At the end of the probationary semester, if satisfactory academic progress has not been demonstrated, veteran benefits will be terminated. Benefits may resume if the student raises the cumulative grade point average (GPA) to the required minimum standards.

Academic Progress:

1. Complete all courses attempted.
2. Maintain a semester and cumulative GPA of 2.0.
3. Finish all incomplete grade (I's) within one semester.
4. If withdrawal from school is necessary, the VA recipient must notify the Veterans Representative within one week of withdrawal and supply a written statement of mitigating circumstance.
5. Maintain regular classroom attendance.
6. Complete courses as required on the student's degree plan.
7. Students receiving VA benefits may not receive a "W" (withdrawal) from their instructor at the end of the term.

Status

The number of credits enrolled in determines the amount of benefits the VA student will receive. Classification of enrollment:

12 credit hours or more	full time
9 to 11 credit hours	3/4 time
6 to 8 credit hours	1/2 time
1 to 5 credit hours.	less than 1/2 time

Students enrolled in less than half time will be reimbursed for tuition and fees only. Summer sessions are calculated on an accelerated basis.

Responsibility

1. Have all appropriate paperwork and transfer evaluations on file with the Veterans Representative.
2. Declare a Program of Study (degree) and file a Degree Intent with the Veterans Representative.
3. Have all transcripts from other postsecondary schools, submitted to Northland for evaluation. Please see your academic adviser.
4. Make satisfactory progress.
5. Attend classes pursuant to college attendance policy.
6. Remain in good standing with the college.
7. Inform the Veterans Representative to changes in enrollment.
8. Withdraw formally from classes and file with the Veterans Representative “mitigating circumstances” statement within one week of withdrawal.
9. Failure to earn the required grade-point average during any semester that the student is on “VA probation” will result in termination of veteran educational benefits.
10. Have all debts with the college cleared by the end of each semester.

Restricted Status

VA students who accumulate 63 credits will be placed on “Restricted Status” and allowed to register only for course work necessary to complete the degree.

Assessment of Military Training

Assessment of military training and/or coursework will be evaluated through the Veterans Representative. Please complete and submit a Request for Evaluation of Military Credit to NPC’s VA Representative.

The Records and Registration Office evaluates transcripts from AARTS and /or Community College of the Air Force. Official transcripts from AARTS or Community College of the Air Force must be submitted to that office. Please see your academic adviser for assistance.

Voter Registration

Voter registration forms are available for all students and the public at all NPC campus/center libraries. For more information contact the Navajo County Recorder’s office at (928) 524-4192.

You can also register to vote online at the Arizona Secretary of State’s website: www.azsos.gov/election/voterregistration.htm.



Instructional Divisions and Programs

Mark Vest, Vice President for Learning and Student Services

Arts and Sciences Dr. Eric Henderson, Dean

Anthropology	Geography
Art	Geology
Biology	History
Chemistry	Honors Colloquia
Developmental Education	Human Development
The Learning Cornerstone	Human Services
Developmental Reading	Humanities
Developmental Writing	Languages
Developmental Math	Mathematics
Study Skills	Music
ABE/GED (instruction)	Philosophy
Learning Assistance	Photography Technician
TLC Tutoring	Physics
Placement	Political Science
Student Writing Centers	Psychology
Early Childhood Development	Sociology
Education	Speech/Theatre
English	

Nursing and Allied Health

Ms. Peg Erdman, Dean

Allied Health - HES
Medical Assistant
Nursing Program
Nursing Assistant Training
Continuing Nursing Education
Paramedicine (EMT)
Pharmacy Technician

Apache County Programs

**Ms. Tamara Martin,
Coordinator**

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

Career and Technical Education

Ms. Peggy Belknap, Dean

Administration of Justice Studies	Drafting
Administrative Information Services	Fire Science
Automotive Technology	Health and Physical Education
Business	Heavy Equipment Operations
Business and Industry Training	Industrial Arts Technology
Community Services	Industrial Maintenance and Operations
Computer Information Systems	Law Enforcement Academy
Construction Technology	Tech Prep
Cosmetology	Welding
Dept. of Corrections	Carl Perkins Vocational Funding

Information and Communications Technology (ICT) Programs

Dr. Wei Ma, Coordinator

Programs and Degrees

What Degree Programs are Available?

Northland Pioneer College offers an **Associate of Arts (AA)**, **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 for these degrees are specifically designed to transfer to Arizona's public universities, fulfilling their lower division general education requirements.

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. The AGS degrees in Early Childhood and Special Needs Educational Assistant provide a student the flexibility of meeting work-related course mandates while also pursuing general education courses that may serve as a foundation for a bachelor's degree. Although many courses within these programs may transfer to a four-year college or university, students should not assume that all courses will transfer.

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 assessing 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.

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.

Transfer Degree Programs

The **Associate of Arts (AA)**, **Associate of Arts in Elementary Education (AAEE)**, **Associate of Business (ABus)**, and **Associate of Science (AS)** degrees are designed for students intending to transfer into four-year college or university programs. The general education requirements of these degrees are especially designed to transfer to Arizona's public universities, fulfilling their lower division general education requirements.

What is AGEC?

- AGEC stands for Arizona General Education Curriculum. AGEC is the best way to make your credits count for most transfer degrees.
- The purpose of AGEC is to provide Arizona public community college students with the opportunity to build a General Education curriculum that is transferable upon completion without a loss of credit to another Arizona public community college or university.
- AGEC is a statewide agreement between Arizona public community colleges, Northern Arizona University (NAU), Arizona State University (ASU), and the University of Arizona (U of A).
- AGEC is a 35-credit block of lower division General Education curriculum that fulfills the lower-division General Education requirements at any Arizona public community college or university.

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 they will accept ALL transferable courses. Please see an adviser to discuss which courses will be counted toward the university's graduation requirements.
- **AGEC-A** satisfies ALL lower-division liberal studies requirements 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.
- For most majors, if you complete an AGEC and specific courses you need for transfer, you can enter any Arizona public university as a junior. Please see an adviser for more information.
- 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 AGECE. An academic adviser can assist in determining whether those credits can be applied toward AGECE requirements.
- Students transferring to NPC from other institutions must complete a minimum of 15 credits of AGECE courses at NPC, which will include 13 or more credits from the arts and humanities, physical and biological sciences and the social and behavioral sciences to receive AGECE certification from NPC.

What happens if you don't complete an AGECE 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.

Transfer Degrees

Transfer: 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 planning to transfer to a four-year college or university are advised to work with NPC academic advisers to facilitate a smooth and efficient transfer process. Access to information about degrees and pathways, common courses, *Course Equivalency Guides*, transfer guides and Arizona college and university catalogs is available through an academic adviser or directly at www.AZTransfer.com.

Requirements: The Associate of Arts, Associate of Arts in Elementary Education, Associate of Business, and Associate of Science degrees require a minimum of 64 hours of course credits to complete, with a grade of 'C' or better in all courses and a cumulative grade point average of 2.0 on a 4.0 scale.

Additionally, some of these courses have placement or course prerequisites that must be fulfilled. Completion of these prerequisites may result in coursework beyond 64 credits.

For courses that do have prerequisites or require satisfactory placement, a grade of 'C' or better is required in the

prerequisite courses. [For prerequisite purposes only, a 'P' (passing) grade is the equivalent of a 'C' grade.] More information about course prerequisites may be found in *Part IV, Course Descriptions*, which lists individual courses, or by consulting an academic adviser.

Graduates must complete at least 35 to 36 credits of general education options as listed for the specific degree. These must include six credits in English composition, three to four credits in mathematics, nine credits from the arts and humanities, eight credits from the natural sciences, and nine credits from the social and behavioral sciences. An additional 28 to 29 credits should be chosen carefully based on lower division and common course requirements for majors at the college or university to which the student plans to transfer.

Emphasis: In most NPC general education courses, special emphasis is placed upon developing written communication skills with intensive writing requirements embedded within each. Race and ethnic issue awareness is also embedded throughout the general education requirements of the arts and humanities, social and behavioral sciences, and physical and biological sciences. Specific courses, as noted in the degrees, meet the requirement for Contemporary Global/International or Historical Awareness.

University Transfer Agreements

NPC partners with other regionally-accredited colleges and universities, both within and outside of Arizona, through official articulation agreements that assist students with making a smooth transition from NPC to a participating 4-year institution without duplicating coursework. NPC students participating in transfer agreements are able to fulfill the four-year college's requirements by completing articulated courses at NPC. These partner institutions offer a variety of courses and programs online, via interactive television or classes through most NPC locations.

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 their 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

NPC courses that transfer directly to other Arizona public community colleges and three state universities now

have an additional notation in the NPC class schedule: 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.

After January 2012, SUN course numbers will be included on your college transcript.

Definitions

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

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.

Associate of Arts (AA)

About this Degree

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

The **Associate of Arts degree is a transfer degree** 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 all the requirements of the Arizona General Education Curriculum (AGEC-A). When completed, the AGECA will transfer to any of the three public Arizona state universities as a block meeting all lower division general education requirements. (see *What is AGECA?* – page 48)

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 NPC 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.

Degree Requirements • 64 credits

■ General Education Requirements • 35 credits

Completion of the **35** general education course credits fulfills requirements for the Arizona General Education Education Curriculum (AGEC-A) for the Associate of Arts degree. (see *What is AGECA?* – page 48)

English • 6 credits

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

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 credit
MAT 152 Advanced Algebra	3 credit

Arts and Humanities • 9 credits

Select three courses from at least two disciplines.

ART 101 Understanding Art.....	3 credit
ART 115 Art History I.....	3 credit
ART 116 Art History II.....	3 credit
ENL 220 World Literature I	3 credit
ENL 221 World Literature II	3 credit
ENL 224 English Literature I.....	3 credit
ENL 225 English Literature II	3 credit
ENL 230 American Literature I.....	3 credit
ENL 231 American Literature II	3 credit
HUM 150 Humanities in the Western World I.....	3 credit
HUM 151 Humanities in the Western World II	3 credit
MUS 150 Music Appreciation	3 credit
PHL 101 Introduction to Philosophy	3 credit
PHL 105 Introduction to Ethics	3 credit
SPT 130 Introduction to Theatre.....	3 credit
SPT 150 Introduction to Film	3 credit
SPT 155 History of Television	3 credit

Physical and Biological Sciences • 8 credits

Select two courses. 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.

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

Social and Behavioral Sciences • 9 credits

Pick three courses from at least two disciplines. Select at least one asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness.

*ANT 102 Cultural Anthropology	3 credit
ANT 120 Buried Cities and Lost Tribes	3 credit
BUS 140 Principles of Economics - Macro.....	3 credit
BUS 141 Principles of Economics - Micro.....	3 credit
*GEO 110 World Regional Geography	3 credit
GEO 120 Human Geography.....	3 credit
*HIS 105 U.S. History to 1877	3 credit
*HIS 106 U.S. History since 1877.....	3 credit
*HIS 155 Western Civilization to 1700.....	3 credit
*HIS 156 Western Civilization since 1700.....	3 credit
POS 110 American Government.....	3 credit
PSY 101 Introduction to Psychology	3 credit
PSY 200 Psychology of Adjustment.....	3 credit
PSY 240 Developmental Psychology.....	3 credit
SOC 120 General Sociology.....	3 credit
SOC 121 Social Problems in America.....	3 credit
SOC 130 Racial, Ethnic and Gender Relations in Modern Society.....	3 credit
SOC 225 Sociology of the Family.....	3 credit

■ Electives • 29 credits

Select elective courses from:

1. Courses identified as common courses in university transfer guides in the student’s major of choice;
2. 0 to 16 credits of language, if required in the student’s major of choice at the university you plan to attend;
3. Prerequisites
4. Electives

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.

Associate of Arts in Elementary Education (AAEE)

About this Degree

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 degree program you should consider. **The AAEE degree is a transfer degree** providing 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 NPC 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.

Degree Requirements • 64 credits

■ General Education Requirements • 35 credits

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Education Curriculum (AGEC-A). (see *What is AGECE?* – page 48)

English • 6 credits

- ENL 101 College Composition I 3 credit
- ENL 102 College Composition II..... 3 credit

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 credit
- MAT 152 Advanced Algebra 3 credit

Arts and Humanities • 9 credits

Select three courses from at least two disciplines.

- ART 101 Understanding Art..... 3 credit
- ART 115 Art History I..... 3 credit
- ART 116 Art History II..... 3 credit
- ENL 220 World Literature I 3 credit
- ENL 221 World Literature II 3 credit
- ENL 224 English Literature I..... 3 credit
- ENL 225 English Literature II 3 credit
- ENL 230 American Literature I..... 3 credit
- ENL 231 American Literature II 3 credit
- HUM 150 Humanities in the Western World I..... 3 credit
- HUM 151 Humanities in the Western World II 3 credit
- MUS 150 Music Appreciation 3 credit
- PHL 101 Introduction to Philosophy 3 credit
- PHL 105 Introduction to Ethics..... 3 credit
- SPT 130 Introduction to Theatre..... 3 credit
- SPT 150 Introduction to Film 3 credit
- SPT 155 History of Television 3 credit

Physical and Biological Sciences • 8 credits

Select two courses. 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.

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

Social and Behavioral Sciences • 9 credits

Select three courses from at least two disciplines. Select at least one asterisk (*) course to meet requirements for Contemporary Global/International or Historical Awareness.

- *ANT 102 Cultural Anthropology 3 credit
- ANT 120 Buried Cities and Lost Tribes 3 credits
- BUS 140 Principles of Economics - Macro 3 credit
- BUS 141 Principles of Economics - Micro 3 credit
- *GEO 110 World Regional Geography 3 credit
- GEO 120 Human Geography 3 credit
- *HIS 105 U.S. History to 1877 3 credit
- *HIS 106 U.S. History since 1877..... 3 credit
- *HIS 155 Western Civilization to 1700 3 credit
- *HIS 156 Western Civilization since 1700 3 credit
- POS 110 American Government..... 3 credit
- PSY 101 Introduction to Psychology 3 credit
- PSY 200 Psychology of Adjustment..... 3 credit
- PSY 240 Developmental Psychology..... 3 credit
- SOC 120 General Sociology..... 3 credit
- SOC 121 Social Problems in America..... 3 credit
- SOC 130 Racial, Ethnic and Gender Relations
in Modern Society..... 3 credit
- SOC 225 Sociology of the Family..... 3 credit

Core Requirements • 15 credits

You must complete all five courses.

- EDU 200 Introduction to Education 3 credit
- EDU 220 Diversity in Education..... 3 credit
- EDU 222 Introduction to Special Education..... 3 credit
- MAT 161 Algebra-based Mathematics
for Elementary Teachers I 3 credit
- MAT 162 Algebra-based Mathematics
for Elementary Teachers II 3 credit

Required Electives • 14 credits

1. Successful completion of one of the following:
 - EDU 272 Educational Psychology 3 credit
 - EDU 276 Managing the Learning Environment 3 credit
 - EDU 291 Children’s Literature..... 3 credit
 - ENL 291 Children’s Literature 3 credit
2. Plus, you must successfully complete all three courses:
 - CIS 105 Computer Applications and Information
Technology 3 credit
 - POS 221 Arizona Constitution 1 credit
 - POS 222 U.S. Constitution 1 credit
3. Plus, successful completion of six credits of unduplicated electives from the General Education Requirements list.

Associate of Business (ABus)

About this 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 AGECE-B will transfer to the three public Arizona state universities as a block that meets **all lower division general education requirements**.

(see *What is AGECE?* – page 48)

NPC Requirements

- The Associate of Business (ABus) 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.
- Graduates must complete CIS 105 and at least 33 general education credits.
- 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.
- 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.

Degree Requirements • 64 credits

■ General Education Requirements • 36 credits

Completion of the 36 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGECE-B) for the Associate of Business degree. (see *What is AGECE?* – page 48)

English • 6 credits

ENL 101 College Composition I 3 credit
 ENL 102 College Composition II 3 credit

Mathematics • 4 credits

MAT 211 Technical Calculus 4 credit
 (Or MAT 221 or higher mathematics course for which MAT 211 is a prerequisite)

Arts and Humanities • 6 credits

Select two courses from two different disciplines:

ART 101 Understanding Art 3 credit
 ART 115 Art History I 3 credit
 ART 116 Art History II 3 credit
 ENL 220 World Literature I 3 credit
 ENL 221 World Literature II 3 credit
 ENL 224 English Literature I 3 credit
 ENL 225 English Literature II 3 credit
 ENL 230 American Literature I 3 credit

ENL 231 American Literature II 3 credit
 HUM 150 Humanities in the Western World I 3 credit
 HUM 151 Humanities in the Western World II 3 credit
 MUS 150 Music Appreciation 3 credit
 PHL 101 Introduction to Philosophy 3 credit
 PHL 105 Introduction to Ethics 3 credit
 SPT 130 Introduction to Theatre 3 credit
 SPT 150 Introduction to Film 3 credit
 SPT 155 History of Television 3 credit

Physical and Biological Sciences • 8 credits

Select two courses. 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.

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

Social and Behavioral Sciences • 6 credits

Select two courses from at least two disciplines. Make at least one selection an asterisk (*) course to meet requirements for Contemporary Global/International or Historical Awareness.

*ANT 102 Cultural Anthropology 3 credit
 ANT 120 Buried Cities and Lost Tribes 3 credit
 BUS 140 Principles of Economics - Macro 3 credit
 BUS 141 Principles of Economics - Micro 3 credit
 *GEO 110 World Regional Geography 3 credit
 GEO 120 Human Geography 3 credit
 *HIS 105 U.S. History to 1877 3 credit
 *HIS 106 U.S. History since 1877 3 credit
 *HIS 155 Western Civilization to 1700 3 credit
 *HIS 156 Western Civilization since 1700 3 credit
 POS 110 American Government 3 credit
 PSY 101 Introduction to Psychology 3 credit
 PSY 200 Psychology of Adjustment 3 credit
 PSY 240 Developmental Psychology 3 credit
 SOC 120 General Sociology 3 credit
 SOC 121 Social Problems in America 3 credit
 SOC 130 Racial, Ethnic & Gender Relations in Modern Society 3 credit
 SOC 225 Sociology of the Family 3 credit

Computer Science • 3 credits

CIS 105 Computer Applications and Information Technology 3 credit

General Electives Options • 3 credits

Select one additional course from either the Arts and Humanities or Social and Behavioral Sciences lists to satisfy the requirement of 36 general education credits.

■ Electives • 28 credits

Select elective courses from:

1. Courses identified as common courses in university transfer guides in the student's major of choice;
2. 0 to 16 credits of language, if required in the student's major of choice at the university you plan to attend;
3. Prerequisites
4. Electives

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.

Associate of Science (AS)

About this 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 general education component of our AS degree fulfills all the requirements of the Arizona General Education Curriculum (AGEC-S). When completed, the AGECS will transfer to any of the three public Arizona state universities as a block meeting all lower division general education requirements. (see *What is AGECS?* – page 48)

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 NPC 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.

Degree Requirements • 64 credits

■ General Education Requirements • 36 credits

Completion of the 36 general education course credits fulfills requirements for the Arizona General Education Education Curriculum (AGEC-S) for the Associate of Science degree.

(see *What is AGECS?* – page 48)

English • 6 credits

- ENL 101 College Composition I 3 credit
- ENL 102 College Composition II 3 credit

Mathematics • 4 credits

- MAT 221 Calculus I (or a mathematics course for which MAT 221 is a prerequisite) 4 credit

Arts and Humanities • 6 credits

Select two courses from at least two disciplines.

- ART 101 Understanding Art 3 credit
- ART 115 Art History I 3 credit
- ART 116 Art History II 3 credit
- ENL 220 World Literature I 3 credit
- ENL 221 World Literature II 3 credit
- ENL 224 English Literature I 3 credit
- ENL 225 English Literature II 3 credit
- ENL 230 American Literature I 3 credit
- ENL 231 American Literature II 3 credit
- HUM 150 Humanities in the Western World I 3 credit
- HUM 151 Humanities in the Western World II 3 credit
- MUS 150 Music Appreciation 3 credit
- PHL 101 Introduction to Philosophy 3 credit
- PHL 105 Introduction to Ethics 3 credit
- SPT 130 Introduction to Theatre 3 credit
- SPT 150 Introduction to Film 3 credit
- SPT 155 History of Television 3 credit

Physical and Biological Sciences • 8 credits

Select two courses from the SAME discipline.

- BIO 181 General Biology I 4 credit
- BIO 182 General Biology II 4 credit
- CHM 151 General Chemistry I 4 credit
- CHM 152 General Chemistry II 4 credit

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.

- *ANT 102 Cultural Anthropology 3 credit

ANT 120 Buried Cities and Lost Tribes	3 credit
BUS 140 Principles of Economics - Macro.....	3 credit
BUS 141 Principles of Economics - Micro.....	3 credit
*GEO 110 World Regional Geography	3 credit
GEO 120 Human Geography.....	3 credit
*HIS 105 U.S. History to 1877	3 credit
*HIS 106 U.S. History since 1877.....	3 credit
*HIS 155 Western Civilization to 1700.....	3 credit
*HIS 156 Western Civilization since 1700.....	3 credit
POS 110 American Government.....	3 credit
PSY 101 Introduction to Psychology	3 credit
PSY 200 Psychology of Adjustment.....	3 credit
PSY 240 Developmental Psychology.....	3 credit
SOC 120 General Sociology.....	3 credit
SOC 121 Social Problems in America.....	3 credit
SOC 130 Racial, Ethnic & Gender Relations in Modern Society.....	3 credit
SOC 225 Sociology of the Family.....	3 credit

Science/Mathematics Option • 6 credits

Select two courses not taken to satisfy Physical and Biological Sciences requirements.

BIO 105 Environmental Biology	4 credit
BIO 160 Introduction to Human Anatomy and Physiology I.....	4 credit
BIO 181 General Biology I.....	4 credit
BIO 182 General Biology II	4 credit
BIO 201 Human Anatomy and Physiology I.....	4 credit
BIO 202 Human Anatomy and Physiology II	4 credit
BIO 205 Microbiology.....	4 credit
CHM 151 General Chemistry I.....	4 credit
CHM 152 General Chemistry II	4 credit
GEO 111 Physical Geography.....	4 credit
GLG 101 Introduction to Geology I - Physical.....	4 credit
GLG 102 Introduction to Geology II - Historical....	4 credit
MAT 231 Calculus II	4 credit
MAT 241 Calculus III	4 credit
MAT 261 Introduction to Differential Equations ...	4 credit
PHY 113 General Physics I	4 credit
PHY 114 General Physics II	4 credit

■ **Electives • 28 credits**

Select elective courses from:

1. Courses identified as common courses in university transfer guides in the student’s major of choice;
2. 0 to 16 credits of language, if required in the student’s major of choice at the university you plan to attend;
3. Prerequisites
4. 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.

Non-Transfer Degree Programs

About the General Studies Degrees

The **Associate of General Studies (AGS) Degree** is designed for those who wish to enhance their personal development with the equivalent of two years of post-high school education but are not planning to transfer to a four-year college or university or prepare for a specific vocational career. **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.

The AGS degree can provide you with recognized learning credentials. Completing the specializations in Early Childhood or Special Needs Educational Assistant provide a student the flexibility of meeting work-related course mandates while also pursuing general education courses that may serve as the foundation for a bachelor’s degree.

Although many courses within these programs may transfer to four-year colleges and universities, students should not assume that all courses will transfer.

NPC Requirements

- The **Associate of General Studies (AGS) degree** requires **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.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond the 64 credits. For information about prerequisites, see an NPC academic adviser.
- Students must meet with an NPC academic adviser to select a program of courses that will best meet the student’s goals.
- Students with an associate or higher degree will not be considered for this program.
- 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.

Degree Requirements • 64 credits

■ **General Education Requirements** • **31 credits**

Completion of 31 general education course credits is required for the AGS degree.

English • 6 credits

- ENL 101 College Composition I 3 credit
- Plus one of the following:
- ENL 102 College Composition II..... 3 credit
- ENL 109 Technical Writing..... 3 credit

Mathematics • 3 credits

Select one of the following, or a higher mathematics course for which MAT 112 is a prerequisite.

- MAT 105 Mathematics for General Education..... 3 credit
- MAT 112 Algebra II: Intermediate..... 3 credit

■ Discipline Studies

Arts and Humanities • 6 credits

Select two courses from at least two disciplines.

- ART 101 Understanding Art..... 3 credit
- ART 115 Art History I..... 3 credit
- ART 116 Art History II..... 3 credit
- ENL 220 World Literature I 3 credit
- ENL 221 World Literature II 3 credit
- ENL 224 English Literature I..... 3 credit
- ENL 225 English Literature II 3 credit
- ENL 230 American Literature I..... 3 credit
- ENL 231 American Literature II 3 credit
- HUM 150 Humanities in the Western World I..... 3 credit
- HUM 151 Humanities in the Western World II 3 credit
- MUS 150 Music Appreciation 3 credit
- PHL 101 Introduction to Philosophy 3 credit
- PHL 105 Introduction to Ethics 3 credit
- SPT 130 Introduction to Theatre..... 3 credit
- SPT 150 Introduction to Film 3 credit
- SPT 155 History of Television 3 credit

Physical and Biological Sciences • 4 credits

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

Social and Behavioral Sciences • 6 credits

Select two courses from two disciplines.

- *ANT 102 Cultural Anthropology 3 credit
- ANT 120 Buried Cities and Lost Tribes 3 credit
- BUS 140 Principles of Economics - Macro 3 credit
- BUS 141 Principles of Economics - Micro 3 credit

- *GEO 110 World Regional Geography 3 credit
- GEO 120 Human Geography..... 3 credit
- *HIS 105 U.S. History to 1877 3 credit
- *HIS 106 U.S. History since 1877..... 3 credit
- *HIS 155 Western Civilization to 1700 3 credit
- *HIS 156 Western Civilization since 1700 3 credit
- POS 110 American Government..... 3 credit
- PSY 101 Introduction to Psychology 3 credit
- PSY 200 Psychology of Adjustment..... 3 credit
- PSY 240 Developmental Psychology..... 3 credit
- SOC 120 General Sociology..... 3 credit
- SOC 121 Social Problems in America..... 3 credit
- SOC 130 Racial, Ethnic & Gender Relations
in Modern Society..... 3 credit
- SOC 225 Sociology of the Family..... 3 credit

Courses marked with an asterisk (*) meet requirements for Contemporary Global/International or Historical Awareness.

Additional Discipline Studies • 6 credits

Select a minimum of six additional credits from the Discipline Studies courses, or from these courses.

Foreign Language

- FRE 101 Elementary French I..... 4 credit
- FRE 102 Elementary French II..... 4 credit
- GER 101 Elementary German I 4 credit
- GER 102 Elementary German II..... 4 credit
- SPA 101 Elementary Spanish I..... 4 credit
- SPA 102 Elementary Spanish II..... 4 credit

Computer Science

- CIS 105 Computer Applications and Information
Technology 3 credit

Verbal Communication

- SPT 120 Public Speaking..... 3 credit

■ Unrestricted Electives • 33 credits

Select from any unduplicated courses at the 100 or higher level.

**Associate of General Studies
Early Childhood
Infant/Toddler**

About this Degree

The AGS Early Childhood Infant/Toddler degree requires satisfactory completion of 64 credits.

NPC Requirements

- The Associate of General Studies (AGS) Early Childhood Infant/Toddler degree requires 64 hours of course credits with a cumulative grade point average of 2.0 on a 4.0 scale.

- Students must complete 31 or 32 general education credits.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond the 64 credits. For information about prerequisites, see an NPC academic adviser.
- Students must meet with an NPC academic adviser to select a program of courses that will best meet the student's goals.
- Students with an associate or higher degree will not be considered for this program.
- 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.

Degree Requirements • 64 credits

■ General Education Requirements • 31 credits

Completion of the 31 general education course credits is required for the AGS degree.

English • 6 credits

- ENL 101 College Composition I 3 credit
 Plus one of the following:
 ENL 102 College Composition II..... 3 credit
 ENL 109 Technical Writing..... 3 credit

Mathematics • 3 credits

Select one of the following, or a higher mathematics course for which MAT 112 is a prerequisite.

- MAT 105 Mathematics for General Education..... 3 credit
 MAT 112 Algebra II: Intermediate 3 credit

■ Discipline Studies

Arts and Humanities • 6 credits

Select two courses from at least two disciplines.

- ART 101 Understanding Art..... 3 credit
 ART 115 Art History I..... 3 credit
 ART 116 Art History II..... 3 credit
 ENL 220 World Literature I 3 credit
 ENL 221 World Literature II 3 credit
 ENL 224 English Literature I..... 3 credit
 ENL 225 English Literature II 3 credit
 ENL 230 American Literature I..... 3 credit
 ENL 231 American Literature II 3 credit
 HUM 150 Humanities in the Western World I..... 3 credit
 HUM 151 Humanities in the Western World II 3 credit
 MUS 150 Music Appreciation 3 credit
 PHL 101 Introduction to Philosophy 3 credit
 PHL 105 Introduction to Ethics 3 credit

- SPT 130 Introduction to Theatre..... 3 credit
 SPT 150 Introduction to Film 3 credit
 SPT 155 History of Television 3 credit

Physical and Biological Sciences • 4 credits

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

Social and Behavioral Sciences • 6 credits

Select two courses from two disciplines.

- *ANT 102 Cultural Anthropology 3 credit
 ANT 120 Buried Cities and Lost Tribes 3 credit
 BUS 140 Principles of Economics - Macro 3 credit
 BUS 141 Principles of Economics - Micro 3 credit
 *GEO 110 World Regional Geography 3 credit
 GEO 120 Human Geography 3 credit
 *HIS 105 U.S. History to 1877 3 credit
 *HIS 106 U.S. History since 1877..... 3 credit
 *HIS 155 Western Civilization to 1700 3 credit
 *HIS 156 Western Civilization since 1700 3 credit
 POS 110 American Government..... 3 credit
 PSY 101 Introduction to Psychology 3 credit
 PSY 200 Psychology of Adjustment 3 credit
 PSY 240 Developmental Psychology..... 3 credit
 SOC 120 General Sociology 3 credit
 SOC 121 Social Problems in America..... 3 credit
 SOC 130 Racial, Ethnic & Gender Relations
 in Modern Society..... 3 credit
 SOC 225 Sociology of the Family..... 3 credit

Courses marked with an asterisk (*) meet requirements for Contemporary Global/International or Historical Awareness.

Additional Discipline Studies • 6 credits

Select a minimum of six additional credits from the Discipline Studies courses, or from these courses.

Foreign Language

- FRE 101 Elementary French I..... 4 credit
 FRE 102 Elementary French II..... 4 credit
 GER 101 Elementary German I 4 credit
 GER 102 Elementary German II..... 4 credit
 SPA 101 Elementary Spanish I..... 4 credit
 SPA 102 Elementary Spanish II 4 credit

Computer Science

CIS 105 Computer Applications and Information
Technology3 credit

Verbal Communication

SPT 120 Public Speaking.....3 credit

■ **Core Requirements • 29 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 Communication..... 1 credit
 ECD 112 Enhancing Family Involvement..... 1 credit
 ECD 143 Inclusion of Children
 With Special Needs.....2 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 Observations
 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 101 The Child’s Total Learning Environment 1 credit
 ECD 175 Professionalism..... 1 credit
 ECD 200 Introduction to Early Childhood
 Education 3 credit
 ECD 250 Child Development I 3 credit

■ **Required Electives • 4 credits**

Four credits of **unduplicated** electives must be taken from any area (with the exception of 199s and 299s).

**Associate of General Studies
Early Childhood Management
About this Degree**

The AGS Early Childhood Management degree requires satisfactory completion 66 credits.

NPC Requirements

- The Associate of General Studies (AGS) Early Childhood Management degree requires **66 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.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond the 66 credits. For information about prerequisites, see an NPC academic adviser.
- Students must meet with an NPC academic adviser to select a program of courses that will best meet the student’s goals.
- Students with an associate or higher degree will not be considered for this program.
- 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.

Degree Requirements • 66 credits

■ **General Education Requirements • 31 credits**

Completion of 31 general education course credits is required for the AGS degree.

English • 6 credits

ENL 101 College Composition I 3 credit
 Plus one of the following:
 ENL 102 College Composition II..... 3 credit
 ENL 109 Technical Writing..... 3 credit

Mathematics • 3 credits

Select one of the following, or a higher mathematics course for which MAT 112 is a prerequisite.

MAT 105 Mathematics for General Education..... 3 credit
 MAT 112 Algebra II: Intermediate..... 3 credit

■ **Discipline Studies**

Arts and Humanities • 6 credits

Select two courses from at least two disciplines.

ART 101 Understanding Art..... 3 credit
 ART 115 Art History I..... 3 credit

ART 116 Art History II.....	3 credit
ENL 220 World Literature I.....	3 credit
ENL 221 World Literature II.....	3 credit
ENL 224 English Literature I.....	3 credit
ENL 225 English Literature II.....	3 credit
ENL 230 American Literature I.....	3 credit
ENL 231 American Literature II.....	3 credit
HUM 150 Humanities in the Western World I.....	3 credit
HUM 151 Humanities in the Western World II.....	3 credit
MUS 150 Music Appreciation.....	3 credit
PHL 101 Introduction to Philosophy.....	3 credit
PHL 105 Introduction to Ethics.....	3 credit
SPT 130 Introduction to Theatre.....	3 credit
SPT 150 Introduction to Film.....	3 credit
SPT 155 History of Television.....	3 credit

Physical and Biological Sciences • 4 credits

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

Social and Behavioral Sciences • 6 credits

Select two courses from two disciplines.

*ANT 102 Cultural Anthropology.....	3 credit
ANT 120 Buried Cities and Lost Tribes.....	3 credit
BUS 140 Principles of Economics - Macro.....	3 credit
BUS 141 Principles of Economics - Micro.....	3 credit
*GEO 110 World Regional Geography.....	3 credit
GEO 120 Human Geography.....	3 credit
*HIS 105 U.S. History to 1877.....	3 credit
*HIS 106 U.S. History since 1877.....	3 credit
*HIS 155 Western Civilization to 1700.....	3 credit
*HIS 156 Western Civilization since 1700.....	3 credit
POS 110 American Government.....	3 credit
PSY 101 Introduction to Psychology.....	3 credit
PSY 200 Psychology of Adjustment.....	3 credit
PSY 240 Developmental Psychology.....	3 credit
SOC 120 General Sociology.....	3 credit
SOC 121 Social Problems in America.....	3 credit
SOC 130 Racial, Ethnic & Gender Relations in Modern Society.....	3 credit
SOC 225 Sociology of the Family.....	3 credit

Courses marked with an asterisk (*) meet requirements for Contemporary Global/International or Historical Awareness.

■ Additional Discipline Studies • 6 credits

Select a minimum of six additional credits from the Discipline Studies courses, or from these courses.

Foreign Language

FRE 101 Elementary French I.....	4 credit
FRE 102 Elementary French II.....	4 credit
GER 101 Elementary German I.....	4 credit
GER 102 Elementary German II.....	4 credit
SPA 101 Elementary Spanish I.....	4 credit
SPA 102 Elementary Spanish II.....	4 credit

Computer Science

CIS 105 Computer Applications and Information Technology.....	3 credit
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Verbal Communication

SPT 120 Public Speaking.....	3 credit
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■ Core Requirements • 35 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 Communication.....	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 credit
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 credit
ECD 232 Designing Indoor and Outdoor Environments.....	2 credit
ECD 233 Developing Policies and Procedures for Early Childhood Programs.....	2 credit
ECD 234 Staffing an Early Childhood Program.....	2 credit
ECD 235 Budgeting and Financial Management.....	2 credit
ECD 236 Marketing the Early Childhood Program.....	2 credit
ECD 237 Evaluating an Early Childhood Program.....	1 credit
ECD 250 Child Development I.....	3 credit

Associate of General Studies

Early Childhood Preschool

About this Degree

The AGS Early Childhood Preschool degree requires satisfactory completion 64 credits.

NPC Requirements

- The Associate of General Studies (AGS) Early Childhood Preschool degree requires 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.
- Some courses have placement requirements or prerequisites that may result in coursework beyond the 64 credits. For information about prerequisites, see an NPC academic adviser.
- Students must meet with an NPC academic adviser to select a program of courses that will best meet the student's goals.
- Students with an associate or higher degree will not be considered for this program.
- 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.

Degree Requirements • 64 credits

■ General Education Requirements • 31 credits

Completion of 31 general education course credits is required for the AGS degree.

English • 6 credits

- ENL 101 College Composition I 3 credit
 Plus one of the following:
 ENL 102 College Composition II 3 credit
 ENL 109 Technical Writing 3 credit

Mathematics • 3 credits

Select one of the following, or a higher mathematics course for which MAT 112 is a prerequisite.

- MAT 105 Mathematics for General Education 3 credit
 MAT 112 Algebra II: Intermediate 3 credit

■ Discipline Studies

Arts and Humanities • 6 credits

Select two courses from at least two disciplines.

- ART 101 Understanding Art 3 credit
 ART 115 Art History I 3 credit

- ART 116 Art History II 3 credit
 ENL 220 World Literature I 3 credit
 ENL 221 World Literature II 3 credit
 ENL 224 English Literature I 3 credit
 ENL 225 English Literature II 3 credit
 ENL 230 American Literature I 3 credit
 ENL 231 American Literature II 3 credit
 HUM 150 Humanities in the Western World I 3 credit
 HUM 151 Humanities in the Western World II 3 credit
 MUS 150 Music Appreciation 3 credit
 PHL 101 Introduction to Philosophy 3 credit
 PHL 105 Introduction to Ethics 3 credit
 SPT 130 Introduction to Theatre 3 credit
 SPT 150 Introduction to Film 3 credit
 SPT 155 History of Television 3 credit

Physical and Biological Sciences • 4 credits

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

Social and Behavioral Sciences • 6 credits

Select two courses from two disciplines.

- *ANT 102 Cultural Anthropology 3 credit
 ANT 120 Buried Cities and Lost Tribes 3 credit
 BUS 140 Principles of Economics - Macro 3 credit
 BUS 141 Principles of Economics - Micro 3 credit
 *GEO 110 World Regional Geography 3 credit
 GEO 120 Human Geography 3 credit
 *HIS 105 U.S. History to 1877 3 credit
 *HIS 106 U.S. History since 1877 3 credit
 *HIS 155 Western Civilization to 1700 3 credit
 *HIS 156 Western Civilization since 1700 3 credit
 POS 110 American Government 3 credit
 PSY 101 Introduction to Psychology 3 credit
 PSY 200 Psychology of Adjustment 3 credit
 PSY 240 Developmental Psychology 3 credit
 SOC 120 General Sociology 3 credit
 SOC 121 Social Problems in America 3 credit
 SOC 130 Racial, Ethnic & Gender Relations in Modern Society 3 credit
 SOC 225 Sociology of the Family 3 credit

Courses marked with an asterisk (*) meet requirements for Contemporary Global/International or Historical Awareness.

■ **Additional Discipline Studies • 6 credits**

Select a minimum of six additional credits from the Discipline Studies courses, or from these courses.

Foreign Language

FRE 101 Elementary French I.....	4 credit
FRE 102 Elementary French II.....	4 credit
GER 101 Elementary German I.....	4 credit
GER 102 Elementary German II.....	4 credit
SPA 101 Elementary Spanish I.....	4 credit
SPA 102 Elementary Spanish II.....	4 credit

Computer Science

CIS 105 Computer Applications and Information Technology	3 credit
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Verbal Communication

SPT 120 Public Speaking.....	3 credit
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■ **Core Requirements • 29 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 Communication.....	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 I.....	1 credit
ECD 116 Sciencing and Discovery II	1 credit
ECD 117 Enhancing Questions and Problem-Solving Abilities.....	1 credit
ECD 118 Blocks in Early Childhood Programs.....	1 credit
ECD 120 Enhancing a Positive Self-Concept.....	1 credit
ECD 123 Music and Creative Movement.....	1 credit
ECD 124 Dramatic Play in the 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 175 Professionalism.....	1 credit
ECD 200 Introduction to Early Childhood Education	3 credit
or	
EDU 200 Introduction to Education	3 credit
ECD 216 Transitions.....	1 credit
ECD 250 Child Development I.....	3 credit

■ **Required Electives • 4 credits**

Complete four credits from the following:

Any ECD courses not listed above in required core credits, with the exception of ECD 199’s and ECD 299’s.

EDU 200 Introduction to Education (if not taken as part of core).....	3 credit
EDU 201 Substitute Teaching in the Schools.....	3 credit
LAN 120 Conversational Navajo I.....	3 credit
LAN 121 Conversational Navajo II.....	3 credit
LAN 125 Conversational Apache I.....	3 credit
LAN 126 I Conversational Apache II.....	3 credit
LAN 160 Beginning American Sign Language.....	3 credit
LAN 161 Intermediate American Sign Language....	3 credit
POS 221 Arizona Constitution and Government ...	1 credit

**Associate of General Studies
Special Needs
Educational Assistant**

About this Degree

The AGS Special Needs Educational Assistant degree requires satisfactory completion 64 credits.

NPC Requirements

- The Associate of General Studies (AGS) Special Needs Educational Assistant degree requires 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.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond the 64 credits. For information about prerequisites, see an NPC academic adviser.
- Students must meet with an NPC academic adviser to select a program of courses that will best meet the student’s goals.
- Students with an associate or higher degree will not be considered for this program.
- 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.

Degree Requirements • 64 credits

■ **General Education Requirements
• 31 credits**

Completion of the 31 to 32 general education course credits is required for the AGS degree.

English • 6 credits

- ENL 101 College Composition I 3 credit
- Plus one of the following:
- ENL 102 College Composition II..... 3 credit
- ENL 109 Technical Writing..... 3 credit

Mathematics • 3 credits

Select one of the following, or a higher mathematics course for which MAT 112 is a prerequisite.

- MAT 105 Mathematics for General Education..... 3 credit
- MAT 112 Algebra II: Intermediate..... 3 credit

■ Discipline Studies

Arts and Humanities • 6 credits

Select two courses from at least two disciplines.

- ART 101 Understanding Art..... 3 credit
- ART 115 Art History I..... 3 credit
- ART 116 Art History II..... 3 credit
- ENL 220 World Literature I 3 credit
- ENL 221 World Literature II 3 credit
- ENL 224 English Literature I..... 3 credit
- ENL 225 English Literature II 3 credit
- ENL 230 American Literature I..... 3 credit
- ENL 231 American Literature II 3 credit
- HUM 150 Humanities in the Western World I..... 3 credit
- HUM 151 Humanities in the Western World II 3 credit
- MUS 150 Music Appreciation 3 credit
- PHL 101 Introduction to Philosophy 3 credit
- PHL 105 Introduction to Ethics..... 3 credit
- SPT 130 Introduction to Theatre..... 3 credit
- SPT 150 Introduction to Film 3 credit
- SPT 155 History of Television 3 credit

Physical and Biological Sciences • 4 credits

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

Social and Behavioral Sciences • 6 credits

Select two courses from two disciplines.

- *ANT 102 Cultural Anthropology 3 credit
- ANT 120 Buried Cities and Lost Tribes 3 credit
- BUS 140 Principles of Economics - Macro 3 credit
- BUS 141 Principles of Economics - Micro..... 3 credit

- *GEO 110 World Regional Geography 3 credit
- GEO 120 Human Geography..... 3 credit
- *HIS 105 U.S. History to 1877 3 credit
- *HIS 106 U.S. History since 1877..... 3 credit
- *HIS 155 Western Civilization to 1700 3 credit
- *HIS 156 Western Civilization since 1700 3 credit
- POS 110 American Government..... 3 credit
- PSY 101 Introduction to Psychology 3 credit
- PSY 200 Psychology of Adjustment..... 3 credit
- PSY 240 Developmental Psychology..... 3 credit
- SOC 120 General Sociology..... 3 credit
- SOC 121 Social Problems in America..... 3 credit
- SOC 130 Racial, Ethnic & Gender Relations
in Modern Society..... 3 credit
- SOC 225 Sociology of the Family..... 3 credit

Courses marked with an asterisk (*) meet requirements for Contemporary Global/International or Historical Awareness.

■ Additional Discipline Studies • 6 credits

Select a minimum of six additional credits from the discipline study courses, or from these courses.

Foreign Language

- FRE 101 Elementary French I..... 4 credit
- FRE 102 Elementary French II..... 4 credit
- GER 101 Elementary German I 4 credit
- GER 102 Elementary German II..... 4 credit
- SPA 101 Elementary Spanish I..... 4 credit
- SPA 102 Elementary Spanish II..... 4 credit

Computer Science

- CIS 105 Computer Applications and Information
Technology 3 credit

Verbal Communication

- SPT 120 Public Speaking..... 3 credit

■ Core Requirements • 21 credits

- ECD 136 Understanding How Children Learn..... 1 credit
- ECD 222 Young Children with Special Needs 3 credit
- ECD 200 Introduction to Early Childhood
Education 3 credit
- or
- EDU 200 Introduction to Education 3 credit
- ECD 250 Child Development I 3 credit
- EDU 198 Internship
(Occupational/Physical Therapy) 1 credit
- EDU 198 Internship (Speech Therapy)..... 1 credit
- EDU 202 Occupational/Physical Therapy
Educational Assistant..... 3 credit
- EDU 203 Speech Therapy Educational Assistant.... 3 credit
- LAN 160 Beginning American Sign Language..... 3 credit

■ Required Electives • 12 credits

Select 12 **unduplicated** credits, 100 level or higher, from ECD/EDU/EMT/LAN/SPA courses as electives.

Index of AGS/AAS/CAS/CP Programs

AGS - Associate of General Studies • AAS - Associate of Applied Science • CAS - Certificate of Applied Science

CP - Certificate of Proficiency • CRT - Certificate of Completion

Program	Awards
Administrative Information Services (AIS)	
Administrative Information Services	AAS/CAS/CP
Administrative Office Management.AAS/CAS
Legal OfficeAAS/CAS
Legal Office FundamentalsCP
Medical Office Fundamentals.CP
Medical Office ProceduresAAS/CAS
Medical Transcription.	AAS/CAS/CP
Modern Office Fundamentals.CP
Records and Information ManagementAAS/CAS
Records Management/Data Processing Fundamentals. .CP	
Word Processing Fundamentals.CP
Automotive Technology (ATO)	
Brake and Transmission SystemsCP
Drive Train, Suspension and Steering, HVACCP
Electrical and Electronics SystemsCP
Engine Performance.CP
Engine RepairCP
Business (BUS)	
Accounting	AAS/CAS/CP
General Business Management	AAS/CAS/CP
Native American Enterprise.AAS/CAS
Public Administration.	AAS/CAS/CP
Small Business Management	AAS/CAS/CP
Computer Information Systems (CIS)	
Commercial Graphics Fundamentals.CP
Computer Information Systems.AAS/CAS
Graphic Design	AAS/CAS/CP
Network and PC SupportCP
Software Quality Assurance.CP
Web Design	AAS/CAS/CP
Web Development.AAS/CAS
Cosmetology (COS)	
Cosmetology InstructorCP
Nail TechnicianCP
Early Childhood Development (ECD)	
Early Childhood Management	AGS/AAS/CAS
Family Care	AAS/CAS/CP
Infant/Toddler	AGS/AAS/CAS/CP
Preschool	AGS/AAS/CAS/CP
School Age	AAS/CAS/CP
Special Needs	AAS/CAS/CP

Program	Awards
Education (EDU)	
Educational Assistant	CAS/CP
Special Needs Educational Assistant	AGS/AAS/CAS/CP
Fire Science	
	AAS/CAS/CP
Heavy Equipment Operations (HQO)	
Backhoes and DozersCP
Cranes & Rigging.CP
Earthmoving Equipment and TrucksCP
Loaders and ForkliftsCP
Motor Graders.CP
Rollers and Scrapers.CP
Human Services (HUS)	
Residential Child/Youth Care Assistant	AAS/CAS/CP
Substance Abuse CounselingCP
Industrial Maintenance and Operations	
Electrical	AAS/CAS/CP
Industrial Plant OperationCP
Instrumentation.	AAS/CAS/CP
Maintenance Fundamentals.AAS/CAS
Mechanical MaintenanceCP
Operations/Maintenance.	AAS/CAS/CP
Power FundamentalsAAS/CAS
Wastewater Collection and TreatmentCP
Water Supply and TreatmentCP
Medical Assistant (MDA)	
	.AAS/CAS
Nursing (NUR)	
	.AAS
Practical NursingCAS
Nursing Assistant (NAT)CRT
Paramedicine (EMT)	
	AAS/CAS/CP
Photography Technician (PHO).	
Black and White PhotographyCP
Color PhotographyCP
Photography MarketingCP
Welding (WLD)	
	.AAS/CAS
Gas Metal Arc Welding (MIG)CP
Gas Tungsten Arc Welding (TIG).CP
Plastic WeldingCP
Shielded Metal Arc Welding (ARC).CP
Welding Level I – Entry Level WelderCP
Welding Level II – Advanced WelderCP

Applied Science Degree and Certificate Programs

About these Degrees/Certificates

- **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 (CRT)** are awarded for the fulfillment of competency requirements in certain occupation-specific courses.

It should be noted that all applied science degree or certificate programs are not available at all Northland locations, nor are they available in their entirety each year. Some courses are offered only on demand. All NPC applied science programs are “competency based,” providing graduates with the skills necessary for entry-level employment.

Although many courses within these programs may transfer to four-year colleges and universities, students should not assume that all courses will transfer.

NPC Requirements

- The **Associate of Applied Science (AAS) degree** requires a minimum of **64 hours of course credits** with 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 “P”] or better. For information about prerequisites, see *Part IV, Course Descriptions*, or consult an NPC academic adviser.
- The **Certificate of Applied Science** requires a minimum of 24 credits in a single area of specialization and six specified units of general education.
- **Certificate of Proficiency** requirements vary according to the skills demanded for training or retraining in occupational fields. Only programs totaling 32, or more, credit hours are recognized at commencement. Certificates of Proficiency are posted on the student’s transcript.
- **Certificate of Completion** may be awarded for achieving the competencies required in some courses with a ‘C’ grade or higher. These certificates are utilized only for courses which have recognizable and special benefit

for the student. Certificates are issued upon completion of the specified courses.

- 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.

Students are encouraged to work closely with their academic adviser to ensure that all studies will apply toward their degree or educational goals.

Degree Requirements • 64 credits

■ General Education Requirements

Most programs require 16 to 19 general education credits in communications, mathematics, sciences and humanities. Specific programs may designate or limit course options, and general education requirements in certain programs may exceed 19 credits. Always consult with an NPC academic adviser to ensure you meet ALL program/degree requirements.

Communications • 6 credits

ENL 101 College Composition I	3 credit
Plus one of the following based on program options.:	
ENL 102 College Composition II.....	3 credit
ENL 109 Technical Writing.....	3 credit
SPT 120 Public Speaking.....	3 credit

Mathematics • 3 to 6 credits

See specific program for requirements.

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, unless otherwise noted in the specific program description.

Arts and Humanities • 3 credits

Select one course from the following:

ART 101 Understanding Art.....	3 credit
ART 115 Art History I.....	3 credit
ART 116 Art History II.....	3 credit
ENL 220 World Literature I	3 credit
ENL 221 World Literature II	3 credit
ENL 224 English Literature I.....	3 credit
ENL 225 English Literature II	3 credit
ENL 230 American Literature I.....	3 credit
ENL 231 American Literature II	3 credit
HUM 150 Humanities in the Western World I.....	3 credit
HUM 151 Humanities in the Western World II	3 credit
MUS 150 Music Appreciation	3 credit
PHL 101 Introduction to Philosophy	3 credit
PHL 105 Introduction to Ethics.....	3 credit
SPT 130 Introduction to Theatre.....	3 credit
SPT 150 Introduction to Film	3 credit
SPT 155 History of Television	3 credit

Physical and Biological Sciences • 4 credits

Select one course from the following:

- BIO 100 Biology Concepts4 credit
- BIO 105 Environmental Biology4 credit
- BIO 160 Introduction to Human Anatomy
and Physiology I.....4 credit
- BIO 181 General Biology I.....4 credit
- BIO 182 General Biology II4 credit
- BIO 201 Human Anatomy and Physiology I.....4 credit
- BIO 202 Human Anatomy and Physiology II4 credit
- CHM 130 Fundamental Chemistry4 credit
- CHM 151 General Chemistry I.....4 credit
- CHM 152 General Chemistry II4 credit
- GEO 111 Physical Geography.....4 credit
- GLG 101 Introduction to Geology I - Physical.....4 credit
- GLG 102 Introduction to Geology II - Historical....4 credit
- PHY 113 General Physics I4 credit
- PHY 114 General Physics II4 credit

Social and Behavioral Sciences • 3 credits

Select one course from the following:

- *ANT 102 Cultural Anthropology3 credit
- ANT 120 Buried Cities and Lost Tribes3 credit
- BUS 140 Principles of Economics - Macro.....3 credit
- BUS 141 Principles of Economics - Micro.....3 credit
- *GEO 110 World Regional Geography3 credit
- GEO 120 Human Geography.....3 credit
- *HIS 105 U.S. History to 18773 credit
- *HIS 106 U.S. History since 1877.....3 credit
- *HIS 155 Western Civilization to 17003 credit
- *HIS 156 Western Civilization since 17003 credit
- POS 110 American Government.....3 credit
- PSY 101 Introduction to Psychology3 credit
- PSY 200 Psychology of Adjustment.....3 credit
- PSY 240 Developmental Psychology.....3 credit
- SOC 120 General Sociology.....3 credit
- SOC 121 Social Problems in America.....3 credit
- SOC 130 Racial, Ethnic & Gender Relations
in Modern Society.....3 credit
- SOC 225 Sociology of the Family.....3 credit

Courses marked with an asterisk (*) meet requirements for Contemporary Global/International or Historical Awareness.

Administrative Information Services (AIS) (AAS/CAS/CP)

About this Program

The Administrative Information Services program provides graduates with the knowledge and skills needed in today's modern offices. Areas of study include: medical transcription, legal office, information systems and office management.

Career opportunities exist in and out of the Northland district communities. Graduates are needed by business, industry, government and public and private agencies.

Associate of Applied Science (AAS)

About this Degree • 64 credits

To complete an **Associate of Applied Science degree in Administrative Information Services** a student must complete the 16 general education credits, an area of specialization (26 to 33 credits) and 15 to 22 credits of required electives from the list that follows the description of areas of specialization.

■ **General Education Requirements • 16 credits**

Communications • 6 credits

- ENL 101 College Composition I3 credit
- ENL 109 Technical Writing.....3 credit

Mathematics • 3 credits

- MAT 103 Business Mathematics3 credit

Discipline Studies • 7 credits

Per the AAS Discipline Studies list on page 64-65.

AREAS OF SPECIALIZATION

■ **Administrative Information Services**

■ **Core Requirements • 32 credits**

- AIS 102 Business Grammar.....1 credit
- AIS 105 Developing Your Professionalism1 credit
- AIS 110 Basic Keyboarding and Formatting.....3 credit
- AIS 111 Advanced Keyboarding and
Document Processing.....3 credit
- AIS 112 Proofreading.....1 credit
- AIS 114 Introduction to the Modern Office.....3 credit
- AIS 115 Ten-Key Adding Machine1 credit
- AIS 116 Electronic Calculators.....3 credit
- AIS 130 Machine Transcription3 credit
- AIS 145 Microsoft Word for Windows.....3 credit
- AIS 170 Written Business Communications3 credit
- AIS 180 Records Management3 credit
- AIS 231 Introduction to Microsoft Office.....3 credit
- CIS 103 Introduction to Windows.....1 credit

■ **Required Electives • 16 credits**

In addition to the core requirements, student will complete a minimum of 16 unduplicated credits from the list of AIS Required Electives.

■ **Administrative Office Management**

■ **Core Requirements • 27 credits**

- AIS 150 MS Publisher Basics.....1 credit
- AIS 170 Written Business Communications3 credit
- AIS 202 Customer Service
for the Office Professional1 credit
- AIS 214 Administrative Office Management3 credit

- AIS 231 Introduction to Microsoft Office.....3 credit
- AIS 298 Portfolio 1 credit
- BUS 105 Techniques of Supervision3 credit
- or
- BUS 210 Principles of Modern Management.....3 credit
- BUS 117 Principles of Accounting I-Financial3 credit
- BUS 180 Organizational Behavior3 credit
- BUS 185 Ethics in Management.....3 credit
- BUS 225 Human Resource Management.....3 credit

■ **Required Electives • 21 credits**

In addition to the core requirements student will complete a minimum of 21 unduplicated credits from the list of AIS Required Electives.

■ **Legal Office**

■ **Core Requirements • 31 credits**

- AIS 102 Business Grammar.....1 credit
- AIS 105 Developing Your Professionalism1 credit
- AIS 110 Basic Keyboarding and Formatting3 credit
- AIS 111 Advanced Keyboarding and Document Processing.....3 credit
- AIS 112 Proofreading.....1 credit
- AIS 115 Ten-Key Adding Machine1 credit
- AIS 145 Microsoft Word for Windows.....3 credit
- AIS 170 Written Business Communications3 credit
- AIS 180 Records Management3 credit
- AIS 190 Legal Terminology3 credit
- AIS 191 Introduction to Law Office Procedures.....3 credit
- AIS 192 Legal Document Processing1 credit
- AIS 198 Internship.....1 credit
- or
- AIS 298 Portfolio1 credit
- BUS 112 Fundamentals of Bookkeeping for Business.....3 credit
- or
- BUS 117 Principles of Accounting I - Financial3 credit
- CIS 103 Introduction to Windows1 credit

■ **Required Electives • 17 credits**

In addition to the core requirements, student will complete a minimum of 17 unduplicated credits from the list of AIS Required Electives.

■ **Medical Office Procedures**

■ **Core Requirements • 33 credits**

- AIS 102 Business Grammar.....1 credit
- AIS 105 Developing Your Professionalism1 credit
- AIS 110 Basic Keyboarding and Formatting3 credit
- AIS 111 Advanced Keyboarding and Document Processing.....3 credit
- AIS 112 Proofreading.....1 credit
- AIS 115 Ten-Key Adding Machine1 credit
- AIS 118 MediSoft Billing.....3 credit
- AIS 119 Medical Office Procedures.....3 credit

- AIS 123 Vocabulary for the Medical Office3 credit
- AIS 127 Medical Office Insurance and Coding.....3 credit
- AIS 180 Records Management3 credit
- AIS 198 Internship.....1 credit
- or
- AIS 298 Portfolio 1 credit
- AIS 231 Introduction to Microsoft Office.....3 credit
- BUS 112 Fundamentals of Bookkeeping for Business.....3 credit
- or
- BUS 117 Principles of Accounting I - Financial3 credit
- CIS 103 Introduction to Windows.....1 credit

■ **Required Electives • 15 credits**

In addition to the core requirements student will complete a minimum of 15 unduplicated credits from the list of AIS Required Electives.

■ **Medical Transcription**

■ **Core Requirements • 26 credits**

- AIS 102 Business Grammar.....1 credit
- AIS 111 Advanced Keyboarding and Document Processing.....3 credit
- AIS 112 Proofreading.....1 credit
- AIS 118 MediSoft Billing.....3 credit
- AIS 119 Medical Office Procedures.....3 credit
- AIS 135 Introduction to Medical Transcription3 credit
- AIS 198 Internship.....1 credit
- or
- AIS 298 Portfolio1 credit
- AIS 231 Introduction to Microsoft Office.....3 credit
- AIS 235 Advanced Transcription - Medical I.....4 credit
- AIS 236 Advanced Transcription - Medical II4 credit

■ **Required Electives • 22 credits**

In addition to the core requirements, student will complete a minimum of 22 unduplicated credits from the list of AIS Required Electives.

■ **Records and Information Management**

■ **Core Requirements • 27 credits**

- AIS 102 Business Grammar.....1 credit
- AIS 105 Developing Your Professionalism1 credit
- AIS 110 Basic Keyboarding and Formatting3 credit
- AIS 112 Proofreading.....1 credit
- AIS 114 Introduction to the Modern Office3 credit
- AIS 115 Ten-Key Adding Machine1 credit
- AIS 145 Microsoft Word for Windows.....3 credit
- AIS 180 Records Management3 credit
- AIS 198 Internship.....1 credit
- or
- AIS 298 Portfolio1 credit
- AIS 280 Forms Management and Micrographics3 credit
- BUS 128 Spreadsheet Applications for Business3 credit

BUS 129 Database Applications for Business3 credit
 CIS 103 Introduction to Windows..... 1 credit

■ **Required Electives • 21 credits**

In addition to the core requirements student will complete a minimum of 21 unduplicated credits from the list of AIS Required Electives.

■ **Required Electives for AIS Areas of Specialization**

AIS 102 Business Grammar.....1 credit
 AIS 105 Developing Your Professionalism1 credit
 AIS 110 Basic Keyboarding and Formatting3 credit
 AIS 112 Proofreading.....1 credit
 AIS 113 Basic Memo & Letter Writing1 credit
 AIS 114 Introduction to Modern Office3 credit
 AIS 115 Ten-Key Adding Machine1 credit
 AIS 116 Electronic Calculators.....3 credit
 AIS 118 MediSoft Billing.....3 credit
 AIS 119 Medical Office Procedures.....3 credit
 AIS 123 Vocabulary for the Medical Office3 credit
 AIS 127 Medical Office Insurance & Coding3 credit
 AIS 135 Introduction to Medical Transcription3 credit
 AIS 140 MS Word Basics1 credit
 AIS 145 Microsoft Word for Windows.....3 credit
 AIS 150 MS Publisher Basics.....1 credit
 AIS 153 MS Publisher Complete.....3 credit
 AIS 170 Written Business Communications3 credit
 AIS 180 Records Management3 credit
 AIS 181 Medical Records Management.....1 credit
 AIS 190 Legal Terminology3 credit
 AIS 191 Introduction to Law Office Procedures.....3 credit
 AIS 192 Legal Document Processing1 credit
 AIS 198 Internship..... 1-3 credit
 AIS 199 Workshop..... 1-3 credit
 AIS 202 Customer Service
 for the Office Professional..... 1 credit
 AIS 214 Administrative Office Management3 credit
 AIS 230 Advanced Machine Transcription - Legal ..3 credit
 AIS 231 Introduction to Microsoft Office.....3 credit
 AIS 232 Advanced Microsoft Office3 credit
 AIS 235 Advanced Transcription - Medical I.....4 credit
 AIS 236 Advanced Transcription - Medical II4 credit
 AIS 245 Advanced Microsoft Word3 credit
 AIS 298 Portfolio1 credit
 BUS 100 Introduction to Business.....3 credit
 BUS 103 Success on Your Job.....2 credit
 BUS 112 Fundamentals of Bookkeeping
 for Business.....3 credit
 or
 BUS 117 Principles of Accounting I - Financial3 credit
 BUS 128 Spreadsheet Applications for Business3 credit
 BUS 129 Database Applications for Business3 credit
 BUS 132 Introduction to Public Administration3 credit
 BUS 150 Administrative Policymaking.....3 credit

BUS 180 Organizational Behavior3 credit
 BUS 185 Ethics in Management.....3 credit
 CIS 103 Introduction to Windows..... 1 credit
 CIS 141 Managing and Maintaining
 Your PC I (A+)3 credit
 HES 170 Medical Terminology.....3 credit

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Administrative Information Services** student must complete core requirements in a selected area of specialization, ENL 101 and MAT 103.

Certificates of Proficiency (CP)

■ **Administrative Information Services • 17 credits**

AIS 102 Business Grammar..... 1 credit
 AIS 105 Developing Your Professionalism 1 credit
 AIS 110 Basic Keyboarding and Formatting3 credit
 AIS 112 Proofreading..... 1 credit
 AIS 114 Introduction to the Modern Office.....3 credit
 AIS 115 Ten-Key Adding Machine 1 credit
 AIS 180 Records Management3 credit
 AIS 202 Customer Service
 for the Office Professional 1 credit
 AIS 231 Introduction to Microsoft Office.....3 credit

■ **Legal Office Fundamentals • 16 credits**

AIS 102 Business Grammar..... 1 credit
 AIS 110 Basic Keyboarding and Formatting3 credit
 AIS 112 Proofreading..... 1 credit
 AIS 145 Microsoft Word for Windows.....3 credit
 AIS 190 Legal Terminology3 credit
 AIS 191 Introduction to Law Office Procedures.....3 credit
 AIS 192 Legal Document Processing 1 credit
 CIS 103 Introduction to Windows..... 1 credit

■ **Medical Office Fundamentals • 16 credits**

AIS 102 Business Grammar..... 1 credit
 AIS 110 Basic Keyboarding and Formatting3 credit
 AIS 118 MediSoft Billing.....3 credit
 AIS 119 Medical Office Procedures.....3 credit
 AIS 123 Vocabulary for the Medical Office3 credit
 AIS 127 Medical Office Insurance and Coding.....3 credit

■ **Medical Transcription • 23 credits**

AIS 102 Business Grammar..... 1 credit
 AIS 110 Basic Keyboarding and Formatting3 credit
 AIS 112 Proofreading..... 1 credit
 AIS 123 Vocabulary for the Medical Office3 credit
 or
 HES 170 Medical Terminology.....3 credit

- AIS 135 Introduction to Medical Transcription3 credit
or
- AIS 130 Machine Transcription3 credit
- AIS 145 Microsoft Word for Windows.....3 credit
- AIS 235 Advanced Transcription - Medical I.....4 credit
- AIS 236 Advanced Transcription - Medical II4 credit
- CIS 103 Introduction to Windows 1 credit

■ **Modern Office Fundamentals**
• **17 credits**

- AIS 102 Business Grammar.....1 credit
- AIS 105 Developing Your Professionalism1 credit
- AIS 110 Basic Keyboarding and Formatting3 credit
- AIS 112 Proofreading.....1 credit
- AIS 114 Introduction to Modern Office3 credit
- AIS 115 Ten-Key Adding Machine1 credit
- AIS 145 Microsoft Word for Windows.....3 credit
- AIS 180 Records Management3 credit
- CIS 103 Introduction to Windows 1 credit

■ **Records Management/Data Processing Fundamentals** • **17 credits**

- AIS 102 Business Grammar.....1 credit
- AIS 105 Developing Your Professionalism1 credit
- AIS 110 Basic Keyboarding and Formatting3 credit
- AIS 112 Proofreading.....1 credit
- AIS 115 Ten-Key Adding Machine1 credit
- AIS 145 Microsoft Word for Windows.....3 credit
- AIS 180 Records Management3 credit
- BUS 129 Database Applications for Business3 credit
- CIS 103 Introduction to Windows 1 credit

■ **Word Processing Fundamentals**
• **15 credits**

- AIS 102 Business Grammar.....1 credit
- AIS 105 Developing Your Professionalism1 credit
- AIS 110 Basic Keyboarding and Formatting3 credit
- AIS 112 Proofreading.....1 credit
- AIS 115 Ten-Key Adding Machine1 credit
- AIS 145 Microsoft Word for Windows.....3 credit
- AIS 231 Introduction to Microsoft Office.....3 credit
- CIS 103 Introduction to Windows1 credit
- AIS 198 Internship.....1 credit
or
- AIS 298 Portfolio 1 credit

Automotive Technology (ATO)

(AAS/CAS/CP)



About this Program

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**.

Associate of Applied Science (AAS)

About this Degree • 64 credits

To complete an **Associate of Applied Science degree in Automotive Technology** a student must complete the 16 general education requirement credits, and 48 credits of core requirements.

■ **General Education Requirements • 16 credits**

Communications • 6 credits

- ENL 101 College Composition I3 credit
- Plus one of the following:
- ENL 102 College Composition II.....3 credit
- ENL 109 Technical Writing.....3 credit
- SPT 120 Public Speaking.....3 credit

Mathematics • 3 credits

MAT 101 or MAT 103 or MAT 105 or MAT 109 or MAT 112 or any mathematics course for which MAT 112 is a prerequisite.

Discipline Studies • 7 credits

Per the AAS Discipline Studies list on page 64-65.

■ **Core Requirements • 48 credits**

Level 1

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

Level 2

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

Level 3

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

Level 4

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

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Automotive Technology**, a student must complete the Level 1 and Level 2 core requirements. Additionally, the student must complete ATO 111, ENL 101 and MAT 101 or MAT 103 or MAT 105 or MAT 109 or MAT 112 or any mathematics class for which MAT 112 is a prerequisite.

Certificates of Proficiency (CP)

■ **Brake and Transmission Systems • 13 credits**

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

■ **Drive Train, Suspension and Steering, HVAC • 14 credits**

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

■ **Electrical and Electronics Systems • 11 credits**

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

■ **Engine Performance • 11 credits**

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

■ **Engine Repair • 7 credits**

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

Business (BUS) (AAS/CAS/CP)

About this Program

The Business program provides graduates with knowledge and skills for positions in management, marketing, accounting, supervision, sales, real estate, and small business.

Career opportunities exist both inside and outside the Northland district. Graduates are needed by private business, industry, government, public and private agencies.

Associate of Applied Science (AAS)

About this Degree • 64 credits

To complete an **Associate of Applied Science degree in Business** a student must complete the 16 general education requirement credits, an area of specialization (24 credits) and 21 credits of required electives and three credits of unrestricted electives.

■ **General Education Requirements • 16 credits**

Communications • 6 credits

ENL 101 College Composition I	3 credit
ENL 109 Technical Writing.....	3 credit

Mathematics • 3 credits

MAT 103 Business Mathematics	3 credit
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Discipline Studies • 7 credits

Per the AAS Discipline Studies list on page 64-65.

AREAS OF SPECIALIZATION

■ Accounting

■ Core Requirements • 24 credits

BUS 100 Introduction to Business.....	3 credit
BUS 114 Legal Environment of Business	3 credit
BUS 117 Principles of Accounting I - Financial.....	3 credit
BUS 120 Principles of Accounting II - Financial	3 credit
BUS 121 Principles of Accounting - Managerial.....	3 credit
BUS 122 Computer Accounting.....	3 credit
BUS 123 Income Tax Procedures	3 credit
BUS 125 Payroll Accounting.....	3 credit

■ Required Electives • 21 credits

Student must complete nine credits from the following courses and 12 credits from the List of Additional Required Electives.

AIS 231 Introduction to Microsoft Office.....	3 credit
BUS 106 Techniques of Personal Finance.....	3 credit
BUS 115 Business Law.....	3 credit
BUS 128 Spreadsheet Applications for Business	3 credit
BUS 129 Database Applications for Business	3 credit
BUS 198 Internship	1-4 credit
BUS 260 Fundamentals of Business Finance.....	3 credit
BUS 270 Intermediate Accounting I.....	3 credit
BUS 271 Intermediate Accounting II.....	3 credit

■ General Business Management

■ Core Requirements • 24 credits

BUS 100 Introduction to Business.....	3 credit
BUS 105 Techniques of Supervision	3 credit
BUS 114 Legal Environment of Business	3 credit
BUS 117 Principles of Accounting I - Financial.....	3 credit
BUS 140 Principles of Economics - Macro.....	3 credit
BUS 210 Principles of Modern Management.....	3 credit
BUS 220 Principles of Marketing	3 credit
CIS 105 Computer Applications and Information Technology	3 credit

■ Required Electives • 21 credits

Student must complete nine credits from the following courses and 12 credits from the List of Additional Required Electives.

AIS 231 Introduction to Microsoft Office.....	3 credit
BUS 106 Techniques of Personal Finance.....	3 credit
BUS 115 Business Law.....	3 credit
BUS 120 Principles of Accounting II - Financial	3 credit
BUS 198 Internship	3 credit
BUS 225 Human Resource Management.....	3 credit

■ Native American Enterprise

■ Core Requirements • 24 credits

Student must complete 24 credits from the following list:

AIS 231 Introduction to Microsoft Office.....	3 credit
BUS 100 Introduction to Business.....	3 credit

BUS 105 Techniques of Supervision	3 credit
BUS 112 Fundamentals of Bookkeeping for Business.....	3 credit
BUS 114 Legal Environment of Business	3 credit
BUS 220 Principles of Marketing	3 credit
BUS 225 Human Resource Management.....	3 credit
SBM 111 Effective Business Communication	3 credit
SBM 112 Native American Entrepreneurship.....	3 credit
SBM 113 Building Your Winning Business on the Reservation	3 credit

■ Required Electives • 21 credits

Student must complete nine credits from the following courses and 12 credits from the List of Additional Required Electives.

BUS 128 Spreadsheet Applications for Business	3 credit
BUS 198 Internship	3 credit
SBM 157 Team Building for Native American Enterprise.....	1 credit
SBM 165 Politics and Tribal Government.....	1 credit
SBM 167 Budgeting for the Native American Enterprise	1 credit
SBM 169 Applying for Grants	1 credit
SBM 175 Financing for Native American Enterprise	1 credit
SBM 177 Feasibility Studies.....	1 credit.

■ Public Administration

■ Core Requirements • 24 credits

BUS 114 Legal Environment of Business	3 credit
BUS 132 Introduction to Public Administration	3 credit
BUS 140 Principles of Economics-Macro.....	3 credit
BUS 145 Governmental Fund Accounting	3 credit
BUS 150 Administrative Policymaking.....	3 credit
BUS 180 Organizational Behavior	3 credit
BUS 210 Principles of Modern Management.....	3 credit
BUS 235 Governmental Budgeting.....	3 credit

■ Required Electives • 21 credits

Student must complete nine credits from the following courses and 12 credits from the List of Additional Required Electives.

AIS 145 Microsoft Word for Windows.....	3 credit
AIS 148 Introduction to Corel Office Suite.....	3 credit
or	
AIS 170 Written Business Communications	3 credit
AIS 231 Introduction to Microsoft Office.....	3 credit
ANT 102 Cultural Anthropology.....	3 credit
BUS 141 Principles of Economics-Micro	3 credit
BUS 225 Human Resource Management.....	3 credit
POS 110 American Government.....	3 credit

■ Small Business Management

■ Core Requirements • 24 credits

AIS 231 Introduction to Microsoft Office.....	3 credit
BUS 105 Techniques of Supervision	3 credit

- BUS 110 Small Business Management3 credit
- BUS 114 Legal Environment of Business3 credit
- BUS 112 Fundamentals of Bookkeeping
for Business.....3 credit
or
- BUS 117 Principles of Accounting I - Financial3 credit
- BUS 122 Computer Accounting.....3 credit
- SBM 150 Building a Winning Business1 credit
- SBM 154 Marketing: From Product to Profit.....1 credit
- SBM 156 Small Business Legal Issues
and Insurance.....1 credit
- SBM 160 Managing the Company Budget.....1 credit
- SBM 162 How to Write a Business Plan.....1 credit
- SBM 164 How to Write a Marketing Plan.....1 credit

■ **Required Electives • 21 credits**

Student must complete nine credits from the following courses and 12 credits from the List of Additional Required Electives.

- BUS 106 Techniques of Personal Finance.....3 credit
- BUS 115 Business Law.....3 credit
- BUS 198 Internship1-4 credit
- BUS 205 Principles of Advertising3 credit
- BUS 225 Human Resource Management.....3 credit
- BUS 280 Introduction to Investments3 credit
- SBM 152 Small Business Management Accounting 2 credit
- SBM 166 Small Business Finance.....1 credit

■ **List of Additional Required Electives:**

In addition to the previously listed required electives within each area of specialization, student must complete 12 unduplicated credits from the following:

- Any Business (BUS) course
- Any Small Business Management (SBM) course
- AIS 145 Microsoft Word for Windows.....3 credit
- AIS 148 Introduction to Corel Office Suite.....3 credit
- AIS 170 Written Business Communications3 credit
- AIS 231 Introduction to Microsoft Office.....3 credit
- CIS 105 Computer Applications and Information
Technology3 credit
- CIS 103 Introduction to Windows1 credit
- CIS 141 Managing and Maintaining your PC I (A+) 3 credit
- POS 112 Navajo Government.....3 credit
- POS 221 Arizona Constitution and Government ...1 credit
- SOC 130 Racial/Ethnic/Gender Relations
in Modern Society.....3 credit

■ **Unrestricted Electives • 3 credits**

Any unduplicated 100 or higher level course

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Business**, student must successfully complete the core requirements of a selected area of specialization plus nine credits from that specialization's list of required electives, ENL 101 and MAT 103.

Certificates of Proficiency (CP)

■ **Accounting • 18 credits**

- BUS 117 Principles of Accounting I - Financial3 credit
- BUS 120 Principles of Accounting II - Financial3 credit
- BUS 121 Principles of Accounting – Managerial.....3 credit
- BUS 122 Computer Accounting.....3 credit
- BUS 125 Payroll Accounting3 credit
- BUS 128 Spreadsheet Applications for Business3 credit

■ **General Business Management • 18 credits**

- BUS 100 Introduction to Business.....3 credit
- BUS 105 Techniques of Supervision3 credit
- BUS 117 Principles of Accounting I – Financial.....3 credit
- BUS 140 Principles of Economics – Macro.....3 credit
- BUS 210 Principles of Modern Management.....3 credit
- BUS 220 Principles of Marketing3 credit

■ **Public Administration • 18 credits**

- BUS 132 Introduction to Public Administration3 credit
- BUS 140 Principles of Economics-Macro.....3 credit
- BUS 150 Administrative Policymaking.....3 credit
- BUS 180 Organizational Behavior3 credit
or
- BUS 225 Human Resource Management.....3 credit
- BUS 185 Ethics in Management.....3 credit
or
- BUS 235 Governmental Budgeting.....3 credit
- BUS 210 Principles of Modern Management.....3 credit

■ **Small Business Management • 18 credits**

- AIS 231 Introduction to Microsoft Office.....3 credit
- BUS 105 Techniques of Supervision3 credit
- BUS 110 Small Business Management3 credit
- BUS 112 Fundamentals of Bookkeeping
for Business.....3 credit
or
- BUS 117 Principles of Accounting I – Financial.....3 credit
- BUS 114 Legal Environment of Business3 credit
- BUS 122 Computer Accounting.....3 credit

Computer Information Systems (CIS) (AAS/CAS/CP)

About this Program

The Computer Information Systems program provides students with knowledge and skills in the areas of computer programming languages, graphics in multimedia, database management and information systems.

Career opportunities exist both in and out of the Northland

district communities. Graduates are needed by business, industry, government, public and private agencies and small business enterprises.

Associate of Applied Science (AAS)

About this Degree • 64 to 65 credits

To complete an **Associate of Applied Science degree in Computer Information Systems** a student must complete the 16 to 17 general education requirement credits, an area of specialization (28 to 30 credit) and 18 to 20 credits of required electives. **Basic keyboarding knowledge is required for successful completion of all CIS courses.**

■ General Education Requirements • 16–17 credits

Communications • 6 credits

- ENL 101 College Composition I 3 credit
- Plus one of the following:
- ENL 102 College Composition II..... 3 credit
- ENL 109 Technical Writing..... 3 credit

Mathematics • 3 or 4 credits

Select one of the following courses.

- MAT 112 Algebra II: Intermediate 3 credit
- MAT 121 Intermediate Algebra..... 4 credit

Discipline Studies • 7 credits

Per the AAS Discipline Studies list on page 64-65.

AREAS OF SPECIALIZATION

■ Computer Information Systems

■ Core Requirements • 30 credits

- CIS 105 Computer Applications and Information Technology 3 credit
- CIS 111 Introduction to Programming 3 credit
- CIS 115 Introduction to Graphic Communication Technology 3 credit
- CIS 125 Effective Communication with Digital Media 3 credit
- CIS 141 Managing and Maintaining Your PC I (A+) 3 credit
- CIS 150 Digital Culture..... 3 credit
- CIS 171 GNU Linux Operating System 3 credit
- CIS 217 JAVA Programming, Introductory..... 3 credit
- CIS 245 Database Management and Concepts 3 credit
- CIS 280 Systems Analysis and Design 3 credit

■ Graphic Design

■ Core Requirements • 28 credits

- ART 103 Basic Design 3 credit
- ART 105 Beginning Drawing I..... 3 credit
- CIS 105 Computer Applications and Information Technology 3 credit
- CIS 115 Introduction to Graphic Communication Technology 3 credit
- CIS 116 Computer Photographic Imaging (Adobe Photoshop)..... 3 credit
- CIS 117 Two-Dimensional Computer Design (Adobe Illustrator)..... 3 credit
- CIS 118 Graphics, Interactive and Animated 3 credit
- CIS 119 Page Layout and Design 3 credit
- CIS 125 Effective Communication with Digital Media 3 credit
- CIS 298 Portfolio 1 credit

■ Web Design

■ Core Requirements • 30 credits

- ART 103 Basic Design 3 credit
- or
- ART 150 Advertising Design..... 3 credit
- CIS 105 Computer Applications and Information Technology 3 credit
- CIS 115 Introduction to Graphic Communication Technology 3 credit
- CIS 116 Computer Photographic Imaging (Adobe Photoshop)..... 3 credit
- CIS 118 Graphics, Interactive and Animated 3 credit
- CIS 113 Multimedia..... 3 credit
- or
- CIS 125 Effective Communication with Digital Media 3 credit
- CIS 150 Digital Culture..... 3 credit
- CIS 168 Web Authoring Tools 3 credit
- CIS 187 Introduction to Web Development 3 credit
- CIS 295 Applied Project for CIS 3 credit

■ Web Development

■ Core Requirements • 30 credits

- CIS 105 Computer Applications and Information Technology 3 credit
- CIS 111 Introduction to Programming 3 credit
- CIS 150 Digital Culture..... 3 credit
- CIS 187 Introduction to Web Development 3 credit
- CIS 243 Database Driven Web Sites 3 credit
- CIS 250 Electronic Commerce 3 credit
- CIS 265 Web Programming..... 3 credit
- CIS 275 Web Server Administration..... 3 credit
- CIS 280 System Analysis and Design 3 credit
- CIS 295 Applied Project for CIS 3 credit

■ **Required Electives • 18 to 20 credits**

In addition to the area of specialization core requirements student must complete 18 to 20 unduplicated credits from this list:

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

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Computer Information Systems** a student must complete the core requirements in one of the areas of specialization, ENL 101 and MAT 112 or MAT 121.

Certificates of Proficiency (CP)

■ **Commercial Graphics**

Fundamentals • 12 credits

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

■ **Graphic Design • 25 credits**

ART 103 Basic Design	3 credit
ART 105 Beginning Drawing I.....	3 credit
CIS 105 Computer Applications and Information Technology	3 credit
CIS 116 Computer Photographic Imaging (Adobe Photoshop).....	3 credit
CIS 117 Two-Dimensional Computer Design (Adobe Illustrator).....	3 credit
CIS 118 Graphics, Interactive and Animated	3 credit
CIS 119 Page Layout and Design	3 credit
CIS 298 Portfolio	1 credit
PHO 101 Digital Photography	3 credit

■ **Network and PC Support • 16 credits**

CIS 105 Computer Applications and Information Technology	3 credit
CIS 141 Managing and Maintaining Your PC I (A+)	3 credit
CIS 142 Managing and Maintaining Your PC II (A+).....	3 credit
CIS 145 Network+ Certification Preparation.....	3 credit
CIS 198 Internship.....	2 credit
CIS 298 Portfolio	2 credit

■ **Software Quality Assurance • 9 credits**

CIS 251 Software Quality	3 credit
CIS 252 Engineering Quality in Software Development.....	3 credit
CIS 253 Software Testing	3 credit

■ **Web Design • 18 credits**

- CIS 113 Multimedia.....3 credit
or
- CIS 125 Effective Communication
with Digital Media3 credit
- CIS 115 Introduction to Graphic Communication
Technology3 credit
- CIS 116 Computer Photographic Imaging
(Adobe Photoshop).....3 credit
- CIS 118 Graphics, Interactive and Animated3 credit
- CIS 168 Web Authoring Tools3 credit
- CIS 187 Introduction to Web Development3 credit

Cosmetology (COS) (AAS/CAS/CP)

About this Program

The Cosmetology program offers exceptional training necessary to prepare prospective students for the Arizona State Board of Cosmetology License Exam This 1600-hour program is offered at three locations – Little Colorado Campus in Winslow, White Mountain Campus in Show Low and the St. Johns Center.

The **Associate of Applied Science degree in Cosmetology** is based on a two-year curriculum. The **Certificate of Applied Science in Cosmetology** requires students to complete the Area of Specialization and designated English and mathematics courses. Completion of the **Certificate of Proficiency** prepares students to meet the state licensure examination requirements.

Prospective students are encouraged to make application to the program, including successful completion of 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 obtain an admissions packet or see an academic adviser at a campus or center near you.

Applicants with the goal of **Cosmetology Instructor Certificate of Proficiency** must have a current Arizona cosmetology license and one year of experience.

Associate of Applied Science (AAS)

About this Degree • 68 credits

To complete an **Associate of Applied Science degree in Cosmetology** a student must complete the 16 general education requirement credits and 52 credits of required electives.

■ **General Education Requirements • 16 credits**

Communications • 6 credits

- ENL 101 College Composition I3 credit
- Plus one of the following:
- ENL 102 College Composition II.....3 credit
- ENL 109 Technical Writing.....3 credit
- SPT 120 Public Speaking.....3 credit

Mathematics • 3 credits

Select MAT 101, MAT 103, MAT 105, MAT 109 or MAT 112 or any math course for which MAT 112 is a prerequisite.

Discipline Studies • 7 credits

Per the AAS Discipline Studies list on page 64-65.

■ **Core Requirements • 52 credits**

- COS 113 Introduction to Cosmetology 10 credit
- COS 114 Theory of Cosmetology II3 credit
- COS 115 Theory of Cosmetology III -
General Science of Cosmetology3 credit
- COS 116 Theory of Cosmetology IV - Hair Care2 credit
- COS 117 Theory of Cosmetology V -
Skin Care and Nail Care.....2 credit
- COS 201 Basic Clinical Practice I.....4 credit
- COS 202 Basic Clinical Practice II.....4 credit
- COS 203 Basic Clinical Practice III4 credit
- COS 204 Advanced Clinical Practice IV4 credit
- COS 205 Advanced Clinical Practice V.....4 credit
- COS 206 Advanced Clinical Practice VI.....4 credit
- COS 207 Advanced Clinical Practice VII.....4 credit
- COS 208 Advanced Clinical Practice VIII4 credit

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Cosmetology**, the student must complete 6 credits of general education requirements: ENL 101 and MAT 101 or MAT 103 or MAT 105 or MAT 109 or MAT 112 or any math class for which MAT 112 is a prerequisite and the 52 credits of core requirements.

Certificates of Proficiency (CP)

To earn a Certificate of Proficiency in Cosmetology the student must complete the requirements as follows:

■ **Cosmetology • 52 credits**

Student must complete the cosmetology program's 52 credits of core requirements.

■ Cosmetology Instructor • 16 credits

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

■ Nail Technician • 18 credits

- COS 101 Manicuring I 4 credit
- COS 102 Manicuring II..... 4 credit
- COS 103 Manicuring III..... 4 credit
- COS 104 Manicuring IV 4 credit
- COS 118 Manicuring, Hand and Arm Massage 2 credit

Early Childhood Development

(ECD) (AGS,AAS,CAS,CP)

About this Program

The Early Childhood Development program trains persons to work in or operate preschools, assist primary school teachers as assistants, work in family home provider settings, and work in other areas related to the education and care of young children. Local career opportunities exist in all Northland district communities, as well as statewide.

Associate of Applied Science (AAS)

About this Degree • 64 credits

To complete an **Associate of Applied Science degree in Early Childhood Development** a student must successfully complete the 16 general education requirement credits and 48 credits of core requirements and required electives in the selected area of specialization.

■ General Education Requirements • 16 credits

Communications • 6 credits

- ENL 101 College Composition I 3 credit
- Plus one of the following:
- ENL 102 College Composition II..... 3 credit
- ENL 109 Technical Writing..... 3 credit
- SPT 120 Public Speaking 3 credit

Mathematics • 3 credits

Select one of the math courses shown.

- MAT 103 Business Mathematics 3 credit
- MAT 105 Math for General Education 3 credit
- MAT 112 Algebra II: Intermediate 3 credit
- MAT 142 College Math with Contemporary Applications 3 credit

- MAT 152 Advanced Algebra 3 credit
- MAT 161 Algebra-based Mathematics for Elementary Teachers I 3 credit
- MAT 162 Algebra-based Mathematics for Elementary Teachers II 3 credit

Discipline Studies • 7 credits

Per the AAS Discipline Studies list on page 64-65.

AREAS OF SPECIALIZATION

■ Early Childhood Management

■ Core Requirements • 35 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 Communication..... 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 credit
- 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 credit
- ECD 232 Designing Indoor and Outdoor Environments 2 credit
- ECD 233 Developing Policies and Procedures for Early Childhood Programs 2 credit
- ECD 234 Staffing an Early Childhood Program 2 credit
- ECD 235 Budgeting and Financial Management..... 2 credit
- ECD 236 Marketing the Early Childhood Program 2 credit
- ECD 237 Evaluating an Early Childhood Program. 1 credit
- ECD 250 Child Development I 3 credit

■ Required Electives • 13 credits

In addition, a minimum of 13 unduplicated credits, 100 level or higher, must be selected as electives. One-half credit to six credits of ECD/EDU/HUS 199s and 299s may be included in the 13 credits.

■ **Family Care**

■ **Core Requirements • 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 Communication..... 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 i
n 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 to apply toward the AAS degree.*

■ **Required Electives • 22 credits**

In addition, a minimum of 22 unduplicated credits must be selected as electives. One-half credit to six credits of ECD/EDU/HUS 199s and 299s may be included in the 22 credits.

■ **Infant/Toddler**

■ **Core Requirements • 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 Communication..... 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 to apply toward the AAS degree.*

■ **Required Electives • 22 credits**

In addition, a minimum of 22 unduplicated credits must be selected as electives. One-half credit to six credits of ECD/EDU/HUS 199s and 299s may be included in the 22 credits.

■ **Preschool**

■ **Core Requirements • 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 Communication..... 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
<i>*ECD 147, 148, 149 may be taken in combination or ECD 250 as a single three-credit class to apply toward the AAS degree.</i>	

■ **Required Electives • 22 credits**

In addition, a minimum of 22 unduplicated credits must be selected as electives. One-half credit to six credits of ECD/EDU/HUS 199s and 299s may be included in the 22 credits.

■ **School Age**

■ **Core Requirements • 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 Communication.....	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 credit
EDU 139 Assisting in Teaching Elementary School Physical Education	1 credit
<i>*ECD 147, 148, 149 may be taken in combination or ECD 250 as a single three-credit class to apply toward the AAS degree.</i>	

■ **Required Electives • 22 credits**

In addition, a minimum of 22 unduplicated credits must be selected as electives. One-half credit to six credits of ECD/EDU/HUS 199s and 299s may be included in the 22 credits.

■ **Special Needs**

■ **Core Requirements • 43 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 Communication.....	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 175 Professionalism.....	1 credit
ECD 200 Introduction to Early Childhood Education	3 credit
ECD 216 Transitions.....	1 credit
ECD 222 Young Children With Special Needs	3 credit
ECD 250 Child Development I.....	3 credit
EDU 202 Occupational/Physical Therapy Educational Assistant.....	3 credit
EDU 198 Internship (Occupational/Physical Therapy).....	1 credit

- EDU 203 Speech Therapy Educational Assistant.....3 credit
- EDU 198 Internship (Speech Therapy)..... 1 credit
- LAN 160 Beginning American Sign Language.....3 credit

■ **Required Electives • 5 credits**

In addition, a minimum of five unduplicated credits must be selected as electives. One-half credit to five credits of ECD/EDU/HUS 199s and 299s may be included in the five credits.

Certificates of Applied Science (CAS)

To complete a **Certificate of Applied Science in Early Childhood Development** a student must complete the core requirements, ENL 101, and one of the following mathematics courses: MAT 103, MAT 105, MAT 112, MAT 142, MAT 152, MAT 161 or MAT 162.

To complete a **Certificate of Applied Science in Early Childhood Special Needs**, a student must complete ENL 101 and one of the following mathematics courses: MAT 103, MAT 105, MAT 112, MAT 142, MAT 152, MAT 161, MAT 162 and the following credits:

- Certificate of Proficiency
(see below for courses in CP) 16 credit
 - ECD 200 Introduction to Early Childhood
Education 3 credit
 - ECD 250 Child Development I 3 credit
 - Required Electives** 4 credit
- **Four unduplicated credits must be selected as electives. One-half credit to four credits of ECD/EDU/HUS 199s and 299's may be included in the selection of the four credits.*

**Certificate of Proficiency (CP)
Early Childhood – Special Needs**

To complete a **Certificate of Proficiency in Early Childhood Special Needs**, a student must complete the following 16 credits.

- ECD 102 Ensuring a Safe Environment..... 1 credit
- ECD 136 Understanding How Children Learn..... 1 credit
- ECD 222 Young Children With Special Needs 3 credit
- EDU 202 Occupational/Physical Therapy
Educational Assistant..... 3 credit
- EDU 198 Internship
(Occupational/Physical Therapy) 1 credit
- EDU 203 Speech Therapy Educational Assistant..... 3 credit
- EDU 198 Internship (Speech Therapy)..... 1 credit
- LAN 160 Beginning American Sign Language..... 3 credit

Certificate of Proficiency (CP)

To complete a **Certificate of Proficiency in Early Childhood Family Care, Infant/Toddler, Preschool or School Age**, a student must complete the 26 core requirement credits in the area of specialization.

Education (EDU) (AAS/CAS/CP)

About this Program

The Education Program trains persons to assist in elementary school settings as assistants, volunteers, and/or substitutes and to work in other areas related to the education of children. Local career opportunities exist in all Northland district communities, as well as statewide.

Associate of Applied Science (AAS)

About this Degree • 64 credits

To complete an **Associate of Applied Science degree in Education** a student must successfully complete the 16 general education requirement credits, and 48 credits of core requirement and required electives in a selected area of specialization.

■ **General Education Requirements • 16 credits**

Communications • 6 credits

- ENL 101 College Composition I 3 credit
- Plus one of the following:
- ENL 102 College Composition II..... 3 credit
- ENL 109 Technical Writing..... 3 credit
- SPT 120 Public Speaking..... 3 credit

Mathematics • 3 credits

- MAT 105 Mathematics for General Education..... 3 credit

Discipline Studies • 7 credits

One course from the Arts and Humanities section, and one course from the Physical and Biological Sciences section of the AAS Discipline Studies list on page 64-65.

AREAS OF SPECIALIZATION

■ **Special Needs Educational Assistant**

■ **Core Requirements • 40 credits**

- ECD 108 Techniques for Observing Children 1 credit
- ECD 136 Understanding How Children Learn..... 1 credit
- ECD 222 Young Children with Special Needs 3 credit
- ECD 250 Child Development I 3 credit
- ECD 251 Child Development II..... 2 credit
- EDU 136 Introduction to Reading Programs 1 credit
- EDU 137 Principles of Child Guidance..... 1 credit
- EDU 138 Managing Children's Behavior..... 1 credit
- EDU 139 Assisting in Teaching Elementary
School Physical Education 1 credit
- EDU 140 Assisting in Teaching Elementary
School Writing 1 credit
- EDU 143 Assisting in Teaching Elementary
School Math 1 credit

- EDU 144 Assisting in Teaching Elementary
School Science..... 1 credit
- EDU 145 Assisting in Teaching Elementary School
Social Studies 1 credit
- EDU 146 Assisting in Teaching Elementary
School Music 1 credit
- EDU 147 Assisting in Teaching Elementary
School Reading..... 1 credit
- EDU 148 Assisting in Teaching Elementary
School Art 1 credit
- EDU 149 Use of Bulletin Boards and
Classroom Decorations..... 1 credit
- EDU 198 Internship (Internship, Speech, and
Occupational/Physical Therapy) 3 credit
- EDU 200 Introduction to Education I..... 3 credit
- EDU 201 Substitute Teaching in the Schools..... 3 credit
- EDU 202 Occupational/Physical Therapy
Educational Assistant..... 3 credit
- EDU 203 Speech Therapy Educational Assistant.... 3 credit
- LAN 160 Beginning American Sign Language..... 3 credit

■ **Required Electives • 8 credits**

In addition, eight unduplicated credits (100 level or higher) must be selected from ECD/EDU/EMT/LAN/SPA courses as electives. One-half credit to 6 credits of ECD/EDU/EMT/LAN/SPA 199's and one-half credit to six credits of ECD 299's may be included in the selection of the eight credits.

Certificate of Applied Science (CAS)

■ **Educational Assistant**

To complete a **Certificate of Applied Science in the Educational Assistant** program, a student must complete the Certificate of Proficiency below and ENL 101 and one of the following mathematics courses: MAT 103, 105, 112, 142, 152, 161 or 162.

■ **Special Needs Educational Assistant**

To complete a **Certificate of Applied Science in Special Needs Education Assistant** a student must complete ENL 101, one of the following mathematics courses: MAT 103, 105, 112, 142, 152, 161 or 162 and the following credits:

- Certificate of Proficiency (listed below) 16 credit
- ECD 250 Child Development I..... 3 credit
- EDU 200 Introduction to Education 3 credit
- EDU Required Electives as described above..... 4 credit

Certificate of Proficiency (CP)

■ **Educational Assistant**

To earn an **Educational Assistant Certificate of Proficiency** a student must complete the following 26 credits:

- ECD 108 Techniques for Observing Children 1 credit

- ECD 250 Child Development I..... 3 credit
- ECD 251 Child Development II..... 2 credit
- EDU 136 Introduction to Reading Programs 1 credit
- EDU 137 Principles of Child Guidance..... 1 credit
- EDU 138 Managing Children's Behavior..... 1 credit
- EDU 139 Assisting in Teaching Elementary School
Physical Education 1 credit
- EDU 140 Assisting in Teaching Elementary
School Writing 1 credit
- EDU 143 Assisting in Teaching Elementary
School Math 1 credit
- EDU 144 Assisting in Teaching Elementary
School Science..... 1 credit
- EDU 145 Assisting in Teaching Elementary School
Social Studies 1 credit
- EDU 146 Assisting in Teaching Elementary
School Music 1 credit
- EDU 147 Assisting in Teaching Elementary
School Reading..... 1 credit
- EDU 148 Assisting in Teaching Elementary
School Art 1 credit
- EDU 149 Use of Bulletin Boards and
Classroom Decorations..... 1 credit
- EDU 198 Internship (Speech, or Occupational/
Physical Therapy)..... 2 credit
- EDU 200 Introduction to Education I..... 3 credit
- EDU 201 Substitute Teaching in the Schools..... 3 credit

■ **Special Needs Educational Assistant**

To earn a **Special Needs Educational Assistant Certificate of Proficiency** a student must complete the following 16 credits:

- ECD 102 Ensuring a Safe Environment..... 1 credit
- ECD 222 Young Children With Special Needs 3 credit
- ECD 136 Understanding How Children Learn..... 1 credit
- EDU 202 Occupational/Physical Therapy
Educational Assistant..... 3 credit
- EDU 198 Internship
(Occupational/Physical Therapy) 1 credit
- EDU 198 Internship (Speech Therapy) 1 credit
- EDU 203 Speech Therapy Educational Assistant.... 3 credit
- LAN 160 Beginning American Sign Language..... 3 credit

Emergency Medical Technology (EMT)

See Paramedicine on page 87

Fire Science (FRS) (AAS/CAS/CP)

About this Program

The Fire Science program, through cooperation with the State Fire Marshal's Office and fire departments throughout Northland's district and service area, trains fire department personnel in firefighting operations and in the use of equipment. Employment areas related to firefighting include fire inspectors, arson investigators, fire prevention specialists, insurance investigators, hazardous materials specialists, business/industry fire protection system engineers and others.

To obtain information on training opportunities and classes, contact the program coordinator at the Jake Flake Emergency Services Training Center in Taylor, (928) 536-2462.

Associate of Applied Science (AAS)

About this Degree • 64 credits

To earn an **Associate of Applied Science degree in Fire Science**, a student must complete the 18 general education requirement credits, 37-44 core requirement credits and 2-9 credits of unrestricted electives as described.

■ General Education Requirements • 18 credits

Communications • 6 credits

- ENL 101 College Composition I 3 credit
- Plus one of the following:
- ENL 102 College Composition II 3 credit
- ENL 109 Technical Writing 3 credit
- SPT 120 Public Speaking 3 credit

Mathematics • 3 credits

Select one of the listed courses, or any mathematics course for which MAT 152 is a prerequisite.

- MAT 101 Basic Technical Mathematics 3 credit
- MAT 152 Advanced Algebra 3 credit

Discipline Studies • 9 credits

Per the Arts and Humanities and/or Social and Behavioral Sciences sections of the AAS Discipline Studies list on page 64-65.

■ Core Requirements • 37–44 credits

- FRS 104 Firefighter I and II 10 credit
- FRS 110 Hazardous Materials First Responder 2 credit
- FRS 115 Principles of Fire Prevention 3 credit
- FRS 136 Fire Apparatus, Equipment
and Hydraulics 3 credit
- FRS 137 Strategies and Tactics 3 credit
- FRS 141 Fire Service Communication 3 credit
- FRS 150 Wildland Firefighter 2 credit
- FRS 207 Fire Service Building Construction 3 credit
- FRS 210 Incident Safety Officer 3 credit

- FRS 211 Leadership I 1 credit
- FRS 212 Leadership II 1 credit
- FRS 213 Leadership III 1 credit
- And one course from the following:
- EMT 120 Emergency Medical Responder 3 credit
- EMT 132 Emergency Medical Technician-Basic 9 credit
- FRS 102 Fire Service First Responder 2 credit

■ Unrestricted Electives • 2 to 9 credits

Any unduplicated course(s) at the 100 or higher level.

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Fire Science**, a student must complete the core requirements, ENL 101 and MAT 101 or MAT 152 or any mathematics class for which MAT 152 is a prerequisite.

Certificate of Proficiency (CP)

To complete a **Certificate of Proficiency in Fire Science**, a student must complete the following courses:

- FRS 104 Firefighter I and II 10 credit
- FRS 110 Hazardous Materials First Responder 2 credit
- FRS 150 Wildland Firefighter 2 credit
- FRS 102 Fire Service First Responder 2 credit
- or
- EMT 120 Emergency Medical Responder 3 credit

Heavy Equipment Operations (HQP) (AAS/CAS/CP)

About this Program

The Heavy Equipment Program is designed to teach incremental levels of heavy equipment operations skills which enable students to achieve nationally recognized certifications NCCER Level 1 & 2 Entry Level Heavy Equipment and Level 3 & 4 Intermediate Heavy Equipment and Advanced Heavy Equipment that certifies at least 30 hours of operation time with a particular piece of equipment. Each certificate level is acknowledged by industry markets as proof of acquired skills in various forms of heavy equipment operation, safety, daily inspections, proper start up and shut down procedures, operations, career opportunities and professional work ethics.

This prepares students for certification tests in the use of heavy equipment operations for equipment such as dozer, backhoe, skid-steer, roller, forklift, crane, dump truck and motor grader. In addition to national heavy equipment certifications, students are afforded the opportunity to obtain **Certificates of Proficiency**, a **Certificate of Applied Science** and an **Associate of Applied Science degree**. Certification levels from Northland Pioneer College enhance career opportunities for graduates as certified Heavy Equipment Operators throughout the nation.

Associate of Applied Science (AAS)

About this Degree • 64 credits

To earn an **Associate of Applied Science degree in Heavy Equipment Operations** the student must complete the 16 credits of general education requirements and 48 credits of core requirements.

■ General Education Requirements • 16 credits

Communications • 6 credits

- ENL 101 College Composition I 3 credit
- Plus one of the following:
- ENL 102 College Composition II 3 credit
- ENL 109 Technical Writing 3 credit
- SPT 120 Public Speaking 3 credit

Mathematics • 3 credits

Select one of these mathematics courses.

- MAT 101 Basic Technical Mathematics 3 credit
- MAT 152 Advanced Algebra 3 credit

■ Discipline Studies • 7 credits

Per the AAS Discipline Studies list on page 64-65.

■ Core Requirements • 48 credits

LEVEL I: 12 credits

- HQO 108 Core Review 4 credit
- HQO 109 Basic Operations 3 credit
- HQO 111 Orientation to Trade/Equipment 3 credit
- HQO 113 Grades Part One 2 credit

LEVEL II: 12 credits

- HQO 119 Introduction to Earthmoving/Trucks 3 credit
- HQO 121 Rollers/Scrapers 3 credit
- HQO 122 Loaders/Forklifts 3 credit
- HQO 123 Excavation Math 3 credit

LEVEL III: 12 credits

- HQO 210 Grades Part Two/Civil Blueprints 4 credit
- HQO 211 Backhoes/Dozers 4 credit
- HQO 212 Introduction to Crew Leaders/
Excavators 4 credit

LEVEL IV: 12 credits

- HQO 230 Motor Graders 4 credit
- HQO 231 Advanced Operation Techniques/
MSHA 3 credit
- HQO 232 Finish Grades/Soils 3 credit
- HQO 233 Cranes/Rigging 2 credit

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Heavy Equipment Operations**, a student must complete Levels I and II of the core requirements and ENL 101 and MAT 101.

Certificate of Proficiency (CP)

All certificates of proficiency require successful completion of HQO 108 Core Review or a waiver from the instructor.

■ Backhoes & Dozers • 10 credits

- HQO 109 Basic Operations 3 credit
- HQO 111 Orientation to Trade/Equipment 3 credit
- HQO 211 Backhoes & Dozers 4 credit

■ Cranes & Rigging • 8 credits

- HQO 109 Basic Operations 3 credit
- HQO 111 Orientation to Trade/Equipment 3 credit
- HQO 233 Cranes/Rigging 2 credit

■ Earthmoving Equipment & Trucks • 9 credits

- HQO 109 Basic Operations 3 credit
- HQO 111 Orientation to Trade/Equipment 3 credit
- HQO 119 Introduction to Earthmoving/Trucks 3 credit

■ Loaders & Forklifts • 9 credits

- HQO 109 Basic Operations 3 credit
- HQO 111 Orientation to Trade/Equipment 3 credit
- HQO 122 Loaders/Forklifts 3 credit

■ Motor Graders • 10 credits

- HQO 109 Basic Operations 3 credit
- HQO 111 Orientation to Trade/Equipment 3 credit
- HQO 230 Motor Graders 4 credit

■ Rollers & Scrapers • 9 credits

- HQO 109 Basic Operations 3 credit
- HQO 111 Orientation to Trade/Equipment 3 credit
- HQO 121 Rollers/Scrapers 3 credit

Human Services (HUS) (AAS/CAS/CP)

About this Program

The Residential Child/Youth Care Assistant Program is designed for individuals working with children in residential settings such as boarding schools, dormitories or group homes. Courses leading to the program degree are combined from several disciplines.

Associate of Applied Science (AAS)

■ Residential Child/Youth Care Assistant

About this Degree • 64 credits

To earn an **Associate of Applied Science degree in Residential Child/Youth Care Assistant** the student must complete 16 credits of general education requirements, 35 credits of core requirements and 13 credits of required electives.

■ **General Education Requirements • 16 credits**

Communications • 6 credits

- ENL 101 College Composition I 3 credit
- Plus one of the following:
- ENL 102 College Composition II 3 credit
- ENL 109 Technical Writing 3 credit
- SPT 120 Public Speaking 3 credit

Mathematics • 3 credit

Select one of these mathematics courses.

- MAT 103 Business Mathematics 3 credit
- MAT 105 Mathematics for General Education 3 credit

Discipline Studies • 7 credits

Per the AAS Discipline Studies list on page 64-65.

■ **Core Requirements • 35 credits**

- CIS Any two 3-credit courses 6 credit
- 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 Communication 1 credit
- ECD 143 Inclusion of Children with Special Needs 2 credit
- ECD 152 Learning Environment for School Ageds . 1 credit
- ECD 153 Guidance Principles for School Ageds 1 credit
- ECD 175 Professionalism 1 credit
- ECD 221 Stress Management for Educators 2 credit
- ECD 250 Child Development I 3 credit
- ECD 251 Child Development II 2 credit
- ECD or EDU Internship 1 credit
- EDU 137 Principles of Child Guidance 1 credit
- EDU 138 Managing Children’s Behavior 1 credit
- HUS 180 Cross Cultural Helping Skills 2 credit
- HUS 251 Developing a Culture of Care 2 credit
- HUS 252 Building Relationships 2 credit
- HUS 253 Teaching Discipline 2 credit
- HUS 256 Understanding Child Development 2 credit

■ **Required Electives • 13 credits**

An additional 13 unduplicated credits must be selected from any 100-level or above courses. Up to six credits of 199 workshops may be included in this total.

Certificate of Applied Science (CAS)

To earn a **Certificate of Applied Science in Residential Child/Youth Care Assistant**, a student must complete ENL 101, MAT 103 or MAT 105, and the following 30 credits:

- CIS: Any three-credit course 3 credit
- 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 Communication 1 credit

- ECD 143 Inclusion of Children with Special Needs 2 credit
- ECD 152 Learning Environment for School Ageds . 1 credit
- ECD 153 Guidance Principles for School Ageds 1 credit
- ECD 175 Professionalism 1 credit
- ECD 250 Child Development I 3 credit
- ECD 251 Child Development II 2 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 credit
- HUS 252 Building Relationships 2 credit
- HUS 253 Teaching Discipline 2 credit
- HUS 256 Understanding Child Development 2 credit

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.

Certificates of Proficiency (CP)

■ **Child/Youth Care • 19 credits**

To earn a **Certificate of Proficiency in Child/Youth Care** the student must take the following courses:

- 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 Communication 1 credit
- ECD 143 Inclusion of Children with Special Needs 2 credit
- ECD 152 Learning Environment for School Ageds . 1 credit
- ECD 153 Guidance Principles for School Ageds 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 credit
- HUS 252 Building Relationships 2 credit
- HUS 253 Teaching Discipline 2 credit
- HUS 256 Understanding Child Development 2 credit

■ **Substance Abuse Counseling • 15 credits**

The **Certificate of Proficiency in Substance Abuse Counseling** is a series of seven courses linked together to provide training and skills necessary for an individual to work as part of a substance abuse program providing support for individuals involved with substance abuse or issues surrounding substance abuse.

- HUS 111 Foundations of Chemical Dependency 3 credit
- HUS 112 Biosystems/Pharmacology of
Chemical Dependency 3 credit
- HUS 210 Family Dynamics and
Chemical Dependency 3 credit
- HUS 211 Recovery and Relapse 2 credit
- HUS 212 Case Report Writing 1 credit
- HUS 215 Professional Ethics and Counseling 1 credit
- HUS 218 Dual Diagnosis 2 credit

Industrial Maintenance & Operations (IMO) (AAS/CAS)CP

About this Program

The 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.

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.

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

Associate of Applied Science (AAS)

About this Degree • 64 credits

To earn an **Associate of Applied Science degree in Industrial Maintenance & Operations** the student must complete 19 credits of general education requirements, 24 or 28 credits in an area of specialization, 15 credits of required electives, and two or six credits of unrestricted electives.

■ General Education Requirements • 19 credits

Communications • 6 credits

- ENL 101 College Composition I3 credit
- Plus one of the following:
- ENL 102 College Composition II.....3 credit
- ENL 109 Technical writing.....3 credit

Mathematics • 3 credits

Select one of the listed mathematics courses, or any course for which MAT 109 is a prerequisite.

- MAT 101 Basic Technical Mathematics3 credit
- MAT 109 Algebra I: Introductory3 credit

Computer Science • 3 credits

- CIS 106 Computer Literacy3 credit

Arts and Humanities • 3 credits

Select one course from the Arts and Humanities section of the AAS Discipline Studies list on page 64-65.

Physical and Biological Science • 4 credits

Select one course from the Physical and Biological Sciences section of the AAS Discipline Studies list on page 65.

AREAS OF SPECIALIZATION

■ Electrical

■ Core Requirements • 24 credits

- IMO 151 Electrical Level I.....6 credit
- IMO 152 Electrical Level II6 credit
- IMO 153 Electrical Level III.....6 credit
- IMO 154 Electrical Level IV.....6 credit

■ Instrumentation

■ Core Requirements • 28 credits

- IMO 155 Instrumentation Level I.....7 credit
- IMO 156 Instrumentation Level II7 credit
- IMO 157 Instrumentation Level III7 credit
- IMO 158 Instrumentation Level IV.....7 credit

■ Maintenance Fundamentals

■ Core Requirements • 24 credits

- IMO 230 Mechanical Maintenance I.....6 credit
- IMO 231 Mechanical Maintenance II.....6 credit
- IMO 232 Mechanical Maintenance III.....6 credit
- IMO 233 Mechanical Maintenance IV6 credit

■ Operations/Maintenance

■ Core Requirements • 28 credits

- IMO 201 Introduction to Industrial Maintenance..4 credit
- IMO 210 Power Principles I.....6 credit
- IMO 211 Power Principles II.....6 credit
- IMO 230 Mechanical Maintenance I.....6 credit
- IMO 231 Mechanical Maintenance II.....6 credit

■ Power Fundamentals

■ Core Requirements • 24 credits

- IMO 210 Power Principles I.....6 credit
- IMO 211 Power Principles II.....6 credit
- IMO 212 Power Principles III6 credit
- IMO 213 Power Principles IV6 credit

■ Required Electives • 15 credits

All areas of specialization require student to complete a minimum of 15 credits from the list of required electives:

- AIS 114 Introduction to Modern Office3 credit
- AIS 231 Introduction to Microsoft Office.....3 credit
- BUS 103 Success on Your Job.....2 credit
- BUS 105 Techniques of Supervision3 credit
- Any unduplicated IMO courses at 100 or higher level

■ Unrestricted Electives • 2 or 6 credits

Select 2 or 6 credits (depending on selected area of specialization or Certificate of Proficiency) from any unduplicated 100 or higher level courses

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Electrical, Instrumentation, Maintenance Fundamentals, Operations/Maintenance, or Power Fundamentals**, student must complete the core requirements in an area of specialization, ENL 101 or ENL 109 and MAT 101 or MAT 109.

Certificates of Proficiency (CP)

■ Electrical • 24 credits

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

■ Industrial Plant Operations • 24 credits

IMO 210 Power Principles I.....	6 credit
IMO 211 Power Principles II.....	6 credit
IMO 212 Power Principles III.....	6 credit
IMO 213 Power Principles IV.....	6 credit

■ Instrumentation • 28 credits

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

■ Mechanical Maintenance • 24 credits

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

■ Operations/Maintenance • 28 credits

IMO 201 Introduction to Industrial Maintenance..	4 credit
IMO 210 Power Principles I.....	6 credit
IMO 211 Power Principles II.....	6 credit
IMO 230 Mechanical Maintenance I.....	6 credit
IMO 231 Mechanical Maintenance II.....	6 credit

■ Wastewater Collection and Treatment • 18 credits

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

■ Water Supply Treatment • 18 credits

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

Medical Assistant (MDA) (AAS/CAS)

About this Program

The Medical Assistant program provides training in basic anatomy, physiology, and medical terminology. Administrative training includes courses in software application, word processing, medical transcription, insurance billing and coding. Students engage in laboratory training in phlebotomy, medication administration, electrocardiography, vital sign measurement, and preparation for physical and specialty exams. This program meets or exceeds the Arizona State Board of Medical Examiners requirements (R4-15-301 and R4-16-302).

The Medical Assistant program is available at the Winslow – Little Colorado and Show Low – White Mountain campuses and at other locations to meet community needs.

Associate of Applied Science (AAS)

About this Degree • 64 credits

To complete an **Associate of Applied Science degree in Medical Assistant** a student must complete 25 general education requirement credits, 30 program core requirements credits and nine credits of required electives.

■ General Education Requirements • 25 credits

Communications • 6 credits

ENL 101 College Composition I.....	3 credit
Plus one of the following:	
ENL 102 College Composition II.....	3 credit
ENL 109 Technical Writing.....	3 credit

Mathematics • 3 credits

MAT 103 Business Math.....	3 credit
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Discipline Studies • 16 credits

Per the AAS Discipline Studies list on page 64-65.	
Arts and Humanities.....	6 credits
Physical and Biological Sciences.....	4 credits
Social and Behavioral Sciences.....	6 credits

■ Core Requirements • 30 credits

BIO 160 Introduction to Human Anatomy and Physiology I.....	4 credit
AIS 127 Medical Office Insurance and Coding.....	3 credit
AIS 231 Introduction to MS Office.....	3 credit
HES 109 Phlebotomy.....	4 credit
HES 170 Medical Terminology.....	3 credit
or	
AIS 123 Vocabulary for the Medical Office.....	3 credit
HES 120 Law and Ethics.....	3 credit
MDA 120 Administrative Office Procedures.....	3 credit
MDA 123 Clinical Procedures.....	4 credit
MDA 198 Administrative/Clinical Internship.....	3 credit

■ **Required Electives • 9 credits**

Select a minimum of nine credits from the following courses:

AIS 102 Business Grammar.....	1 credit
AIS 112 Proofreading.....	1 credit
AIS 113 Basic Memo and Letter Writing.....	1 credit
AIS 115 Ten-key Adding Machine.....	1 credit
AIS 135 Introduction to Medical Transcription.....	3 credit
AIS 235 Advanced Transcription-Medical I.....	4 credit
AIS 236 Advanced Transcription-Medical II.....	4 credit
BUS 210 Principles of Modern Management.....	3 credit
BUS 225 Human Resource Management.....	3 credit
CIS 141 Managing and Maintaining	
Your PC I (A+).....	3 credit

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Medical Assistant**, a student must complete 36 credit hours: 30 core requirement credits, three credits from ENL 101 and three credits from MAT 103.

Nursing (NUR) (AAS/CAS)

About this Program

Northland Pioneer College Nursing Programs include:

- Nursing Assistant Training
- LPN-RN Transition
- Multiple Exit Program
- RN Refresher Program



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

Requirements: 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 certification as a nursing assistant or 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.

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.

Emphasis: Northland Pioneer College’s Multiple Exit Program, approved by the Arizona State Board of Nursing, is offered on the White Mountain (Show Low) and Little Colorado (Winslow) campuses. Many of the required courses for admission and general education courses are available at other NPC campuses and centers. The 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 with 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.

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. Evaluation and approval of assessed credit does not guarantee admission to the Nursing program. Decisions regarding acceptance are determined by the Nursing Admission Committee. Additional fees may apply for credit by evaluation. Students apply in the fall and complete the LPN to RN transition course in the spring semester. Prerequisites must be complete 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.

■ **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.

■ **Prerequisites for Program Admission**

Courses

Before the student will be considered eligible to enter the

Nursing Program, certain prerequisites must be met. 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 required.

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

Licensing Requirements

Applicants to the nursing program must complete Nursing Assistant Training (NAT 101), or a comparable state-approved course, and must hold a current Arizona Certified Nursing Assistant (CNA) license in good standing.

Applicants to the LPN to RN program must hold a current Arizona Licensed Practical Nurse (LPN) license in good standing.

Applicants to the RN Refresher program must acquire a temporary license from the Arizona State Board of Nursing.

■ **Admission to the Nursing program**

Note: Admission to the college does not guarantee admission to the 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 the fall semester of admission to the program.
- Admission Selection:
Admission criteria will include: HESI Admission Assessment test composite and cumulative scores, prerequisite GPA, overall GPA, letters of recommendation, applicant statement, and faculty or adviser recommendations. The factors will be weighted by the committee. Significant weight will be given to the HESI composite percentage and prerequisite GPA. Admission is contingent upon completion of program prerequisites by the end of the summer semester.
- 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 acceptable. For a determination, provide appropriate documentation to the dean of nursing and allied health.

- 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.

**Associate of Applied Science
Registered Nursing (AAS)**

About this Degree • 72 credits

To earn an Associate of Applied Science Registered Nursing degree, the student must complete the following 72 credits.

■ **General Education Requirements • 32 credits**

Communications • 6 credits

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

Mathematics

Compass Algebra score of 46 or 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

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

Social and Behavioral Sciences • 6 credits

PSY 240 Developmental Psychology.....	3 credit
Plus one of the following:	
ANT 102 Cultural Anthropology.....	3 credit
SOC 120 General Sociology.....	3 credit

■ **Core Requirements • 40 credits**

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

Certificate of Applied Science Practical Nursing (CAS)

To complete the **Certificate of Applied Science in Practical Nursing**, the student must complete a total of 51 credits as follows: 29 General Education Requirements, and 22 credits from Core Requirements.

■ **General Education Requirements • 29 credits**

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

■ **Core Requirements • 22 credits**

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

Nursing Assistant (NAT) (CRT)

About this Program

Northland Pioneer College offers nursing assistant training at various campuses/centers. The Nursing Assistant course includes the required course content and hours specified by the Arizona Nurse Practice Act. Upon completion of the course the student is eligible to take the Arizona state test to become a Certified Nursing Assistant (CNA).

Requirements: 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. Upon passing the course with a grade 'C' or better the Nursing Program awards the student a **Certificate of Completion**.

Certificate of Completion

NAT 101 Nursing Assistant.....	5 credit
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Paramedicine (EMT) (AAS/CAS/CP)

About this Program

The Paramedicine program, under the regulations of the Arizona Department of Health Services (DHS) with the cooperation of local, state and private medical institutions and emergency medical services agencies, educates EMT Basics up to the level of Paramedic. The program utilizes the most current standards of the National Association of EMS Educators.

The NPC Paramedicine program also fulfills the Arizona Department of Health Services mandatory requirement of 500 hours of didactic training with 500 hours of clinical and vehicular training.

To obtain further information, contact the Paramedicine Program at the White Mountain Campus in Show Low, (800) 266-7845, ext. 6715.

Associate of Applied Science (AAS)

About this Degree • 70 credits

The **Associate of Applied Science degree in Paramedicine** requires 18 general education credits and 52 credit hours of core requirements. The core requirement credits are divided into the preparatory course of Basic Electrocardiogram (ECG) and Pharmacology followed by completion of Paramedic Training I and II.

Prerequisites to qualify for acceptance into the program include: (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). (4) have a TB skin test within six months of the start of the program and MMR and hepatitis B immunization or waiver.

In addition, applicant must pass a written exam, a practical skills test and an oral interview.

■ **General Education Requirements • 18 credits**

Communications • 6 credits

ENL 101 College Composition I.....	3 credit
Plus one of the following:	
ENL 102 College Composition II.....	3 credit
ENL 109 Technical Writing.....	3 credit
SPT 120 Public Speaking.....	3 credit

Mathematics • 3 credits

Select one of these mathematics courses, or any course for which MAT 112 is a prerequisite.

- MAT 101 Basic Technical Mathematics3 credit
- MAT 103 Business Mathematics3 credit
- MAT 105 Mathematics for General Education.....3 credit
- MAT 109 Algebra I: Introductory3 credit
- MAT 112 Algebra II: Intermediate3 credit

Arts and Humanities • 3 credits

Select one Arts and Humanities course from the AAS Discipline Studies list on page 64-65. (PHL 105 is recommended but not required).

Social and Behavioral Sciences • 6 credits

- PSY 101 Introduction to Psychology3 credit and
- Any course from the Social and Behavioral Sciences AAS Discipline Studies list on page 65.....3 credit

■ Core Requirements • 52 credits

- EMT 240 Basic ECG and Pharmacology3 credit
 - EMT 244 Paramedic Training I23 credit
 - EMT 245 Paramedic Training II.....26 credit
- Plus 500 clinical and vehicular hours are mandatory for completion of any paramedic program per AZDHS.*

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Paramedicine** a student must complete the 52 core requirement credits, ENL 101, and MAT 101 or MAT 103 or MAT 105 or MAT 109 or MAT 112 or any mathematics course for which MAT 112 is a prerequisite.

Certificate of Proficiency (CP)

To complete the Certificate of Proficiency in Paramedicine, the student must complete the following 52 credits:

- EMT 240 Basic ECG and Pharmacology3 credit
 - EMT 244 Paramedic Training I23 credit
 - EMT 245 Paramedic Training II.....26 credit
- Plus 500 clinical and vehicular hours are mandatory for completion of any paramedic program per AZDHS.*

Photography Technician (PHO)

(AAS/CAS/CP)

About this Program

The Photography Technician program prepares graduates to apply technical skills and aesthetics in photography. Photographers and camera operators use camera and film to portray people, places and events much as writers use words.

Salaried jobs for photographers are found, for the most part, in photographic or commercial art studios. About half of all photographers and camera operators are self-employed. Many are freelance photographers who do individual projects on a one-time only or occasional basis.

Local career opportunities exist in all Northland district communities in varying degrees, but career opportunities also exist in suburban and metropolitan areas throughout the state and nation. Related occupations include visual artists, illustrators, designers, painters, sculptors, and graphic communications technicians.

Career opportunities exist in the private and public sectors, both locally and nationally. Computer technology continues to expand in our economy.

The Photography Technician program at NPC is available at the White Mountain Campus in Show Low, Painted Desert Campus in Holbrook and the Springerville/Eagar Center. Interested persons from other communities will probably need to attend part or most of the program at these Northland locations.

Associate of Applied Science (AAS)

About this Degree • 64 credits

To earn an **Associate of Applied Science degree in Photography Technician** the student must complete 16 general education credits, 27 core requirement credits, 15 credits of required electives, and six credits of unrestricted electives.

■ General Education Requirements • 16 credits

Communications • 6 credits

- ENL 101 College Composition I3 credit
- Plus one of the following:
- ENL 102 College Composition II.....3 credit
- ENL 109 Technical Writing.....3 credit
- SPT 120 Public Speaking3 credit

Mathematics • 3 credits

- MAT 101 Basic Technical Mathematics3 credit

Discipline Studies • 7 credits

Per the AAS Discipline Studies list on page 64-65.

■ **Core Requirements • 27 credits**

PHO 100 Beginning Photography.....	3 credit
PHO 115 Pictorial Journalism.....	3 credit
PHO 200 Intermediate Photography.....	3 credit
PHO 212 Color Photography I.....	3 credit
PHO 213 Color Photography II.....	3 credit
PHO 220 Advanced Photography.....	3 credit
PHO 230 View Camera Photography.....	3 credit
PHO 240 Photography Portfolio.....	3 credit
PHO 250 Photography As An Art Medium.....	3 credit

■ **Required Electives • 15 credits**

Select a minimum of 15 credits from the following list:

ART 103 Basic Design.....	3 credit
BUS 100 Introduction to Business.....	3 credit
BUS 110 Small Business Management.....	3 credit
PHO 198 Internship.....	1-8 credit
PHO 199 Workshop.....	0.5-6 credit
PHO 299 Special Problems.....	1-3 credit

■ **Unrestricted Electives • 6 credits**

Select any unduplicated 100 or higher level courses.

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Photography Technician**, a student must complete the core requirement credits, ENL 101 and MAT 101.

Certificates of Proficiency (CP)

■ **Black and White Photography • 17 credits**

PHO 100 Beginning Photography.....	3 credit
PHO 115 Pictorial Journalism.....	3 credit
PHO 200 Intermediate Photography.....	3 credit
PHO 220 Advanced Photography.....	3 credit
PHO 230 View Camera Photography.....	3 credit
PHO 280 Photography Practicum.....	2 credit

■ **Color Photography • 16.5–21 credits**

PHO 100 Beginning Photography.....	3 credit
PHO 200 Intermediate Photography.....	3 credit
PHO 212 Color Photography I.....	3 credit
PHO 213 Color Photography II.....	3 credit
PHO 245 Photography Desktop Publishing.....	3 credit
PHO 199 Workshop.....	0.5-3 credit
PHO 299 Special Problems.....	1-3 credit

■ **Photography Marketing • 18 credits**

PHO 100 Beginning Photography.....	3 credit
PHO 200 Intermediate Photography.....	3 credit
PHO 212 Color Photography I.....	3 credit
PHO 240 Photography Portfolio.....	3 credit
PHO 245 Photography Desktop Publishing.....	3 credit
PHO 270 Freelance/Stock Photography.....	3 credit

Welding (WLD) (AAS/CAS/CP)

About this Program

The Welding Program is designed to teach incremental levels of welding skills, which enable students to achieve nationally recognized certifications (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 are afforded the opportunity to obtain Certificates of Proficiency, Certificate of Applied Science and an Associate of Applied Science degree.

Certification Levels from Northland enhance career opportunities for graduates as certified welders throughout the nation.

Associate of Applied Science (AAS)

About this Degree • 64 credits

To earn an **Associate of Applied Science degree in Welding** the student must complete 16 general education requirement credits, 45 credits of core requirements, and three credits of required electives.

■ **General Education Requirements • 16 credits**

Communications • 6 credits

ENL 101 College Composition I.....	3 credit
Plus one of the following:	
ENL 102 College Composition II.....	3 credit
ENL 109 Technical Writing.....	3 credit
SPT 120 Public Speaking.....	3 credit

Mathematics • 3 credits

MAT 101 Basic Technical Mathematics.....	3 credit
MAT 152 Advanced Algebra.....	3 credit

Discipline Studies • 7 credits

Select Per the AAS Discipline Studies list on page 64-65.

■ **Core Requirements • 45 credits**

LEVEL I (19 credits)

WLD 100 Safety and Mathematics.....	2 credit
WLD 150 Symbols, Drawings/Metal Preparation...2 credit	
WLD 151 Cutting Process and Welding Quality	3 credit
WLD 152 SMAW Plate I.....	3 credit
WLD 153 SMAW Plate II.....	3 credit
WLD 154 GMAW Plate.....	3 credit
WLD 155 GTAW Plate.....	3 credit

Level II (26 credits)

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

■ **Required Electives • 3 credits**

Student must complete a minimum of three credits from the following:

WLD 156 AWS Level 1 (Certification Preparation) 2 credit	
WLD 157 AWS Level 1 Certification (Entry Level Welder).....	4 credit
WLD 240 Intro to Plastics.....	2 credit
WLD 241 Plastic Welding.....	2 credit
WLD 242 Fabrication of Plastics	2 credit
WLD 243 Plastic Welding	2 credit
WLD 290 Welding Fabrication	3 credit
WLD 291 Internship for Welding	2 credit

■ **Plastic Welding • 8 credits**

WLD 240 Intro to Plastics.....	2 credit
WLD 241 Plastic Welding.....	2 credit
WLD 242 Fabrication of Plastics	2 credit
WLD 243 Plastic Welding	2 credit

■ **Shielded Metal Arc Welding (Arc)**

• **12 credits**

WLD 152 SMAW Plate I	3 credit
WLD 153 SMAW Plate II.....	3 credit
WLD 261 SMAW Open V-Butts/Plate I.....	3 credit
WLD 262 SMAW Open V-Butts/Plate II	3 credit

■ **Welding Level I –**

Entry Level Welder • 19 credits

WLD 100 Safety and Math.....	2 credit
WLD 150 Symbols, Drawings/Metal Preparation... 2 credit	
WLD 151 Cutting Process and Welding Quality 3 credit	
WLD 152 SMAW Plate I	3 credit
WLD 153 SMAW Plate II.....	3 credit
WLD 154 GMAW Plate	3 credit
WLD 155 GTAW Plate	3 credit

■ **Welding Level II –**

Advanced Welder • 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 credit
WLD 261 SMAW Open V-Butts/Plate I.....	3 credit
WLD 262 SMAW Open V-Butts/Plate II	3 credit
WLD 263 SMAW Open Root/Pipe I	3 credit
WLD 264 SMAW Open Root/Pipe II.....	3 credit
WLD 265 GMAW Pipe	3 credit
WLD 266 FCAW Pipe.....	3 credit
WLD 267 GTAW Pipe I	3 credit
WLD 268 GTAW Pipe II.....	3 credit

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Welding**, a student must complete the core requirements, ENL 101 and MAT 101.

Certificates of Proficiency (CP)

■ **Gas Tungsten Arc Welding (TIG)**

• **9 credits**

WLD 155 GTAW Plate	3 credit
WLD 267 GTAW Pipe I	3 credit
WLD 268 GTAW Pipe II.....	3 credit

■ **Gas Metal Arc Welding (MIG)**

• **6 credits**

WLD 154 GMAW Plate	3 credit
WLD 265 GMAW Pipe	3 credit



Section IV



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Course Descriptions

Course descriptions list the number of lecture hours for which the class meets each week, e.g. “three lecture” and the number of lab hours of weekly class meeting time, e.g. “three lab.” Some classes are divided between lecture time and “lab” time. Thus, a class that is “three lecture, three lab” meets for six hours each week – three hours in a lecture format and three hours in a lab (“hands-on”) format. NPC courses that transfer directly to other Arizona public community colleges and three state universities now have an additional notation: the **Shared Unique Number (SUN)**. The **SUN#** symbol appears with those course descriptions. For an explanation of the SUN advantages, see page 49 in this catalog.

Administration of Justice Studies (AJS)

AJS 102 • Intensive Police Academy 36 cr.

Intensive Police Academy meets the Arizona Peace Officers Standards and Training (POST) curriculum: criminal and traffic investigations, community relations, administration of justice, patrol procedures, report writing, physical conditioning, defensive tactics, weapons safety/proficiency and first aid. **Prerequisite:** Sponsorship by an Arizona law enforcement agency. Thirty-two lecture; twelve lab.

Administrative Information Services (AIS)

AIS 100 • Keyboarding 1 cr.
Basic keyboard and keypad mastery using correct touch principles. Basic formatting techniques are introduced. One-half lecture; one lab.

AIS 102 • Business Grammar 1 cr.
A review of grammar, punctuation, spelling, forms of address and up-to-date formatting techniques as they apply to business-letter and report writing, and correct use of business reference materials. One lecture.

AIS 105 • Developing Your Professionalism 1 cr.

Student will develop knowledge of communication skills, conflict resolution skills, ethical values and professional behavior in the workplace. The student is also provided with methods and approaches to improving and developing his or her professional presence. One lecture.

AIS 110 • Basic Keyboarding and Formatting 3 cr.

Students learn touch method of alphanumeric symbol keyboard, accuracy/speed and document preparation. Two lecture; two lab.

AIS 111 • Advanced Keyboarding and Document Processing 3 cr.

Develop speed and accuracy. Prepare business correspondence, manuscripts with footnotes, technical and statistical reports, business forms and tables from arranged and unarranged copy. **Prerequisite:** AIS 110 or instructor permission. Two lecture; two lab.

AIS 112 • Proofreading 1 cr.

Develop the ability to recognize common errors in mechanics, form and content often overlooked in documents and to apply this skill in practical operations. Designed for student with basic keyboarding/word processing skills. One lecture.

AIS 113 • Basic Memo and Letter Writing 1 cr.

Comprehensive coverage of skills needed for written communication. Students will compose various letters and memos used in business. Designed for student with basic keyboarding/word processing skills. One lecture; one lab.

AIS 114 • Introduction to the Modern Office 3 cr.

Survey of the evolving modern office and the procedures related to modern technology. Basic skills covered include human relations, oral/written communication, records management, basic mathematics and business grammar review, reprographics, time management, supervision/management and telecommunications. Designed for student with keyboarding/word processing skills. Three lecture.

AIS 115 • Ten-Key Adding Machine 1 cr.

Ten-key touch mastery on keypad. One-half lecture; one lab.

AIS 116 • Electronic Calculators 3 cr.

Keyboard operation of electronic memory calculators with emphasis on touch control, speed building and accuracy in solving mathematical fundamental business problems. Designed for student with 10-key skills. Two lecture; two lab.

AIS 118 • Computerized Medical Billing 3 cr.

Introduces student to terminology and practices associated with computerized medical billing and provides hands-on experience with the program. Designed for student with basic keyboarding skills. Three lecture.

AIS 119 • Medical Office Procedures 3 cr.

Mastery of skills and techniques used in a medical office. Emphasis on setting up and maintaining front office including filing procedures, telephone/communication skills, record-keeping, patient diagnostic charts, prioritizing duties and decision making. Designed for student with basic keyboard/word processing skills. Three lecture.

AIS 123 • Vocabulary for the Medical Office 3 cr.

An introduction to medical word roots, combining forms, prefixes and suffixes needed for building an effective verbal/written biomedical vocabulary. This course is designed for preparation of students working with medical records. Three lecture.

AIS 127 • Medical Office Insurance and Coding 3 cr.

Students learn various aspects of submitting, tracing, appealing, and transmitting claims for the full range of health plans. Step-by-step medical coding for CPT, ICD-9-CM and others will be covered. Use of the IBM compatible computer, templates, extensive in-text assignments and “real life” cases will be used in the learning environment. Three lecture.

AIS 130 • Machine Transcription 3 cr.

Development of transcription skills using modern transcription units. Grammar, punctuation, spelling and listening skills are emphasized. Students learn speed and accuracy in document production. Designed for student with strong keyboarding/word processing skills. Two lecture; two lab.

AIS 135 • Introduction to Medical Transcription 3 cr.

Introduction of basic medical transcription skills for the student with nonexistent or limited medical terminology. This course is for the student who seeks employment as a transcriber in a medical office with basic requirements. Designed for students with strong keyboarding/word processing skills. Three lecture.

AIS 140 • Microsoft Word Basics 1 cr.

Students will learn to create, print, format and edit Word documents, as well as, learn how to use Word’s “Help” feature, create and format tables and insert graphic elements. **Prerequisite:** AIS 100 or equivalent. One-half lecture, one lab.

AIS 145 • Microsoft Word for Windows 3 cr.

Mastery of Microsoft Word for Windows. Program commands needed to prepare reports, letters, memos and other business documents; macros, graphics and other office applications are included. Designed for student with basic keyboarding skills. Two lecture; two lab.

AIS 148 • Introduction to Corel Office Suite 3 cr.

Introduction to the fundamentals of the Windows-based Corel Office Suite programs, WordPerfect, Paradox Presentations and Quattro Pro. Step-by-step instructions help students learn how to use the basic features of the software programs. Designed for student with basic keyboarding skills. Two lecture; two lab.

AIS 150 • MS Publisher Basics 1 cr.

Basics of desktop publishing using Microsoft Publisher software. Includes page layout, graphics, and manipulating text using various tools, scanned images and special effects. One lecture; one lab.

AIS 153 • MS Publisher Complete 3 cr.

Training in all applications of MS Publisher from creating brochures to designing Web pages. Designed for students with basic keyboarding skills. Two lecture; two lab.

AIS 170 • Written Business Communications 3 cr.

Guidelines for effective writing with an emphasis on positive, negative and persuasive messages in letters, memos and employment communication. Emphasis on grammar, punctuation, spelling and word usage skills. Designed for student with basic keyboarding/word processing skills. Three lecture.

AIS 180 • Records Management 3 cr.

Students learn to utilize filing equipment and manage filing systems most efficiently for given situations. Emphasis on new technological developments in data storage and retrieval of records. Three lecture.

AIS 181 • Medical Records Management 1 cr.

Various filing methods used in the processing of medical records as well as issues related to confidentiality and release of medical records. One lecture.

AIS 190 • Legal Terminology 3 cr.

Legal terms, the way they are used and the way they are pronounced. Prefixes and suffixes are also emphasized (most terms will be given the “Anglicized” pronunciations). Three lecture.

AIS 191 • Introduction to Law Office Procedures 3 cr.

Introduction to the procedures that take place in a law office including: (a) the general operations of a law office, (b) terminology and procedures used in non-litigation matters and (c) an understanding of all the processes and paperwork involved in litigation. Designed for student with keyboarding/word processing skills. Three lecture.

AIS 192 • Legal Document Processing 1 cr.

Introduction to concepts and practices in using word processing features to prepare legal documents. A practice set simulates actual work the student might perform on the job. Designed for student with keyboarding/word processing skills. One lecture; one lab.

AIS 202 • Customer Service for the Office Professional 1 cr.

Provides students with the knowledge of customer service and the fundamental abilities and strategies that lead to successful customer service in any organization. One lecture.

AIS 214 • Administrative Office Management 3 cr.

Provides knowledge of office management, including coverage of managerial concepts needed by an office manager: budgets, quality control, systems analysis and methods to improve office productivity. Three lecture.

AIS 230 • Advanced Machine Transcription-Legal 3 cr.

Continued development of transcription skills using transcription machines for students wishing to prepare for employment as a stenographer in a law office. Emphasis on terminology and accuracy. **Prerequisite:** AIS 130. One lecture; four lab.

AIS 231 • Introduction to Microsoft Office 3 cr.

Introduction to the fundamentals of MS Office Suite. Includes an overview of Windows, Office Manager, MS Word, Excel, Access and PowerPoint. Students apply problem-solving techniques to complete home, office and business projects. Combined with AIS 232 this course prepares the student for Microsoft Office User Specialist (MOUS) certification. **Prerequisite:** basic keyboarding skills. Two lecture; two lab.

AIS 232 • Advanced Microsoft Office 3 cr.

Advanced course covers features of Microsoft Office Suite 2007 Windows XP version, including MS Word, Excel and Access. Students apply problem-solving techniques to complete professional-looking documents and projects. Students successfully completing this and AIS 231 will be prepared to take the Microsoft Office User Specialist (MOUS) certification exams (see www.msn.com). **Prerequisite:** AIS 231. Two lecture; two lab.

AIS 235 • Advanced Transcription – Medical I 4 cr.

First of a two-course plan of study that provides training in medical transcription in six areas of medicine. A high level of typing skill, reading ability and perseverance is required for a student to successfully complete this course. **Prerequisites:** AIS 130 or AIS 135 and AIS 123 or HES 170. Two lecture; three lab.

AIS 236 • Advanced Transcription – Medical II 4 cr.

Provides advanced training in medical transcription in several medical areas. **Prerequisite:** AIS 235. Two lecture; three lab.

AIS 245 • Advanced Microsoft Word 3 cr.

Hands-on course designed to give advanced instruction in Microsoft Word. Advanced features include tables, charts, columns, outlines, forms and desktop publishing. **Prerequisite:** AIS 145 or instructor permission. Two lecture; two lab.

AIS 260 • Desktop Publishing 3 cr.

Offers the basics of desktop publishing using a DTP software package. Includes page layout, graphics and manipulation of text using various tools, scanned images and special effects. Students will produce various documents including business card, flyer, newsletter, invitation, cards and book template. **Prerequisite:** AIS 145 or instructor permission. Two lecture; two lab.

AIS 280 • Forms Management & Micrographics 3 cr.

Organization and analysis of records information management program development, technology in records management, micrographics and forms management, form and micrographic design. **Prerequisite:** AIS 180. Three lecture.

Anthropology (ANT)**ANT 101 • Human Origins and Pre-History** 3 cr.

Study of human evolution and variation, including fossil hominids and their tools, primate anatomy and behavior, human genetics and the environment, and human biology. **Prerequisite:** Satisfactory placement. Three lecture.

ANT 102 • Cultural Anthropology 3 cr.

Survey of the elements of human cultures with an emphasis on the differing adaptations that humans have made throughout time to differing ecological conditions. Students also study the theories by which anthropologists attempt to explain the formation of cultures and the work of anthropologists, both in the past and in the present. **Prerequisite:** Satisfactory placement. Three lecture.

ANT 110 • Basic Archaeology 3 cr.

Introduction to archaeology, including an overview of the history of archaeological research and a summary of archaeological method and theory. **Prerequisite:** Satisfactory placement. Three lecture.

ANT 120 • Buried Cities and Lost Tribes 3 cr.

Examines human history through archaeology. Emphasizes how archaeological inquiry informs our understanding of the change among human societies including the emergence of modern humans, transitions from hunting and gathering lifeways to agriculture and urban life, the development of stratified states and the significance of archaeology in the contemporary world system. **Prerequisite:** Satisfactory placement. Three lecture.

ANT 205 • Southwest Native American Cultures 3 cr.

Survey of the cultural traditions and modern conditions of Native Americans of the Southwestern United States. The course focuses on social organization, economic systems, religions, language and art function as parts of integrated systems adapted in unique ways to ecological conditions. **Prerequisite:** Satisfactory placement. Three lecture.

ANT 210 • Southwest Archaeology 3 cr.

Introduction to the archaeology of the American Southwest. Concepts used in this course include chronology of Southwestern inhabitants, subsistence patterns, settlement patterns and cultural groups. **Prerequisite:** Satisfactory placement. Three lecture.

Art (ART)**ART 101 • Understanding Art** 3 cr.

Understanding, enjoyment and relationship of the visual arts to everyday life through the study of styles, techniques and meaning in painting, sculpture and architecture. Broad historical overview of art from prehistoric through contemporary. **Prerequisite:** Satisfactory placement. Three lecture.

ART 103 • Basic Design 3 cr.

Basic art elements (line, shape, form, value, color and texture) and compositional principles as applied to two- and three-dimensional projects. Introduction to basic tools and materials used in the visual process. Recommended as prerequisite for all art courses. Two lecture; two lab.

ART 105 • Beginning Drawing I 3 cr.
SUN# ART 1111

Introduction to the fundamentals of drawing, including perspective and basics of composition using a variety of techniques and media (pencil, charcoal, pen and ink.) Subject matter includes still life, landscape and the human figure. Recommended as a prerequisite for all art courses. Two lecture; two lab.

ART 110 • Figure Drawing I 3 cr.

Development of skill and expressiveness in drawing the human figure from the model. Anatomy will be introduced. **Prerequisite:** ART 105 is recommended. Two lecture; two lab.

ART 115 • Art History I 3 cr.
SUN# ART 1101

Historical survey of painting, sculpture and architecture of the world from Prehistoric through Middle Ages art. **Prerequisite:** Satisfactory placement. Three lecture.

ART 116 • Art History II 3 cr.
SUN# ART 1102

Historical survey of painting, sculpture and architecture of the world from the Renaissance through modern times. **Prerequisite:** Satisfactory placement. Three lecture.

ART 140 • Lettering 3 cr.

Letter forms as produced using various tools and materials (lettering pens, felt-tip markers, brush, etc.) with emphasis on spacing, composition and technical skills. Two lecture; two lab.

ART 150 • Advertising Design 3 cr.

Introductory study of principles, tools and techniques applied to forms of visual communication in advertising art, commercial design, graphics and photography. **Prerequisite:** ART 103 is recommended. Two lecture; two lab.

ART 155 • Printmaking 3 cr.

Methods of reproducing multiple editions of images. Types of prints covered are monoprints, paper and cardboard prints, linoleum or woodcut prints, silk screen prints, experimental prints, etched or engraved prints, and lithographs. Emphasis on individual creative expression. **Prerequisite:** ART 105 is recommended. Two lecture; two lab.

ART 170 • Sculpture I 3 cr.

Introduction to materials and techniques utilized in producing three-dimensional forms. Various materials will be introduced (wood, clay, metal, plaster) and creative exploration is encouraged. **Prerequisite:** ART 103 or ART 105 is recommended. Two lecture; two lab.

ART 175 • Painting I 3 cr.

Fundamentals of color theory and color mixing, composition and materials, and techniques of painting. Also covered are painting supports and frame building. **Prerequisite:** ART 105 is recommended. Two lecture; two lab.

ART 180 • Watercolor I 3 cr.

Introduction to watercolor techniques and materials, color theory and color mixing, and composition. **Prerequisite:** ART 105 is recommended. Two lecture; two lab.

ART 185 • Handbuilding Pottery 3 cr.

Exploration of the nature and techniques of clay using the four basic methods: forming from the solid, using small building units, large building units and paddling. Emphasis will be not only on learning technique but encouraging students to develop their own techniques and style. Two lecture; two lab.

ART 186 • Clay Sculpture 3 cr.

Introduces students to the techniques, materials and creative aspects of clay sculpture. Two lecture; two lab.

ART 187 • Raku Pottery 3 cr.

Introduction to Raku pottery, including the history of Raku, contemporary trends, techniques of kiln building, glazing, firing and production of clay art objects. Raku pottery techniques emphasize spontaneity and controlled "accidents" in the process. Two lecture; two lab.

ART 190 • Ceramics I 3 cr.

Hand building techniques of clay (pinch, coil, slab), properties of clay, throwing on the wheel, decorating, glaze application and creative exploration are covered. **Prerequisite:** ART 103 or ART 105 is recommended. Two lecture; two lab.

ART 205 • Drawing II 3 cr.

Continued study in drawing with emphasis on composition, experimentation with new techniques, materials and personal creative expression. **Prerequisite:** ART 105. Two lecture; two lab.

ART 206 • Figure Drawing II 3 cr.

Continued study in drawing the human form with emphasis on management of materials and creativity. **Prerequisite:** ART 110. Two lecture; two lab.

ART 220 • Painting II 3 cr.

Continued study of painting materials and methods with an emphasis on composition, creativity and exploration. **Prerequisite:** ART 175. Two lecture; two lab.

ART 225 • Watercolor II 3 cr.

Continued study in watercolor with emphasis on composition, experimentation with media and methods, creativity and personal expression. **Prerequisite:** ART 180. Two lecture; two lab.

ART 231 • Art in the Elementary School 3 cr.

Study of the relationship of art and learning in the elementary school, with emphasis on basic art curriculum, interdisciplinary studies, cultural and artistic experiences, child development in art, and influences of national and state standards on school arts programs. Three lecture.

ART 245 • Ceramics II 3 cr.

Emphasizes increasing skill in forming methods. Types of clay, glaze composition and experimentation, and kilns and kiln firing are investigated. **Prerequisite:** ART 190. Two lecture; two lab.

ART 246 • Ceramics III 3 cr.

Advanced problem solving and investigation with emphasis on individual creative development and personal expression in ceramics. **Prerequisite:** ART 245. Two lecture; two lab.

ART 247 • Ceramics IV 3 cr.

Explore and study ceramic glazes, glaze materials, types of glazes, calculating glaze formulas, sources of color in glazes, mixing and application. **Prerequisite:** ART 190, ART 245 and ART 246. Two lecture; two lab.

ART 280 • Art Studio – Two-Dimensional 3 cr.

Continuation of investigation, advanced problem-solving and personal creative development in area of two-dimensional specialization. Course may be repeated. **Prerequisite:** Minimum of six hours in a specific two-dimensional medium. Two lecture; two lab.

ART 281 • Art Studio – Three-Dimensional 3 cr.

Continuation of investigation, advanced problem-solving and personal creative development in area of three-dimensional specialization. Course may be repeated. **Prerequisite:** Minimum of six hours in a specific three-dimensional medium. Two lecture; two lab.

ART 289 • Figurative Ceramics 3 cr.

Exploration of the human form in clay. Solid sculpting and hollowing techniques will be used in combination with ceramic surface options. Human anatomy and proportions will be examined through portraiture and with the use of a live model. Two lecture; two lab.

Automotive Technology (ATO)**ATO 103 • Safety and Hazardous Materials** 2 cr.

Course includes five areas of safety instruction: dressing for safety, vehicle safety, hoist operation and safety, hand and pneumatic tool safety and hazardous chemicals. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. Two lecture.

ATO 107 • Engine Repair I 3 cr.

Using a variety of tests, students diagnose base engine components to determine engine condition, cooling system and lubrication system. Students remove the engine for repair and/or replacement. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. One lecture; four lab.

ATO 108 • Engine Repair II 2 cr.

Focus on the diagnosis, repair and/or replacement of the engine valve train, cylinder head and lower end components such as; engine pistons, cylinders, crankshaft, and friction bearings. **Prerequisite:** ATO 107. One lecture; two lab.

ATO 109 • Engine Performance I 3 cr.

Covers automotive systems related to engine performance and drivability. Areas of instruction include work order information, engine leak inspection, engine noise and vibration diagnosis, base engine diagnosis and testing and cooling system diagnosis and repair. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. One lecture; four lab.

ATO 110 • Engine Performance II 3 cr.

Covers automotive systems related to engine performance and drivability. Areas of instruction include ignition system primary and secondary circuits, fuel delivery systems, diagnosis of drivability problems caused from ignition and fuel delivery systems, exhaust emission testing and analyzing. **Prerequisite:** ATO 109. One lecture; four lab.

ATO 111 • Engine Performance III 3 cr.

Covers automotive systems related to engine performance and drivability. Areas of instruction include work order information, engine leak inspection, engine noise and vibration diagnosis, base engine diagnosis and testing, and cooling system diagnosis and repair. **Prerequisite:** ATO 110. One lecture; four lab.

ATO 112 • Automatic Transmission Systems I 3 cr.

Covers general automatic transmission and transaxle diagnosis in vehicle repair and maintenance. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. One lecture; four lab.

ATO 113 • Automatic Transmission Systems II 3 cr.

Covers off-vehicle automatic transmission and transaxle repair. Students remove the transmission from the vehicle, disassemble, inspect and replace needed parts/components, reassemble, install, and test the transmission. **Prerequisite:** ATO 112. One lecture; four lab.

ATO 114 • Brake Systems I 3 cr.

Covers operation, inspection, repair and maintenance of the brake hydraulic systems, power brake systems and wheel bearings. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. One lecture; three lab.

ATO 115 • Brake Systems II 2 cr.

Covers operation, inspection, diagnosis and repair of automotive disc and drum brake systems, including anti-lock braking, traction and stability control systems. **Prerequisite:** ATO 114. One lecture; two lab.

ATO 205 • Suspension and Steering Systems 4 cr.

Covers the operation, diagnosis, service and repair of steering and suspension systems. Areas of instruction include front and rear suspension, wheels, tires, steering and four-wheel alignment. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. Two lecture; four lab.

ATO 207 • Electrical and Electronics Systems I 3 cr.

Covers basic automotive electronics and electrical systems including work order information, identifying and interpreting electrical/electronic system problems, diagnosing electrical /electronic integrity of series-parallel circuits using principles of electricity (Ohms law). Students demonstrate proper use of a digital multi-meter during diagnosis of electrical problems, including source voltage, voltage drop, current flow, and resistance. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. One lecture; four lab.

ATO 208 • Electrical and Electronics Systems II 3 cr.

Covers automotive starting and charging systems. Students perform diagnosis, repair and replacement of the components and subsystems of the vehicles starting and charging system. **Prerequisite:** ATO 207. Two lecture; three lab.

ATO 209 • Electrical and Electronics Systems III 3 cr.

Covers diagnosis and repair of lighting systems, gauges and warning devices, driver information systems and accessories equipment such as power windows, locks, seats, cruise control, sound systems, antitheft systems and CAN/BUS systems. **Prerequisite:** ATO 208. Two lecture; three lab.

ATO 210 • Heating and Air Conditioning Systems 4 cr.

Covers operation, diagnosis, service and repair of automotive heating and air conditioning systems. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. Two lecture; four lab.

ATO 212 • Manual Drive Train and Axles 4 cr.

Covers the operation, service and repair of manual drive train and axle systems including clutch systems, manual transmissions/transaxles, front-wheel drive axle shafts, and constant velocity (CV) joints. **Prerequisite:** Satisfactory reading score of 36 ASSET or 65 COMPASS. Two lecture; four lab.

Biology (BIO)**BIO 100 • Biology Concepts** 4 cr.

A one-semester introductory course covering basic principles and concepts of biology for nonmajors. Designed for students who wish to study biology to fulfill general education credit requirements. Does not satisfy prerequisite requirements for enrollment in advanced biology courses. **Prerequisite:** Satisfactory placement. Three lecture, three lab.

BIO 105 • Environmental Biology 4 cr.

A one-semester introductory course covering basic principles and concepts of Environmental Biology. Explore methods of scientific inquiry and behavior of matter, energy, organisms and the environment. Designed for students desiring a biology class to help fulfill degree general education requirements. BIO 105 does not satisfy prerequisite requirements for enrollment in advanced BIO courses. Three lecture; three lab.

BIO 160 Introduction to Human Anatomy and Physiology 4 cr.

One-semester introductory course examining structure and function of the major systems of the human body. Basic principles and concepts of these systems are examined. Does not meet Nursing Program prerequisites. **Prerequisite:** Satisfactory placement. Three lecture; three lab.

BIO 181 General Biology I 4 cr.
SUN# BIO 1181

Principles of biological science underlying the structure and function of living things: basic chemistry, cells and organelles, enzymes, respiration, photosynthesis, reproduction, genetics, genomics and evolution. Entry-level course for biology majors and students entering healthcare professions. Requirement for all advanced biology courses. **Prerequisite:** Satisfactory placement. Three lecture; three lab.

BIO 182 • General Biology II 4 cr.
SUN# BIO 1182

This is the second part of a technical entry-level course for biology majors or medical/health care students needing a full-year course completion before undertaking advanced biology courses. **Prerequisite:** BIO 181. Three lecture; three lab.

BIO 201 • Human Anatomy and Physiology I 4 cr.
SUN# BIO 2201

First semester of a two-semester sequence in which human anatomy and physiology are studied using a body systems approach. Emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Topics include basic anatomical and directional terminology; fundamental concepts and principles of histology; integumentary, skeletal, muscular and nervous systems; and special senses. Prerequisites: BIO 181; co-requisite CHM 130 or CHM152. Three lecture; three lab.

BIO 202 • Human Anatomy and Physiology II 4 cr.
SUN# BIO 2202

Second semester of a two-semester sequence in which human anatomy and physiology are studied using a body systems approach. Emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Topics include endocrine and cardiovascular systems, lymphatic system and immunity; respiratory and digestive systems; metabolism; urinary system; fluid/electrolyte and acid/base balance; and reproductive systems. **Prerequisite:** BIO 201. Three lecture; three lab.

BIO 205 • Microbiology 4 cr.
SUN# BIO 2205

Bacterial, viral, fungal and protozoan biology, including microbial cytology, nutrition and metabolism, growth and reproduction, cultivation applications and bio-industrial/bio-medical technologies. Prerequisites: BIO 181 and either CHM 130 or CHM152. Three lecture; three lab.

Business (BUS)**BUS 100 • Introduction to Business** 3 cr.

Business administration as applied to both large and small firms. Includes marketing, management, personnel relations, finance, the stock market and the economic environment of capitalism. Three lecture.

BUS 103 • Success on Your Job 2 cr.

Students learn on-the-job survival skills. Emphasizes human relations, time and money management, proper grooming techniques, business dress, exercise and diet, business etiquette, posture, and positive attitude development. Two lecture.

BUS 105 • Techniques of Supervision 3 cr.

The basic principles of supervision with attention given to the development of skills needed to become a successful manager. Three lecture.

BUS 106 • Techniques of Personal Finance 3 cr.

Personal money management with emphasis on budgeting, borrowing, insurance, purchasing, investments and other financial planning areas. Three lecture.

BUS 110 • Small Business Management 3 cr.

Emphasizes factors in planning, owning and managing a small business. Topics include small business principles, management, finance and budgeting techniques. BUS 100 recommended before taking this course. Three lecture.

BUS 112 • Fundamentals of Bookkeeping for Business 3 cr.

Presentation of accounting basics that takes students through the complete accounting cycle by setting up journals, ledger accounts, special journals and preparing financial statements. Two lecture; two lab.

BUS 114 • Legal Environment of Business 3 cr.

Describes the business climate with businesses and governmental regulations. Includes intrastate, environmental and commercial issues. A brief introduction to contracts is also offered.

Three lecture.

BUS 115 • Business Law 3 cr.

General principles of the law of contracts, negotiable instruments, agency sales and sales contracts, property and title, bankruptcy, and basic principles of law as applied to business. Three lecture.

BUS 117 • Principles of Accounting I – Financial 3 cr.

Beginning accounting concepts for service and retail businesses including petty cash, payroll, preparation of journals and ledgers, and preparation of financial statements. Two lecture; two lab.

BUS 120 • Principles of Accounting II – Financial 3 cr.
SUN# ACC 2201

An intensive study of formal accounting concepts, procedures and practices. Learn the environment of accounting, preparation of financial statements using the double-entry accounting method, accounting techniques for a merchandising firm, control of cash, short-term financing, inventory cost control systems and accounting for long-lived assets. **Prerequisite:** BUS 112 or BUS 117 or instructor permission. Two lecture; two lab.

BUS 121 • Principles of Accounting – Managerial 3 cr.

Continuation of BUS 120, dealing with accounting for partnerships, corporations, equity issues, statements of change in financial position, analysis of financial statements, accounting for branches and consolidations, cost accounting and federal tax accounting. **Prerequisite:** BUS 120 or instructor permission. Two lecture; two lab.

BUS 122 • Computer Accounting 3 cr.

Computer accounting concepts for service and retail businesses, including petty cash, payroll, preparation of journals and ledgers, and preparation of financial statements entirely on IBM compatible computers. **Prerequisites:** AIS 100 or ability to type, BUS 112 or BUS 117. Two lecture; two lab.

BUS 123 • Income Tax Procedures 3 cr.

Information for individuals for preparing federal tax returns. Case studies reflect typical tax problems encountered by taxpayers. Three lecture.

BUS 125 • Payroll Accounting 3 cr.

Basic payroll accounting concepts, laws and processing using both manual and computerized systems. An overview of payroll needs, calculations, and the analyzing and journalizing of payroll transactions. **Prerequisite:** BUS 117 or instructor permission. Three lecture.

BUS 128 • Spreadsheet Applications for Business 3 cr.

Explores spreadsheet software to design electronic spreadsheets for business, financial analysis and forecasting. **Prerequisite:** AIS 100 or instructor permission. Two lecture; two lab.

BUS 129 • Database Applications for Business 3 cr.

Student learns to use database software to solve business, personnel, inventory and record-keeping problems. **Prerequisite:** AIS 100 or instructor. Two lecture; two lab.

BUS 132 • Introduction to Public Administration 3 cr.

Issues, perspectives and vocabulary of modern public administration. Three lecture.

BUS 135 • Information Technology Project Management 3 cr.

Students learn how information technology project management is applied in today's business environment and explore the areas of integration, scope, time, cost, human resource, communication, risk and procurement management. Students learn how to apply the project management process to IT projects. Designed for students with basic keyboarding skills. **Prerequisites:** BUS 100 or AIS 231 or instructor permission. Two lecture; two lab.

BUS 140 • Principles of Economics – Macro 3 cr.
SUN# ECN 2201

Study of the economic system as a whole, including the level of employment, income, GNP, recession, inflation, depression and the government's economic role. Emphasis on the use of monetary and fiscal policies to solve macro-economic problems. **Prerequisite:** Satisfactory placement. Three lecture.

BUS 141 • Principles of Economics – Micro 3 cr.
SUN# ECN 2202

Analysis of price determination and income distribution in a free-enterprise economy. Includes detailed study of supply and demand, allocation of resources by individual firms, and applications to the American and international economic system. **Prerequisite:** Satisfactory placement. Three lecture.

BUS 145 • Governmental Fund Accounting 3 cr.

Introduction to concepts of fund accounting principles including analyzing transactions, journalizing and posting, general funds and specific revenue funds, capital project funds, debt service funds, propriety funds, fiduciary funds, and governmental financial reporting/auditing. Two lecture; two lab.

BUS 148 • Introduction to Financial Markets 3 cr.

Introduction to the operation of financial markets. Coverage includes the financial system, investments and business finance. Includes an overview of the field of finance. **Prerequisite:** Six credits in business macro-economics or accounting recommended. Three lecture.

BUS 150 • Administrative Policymaking 3 cr.

Framework for understanding and analyzing the challenges of American public administrative decision-making. Students are introduced to decision areas such as education, poverty, regulation and the environment. Three lecture.

BUS 151 • Microsoft Excel Basics 1 cr.

Introduction to Microsoft Excel spreadsheet software with personal and business applications. Designed for student with basic keyboarding skills. Half-credit lecture; one lab.

BUS 180 • Organizational Behavior 3 cr.

Introduction to theories of organizations from classical approaches to current perspectives. Three lecture.

BUS 185 • Ethics in Management 3 cr.

Introduction to ethics for managers and administrators. Three lecture.

BUS 200 • Principles of Salesmanship 3 cr.

Analysis of the steps and techniques of personal selling as a part of the marketing process. Provides students a broad view of modern selling activity and helps to develop the art of personal persuasion. Three lecture.

BUS 201 • Quantitative Methods 3 cr.

Basic business statistics including the collection, tabulation, and analysis of business and economic data. Topics will include methods of statistical description, probability theory and statistical inference in business and economics. **Prerequisite:** MAT 152. Three lecture.

BUS 205 • Principles of Advertising 3 cr.

The development, history, special characteristics and objectives of advertising. Topics include market analysis, media selection, coordination with the sales promotion program and advertising as it relates to retailing. Three lecture.

BUS 210 • Principles of Modern Management 3 cr.

Principles of management with general applicability to all types of enterprises; management philosophy and decision making; principles involved in planning, directing and controlling; as well as recent concepts in management. BUS 100 and BUS 110 recommended before taking this course. Three lecture.

BUS 215 • Principles of Retail Management 3 cr.

Explores organization, operation and management of the retail store with an analysis of buying and merchandising. Topics include pricing, sales promotion, display, receiving, buying and inventory control, and other topics suited to special needs of the student. Three lecture.

BUS 220 • Principles of Marketing 3 cr.

Marketing concepts in the areas of retailing and wholesaling. Special emphasis is given to consumer needs and the relationship of the consumer with the marketing system as a whole. Distribution methods, costs, pricing, buying habits and motivation are covered. Three lecture.

BUS 225 • Human Resources Management 3 cr.

Covers concepts in motivation, leadership, organizational development, workplace diversity, safety, job design and career planning. Three lecture.

BUS 228 • Database Management 3 cr.

Students will learn database management concepts including Internet-delivered databases, data warehousing, client/server and object-oriented database systems. Elements of database design, transaction management and database management systems are covered along with database administration. **Prerequisites:** BUS 100, BUS 128, AIS 231 or instructor permission. Two lecture; two lab.

BUS 230 • Organizational Leadership 3 cr.

Traditional leadership theory with current leadership topics including culture, ethics, diversity, strategic leadership and change management. Provides models for effectively handling leadership functions. **Prerequisites:** BUS 110 or BUS 210. Three lecture.

BUS 232 • Management Information Systems 3 cr.

Students learn how MIS concepts are applied in business by exploring business information systems, strategic uses of information systems, and information systems in business functions. Areas of information technology covered include hardware, software, telecommunications and networks, the Internet, Intranets and Extranets along with data and knowledge management. **Prerequisites:** BUS 100, BUS 128, AIS 231 or instructor permission. Two lecture; two lab.

BUS 235 • Governmental Budgeting 3 cr.

Introduction to government budgeting theory and procedures. **Recommended:** BUS 140. Three lecture.

BUS 260 • Fundamentals of Business Finance 3 cr.

Introduction to the fundamentals of business finance. Capital markets, financial planning and control, investment decisions, cost of capital, and long term financing are covered. Three lecture.

BUS 270 • Intermediate Accounting I 3 cr.

An intermediate course in financial accounting to study the preparation, interpretation and analysis of financial statements. **Prerequisites:** BUS 120 and BUS 121. Two lecture; two lab.

BUS 271 • Intermediate Accounting II 3 cr.

A continuation of BUS 270 covering AICPA rules, corporate accounting, law of partnerships, income determinations, analysis of accounting errors, and changes and preparation of financial documents. **Prerequisite:** BUS 270 or equivalent. Two lecture; two lab.

BUS 280 • Introduction to Investments 3 cr.

Presents various investment alternatives available to the individual investor including stocks, bonds, mutual funds, government securities and real estate. Also covers operation of the securities market, analyzing investment alternatives, planning an investment program, and a review of corporate finance and elementary accounting. **Prerequisites:** BUS 106 and BUS 120. Three lecture.

Chemistry (CHM)

CHM 130 Fundamental Chemistry 4 cr.
SUN# CHM 1130

A fundamental introductory course presenting chemistry for nursing/allied health, general education and non-chemistry major students. **Prerequisite:** MAT 109 or satisfactory placement. Three lecture; three lab.

CHM 151 General Chemistry I 4 cr.
SUN# CHM 1151

Chemistry for the science and engineering student. The first part of a standard college and university sequence. Emphasis on inorganic chemistry concepts and principles. **Prerequisites:** High school chemistry and MAT 109/112 or MAT 121, or satisfactory placement. Three lecture; three lab.

CHM 152 General Chemistry II 4 cr.
SUN# CHM 1152

Second half of a standard college and university general chemistry sequence. Emphasis on thermodynamics, kinetics and equilibrium. **Prerequisite:** CHM 151. Three lecture; three lab.

Computer Information Systems (CIS)

Students must have keyboarding ability or instructor permission in order to take any CIS course.

CIS 103 • Introduction to Windows 1 cr.

Introduction to Windows operating environment on IBM compatible computers. Hardware, terminology and working with icons, pull-down menus, dialog boxes, and file area included. This course is not for CIS majors. One lecture; one lab.

CIS 105 • Computer Applications and Information Technology 3 cr.

Introduces business information systems and the uses of business application software with emphasis on database and spreadsheet packages. **Prerequisite:** Satisfactory placement. Three lecture.

CIS 106 • Computer literacy 3 cr.

Fundamentals of desktop computing environments, operating systems, file management, connecting to and using the Internet for search, email basics, word processing, databases, spreadsheets, media composition and editing. Not for transfer. Two lecture; two lab.

CIS 111 • Introduction to Programming 3 cr.

Introduces students to concepts of problem solving using structured and object-oriented programming in Java, algorithmic design and computer systems concepts, and social and ethical responsibilities. **Prerequisites:** CIS 105, MAT 112 or MAT 121, or instructor permission. Two lecture; two lab.

CIS 113 • Multimedia 3 cr.

Multimedia application of basic to advanced video and audio editing skills using Adobe and/or other comparable software. Two lecture; two lab.

CIS 115 • Introduction to Graphic Communication Technology 3 cr.

Introduction to the conceptualization, visualization and production of visual communication using the computer as a designer, illustrator and photographer's tool for printing and digital applications. Two lecture; two lab.

CIS 116 • Computer Photographic Imaging 3 cr.

Introduction to digital raster imaging through visual problem solving. Basic foundation in the use of Adobe Photoshop software as a photographer, illustrator and designer tool for the printing and Internet industries. Two lecture; two lab.

CIS 117 • Two-Dimensional Computer Design 3 cr.

Introduction to two-dimensional digital vector images through visual problem solving. Basic foundation in the use of Adobe Illustrator software as an illustrator and designer's tool in the printing industry and the Internet. Two lecture; two lab.

CIS 118 • Graphics, Interactive and Animated 3 cr.

Course takes students from simple to complex application of the Flash authoring tool. Students progress from basic graphics to animation, interactivity, audio/video and action script. Also create optimized Flash movies published as Flash, HTML, or Projector files. **Prerequisite:** CIS 115 or instructor permission. Two lecture; two lab.

CIS 119 • Page Layout and Design 3 cr.

Hands-on page layout and design concepts using industry standard layout and design software resulting in the production of professional documents, which can be output to printers and Portable Document Files (PDF) and exported to XHTML and XML. **Prerequisite:** CIS 115 or instructor permission. Two lecture; two lab.

CIS 122 • Introduction to Computer Presentation Graphics 1 cr.

Introductory course using Microsoft PowerPoint to create professional electronic presentations. One lecture; one lab.

CIS 125 • Effective Communication with Digital Media 3 cr.

Designed for new web developers, online educators and businesses to learn digital media. Students apply learned skills to create effective online text, audio, graphics, animation and full-motion video. Other topics covered are e-learning and effective presentations. **Prerequisite:** CIS 113 or instructor permission. Two lecture; two lab.

CIS 140 • Computer Setup and Repair for Home and Business 3 cr.

Basic personal computer repair and troubleshooting covering topics related to home and business users. Topics include: purchasing, upgrading or building a computer system, computer technology, system boards, processors, memory modules, monitors and hard disk drives. Includes the use of diagnostic utilities, virus software and how to troubleshoot common problems. Two lecture; two lab.

CIS 141 • Managing and Maintaining Your PC I (A+) 3 cr.

Presents the basics of PC hardware, operating systems, troubleshooting techniques, repair and maintenance techniques, networking, security and operation. Students gain from hands-on instruction. Course includes about 50% of the competencies required for A+ certification. **Co-requisite:** CIS 105. Two lecture; two lab.

CIS 142 • Managing and Maintaining Your PC II (A+) 3 cr.

Presents in-depth instruction on PC hardware, operating systems, troubleshooting techniques, repair and maintenance techniques, networking, and security. Students gain from hands-on instruction. Course includes about 50% of the competencies required for A+ certification. **Prerequisite:** CIS141. Two lecture; two lab.

CIS 145 • Network+ Certification Preparation 3 cr.

Overview of networking concepts, protocols, terminology and history. Students learn and apply skills through traditional methods as well as hands-on labs. Prepares students for the CompTIA Network+ examination. **Prerequisite:** CIS141 or instructor permission. Two lecture; two lab.

CIS 150 • Digital Culture 3 cr.

Trans-disciplinary inquiry into the history, nature and implications of digital spaces and cultures. Students use team presentations, short papers and online media to develop critical thinking capabilities and a humanistic perspective on the nature of cyberspace. Two lecture; two lab.

CIS 161 • Microsoft Operating System 3 cr.

In-depth uses of current Microsoft operating system. Students develop and demonstrate skill in creating, editing and managing graphic and textual files, and in configuring relevant hardware, software and interfaces. Two lecture; two lab.

CIS 168 • Web Authoring Tools 3 cr.

Content authoring for the Web using software with a graphical user interface. Students build basic and comprehensive websites using the capabilities of the GUI and related suite software such as styles in linked CSS files, animation and creating interactivity through the integration of multimedia into static pages. Two lecture; two lab.

CIS 171 • GNU Linux Operating System 3 cr.

Students learn to install, configure, maintain and troubleshoot Linux systems. Introduces the command line and graphical user interface for routine user and systems administration purposes. **Prerequisite:** CIS 105 or instructor permission. Two lecture; two lab.

CIS 183 • Introduction to Internet 3 cr.

A beginner's course for people who want to learn to use the Internet. Students learn how to use this connection in a productive way to access services, resources and information, and to communicate electronically with others. Two lecture; two lab.

CIS 187 • Introduction to Web Development 3 cr.

Introduction to the theory, art and practice of web design and development. Students learn to write and manage valid and accessible pages and sites that maintain high standards of usability regardless of client computing platform, connection speed or browser choice. Two lecture; two lab.

CIS 190 • Introduction to JavaScript 3 cr.

Students learn the fundamentals of JavaScript as a web programming language, including basic programming concepts as they apply to using and writing JavaScript with a focus on creating interactivity using JavaScript with text and graphics. **Prerequisite:** CIS 187 or instructor permission. Two lecture; two lab.

CIS 200 • BASIC Programming 3 cr.

Emphasizes advanced applications of the BASIC language, integrating elements of systems analysis necessary for support in programming and problem solving. **Prerequisite:** CIS 111 or instructor permission. Two lecture; two lab.

CIS 217 • JAVA Programming, Introductory 3 cr.

An introduction to the JAVA Programming Language. Students write programs in JAVA compiled with Sun's Microsystems JDK. Both JAVA applications and applets are covered. **Prerequisite:** CIS 111 or instructor permission. Two lecture; two lab.

CIS 225 • Programming in C Language 3 cr.

An introduction to computer programming using C language. Students write programs in C with an emphasis on problem analysis, structure and design. **Prerequisites:** CIS 111 and CIS171, or instructor permission. Two lecture; two lab.

CIS 226 • Programming in C++ 3 cr.

An introduction to computer programming using C++ language. Students write programs in C++ with an emphasis on problem analysis, structure and design. **Prerequisite:** CIS 111 or instructor permission. Two lecture; two lab.

CIS 243 • Database-Driven Websites 3 cr.

An introductory course to web development using PHP and MySQL. Students learn to build professional quality, database-driven websites. Also introduces students to the paradigm of object-oriented programming and regular expressions, processing XML and secure coding practices. **Prerequisite:** CIS 187 or instructor permission. Two lecture; two lab.

CIS 245 • Database Management and Concepts 3 cr.

Modeling and design of DBMS systems using advanced database management system software. Emphasizes hands-on projects and activities while investigating the applied use of databases in personal and professional settings. **Prerequisite:** BUS 129 or instructor permission. Two lecture; two lab.

CIS 250 • Electronic Commerce 3 cr.

Introduces students to electronic commerce on the Internet. Emphasizes techniques to plan and develop a platform-independent e-commerce website. Focus on Web business strategies, marketing, advertising, legal and security considerations, current issues in e-Commerce, payment processing and the hardware and software tools necessary to support electronic storefronts. **Prerequisite:** CIS 243 or instructor permission. Two lecture; two lab.

CIS 251 • Software Quality 3 cr.

Equips the software professional-in-training with a foundation of appropriate and sufficient knowledge of issues dealing with software quality, testing best practices, and the tooling that supports these practices. **Prerequisite:** CIS 217 or instructor permission. Two lecture; two lab.

CIS 252 • Engineering Quality in Software Development 3 cr.

Hands-on practice in techniques to improve software quality from requirements discovery to effective design and implementation, as well as unit test and code inspection. Offers an overview of development planning, risk analysis, effort estimation practices and much more. **Prerequisite:** CIS 217 or instructor permission. Two lecture; two lab.

CIS 253 • Software Testing 3 cr.

Overview of the software life cycle from a testing perspective, the role of testing in software development, testing concepts and terminology. Includes hands-on practice in analyzing requirements as inputs to test cases, designing, documenting, implementing and executing tests, and analyzing test results. **Prerequisite:** CIS 217 or instructor permission. Two lecture; two lab.

CIS 260 • Web Design Technologies 3 cr.

Overview of current technologies used by Web design professionals to create visually pleasing and interactive Web pages. Students develop an understanding of basic Web technologies and their functions, and create simple Web applications. **Prerequisite:** CIS 183 or instructor permission. Two lecture; two lab.

CIS 265 • Web Programming 3 cr.

Advanced Web development and programming techniques using a variety of scripting and programming languages and supporting technologies. Students enhance their skills in client-side and server-side programming. Intended for students with a solid background and understanding in Web development and programming. **Prerequisite:** CIS 243 or instructor permission. Two lecture; two lab.

CIS 275 • Web Server Administration 3 cr.

Managing a Web server environment using Linux/Unix. Covers the basics of systems administration and user management with a focus on Web services. Focuses on networking, troubleshooting, administering Web and database services, support for scripting languages, process/resource monitoring and security techniques. Covers current topics in the Web hosting industry. **Prerequisite:** CIS171 or instructor permission. Two lecture; two lab.

CIS 280 • Systems Analysis and Design 3 cr.

Introduction to the methodologies of systems analysis and design. Emphasizes developing interviewing skills, identifying organizational problems and objectives, analyzing and documenting systems, physical modeling and design. Students gain experience in the creation of UML diagrams, a project repository, data normalization and data flow modeling. **Prerequisite:** CIS 111 or instructor permission. Two lecture; two lab.

CIS 285 • Internet in the Classroom 1 cr.

Explores the uses of the Internet in the classroom as a teaching tool. One lecture.

CIS 286 • Educational Technology 3 cr.

Technology literacy course for current and future educators in K-12 and postsecondary education. Emphasizes skill development and familiarity in Web 2.0 tools, online educational resources, instructional design, distance learning and educational technology standards. Knowledge and skills assessed through online discussion, hands-on projects and digital portfolios. Three lecture.

CIS 295 • Applied Project for CIS 3 cr.

Capstone course intended for students nearing completion of their CIS degree program. Builds on the skills and knowledge acquired in previous courses, emphasizing “real world” situations, and provides an opportunity for students to demonstrate their various competencies and communication skills. **Prerequisites:** Must complete at least 15 credits towards an area of specialization in CIS and instructor permission. Two lecture; two lab.

Cosmetology (COS)**COS 101 • Manicuring I** 4 cr.

First of four courses for students seeking a manicuring license. Includes care and beautification of the hands, nails and arms. Emphasis is on theory, proper use of instruments, equipment, personal hygiene, common nail conditions and diseases, and State Board rules and regulations affecting manicurists. One lecture, nine lab.

COS 102 • Manicuring II 4 cr.

A continuation of Manicuring I. Emphasis is on additional skill building in areas covered in Manicuring I and manicuring involving nail repair, silk wraps, artificial nails, sculptured nails, electrical manicures, hand/arm massage techniques and special problems. **Prerequisite:** COS 101. One lecture, nine lab.

COS 103 • Manicuring III 4 cr.

Third of four courses designed for students seeking a nail technician license. Includes care and beautification of hands, nails and arms. Emphasis is on theory, proper use of instruments, equipment, personal hygiene, common nail conditions and diseases, and State Board rules and regulations affecting nail technicians. **Prerequisite:** COS 102. One lecture, nine lab.

COS 104 • Manicuring IV 4 cr.

Continuation of Manicuring III. Emphasis on additional skill building in areas covered in Manicuring III and manicuring involving nail repair, silk wraps, artificial nails, sculptured nails, electrical manicures, hand/arm massage techniques and special problems. **Prerequisite:** COS 103. One lecture, nine lab.

COS 105 • Theory of Cosmetology I 3 cr.

Introduction to the basic manipulative skills in manicuring, shampooing, fingerwaving, haircutting and curl construction. The course includes basic sciences in bacteriology, sanitization, and physiology pertaining to the head, face, hands and arms. Theory and use of electricity and light as applied to cosmetology. The course also includes Arizona laws and rules governing cosmetology. Three lecture.

COS 106 • Theory of Cosmetology II 3 cr.

Continuation of COS 105. Basic manipulative skills in manicuring, shampooing, fingerwaving, haircutting and curl construction. The course includes basic sciences in bacteriology, sanitization and physiology pertaining to the head, face, hands and arms. The course also includes ethics and shop management. **Prerequisite:** COS 105. Three lecture.

COS 110 • Permanent Waving, Shampooing and Hairstyling I 5 cr.

Basic instructions in permanent waving, chemical straightening, curling, shampoo and hairstyling. Students are instructed in basic manipulative skills, knowledge and safety precautions when giving a chemical wave or chemical relaxer. One lecture, 12 lab.

COS 111 • Permanent Waving, Shampooing and Hairstyling II 4 cr.

Advanced instruction in permanent waving, chemical straightening, curling, shampoo and hairstyling. Students are instructed in advanced manipulative skills, knowledge and safety precautions when giving a chemical wave or chemical relaxer. **Prerequisite:** COS 110. One lecture, nine lab.

COS 112 • Permanent Waving, Shampooing and Hairstyling III 4 cr.

Advanced instruction in permanent waving, chemical straightening, curling, shampoo and hairstyling. Students are instructed in advanced manipulative skills, knowledge and safety precautions when giving a chemical wave or chemical relaxer. **Prerequisite:** COS 111. One lecture, nine lab.

COS 113 • Introduction to Cosmetology 10 cr.

Demonstration and hands-on instruction in all competencies necessary to perform cosmetology services. Student must successfully perform each competency before progressing to next course. Provides state-mandated 300 hours of cosmetology instruction. **Prerequisite:** Minimum 16-22 years of age with an official high school transcript with two English courses, one mathematics, one science and a minimum of ten credits -OR- Minimum age of 16 with a GED or high school diploma -OR- 23 years of age; -AND- AZ state identification -AND- COMPASS reading score of 65 or ASSET reading score of 36. Twenty lab.

COS 114 • Theory of Cosmetology II 3 cr.

Orientation and all aspects of business skills relating to cosmetology. **Prerequisite:** COS 113 or instructor permission. Three lecture.

COS 115 • Theory of Cosmetology III - General Sciences 3 cr.

Infection control, anatomy and physiology, hair, skin, nails, electricity and chemistry. **Prerequisite:** COS 114 or instructor permission. Three lecture.

COS 116 • Theory of Cosmetology IV - Hair Care 2 cr.

All aspects of hair care, chemical texturizing and coloring. **Prerequisite:** COS 115 or instructor permission. Two lecture.

COS 117 • Theory of Cosmetology V - Skin and Nail Care 2 cr.

Topics include facial/makeup, hair removal and nail care. **Prerequisite:** COS 116 or instructor permission. Three lecture.

COS 118 • Manicuring, Hand and Arm Massage 2 cr.

Care and beautification of the hands, arms and nails; practice in giving plain/oil manicures and hand/arm massages is included. Emphasis is on proper use of instruments, equipment, personal hygiene, sanitation, recognition of common nail conditions and diseases, and State Board rules and regulations affecting the cosmetologist performing manicuring/hand and arm massages. One-half lecture, one and one-half lab.

COS 120 • Haircutting, Scalp Treatment, Tinting and Facial I 5 cr.

Student performs all basic haircutting techniques. Studies introductory corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects and color corrections. Basic procedures for facials, electrical and manipulative, makeup, hair removal, and lash and brow tinting. One lecture, 12 lab.

COS 121 • Haircutting, Scalp Treatment, Tinting and Facial II 5 cr.

Student performs advanced haircutting techniques. Studies professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects and color corrections. Modern techniques for facials, electrical and manipulative, makeup, hair removal, lash and brow tinting. **Prerequisite:** COS 120. One lecture, 12 lab.

COS 122 • Haircutting, Scalp Treatment, Tinting and Facial III 5 cr.

Student performs advanced haircutting techniques. Studies professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects and color corrections. Modern techniques for facials, electrical and manipulative, makeup, hair removal, lash and brow tinting. **Prerequisite:** COS 121. One lecture, 12 lab.

COS 200 • Advanced Styling and Refresher 2 cr.

A review of essential techniques coupled with current advances and/or new techniques for the provision of state-of-the-art patron services. Orientation to and use of new products and/or equipment are covered when possible. **Prerequisite:** Cosmetology license. One-half lecture, one and one-half lab.

COS 201 • Basic Clinical Practice I 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 113; Four lab.

COS 202 • Basic Clinical Practice II 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 201 or instructor permission; Four lab.

COS 203 • Basic Clinical Practice III 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 202 or instructor permission; Four lab.

COS 204 • Advanced Clinical Practice IV 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 203 or instructor permission; Four lab.

COS 205 • Advanced Clinical Practice V 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 204 or instructor permission. Four lab.

COS 206 • Advanced Clinical Practice VI 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 205 or instructor permission. Four lab.

COS 207 • Advanced Clinical Practice VII 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 206 or instructor permission. Four lab.

COS 208 • Advanced Clinical Practice VIII 4 cr.

One of a series of practicum courses for students who have successfully completed COS 113. Students perform proper procedures for a wide variety of cosmetology-related skills. Includes providing satisfactory client services, proper communication skills and demonstrating cosmetology skills on mannequins. **Prerequisite:** COS 207 or instructor permission. Four lab.

COS 209 • Science for Cosmetology Instructors 1 cr.

Instructional techniques for teaching/demonstrations of the safe use of chemicals, safety precautions in use of electricity and electrical equipment, and cosmetic chemistry. Theory and practical procedures are explained and demonstrated for each topic. **Prerequisites:** Cosmetology license and instructor permission. One lecture.

COS 210 • Management for Cosmetology Instructors 3 cr.

Instructional techniques for teaching and mastering an introduction to personal improvement, Arizona laws and rules governing cosmetology business ethics, telephone techniques, receptionist techniques, and shop management. **Prerequisites:** Cosmetology license and instructor permission. Three lecture.

COS 211 • Instructing in Cosmetology I 3 cr.

Student instructor will learn correct instructional procedures pertaining to manicuring, shampooing, fingerwaving, haircutting and curl construction, enabling her or him to stress all safety precautions, and to demonstrate manipulative skills to students clearly and confidently. **Prerequisites:** Cosmetology license and instructor permission. Three lecture.

COS 212 • Instructing in Cosmetology II 3 cr.

Basic instructional methods and techniques for the effective observation and assistance to experienced instructors in the performance of their duties, and to perform skill demonstrations in chemical applications. **Prerequisites:** Cosmetology license, COS 211 and instructor permission. Three lecture.

COS 213 • Instructing in Cosmetology III 3 cr.

Basic instructional methods and techniques for the effective instructing of students in the skills of haircutting with razor and scissors, observing and performing guidelines, roller placement, and the clear and enthusiastic demonstration of all skills needed. **Prerequisites:** Cosmetology license, COS 212 and instructor permission. Three lecture.

COS 214 • Instructing in Cosmetology IV 3 cr.

Designing lesson plans, demonstration schedules, theory schedules, quizzes and examinations, and observing and absorbing human relations in dealing with students and patrons.

Prerequisites: Cosmetology license, COS 213 and instructor permission. Three lecture.

Drafting (DRF)**DRF 120 • Technical Drafting I** 3 cr.

Basic skills for technical drafting using AutoCad. Topics include language of industry, drafting skills, drafting office practices, theory of shape description, applied geometry, basic dimensioning, working drawings, sections and conventions, and printmaking machines. Two lecture; two lab.

DRF 130 • Architectural Drafting I 3 cr.

Basic techniques and fundamentals of architectural drafting with emphasis on line work, lettering and basic technical drawing. Basic drafting skills are developed through projects devoted to acquiring knowledge of basic residential construction methods and their graphical representation. Emphasis on industry standards. **Prerequisite:** DRF 120 or instructor permission. Two lecture; two lab.

DRF 140 • Civil Drafting 3 cr.

Focus on the application of civil drafting and practice of fundamental graphical concepts and related material as they apply to site planning. **Prerequisite:** DRF 120 or instructor permission. Two lecture; two lab.

DRF 145 • AutoSketch 3 cr.

An introductory course in Computer-Aided Drafting/Design using AutoSketch. Recommended for those students who want to pursue study of AutoCad but have no computer or drafting experience. Two lecture; two lab.

DRF 150 • AutoCAD I 3 cr.

Specializing in two-dimensional drawings and the application of Computer Aided Drafting Design. Topics include system startup, setting up drawings, drawing fundamentals, getting around with display controls, graphic entities, introduction to editing, grouping entities into blocks, drawing enhancements, dimensioning and plotting drawings. Two lecture; two lab.

DRF 200 • Applied Drafting and Design 2 cr.

The application of advanced drafting and design skills in a challenging format. Topics include defining areas of interest, advanced sketching skills, advanced manual drafting skills, advanced AutoCAD skills, project work plans, activities and evaluation. Repeatable with different student/instructor/division director created specific learning object. **Prerequisite:** 15 credit hours of drafting core courses. Four lab.

DRF 220 • Technical Drafting II 3 cr.

An advanced course in technical drafting. Topics include drawing threaded fasteners, drawing miscellaneous types of fasteners, forming processes, welding drawings, manufacturing materials, auxiliary views, pictorial drawings, functional drafting and drawing for numerical control. **Prerequisite:** DRF 120. Two lecture; two lab.

DRF 230 • Architectural Drafting II 3 cr.

An advanced course in architectural drafting. Topics include site/plot plans, foundation plans, floor plans, elevations, sections, framing plans, internal elevations, electrical plans, plumbing plans, sketching, perspective drawing, shading and coloring and building codes. **Prerequisite:** DRF 130. Two lecture; two lab.

DRF 250 • AutoCAD II 3 cr.

Covering two-dimensional specialized techniques and continued development of AutoCAD skills. Emphasis is on advanced student project(s). Topics include advanced editing, attributes and data extraction, customizing macros and menus, tailoring menu systems, using AutoLISP for drawing automation, grouping entities into blocks, drawing enhancements, dimensioning and plotting drawings. **Prerequisite:** DRF 150 or instructor permission. Two lecture; two lab.

DRF 251 • AutoCAD 3D 3 cr.

Theory and application of three-dimensional (3-D) drafting capabilities. Topics include 3-D conversion, sectioning for 2-D plotting and dimensioning. **Prerequisite:** DRF 130 or instructor permission. Two lecture; two lab.

DRF 252 • AutoCAD Productivity 3 cr.

The use of the AutoCAD program to create personalized applications of AutoCAD customized menus and templates. Topics include making a first menu, fine-tuning a system, DOS - a closer look, creating and editing macros, improving screen menus, designing and creating tablet menus, AutoCAD's advanced user interface, automating drawings, productivity tips and tricks, and AutoCAD productivity library. **Prerequisite:** DRF 250 or instructor permission. Two lecture; two lab.

Early Childhood Development (ECD)**ECD 100 • Providing a Healthy Environment** 1 cr.

Procedures to protect the health of young children and promote the development of lifelong health habits and attitudes for children in early childhood programs. One-half lecture; one lab.

ECD 101 • The Child's Total Learning Environment 1 cr.

Planning and organizing the physical environment into functional learning areas, stressing the importance of a planned arrangement for classroom furniture, equipment and materials. One-half lecture; one lab.

ECD 102 • Ensuring a Safe Environment 1 cr.

Safety concerns and procedures for children in an Early Childhood Program. One-half lecture; one lab.

ECD 103 • Planned Arrangements and Schedules 1 cr.

Methods of lesson planning and classroom scheduling to meet the needs of young children. One-half lecture; one lab.

ECD 105 • Guidance Principles for Encouraging Self-Discipline 1 cr.

Designed to encourage the child to take responsibility for his/her own actions. One-half lecture; one lab.

ECD 107 • Collecting, Organizing and Using Teaching Aids 1 cr.

Acquiring, maintaining and using effective teaching tools. One-half lecture; one lab.

ECD 108 • Techniques for Observing Children 1 cr.

Effectively observing and recording child characteristics and behavior. One-half lecture; one lab.

ECD 110 • Building Relationships with Parents Through Communication 1 cr.

Building parent-teacher relationships by developing effective communication and cooperation between parents and the early childhood setting. One-half lecture; one lab.

ECD 111 • Supporting the Growth and Education of Parents 1 cr.

Awareness of parents' values for their children by helping parents gain more understanding about their children's needs. One-half lecture; one lab.

ECD 112 • Enhancing Family Involvement 1 cr.

Emphasis on involving parents and community members in the early childhood program. One-half lecture; one lab.

ECD 113 • Fostering Communication and Language Skills 1 cr.

Assessing, understanding and fostering the development of communication skills of young children. Techniques for helping children develop communication skills in their primary language. One-half lecture; one lab.

ECD 114 • Beginning Mathematical Concepts 1 cr.

Mathematics concepts and activities to help children develop an understanding of relationships. One-half lecture; one lab.

ECD 115 • Nutrition in Early Childhood 1 cr.

Introduction to nutrition, methods of using nutrition experiences in the classroom, and structuring and implementing the education of nutrition into the early childhood program. One-half lecture; one lab.

ECD 116 • Sciencing and Discovery 1 cr.

Techniques for helping children increase their awareness and appreciation of their natural environment. One-half lecture; one lab.

ECD 117 • Enhancing Questions and Problem-Solving Abilities 1 cr.

Problem solving processes used by young children and methods to develop observation, classification and prediction skills in young children. One-half lecture; one lab.

ECD 118 • Blocks in Early Childhood Program 1 cr.

Block play in the early childhood curriculum and techniques that encourage and enhance block activities. One-half lecture; one lab.

ECD 119 • Field Trips 1 cr.

Planning and methods of evaluating field trips. Techniques for enhancing the field trip experience. One-half lecture; one lab.

ECD 120 • Enhancing a Positive Self-Concept 1 cr.

Roles a child's self-image play in development and learning processes. One-half lecture; one lab.

ECD 122 • Encouraging Open Expression 1 cr.

Encouraging children to express their feelings openly as an effective way to foster positive personality development. One-half lecture; one lab.

ECD 123 • Music and Creative Movement 1 cr.

Use of music and creative movement in the early childhood curriculum and methods for providing a variety of musical experiences. One-half lecture; one lab.

ECD 124 • Dramatic Play in the Early Childhood Setting 1 cr.

Techniques to encourage child participation in role-playing activities. Methods for using dramatic play and the construction and storage of materials are stressed. One-half lecture; one lab.

ECD 125 • Creative Media 1 cr.

Values and skills needed to implement a creative media program and selecting materials for creative experiences. One-half lecture; one lab.

ECD 126 • Large Muscle Development 1 cr.

Physical maturation process of young children, the value of gross motor activities, and techniques for providing a variety of spontaneous and teaching directed activities. One-half lecture; one lab.

ECD 127 • Small Muscle Development 1 cr.

Physical maturation process, the value of small muscle activities, development of eye-hand coordination and techniques for providing a variety of fine motor activities. One-half lecture; one lab.

ECD 128 • Incorporating the Children’s Culture 1 cr.

Importance of cultural factors and methods of incorporating elements of a child’s culture into the classroom. One-half lecture; one lab.

ECD 129 • Planning and Implementing a Bilingual Program 1 cr.

Providing young children with communication skills in their primary language with exposure to a basic vocabulary of a second language. (This course will be made language specific for the group of children with which the student is involved). One-half lecture; one lab.

ECD 130 • Woodworking 1 cr.

Woodworking experiences and techniques for providing young children with a variety of woodworking activities. One-half lecture; one lab.

ECD 136 • Understanding How Children Learn 1 cr.

Special skills which young children bring to the classroom and how to use those skills to help each child expand his/her world. One-half lecture; one lab.

ECD 143 Inclusion of Children with Special Needs 2 cr.

An overview of the concepts of quality inclusion of children with special needs, including information on laws which govern services to children with disabilities, knowledge of individualized plans, a review of typical and atypical child development, developmentally appropriate activities for children, working collaboratively with families, service providers and multidisciplinary teams. One lecture; two lab.

ECD 147 • Prenatal and Infant Development 1 cr.

Development of an infant from conception through infancy. Includes theories of development and the birth process. Student must complete ECD 147, 148, 149 and 150 in numerical order. One-half lecture; one lab.

ECD 148 • Toddler Development 1 cr.

Development of toddlers from 12 months to 36 months of age. Must complete ECD 147, 148, 149 and 150 in numerical order. One-half lecture; one lab.

ECD 149 • Development of the Preschool Child 1 cr.

Development of children from 3 to 5 years of age. Must complete ECD 147, 148, 149 and 150 in numerical order. One-half lecture; one lab.

ECD 150 • Middle Childhood Years 1 cr.

Theories, trends and research in the development of the middle childhood years including the principles of physical, social, emotional and intellectual growth. Must complete ECD 147, 148, 149 and 150 in numerical order. One-half lecture; one lab.

ECD 151 • Mathematics for School-Agers 1 cr.

Theories, research and concrete experiences related to mathematical reasoning and skills of the school age child. One-half lecture; one lab.

ECD 152 • Learning Environment for School-Agers 1 cr.

The school-age environment for the care and education of children and youth includes both indoor and outdoor spaces, as well as the materials available and the management of activities in the program. One-half lecture; one lab.

ECD 153 • Guidance Principles for School Agers 1 cr.

A study of positive guidance and discipline techniques that can be used to encourage children and youth to develop self-discipline and take responsibility for their actions. One-half lecture; one lab.

ECD 154 • Environments for Infants and Toddlers 1 cr.

A composite of practical theories and principles for the arrangement of a safe, healthy environment for infants and toddlers with emphasis on indoor/outdoor environments, material selection and usage based on observation and participation in an infant/toddler care setting. One-half lecture; one lab.

ECD 155 • Curriculum and Learning Materials for Infants 1 cr.

Practical theories and principles for the infant curriculum with emphasis on responsive relationships, developmental stages, applied observation. Course provides developmentally appropriate learning materials that are safe and interesting for infant exploration. One-half lecture; one lab.

ECD 156 • Curriculum and Learning Materials for Toddlers 1 cr.

Practical theories and principles for the toddler curriculum with emphasis on responsive relationships, developmental stages, applied observation, and providing developmentally appropriate learning materials that are safe and interesting for toddler exploration. One-half lecture; one lab.

ECD 158 • Developing and Utilizing Observations Skills in Infant and Toddler Programs 1 cr.

Techniques and skills to effectively observe and record characteristics and developmental stages of infants and toddlers, record keeping procedures, overview of a variety of care giving settings, and observation and participation in an infant/toddler program. One-half lecture; one lab.

ECD 159 • Recordkeeping Skills for Infant/Toddler Care 1 cr.

Assists with the setting up and maintaining of records needed by caregivers to ensure the smooth and effective operation of the infant/toddler program, and to provide accountability to regulating agencies, funding agencies and consumers. One-half lecture; one lab.

ECD 163 • Cognitive Development of Infants and Toddlers 1 cr.

Theories, trends and principles of cognitive growth and development of infants and toddlers, and examination of development stages and norms through observation and participation in an infant/toddler care program. One-half lecture; one lab.

ECD 164 • Practical Applications of Cognitive Development 1 cr.

Stages of growth of young children, including appropriate toys and activities that support their cognitive growth as they move through the stages. One-half lecture; one lab.

ECD 165 • Language Development of Infants and Toddlers 1 cr.

A study of the normal language skills development in infants and toddlers, including activities to foster language development and help identifying language delays. One-half lecture; one lab.

ECD 166 • Encouraging Autonomy and Positive Self-Concept 1 cr.

Defines trust and autonomy and identifies the type of care which fosters the development of autonomy and positive self-concept in infants and toddlers. One-half lecture; one lab.

ECD 167 • Guidance and Discipline of Infants and Toddlers 1 cr.

Appropriate guidance techniques for various developmental levels without impeding infants and toddlers' needs to explore and experiment. One-half lecture; one lab.

ECD 168 • Enhancing Social Competence of Infants and Toddlers 1 cr.

Skills and techniques to enhance the social competence of infants and toddlers by providing an appropriate environment, by providing for positive interaction between caregiver and child, and by providing opportunities for interactions with peers. One-half lecture; one lab.

ECD 169 • Sensorimotor Learning in Infancy and Toddlerhood 1 cr.

Sensorimotor period of development of young children in their first two years of life. One-half lecture; one lab.

ECD 172 • Physical Development in Infancy and Toddlerhood 1 cr.

The normal sequence of physical development in infants and toddlers, utilizing observations and participation in infant and toddler care activities to individualize the program. One-half lecture; one lab.

ECD 175 • Professionalism 1 cr.

Components of professionalism of the early childhood profession, including ethical behavior, advocacy and commitment to professional growth. One-half lecture; one lab.

ECD 180 • Introduction to Family Day Care Provider 1 cr.

Child care settings with an emphasis on family day care. Also includes a curriculum review of family day care as it relates to the Child Development Associate Program. One-half lecture; one lab.

ECD 181 • Recordkeeping for the Family Day Care Provider 1 cr.

Fundamentals of a record keeping system in a family day care setting, including recording income and expenses, tax consideration and maintaining program records. One-half lecture; one lab.

ECD 182 • Family Day Care as a Small Business 1 cr.

The multifaceted aspects of the business of providing family child care such as zoning, certification, insurance, hours of care, fees, advertising, program and parent/provider agreements. One-half lecture; one lab.

ECD 183 • Balancing Work and Family in a Family Day Care Setting 1 cr.

Principles of achieving balance in work and family life while operating a family day care business. Includes components of being self-employed and home-based, communication techniques, time management skills, conflict resolution and components of self-care. One-half lecture; one lab.

ECD 185 • Early Childhood Provider Basics 3 cr.

Ten topic areas of basic early childhood training: child development, health, safety, nutrition, learning environments including behavior management, early literacy, early mathematics, special needs, community resources and professionalism. Two and one-half lecture; one lab.

ECD 200 • Introduction to Early Childhood Education 3 cr.

Teaching the young child. Course covers the total early childhood field - types, objectives, philosophy, curriculum and the history of such programs. **Prerequisite:** Satisfactory placement. Three lecture.

ECD 201 • Exploring Early Childhood Program Philosophies 1 cr.

Variety and complexity of early childhood programs leading to the development of a personal program philosophy. One-half lecture; one lab.

ECD 211 • Providing Food and Nutrition Services 1 cr.

Planning, developing, implementing and evaluating nutrition and food services for early childhood programs. One-half lecture; one lab.

ECD 216 • Transitions 1 cr.

Study and application of transitions of children in varied early childhood settings, including the nature of transitions and the use of transitional activities. One-half lecture; one lab.

ECD 217 • Early Literacy 1 cr.

Development of reading and writing skills for young children. Includes the process of reading and writing and appropriate environments and adult responses. One-half lecture; one lab.

ECD 220 • Preschool Behavior Problems 3 cr.

Step-by-step approach in dealing with behavior problems of preschool children. **Prerequisite:** Satisfactory placement. Three lecture.

ECD 221 • Stress Management for Educators 2 cr.

Strategies for managing time, space and people in the early childhood setting. **Prerequisite:** Satisfactory placement. Two lecture.

ECD 222 • Young Children with Special Needs 3 cr.

Focuses on the holistic view of the field of early childhood special education, including assessment, range of services, intervention and the prevention of the emergence of future problems or disabilities. Three lecture.

ECD 224 • Developmentally Appropriate Practices for Classroom 3 cr.

Designed to familiarize students with stages of cognitive development. This information will help student to meet the needs of different children in the classroom environment by developing appropriate activities and procedures that meet the needs of the individual. Three lecture.

ECD 231 • Planning and Managing an Early Childhood Program 2 cr.

Designing, planning, implementing and managing an early childhood program based upon needs assessment and program philosophy. One lecture; two lab.

ECD 232 • Designing Indoor and Outdoor Environments 2 cr.

Focus on the arrangement of the indoor and outdoor play and work spaces in early childhood environments in accordance with the program's philosophy, goals, objectives, and needs of children, staff and families. One lecture; two lab.

ECD 233 • Developing Policies and Procedures for Early Childhood Programs 2 cr.

An Internet course leading to the development and/or revision of written policies and procedures for an early childhood setting based upon applicable state, local and/or federal regulations. Two lecture.

ECD 234 • Staffing an Early Childhood Program 2 cr.

An overview of the skills essential for personnel management in an early childhood program, including staffing selection and patterns, record keeping, employee compensation, assessing, evaluating and training of staff. One lecture; two lab.

ECD 235 • Budget and Financial Management 2 cr.

Planning, developing and implementing an accounting and financial system for use in an early childhood program setting. One lecture; two lab.

ECD 236 • Marketing the Early Childhood Program 2 cr.

Developing skills to market the early childhood program to parents and community, including recruitment and enrollment. One lecture; two lab.

ECD 237 • Evaluating an Early Childhood Program 1 cr.

Development and implementation of an evaluation system for an early childhood program, including children's program, staff and overall program. One-half lecture; one lab.

ECD 238 • Literacy Development in Young Children 3 cr.

Overview of emergent literacy development in young children including appropriate early experiences in oral language and with books, reading and writing. Emphasis on strategies to promote reading and writing readiness. Three lecture.

ECD 239 • Social Emotional Development in Young Children 3 cr.

Study of social and emotional competencies including self-awareness, social awareness, self-management, responsible decision making, communication and relationship skills as they apply to young children. Three lecture.

ECD 240 • Numeracy in Early Childhood 3 cr.

Designed for early educators/care givers to develop children's numeracy and exploration in the areas of subitizing, learning number words to 10, estimation and cardinality principle. Problem solving and discovery techniques are also introduced. Three lecture.

ECD 250 • Child Development I 3 cr.

The child from conception through the preschool years. **Prerequisite:** Satisfactory placement. Three lecture.

ECD 251 • Child Development II 2 cr.

The child from the middle childhood years through adolescence. **Prerequisite:** ECD 250. Two lecture.

ECD 270 • CDA Assessment Preparation 2 cr.

Assists the student in preparation for successfully completing direct CDA assessment process for receiving the national CDA Credential. **Prerequisite:** Instructor permission. Two lecture.

Education (EDU)

EDU 101 • Effective Tutoring 1 cr.

For those who work with students as tutors, scribes or note takers. The course identifies new methods and approaches to tutoring, including qualities, goals, strategies and implementation guidelines for the development of an effective tutoring relationship. One lecture.

EDU 102 • Laubach Literacy Tutor Training 1 cr.

The philosophy, methods, techniques and materials employed in teaching of basic reading to the nonreader using the Laubach system of reading. One lecture.

EDU 103 • Laubach ESOL Tutor Training 1 cr.

Prepares literacy tutors to teach English to speakers of other languages. Trainees learn how to use the Laubach literacy materials designed to teach adults basic English literacy skills. **Prerequisite:** EDU 102. One lecture.

EDU 136 • Introduction to Reading Programs 1 cr.

An overview of the major philosophies in reading and the approaches that accompany them. Strengths and weaknesses of language experience, phonetic and linguistic approaches are reviewed. Includes components of a reading program, suitability to area needs and modifications to meet needs. One-half lecture; one lab.

EDU 137 • Principles of Child Guidance 1 cr.

Methods of establishing and promoting sound relationships with children on an individual basis. Techniques include active listening, cooperative planning, the art of constructive criticism, offering choices, enhancing self-esteem, improving self-concept, dealing with problems, and promoting social and emotional growth. One-half lecture; one lab.

EDU 138 • Managing Children's Behavior 1 cr.

The teacher's role in setting up a management system for a healthy learning environment. Techniques in discipline and child management. One-half lecture; one lab.

EDU 139 • Assisting in Teaching Elementary School Physical Education 1 cr.

Methods and activities for assisting in the instruction of physical education in the elementary school. One-half lecture; one lab.

EDU 140 • Assisting in Teaching Elementary School Writing 1 cr.

Methods and materials used in teaching the fundamental principles of writing. Topics include the writing process, reading, speaking, thinking, paragraphs, poetry, usage, punctuation, spelling and capitalization. One-half lecture; one lab.

EDU 143 • Assisting in Teaching Elementary School Math 1 cr.

Materials and methods used in teaching elementary school mathematics, including easy-to-make materials and remedial math tutorial techniques to be used individually or in small groups. One-half lecture; one lab.

EDU 144 • Assisting in Teaching Elementary School Science 1 cr.

Methods and materials used for assisting in teaching elementary school science. One-half lecture; one lab.

EDU 145 • Assisting in Teaching Elementary School Social Studies 1 cr.

Methods and materials used for assisting in teaching elementary school social studies. One-half lecture; one lab.

EDU 146 • Assisting in Teaching Elementary School Music 1 cr.

Methods and materials used in elementary school music programs. Includes songs, dances and rhythm activities. One-half lecture; one lab.

EDU 147 • Assisting in Teaching Elementary School Reading 1 cr.

Course defines the reading process, reviews learning to read from the readiness stage through fluent reading. Includes bilingual problems, and major approaches. Emphasis on developing language and reading in the bilingual setting and methods to enhance learning. One-half lecture; one lab.

EDU 148 • Assisting in Teaching Elementary School Art 1 cr.

Methods and materials used in teaching elementary school art. One-half lecture; one lab.

EDU 149 • Use of Bulletin Boards and Classroom Decorations 1 cr.

Development of ideas for bulletin boards and classroom decorations for holidays, special occasions and specific academic subjects. One-half lecture; one lab.

EDU 200 • Introduction to Education 3 cr.

Surveys the field of education. Historical development; the requirements for admission into teaching; approaches and theory; problems of teachers; organization and administration; and ethical and legal aspects and foundations of education are examined. **Prerequisite:** Satisfactory placement. Three lecture.

EDU 201 • Substitute Teaching in the Schools 3 cr.

An overview of responsibilities and methods for substitute teaching in K-12 classrooms. Three lecture.

EDU 202 • Occupational/Physical Therapy Educational Assistant 3 cr.

An orientation to working as a technical assistant to an occupational/physical therapist in the school setting. Three lecture.

EDU 203 • Speech Therapy Educational Assistant 3 cr.

An orientation to working as a technical assistant to a speech therapist in the school setting. Three lecture.

EDU 204 • The Effective Teacher 3 cr.

Designed for teachers focusing on the well-managed classroom, including developmentally appropriate practices for toddlers through school age children, effective lesson planning, classroom procedures, positive guidance practices, and supporting the learning and involvement of special needs children with strategies for building relationships with families. Three lecture.

EDU 205 • Community College in America 3 cr.

An introduction to the community college, an institution unique to the United States. Study includes the history, philosophy and future of community colleges. **Prerequisite:** Satisfactory placement. Three lecture.

EDU 210 • Literacy Tutor Practicum I 3 cr.

Students receive instruction in the philosophy, methods, techniques and materials employed to teach basic literacy. Students then practice and develop their teaching skills by tutoring in a community literacy program or educational institution. **Prerequisite:** Instructor permission. One lecture; four lab.

EDU 211 • Literacy Tutor Practicum II 3 cr.

Students enhance their tutoring skills through a continuation of Practicum I. **Prerequisite:** EDU 210. One lecture; four lab.

EDU 214 • Mentoring Practicum I 3 cr.

Combines the knowledge acquired in mentor training with the concepts and practices of being a mentor. The student will work 60 hours during the term one-to-one with a young person aged 4 to 18. **Prerequisite:** Prescreening by the instructor. Two lecture; four lab.

EDU 215 • Mentoring Practicum II 3 cr.

A continuation of Mentoring Practicum I. The student may work with a new individual or the same one as in EDU 214. **Prerequisite:** EDU 214. Two lecture; four lab.

EDU 220 • Diversity in Education 3 cr.

An introduction to multicultural education and the various forms of human diversity found in classrooms, schools and communities. Emphasis on the role of stereotyping and prejudice as they affect teachers and learners. **Prerequisite:** Satisfactory placement. Three lecture.

EDU 222 • Introduction to Special Education 3 cr.

The history, practices, advances, problems and challenges of the special education field from birth to adulthood. **Prerequisite:** Satisfactory placement. Three lecture.

EDU 223 • Classroom Observation Skills 1 cr.

Presentation of classroom observation skills to identify effective teaching practices. Eight areas related to positive learning outcomes include learning climate, classroom management, lesson clarity, instructional variety, task orientation, student engagement, student success and higher thought processes. Prepares pre-service teachers for classroom observation assignments in conjunction with the core EDU courses. **Prerequisite:** Concurrent enrollment in EDU 200. One lecture.

EDU 250 • Critical and Evaluative Reading for Educators 3 cr.

Emphasizes application of critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through written discourse. **Prerequisite:** ENL 101. Three lecture.

EDU 260 • Technology Integration in the Classroom – SmartBoard I 1 cr.

Designed for classroom teachers who wish to explore incorporation of interactive Smart Board for students in grades K-12. Focuses on learning the software, instructional models that incorporate best practices within instructional design, and lesson plan development. Concepts of this class especially applicable with ELL students to master state standards. One lecture.

EDU 271 • Phonics Based Reading and Decoding 3 cr.

Overview of research, curricular content and instructional practices associated with Research Based Systematic Phonics Instruction (RBSPI) and other methods for teaching reading. Emphasis on methods mandated by Arizona legislation. Three lecture.

EDU 272 • Educational Psychology 3 cr.

Focus on the study and application of psychological principles, theories, and methodologies related to teaching and learning. Current trends and Arizona State Board of Education professional teaching standards covered; includes 10 hours field experience. **Prerequisite:** PSY 101 or instructor permission. Three lecture.

EDU 275 • Instructional Skills 2 cr.

Review of basic ideas about teaching, current practices, and new instructional strategies and techniques. Participants are encouraged to address different learning domains – psychomotor, cognitive and affective. Two lecture.

EDU 276 • Managing the Learning Environment 3 cr.

Classroom management techniques, discipline models, student behavior and misbehavior, group dynamics, student self-motivation, and learning styles. Arizona State Board of Education professional teaching standards emphasized; includes 20 hours field experience. **Prerequisite:** Satisfactory placement. Three lecture.

EDU 280 • Introduction to Structured English Immersion (SEI) Augmented 3 cr.

Emphasis on understanding English Language Learners (ELL) in the K-12 classroom. Covers the history, culture, theory, methods, and an introduction to both the English Language Proficiency (ELP) standards and the Arizona English Language Learner Assessment (AZELLA). Three lecture.

EDU 281 • Introduction to Structured English Immersion (SEI) 1 cr.

Emphasis on understanding English Language Learners (ELL) in the mainstream classroom. Brief history, culture, theory, methods, and introduction to both the English Language Proficiency (ELP) standards and the Arizona Structured English Language Proficiency (SELP) test. Includes review of alternative methods of assessment. One lecture.

EDU 282 • Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods 3 cr.

Methods of developing and analyzing lesson plans in all content areas using English Language Learners (ELL) standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaption of teaching materials, and the role of culture in learning. Examines the alignment of ELL proficiency standards to the Arizona Language Arts Academic Standards. Three lecture.

EDU 291 • Children's Literature 3 cr.

Review of children's literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Elementary curriculum supported and developed through literature. **Prerequisites:** ENL 101 and ENL 102. Three lecture.

Emergency Medical Technology (EMT)**EMT 104 • CPR and First Aid** 0.5 cr.

Designed to certify the student in CPR (Health Care Provider level) and First Aid (American Heart Association). (Eight contact hours.) One-half credit.

EMT 120 • Emergency Medical Responder 3 cr.

EMR scope of practice includes simple skills focused on life-saving interventions for critical patients. Render on-scene emergency care while awaiting additional EMS response and serving as part of transporting crew, but not as primary caregiver. **Prerequisites:** Must be 18 years of age, American Heart Association Heartsaver CPR with AED. Three lecture

EMT 121 • Emergency Medical Responder Refresher 1 cr.

Sixteen-hour refresher course for the Emergency Medical Responder. Designed to meet recertification requirements of the National Registry of Emergency Medical Technicians for Emergency Medical Responders. One lecture.

EMT 130 • Emergency Medical Technician Preparatory Course 3 cr.

Introduction to medical terminology, basic anatomy and physiology of the human body as cornerstones for providing care to patients in the pre-hospital environment. Course is required for anyone entering EMT-Basic. Healthcare Provider CPR, a prerequisite for the EMT 132 course, is included. Three lecture.

EMT 132 • Emergency Medical Technician – Basic 9 cr.

Students learn skills to recognize and properly treat illness and injury in the pre-hospital setting. Successful completion of the course leads to certification by the National Registry of EMTs and the Arizona Department of Health Services. **Prerequisites:** Must be 18 years of age; current health care provider CPR (to include adult, child, infant and AED); ASSET reading score of 41 or COMPASS reading score of 81 is required; successful completion of EMT 130 or permission from EMT program coordinator. Eight lecture; one lab.

EMT 133 • EMT – Basic Refresher 2 cr.

A 32-hour continuing education class that fulfills the National Registry of Emergency Medical Technicians and Arizona Department of Health Services requirements for recertification as a basic EMT in the state. **Prerequisite:** Current certification as an EMT-B with NREMT or State of Arizona. Two lecture.

EMT 134 • EMT IVC 1.5 cr.

Course designed for the EMT Basic to develop intravenous skills to provide advanced care to patients to enhance their outcome. **Prerequisites:** Current certification as an EMT-B in the State of Arizona; written approval from the EMT-B's EMS provider agency and from an administrative medical director who agrees to provide medical direction for the EMT-B. One lecture; one-half lab.

EMT 236 • Advanced Cardiac Life Support (ACLS) 2 cr.

Didactic and psychomotor skills training and validation in techniques of Advanced Cardio Life Support according to the most recent standards and guidelines of the American Heart Association. **Prerequisites:** Current American Red Cross or American Heart Association Basic Life Support/Health Care Provider validation. Physician, registered nurse, certified paramedic, current enrollment in a paramedic (or advanced) program, or permission from the EMS program coordinator/instructor. One lecture; two lab.

EMT 237 • Pediatric Advanced Life Support (PALS) Provider Course 1 cr.

Didactic and psychomotor skill education and training in techniques of Pediatric Life Support, according to the most recent standards and guidelines of the American Heart Association and PEPP. Includes advanced airway management, defibrillation, arrhythmia recognition, pharmacology, intraosseous infusion and management of trauma, shock and respiratory medical emergencies. **Prerequisite:** Physician, registered nurse, licensed practical nurse, respiratory therapist, certified paramedic, certified intermediate, current enrollment in a paramedic (or advanced) program, or permission from the EMS program coordinator/instructor. One lecture.

EMT 238 • Advanced Cardiac Life Support (ACLS) Renewal Course 0.5 cr.

Renewal didactic and psychomotor skill education and training in techniques of Advanced Cardiac Life Support according to the most recent standards and guidelines of the American Heart Association. Includes advanced airway management, defibrillation, cardioversion, arrhythmia recognition, pharmacology, and management of heart attack and stroke patients. **Prerequisites:** Physician, registered nurse, licensed practical nurse, respiratory therapist, certified paramedic, certified intermediate, current enrollment in a paramedic (or advanced) program, or permission from the EMS program coordinator/instructor. Current ACLS Provider Card or permission of the Regional faculty for the course. One-half lecture.

EMT 239 • Pediatric Advanced Life Support (PALS) Renewal Course 0.5 cr.

Renewal didactic and psychomotor skill education and training in techniques of Pediatric Life Support according to the most recent standards and guidelines of the American Heart Association and PEPP. Includes advanced airway management, defibrillation, arrhythmia recognition, pharmacology, intraosseous infusion, and management of trauma, shock and respiratory medical emergencies. **Prerequisite:** Physician, registered nurse, licensed practical nurse, respiratory therapist, certified paramedic, certified intermediate, current enrollment in a paramedic (or advanced) program, or permission from the EMS program coordinator/instructor. One-half lecture.

EMT 240 • Basic Electrocardiogram (ECG) and Pharmacology 3 cr.

This is a **prerequisite** for EMT 244 and for any health care provider who wishes to learn or refresh on the Basic ECG rhythms and their pharmacologic management. The content includes cardiac electrophysiology, all the basic heart rhythms, introduction of pharmacologic management and medication calculations. Three lecture.

EMT 241 • Advanced Life Support (ALS) Refresher 3 cr.

A 48-hour continuing education class that fulfills the National Registry of Emergency Medical Technicians and Arizona Department of Health Services requirements for recertification as a paramedic or intermediate EMT in the state of Arizona. **Prerequisite:** must be certified as an EMT-P or EMT-I in the state of Arizona. Three lecture.

EMT 244 • Paramedic Training I 23 cr.

Develop advanced knowledge and skills for recognition of and appropriate management of illness and injury in the pre-hospital setting as described in course objectives. Successful completion of this semester course leads to admission to EMT 245. **Prerequisites:** EMT 240; current Arizona State Certified EMT for at least 1 year; ASSET reading score of 41 or COMPASS reading score of 81; current Healthcare Provider CPR; negative TB skin test within last 6 months; proof of MMR and Hep B immunization or signed waiver; and successful completion of a minimum of 24 clock hours of hazardous materials training that meets the requirements of the National Fire Protection Association's NFPA 472. 17 lecture; six lab.

EMT 245 • Paramedic Training II 26 cr.

Develop advanced knowledge and skills for recognition of and appropriate management of illness and injury in the pre-hospital setting as described in course objectives. Successful completion of this second semester provides the opportunity to test for certification by the National Registry of EMTs and the Arizona Department of Health Services. **Prerequisites:** EMT 244; current Arizona State Certified EMT; current Healthcare Provider CPR, negative TB skin test within last 6 months, proof of MMR and Hep B immunization or signed waiver. 16 lecture; 10 lab.

EMT 250 • Instructor Strategy Course 1.5 cr.

Course designed to create new instructors by providing them with guidelines for creating lesson plans, implementing lectures, and performing impromptu and planned lecture presentations. Is a precursor to specific instructor classes for any pre-hospital course or American Heart Association course that NPC-EMS division may provide. Combines classroom instruction, skill development, application exercises and student demonstrations. One and one-half lecture; .3 lab.

EMT 251 • Instructor Strategy Renewal Course 0.5 cr.

Update and refresh instructors by providing them with new guidelines for creating lesson plans, implementing lectures, and performing impromptu and planned lecture presentations. Combines classroom instruction, skill development, and application exercises and student demonstrations. **Prerequisites:** current instructor for NPC (includes adjunct faculty), current AHA ACLS, PALS, CPR, NREMT instructor. One-half lecture.

English (ENL)**ENL 100 • Fundamentals of Composition** 3 cr.

An integrated reading/critical thinking/writing approach to skills needed for success in college. Extensive writing practice with emphasis on purpose, organization, revision for clarity and correctness. **Prerequisite:** Satisfactory placement. Three lecture.

ENL 101 • College Composition I 3 cr.
SUN# ENG 1101

Basic principles of writing college-level, academic essays, including a short research paper. **Prerequisite:** Satisfactory placement, or ENL 100 or TLC 090. Three lecture.

ENL 102 • College Composition II 3 cr.
SUN# ENG 1102

Basic principles of writing college-level, documented critical essays, including the longer research paper. **Prerequisite:** ENL 101. Three lecture.

ENL 109 • Technical Writing 3 cr.

Surveying of the basic principles of preparing reports and other work-related documents. The course emphasizes the generation of documents used in engineering, science and business. **Prerequisite:** ENL 101. Three lecture.

ENL 110 • Scriptwriting 3 cr.

Students study and write media scripts for television and radio commercials, documentaries, instruction videos, dramatizations, interviews, and questionnaires/surveys. Three lecture.

ENL 201 • Literary Magazine Production 3 cr.

Basic principles of magazine production. Students serve as staff for the *Northern Flight Literary and Fine Arts Magazine* and learn fundamentals of editorial selection, copy editing, proofreading, design and layout. Students use computer programs, such as Adobe Photoshop and Adobe Illustrator. Three lecture.

ENL 202 • Literary Magazine Editing 3 cr.

Students serve as editors and oversee all aspects, except budget issues, of the production of the *Northern Flight Literary and Fine Arts Magazine* working with the NF staff. Editors schedule timelines for production; supervise editorial selection, editing, design layout, printing proofs, and collaborate with college personnel in general advertising and establishing exhibits. **Prerequisite:** ENL 201. Three lecture.

ENL 203 • Literary Magazine Editing II 3 cr.

Direct the *Northern Flight Literary and Fine Arts Magazine* staff. Senior editors set the tone for the magazine and have responsibility for all aspects of the magazine's production up to the design and layout phase: staff assignments, creating meeting agendas, conducting staff meetings, editorial selection, editing duties, publicity, and organizing and maintaining files. Senior editors are selected by the instructor. **Prerequisites:** ENL 201, ENL 202. Three lecture.

ENL 204 • Literary Magazine Editing III 3 cr.

Direct the *Northern Flight Literary and Fine Arts Magazine* staff. Senior editors set the tone for the magazine and have responsibility for all aspects of the magazine's production: staff assignments, creating meeting agendas, conducting staff meetings, editorial selection, editing duties, publicity, organizing and maintaining files, overseeing all stages of the design and layout of the magazine, and making final printing arrangements. Senior editors are selected by the instructor. **Prerequisites:** ENL 201, ENL 202, ENL 203. Three lecture.

ENL 210 • Screenplay Writing 3 cr.

Students study the history, form, format and style of the screenplay genre; observe film clips; read screenplay models and movie reviews; write a movie review; and write a treatment and first act of an original screenplay script. As a final project, students read and/or direct their scripts. Three lecture.

ENL 220 • World Literature I 3 cr.

A survey of influential and widely known literature of the Western world through the Renaissance. **Prerequisite:** Satisfactory placement. Three lecture.

ENL 221 • World Literature II 3 cr.

A survey of literature of the Western world from the Renaissance to the 20th century. **Prerequisite:** Satisfactory placement. Three lecture.

ENL 224 • English Literature I 3 cr.

A survey of significant writers, works and developments in English literature from the Middle Ages through the Restoration and 18th century. Meets the common program requirements for English or humanities majors. **Prerequisite:** Satisfactory placement. Three lecture.

ENL 225 • English Literature II 3 cr.

A survey of the significant writers, works and developments in English literature from the Romantic Movement to the Modern/Post-Modern period. Meets the common program requirements for English or humanities majors. **Prerequisite:** Satisfactory placement. Three lecture.

ENL 230 • American Literature I 3 cr.

A survey of selected readings in American literature from the colonial period to 1865. **Prerequisite:** 'C' or better in ENL 101 or instructor permission. Three lecture.

ENL 231 • American Literature II 3 cr.

A survey of readings in American literature from 1865 to the present. **Prerequisite:** 'C' or better in ENL 101 or instructor permission. Three lecture.

ENL 233 • Literature of the Southwest 3 cr.

A survey of writers of the American Southwest, emphasizing Anglo, Native American and Mexican-American writers. **Prerequisite:** Satisfactory placement. Three lecture.

ENL 234 • Native-American Literature 3 cr.

Native-American literature, including traditional oral literature, as well as related problems and perspectives of understanding contemporary Native-American writing. **Prerequisite:** Satisfactory placement. Three lecture.

ENL 236 • Creative Writing I 3 cr.

Elements of fiction, poetry, literary nonfiction and drama. Students are required to create and submit individually designed projects according to his/her specific writing interests. **Prerequisite:** ENL 101. Three lecture.

ENL 237 • Creative Writing II 3 cr.

Extended practice in the art of writing fiction, poetry, literary nonfiction and drama. Emphasis on creative, individual expression and critical rewriting. **Prerequisite:** ENL 236. Three lecture.

ENL 240 • Learning Through Classroom Discussion 1 cr.

Part 1 of three one-credit courses presenting strategies for cultivating classroom discussion. Tailored to grade level in four modules (grades 1-3, 4-6, 7-10, 11-15). Qualifies as credit for teachers and teacher aides seeking recertification. One lecture.

ENL 291 • Children's Literature 3 cr.

Review of children's literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Elementary curriculum supported and developed through literature. **Prerequisites:** ENL 101 and ENL 102. Three lecture.

Fire Science (FRS)**FRS 100 • Fire Service Orientation and Terminology** 2 cr.

History, traditions, terminology, organization and operation of the fire service for new firefighters. Two lecture.

FRS 102 • Fire Service First Responder 2 cr.

Knowledge and skills necessary to provide emergency care to trauma and medical victims and to assist EMS providers. Course follows First Responder: National Standard Curriculum, 1995, U.S. Dept. of Transportation, National Highway Traffic and Safety Administration. One and one-half lecture, one and one-half lab.

FRS 104 • Firefighter I and II 10 cr.

Beginning firefighting skills and information for the new fire department recruit or individual seeking to enter the fire service workforce. Instruction provided follows NFPA Standard 1001 and the Arizona State Fire Marshal's Office requirements to become eligible for Firefighter I and II certification. **Prerequisite:** An approved agency sponsorship is required; **co-requisite:** FRS 110. Seven lecture; three lab.

FRS 106 • Firefighter Health and Safety 2 cr.

A comprehensive survey of regulations and standards governing firefighter and emergency medical services occupational safety and health. Two lecture.

FRS 109 • Hazardous Materials Awareness 0.5 cr.

Identifies hazardous materials and the roles of various agencies at the scene of a hazardous materials incident. Instruction provided in recognition and identification, safety consideration, capabilities and limitations, and pre-emergency planning. One-half lecture.

FRS 110 • Hazardous Materials for First Responder 2 cr.

Basic information and skills needed for appropriate response to hazardous materials emergencies. Follows state and national standards for the response, identification, safety and containment of a hazardous materials incident. Two lecture.

FRS 112 • Managing Company Tactical Operations 2 cr.

Instruction for the fire officer, or prospective fire officer, in developing strategies for managing individual fires and emergencies. Two lecture.

FRS 113 • Confined Space I 1 cr.

Training for personnel who may perform work in a confined space and for those who supervised such personnel. 16 contact hours.

FRS 115 • Principles of Fire Prevention 3 cr.

Overview of the history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use of fire codes for identification and correction of fire hazards; relationship of fire prevention to built-in fire protection systems; importance of fire investigation and fire safety education. Prepares student for NFPA Fire Protection Specialist exam. Three lecture.

FRS 116 • Introduction to Respiratory Protection for the Fire Service 2 cr.

Information and skills necessary for the operational level of fire department personnel in the use, care, cleaning, storage and maintenance of respiratory protection equipment. Two lecture.

FRS 117 • Introduction to Forcible Entry Tools 1 cr.

Identification and proper use of forcible entry tools for the new firefighter or fire recruit. One lecture.

FRS 118 • Introduction to Fire Hose, Streams and Nozzles 2 cr.

Safe and proper use of fire hose, streams and nozzles for the new firefighter or fire recruit. Two lecture.

FRS 119 • Introduction to Fire Pumps and Apparatus 2 cr.

Fire pump operation and fire apparatus for the new firefighter or fire recruit. Two lecture.

FRS 120 • Emergency Vehicle Driving 1 cr.

Legal responsibilities, physical factors and general problems facing operators of emergency vehicles. Includes training in an emergency response vehicle. One-half lecture, one-half lab.

FRS 121 • Emergency Stabilization and Extraction 1 cr.

Instruction and practice to develop skills in emergency patient management and rescue from a variety of vehicles. One lab, one-half lecture.

FRS 122 • Fire Service Ventilation and Services 2 cr.

Proper ventilation techniques and safe ladder operations for the new firefighter or fire recruit. Two lecture.

FRS 123 • Introduction to Extinguishers and Foam Suppression 1 cr.

Proper use of fire extinguishers and foam suppression for the new firefighter or fire recruit. One lecture.

FRS 124 • Introduction to Fire Service Ropes and Knots 1 cr.

Familiarization and proficiency in using ropes and knots in use in the fire service for the new firefighter or fire recruit. One lecture.

FRS 125 • Introduction to Water Supply and Hydrant Testing 2 cr.

Familiarization with fire service water supply, hydrant inspection and testing for the entry-level firefighter or fire recruit. Two lecture.

FRS 126 • Rope Rescue I 1 cr.

Foundational class in techniques and concepts in fire service rope rescue. One lecture.

FRS 127 • Rope Rescue II 1 cr.

Hands-on class covering basic and advanced skills in technical litter evacuations in vertical environments. One lecture.

FRS 128 • Rope Rescue III 1 cr.

Hands-on class focusing on teamwork, rescue leadership and application of all rope rescue skills in real-life exercises. One lecture.

FRS 129 • Firefighter Fitness and Conditioning 2 cr.

Overview of physical fitness and conditioning requirements for current and prospective firefighters including conditioning techniques. Major components include fitness and workout techniques applied to performance of specific simulated firefighting tasks, individual conditioning strategies, nutritional guidelines and mental well-being. Two lecture.

FRS 130 • The Incident Command System 1 cr.

Course designed to meet the needs of fire officers and managers with responsibility to use, deploy, implement and/or function within a department incident command system. One lecture.

FRS 131 • Vehicle Firefighting 1 cr.

Strategies and tactics to reduce risk to emergency response personnel during vehicle fire suppression. One lecture.

FRS 133 • Introduction to Fire Behavior and Detection 1 cr.

Current systems on fire detection and behavior used in the fire service. One lecture.

FRS 134 • Rapid Intervention Crew 1 cr.

Information and skills for fire officers and fire fighters to perform as rapid intervention crew. One lecture.

FRS 136 • Fire Service Pumping Apparatus Equipment and Hydraulics 3 cr.

Foundational knowledge necessary to understanding principles of water use in fire apparatus and the application of hydraulic principles to fire ground operations. Designed to meet the professional NFPA 1002 qualifications for Fire Service Apparatus Driver/Operator. Three lecture

FRS 137 • Strategies and Tactics 3 cr.

Provides the principles of fire ground control through the utilization of personnel, equipment and extinguishing agents. **Prerequisites:** FRS 104 or instructor permission. Three lecture.

FRS 141 • Fire Service Communication 3 cr.

Application of written and oral communication in the fire service. Students write incident reports, daily logs, and investigation and personnel documents. Training uses National Fire Academy's four steps: Preparation, Presentation, Application and Testing based on the NFPA 1041 Fire and Emergency Services Instructor I. **Prerequisite:** Satisfactory placement. Three lecture.

FRS 150 • Wildland Firefighter 2 cr.

Students acquire entry-level skills for wildland firefighter positions. Includes hands-on instruction to utilize tools and equipment for the wildland firefighter. Students also acquire knowledge of wildland fire behavior, safety procedures and tactics. Two lecture.

FRS 207 • Building Construction for the Fire Service 3 cr.

Components of building construction that relate to fire and life safety with focus on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations and operating at emergencies. **Prerequisite:** FRS 104 or instructor permission. Three lecture.

FRS 210 • Incident Safety Officer 3 cr.

Knowledge and skills required by the Incident Safety Officer (ISO) during emergency incident operations and training exercises. Based on the National Fire Protection Standard (NFPA) 1521. Prepares students for Fire Department Safety Officers Association national certification test leading to National Fire Academy certification. **Prerequisites:** FRS 104 and FRS 137, or instructor permission. Three lecture.

FRS 211 • Leadership I 1 cr.

Principles of decision-making, problem analysis, problem solving, and meeting planning and facilitation for mid-level managers and company officers in the fire service. **Prerequisite:** FRS 104. One lecture.

FRS 212 • Leadership II 1 cr.

Overview of managing the multiple roles of a mid-level manager and company officer. Covers effective personal leadership in the fire service; fostering creativity and innovation; developing personal influence; establishing, modeling and influencing ethical behavior. **Prerequisite:** FRS 104. One lecture.

FRS 213 • Leadership III 1 cr.

Study of leadership behaviors and styles, effective delegation and coaching techniques for mid-level managers and company officers. Covers assessing developmental level of employees, principles of discipline to address employee behavior, positive discipline and consistent and ethical application of progressive discipline. **Prerequisite:** FRS 104. One lecture.

FRS 216 • Fire Officer I 3 cr.

Instruction for fire service members in assigning responsibilities, coordinating tasks, initiating and executing action plans, developing and implementing policy changes, developing post-incident analyses and performing accident investigations. Based on National Fire Protection Association standard 1021 for Fire Officer I. **Prerequisite:** FRS 104 or instructor permission. Three lecture.

FRS 217 • Fire Officer II 3 cr.

Application of management skills in the fire service setting. Covers evaluating job performance; creating professional development plans; applying human resource management principles; developing policies, procedures and budgets; applying standard purchasing procedures; producing reports and planning for organizational change. Meets NFPA standard 1021 for Fire Officer Professional Qualifications for Fire Officer II. **Prerequisites:** FRS 104 and FRS 216 or instructor permission. Three lecture.

French (FRE)**FRE 100 • Beginning French Conversation** 3 cr.

Introduction to French through emphasis on phonology, basic structures and vocabulary manipulation. Three lecture.

FRE 101 • Elementary French I 4 cr.
SUN# FRE 1101

Focus on speaking and understanding French through an audio-aural approach comprised of dialogues, pattern drills, grammar and situation. Reading and writing skills are introduced. **Prerequisite:** Satisfactory placement. Four lecture.

FRE 102 • Elementary French II 4 cr.

Continuation of FRE 101. Emphasis continues on the four basic skills of hearing, speaking, reading and writing. Augmented basic vocabulary, new grammatical structures and increased focus on culture. **Prerequisite:** FRE 101. Four lecture.

Geography (GEO)

GEO 110 • World Regional Geography 3 cr.

Basic physical, cultural and economic elements and their integration in a world and regional basis. **Prerequisite:** Satisfactory placement. Three lecture.

GEO 111 • Physical Geography 4 cr.

Study of the Earth's formative processes, including atmospheric, hydrologic, volcanic and glacial. The effects of the Earth's formative processes on the landscape, climate, vegetation and soils are examined as are the impact of human activity on these processes. **Prerequisite:** Satisfactory placement. Three lecture; three lab.

GEO 120 • Human Geography 3 cr.

Systematic study of human use of the earth; including spatial organization of economic, social, political and perceptual environments. **Prerequisite:** Satisfactory placement or instructor permission. Three lecture.

Geology (GLG)

GLG 101 • Introduction to Geology I Physical Geology 4 cr. SUN# GLG 1101

Physical geologic concepts and principles pertaining to Earth's structure, composition and changes. **Prerequisite:** Satisfactory Placement. Three lecture; three lab.

GLG 102 • Introduction to Geology II Historical Geology 4 cr.

Historical geologic concepts and principles pertaining to Earth's origin and development. **Prerequisite:** GLG 101. Three lecture; three lab.

German (GER)

GER 100 • Beginning German Conversation 3 cr.

Introduction concentrating on phonology, vocabulary, basic patterns and structure drills that prepare the way for rapid acquisition of conversational German and for German 101. Three lecture.

GER 101 • Elementary German I 4 cr. SUN# GER 1101

Systematic approach to develop the skills of comprehension, speaking, reading and writing. Fundamentals of grammar, basic vocabulary and conversation. **Prerequisite:** Satisfactory placement. Four lecture.

GER 102 • Elementary German II 4 cr. SUN# GER 1102

Emphasis continues on the four basic skills introduced in German 101: comprehension, speaking, reading and writing. Augmented basic vocabulary, new grammatical structures, more conversation and increased focus on culture. **Prerequisite:** GER 101. Four lecture.

Health and Physical Education (HPE)

HPE 096A Fitness Ball Workout 1 cr.

Workout that engages core muscles; improves overall balance, control and strength; and targets legs, inner thighs, arms, abs and buttocks. Two lab.

HPE 096B • Flexercise I 0.5 cr.

Designed for students to gain or maintain flexibility through stretching and flexibility exercises. Exercises will teach students breathing technique, help reduce stress, release toxins in the body and regain energy. One lab.

HPE 097A • Beginning Hula Dance 0.5 cr.

Hand and body movements of traditional hula dance will be discussed and performed. One lab.

HPE 097B • Intermediate Hula Dance 0.5 cr.

Continue to learn hula dancing, including 10 to 15 dances and instruments (*kalasu, puili, ili ili* and coconuts). In addition, learn the basics of other Polynesian dances, including Tahitian, Samoan and Maori, including lyrics and interpretations of each. **Prerequisite:** HPE 097A or instructor permission. One lab.

HPE 097C • Advanced Mexican Folkloric Dance 1 cr.

Advanced course working on all the basics taught in beginning and intermediate classes. The *zapateados* will be more intricate and difficult, the rhythms more challenging. Particular dances presented will vary from semester to semester depending on the number of veteran dancers. Student is responsible for proper attitude, attendance at rehearsals and participation in performances. **Prerequisite:** instructor permission. Two lab.

HPE 097E • Beginning Belly Dance 1 cr.

Students increase stamina, fluid movement, and learn to accompany themselves with finger cymbals while performing choreographed free-style dance movements. Techniques will be taught by demonstration and video. Two lab.

HPE 097F • Intermediate Belly Dance 1 cr.

Students increase stamina, fluid movement and learn to accompany themselves with finger cymbals while performing more complex choreographed free-style dance movements. Techniques taught by demonstration and video. **Prerequisite:** HPE 097E or instructor permission. Two lab.

<p>HPE 097G • Western Line Dance 0.5 cr. Covers old and new line dances; all steps choreographed to individual songs. One lab.</p>	<p>HPE 106 • Aerobics 1 cr. Aerobics is a series of progressive conditioning exercises performed to music. Exercises are based upon the four components of fitness: flexibility, muscular strength and endurance, body composition and cardiovascular endurance. Classes are designed to satisfy the conditioning requirements of men and women of all ages. Two lab.</p>	<p>HPE 126 • Fitness Swimming 1 cr. Progressive swim for fitness program with workouts gradually increasing from 100 yards to two miles; fundamental and advanced techniques, plus dives, in-water starts and turns. Personal safety and rescue skills are included. Must be able to swim 25 yards, front crawl. Two lab.</p>
<p>HPE 097H • Beginning Progressive Two-Step Swing 0.5 cr. Introduction to two-step swing. Includes overview of two-step techniques, beginning level patterns, moves and terms. Also covers dance floor etiquette and correct dance posture. One lab.</p>	<p>HPE 110 • Beginning Weight Training 1 cr. Designed to supplement an aerobic cardiovascular training program. Includes basic anatomy and exercise physiology, muscle groups and the appropriate exercises for each. Also includes weight training principles, systems and safety. Two lab.</p>	<p>HPE 127 • Aqua Fit 1 cr. Recreational, nonclinical, warm water activity program approved by the Arthritis Foundation. Exercises designed to decrease pain and stiffness, improve joint flexibility, reduce muscle weakness, and improve balance and coordination. Swimming ability not necessary to participate. Two lab.</p>
<p>HPE 097I • Intermediate Progressive Two-Step Swing 0.5 cr. Continuation of Beginning Progressive Two-Step Swing using faster music and more intricate patterns and moves. Includes overview of intermediate two-step techniques, moves and terms. One lab.</p>	<p>HPE 111 • Advanced Weight Training 1 cr. Designed to supplement an aerobic cardiovascular training program. Includes basic anatomy and exercise physiology, muscle groups, and appropriate exercises for each. Also includes advanced use of the machines and free-weights. Body building techniques are presented, if requested. Two lab.</p>	<p>HPE 128 • Aquatic Calisthenics 1 cr. A program of basic exercise utilizing a water environment for improvement of general muscle tone, strength and flexibility; also includes fundamentals of basic rescue and water safety. Two lab.</p>
<p>HPE 098A • Yoga Overview 0.5 cr. Series of stretching and breathing exercises designed to increase flexibility and strength to create better concentration and to promote feelings of relaxation, emotional strength and a sense of centeredness and awareness. One lab.</p>	<p>HPE 115 • Golf 1 cr. Principles of the game: safety, approach shots, full strokes, putting, special shots, rules and strategy for beginning and intermediate golfers. For non-beginners, the course provides an opportunity to review fundamentals and practice those aspects of the game that are more difficult. (<i>A special greens fee must be paid at the beginning of each class.</i>) One lecture; one lab.</p>	<p>HPE 136 • Karate I 1 cr. Introduction to the basic skills of the martial art of Karate, its philosophy and history. Includes simple self-defense techniques and mental discipline. Prerequisite: Signed waiver of responsibility. Two lab.</p>
<p>HPE 101A • Yoga for Relaxation 1 cr. Focus on combination of breathing, concentration and physical movements. Routines followed by five to 10 minutes of relaxation techniques. Two lab.</p>	<p>HPE 124 • Beginning Swimming 1 cr. Focus on swimming fundamentals. Emphasizes orientation to the aquatic environment and basic swimming skills. Personal safety and rescue skills are included to help participants meet safety goals. Provides instruction in developing physical fitness through swimming. Two lab.</p>	<p>HPE 137 • Karate II 1 cr. The basic skills of <i>Tae Kwon-Do</i> and/or <i>Shonto Kan</i> and the history and philosophy of Karate. Includes physical and mental conditioning techniques and advanced Karate skills. Prerequisites: HPE 136 and signed waiver of responsibility. Two lab.</p>
<p>HPE 101B • Beginning Yoga 1 cr. Basic Yoga poses, breathing techniques, principles of relaxation and body awareness. Designed to increase flexibility and strength, create better concentration, and promote feelings of relaxation. Two lab.</p>		<p>HPE 150 • Physical Fitness I 1 cr. A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic and physical endurance activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program. Two lab.</p>
<p>HPE 101C • Intermediate Yoga 1 cr. Students build on skills learned in beginning yoga, refining postures, breathing and meditation. <i>Pranayama</i> techniques and intermediate level <i>asanas</i> are introduced. Discussion of yoga philosophy will be interwoven with physical practice. Prerequisite: HPE 101B or instructor permission. Two lab.</p>		

HPE 151 • Physical Fitness II 1 cr.

A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic and physical endurance activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program. Two lab.

HPE 152 • Physical Fitness III 1 cr.

A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic and physical endurance activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program. Two lab.

HPE 153 • Physical Fitness IV 1 cr.

A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic and physical endurance activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program. Two lab.

HPE 154 • Physical Fitness V 1 cr.

A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic and physical endurance activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program. Two lab.

HPE 155 • Physical Fitness VI 1 cr.

A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic and physical endurance activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program. Two lab.

HPE 161 • Land Navigation and Wilderness Survival 2 cr.

Instruction in the basic skills necessary to survive in a wilderness environment. Wilderness travel and recreation experiences are provided. One lecture; two lab.

HPE 192 • Square Dance 1 cr.

Instruction and participation in a variety of North American square and round dances. Two lab.

HPE 218 • Personal Health 3 cr.

Emphasizes total wellness, preventive medicine and individual responsibility. Students learn to assess their current health practices, strengthen those that are positive and replace those that are negative. Three lecture.

HPE 232 • Water Safety I Instructor 3 cr.

Course begins with a review and retest of all the advanced lifesaving skills. Students are taught (a) to recognize and avoid hazardous water conditions and practices, (b) to use self-rescue skills to get out of dangerous situations, and (c) to develop skills in rescuing or assisting persons in danger of drowning. **Prerequisites:** 17 or older; ARC Advanced Lifesaving Certificate and ARC Swimmer's Certificate; or the ability to perform all the required Swimmer Skills. One lecture; four lab.

Health Sciences (HES)**HES 102 • Health Career Occupations** 3 cr.

Geared toward helping student interested in a health care career discover types of career opportunities available. Fosters the development of critical thinking skills using problem solving models. Topics include health care today and National Healthcare Skills Standards. Three lecture.

HES 106 • Introduction to Community Health Work 3 cr.

Prepares community advisers to provide outreach health prevention, advocacy, education and referral services within prescribed neighborhood. Competencies taught include community health and human services, capacity building, cultural mediation, health education assessment and teaching. **Prerequisite:** Admission to Community Health Advisory Program. Three lecture.

HES 108 • Community Health Work Field Work 6 cr.

Community health adviser skills are practiced and evaluated in community-based health and human service agencies/settings. Students complete 320 clock hours of direct service scheduled in an eight-week block at 40 hours per week or 16 weeks at 20 hours per week. **Prerequisite:** HES 106. One lecture, 20 lab.

HES 109 • Phlebotomy 4 cr.

Theory and practice of phlebotomy and specimen processing with practicum. **Prerequisite:** EMT 104. Three lecture; three lab.

HES 120 Law and Ethics of the Health Care Professional 3 cr.

Overview of medical law and ethics relevant to the health care professional, including patient consents, invasion of privacy, malpractice, government regulations, confidentiality and the environment of health care institutions. Three lecture.

HES 145 • Nutrition 3 cr.

Essential nutrients and their relationship to health and the body's use of those nutrients. Includes studies of therapeutic diets and medical conditions for which they are prescribed. Discusses dietary guidelines and federal Recommended Dietary Allowance (RDA) in effective meal planning and nutritional evaluation. Three lecture.

HES 170 • Medical Terminology 3 cr.

Basic review of word roots, combining forms, prefixes and suffixes needed for building an effective verbal and written biomedical vocabulary. Three lecture.

HES 180 • Basic Pharmacology 3 cr.

Body systems approach focusing on drug classifications. Includes basic math review, dosage calculations and medication administration methods. **Prerequisite:** MAT 103 or MAT 109, or any math course for which MAT 109 is a prerequisite, or instructor permission. Three lecture.

Heavy Equipment Operations (HQO)

HQO 108 • NCCER Core Curriculum Review 4 cr.

Review of basic safety, mathematics and power tools. Introduction to blueprints, basic rigging, communication and employability skills. Two lecture; four lab.

HQO 109 • Basic Operation Techniques/Tractors 3 cr.

Basic instruction for safe operations and preventative maintenance on each type of equipment; including proper mounting, startup procedures, and basic movements of the machine and its attachments. Also covers operation of utility tractors and heavy-duty articulated tractors. Two lecture; two lab.

HQO 111 • Orientation to Trade – Heavy Equipment Safety, Identification of Equipment 3 cr.

Introduces basic machine operations for construction, transport, materials, handling and other heavy equipment. Provides student with correct theory, safety and operations activities for proficiency with various types of equipment. Three lecture.

HQO 113 • Grades Part I 2 cr.

Introduction to the concepts of elevations and grading, the use and interpretation of grade stakes, and basic process of grading construction sites, distance measuring, and finish grades. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Two lecture.

HQO 119 • Introduction to Earthmoving and Trucks 3 cr.

Summarizes the earthmoving process, including the heavy equipment operator's role in ensuring an efficient and profitable operation. Covers the use of dozers, scrapers, loaders, excavators, and trucks in the earthmoving process and detailed operation of on- and off-road dump trucks. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Two lecture; two lab.

HQO 121 • Rollers and Scrapers 3 cr.

Covers operations of various machines used to compact soil, as well as soil classification and compaction. Also the duties and responsibilities of operators, safety rules, and preventative maintenance of both the scraper and the roller. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Two lecture; two lab.

HQO 122 • Loaders and Forklifts 3 cr.

Covers the various uses of loaders and forklifts, as well as operator maintenance and safety. Operating procedures for loaders include loading, grading and excavation; lifting, transporting, and placing various types of loads for forklifts. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Two lecture; two lab.

HQO 123 • Excavation Mathematics and MSHA Training 3 cr.

Covers formulas and methods used to compute cut and fill requirements on a job, illustrates techniques used to quickly estimate excavations and provides a brief overview of software used to compute excavation requirements. MSHA: New Miner Training taught by Arizona Mine and Safety; includes first-aid training and MSHA certification. **Prerequisite:** ASSET numerical score of 34 or COMPASS pre-algebra score of 35 or instructor permission, or TLC 092 or MAT 100. Three lecture.

HQO 210 • Grades Part II and Civil Blueprint Reading 4 cr.

Grades Part I course information is used to teach proper methods for setting grades, interpreting grade stakes, and reading site plans to ensure earthmoving work meets specifications. Civil blueprint reading section explains how to read site plans to obtain cut and fill information. Also identifies safety and legal issues for heavy equipment operators such as underground utilities and property lines. **Prerequisite:** HQO 113; **co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Four lecture.

HQO 211 • Backhoes and Dozers 4 cr.

Daily inspections, safety, application, attachments, operating controls, maintenance requirements, transporting procedures, and operating methods for dozers and backhoes. Dozer section covers clearing, backfilling, stockpiling and demolition. The backhoe section covers trenching, loading, demolition, backfilling, laying pipe and excavation of foundations. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Two lecture; four lab.

HQO 212 • Introduction to Crew Leader and Excavators 4 cr.

Covers basic project planning, scheduling techniques, coordination and communication of work assignments from heavy equipment to other trades and crafts, as well as project set up and material purchasing requirements. Daily inspections, safety, application, attachments, operating controls, maintenance requirements, transporting procedures and operating methods for excavators. Emphasizes safe operations of the equipment. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Two lecture; four lab.

HQO 230 • Motor Graders 4 cr.

Daily inspections, safety, application, attachments, operating controls, maintenance requirements, transporting procedures, and operating methods for motor graders. Emphasizes safe operations of the equipment. **Co-requisites:** HQO 108, HQO 109 and HQO111 or instructor permission. Two lecture; four lab.

HQO 231 • Advanced Operational Tech and MSHA Annual Refresher 3 cr.

Advanced topics for equipment operators, including safety, controlling and working around water, calculating operation costs, and laying pipe. Safety meetings, reporting, inspections, investigations, and hazardous material requirements, as well as the use, calibration and maintenance of laser instruments. MSHA: Annual Refresher Training taught by Arizona Mine and Safety; includes first-aid training and MSHA re-certification. **Prerequisite:** HQO 123 or instructor permission; **co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Three lecture.

HQO 232 • Finishing and Grading and Soils 3 cr.

Various types of heavy equipment to finish and trim grades and slopes of pads, ditches and other structures; specification and procedures for checking the final grade; how shrink and swell factors affect equipment selection and performance. Also, soils classification systems and techniques for working with various soil types. **Prerequisites:** HQO 113 and HQO 123; **co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. Three lecture.

HQO 233 • Cranes and Rigging 2 cr.

Daily inspections, safety, application, attachments, operating controls, maintenance requirements, transporting procedures, and operating methods for cranes; emphasizing safe operations of the equipment. Also, diverse types of rigging and their uses. **Co-requisites:** HQO 108, HQO 109 and HQO 111 or instructor permission. One lecture; two lab.

HQO 240 • Advanced Loader Operation 2 cr.

Focuses on performance and skill improvement using a loader. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 241 • Advanced Dump Truck Operation 2 cr.

Focuses on performance and skill improvement using a dump truck. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 242 • Advanced Scraper Operation 2 cr.

Focuses on performance and skill improvement using a scraper. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 243 • Advanced Backhoe Operation 2 cr.

Focuses on performance and skill improvement using a backhoe. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 244 • Advanced Excavator Operation 2 cr.

Focuses on performance and skill improvement using an excavator. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 245 • Advanced Forklift Operation 2 cr.

Focuses on performance and skill improvement using a forklift. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 246 • Advanced Dozer Operation 2 cr.

Focuses on performance and skill improvement using a dozer. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 247 • Advanced Motor Grader Operation 2 cr.

Focuses on performance and skill improvement using a motor grader. **Prerequisite:** instructor permission. One lecture; four lab.

HQO 248 • General Maintenance 2 cr.

Focuses on basic maintenance of heavy equipment. **Prerequisite:** instructor permission. One lecture; two lab.

History (HIS)

HIS 105 • U.S. History to 1877 3 cr.

Survey of the history of the United States from its beginning through the Civil War and Reconstruction. **Prerequisite:** Satisfactory placement. Three lecture.

HIS 106 • U.S. History since 1877 3 cr.

Survey of the history of the United States from the post-Civil War Reconstruction period to the present. **Prerequisite:** Satisfactory placement. Three lecture.

HIS 110 • Southwestern History 3 cr.

In-depth look at the history of the Southwest region of the United States from its prehistory to the present. **Prerequisite:** Satisfactory placement. Three lecture.

HIS 115 • Navajo History 3 cr.

Examines Diné history beginning with anthropological theories about prehistoric migrations to and acculturation in the Southwest, later European contact, and ending with current events. Includes an overview of legal, judicial, and governmental issues and interrelationships. Three lecture.

HIS 155 • Western Civilization to 1700 3 cr.

Traces origin and development of Western man and his institutions from the Ancient World through the Age of Enlightenment. **Prerequisite:** Satisfactory placement. Three lecture.

HIS 156 • Western Civilization since 1700 3 cr.

Traces the origin and development of Western man and his institutions and ideas from the French Revolution to the present. **Prerequisite:** Satisfactory placement. Three lecture.

HIS 160 • Historical Genealogy 3 cr.

Introduction to that branch of history involving the study of family relationships. Acquaints participants with the fundamentals necessary to solve a genealogical problem. Two lecture; two lab.

Home Crafts and Technology (HCT)

HCT 096A • Stained Glass 1.5 cr.

Copper foil technique used to create colorful pieces of art. Advanced students are exposed to creative techniques with glass, pattern-making, working with lead came, or mosaic making, according to their interest. Three lab.

HCT 097A • Navajo Rug Weaving 1 cr.

Introduction to materials and techniques of Navajo rug weaving; emphasis on the individuality of creating and designing a Navajo rug. Yarn will be substituted for wool. Two lab.

HCT 097B • Beginning Weaving 0.5 cr.

Operating principles of a four-harness loom, the warping process and a variety of weave structures. Students weave a sampler, illustrating a few of the many possible weave structures. One lab.

HCT 098A • Beginning Strip Quilting 1.5 cr.

Students learn the basics of strip piecing by completing eight projects designed to teach quick and easy piecing methods including half-square triangles, right and left three-part squares, four-part squares, Flying Geese, simple appliqué and Y-seams, and many other short cuts, formulas, and techniques. Three lab.

HCT 098B • Intermediate Strip Quilting 1.5 cr.

Students review basics of strip piecing and are introduced to curved piecing as well as learning to select a traditional pattern and develop an alternative design from the pattern to share with class. Students also learn foundation piecing, interfacing appliqué, and how to do machine binding with mitered corner. Three lab.

HCT 098C • Advanced Strip Quilting 1.5 cr.

Students learn to draft and design their own patterns, make templates and complete intricate designs, including how to mathematically adjust pattern size. Students do a class presentation of a pattern they have designed. Three lab.

HCT 098D • Advanced Quilt Studio 1.5 cr.

Students work on projects of their choice; receive ideas for projects, planning assistance, and help with problems related to quilting. Students are encouraged to bring projects they are working on to class. Three lab.

Honors Colloquia (HON)

HON 101 • Honors Colloquium I 1 cr.**HON 102 • Honors Colloquium II** 1 cr.**HON 201 • Honors Colloquium III** 1 cr.**HON 202 • Honors Colloquium IV** 1 cr.

The NPC President's Scholars Program is designed to provide advancement in scholarship by fostering in-depth reading, writing and discussion of ideas representative of various disciplines. The program also provides enrichment activities tailored to enhance the learning process. Additionally, the scholars program offers a series of specially designed courses for transfer and two-year students. (**Enrollment restricted to NPC President's Scholars.**)

Human Development (HDE)

HDE 100 • Career Awareness and Exploration 3 cr.

Students are introduced to Northland Pioneer College academic requirements, develop career and educational plans, and participate in a variety of individual activities, which will involve decision-making, value clarification, and career information research. Standardized tests are administered to help students determine occupational interests, aptitudes and personalities. Résumé development, interviewing and job seeking skills are emphasized. Three lecture.

HDE 105 • Success Strategies for College 3 cr.

Structured, yet highly individualized class geared toward meeting the needs of each student. Students learn to access a multitude of resources; gain guidance and support from faculty members and peers to fully develop academic and life skills; and to promote the development of learning, understanding, perseverance and critical thinking skills that lead to college success. Three lecture.

Human Services (HUS)

HUS 110 • Introduction to Social Work

3 cr.

Social work as a profession and social welfare as an institution. Emphasize historical development of the field, fundamental social work principles and philosophy. Provides students with a beginning understanding of social work practice methods for delivery of services to people with various problems in living. Introduces the client intake and interview process. Three lecture.

HUS 111 • Foundations of Chemical Dependency

3 cr.

Introduction to the foundations of the alcohol and drug-abuse rehabilitation field. Emphasis on the roles and responsibilities of the addiction paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work is stressed. Three lecture.

HUS 112 • Biosystems/ Pharmacology of Chemical Dependency

3 cr.

Exploration of the physiological effects of chemical use on human biological systems and human development. Emphasizes human anatomy and physiology, and the identification and management of chemically induced crisis situations. Three lecture.

HUS 120 • Introduction to Helping Skills

3 cr.

Methods of interviewing, interactive communication, taking and writing case histories. Skill development through role playing. Three lecture.

HUS 130 • Interpersonal Communications

2 cr.

Interpersonal communication skills as they are used in one-on-one situations. The skills are taught through a series of role-playing exercises. Two lecture.

HUS 140 • Group Dynamics

3 cr.

Examination of small group and group dynamics in theory and practice through group discussion, role-play and socio-drama. Three lecture.

HUS 150 • Intervention in Domestic Violence

1 cr.

Psychology and dynamics of domestic violence. Students are assisted with forming an intervention style, which promotes conflict resolution, advocacy and client support. One lecture.

HUS 160 • Drug Abuse in Our Society

3 cr.

History, pharmacology, and the psychological and social effects of the common chemical substances being abused in the United States. Three lecture.

HUS 180 • Cross Cultural Helping Skills

2 cr.

Introduction to social values of cultures emphasizing cross-cultural communication. Includes understanding of and skills to work with persons from other cultures. Two lecture.

HUS 185 • Codependency

3 cr.

Covers codependency – the situation where someone is so dependent on another person(s) that his or her own needs are not met. The recovery and relapse processes, as well as treatment issues are discussed. Three lecture.

HUS 210 • Family Dynamics and Chemical Dependency

3 cr.

Analysis of the impact of addictions on all members of a family. Interviewing assessment and therapeutic approaches particularly useful for these family members are presented. Three lecture.

HUS 211 • Recovery and Relapse

2 cr.

Review of the bio-psychosocial processes of recovery and relapse in chemical dependency. Exploration of the factors that both contribute to and inhibit recovery and relapse. Two lecture.

HUS 212 • Case Report Writing

1 cr.

Terminology, technical forms and techniques of observation necessary to maintain records in community agencies. One lecture.

HUS 215 • Professional Ethics and Counseling

1 cr.

Exploration of topics relative to the professional and ethical development of the chemical dependency counselor, including manpower utilization, professionalism and the meeting of individual counselor needs within the field. One lecture.

HUS 218 • Dual Diagnosis

2 cr.

Examine dual diagnosis (mental illness and chemical dependency) from the bio-psychosocial model. Includes causes, consequences, assessment and treatment of the dually diagnosed person. Emphasizes the psycho-educational model of treatment. Two lecture.

HUS 251 • Developing a Culture of Care

2 cr.

Introduction to the development of a residential child and youth care professional based upon characteristics of shared history, common language, general knowledge of the field and competency in the field. Two lecture.

HUS 252 • Building Relationships

2 cr.

Study of relationships on two levels: assisting the residential assistant in establishing positive relationships with children and the role of the residential assistant as teacher to children. Two lecture.

HUS 253 • Teaching Discipline

2 cr.

The exploration of the relationship between unmet needs of children's behavior and the issues related to teaching discipline in residential care. Two lecture.

HUS 256 • Understanding Child Development 2 cr.

An overview of children's process of development in four aspects: physical, personality, social and cognitive. Includes problems of older children functioning at a developmental level below their age. Two lecture.

Humanities (HUM)**HUM 150 • Humanities in the Western World I** 3 cr.

A critical reading/writing/thinking-centered, integrated humanities course, emphasizing landmarks in the cultural heritage of Western civilization from classical Greece to the Renaissance. **Prerequisite:** Satisfactory placement. Three lecture.

HUM 151 • Humanities in the Western World II 3 cr.

A critical reading/writing/thinking-centered, integrated humanities course, emphasizing landmarks in the cultural heritage of Western civilization from the Renaissance to the present. **Prerequisite:** Satisfactory placement. Three lecture.

Industrial Arts (INA)**INA 105 • Woodworking I** 3 cr.

Basic materials, tools and techniques to produce wood projects. Topics include shop safety, tool certification, use and care of hand tools/portable power tools/woodworking machinery, designing and drawing wood projects, common wood identification and selection, surfacing/jointing/cross cutting/ripping lumber, dado and rabbet techniques, fasteners, clamping, gluing, joinery, assembly, surface preparation, and finishing. Two lecture; two lab.

INA 106 • Woodworking II 3 cr.

Intermediate course in materials, tools and techniques used to produce wood projects. Topics include shop safety for specialized tools, use and care of specialty woodworking hand tools/specialty portable power tools and specialty woodworking machinery, multi-view project designs and drawings, hardwood lumber grades and identification, intermediate complex joinery, special joining and shaping methods, setups, surface pre-finishing, and finishing. **Prerequisite:** INA 105. Two lecture; two lab.

INA 150 • Wood Antique Restoration I 3 cr.

The restoration of wood antiques. Topics include shop and personal safety, toxic/caustic substance precautions, project selection, wood and materials identification, hand tools, portable power tools, basic woodworking machinery, finish identification, finish removal, disassembly techniques, minor parts duplication, reassembly, finish matching, and applying new finishes. Two lecture; two lab.

INA 180 • Introduction to Upholstery 3 cr.

Basic levels of upholstery shop safety, preparation of work areas, project review, frame assembly, materials, pre-planning of projects, and pro/cons of particular materials and methods. Two lecture; two lab.

INA 181 • Upholstery Tools and Safety 3 cr.

Introduction to the machinery, hand tools, safety equipment, and shop practices and procedures used in the upholstery trade. Two lecture; two lab.

INA 182 • Measurements and Calculations for Upholsterers 3 cr.

Basic concepts of mathematics as they apply to the upholstery trade. Two lecture; two lab.

INA 183 • Upholstery Materials 3 cr.

Introduction to the materials used in furniture construction, including the integral parts of the framework, types of springs, various padding materials, different fabric types, etc. Two lecture; two lab.

INA 184 • Upholstery Sewing 3 cr.

Introduction to the basic sewing methods and equipment used in the upholstery trade. Two lecture; two lab.

INA 185 • Upholstery 3 cr.

The fundamentals of upholstering. Topics include basic tools, safety, basic materials, fabric selection, removal of old coverings, repairs, installing springs and webbing, padding and sub-covering, cutting and sewing fitted fabric, fabric installation, and slip covers. Two lecture; two lab.

INA 186 • Upholstery Projects 3 cr.

Upholstery projects of varying degrees of difficulty so students gain experience in stripping and repairing frames, removing old wood finishes and applying new ones, installing new webbing, springs and padding, as well as creating coverings and cushions. Two lecture; two lab.

INA 205 • Woodworking III 3 cr.

Forming and joining processes for wood projects. Topics include lathe safety, center to center turned pieces, faceplate turnings, advanced router applications, shaper safety, piecework production, custom moldings and trim production, parquetry and inlays, exotic wood identification and utilization, and alternate methods of finishing. **Prerequisite:** INA 106. Two lecture; two lab.

INA 206 • Woodworking IV 3 cr.

Production woodworking. Topics include project selection, production planning, replication methods for radial arm saw/table saw/band saw/lathe/shaper/portable power tools, jig design and manufacture, fixture design and manufacture, service of woodworking portable power tools and machinery, alignment techniques, shop layout for production, and finish matching and control. **Prerequisite:** INA 205. Two lecture; two lab.

INA 250 • Wood Antique Restoration II 3 cr.

The restoration of wood antiques. Topics include project selection, sequence of work, wood and materials identification and matching or alternatives, finish removal by chemical and manual methods, antique hardware, traditional joinery, traditional and modern finish selection, disassembly techniques, minor and major parts duplication, reassembly/pre-finishing techniques, and reassembly, refinishing. **Prerequisite:** INA 150. Two lecture; two lab.

INA 285 • Upholstery II 3 cr.

Upholstery techniques. Topics include safety, specialty tool use and care, standard and unusual fabrication materials, fabric selection, removal of old coverings, structural disassembly, structural repairs, fabricating replacement components, structural reassembly, modifying upholstered items, spring installation, webbing replacement, installing padding, sub-coverings, trade tricks for cutting and sewing, fabric installation, slip covers, and fine finishing details. **Prerequisite:** INA 185. Two lecture; two lab.

INA 286 • Auto and Marine Upholstery 3 cr.

Specialized course in reupholstering automotive and marine fixtures. Topics include safety, specialty tools, weather resistant materials, mechanism maintenance/repair/modifications, disassembly, removal of coverings, parts replacement and repair, spring and webbing repair and installation, padding, sub-coverings, patterns, cutting/sewing/installation of fabric, and slip cover installation. **Prerequisite:** INA 185. Two lecture; two lab.

Industrial Maintenance & Operations (IMO)

IMO 130 • Water Supply and Treatment I 6 cr.

To prepare for both Water Distribution and Water Treatment classes I and II of the state's Operator Certification License Exam. Topics include certification and legal issues, water sciences, hydraulic and mathematics, safety, maintenance, management, processes, and a specific list of other topics prioritized from recent examinations for these classes of certification. Six lecture.

IMO 131 • Water Supply and Treatment II 6 cr.

To prepare for both Water Treatment and Water Distribution class III of the state's Operator Certification License Exams. Topics of study are prioritized from recent state examinations. Six lecture.

IMO 132 • Water Supply and Treatment III 6 cr.

To prepare for both Water Treatment and Water Distribution class IV of the state's Operator Certification License Examinations. Topics of study are prioritized from recent state examinations. Six lecture.

IMO 140 • Wastewater Collection and Treatment I 6 cr.

To prepare for both Wastewater Treatment and Water Collection Systems class I and II of the state's Operator Certification License Examinations. Topics of study are prioritized from recent state examinations. Six lecture.

IMO 141 • Wastewater Collection and Treatment II 6 cr.

To prepare for both Wastewater Treatment and Water Collection Systems class III of the state's Operator Certification License Examinations. Topics are prioritized from recent state examinations. Six lecture.

IMO 142 • Wastewater Collection and Treatment III 6 cr.

To prepare for both Wastewater Treatment and Water Collection Systems class IV of the state's Operator Certification License Examinations. Topics are prioritized from recent state examinations. Six lecture.

IMO 151 • Electrical Level I 6 cr.

First course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Electricians (NCCER level one). Covers orientation of the electrical trade, electrical safety, circuits, electrical theory, introduction to the national electrical code, device boxes, hand bending, construction drawings and electrical test equipment. **Prerequisite:** IMO 201 or instructor permission. Six lecture; three lab.

IMO 152 • Electrical Level II 6 cr.

Second course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Electricians. Modules include the following: alternating current, motors, electric lighting, conduit bending, pull and junction boxes, conductor installations, cable tray, conductor terminations and splices, grounding and bonding, circuit breakers and fuses, control systems and fundamental concepts. **Prerequisite:** IMO 151. Six lecture; three lab.

IMO 153 • Electrical Level III 6 cr.

Third course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Electricians. Course covers load calculation, conductor selection and calculations, practical applications of lighting, hazardous locations, overcurrent protection, distribution equipment, transformers, commercial electrical service, motor calculations, voice, data, video and motor controls. **Prerequisite:** IMO 152 or instructor permission. Six lecture; three lab.

IMO 154 • Electrical Level IV 6 cr.

Last course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Electricians. Course covers load calculations, health care facilities, standby and emergency systems, basic electronic theory, fire alarm systems, specialty transformers, advance controls, HVAC controls, heat tracing and freeze protection, motor operation and maintenance, medium-voltage terminations/splices, special locations and introductory skills for the crew leader. **Prerequisite:** IMO 153 or instructor permission. Five lecture; four lab.

IMO 155 • Instrumentation Level I 7 cr.

First in a sequence of four courses developing a knowledge base of fundamental skills required of certified Industrial Instrumentation Technician. Covers hand tools for instrumentation, electrical safety, power tools for instrumentation, electrical systems for instrumentation, metallurgy for instrumentation, fasteners, instrumentation drawings and documents, gaskets and packing, lubricants, sealants, and cleaners, flow, pressure, level, and temperature, tubing, piping-2a and under, hoses. **Prerequisite:** IMO 201 or instructor permission. Six lecture; three lab.

IMO 156 • Instrumentation Level II 7 cr.

Second course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Instrumentation Technician. Covers: craft related mathematics; instrumentation drawings, part two; principles of welding for instrumentation; process control theory; detectors; secondary elements; transducers and transmitters; controllers; recorders and indicators; control valves; actuators and positioners; relays and timers; switches and photoelectric devices; filters; regulators and dryers; analyzers and monitors; panel-mounted instruments; installing field-mounted instruments and raceways for instrumentations. **Prerequisite:** IMO 155 or instructor permission. Seven lecture; four lab.

IMO 157 • Instrumentation Level III 7 cr.

Third course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Instrumentation Technician. Covers: instrument fitter's math; layout and installation of tubing and piping systems; receiving, inspecting, handling, and storing instruments; instrumentation electrical circuitry; grounding and shielding of instrumentation wiring; terminating conductors and preventive measures for instrumentations. **Prerequisite:** IMO 156 or instructor permission. Seven lecture; three lab.

IMO 158 • Instrumentation Level IV 7 cr.

Last course in a sequence of four developing a knowledge base of fundamental skills required of certified Industrial Instrumentation Technician. Covers digital logic circuits, instrument calibration and configuration, performing loop checks, troubleshooting and commissioning a loop, tuning loops, programmable logic controllers, distributed control systems and analyzers. **Prerequisite:** IMO 157 or instructor permission. Seven lecture; three lab.

IMO 160 • Robotics 3 cr.

Introductory course in the basic programming and operation of industrial robots. Topics include robotics vocabulary, pick and place operations, positioning by written program, writing advanced multi-position programs, incorporating sensor-relative positions, multi-positioning teaching procedures, repetitive cycle program operation, and sorting programs. Two lecture; two lab.

IMO 161 • Introduction to Computer-Aided Manufacturing 3 cr.

Introductory course in computer-aided manufacturing. Topics include Cartesian coordinate system, grid sheet drawings, CNC program authoring, Spectrum milling program, lathe grid sheet usage, G and M codes, lathe control programs, AutoSketch, Spectrum software, CNC lathe projects, CNC milling projects and CNC engraving projects. Two lecture; two lab.

IMO 200 • Systems Critical Thinking and Control 3 cr.

Integrate technology control principles from all major industrial systems in the major areas of manufacturing, construction, communications, transportation and health care. Emphasis is on system critical thinking and programmable controllers. Three lecture.

IMO 201 • Introduction to Industrial Maintenance 4 cr.

Preparatory course required for students wanting to take NCCER Industrial Maintenance Mechanic Levels 1-4. Students are exposed to basic building foundation skills in construction. 32 lecture hours; 64 lab hours.

IMO 210 • Power Principles I 6 cr.

First course in a series of four developing knowledge of the fundamental skills of a certified power plant operator. Topics include basic skills, industrial mathematics, plant safety, minor maintenance, reading diagrams and process sampling. Weekly labs emphasize course material. Six lecture; three lab.

IMO 211 • Power Principles II 6 cr.

Second course in a series of four developing knowledge of the fundamental skills of a certified power plant operator. Topics include valves, piping and auxiliaries, pumps, compressors, coal handling, and heat exchangers. Weekly labs emphasize course materials. **Prerequisite:** IMO 210 or instructor permission. Six lecture; three lab.

IMO 212 • Power Principles III 6 cr.

Third course in a series of four developing knowledge of the fundamental skills of a certified power plant operator. Topics include statistical process control, chemistry, electrical systems, instrumentation and control measurement, automatic process, refrigeration, water treatment, and wastewater treatment. Weekly labs emphasize course material. **Prerequisite:** IMO 211 or instructor permission. Six lecture; three lab.

IMO 213 • Power Principles IV 6 cr.

Final course in a series of four developing knowledge of the fundamental skills of a certified power plant operator. Topics include furnaces, plant boilers, power plant basics, steam cycle and turbines, power plant protection systems, air and water pollution control, and trouble-shooting. Weekly labs emphasize course materials. **Prerequisite:** IMO 212 or instructor permission. Six lecture; three lab.

IMO 214 • Advanced Power Plant Specific Training 5 cr.

Orients student to power plant specific topics including clearance and confined space procedures, energy conversions, steam and pressure measurements, steam generators, plant layout, pumps, condensate and feedwater systems, fuel delivery and circulating water systems. Weekly labs emphasize course materials. **Prerequisite:** IMO 212 or instructor permission; co-requisite: IMO 213 or instructor permission. Four lecture; two lab.

IMO 230 • Mechanical Maintenance I 6 cr.

First course in a series of four developing a knowledge base of fundamental skills required of certified industrial maintenance mechanics. Modules include orientation of the trade, tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packets, mathematics, construction drawing, pumps and valves, test instruments, rigging, mobile and support equipment, and lubrication. Weekly labs emphasize and anchor the course material. **Co-requisite:** IMO 201 or instructor permission. 70 lecture hours; 52 lab hours.

IMO 231 • Mechanical Maintenance II 6 cr.

Second course in a series of four developing a knowledge base of fundamental skills required of certified industrial maintenance mechanics. Modules include basic layouts, introduction to piping components, copper and plastic practices, introduction to ferrous metal piping practices, how to identify / install and maintain valves, hydrostatic and pneumatic testing, introduction to bearings, low-pressure steam systems, high-pressure steam systems and auxiliaries, distillation towers and vessels, heaters, furnaces, heat exchangers, cooling towers, fin fans, and introduction to tube work. **Prerequisite:** IMO 230 or NCCER certification in level one Industrial Maintenance Mechanic. 15 hours lecture; 150 hours lab.

IMO 232 • Mechanical Maintenance III 6 cr.

Third course in a series of four developing a knowledge base of the fundamental skills required of industrial maintenance mechanics. Modules include advanced towers and vessels, trade mathematics, precision tools, installing bearings, installing couplings, conventional alignment, setting baseplates, installing mechanical seals, and installing belts and chains. **Prerequisite:** IMO 231 or NCCER level two Industrial Maintenance Mechanic certification. 50 lecture hours; 105 lab hours.

IMO 233 • Mechanical Maintenance IV 6 cr.

Last course in a series of four developing a knowledge base of fundamental skills required of certified Industrial Maintenance Mechanics. Modules will include preventive and predictive maintenance, advanced blueprint reading, compressors and pneumatic systems, reverse alignment, laser alignment, introductory skills for the crew leader, troubleshooting and repairing pumps, troubleshooting and repairing gearboxes, troubleshooting and repairing conveyors, and advance towers and vessels. **Prerequisite:** IMO 232 or certification in NCCER level three Industrial Maintenance Mechanic. 45 lecture hours; 95 lab hours.

IMO 268 • Programmable Logic Controllers 6 cr.

Training unit designed to familiarize students with basic operation and components of programmable logic controllers (PLCs). Topics include programmable controllers 1-4. Weekly labs emphasize course material. **Prerequisites:** IMO 210-213 or instructor permission. Six lecture; three lab.

IMO 270 • DC Analysis and Laboratory/Industrial Computational Skills Part I 4 cr.

Designed to familiarize trainees with the origin of electricity through direct current theory and application. Includes atomic structure, Ohm’s Law, series circuits, parallel circuits, DC meters, power sources and use of common lab instrumentation. Provides mathematical tools for subsequent study of direct current and semiconductor theory. Three lecture; two lab.

IMO 271 • AC Analysis and Laboratory/Industrial Computational Skills Part II 4 cr.

Covers alternating current generation and waveforms, inductive and capacitive reactance, time constants, transformers, resonance, complex circuits, and filters. Provides mathematical tools for subsequent study of alternate current and semiconductor theory. **Prerequisite:** IMO 270. Three lecture; two lab.

IMO 272 • Control Systems I Core 4 cr.

Course covers control systems, basic principles of automatic control, calibration procedures, human machine interfacing, basic electrical test equipment, digital and analog oscilloscopes, and pneumatic controls. 45 lecture hours; 30 lab.

IMO 273 • Control Systems II Continuous Process Controls 6 cr.

Course covers field devices such as temperature, pressure, weight, level, flow, analytics, analog configuration, digital configuration with a DCS, using field devices, configuring with a laptop, smart controllers, single loop controllers, multiple loop controllers and tuning loops. Also covers troubleshooting loops and troubleshooting DCS loops procedures and practices. **Prerequisite:** IMO 272. 45 lecture hours; 90 lab.

IMO 274 • Control Systems III Networks and Variable Speed Drives 4 cr.

Introduction to control networks, setting up and troubleshooting networks, and fiber optic network systems. Also introduces variable speed drives, applications of variable speed drives, system integration of variable speed drives, programming variable speed drive controllers, troubleshooting variable speed drive controllers, and troubleshooting variable speed drive systems. **Prerequisite:** IMO 273. 45 lecture hours; 30 lab.

Information and Communication Technology (ICT)

ICT 095 • Skills for Online Learning .5 cr.

Examination and practice of basic skills necessary to successful online learning.

ICT 096 • Teaching Online Learning 1.0 cr.

Prepares students to teach ICT 095; covers rudimentary skills necessary to successful online learning and teaching.

Languages (LAN)

LAN 120 • Conversational Navajo I 3 cr.

Simple conversation in Navajo. Three lecture.

LAN 121 • Conversational Navajo II 3 cr.

Review and grammar and phonetics. Development of speaking, reading and writing skills. **Prerequisite:** LAN 120. Three lecture.

LAN 125 • Conversational Apache I 3 cr.

Introduction to Phonetic Alphabet. Learn the phonetic sounds of the Apache language, alphabet and vowels; and reproducing the sounds from the written language. Some basic vocabulary and expressions. Three lecture.

LAN 126 • Conversational Apache II 3 cr.

Beginning language drills and skills continued. Includes sentence structure and unusual vowel usage. **Prerequisite:** LAN 125. Three lecture.

LAN 130 • Conversational Hopi I 3 cr.

Simple conversational Hopi. Three lecture.

LAN 131 • Conversational Hopi II 3 cr.

Continues to emphasize conversational Hopi. Further development of Hopi phonetics, grammar and writing skills. Course is designed to meet the needs of students wishing to converse and write in Hopi. **Prerequisite:** LAN 130. Three lecture.

LAN 160 • Beginning American Sign Language 3 cr.

Emphasis on learning of the language of signs and cultural information about the people who use American Sign Language (ASL). Three lecture.

LAN 161 • Intermediate American Sign Language 3 cr.

Continuation of emphasis on the learning of the language of signs and cultural information about the people who use American Sign Language (ASL). **Prerequisite:** LAN 160. Three lecture.

LAN 201 • Navajo I 3 cr.

Review mastery of pronunciation, identification of tonal sounds, simple sentences and oral sentences. **Prerequisite:** LAN 121. Three lecture.

LAN 202 • Navajo II 3 cr.

Continuation of Navajo I. Focus on grammar and phonetics. Development of speaking, reading and writing skills. **Prerequisite:** LAN 201. Three lecture.

LAN 260 • Advanced American Sign Language 3 cr.

Advanced emphasis on learning the language of signs and cultural information about the people who use American Sign Language (ASL). **Prerequisite:** LAN 161. Three lecture.

LAN 261 • American Sign Language Grammar/Culture 3 cr.

A comprehensive evaluation of syntax, grammar and culture related to American Sign Language. Includes an emphasis on linguistic, social, educational and political issues in Deaf culture. Special emphasis on the cultural and philosophical attitudes shared with other minority groups. **Prerequisite:** LAN 161. Three lecture.

LAN 262 • Conversational American Sign Language 3 cr.

Strengthens student's ability to communicate using American Sign Language. Helps build vocabulary. All work is given without verbal instruction. **Prerequisite:** LAN 260. Three lecture.

Mathematics (MAT)**MAT 100 • Pre-Algebra** 3 cr.

Foundational mathematics course for students under-prepared in mathematics. Includes an extensive review of the arithmetic of real numbers and a thorough treatment of beginning algebra, as well as topics from number theory, discrete mathematics and geometry. Problem-solving strategies and applications are emphasized. **Prerequisite:** Satisfactory placement. Three lecture.

MAT 101 • Basic Technical Mathematics 3 cr.

Practical mathematical skills needed in a wide variety of trade and technical areas. Course includes a review of fractions, decimals, percents, measurement, basic algebra, and a brief overview of geometry and trigonometry. **Prerequisite:** TLC 092 or MAT 100, or satisfactory placement. Three lecture.

MAT 103 • Business Mathematics 3 cr.

Instruction and practice in the mathematics of fundamental business operations. Percentages, payroll, the mathematics of buying, selling and inventory, interest computations, loans, investments, and taxes. **Prerequisite:** TLC 092 or MAT 100, or satisfactory placement. Three lecture.

MAT 105 • Mathematics for General Education 3 cr.

Reviews the nature and uses of modern mathematics for students in the arts, humanities and social sciences. Course is not intended for science or technical students, but is designed to meet the mathematics requirements for an AAS degree in selected majors. (See Degree Programs) **Prerequisite:** TLC 092 or MAT 100, or satisfactory placement. Three lecture.

MAT 109 • Algebra I: Introductory 3 cr.

An introduction to algebra for those who have not previously studied it or for whom it has been some time since doing so. This is the first class in a two-semester course in algebra. It is assumed that after completion of this class, the student will finish the remainder of this algebra sequence by enrolling in MAT 112, Algebra II: Intermediate. This course examines the fundamental ideas of algebra and presents basic laws, properties and operations. Techniques for handling algebraic expressions and solving linear equations and inequalities are covered in depth. Problem-solving strategies and applications are emphasized. **Prerequisite:** TLC 092 or MAT 100, or satisfactory placement. Three lecture.

MAT 112 • Algebra II: Intermediate 3 cr.

Second part of a two-semester course in algebra. Extends understanding of basic algebraic concepts and skills. Operations on rational and radical expressions and techniques for solving quadratic, rational, exponential and logarithmic equations are covered in depth. Functions, relations, operations on functions, and the graphs and inverses of functions are also covered. Problem-solving strategies and applications are emphasized. **Prerequisite:** MAT 109 or satisfactory placement.

MAT 121 • Intermediate Algebra 4 cr.

Extends student's understanding of basic algebraic concepts and skills. Techniques for solving equations in one and two variables, rational equations, inequalities, polynomials, powers and roots, and equations of second degree are covered in depth. Problem-solving strategies and applications are emphasized. **Prerequisite:** Satisfactory placement. Four lecture.

MAT 125 • Introduction to Statistics 3 cr.

Statistical methods used in collecting, tabulating, analyzing and presenting data. Covers frequency distributions, measures of central tendency, and elementary probability and statistical inference. **Prerequisite:** MAT 112 or MAT 121 or satisfactory placement. Three lecture.

MAT 142 • College Mathematics with Contemporary Applications 3 cr.

Emphasis on developing quantitative skills and reasoning ability. Primary topics covered are management science, statistics, social choice, and size and shape. **Prerequisite:** MAT 112 or MAT 121 or satisfactory placement. Three lecture.

MAT 152 • Advanced Algebra 3 cr.
SUN# MAT 1151

Algebraic concepts at the college level. The approach is intuitive and interactive, with an emphasis on real-life applications and the use of current technologies, particularly graphing calculators. Coursework includes a review of basic algebra, progressing to techniques for solving equations and inequalities both algebraically and graphically. Also covers polynomial, rational, radical, exponential and logarithmic functions and their graphs, as well as sequences, series and combinatorics. **Prerequisites:** TI-83 graphing calculators required; MAT 112 or MAT 121, or satisfactory placement. Three lecture.

MAT 161 • Algebra-based Mathematics for Elementary Teachers I 3 cr.

Prepares students to teach in an elementary school setting. Topics include teaching critical thinking skills, problem solving, mathematical algorithms, number theory and proportional reasoning. Specifically designed for student pursuing an associate degree in elementary education at NPC and/or pursuing a bachelor's degree in elementary education. **Prerequisites:** MAT 142 or MAT 152. Three lecture.

MAT 162 • Algebra-based Mathematics for Elementary Teachers II 3 cr.

Second course in mathematics for elementary teaching sequence. Algebra-based course prepares students to teach in an elementary school setting. Topics include measurement, analyzing data, plane and coordinate geometry, probability and statistics, and algebra. Specifically designed for student pursuing an associate degree in elementary education at NPC and/or pursuing a bachelor's degree in elementary education. **Prerequisite:** MAT 161. Three lecture.

MAT 172 • Finite Mathematics 3 cr.

Realistic applications that illustrate the uses of finite mathematics in business and economics, biology and medicine, and the social sciences. Topics include linear equations, matrices and linear programming, probability and statistics, and the mathematics of finance. **Prerequisite:** MAT 152. Three lecture.

MAT 189 • Pre-Calculus Algebra/Trigonometry 3 cr.

Concepts in algebra and trigonometry necessary to prepare for calculus. The approach is intuitive and interactive with an emphasis on real-life applications and the use of current technologies, particularly graphing calculators. Coursework includes trigonometric functions, analytic trigonometry, vectors and applications, systems of equations and inequalities, matrices and determinants, and analytic geometry. **Prerequisites:** Graphing calculator required; MAT 152. Three lecture.

MAT 211 • Technical Calculus 4 cr.

Covers differential and integral calculus of elementary functions, oriented toward students majoring in business, management, economics, or the life sciences or social sciences. Emphasizes physical interpretations and problem solving, including the study of functions and graphing, the derivative and its applications, exponential and logarithmic functions, integration, and its application and an introduction to multivariate calculus. **Prerequisite:** MAT 152. Four lecture.

MAT 221 • Calculus I 4 cr.
SUN# MAT 2220

First course in calculus for students in mathematics, engineering and the sciences. Covers limits and continuity, the derivative and its applications, logarithmic and exponential functions, analysis of functions and their graphs, and integration. **Prerequisite:** MAT 189. Four lecture.

MAT 231 • Calculus II 4 cr.
SUN# MAT 2230

Second course in calculus for students in mathematics, engineering and the sciences. Covers integration and principles of integral evaluation, applications of the definite integral in geometry, science and engineering, mathematical modeling with differential equations, infinite series, and analytic geometry in calculus. **Prerequisite:** MAT 221. Four lecture.

MAT 241 • Calculus III 4 cr.
SUN# MAT 2241

Third course in calculus for students in mathematics, engineering and the sciences. Covers three-dimensional space, vector-valued functions, partial derivatives, multiple integrals and topics in vector calculus. **Prerequisite:** MAT 231. Four lecture.

MAT 261 • Introduction to Differential Equations 4 cr.
SUN# MAT 2262

Introductory course in differential equations for students in mathematics, engineering and the sciences. Stresses the methods of solving elementary differential equations and the applications related to them. First and second order and homogeneous and nonhomogeneous equations, systems of equations and basic power series methods are covered, as well as mathematical modeling of applications. **Prerequisite:** MAT 241 or instructor permission. Four lecture.

Medical Assistant (MDA)**MDA 120 • Administrative Office Procedures** 3 cr.

Theory and skills necessary to perform administrative procedures in a medical office. Students explore in depth types of insurance, managed care, third party reimbursement guidelines, and HCFA claim form instructions. Introduction to accounting procedures for the medical office. **Prerequisite:** Satisfactory placement (based on reading score 36/65/14); **co-requisite:** AIS 231. Three lecture.

MDA 123 • Clinical Procedures 4 cr.

Theory and skill development of clinical procedures such as vital signs, dosage calculation, medication administration, assisting medical asepsis, patient history, physical exam, positioning and draping, and sterilization and disinfection, electrocardiogram, and minor surgery. **Prerequisites:** Evidence of TB clearance within one year; Hepatitis B series or proof of immunity; and proof of MMR series and Varicella immunization or titer; **co-requisites:** HES 170, EMT 104 or equivalent. Two lecture; two lab.

MDA 198 • Administrative/Clinical Internship 3 cr.

Supervised, unpaid internship of at least 160 contact hours in an ambulatory health care setting performing administrative and clinical procedures. **Prerequisites:** EMT 104; AIS 231; MDA 120 with grade C or better; evidence of TB clearance within one year; Hepatitis B series or proof of immunity; and proof of MMR series and Varicella immunization or titer; **co-requisites:** BIO 160, HES 109, HES 170, HES 120, MDA 123. Three lab.

Music (MUS)**MUS 100 • Northland Master Chorale** 1 cr.

Mixed-voice choral ensemble focused on the learning and performance of traditional choral repertoire. Requires diligence in learning music and in collaborating with fellow choir members. Course develops healthy vocal production and utilizes auditory and music reading skills. For first-year choral students. Instructor permission required. May be repeated for credit. **Prerequisite:** Instructor permission. Two lab.

MUS 118 • Vocal Performance Techniques 2 cr.

Focus on the performance of vocal jazz repertoire in mixed ensembles. Emphasis on learning music, minor research of pieces and public performance. Enrollment requires small audition and instructor permission. May be repeated for credit. **Prerequisite:** Instructor permission; concurrent enrollment with MUS 100. One lecture, two lab.

MUS 121 • Soundcheck 1 cr.

Vocal jazz and a cappella ensemble focused on learning and performance of contemporary, jazz and pop music. Participation requires a flexible schedule, travel as part of performance tours, diligence in learning music and cooperative collaboration. May be repeated for credit. **Prerequisite:** Audition and instructor permission required. Two lab.

MUS 123 • Musical Theatre Ensemble 2 cr.

Ensemble that performs smaller contemporary musical theatre productions, revues and song cycles. Features individual vocal coaching and increased solo opportunities. Requires diligence in learning music, developing vocal capabilities and working together with fellow ensemble members. May be repeated for credit. **Prerequisite:** Audition and instructor permission required One lecture; two lab.

MUS 129 • Vocal Ensembles 1 cr.

Opportunities for vocalists to form duets, trios, sextets, octets and other mixed vocal ensembles. Provides opportunities for performances and personal enjoyment. May be repeated for credit. **Prerequisite:** Instructor permission.

MUS 130 • Instrumental Ensembles 1 cr.

Opportunities for instrumentalists to form string, brass and woodwind combinations. May be repeated for credit. **Prerequisite:** Audition required. Two lab.

MUS 135 • Music Theory I 3 cr.

Beginning intensive study of fundamentals of music and materials. Includes beginning writing in four-part choral texture, structure of tonality, doubling and spacing of triads in root position and inversions, **Prerequisite:** Must be taken concurrently with MUS 137. Three lecture.

MUS 136 • Music Theory II 3 cr.

Continuation of MUS 135 including intermediate writing in four-part choral textures: non-harmonic tones, melodic harmonization, instrumental styles, seventh chords, borrowed chords and secondary dominants. **Prerequisite:** MUS 135. Must be taken concurrently with MUS 138. Three lecture.

MUS 137 • Ear Training I 1 cr.

Includes sight-singing, dictation, keyboard exercises and related skills, all designed to develop the student's musical ear to the highest degree possible. Coincides with Music Theory I. Two lab.

MUS 138 • Ear Training II 1 cr.

Continuing sight-singing, dictation, keyboard exercises and related skills designed to develop the student's musical ear to the highest possible degree. Course coincides with Music Theory II. **Prerequisite:** MUS 137. Two lab.

MUS 150 • Music Appreciation 3 cr.

A nontechnical introduction to elements of music and music composers of the Medieval, Renaissance, Baroque and Classical eras. **Prerequisite:** Satisfactory placement. Three lecture.

MUS 155A • Music Applied – Voice 1 to 2 cr.

One-on-one instruction to improve the vocalist's fundamentals of singing, and apply them to vocal performance. Weekly master-class required.

Prerequisite: Audition and instructor permission. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit.

MUS 155B • Music Applied – Piano 1 to 2 cr.

Private piano lessons, depending on the student's playing ability. **Prerequisite:** Instructor permission. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit.

MUS 155C • Music Applied – Guitar 1 to 2 cr.

Private lessons on the guitar, depending on the student's abilities. **Prerequisite:** Instructor permission. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit.

MUS 155D • Music Applied – French Horn 1 to 2 cr.

Focus on the fundamentals of French horn performance as applied to solo, chamber and large ensemble playing. Weekly master-class required. **Prerequisite:** Audition and instructor permission. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit.

MUS 155E • Music Applied – Trumpet 1 to 2 cr.

Focus on the fundamentals of trumpet performance as applied to solo, chamber and large ensemble playing. Weekly master-class required. **Prerequisite:** Audition and instructor permission. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit.

MUS 155F • Music Applied – Violin 1 to 2 cr.

Focuses on the fundamentals of violin performance as applied to solo, chamber and large ensemble playing. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit. **Prerequisite:** Audition and instructor's consent.

MUS 155G • Music Applied – Flute 1 to 2 cr.

Focuses on the fundamentals of flute performance as applied to solo, chamber and large ensemble playing. One credit equals a 30-minute lesson; two credits equal a one-hour lesson. May be repeated for credit. **Prerequisite:** Audition and instructor's consent.

MUS 160 • Introduction to Conducting 2 cr.

A study of fundamental gesture technique, score-reading and interpretation. **Prerequisite:** MUS 135 or instructor permission. One lecture; two lab.

MUS 200 • Advanced Northland Master Chorale 1 cr.

Requires Northland Master Chorale singers in their second year to exhibit further leadership skills, increased vocal production and increased music learning and performance capabilities. May be repeated for credit. **Prerequisite:** MUS 100 and instructor permission. Two lab.

MUS 221 • Soundcheck II 1 cr.

Advanced vocal jazz and a cappella ensemble focused on learning and performance of contemporary, jazz and pop music. Emphasizes leadership skills, increased vocal production and increased music learning and performance capabilities. May be repeated for credit. **Prerequisite:** MUS 121, audition and instructor permission. Two lab.

MUS 235 • Music Theory III 3 cr.

A continuation of Music Theory II. Includes introductory studies of formal organization, 18th-century counterpoint and score analysis. Begins exploration of chromaticism. **Prerequisite:** MUS 136; must be taken concurrently with MUS 237. Three lecture.

MUS 236 • Music Theory IV 3 cr.

A continuation of Music Theory III covering advanced harmonic materials such as chromaticism, modulation and 20th-century techniques. **Prerequisite:** MUS 235; must be taken concurrently with MUS 238. Three lecture.

MUS 237 • Ear Training III 1 cr.

Sight-singing, dictation, keyboard exercises and related skills designed to develop the student's musical ear to the highest degree possible. Coincides with Music Theory III. **Prerequisite:** MUS 138. Two lab.

MUS 238 • Ear Training IV 1 cr.

Sight-singing, dictation, keyboard exercises and related skills designed to develop the student's musical ear to the highest degree possible. Coincides with Music Theory IV. **Prerequisite:** MUS 237.

MUS 250 • World Music 3 cr.

Introduces students to global wealth of vernacular musics; explores interaction between music and other aspects of cultural expression from areas around the world. Through studying historical and contemporary musical heritages, students come to know, relate to and understand a broad range of cultural and artistic perspectives. **Prerequisite:** Satisfactory placement. Three lecture

MUS 261 • Advanced Choral Conducting 2 cr.

A detailed study of rehearsal techniques, musical components and baton expressiveness as related to choral conducting. Topics include score reading, accompaniment and performance practice. **Prerequisite:** MUS 160. One lecture; two lab.

MUS 262 • Advanced Instrumental Conducting 2 cr.

A detailed study of rehearsal techniques, musical components and baton expressiveness as related to instrumental conducting. Topics include score reading, accompaniment and performance practice. **Prerequisite:** MUS 160. One lecture; two lab.

MUS 275 • Music Composition I 3 cr.

Focus on composition of various exercises and original music. Additional topics include study of 20th-century compositions and performance of new works. Students wishing to take this course should contact instructor. Three lecture.

MUS 276 • Music Composition II 3 cr.

Continuation of MUS 275. Students wishing to take this course should contact instructor. **Prerequisite:** MUS 275. Three lecture.

MUS 285 • Band 1 cr.

Focus on performance of the concert band repertoire, requiring diligence in learning music and study of fundamentals, includes minor research of pieces and public performance. May be repeated for credit. Two lab. **Prerequisite:** Audition required.

MUS 287 • Jazz Band 1 cr.

Study and performance of jazz band literature and appropriate jazz techniques. Requires diligence in learning music, minor research of pieces and public performance. May be repeated for credit. Two lab. **Prerequisite:** Audition required.

Nursing (NUR)**NUR 116 • LPN to RN Transition** 3 cr.

Provides students licensed as practical nurses opportunity to learn the role of the professional nurse. Allows the student to start the RN program in the third semester. **Prerequisite:** Admittance to the LPN-RN program. Three lecture.

NUR 117 • Pharmacology I 2 cr.

Introduces student to use of pharmacological agents during health-illness transitions and provides theoretical development of clinical and cultural competencies in the administration of medications. Special emphasis on the importance of caring behaviors and communication as they relate to patient teaching, as well as safe and accurate medication administration. **Prerequisite:** Enrollment in Nursing Program or instructor permission. Two lecture.

NUR 118 • Pharmacology II 2 cr.

Extends student knowledge in the use of pharmacological agents during health-illness transitions. Theoretical development of clinical and cultural competencies, including the safe and accurate administration of intravenous, pediatric, psychotropic and obstetric medications, as well as parenteral nutrition. **Prerequisite:** NUR 117; enrollment in Nursing Program or instructor permission. Two lecture.

NUR 121 • Nursing I 8 cr.

Within the framework of transitions, the focus is on individuals in well-defined practice settings. Covers situational transitions of the individual to the nursing student role and the client's admission to and movement within the health care system. Emphasis is on the student's development as a caring, competent nurse within the legal/ethical framework of the profession, using critical thinking and communication skills. **Prerequisite:** Admission into nursing program. Four lecture, 8 clinical, 4 skills lab.

NUR 122 • Nursing II 8 cr.

Focus on nursing care to promote healthy transitions for individuals and families with chronic health conditions in well-defined practice settings. Emphasis on basic management concepts and continued development of critical thinking, clinical judgment and skills. **Prerequisites:** NUR 117 and NUR 121. Four lecture, 8 clinical, 4 skills lab.

NUR 125 • Practical Nurse Completion 2 cr.

Within the framework of transitions, the focus is on preparing students to provide nursing care at the practical nurse level and to successfully complete the NCLEX-PN examination. Emphasis is on the student's development as a caring, competent nurse within the legal/ethical framework of practical nurse licensure in the state of Arizona. **Prerequisite:** Co-enrollment or completion of NUR 122. Two lecture.

NUR 219 • NCLEX Review Seminar 2 cr.

Preparation for the NCLEX-RN examination through lecture, analysis of practice questions, development of a study plan and taking practice exams. **Prerequisite:** Co-enrollment or completion of NUR 222. Two lecture.

NUR 221 • Nursing III 8 cr.

Focus on nursing care to promote healthy transitions for individuals and families experiencing developmental milestones. The student's transition to nurse includes group theory and nursing therapeutics related to parenteral therapy and assisting the client through acute health care issues. Includes concepts in critical thinking, organizational skills and psychosocial nursing. **Prerequisites:** Successful completion with a 'C' or better in NUR 122, BIO 205; and PSY 240. Four lecture, 8 clinical, 4 skills lab.

NUR 222 • Nursing IV 8 cr.

Focus on the impact of acute health/illness transitions on individuals, families and groups. Emphasis is on synthesis and application of nursing therapeutics in the transition of students to their role in the profession of nursing with an introduction to organizational transitions. **Prerequisite:** NUR 221. Four lecture, 8 clinical, 4 skills lab.

NUR 290 • RN Refresher Course 8 cr.

Designed for the RN whose license has lapsed. Reviews theory and updates clinical practice skills related to the nursing process, medical-surgical nursing, IV therapy and medication administration. Successful completion allows candidate to apply to the Arizona State Board of Nursing for RN licensing. Also, the student will be responsible for negotiating placement with a healthcare agency for 160 hours of approved clinical experience during the class. **Prerequisite:** Students must obtain an Arizona Temporary Refresher License and DPS fingerprint clearance prior to the start of the course.

Nursing Assistant Training (NAT)**NAT 101 • Nursing Assistant** 5 cr.

Designed to comply with federal and state guidelines (OBRA) in that all nursing assistants will receive minimum training and experience in providing basic nursing care. At the completion of the course with 75% accuracy, the student is eligible to test for state certification. **Prerequisite:** ASSET reading score of 35 or COMPASS reading score of 61; **co-requisite:** EMT 104 or equivalent. Three lecture; six lab.

Pharmacy Technician (PHT)**PHT 102 • Pharmacy Technician Training** 8 cr.

Prepares student for entry-level pharmacy technician positions. Includes medical and pharmaceutical terminology, basic anatomy related to pharmacology, and pharmaceutical calculations. Requires a 120-hour unpaid externship. Provides instruction required to pass the national examination of the Pharmacy Technician Certification Board (PTCB). Students must have basic keyboarding skills (approximately 25 words per minute). **Prerequisites:** ASSET/COMPASS reading scores of 36/65 and numerical score of 34/35; must be at least 18 years of age and have a high school diploma or equivalent; **co-requisite:** EMT 104 or equivalent. Six lecture, seven-and-a-half lab.

Philosophy (PHL)**PHL 101 • Introduction to Philosophy** 3 cr.
SUN# PHI 1101

Introduction, exploration and analysis of topics of selected basic philosophical issues and problems, including the origins of ideas which have shaped Western thought and thinking today ~ knowledge, belief and truth, causality, reality, the world and God, morality, the nature of persons, obligation, action and free will, the good life, the ideal community, and the nature of the ultimate reality. Reading and critical discussion of both classical and contemporary texts. **Prerequisite:** Satisfactory placement. Three lecture.

PHL 103 • Introduction to Logic and Critical Thinking 3 cr.
SUN# PHI 1103

A candid approach to informal logic and critical thought, designed to place in perspective the rational and emotive elements involved in creative problem-solving as well as a systematic study and critical analysis of arguments. Students participate in plenary and small group discussions. **Prerequisite:** ENL 101. Three lecture.

PHL 105 • Introduction to Ethics 3 cr.
SUN# PHI 1105

Introduction to moral and political theory and problems of practical ethics; philosophical analysis of the idea of the ethical life (problems of ethics and social/political philosophy, e.g., virtue and integrity, rights vs. social utility, nature of law and state). Reading and critical discussion from sources representative of moral and social philosophers of both the classical (historic) and contemporary periods. **Prerequisite:** Satisfactory placement. Three lecture.

PHL 150 • Comparative World Religions 3 cr.

Introduction to the historic concepts and philosophies of religion including the nature and justification of religious belief; arguments for the existence and nature of God or gods; mysticism; religion and meaning; values and knowledge of religion; theistic and pantheistic conceptions of God and creation in the world from animism to the modern religions; traditions including Buddhism, Hinduism, Islam, Judaism, Christianity and others. **Prerequisite:** Satisfactory placement. Three lecture.

Photography (PHO)

PHO 080 • Basic Camera Techniques 2 cr.

Introduction to the processes involved in taking a photograph. The course is intended to develop basic skills with regard to learning to see optically and with emphasis on individual creative expression. Two lecture.

PHO 100 • Beginning Photography 3 cr.

Principles and process of photography -includes techniques of black and white photography and processing. 35 mm camera is necessary. Two lecture; two lab.

PHO 101 • Digital Photography 3 cr.

The latest information on digital cameras and technologies, as well as the most recent updates to software and hardware needed to edit and print digital images. Two lecture; two lab.

PHO 115 • Pictorial Journalism 3 cr.

Application of basic photography techniques to mass media. Students learn to pictorially create a story using photographs, layouts and captions. **Prerequisite:** PHO 100 or instructor permission. Two lecture; two lab.

PHO 150 • Investigative Photography I 3 cr.

Photography in areas related to police investigation and accident documentation. Two lecture; two lab.

PHO 151 • Investigative Photography II 3 cr.

Continuation of study of photography in areas related to police investigation and accident documentation. **Prerequisite:** PHO 150 or instructor permission. Two lecture; two lab.

PHO 200 • Intermediate Photography 3 cr.

Techniques and processes in creating fine photographic images. **Prerequisite:** PHO 100 or instructor permission. Two lecture; two lab.

PHO 201 • Intermediate Digital Photography 3 cr.

Students learn digital retouching, compositing and image manipulation using industry standard software and hardware to produce quality output for print and Web. **Prerequisites:** CIS 105 and PHO 101, or instructor approval. Two lecture; two lab.

PHO 212 • Color Photography I 3 cr.

Beginning color photography. Designed for students with photography experience. The process and technique involved in creating the color photographic image using the negative color process. **Prerequisite:** PHO 100 or 200 or instructor permission. Two lecture; two lab.

PHO 213 • Color Photography II 3 cr.

Designed for students with color negative printing experience. Topics include the process and techniques involved with printing from color transparencies. Also includes the relationship to commercial photography. **Prerequisite:** PHO 212 or instructor permission. Two lecture; two lab.

PHO 220 • Advanced Photography 3 cr.

Continuation of black and white photography and introduction to the black and white photography book layout and construction. **Prerequisite:** PHO 200 or instructor permission. Two lecture; two lab.

PHO 230 • View Camera Photography 3 cr.

Practical use of the large format view camera. **Prerequisite:** PHO 200 or 220. Two lecture; two lab.

PHO 240 • Photography Portfolio 3 cr.

Application of techniques in preparing the photographic portfolio, construction, archival processing, negative filing systems, identification of equipment and supplies necessary in portfolio construction. **Prerequisite:** PHO 200 or 220. Two lecture; two lab.

**PHO 245 • Photography
Desktop Publishing** 3 cr.

Designed for the student with previous photography experience as an add-on to design and presentation of his or her continuing portfolio. Students learn computer digital programs that will enhance their existing photography and help them in understanding the unique technical qualities found in the existing world of computer-aided photography. **Prerequisites:** PHO 220 and PHO 240 or instructor permission. Two lecture; two lab.

**PHO 250 • Photography
as an Art Medium** 3 cr.

Survey of significant trends, philosophies and experimentation in photography from 1839 to the present. Course is nontechnical in nature and designed for the photography or nonphotography student. Three lecture.

**PHO 270 • Freelance and
Stock Photography** 3 cr.

Application of techniques with regard to marketing and selling your photography. Course defines freelance photography/marketing and illustrates how to market a stock file of images from your own home. Approaches to stock agencies from initial inquiry to final sales, as well as pricing, are discussed. **Prerequisites:** PHO 220, PHO 240 and PHO 245 or instructor permission. Two lecture; two lab.

**PHO 280 • Photography
Practicum** 2 cr.

For students wishing to enhance their photographic skills. Course may be repeated. **Prerequisite:** PHO 220 or instructor permission. One lecture; two lab.

Physics (PHY)**PHY 113 • General Physics I** 4 cr.
SUN# PHY 1111

An algebra-based course that includes the fundamentals of Newtonian mechanics (Part I) and the elementary physics of fluids (Part II). Use of elements of trigonometry and technical calculus are employed to encourage students to explore and expand knowledge of the use of mathematics in the study of physics. **Prerequisite:** MAT 152. MAT 189 suggested. Three lecture; three lab.

PHY 114 • General Physics II 4 cr.
SUN# PHY 1112

A continuation of PHY 113 concentrating on thermodynamics, vibrations and wave motion, electricity and magnetism, light and optics, and modern physics. **Prerequisite:** PHY 113. Three lecture; three lab.

**Political Science
(POS)****POS 110 • American Government** 3 cr.
SUN# POS 1110

Introduction of various aspects of the national government: constitutional framework, structures, courts, Congress, presidency, interest groups and political parties. Satisfies teacher certification requirements for U.S. Constitution. **Prerequisite:** Satisfactory placement. Three lecture.

POS 112 • Navajo Government 3 cr.

Focuses on the development of the Navajo government, its evolution, legal and political bases, structure and functions, fiscal changes, and administrative growth. Three lecture.

**POS 221 • Arizona Constitution
and Government** 1 cr.

Surveys the Arizona Constitution, with special attention to operation of state and local government. Requirement for teacher certification. One lecture.

POS 222 • U.S. Constitution 1 cr.

Surveys the U.S. Constitution from its philosophical and historical roots to its modern day structure. Course is intended to satisfy Arizona's requirement for teacher certification. One lecture.

Psychology (PSY)**PSY 101 • Introduction
to Psychology** 3 cr.**SUN# PSY 1101**

Survey of the science of psychology including history and systems, physiology, development, sensation and perception, learning theory, abnormal psychology, personality, and memory and cognition. **Prerequisite:** Satisfactory placement. Three lecture.

**PSY 200 • Psychology
of Adjustment** 3 cr.

Examines selected topics on the principles of mental health, adjustment, conflict, stress, and coping processes derived from clinical and experimental research on the personal and social adjustment of the normal person. **Prerequisite:** Satisfactory placement. Three lecture.

**PSY 201 • Introduction
to Research and Statistics** 4 cr.

Introduction to basic concepts of experimental design and statistical analysis in psychological research. **Prerequisite:** Satisfactory placement. Four lecture.

**PSY 231 • Principles
of Learning** 3 cr.

Methods, principles, applications and theoretical issues of learning. **Prerequisite:** Satisfactory placement. Three lecture.

PSY 240 • Developmental Psychology 3 cr.

A survey of the issues and concepts dealing with age-related behavior and developmental changes during each different period of our life span from conception through old age and death. Current research in human development includes the physical, cognitive, and psychosocial development of each period of the life span. **Prerequisite:** Satisfactory placement. Three lecture.

PSY 250 • Social Psychology 3 cr.

Introduction to major theories and research findings of social psychology, with emphasis on the individual and reciprocal interaction with groups to provide an understanding of the roles of cognitive and motivational processes in social behavior. Topics include research on concepts like aggression, attraction, attribution, conformity, groups, helping, person perception, persuasion, language and communication. **Prerequisite:** Satisfactory placement. Three lecture.

PSY 270 • Abnormal Psychology 3 cr.

To acquaint the student with the different areas of mental illness, including causes, symptoms and treatments. PSY 101 recommended. **Prerequisite:** Satisfactory placement. Three lecture.

Real Estate (REA)

REA 101 • Real Estate for Buyers and Sellers 3 cr.

Basics of real estate transactions from the perspectives of both buyers and sellers. Information enables students to better manage his or her own transaction with a real estate professional. Course is not designed to train students to become real estate agents. Three lecture.

Small Business Management (SBM)

SBM 111 • Effective Business Communication 3 cr.

Introduction to effective business communication. Students learn the skills and strategies in oral, written, nonverbal and intercultural communication. Construction of memos, letters, résumés, reports and electronic usage is emphasized. **Prerequisite:** AIS 110 or ability to type. Three lecture.

SBM 112 • Native American Entrepreneurship 3 cr.

Introduction to the concepts of small business ownership. Students gain an understanding of entrepreneurship, types of businesses, legal aspects, managing a small business, marketing, negotiations and financial issues. Three lecture.

SBM 113 • Building Your Winning Business on the Reservation 3 cr.

Overview of the basic skills in running a small business, including startup issues, products and facilities, industry analysis, marketing plans, bookkeeping systems, financial plans, legal and insurance issues, financing options, and writing a quality business plan. Three lecture.

SBM 150 • Building a Winning Business 1 cr.

Introduction to the personal and economic realities of self-employment (entrepreneurship) as an alternative to traditional employment. The characteristics of successful entrepreneurs are fully discussed as well as the four primary types of entrepreneurship. Students develop and analyze personal, family and career goals as they relate to self-employment (entrepreneurship). One lecture.

SBM 152 • Small Business Management Accounting 2 cr.

Development and use of core financial statements in a small business. Covers maintaining general and special journals, general ledger accounts, journalizing and posting entries, development of a cost of goods sold section for the income statement, and the calculation of depreciation expense by setting up the books for a sample business. Two lecture.

SBM 154 • Marketing: From Product to Profit 1 cr.

Participants develop ideas for meeting specific present and future social needs and wants for new products and services. Includes how to evaluate the market potential of ideas using simple research and testing methods. Also covers modern marketing and customer service concepts. One lecture.

SBM 156 • Small Business Legal Issues and Insurance 1 cr.

Introduction for prospective entrepreneurs of key concepts in the law, both statutory and regulatory, which may affect the success of their business. Also covers the key concepts in contract law and business liability. Also discusses the availability and limitations of various types of insurance to protect the business from liability. One lecture.

SBM 157 • Team Building for Native American Enterprise 1 cr.

Introduces the student to team-building skills, techniques and implementation. Also covers recruiting, motivating, training, communicating and leading a team. One lecture.

SBM 158 • Time Management 0.5 cr.

Acquaints students with the elements involved with time management. Covers how to conduct a time audit and develop and refine a personal time-management system. One-half lecture.

SBM 160 • Managing the Company Budget 1 cr.

Prepares the owner/manager to manage the company's budget effectively to keep cost in order, ensure that sales and collections efforts work together, assure that margins are protected, market share grows and profits increase. One lecture.

SBM 162 • How to Write a Business Plan 1 cr.

How to organize and implement the planning process and develop the planning document that will lead the company to greater productivity and higher profits. One lecture.

SBM 164 • How to Write a Marketing Plan 1 cr.

A guide to market planning. Students use the guidelines to prepare a marketing plan for their company. One lecture.

SBM 165 • Politics and Tribal Government 1 cr.

Provides students with an overview of current tribal issues, common governmental structures and political realities. One lecture.

SBM 166 • Small Business Finance 1 cr.

Basic understanding of how a small business typically finances both its startup operations and future growth. Students learn about general sources of financing and create a list of possible sources for their particular businesses. Each student also develops a financing proposal for his or her particular business. One lecture.

SBM 167 • Budgeting for the Native American Enterprise 1 cr.

Provides students with knowledge of financial essentials for the growing small business. One lecture.

SBM 169 • Applying for Grants 1 cr.

Provides students with knowledge to research and write government and private industry grants. One lecture.

SBM 175 • Financing for Native American Enterprise 1 cr.

A basic understanding of how a small business typically finances both its startup operations and future growth. Also, how to identify the firm's needs, appropriate sources and types of financing, and how to prepare a financing proposal. One lecture.

SBM 177 • Feasibility Studies 1 cr.

Takes students through the process of identifying a product/service, analyzing the market and competitive position, and focusing on the product/services strengths. One lecture.

Sociology (SOC)

SOC 120 • General Sociology 3 cr.
SUN# SOC 1101

Covers fundamentals of sociology, organization of human groups and society and processes of interaction and social change. **Prerequisite:** Satisfactory placement. Three lecture.

SOC 121 • Social Problems in America 3 cr.

Analysis of social problems in the United States with focus on their causes, structure, function and societal effects. Close attention is paid to the student's relationship to these identified social problems as well as proposed solutions. **Prerequisite:** Satisfactory placement. Three lecture.

SOC 130 • Racial, Ethnic and Gender Relations in Modern Society 3 cr.
SUN# SOC 2215

Explores the wide range of racial, ethnic and gender diversity issues in modern society. Specific theories are explored along with an in-depth analysis of various minority groups. **Prerequisite:** Satisfactory placement. Three lecture.

SOC 140 • Analysis of Deviant Behavior 3 cr.

Survey of the sociological theories related to deviant behavior, issues of social control, and impact of deviance on individuals and social institutions. **Recommended:** SOC 120. Three lecture.

SOC 225 • Sociology of the Family 3 cr.

The U.S. family in many of its aspects, including the history of the family, marriage, sex, family problems, money matters, future of the family and others. **Prerequisite:** Satisfactory placement. Three lecture.

Spanish (SPA)

SPA 100 • Beginning Spanish Conversation 3 cr.

Emphasizes basic sentence structure, pronunciation, vocabulary and practical usage. Designed to develop speaking and listening abilities. Little emphasis on grammar. Three lecture.

SPA 101 • Elementary Spanish I 4 cr.
SUN# SPA 1101

Introduction to the Spanish language, with emphasis on developing the skills of listening, speaking, reading and writing. Emphasizes basic grammar, pronunciation, vocabulary and culture. **Prerequisite:** Satisfactory placement. Four lecture.

SPA 102 • Elementary Spanish II 4 cr.
SUN# SPA 1102

Continuation of the study of fundamental patterns in SPA 101. Emphasis continues on the comprehension, speaking, reading and writing aspects. **Prerequisite:** SPA 101. Four lecture.

SPA 201 • Intermediate Spanish I 4 cr.
SUN# 2201

Consolidate and augment dexterity in the four basic skills: comprehension, speaking, reading and writing. Further development of vocabulary and cultural awareness. **Prerequisite:** SPA 102. Four lecture.

SPA 202 • Intermediate Spanish II 4 cr.
SUN# 2202

Systematic expansion to strengthen the communicative skills of listening, speaking, reading and writing. A continued emphasis on vocabulary and cultural enrichment. **Prerequisite:** SPA 201. Four lecture.

SPA 218 • Advanced Spanish Practicum 3 cr.

Increase proficiency in Spanish for advanced students. The area of concentration ~ be it grammar, conversation, reading, composition or intense review ~ depends on the need of each individual student. **Prerequisite:** SPA 202. Three lecture.

Speech, Theatre and Film (SPT)

SPT 105A • Dance: Waltz 0.25 cr.
Short-term class setting for beginners to learn how to dance the waltz. Two lab.

SPT 105B • Dance: Tango 0.25 cr.
Short-term class setting for beginners to learn how to dance the tango. Two lab.

SPT 105C • Dance: Rumba 0.25 cr.
Short-term class setting for beginners to learn how to dance the rumba. Two lab.

SPT 105D • Dance: Swing 0.25 cr.
Short-term class setting for beginners to learn how to swing dance. Two lab.

SPT 105E • Dance: Salsa 0.25 cr.
Short-term class setting for beginners to learn how to dance the salsa. Two lab.

SPT 105F • Dance: Cha-Cha 0.25 cr.
Short-term class setting for beginners to learn how to dance the cha-cha. Two lab.

SPT 105G • Dance: Foxtrot 0.25 cr.
Short-term class setting for beginners to learn how to dance the foxtrot. Two lab.

SPT 110 • Fundamentals of Oral Communications 3 cr.
SUN# COM 1100

Theory and practice in the organization, preparation and delivery of communication. Special attention to elements of interpersonal communication, constructive criticism, conflict management and small group process. Three lecture.

SPT 115 • Interpreter's Theatre 3 cr.

Theory and performance in interpreter's theatre. An effective vehicle for understanding literature, developing skills in oral interpretation and bringing enjoyment and enrichment to both the interpreters and the audience. Performance portion of the course is a touring group available to perform for area schools and organizations. Three lecture.

SPT 120 • Public Speaking 3 cr.
Development of skill in speaking in a variety of formal public communication situations. Application of the principles of logic and critical thinking as well as the behavioral theories of audience psychology. **Prerequisite:** Satisfactory placement. Three lecture.

SPT 130 • Introduction to Theatre 3 cr.

An introductory survey course of theatre from its earliest known beginning(s) to the present day. Students are exposed to drama from a variety of historical and ethnic backgrounds. The course focuses on the aesthetic and humanistic aspects of theatre within historical and contemporary contexts. **Prerequisite:** Satisfactory placement. Three lecture.

SPT 140 • Principles of Drama 3 cr.
SUN# THE 2220

Focuses on the analysis of structural elements of major dramatic forms and styles and how they inform interpretive decisions related to theatrical production. Emphasis on studying representative plays, ranging from the classical to contemporary eras. Three lecture.

SPT 150 • Introduction to Film 3 cr.

Introduction to the history, ideology and aesthetics of film, film theory and film criticism. Three lecture. **Prerequisite:** Satisfactory placement.

SPT 155 • History of Television 3 cr.

Historic evolution of American television programming from the late 1940s to the present. Examines the economic, political, social and cultural influence of television in American society. Three lecture. **Prerequisite:** Satisfactory placement.

SPT 170 • Introduction to Acting 3 cr.

Background in the theatre, and a variety of approaches to acting. Identification and preparation of a role. How to begin a characterization and how to act with other characters on stage. Basic work done with voice and movement. Two lecture; two lab.

SPT 171 • Intermediate Acting 3 cr.

Continuation of acting training, utilizing performances in scenes and full-length plays. Stresses character development and acting styles. **Prerequisite:** SPT 170 or instructor permission. Two lecture; two lab.

SPT 175 • Theatre Dance 1 cr.

Basic movement styles and dance terminology for students wishing to participate in musical theatre or dance productions. Includes anatomy study and some dance history. Two lab.

- SPT 178 • Stage Makeup** 3 cr.
Focuses on the essentials of stage makeup, including straight, character and special types of makeup. The effects of stage lighting on makeup are also examined. Possible opportunities for production experience, where students apply the techniques learned in the course on actors cast in NPC drama or musical productions. Two lecture; two lab.
- SPT 180 • Introduction to Stage Lighting** 3 cr.
Emphasizes play script analysis in association with lighting color and angle theory. Course includes basic design communication tools such as drafting. Lab is based on developing color, intensity, texture, and beam angle in association with mood and place context of a play. Two lecture; two lab.
- SPT 185 • Introduction to Scene Design** 3 cr.
Emphasizes analysis of a play script subject to the development of stage scenery, developing drafting and drawing skills necessary to effectively communicate as a designer, and skills necessary to construct a working model for a play script. Two lecture; two lab.
- SPT 190 Introduction to Costume Design** 3 cr.
Basic principles of costume design and construction and a survey of selected historical periods. Students develop drawing skills necessary to effectively communicate as a designer and complete a costume design project as part of a production experience. Two lecture; two lab.
- SPT 200 • Play Production I** 3 cr.
Techniques and materials used in theatrical production. Directing, acting, lighting, stagecraft, makeup, costume and management. Emphasis placed on performance of a play for an audience. Six lab.
- SPT 201 • Play Production II** 3 cr.
Continuation of Play Production I, students are assigned roles and/or positions on technical committees. Additional focus placed on the function of directing, character analysis and technical theatre. Emphasis on performance of a play or musical for an audience. **Prerequisite:** SPT 200 or instructor permission. Six lab.
- SPT 210 • Intermediate Public Speaking** 3 cr.
Emphasis on in-depth study of communication theory, introduction to argumentation and debate, and the organization, preparation and delivery of a variety of speech types. **Prerequisite:** SPT 120 or instructor permission. Three lecture.
- SPT 220 • Technical Theatre** 3 cr.
The study and utilization of design and construction techniques for theatre. Includes the areas of lighting design and wiring, scenery design and construction, costume design and construction, and stage management. Two lecture; two lab.
- SPT 230 • Video Production** 3 cr.
Study and practice in the basic principles and techniques of video production: audio, lighting, camera, video recording, graphics and sets, producing, directing, and field production. Two lecture; two lab.
- SPT 240 • Video Editing** 3 cr.
Introduction to the theories, history and practices of editing. Students work with nonlinear video editing stations to gain experience editing and learning the concepts, procedures and challenges of this art form. Two lecture; two lab.
- SPT 251 • Teaching Theatre for Youth** 3 cr.
Provides students educational theory on learning styles, insight into theatrical games and activities designed for children to help them practice basic theatre performance and technical activities, including acting, singing, dancing, and technical theatre areas such as set building, makeup and costumes. Two lecture; two lab.
- SPT 252 • Playwriting** 3 cr.
Introduction to playwriting. Emphasis placed on composition of action, plot development and character development. Students write a series of short scripts. Two lecture; two lab.
- SPT 265 • Directing** 3 cr.
Basic principles and techniques of stage direction: play selection, play analysis, stage composition and design, casting, blocking and business, technical coordination, rehearsal, and final production. Direction of scenes or one-act required. **Prerequisites:** SPT 200, SPT 220 or instructor permission. Two lecture; two lab.
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- The Learning Cornerstone (TLC)***
- TLC 010 • New Readers I** 2 cr.
Introduction to beginning reading and writing. Students study letter names and sounds, blending, letter formation and basic sight vocabulary. Students work with tutor until mastery of level one. (Pre-Lit) **Prerequisite:** Satisfactory placement. One lecture; two lab.
- TLC 020 • New Readers II** 2 cr.
Second level of reading and writing skills. An introduction to basic geometry and science are included. Students build upon previously learned skills and works with tutor until mastery of level two. (Pre-Lit) **Prerequisite:** Satisfactory placement. One lecture; two lab.
- TLC 030 • New Readers III-A** 2 cr.
Introduction to third level of reading, writing, mathematics and science skills. Students work with a tutor and independently to develop mastery of course objectives and personal literacy goals. Emphasis on expanding sight and written vocabulary. (Pre-Lit) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 035 • New Readers III-B 2 cr.

Continuation of third-level reading and writing skills. Students work with a tutor and independently to develop mastery of course objectives and personal literacy goals. Emphasis on developing study skills and written expression. Geography and science units are included. (Pre-Lit) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 040 • New Readers IV-A 2 cr.

Introduction to fourth-level reading and writing skills. Units on family dynamics, social studies and science are included. Students work in lab with tutor to master course objectives and personal literacy goals. (Pre-Lit) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 045 • New Readers IV-B 2 cr.

Introduction to fifth-level reading and writing skills. Social studies and science units are included. Students work in lab with tutor to master course objectives and personal literacy goals. Prepares students for independent developmental study. (Pre-Lit) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 050 • Writing Step V 2 cr.

Independent study of writing techniques. Practice writing in response to stated purposes. Focus on writing complete sentences and increasing student confidence. (ABE I) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 051 • Reading Step V 2 cr.

Independent study and practice with reading skills. Students develop fluency, literal comprehension and vocabulary. (ABE I) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 056 • Math Basics I 2 cr.

Instruction, practice and practical application in mathematical basics including whole numbers, place value, money, addition, subtraction, data and probability, patterns, geometric shapes, and measurement. (ABE I) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 057 • Math Basics II 2 cr.

Expanded instruction, practice and practical applications in mathematical basics, including whole numbers, place value, multiplication, division, data and probability, patterns, geometric figures, and customary and metric measurement. (ABE II) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 058 • Orientation to GED 0.5 cr.

Introduction to the General Education Development (GED) test topics, timeline and procedures. Students may take the official GED Practice Test and/or other test skills diagnostics including TABE (Test of Adult Basic Education). Instructor and student develop a study plan to prepare for GED test. **Prerequisite:** Satisfactory placement. Half lecture.

TLC 060 • Writing Step VI 2 cr.

Independent study of writing techniques. Practice writing in response to stated purposes. Focus on sentence variety, mechanics and increased writing confidence. (ABE II) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 061 • Reading Step VI 2 cr.

Independent study and practice in reading. Students build on previously learned skills. Focus on developing interpretive and critical reading skills and vocabulary. (ABE II) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 062 • Social Science Reading I 2 cr.

Provides reading skills practice and content learning in the social sciences, including readings in political science, history, geography, economics and behavioral science. (ABE II) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 063 • Natural Science Reading I 2 cr.

Provides reading skills practice and content learning in the physical sciences, including biology, earth science, physics and chemistry. (ABE II) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 064 • Reading Literature I 2 cr.

Develop strategies in the literature content area. Specific emphasis on reading and interpreting fiction and nonfiction selections. (ABE II) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 066 • Fractions 2 cr.

Instruction, practice and practical application with fractions. (ABE III) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

TLC 067 • Decimals and Percents 2 cr.

Instruction, practice and practical applications with decimals and percents. (ABE III) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

TLC 071 • Practical Reading 3 cr.

Instruction and practice with literal and inferential reading comprehension. Focus on interpreting practical passages and selections. (ABE III) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

TLC 072 • Mathematics Review 2 cr.

Review and practice in whole numbers, decimals, fractions, percents, geometry, measurements and basic algebra. **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 073 • Calculator Skills 1 cr.

Instruction and practice using the Casio fx-260 scientific calculator to solve specific kinds of problems such as those that might appear on a GED mathematics test. Focus on calculator proficiency, not mathematics content. (ASE I) **Prerequisite:** Satisfactory placement. Half lecture; one lab.

TLC 075 • Mathematical Problem Solving 3 cr.

Instruction, practice and practical application in solving word problems, including test-taking strategies and reasoning. Fractions, decimals, ratios, proportions, percent, data analysis, geometry, and beginning algebra topics are integrated into a problem-solving format. (ASE I) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

TLC 078 • Beginning Essays 3 cr.

Instruction and practice in writing simple essays; emphasis on improving coherence, expression and fluency in writing. Reviews conventions of academic writing. **Prerequisite:** Satisfactory placement. Two lecture; two lab.

TLC 079 • Authoring Effective Paragraphs and Essays 3 cr.

Instruction and practice in creating effective paragraphs and essays. Focuses on the conventions of academic English and students are expected to self-edit and revise their own work. **Prerequisite:** Satisfactory placement. Two lecture; two lab.

TLC 081 • Reading Skills and Strategies 3 cr.

Reading strategies for literal and interpretive comprehension of written passages. Focus on interpreting popular literature and text passages. (ASE I) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

TLC 082 • Social Science Reading II 2 cr.

Instruction and practice with reading strategies in the content areas of political science, history, geography, economics and behavioral science. (ABE III) **Prerequisite:** Satisfactory placement. Two lecture; one lab.

TLC 083 • Natural Science Reading II 2 cr.

Reading practice and instruction in biology, earth science, physics and chemistry. (ABE III) **Prerequisite:** Satisfactory placement. Two lecture; one lab.

TLC 084 • Reading Literature II 2 cr.

Improve skills for understanding and interpreting literature. Students study the fundamentals of prose, poetry, drama and essay. (ASE I) **Prerequisite:** Satisfactory placement. Two lecture; one lab.

TLC 086 • General Education Development (GED) 3 cr.

Rapid content review, confidence building and test strategies for students already possessing GED-level skills. Prepares students to successfully complete the five GED Exams: (1) Language Arts, Writing, (2) Social Studies, (3) Science, (4) Language Arts, Reading and (5) Mathematics. (ASE II) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

TLC 088 • GED Writing Skills 2 cr.

Provides students with instruction and practice with grammar and mechanics necessary for successful completion of the multiple choice section of the General Education Development (GED) Language Arts, Writing Exam. (ASE I) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 089 • Writing for the GED 2 cr.

Provides instruction in the types of essay writing techniques needed specifically for the General Education Development (GED) Language Arts, Writing Essay test. (ASE I) **Prerequisite:** Satisfactory placement. One lecture; two lab.

TLC 090 • Writing Skills III 3 cr.

Improve writing techniques, fluency, mechanics and grammar in preparation for ENL 101. Practice in writing paragraphs, essays and a research paper. (ASE II) **Prerequisite:** Satisfactory placement. Three lecture; one lab.

TLC 091 • Reading Skills III 3 cr.

Effective techniques for studying, reading and comprehending college-level work. Intensive study of literal comprehension and content area reading techniques. Introduction to efficient study skills. (ASE II) **Prerequisite:** Satisfactory placement. Three lecture; one lab.

TLC 092 • Beginning Algebra 3 cr.

Instruction, practice and practical application in beginning algebra, including signed numbers, powers and roots, equations, algebraic expressions, polynomials, and rectangular coordinates. (ASE II) **Prerequisite:** Satisfactory placement. Two lecture; two lab.

TLC 095 • College Survival Skills 1 cr.

Introduction to basic study skills for organizing college and pre-college coursework. **Prerequisite:** Satisfactory placement. One lecture.

TLC 099 • Workshops in Developmental Studies 0.5 to 4 cr.

Workshop to enhance pre-college learning skills. Designed to meet the common interests and needs of a group of students. Course topics vary according to student needs. **Prerequisite:** Satisfactory placement. One to three lecture; one to three lab.

TLC 100 • College Success Strategies 3 cr.

Introduction to the college/university experience. Orientation to campus resources, regulations, policies and procedures; time management; note taking methods; test reading approaches and skills; library use; test taking; academic planning and information; and goal setting. **Prerequisite:** Satisfactory placement. Three lecture.

Welding (WLD)

WLD 100 • Safety and Math 2 cr.

Introduces trainees to principles and procedures needed to work safely in the construction environment and includes common safety equipment with procedures for inspection and use. Two lecture.

WLD 130 • Metal Art 3 cr.

Introduction to various forms of metal artwork techniques including basic blacksmith forging, scrollwork, bending, forming of sheetmetal into armour and other implements. Also features elements of armour and weapons history by touching on the styles found in different countries. One lecture; four lab.

WLD 131 • Metal Armour Fabrication 3 cr.

Skills enhancement in various forms of metal artwork techniques, specifically chasing, engraving, etching and beginning inlay work (soldering style inlay and puzzle style inlay). Skills are applied to brass, copper, steel or iron. Objective is the practice of shaping and forming of steel armour. Student will build a set of armour and enhance its surface with inlaying techniques. One lecture; four lab.

WLD 150 • Symbols, Drawings/ Metal Preparation 2 cr.

Teaches welding trainees how to read and interpret AWS standard welding symbols and welding detail drawings, as well as how to prepare base metal joints for welding. **Co-requisite:** WLD 100. Two lecture.

WLD 151 • Cutting Process and Welding Quality 3 cr.

Introduces welding trainees to oxy-fuel cutting (OFC), plasma arc cutting (PAC) and carbon arc cutting (CAC). Teaches student to understand and apply weld quality principles. **Co-requisite:** WLD 100. One lecture; three lab.

WLD 152 • SMAW Plate I 3 cr.

Students are introduced to shielded metal arc welding and its equipment setup; shielded metal arc welding electrodes and considerations for electrode selection; shielded metal arc welding beads and fillet welds using only shielded metal arc welding technology. **Co-requisite:** WLD 100. One lecture; three lab.

WLD 153 • SMAW Plate II 3 cr.

Introduces welding trainees to shielded metal arc welding groove welds with backing and their manufacture using shielded metal arc welding equipment. **Prerequisite:** WLD 152; **co-requisite:** WLD 100. One lecture; three lab.

WLD 154 • GMAW Plate 3 cr.

Introduces welding trainees to: gas metal arc welding (GMAW) equipment and filler metals; gas metal arc plate and the fabrication of quality GMAW fillet weld in plate in all positions; flux core arc welding (FCAW) equipment and filler metals; and the manufacture of quality FCAW fillet and groove welds using flux core arc welding. **Co-requisite:** WLD 100. One lecture; three lab.

WLD 155 • GTAW Plate 3 cr.

Introduces welding trainee to Gas Tungsten Arc Welding (GTAW) equipment and filler metals and the fabrication of quality groove welds in mild steel plates with the GTAW process. **Co-requisite:** WLD 100. One lecture; three lab.

WLD 156 • AWS Level I Certification Preparation 2 cr.

Prepares student to meet the American Welding Society (AWS) Level I Entry Level Welder requirements that are more comprehensive than the NPC general welding curriculum. When linked with WLD 157, prepares student to sit for the nine-part AWS national certification exam. **Prerequisites:** All Level I courses, or instructor permission; **co-requisite:** WLD 100. One-half lecture; three lab.

WLD 157 • AWS Level I Certification (Entry Level Welder) 4 cr.

Prepares student to test for final certification requirements as an American Welding Society Entry Level Welder (Level I) by performing the same nine-part series of workmanship qualification examinations required by the AWS EG2.0-95. **Prerequisites:** All Level I courses including WLD156, or instructor permission; **co-requisite:** WLD 100. One lecture, six lab.

WLD 240 • Introduction to Plastics 2 cr.

Introduces student to types and characteristics of common thermoplastics. One lecture; two lab.

WLD 241 • Plastic Welding 2 cr.

Covers construction and components of the hot air welder; techniques for plastic welding, use of welding tips, and air compressor and heat settings. **Co-requisite:** WLD 240. One lecture; two lab.

WLD 242 • Fabrication of Plastics 2 cr.

Instruction in how to construct products from sheet plastics; use of tools for cutting, shaping and finishing. **Co-requisites:** WLD 240, WLD 241. One lecture; two lab.

WLD 243 • Pipe Fitting for Plastic 2 cr.

Focus on coping pipe and flange welding. How to level pipe on pipe stands, find center and attach flanges using two-hole pins, square, level and hot air welder. Also instruction in use of math formulas to make cope templates, cut-outs with jig-saw and weld pieces to form usable fittings. **Co-requisites:** WLD 240, WLD 241, WLD 242. One lecture; two lab.

**WLD 260 • Weld Fit-Up/
Inspection/Metallurgy** 2 cr.

Introduction to joint fit up and alignment using equipment associated with shielded metal arc welding; air carbon arc cutting and gouging; physical characteristics and mechanical properties of metal, especially as related to base metals and affect weld quality; and weld quality theory. **Co-requisite:** WLD 100. One lecture; one lab.

**WLD 261 • SMAW
Open V-Butts/Plate I** 3 cr.

Introduces welding trainees to shielded metal arc welding open V-butt welds using appropriate equipment. **Prerequisite:** WLD152; **co-requisite:** WLD 100. One lecture; three lab.

**WLD 262 • SMAW
Open V-Butts/Plate II** 3 cr.

Course offers welding trainees advanced training in the manufacture of acceptable open V-butt welds using shielded arc welding equipment. **Prerequisites:** WLD 152, WLD 153 and WLD 261; **co-requisite:** WLD 100. One lecture; three lab.

**WLD 263 • SMAW
Open Root/Pipe I** 3 cr.

Instructs a welding trainee in the performance of open root pipe welds in the flat and horizontal positions using SMAW equipment. **Prerequisites:** WLD 152, WLD 153, WLD 261 and WLD 262; **co-requisite:** WLD 100. One lecture; four lab.

**WLD 264 • SMAW
Open Root/Pipe II** 3 cr.

Advanced training for the welding trainee in the manufacture of open root pipe welds in the vertical and 45-degree inclined position using SMAW technology. **Prerequisites:** WLD 152, WLD 153, WLD 261, WLD 262 and WLD 264; **co-requisite:** WLD 100. One lecture; four lab.

WLD 265 • GMAW Pipe 3 cr.

Introduces the welding trainee to gas metal arc welding pipe and the installation of quality GMAW V-groove welds in pipe; GMAW equipment and filler metals; and flux cored arc welding of pipe and the manufacture of quality FCAW open root V-groove welds in pipe. **Prerequisite:** WLD 154; **co-requisite:** WLD 100. One lecture; three lab.

WLD 266 • FCAW Pipe 3 cr.

Introduces the welding trainee to GMAW equipment and filler metals and the manufacture of quality FCAW open root V-grooves. **Prerequisite:** WLD 154; **co-requisite:** WLD 100. One lecture; three lab.

WLD 267 • GTAW Pipe I 3 cr.

Introduces the welding trainee to the GTAW (gas tungsten arc welding) process of installing quality open root V-groove welds on stainless steel pipe; using GTAW equipment and filler metals; and manufacturing quality open root V-groove welds on low alloy steel pipe with the GTAW process. **Prerequisite:** WLD 155; **co-requisite:** WLD 100. One lecture; three lab.

WLD 268 • GTAW Pipe II 3 cr.

Advanced training in the use of GTAW technology and introduction of the process of installing quality open root V-groove welds in carbon steel pipe with the GTAW process. **Prerequisites:** WLD 155 and WLD 267; **co-requisite:** WLD 100. One lecture; three lab.

**WLD 290 • Welding
Fabrication** 3 cr.

For advanced students to continue training in welding. Students complete a project from blueprint to final product. **Prerequisite:** Permission of instructor. One lecture; three lab.

**WLD 291 • Internship
for Welding** 2 cr.

Internship course designed to accompany any WLD course to learn the fundamentals of welding, fabrication and cutting through on-the-job-training as an intern with a local contractor. The course emphasizes techniques and use of basic tools in performing welding related work and includes physical demonstrations of safety requirement. Students must schedule job hours with a designated contractor for an average minimum of 10 hours per week. **Prerequisite:** Permission of instructor; **co-requisite:** WLD 100.

Workshops and Special Project Courses

The following list of courses are available and applicable in every departmental area and may carry the departmental prefix. Such courses are not described in the preceding Course Description section since their descriptions (below) are the same for all similarly numbered courses.

198 • Internship 1 to 16 cr.

An on-the-job training program for students to earn college credit for learning achieved on the job. Learning is demonstrated through student completion of employer, student (employee) and NPC instructor-approved written learning objectives relating to the student's job, career goals and academic major.

099/199 • Workshop 0.5 to 6 cr.

Courses designed to meet the common interests and problems of a group of students. Course topics vary according to the needs of students involved.

298 • Portfolio 1 to 3 cr.

Supervised special project in field of study designed for application to professional/technical and academic studies. Students participate in an in-depth, critical evaluation of their own work as it relates to competencies developed during their program. Development of a portfolio of individual performance consisting of assessment and examples demonstrating success in communication, problem solving, decision making and technical competencies.

299 • Special Topics 0.5 to 4 cr.

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.



Section V

Business & Community Services

Business and Community Services

Business and Industry Training

The Business and Industry Training area provides quality training and workforce development workshops that are customized to meet the needs of business and industry communities. NPC's Business and Industry Training department guarantees satisfaction for training services. If the services NPC provides do not meet your requirements, staff will re-do them at no charge.

Business and Industry Training specializes in offering creative training with courses and workshops that incorporate innovation, flexibility, customer service, entrepreneurial spirit and world-class standards.

The mission is to provide business and industry with programs that enhance the individual and provide additional value to companies by increasing employee knowledge, skills and confidence. NPC can tap its own resources or bring in outside trainers to provide any training that might be needed. By coordinating these efforts, in many cases, the training can be offered at a lower cost.

Training to meet state or federally required certifications is already offered by NPC in our service area, saving businesses the time and financial cost of sending employees to large metro areas. NPC has the educational resources to provide training in a variety of areas, such as computer software implementation, CPR certification, business training, as well as stress or time management skills. Special speakers can also be arranged.

By establishing partnerships, strategic alliances and advisory councils with companies, such as Arizona Public Service Cholla Power Plant, Salt River Project Coronado Generating Station, Tucson Electric Power Springerville Generating Station, Catalyst Paper; Summit Healthcare Regional Medical Center, PFFJ Inc., Navopache Electric Co-Op, Apache County, Wal-Mart, Navajo County, local fire departments and others, Business and Industry Training benefits employers, employees, future employees and the community.

For more information on Business & Industry Training, please contact Kristen Williams, at (800) 266-7845, ext. 6232 or email kristen.williams@npc.edu.

Community Education

Community Education serves the residents of NPC district communities by providing lifelong learning opportunities and support for community and cultural activities. Classes and workshops are offered as noncredit opportunities in home crafts and technology, dance, health and wellness, computer applications, cooking specialties, sustainable living strategies, and other areas.

Classes and workshops are included in the semester schedule of classes, with additional classes added throughout the semester. Local newspaper advertising and mailings notify communities of all courses scheduled. Enroll in classes and workshops at least a week before the class starts to ensure it is not cancelled due to insufficient enrollment.

To request to be on the division mailing list of course offerings, please contact Loyelin Aceves, community education program coordinator, (800) 266-7845, ext. 6244, or email loyelin.aceves@npc.edu. You can also view a current list of personal interest classes by visiting www.npc.edu and clicking on the "Noncredit Classes (Learning Adventures)" link. Suggestions for future course offerings or topics are welcomed.

Northland Pioneer College Foundation

The Northland Pioneer College Foundation is an independent 501(c)3 nonprofit organization providing scholarships and other forms of assistance to NPC students and the college. The foundation's mission is to support the success of NPC students and the college, which improves the quality of life in our communities. The foundation promotes post-high school education, quality of life for families and communities in our region, collaboration with those who share our mission, integrity and accountability, service and giving, and personal development for Foundation stakeholders.

Specifically, the foundation provides funds and other support to enable students to complete their education, to assist students developing their skills for the job market, to encourage local students to stay in our communities, to assist student organizations, to provide supplies and other needs for college programs, and to promote sustainability at the college.

Additionally, the foundation is fostering the development of an alumni organization actively serving alumni and encouraging students. For more information about the NPC Foundation, contact Lance Chugg, executive director, at (800) 266-7845, ext. 6245 or email lance.chugg@npc.edu.

Small Business Development Center

The Small Business Development Center (SBDC) was established in 1989 by Northland Pioneer College and the Small Business Administration to help increase the number of successful small businesses in Northeastern Arizona. The SBDC joins 10 such centers in Arizona – one of 50 participating states. Northland's center serves Navajo and Apache counties. Its programs, resources and services focus on a broad range of business issues. The SBDC staff members and consultants work with clients to identify problem areas and develop strategies to deal with them. The SBDC provides quality educational programs, access to resources, and one-on-one counseling to small businesses throughout the region. The primary goal of the SBDC is to work with small businesses to maximize their success.

The SBDC offers confidential, no cost counseling services to small business owners. Counseling is offered in various locations throughout the region, usually in facilities operated by Northland or other participating agencies. The no cost counseling is offered in Winslow, Holbrook, Snowflake/Taylor, Show Low, Pinetop/Lakeside, St. Johns, Springerville/Eagar, and on the Navajo, Hopi and Apache reservations.

The SBDC hosts and co-sponsors seminars and noncredit workshops for small businesses, covering topics like starting a new business, writing a business plan, financing, accounting and bookkeeping, marketing, management, and doing business with the Government workshops on topics

like, exporting, clean technology, hubzone, women owned business, SBA loan programs and



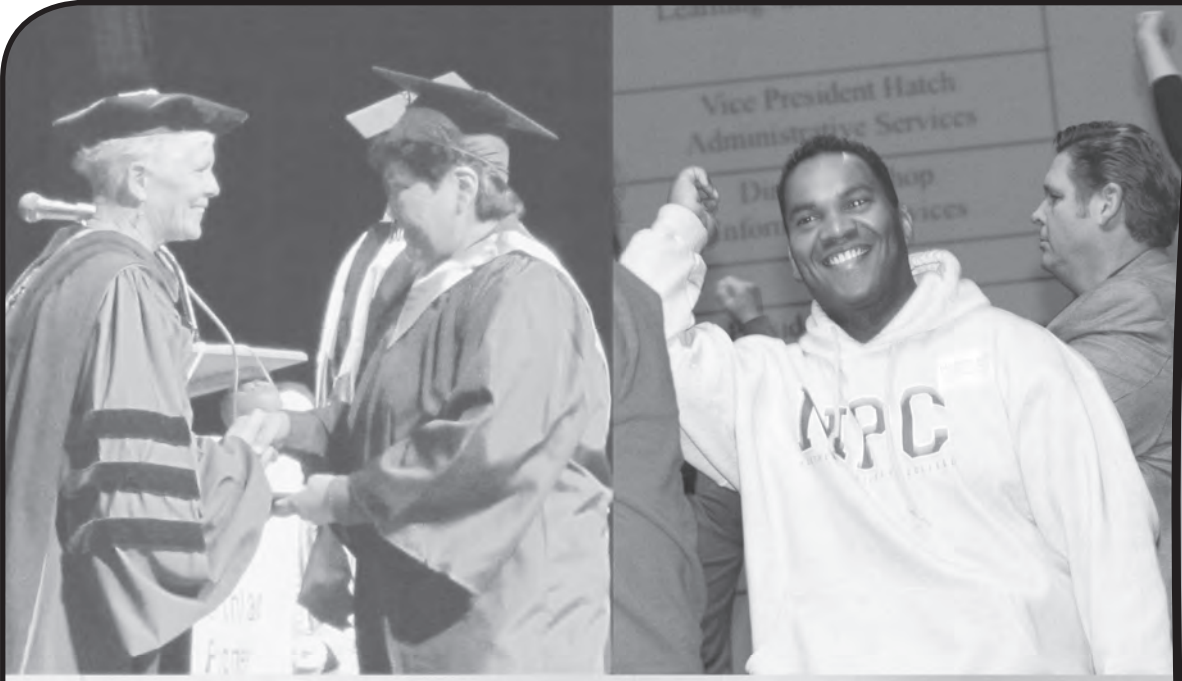
Veteran's services. The Small Business Development Center's services are normally accessed first through a call to the SBDC main office in Show Low at (800) 266-7845, ext. 6170.

Workshops and seminars are promoted at campuses and other sites with posters and fliers. To attend a session, phone the number listed on the poster, flier or newspaper press release or visit www.npcsbd.com.

The SBDC updates the media regularly with press releases and articles concerning small business topics and events. Referrals from banking institutions, cities, chambers of commerce, economic development organizations, SBA and other clients are often the best sources of new clients for the counseling program. Visit the SBDC website at www.npcsbd.com to access the services online by either completing a *Request for Counseling* Form or by using email and other communication.

The Small Business Development Centers are partially funded by the Small Business Administration. The support given by the U.S. Small Business Administration through such funding does not constitute an express or implied endorsement of any of the co-sponsor(s) opinions, products or services.

For more information or assistance, call SBDC Director Tracy Mancuso, (800) 266-7845, ext. 6170 or email tracy.mancuso@npc.edu.



Section VI

Administration, Emeriti & Faculty

Navajo County Community College District Governing Board

Daniel Peaches

District 1

1985 to Present; Secretary 1988 – 90, 1997 – 98,
2000 – 04; Chairman 2005 – 07

Louella Nahsonhoya

District 2

Appointed February 2011

William “Bill” Jeffers

District 3

1997 to Present; Chairman 1999 – 2002, 2009 – 12

Eugene “Dusty” Parsons

District 4

2009 to Present

Mary Virginia “Ginny” Handorf

District 5

May 2008 to Present; Secretary 2009 – 12

Emeriti

Anne Abbey (1991)

*Administrative Assistant to the President,
Business & Community Education Director*
B.S., Northern Arizona University

David R. Abel (1977)

*Faculty: Psychology and Physical Education/
ASNPC Faculty Adviser*
B.S., M.A., Northern Arizona University;
Additional Studies: Northern Arizona University

Catherine Borum (1976) Deceased September 2001

Faculty: Administrative Information Services
A.A., Stephens College; B.S. and M.B.A., UCLA;
Additional studies: Northern Arizona University and
Arizona State University

Dr. Patrick Canary (2002)

Faculty: Biology
B.S., M.S., Cleveland State University;
Ph.D., West Virginia University

Lois Coltrin (1985)

Faculty: Administrative Information Services
B.S., Brigham Young University;
M.A., Northern Arizona University

Jill M. Diemer (1984)

Faculty: Computer Information Services
A.A.S., Northland Pioneer College;
B.S., Ball State University; M.F.A., Indiana University;
Additional Studies: University of Arizona

Joel C. Eittreim (1979)

Director, Extended Learning Services
B.S., M.A., Arizona State University; Certification in
Economic Development Finance Professional

Shirley Eittreim (1981)

Faculty: Administrative Information Services
B.A., M.A., Arizona State University;
Additional Studies: Arizona State University,
Northern Arizona University

Marva Fellows (1990)

Academic Adviser
Veterans Programs
A.A.S., Northland Pioneer College

Heidi Fulcher (1986)

Dean: Developmental Services
A.A., Scottsdale Community College;
B.A., M.Ed., Arizona State University;
Additional Studies: Appalachian State University

Ron E. Goulet (1994)

Faculty: English
B.S. Northern Arizona University;
M.A., San Francisco State University

Martin Grubb (1980) Deceased 2001

Faculty: Business
B.A., San Fernando State College;
M.B.A., University of Phoenix

Richard ‘Dick’ Heimann (2003)

Faculty: Education
B.A., M.A., Arizona State University

Barbara Hockabout (2000)

Faculty: English
B.A., University of California - Berkeley;
M.A., Gonzaga University; Additional Studies:
University of Idaho, California State University

Joyce Hunt (1980)

Payroll Supervisor

A.A.S., Northland Pioneer College

Charles Kermes (1986)

Dean of Business and Technology, Associate Dean for Instructional Support, Project Director for School to Work, Coordinator of Career Planning and Placement

Faculty: Sociology

B.A., State University of New York at Buffalo;

M.A., Syracuse University

Linda Klingler (1991)

Library Media Technician

B.S., Oregon State University

Rose Kreher (2001)

Administrative Assistant to V.P. of Learning

B.A., University of Colorado;

M.A. University of Denver

Janice Kraai (1989)

Faculty: Developmental Services

B.A., University of Michigan;

M.A., University of Arizona;

Dr. Clifton Lewis (1974)

Faculty: Foreign Languages

B.A., Brigham Young University;

M.A, Ph.D., University of New Mexico

Dr. Eugene Luke (1974)

Faculty: English

B.A., Ph.D., North Texas State University;

M.A., University of Wisconsin

Carol Maddin (1980)

Academic Advising Coordinator

Faculty: Human Development

B.S., Central Missouri State College;

M.S., University of Missouri - Kansas City;

Additional Studies: Loyola University, Arizona State University, Colorado State University

Brenda Manthei (1988)

Faculty: Biology

B.A., M.A., New Mexico Institute of Mining and Technology;

Additional Studies: Northern Arizona University

Renee Maxwell (1989)

Records & Registration Clerk

Dr. Jac Morse (1983)

Business Department Chair, Extended Education Division

Faculty: Business and Computer Science

B.A., M.A., Ph.D., Arizona State University

Dr. David Nichols (1974)

Associate Dean, Instructional Support Services

B.S., M.S., Brigham Young University;

Ed.D., Northern Arizona University

Dr. Joseph Nickolas (1975)

Faculty: Biology

B.S., East Stroudsburg University; M.S., Arizona State University; Ph.D., Columbia Pacific University

Donald A. Olsen (1974)

Director of Business Affairs/Dean of Business Services

B.A., Brigham Young University; B.S., Arizona State

University; Additional Studies: University of Arizona

Vicki Owen (1996)

Academic Adviser

A.A., Northland Pioneer College

Dr. Arvin Palmer (1975)

Administration: Dean of General Education/Extended Services, Dean of Instruction, Vice President.

Faculty: History, Geography and Political Science; College Historian.

B.A., M.A., Arizona State University;

Ph.D., Claremont Graduate University;

Additional Studies: Arizona State University, University of Missouri, University of Colorado, University of Arizona, University of Minnesota

Dr. Gary Passer (1992)

President (1997–2004; 2005–2006);

Vice President for Instructional Services

Faculty: Sociology

B.A., Iowa Wesleyan College; M.A., Ph.D., University of Iowa; Additional Studies: University of Wisconsin, Iowa State University

Penny Albright Petersen (1975)

Director of Community Relations/Publications

Faculty: Speech and Theatre

B.A., M.A., Arizona State University; Additional Studies: University of Arizona

Ronald Petersen (1980)

Director of Student Services/Dean of Student Services/Marketing

B.A., University of Washington;

M.Ed., University of Toledo

Neil Rabe (1994)

Maintenance Supervisor

James G. Richmond (1983) Deceased 2010

Faculty: Construction Technology

B.S., Oregon State University; M.A., Northern Arizona University; Additional Studies: Linn-Benton Community College (Albany, OR), University of Oregon - Eugene

Larry Romo

System Analyst/Programmer

A.A.S., Pima Community College;
B.S., University of Arizona

Allen Rothlisberg (1975) Deceased 1999

(Awarded Posthumously)

Coordinator: Library Services

Faculty: Library Media Technology

B.A., San Diego State College; M.S., Our Lady of the Lake College; Additional Studies: Northern Arizona University, University of Arizona, and University of Oklahoma

Dorothy “Dottie” Sanderson (1978) Deceased

Administrative Assistant to the President

Dale Schicketanz (1976)

Faculty: Photography

A.A., Southwestern College; B.A., San Diego State University; M.A., California State University - Fresno

A. Dan Simper (1975)

Director of Personnel/Registrar

B.S., Brigham Young University; M.S., University of California - Davis; Additional Studies: Brigham Young University, University of California - Davis

Lee Sweetman (1979)

Faculty: Art/Department Chair

B.F.A., M.A., Northern Arizona University

Dr. Charles M. Sypolt (1974) Deceased 2011

Faculty: History

B.A., University of California - Berkeley;
M.A., Chico State University; Ph.D., University of Wyoming; Additional Studies: California State University - San Jose

JoAnn Taylor (1989)

Director of Marketing and Public Relations

B.S. University of Missouri at Kansas City

Marili Thomas (1974)

Faculty: Administrative Information Services

B.A., Adams State University (Colorado);
M.A., Northern Arizona University;
Additional Studies: Adams State College

Ronald Troutman (1977)

Satellite Program Facilitator, Navajo County Programs

Coordinator, GED Chief Examiner,

Coordinator of Alternative Learning

Faculty: Forestry, Basic Skills

B.S., Northern Arizona University

Dr. Marvin L. Vasher (1977)

President (1977–1990)

Faculty: History

B.S., Eastern Michigan University; M.A., University of Michigan; Ed.D., Laurence University (California);
Additional Studies: University of Idaho,
University of Washington

James E. Wilson (1978)

Coordinator of Law Enforcement Academy, Legal Assistant Program, Correctional Program, Criminal Justice Program

Faculty: Law Enforcement, Administration of Criminal Justice

A.A.S., Northland Pioneer College; Additional Studies: Phoenix College, Eastern Arizona College

Patricia A. Wolf (1986)

Dean of Liberal Art

Faculty: Art

B.F.A., Bethany College; M.S., University of Kansas;
Additional Studies: Adams State College,
Kansas State College, Pittsburgh State University,
University of Kansas

Administration and Administrative Staff

Peggy Belknap (1990)

Dean of Career and Technical Education

B.G.S., M.Ed, Northern Arizona University

Eric Bishop (2006)

Director of Information Services

B.S., Devry University

M.S., Boston University

Stuart Bishop (2011)

Director of Public Safety
A.A.S., Northland Pioneer College;
A.A., Mesa Community College;
B.A., Northern Arizona University

Beulah Bob-Pennypacker (1994)

Director of Financial Aid
B.G.S., Northern Arizona University

John Bremer (2011)

Controllor
B.S., Minnesota State University – Mankato.

Maderia Ellison (2007)

Director of Financial Services
B.A., Fort Lewis College

Peg Erdman (2011)

Dean of Nursing and Allied Health
B.S.N, Allen College of Nursing; M.S.N., Clarkson
College; CNE

Robert Godfrey (2008)

Systems and Network Administrator
A.A., Parks College

V. Blaine Hatch (2000)

Vice President for Administrative Services
B.A., M.B.A., Brigham Young University

Dr. Eric Henderson (2004)

Dean of Arts and Sciences
B.A., Portland State University;
J.D., Ph.D., University of Arizona

Ann Hess (2007)

Director of Marketing and Public Relations
B.F.A., State University of New York at New Paltz

Jake Hinton-Rivera (2007)

Dean of Studentss
B.A., Clayton College and State University
M.Liberal Sudies, Fort Hays State University

David Huish (1996)

Director of Facilities and Vehicles
B.S., Arizona State University;
M.Ad., Northern Arizona University

Rickey Jackson (2004)

Director of Developmental Services
A.A., Central Arizona College;
B.S., M.Ed., Northern Arizona University

Tracy Mancuso (2010)

Director of Small Business Development Center
B.S. University of Phoenix

Tamara Martin (2012)

Apache County Coordinator
B.S., Northern Arizona University

Dr. Jeanne Swarthout (2001)

President
B.A., Arizona State University; M.A., Florida State
University; Ph.D., Arizona State University

Mark Vest (2001)

Vice President of Learning and Student Services
B.A., M.A., University of Kentucky;
M.A., Ohio State University

Dr. Leslie Wasson (2011)

Director of Institutional Effectiveness
B.A., Eckerd College;
M.A., University of North Carolina;
Ph.D., State University of New York at Stony Brook

Dan Wattron, SPHR (2011)

Director of Human Resources
B.S., University of Wisconsin – Stevens Point

Northland Pioneer College Faculty

Theresa Artz-Howard (1999)

Faculty: Nursing Assistant
B.S.N., M.S.N., University of New Mexico; Additional
Studies: Arizona State University, Western Michigan
University, South Mountain College, Phoenix College,
Estrella Mountain Community College

Donna Ashcraft (1986)

Faculty: English
B.G.S., University of Iowa; M.A., Norwich University;
Additional Studies: University of Iowa,
Northern Arizona University, Texas Tech University,
Northland Pioneer College

Clover Baum (2008)

Faculty: AIS/CIS
B.B.A., New Mexico State University;
M.B.A., University of New Mexico

Marina Beerli (2012)

*Faculty: Early Childhood Development/
Elementary Education*
B.A., Antioch College; M.Ed., Antioch New England
Graduate School

Eli Blake (1998)

Faculty: Mathematics
B.S., M.A., New Mexico Institute of Mining
and Technology

Cynthia Blodgett (2009)

Faculty: Developmental Services
B.A., University of Arizona;
M.Ed., Arizona State University

James R. Boblett (1976)

Faculty: Psychology
B.S., M.A., Northern Arizona University;
Additional Studies: Arizona State University

Russell Brown (2011)

ADOC Coordinator/Faculty
A Prof, B Prof, Embry-Riddle Aeronautical University;
M.Ed., Northern Arizona University

Lynn Browne-Wagner (2006)

*Faculty: Emergency Medical Technology/
Program Coordinator*
B.S.N., Arizona State University;
M.S.N., Walden University

Brian Burson (2006)

Faculty: Mathematics
B.A., Arizona State University;
M.Ed., Northern Arizona University

Curtis Casey (2000)

Faculty: Welding/Program Coordinator
A.A.S., Maricopa Tech College

John Chapin (2004)

Faculty: Computer Information Services
B.A., Marilhurst College; M.S., Miami University

Tracy Chase (2007)

Faculty: Business & Administrative Information Services
B.S., University of Phoenix

Autom Christensen (2007)

Faculty: Cosmetology
A.A.S., Northland Pioneer College

Paul Clark (2007)

Faculty: Power Plant Fundamentals
A.A.S., Northland Pioneer College

Janice Cortina (2010)

Faculty: Developmental Services
B.S., Northern Arizona University;
M.S. Walden University

John Deaton (1979)

Faculty: Sociology and Political Science
B.A., M.A., California State University Chico;
Additional Studies: Northland Pioneer College,
Grand Canyon University, University of Phoenix,
Northern Arizona University

Claude Endfield (1988)

Faculty: Early Childhood Education
B.S., Arizona State University; M.A., Nova University

Brian Gardner (2007)

Faculty: Emergency Medical Technology
A.A.S., Northland Pioneer College

Magdalene Gluszek (2011)

Faculty: Art
B.A., B.F.A., State University of New York at Fredonia
M.F.A., University of Florida

Dr. Barry Graham (2000)

Faculty: Mathematics
B.A., Pacific Union College;
M.A., Ph.D., University of California

Richard Harris (2011)

Faculty: Spanish
B.A., M.A., Arizona State University

Andrew Hassard (2003)

Faculty: History/Geography
B.S., University of Southern Mississippi;
M.A., University of South Carolina;
Additional Studies: Jackson State University

Barbara Hicks (2008)

Faculty: Cosmetology
A.A.S., Northland Pioneer College

Dr. Thomas Hodgkins (2011)

Faculty: Chemistry
B.S., Union College;
M.S., Ph.D., Eastern Kentucky University

Orina Hodgson (2004)

Faculty: Nursing
B.S.N., Northern Arizona University;
M.S.N., University of New Mexico

Randall Hoskins (2003)

Faculty: Welding
A.A.S., Northland Pioneer College

Michelle Hunt (2007)

Faculty: Nursing
B.S.N., Grand Canyon University
M.S.N., University of Phoenix

Janet Hunter (1996)

Faculty: Administrative Information Services
B.S., Pennsylvania State University; M.S., M.B.,
Virginia Polytechnic Institute and State University;
Additional Studies: Northland Pioneer College,
Northern Arizona University

Cynthia Hutton (2003)

Faculty: Biology/Chemistry
B.A., M.A., Mount Holyoke College

Dr. James S. Jacob (2001)

Faculty: Biology
B.S., M.S., Stephen F. Austin State University;
Ph.D., University of New Mexico

Susan Jamison (2008)

Faculty: Nursing and Allied Health
B.S.N., University of Arizona;
M.S., Northern Arizona University

Dawn Johnson

*Faculty: Adult Basic Education Special Sites Coordinator/
Instructor*
A.A., Northland Pioneer College;
B.A., Northern Arizona University

Dr. Sandra Johnson (2003)

Faculty: Education
B.A., Dana College; M.Ed., Ph.D., University of
Arizona; Additional Studies: University of Alaska;
Western Michigan State; University of Oregon;
Weber State College, University of Phoenix

Dana Jolly (2005)

Faculty: Nursing
B.S., Emory University; M.S.N., University of Arizona

Ryan T. Jones (1998)

Faculty: English
B.A., M.A., University of Utah

Deborah Keith (2006)

Faculty: Nursing
B.S.N., University of Auburn at Montgomery;
M.S.N., University of Phoenix

Kenneth Keith (2005)

Faculty: Industrial Technology and Program Coordinator
B.S., M.S., University of Phoenix

Dr. Michael Lawson (2004)

Faculty: Anthropology/History
B.A., California State University, Chico;
M.A., University of New Mexico;
Ph.D., Arizona State University

Patricia Lopez (2011)

Faculty: Biology
B.S., Louisiana Technical University;
M.S., University of Arizona

Dr. Wei Ma (2010)

Faculty: Educational Technology
M.A., Ph.D., Ball State University

Gary Mack (1991)

Faculty: Mathematics
B.S., Northern Arizona University;
M.S., University of Arizona;
Additional Studies: Northern Arizona University

Chloe Martineau (2005)

Faculty: Cosmetology
A.A.S., Northland Pioneer College

J. Jeannie McCabe (2006)

Faculty: Administrative Information Services
B.A., M.A., Northern Arizona State University

Thomas Munde (2006)

Faculty: Automotive Technology

Thomas W. Nagle, Jr. (1995)

Faculty: Business
B.A., Northern Arizona University;
M.B.A., National University, San Diego

Julie Neish (2011)

Faculty: Music
B.S. Music, Brigham Young University–Idaho
M.M., George Mason University

Shannon Newman (2000)

Faculty: Developmental Services
B.A., Chatham College;
M.Ed., Northern Arizona University

Dr. Russell Ott (2003)

Faculty: Biology/Chemistry
B.S., University of Michigan;
Ph.D., Stanford University

Theresa Parker (2002)

Faculty: Cosmetology
A.A.S., Northland Pioneer College

Julie Peck (2011)

Faculty: Cosmetology

Newell Peterson (2009)

Faculty: Building Occupations – Special Status

Frank Pinnell (2005)

Faculty: Welding
A.A.S., Northland Pioneer College

Randy Porch (1988)

Faculty: Geology
B.S., M.S., M.Ed., Northern Arizona University

Ryan Rademacher (2010)

Faculty: English
B.A., M.A., Illinois State University

Dr. Gary M. Reyes (2001)

Faculty: Psychology
B.S., Park College; M.A., Chapman University;
Ph.D., Northern Arizona University

Barry Richins (1975)

Faculty: English
B.S., Northern Arizona University; M.A., Illinois State University; Additional Studies: Brigham Young University, Arizona State University, University of Iowa

Charlotte A. Robbins (2001)

Faculty: Cosmetology
A.A.S., Northland Pioneer College

Ferryn Sam (2011)

Faculty: Cosmetology
A.A.S., Northland Pioneer College

Douglas Seely (2001)

Faculty: Computer Information Systems
B.Ed., University of Lethbridge; Additional Studies: Oregon State University, Northern Alberta Institute of Technology

Dr. David Smith (2005)

Faculty: Biology
B.S., University of Arizona; M.S., University of Bridgeport; Ph.D., Brigham Young University

Bill Solomon (2004)

Faculty: Fire Science
B.S., Arizona State University

Dr. Michael Solomonson (2000)

Faculty: Speech and Theater
B.A., Northwestern College; M.A., Kansas State University; Ph.D., University of Nebraska

Carol Stewart (2007)

Faculty: Nursing
B.S.N., University of Phoenix;
M.S.N., Northern Arizona University

Reginald Tenney (2007)

Faculty: Heavy Equipment Operations
A.A.S., Northland Pioneer College

Timothy Turner (2011)

Faculty: Construction Technology/WIA-WMAT – Special Status
A.A.S., Northland Pioneer College;
B.S., Western New Mexico University

Joan Valichnac (1988)

Faculty: Developmental Services
B.A., Arizona State University; M.A., Northern Arizona University; Additional Studies: Arizona State University, Appalachian State University

Kenneth Wilk (2012)

Faculty: Construction Technology/Department Chair
BS, Northern Arizona University;
M Engineering, University of Nebraska – Lincoln

H. Dean Wiltbank (2008)

Faculty: Heavy Equipment Operations

Jennifer Witt (2006)

Faculty: English
B.A., M.A., Illinois State University

Peterson Yazzie (2011)

Faculty: Art (2-D)
A.F.A., B.F.A., Institute of American Indian Arts;
M.F.A., University of New Mexico



Student Rights and Responsibilities

Section VII

Student Rights and Responsibilities

Updates to this information can be found in the Student Services section of the NPC website, www.npc.edu.

Affirmative Action & Title IX

Northland Pioneer College is an EEO/AA employer and does not discriminate on the basis of race, color, national origin, religion, marital status, gender, age, Vietnam Era Veterans' status, or disability in admission or access to, or treatment or employment in its educational programs or activities. The college is required by Title IX of the Education Amendment of 1972 and the regulations adopted pursuant thereto in the Title VI and VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1974 not to discriminate in such manner.

Attendance

Upon admission to NPC, a student assumes the responsibility of completing each course for which he or she is registered. The student is expected to attend all sessions of the classes in which he or she is enrolled. Any student who has three absences without excuses acceptable to the instructor, medical or otherwise, may be dropped from the class. Students who miss the first two meetings of the class may also be dropped. After a student has been dropped from the class for unexcused absences, an appeal for reinstatement will be considered only under extenuating circumstances.

Communicable Diseases

Students and employees who are identified as having communicable diseases may attend Northland Pioneer College with reasonable accommodation. Reasonable accommodation will be utilized when there is medical justification that the transmission of the disease is highly doubtful and/or the risk of further exposure or injury to other students and employees is improbable.

When college officials have sufficient reason to believe that a student or employee has contracted a communicable disease, and that through transmission, there is potential harm and/or risk to other students and employees, the student or employee will be required to be evaluated by medical professionals at his/her expense within a designated time frame. If the student or employee chooses not to be medically evaluated, they will be removed from all college activities/responsibilities. Should the student or employee not follow through with a medical evaluation within the designated time frame, they will be removed from all college activities/responsibilities until medical evaluation is attained.

Following medical evaluation, and upon the written recommendations and findings from the attending physician, the college president, or designee, may require the student or employee to be isolated. Isolation may include, but not be limited to temporary removal of the student or employee from classes and college employment. These decisions will be according to the recommendation of the attending physician and/or public health guidelines.

The college will not assume the responsibility for carrying out the isolation of a student or employee who has contracted a communicable disease. The student or employee will be responsible for securing alternative living quarters should the college require isolation.

The right to privacy and confidentiality of any student or employee who has contracted a communicable disease will be respected. Disclosure of the medical condition will only occur to the extent required to minimize the health risks to other students and employees. The college president or designee will determine appropriate disclosure of information. Employee group medical insurance plans cover treatment and care for communicable diseases in the same way care is provided for any other condition.

[NPC Procedure #2751, based on Policy #1561]

Plan for Crime Awareness and Campus Security

Procedure 2555

NPC shall comply with all federal and state laws concerning crime awareness and campus security. Northland Pioneer College's plan for compliance is set forth in this Procedure.

A. Reporting Crimes and Emergencies Occurring on or Next to Campus

Employees, students, and all other persons are to report criminal actions or other emergencies occurring on campuses or centers in Navajo and Apache Counties by taking the following steps:

1. **Dial 911.** Use pay or public telephone at the campus/center as appropriate. Pay/public telephone availability is as follows:

Hopi Center: Pay phone in student lounge

Kayenta Center: Public phone in center office

Little Colorado Campus: Public phones Student Lounge and Learning Center lobby

Painted Desert Campus: Pay phone in the Student Center Lounge

Silver Creek Campus: Public phones in Student Center Office, Learning Center lobby, Performing Arts Center lobby, pay phone outside Student Lounge.

St. Johns Center: Public phone in center office.

Springerville/Eagar: Center: Public phone in center office.

White Mountain Campus: Public phones in Aspen Center hallway, Aspen Center office, Learning Center lobby, Goldwater hallway, Ponderosa lobby.

Whiteriver Center: Public phone in center office and pay phone in student lounge

2. Report the criminal action or emergency to the appropriate campus or center manager. The reporting individual should complete a *Campus Security Incident Report Form* and *Cover Sheet*. The campus/center manager will forward copies of the *Campus Security Incident Report Form* and *Cover Sheet* to the vice president for learning and student services, the vice president for administrative services, and, as needed, local law enforcement. Northland Pioneer College allows anonymous reporting on the *Campus Security Incident Report Form* provided by NPC and delivered to the campus/center manager or the vice president for learning and student services.
3. Should campus/center manager or staff be unavailable, the reporting individual should contact the vice president for learning and student services (800) 266-7845, ext. 6141 or his/her administrative assistant (800) 266-7845, ext. 6196. Reporting individuals may also notify any college employee of any criminal action or emergency. The college employee should then make official notification to the college of the criminal action or emergency by completing step 2 as noted above.
4. All students are encouraged to preserve evidence of sexual assaults. Some evidence is perishable and prompt action must be taken to ensure a viable prosecution of the perpetrator. All students and employees are encouraged to report any sexual assault to the authorities by following the procedure outlined in subsection "A" including calling 911 and reporting any incident using the *Campus Security Incident Report Form* and *Cover Sheet*. If a student desires assistance in contacting local law enforcement authorities, NPC staff shall promptly provide such assistance. (See also NPC Procedure 2762.)
5. NPC does not maintain a campus police department or a campus security department at this time.

B. Security and Access to Campus Facilities

Northland Pioneer College personnel shall ensure that all classroom facilities remain locked when not in use, and only those persons authorized to attend classes or to utilize NPC facilities, *i.e.* students, faculty, staff, and those authorized through an approved facility request form to

utilize specific facilities, shall have access to NPC facilities.

NPC does not have any on campus residence halls at the time of adoption of this procedure. If NPC obtains on-campus residence halls in the future, the security of on-campus residence halls on Northland Pioneer College shall be the responsibility of the housing administrator and residence hall head residents. Off-campus contract residence hall security shall be the responsibility of the contract provider and the individual students. On- and off-campus residence hall students are encouraged to keep their individual rooms locked at all times and are not to keep items of excessive value in their rooms. In addition, all residence hall students are to receive a copy of the residence hall contract that deals specifically with safety and security considerations while living in campus housing.

C. Campus Law Enforcement

The college shall work closely with local law enforcement agencies to ensure that proper investigations are conducted and reported to the college. The college will encourage and seek the prosecution of all criminals. Northland Pioneer College designated liaison personnel shall maintain an ongoing working relationship with state and local police agencies. Northland Pioneer College designated liaison personnel shall gather from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at off-campus locations involving student organizations.

Northland Pioneer College students, staff and faculty are encouraged to report to the proper police jurisdiction agency, any and all crimes. If the crime occurs on campus/center locations, it should be reported to the campus/center managers pursuant to subsection A of this procedure.

Any student, staff, or faculty member who becomes aware of a crime, or who is the victim of a crime should make an accurate and prompt report of that crime, in order to ensure successful police action. Pastoral or ecclesiastical leaders are encouraged to suggest voluntary confidential reporting by victims of crimes as set forth in this procedure.

D. Crime Prevention Awareness and Education

1. The annual disclosure of crime statistics.

The vice president for learning and student services shall prepare and disseminate as required by law and Northland Pioneer College Policy and Procedure the annual disclosure required. The terms of this procedure shall be included in the annual report. Northland Pioneer College personnel will gather and maintain statistics for the calendar year in which crimes are reported concerning the occurrence of

criminal activity for each and all campuses/centers sites for the following criminal offenses reported to either college personnel or local law enforcement agencies:

- Murder and Non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Northland Pioneer College personnel will also gather statistics concerning on campus arrests and campus disciplinary action for:

- (1) Liquor law violations;
- (2) Drug law violations; and
- (3) Illegal weapons possessions.

Crimes shall be reported by category of prejudice, and by location based on the following breakdown:

- 1) On campus; 2) Of the crimes on campus, the number of crimes that took place in dormitories or other residential facilities for students on campus;
- 3) In or on a non-campus building or property; and
- 4) On public property. No statistical report shall contain any information that would identify a victim. The report need not contain any reports from pastoral or ecclesiastical leaders unless the report is made voluntarily and includes permission to include the report in the statistics.

Northland Pioneer College shall gather from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at off-campus locations involving student organizations. Off-campus student organizations are those student organizations officially approved and regulated by Northland Pioneer College.

The college will request, through local law enforcement agencies, copies of any and all police reports, concerning incidents or crimes that occur at off-campus student organization locations, which involve students or staff from NPC. College personnel and/or designated liaison personnel shall be responsible to monitor and keep record of all such reports.

All students and employees shall be given the opportunity to learn how to contact appropriate law enforcement officials, the practices and procedures which are used by college officials in the reporting of crimes, and encouraged to be responsible for their own safety and the security of others by being notified

of this Procedure and the yearly Internet publication of the “*Crime Awareness and Campus Security*” report. (see <http://www.npc.edu/Crime-Statistics>) Students shall be informed of the Report and of the importance of security concerns through information provided in the *College Catalog* and at any orientation for students. Employee security training shall be included at least annually in employee training and in new employee orientation. Any programs provided by local law enforcement shall be advertised in such training and orientations.

A letter informing local ecclesiastical leaders of the availability of confidential crime reporting at NPC shall be sent annually to such local leaders.

2. **Warning reports to members of the campus community.**

NPC will immediately and without delay notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus (as defined in the Clery Act). Please note that, should such a warning compromise efforts to contain the emergency, they may be withheld by NPC in accordance with the Act.

If the immediate dissemination would facilitate safety and security because the crimes are considered to represent a threat to students and employees, the college shall disseminate information relating to the crimes indicated in subsection “D” of this procedure on a case by case basis through campus information systems, newsletters, bulletin boards or other informational systems and methods that will facilitate prevention of similar crimes. The college will not disseminate information obtained from reports to pastoral or ecclesiastical leaders unless the victim agrees to voluntarily release the information. No report or informational statement made under this subsection shall include any identifying information about a victim or the accused.

The Residence Hall Administrator, or if the college has no on-campus housing at the time, the vice president for learning and student services shall hold regular meetings to inform students of the continued need for security practices, including the protection of their personal property.

3. **College Community Notification Process Emergency Notification**

Each event will be evaluated to determine the notification method. They may include:

- Community Alert System
- Email
- Text Messaging

NPC will test the emergency response and evacuation procedures annually. Testing may be pre-announced or not and will be documented on the NPC website.

4. **Rape, acquaintance rape, and other forcible and non-forcible sex offenses.**

NPC provides information about sexual harassment, rape, acquaintance rape and other forcible and non-forcible sex offenses through its dissemination of its procedure against sexual harassment in the *College Catalog*, the *Employee Handbook* and student and employee orientation and training.

The following services exist for assistance of victims of sexual assaults: Navajo County or Apache County Attorney Victim Services and Navajo County or Apache County Crime Victim's Compensation Fund; Community Counseling Center. Contact information for these services is available at the vice president for learning and student services office. No on-campus counseling is available.

NPC Procedures 2762 and 2625 provide for discipline up to and including termination or expulsion for violations of NPC's policy against sexual harassment and assault. In accordance with Northland Pioneer College Procedure 2762 NPC provides appropriate action including but not limited to changes in a victim's academic and living situations (for NPC affiliated housing) if requested by a victim and they are reasonably available.

Notwithstanding any other NPC procedure, an alleged victim of a forcible or nonforcible sexual assault is entitled to have representation at any hearing or proceeding involving the incident on the same basis as the accused, and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

Arizona sex offender registration information can be found at the current Arizona Department of Public Safety Sex Offender Information Site, at the time of revision of this procedure found at http://www.azdps.gov/Services/Sex_Offender/. Some sex offender information is only disseminated locally. The local agency for disseminating sex offender information is the Navajo County Sheriff's Office. Their contact information is PO Box 668, Holbrook AZ 86025, phone (928) 524-4300.

E. **Use, and Sale of Alcoholic Beverages and Illegal Drugs.**

See Northland Pioneer College Procedures 2624, 2625, 2750 and Policy 1560. NPC students are expected and required to report to school in appropriate mental and

physical condition. It is NPC's intent and obligation to provide a drug and alcohol free, healthful, safe, and secure environment.

Based on Policy #1350; Rev 6/11, [see also Procedure #2510]

Drug-Free Student Environment

A Matter of Substance

The Drug-free Schools and Communities Act of 1989

On Dec. 12, 1989, President George H. W. Bush signed the Drug-Free Schools and Communities Act Amendments of 1989. Essentially these amendments require that institutions, such as Northland Pioneer College who contract with or receive grants from federal agencies, certify that they will meet certain requirements for providing a drug-free environment.

The governing board and administration believe strongly in the right of students to learn in an environment that is free from illegal drugs and alcohol use. The college expects to comply fully with the act and is taking the following steps to ensure a drug- and alcohol-free environment.

1. A drug- and alcohol-free student workplace environment policy and procedure has been developed and approved by the governing board.
2. The college will comply with the amendments by taking a position that conforms to its requirements.
3. Each student will be informed to the college's position on maintaining a drug- and alcohol-free work environment.
4. Students are expected and required to report to school in appropriate mental and physical condition. It is NPC's intent and obligation to provide a drug- and alcohol-free healthful, safe and secure school environment.
5. The college prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on college premises or while participating in any college activity.
6. Violations will be referred to the vice president of student services for action in accordance with Procedure #2625 (Student Code of Conduct). Violations can result in probation or permanent suspension from school. Disciplinary sanctions may also include the completion of an appropriate rehabilitation program.
7. The college recognizes drug and/or alcohol dependency as illnesses and major health problems. The college also recognizes drug and alcohol abuses as potential health, safety and security problems. Students needing help in dealing with such problems

are encouraged to seek it, either through their own resources or by requesting help or referral through the advising office. Conscientious efforts to seek help will not jeopardize a student's enrollment.

8. Serious violations will result in students being reported to local law enforcement officials for appropriate local, state or federal action. Prosecution can result in fines, prison terms or both.

Drug and Alcohol Abuse

What are the Costs? What are the Dangers?

The monetary effects of drug and alcohol abuse on individuals in this country run into billions of dollars annually. Abuse of controlled substances has direct costs of increased medical expenses in addition to the indirect cost associated with increased sick days, lower productivity, poor work performance and drug-related crimes.

Estimates of the percentage of accidents attributable to drug and alcohol abuse are in the 50 percent range. This includes automobile, home and work-related accidents. Many of these accidents result in death, serious injury or permanent disability to their victims. And, it is noteworthy that it is not always the substance abuser who is the victim of such accidents. Frequently it is the coworker, the family member, the passenger in the other car who is injured or killed as a result of another person's substance abuse.

Northland Pioneer College places a high value on its students and recognizes that they have a right to learn in a safe environment, free from drugs and alcohol. The college will make every effort to provide this kind of environment through the support and enforcement of its Drug-Free Policy.

Substance Abuse Problems

Need Help?

If you have a problem with drug or alcohol dependency and wish to get help you may contact a Northland Pioneer College academic adviser. Your request for assistance will be held in strictest confidence and you will be referred to one of the following community agencies: (Area Code 928)

Community Counseling Centers, Inc.

Holbrook, 524-6126

Show Low, 537-2951

Winslow, 289-4658

White Mountain Apache Tribe

Rainbow Center, 338-4858

Hopi Guidance Center

737-6300

Navajo Department of Behavioral Health Services

871-6235

Community Information & Referral Services

(800) 352-3792

Description of Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol

There are severe health risks involved or associated with the use of illicit drugs and the abuse of alcohol, and the college has reference materials available to any person who is concerned about his/her use of illicit drugs or alcohol or involving the conduct of any other person. These references are available by contacting the advising offices. Health risks associated with commonly used illicit drugs and alcohol are listed hereafter.

1. Marijuana or Hashish

Marijuana, which is also known as pot and comes from the cannabis plant, may have the following effects: It is harmful to unborn children during pregnancy, can lead to lung disease, can inhibit short-term memory, can slow reaction time, can impair visual tracking, can speed up heartbeat and lead to high blood pressure, can break down immune system or depress immune system; and most important, frequent use is linked to cognitive impairment (an inability to think abstractly and understand concepts).

2. Hallucinogens

The hallucinogens (drugs that produce changes in perception, mood and thought) include Ecstasy, LSD, mescaline, psilocybin, DMT, and STP. PCP, a dissociative anesthetic, has similar effects. The effects of LSD are unpredictable and may range from euphoria and heightened sensory awareness to hallucinations, panic reactions and flashbacks. PCP is a very dangerous drug that also has terribly unpredictable effects involving development of psychotic states or severe depression. Medical treatment is necessary in cases of severe hallucinogen reactions.

3. Depressants, Barbiturates, and Tranquilizers

Depressants, barbiturates and tranquilizers have depressing effects on the central nervous system and can lead to physical and psychological dependence. These drugs are popular and are overused by Americans.

4. Cocaine

Cocaine is an "upper" derived from the leaves of the South American coca plant. It is an expensive drug used by people in many professions, despite its illegal status. Regular use can lead to depression, weight loss, paranoia and hallucinations. These effects are the more positive ones associated with cocaine and are similar to those caused by amphetamines. Cocaine is a powerful drug that over stimulates the central nervous system and produces an artificial euphoria. Even the occasional user takes dangerous chances, but chronic use can create a harmful dependency

that affects behavior and multiplies health risks. To make matters worse, cocaine tricks people into feeling better than they are, making it possible for them to put on a “superhuman” exterior, while inside they may be suffering. Similar effects may be obtained from the closely related substance known as crack.

5. **Opiates**

The opiates – opium, its derivatives (Morphine, heroin and codeine), and the synthetically produced drug methadone have sedative and analgesic effects. Heroin is the opiate that is of most concern to law-enforcement officials. Initially an extremely pleasant drug, heroin use quickly leads to dependence and increasingly larger quantities must be taken simply to ward off withdrawal symptoms. The exposure orientation holds that addiction results simply from exposure to the drug over time.

6. **Amphetamines**

Amphetamines, methamphetamine, crank, or ice are sometimes known as “speed” or “uppers.” Other forms of amphetamines are prescribed by doctors to suppress appetite and relieve mild depression. For people who have neurological and behavior disorders, amphetamines can be harmful. But amphetamine abuse in a normal person can lead to full-blown psychosis as well as to milder effects such as insomnia, restlessness, irritability, difficulty in concentrating, agitation and confusion.

7. **Alcohol**

There are several typical patterns to alcohol abuse: regular, daily use of large quantities; regular, heavy drinking confined to such periods as weekends; and unpredictable binge drinking. Alcohol abuse is often called problem drinking, whereas alcohol dependence is referred to as alcoholism. There is an extremely wide range of problems associated with alcohol abuse. Health risks may include hallucinations, strokes, nerve and muscle damage, alcoholic hepatitis, cirrhosis of the liver, cancer and many others, including death. The connection between alcohol and fatal road accidents makes this drug one of, if not the, most dangerous of drugs.

Drug-Free Workplace

1. Employees who fail to abide by the terms and conditions of Policy #1560 (Drug-Free Workplace) shall be subject to the Due Process Policy and Procedure of the college (#1591 and #2755). Violation of this policy may result in disciplinary action up to and including terminations. In addition there may be possible legal consequences for some violations.
2. An employee must inform his or her supervisor of

a conviction no later than five days after criminal conviction for illegal drug activity occurring on or off college premises while conducting college business. Failure to report such conviction will subject the employed to the Due Process Policy and Procedure as specified above.

3. Any employee reasonably believed to constitute a risk to persons or property while operating any college equipment will not be permitted to do so. Any employee asked not to operate college equipment or drive a personal vehicle because of impairment, but who insists, will be advised that the college will immediately report this to the appropriate law enforcement agency, when applicable.
4. Any employee with a drug or alcohol problem is encouraged to seek help. Such may be sought through the employee’s own resources or through his/her supervisor, the director of human resources or other agencies. An employee’s request for assistance does not jeopardize his or her job rights. However, the seeking of such help does not prevent disciplinary action under any college policy violation for impaired job performance.

Drug Prevention Program

Review and Retention of Records

For the 2011-12 academic year, 5,000 NPC *College Catalogs* and more than 9,500 student registration forms were distributed noting the college’s anti-drug and alcohol position and the contact personnel that could provide referral assistance. A brochure is also available on the NPC website.

During the 2010 calendar year, there were no documented cases of student need for referral assistance, liquor law violation, drug abuse violations, or instances of crime based on alcohol or drug abuse. There was one weapons possession violation on public property. www.npc.edu/Crime-Statistics

Alcohol and Drug Policy and Prevention

Beginning with academic year 2003-04, the *Crime Awareness and Campus Security Report* is available through the NPC website at www.npc.edu and in written form upon request. A printed copy of all information available on this website may be obtained by contacting Mark Vest, vice president for learning and student services, at (800) 266-7845, ext. 6141, or email mark.vest@npc.edu.

Release of Educational Records

Annual Notification

Students will be notified of their FERPA (Family Educational Rights and Privacy Act) by publication in the schedule of classes each semester and on the NPC website, www.npc.edu, in the Public Notices section.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian.

Students should submit to the record custodian or appropriate college staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days or less from the date of receipt of the request

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Limitation on Right of Access

Northland Pioneer College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before Jan. 1, 1975.
3. Records connected with an application to attend Northland Pioneer College or a component unit of Northland Pioneer College if that application was denied.
4. Those records which are excluded from the FERPA definition of educational records.

Annual Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.
2. Students should submit to the college registrar a written request that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
3. The right to request amendment of the student's education records that the student believes is inaccurate.
4. Students may ask the college to amend a record that they believe is inaccurate. The student should write the college official responsible for the record, clearly identify the part of the record requested to be changed, and specify why it is inaccurate.

5. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
7. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Navajo County Community College District Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
8. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northland Pioneer College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Notice of Directory Information

Northland Pioneer College has designated the following items as directory information: **student name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, degrees and awards received, photographs, audio or video recordings, and the most recent previous school attended.** The college may disclose any of these items without prior consent, unless notified in writing to the contrary by the end of the second week of classes of the fall semester, or the second week of spring semester if student was not enrolled fall semester. Students must notify the college each year they are in attendance if they do not want their directory information disclosed.

Harassment and Unlawful Discrimination

Procedure 2762

Northland Pioneer College, consistent with its commitment to provide a healthy working and learning environment for all professors, staff members and students, will not tolerate sexual harassment or discrimination that violates federal or state law.

I. Definitions

A. Sexual Harassment

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student status; (2) submission or rejection to such conduct by an individual is used as the basis for employment decisions affecting such individuals, or a student's status; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

B. Unlawful Discrimination

Not all discrimination is unlawful. For example, discrimination based on merit such as in awarding differing grades to students based on performance is lawful. Likewise, employment discrimination based on performance, all things being equal is lawful. Unlawful discrimination is that discrimination prohibited by law such as discrimination in employment based on race, color or national origin. Likewise, discrimination based on age as defined by the Age Discrimination in Employment Act or based on disability as defined by the Americans with Disabilities Act or the Rehabilitation Act is illegal. Generally speaking, discrimination based on race, color, national origin, sex or religion is illegal and will not be tolerated at Northland Pioneer College.

II. Educational Programs

A. Human Resources Office

The Human Resources Office provides educational and training programs that will assist members of the college community in understanding that sexual harassment, hazing and unlawful discrimination will not be tolerated. The office staff also helps the college community understand and recognize discrimination and harassment in its many forms, and informs the college community how to report harassment or unlawful discrimination when it occurs. As part of this program, the Human Resources Office distributes copies of this procedure to all offices at the college and presents periodic workshops and seminars at least once a year.

B. Other Education

Supervisors and department heads shall also help educate employees under their direction or supervision about this procedure concerning Harassment and Unlawful Discrimination. Student services administrators provide the student body members information about the college's procedure concerning Harassment and Unlawful Discrimination.

III. Complaint Procedures

A. Duty to Report

Any employee who feels that he or she has been sexually harassed or unlawfully discriminated against shall immediately report it to their supervisor, department head or vice president. Any student who feels that he or she has been sexually harassed or unlawfully discriminated against shall immediately report it to any student services administrator or the vice president of student services. In the event that the employee or student cannot report the conduct to one of these persons, or in the event that the supervisor, department head, Student Services administrator, or a vice president is the person accused, the employee or student shall report the harassment to the Human Resources Office. In the event the Human Resources Office is involved, the report shall be to the president. In the event the president is the subject of the complaint the report shall be to the NPC Board.

B. Supervisor Duty to Report

Any employee, supervisor, department head or Student Services administrator who becomes aware of possible harassment of, or unlawful discrimination against, an employee or student, either as a result of having received a complaint directly from the employee or student, or from any other reliable source of information, shall immediately report the harassment to the appropriate supervisor, department head or vice president; or in the event that the supervisor, department head or vice president is the person accused, the supervisor shall report the harassment to the Human Resources Office. All such reports shall be in writing.

C. Investigation

All reports of harassment or discrimination shall be investigated by Northland Pioneer College. The vice president or dean of the affected department, the vice president of student services, or an individual appointed by the president in consultation with College Counsel shall conduct an investigation and recommend corrective action to the president. All complaints of sexual harassment or unlawful discrimination shall be promptly and thoroughly investigated. To the extent possible, a complaint will be treated as confidential; however, the college has a responsibility to all employees and students

to investigate harassment or unlawful discrimination charges, which may include interviewing the offenders and any possible witnesses. Following the investigation, the entity conducting the investigation shall recommend appropriate action on all violations of this procedure concerning harassment and unlawful discrimination and shall file a written report of its investigation including any corrective action suggested with the president. In the event that the harassment complaint involves the president, the board shall perform the responsibilities of the president in the matter.

D. No Retaliation

Under no circumstances will any person be retaliated against for making a good faith complaint concerning harassment.

IV. DISCIPLINE

A. Corrective Action

Any employee or student who has been found to have violated this procedure concerning harassment and unlawful discrimination will be subject to disciplinary action up to and including termination or expulsion. The president or his or her designee shall impose corrective action or discipline based on the report of the investigation.

B. Appeal

If the corrective action is covered by College Procedure 2755, “Due Process: Suspension Without Pay or Dismissal,” the college shall proceed accordingly. If the corrective action involves a student, NPC shall follow Procedure 2625. If the corrective action does not involve Procedure 2755 or a student, the individual involved may request an opportunity to present information or evidence to the president regarding the corrective action. Such a request shall be in writing and include a description of the information, why it is relevant, and whether it was previously disclosed in the process of the investigation. The president may meet with the employee, confer with the employee or others or otherwise consider the information. The president shall render his or her decision within a reasonable time. The president’s decision is final. An aggrieved student complainant may file a grievance under Procedure 2605 for an action or inaction if the college does not initiate a Student Conduct Code proceeding. The presiding authority in any proceeding brought under any college procedure may protect an alleged victim of sexual harassment from further harassment by allowing appropriate modifications to procedure upon the agreement of the college.

C. General Duties of College Personnel and Students

In addition to the specific reporting requirements under the complaint portion of this procedure, all college employees,

faculty members, students and staff members have a responsibility to maintain a proper learning environment at Northland Pioneer College. That responsibility includes not participating in or encouraging unlawful discrimination or sexual harassment, and when necessary preserving a proper learning environment, reporting any unlawful discrimination or sexual harassment, and cooperating in any investigation of improper conduct. A failure to fulfill the responsibility detailed in this subsection is cause for discipline up to and including expulsion or termination.

D. False Accusations

The college recognizes that false accusations of harassment or unlawful discrimination, especially of sexual harassment, may have serious effects on innocent individuals. Any employee or student who knowingly files a false charge of harassment or unlawful discrimination, or who gives false information concerning a charge of harassment or unlawful discrimination, shall be subject to disciplinary action up to and including termination or expulsion.

[Based on Policy #1541; Rev May 1, 2006]

Hazing Prevention

A.R.S. §15-2301

Procedure 2627

NPC seeks to promote an encouraging learning environment. Hazing is antithetical to that goal. Hazing by organizations, groups or individuals will not be tolerated at NPC. All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the Hazing Prevention Procedure, including reporting incidents of hazing when they occur.

I. Definitions

A. “Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

1. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
2. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

Examples of hazing include paddling in any form, physical or psychological shocks, late work sessions that interfere with scholastic activities, advocating or promoting alcohol or substance abuse, tests of endurance, submission of members or prospective members to potentially dangerous or hazardous

circumstances or activities which have a foreseeable potential for resulting in personal injury, or any activity which by its nature may have a potential to cause mental distress, panic, human degradation or embarrassment.

- B. "Organization" means an athletics team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.
- C. For purposes of this procedure, "student" means any person who is enrolled at NPC, any person who has been accepted for enrollment at NPC or any person who intends to enroll at NPC within the next 12 months. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this procedure until the person graduates, transfers or withdraws from NPC.

II. Prohibited Conduct

- A. Hazing is prohibited at NPC.
- B. Any solicitation to engage in hazing is prohibited.
- C. Aiding and abetting another person who is engaged in hazing is prohibited.
- D. It is not a defense to a violation of the hazing prevention policy if the hazing victim consented to or acquiesced in the hazing activity.
- E. All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the hazing prevention policy.

III. Complaints and Reports

- A. **Duty to Report.** Any employee or student who witnesses, becomes aware of, or is the victim of hazing shall immediately report the incident to the vice president of student services. If the vice president of student services is unavailable or a report to the VP would involve a conflict of interest, the employee or student shall report the hazing to the president. The report or complaint shall be in writing if an employee is making it and shall be requested to be in writing if a student is making the complaint or report. If the student declines to make the report or complaint in writing, the NPC employee who takes the report or complaint shall file the report in writing.
- B. **Investigation.** All reports or complaints of hazing shall be investigated by the vice president of student services or by an investigator appointed by the president if the vice president of student services is unavailable for any reason. All complaints or reports of hazing shall be promptly and thoroughly investigated. To the extent possible, a hazing complaint will be treated as confidential; however, the college has a responsibility to all employees and students to

investigate hazing charges, which may include interviewing the offenders and any possible witnesses. Following the investigation, the vice president of student services shall take or recommend appropriate action on all violations of this Procedure Against Hazing and shall file a written report of the investigation to the president including an indication of any corrective action that will be taken. Corrective action may include making recommendations for employee discipline to the president, including, but not exclusively, institution of due process, Procedure 2755, or commencement of a student disciplinary proceeding under Procedure 2625. Any decision not to take action shall be communicated to any complainant. An aggrieved complainant may appeal the decision through the student or employee grievance procedures.

- C. **Sanctions.** Violations of this procedure shall be considered a grave violation of the Student Conduct Code and Procedure 2625 and will subject a student to discipline up to and including dismissal. Any employee violation of this procedure shall be considered cause for discipline up to and including dismissal. In addition to these consequences, an organization as defined in this procedure may be disciplined by suspension of its permission to conduct operations at NPC if the organization knowingly permitted, authorized or condoned the hazing activity.

Other sanctions against an organization may include:

1. Loss of campus privileges for the student organization;
2. Restitution for damages that may have resulted from the incident;
3. A statement of warning; and
4. A probationary period.

Reinstatement of the organization may be conditioned on compliance with any of the foregoing or any other reasonable conditions imposed by NPC. An organization shall be afforded a pre-suspension hearing before the president, or his designee, to afford it an opportunity to rebut the allegations against it. Any substantiated hazing activity that involves a violation of criminal law by any person shall be reported to local law enforcement personnel.

IV. Intention

This procedure is not intended to prohibit:

1. Customary athletics events, contests or competitions that are sponsored by an educational institution.
2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

[Based on Policy #1541 and A.R.S. § 15-2301, revised 8/13/03]

Peer-to-Peer Distribution of Intellectual Property

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), Northland Pioneer College is hereby providing this annual disclosure of information related to the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property.

College users are reminded that federal copyright laws apply to many forms of intellectual property including copyrighted music and videos. This warning applies to printed and digital materials. Users must not engage in illegal music, video, or movie downloads. When it is determined that a user is suspected of distributing copyrighted materials without proper authorization, NPC's Information Services division will conduct a thorough investigation of the circumstances and may then refer the matter to the appropriate vice president for action.

It should be noted that Digital Millennium Copyright Act (DMCA) notices that come from outside the college are based on investigations that have already been conducted. Federal and state officials have the authority to prosecute offenders based on the evidence they possess relative to the incident. The jurisdiction of such officials supersedes that of any Northland Pioneer College disciplinary action.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

NPC has additional information resources available on our website:

NPC Procedure 2130: Computer and Electronic Access and Usage: <http://www.npc.edu/procedure-2130>

NPC Procedure 2131: Peer-to-Peer File Sharing: <http://www.npc.edu/procedure-2131>

Legal Sources for Online Content (music, videos, etc.)
https://mynpc.npc.edu/ics/Legal_Downloads.jnz

Photo and Videotape Notice

NPC takes photos and video footage of students throughout the year. These images often include students in classrooms, study areas, music and theater productions and other events. **NPC reserves the right to use these images as part of its publicity and marketing efforts.** Students who enroll at NPC do so with the understanding that these images might include them and might be used in college publications and for publicity.

For any course presented via interactive television (video) and multimedia classroom (aud), each student's voice, physical presence and participation in classroom activities will be transmitted to distance-learning sites. Similarly, student's participation in Internet courses, including written assignments, could be accessible to others via the Internet. By registering for these classes each student agrees that the transmission of his/her voice, presence, assignments and participation in these classes will not be in violation of his/her personal rights and each student hereby releases any claim for the use of such for the duration of the class.

Reporting Emergencies

Designated campus/center managers (listed at each center) handle emergencies, and collect and distribute the following information:

1. Who made the call: name, classification (student, townsperson, faculty, etc.)
2. What is the nature of the call: report of theft, fire, etc.
3. Where did it happen: in the building, if so which one, etc.
4. When did it happen: date and time if known.
5. When was local fire/police or medical personnel advised?
6. When was president or member of president's staff advised of the situation?

Other pertinent information such as witnesses of the event, etc. and action taken if any. Sign the report.

[NPC Procedure #2510, based on Policy #1310]

Student Appeal of Grade

A student who believes that an unfair grade has been awarded may appeal the grade by sequentially following the steps described below. Any appeal must be initiated no later than five (5) weeks from the start of the semester immediately following the awarding of a grade. (A summer session does not constitute a “semester.”)

A grade may be changed without an instructor’s consent, but only if evidence demonstrates beyond a reasonable doubt that the grade awarded represents a significant injustice to the student, and only by following these procedures. If the student receives a satisfactory decision at any stage in the process, the Records & Registration Office will be directed to modify the student’s transcript accordingly.

Step I:

The student will request a meeting with the instructor, giving notice that the appeal process is initiated. If a mutually satisfactory understanding is reached, the process is concluded. If not, the student may proceed to Step II.

Step II:

The student may consult with an adviser regarding the appeal. The adviser will attempt to mediate between the student and instructor. If a mutually satisfactory understanding is reached, the appeal process is concluded. If not, the student may proceed to Step III.

Step III:

The student may appeal to the dean/director of the appropriate division within five working days of completing Step II. The dean/director will request a written statement from the student prior to the conference, indicating the basis for the appeal.

The dean/director will then assume a mediating role, convening a conference with the student, instructor, and anyone else believed capable of assisting in reaching a resolution. The conference must occur within 10 working days. The dean/director will provide a written response to the student, instructor, and vice president for learning and student services within 10 working days following the conference.

In the event a dean is the instructor of issue in the appeal, the vice president for learning and student services will appoint another dean to mediate.

If either party is not satisfied with the recommendation, the process may proceed to step IV.

Step IV:

A written appeal is made to the vice president for learning and student services within five working days of receiving the response written in Step III. The vice president will then conduct an inquiry involving all parties within 10 working days. A decision will be rendered based on the

inquiry and reported in writing to both parties within 15 working days of receiving the appeal.

If either party is not satisfied with the recommendation, the process may proceed to Step V.

Step V:

An appeal can be made within five working days of receiving the response written in Step IV. It must state the specific grounds for the appeal, referencing and attaching all responses prompted by the preceding steps.

The college president will conduct an inquiry involving all parties. The president may then elect to hear the appeal, or make a decision based on evidence gathered from the inquiry. Whichever option the president chooses, the decision is final and binding.

Both parties will be notified in writing within 25 days of receiving the appeal.

Note: If an instructor is on leave at any juncture of the five-step period, the process may be delayed until he or she returns.

Student Conduct Code

Procedure 2625

The college offers each of its students the freedom to learn and to enjoy the benefits and rewards of college life. In return, the college expects each student to assume the responsibilities that accompany these freedoms. In accordance with laws enacted by the Arizona State Legislature, the Northland Pioneer College District Governing Board has adopted the following code of student conduct and discipline.

Article I: Definitions

- A. The following are definitions of terms or phrases contained within this document. The following definitions apply to this procedure only.
1. **College Community** – any person who falls into the following groups: student, faculty member, college official or any other person employed by the college. The vice president for learning and student services shall determine a person’s status in a particular situation.
 2. **College Official** – any person employed by the college, performing assigned administrative or professional responsibilities pursuant to this code.
 3. **College Premises** – includes all land, building, facilities and other property in the possession of or owned, used or controlled by the college.
 4. **Days** – Working days exclusive of official holidays as identified in the college catalog; all time lines may be extended by mutual agreement of involved parties.
 5. **Faculty Member** – any person hired by the college to conduct instruction.

6. **Student** – all persons taking courses at the college either full time or part time. Persons who are not officially enrolled within a four-semester time period but who have a continuing relationship, based on attendance with the college, within a two-year period of time, are considered “students.”
7. **Vice president for learning and student services** – College administrator designated by the President for oversight and administration of all academic violations of the Student Conduct Code.
8. **Academic Misconduct** – all acts of misconduct associated with academic work in a classroom, laboratory, online or clinical learning setting. Academic misconduct includes, but is not limited to, cheating and plagiarism. The vice president for learning and student services shall have final judgment over whether an act of misconduct is considered to be academic or non-academic.
 - (d) **Cheating** – includes, but is not limited to, the following:
 1. Use of any unauthorized assistance in taking quizzes, test, assessments or examination;
 2. Dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments or clinical responsibilities; and
 3. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
 - (e) **Plagiarism** – includes, but is not limited to, the following:
 1. Use of paraphrase or direct quotation of the published or unpublished work of another person without their full and clear acknowledgment;
 2. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and/or other academic materials; and
 3. Use of information gathered from the internet that is not properly acknowledged or identified as such.

Article II: Administration of Student Conduct Code

1. Depending on whether a case involves non-academic or academic misconduct, the vice president for learning and student services shall determine the composition of the student conduct hearing committee and determine who shall be authorized to hear each case.

2. The vice president for learning and student services shall develop procedures for the administration of the Student Conduct Code and rules for the conduct of hearing that are consistent with provisions of the student code.
3. Decisions made by the vice president for learning and student services shall be final, pending the use of the student grievance procedure.

Article III: Prescribed Conduct

A. Jurisdiction of the College

Generally college jurisdiction and discipline shall be limited to conduct which occurs on college campus or center premises and/or supervised activities, or which adversely affects the college community and/or pursuit of its objectives.

B. Conduct – Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV.

1. Academic misconduct, as defined in Article I, Item 8 of the Student Conduct Code.
2. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
4. Conduct which is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at activities sponsored by or participated in by the college.
5. Illegal manufacture, use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
6. Use, possession, or distribution of alcoholic beverages or public intoxication.
7. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or college activities, including its public service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
8. Participation in a college demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities on college

premises; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

9. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
10. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on college premises.
11. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify one's self to these persons when requested to do so.
12. Gambling on college premises.
13. Violation of published Governing Board policies, college rules or regulations.
14. Violation of federal, state or local law on college premises or at college sponsored or supervised activities.
15. Theft or other abuse of computer time, including but not limited to:
 - (a) unauthorized entry into a file, to use, read or change the contents or for any other purpose;
 - (b) unauthorized transfer of a file;
 - (c) unauthorized use of another's identification and password;
 - (d) use of computing facilities to interfere with the work of another student, faculty member or college official;
 - (e) use of computing facilities to send obscene or abusive messages;
 - (f) use of computing facilities to interfere with normal operation of the college computing system;
 - (g) violation of any and all posted policies and procedures regarding use of college computers.
16. Failure to comply with the sanctions imposed under the student code.
17. Conduct that is not specifically prohibited which may include verbal or non-verbal expressions or actions that could cause serious discomfort, hardship or embarrassment to individuals or discredit to the institution.

C. Violation of Law and College Discipline

1. When a student is charged only with an off campus or center violation of federal, state or local laws but

not with any other violation of this student code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the college community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt, e.g. "no contest" or "nolo contendere."

2. College disciplinary proceeding may be instituted against a student charged with violation of a law that is also a violation of the student code, for example, if both violations result from the same factual situation, without regard to the tendency to civil litigation in court or criminal arrest and prosecution. Proceedings under this student code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special considerations for the individual because of their status as a student. If the alleged offense is also a subject of a proceeding before a hearing committee under the student code, however, the college may advise off campus authorities of the existence of the student code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the probation or parole of student violators.

Individual students and institutional employees, acting within their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Article IV: Procedures

A. Procedure for Adjudication of Student Misconduct

Any member of the college community may file charges against any student for their conduct under the student code. Charges shall be prepared in writing and directed to the vice president for learning and student services for administration of the Student Conduct Code. The vice president for learning and student services will adjudicate all non-academic and academic misconduct. The vice president shall hereafter be referred to as "the appropriate administrator".

1. Any charges should be submitted within thirty days of the incident. The appropriate administrator will rule on the timeliness of the charges.
2. The appropriate administrator may conduct an investigation to determine if the charges have merit

and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the appropriate administrator. Such administrative judgments shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the appropriate administrator may later serve in the same matter as the hearing committee or a member thereof.

3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five or more than fifteen working days after the student has been notified. Maximum time limits for scheduling of hearing may be extended at the discretion of the appropriate administrator. The appropriate administrator may appoint a hearing committee consisting of one administrator, one faculty member, and one classified staff member. Should the hearing committee determine that charges have merit, the committee will recommend to the appropriate administrator the nature of the sanction to be imposed on the student.

B. Interim Suspension

In certain circumstances, the vice president for learning and student services may impose an interim suspension prior to a hearing or rendering of administrative judgment.

1. Interim suspension may be imposed only for the following:
 - (a) To insure the safety and well-being of members of the college community or preservation of college property.
 - (b) To insure the student's own physical or emotional safety and well-being.
 - (c) If the student poses a definite threat of disruption of or interference with the normal operations of the college.
2. During the interim suspension, the student shall be denied access to the college including classes and/or all activities or privileges for which the student might otherwise be eligible, as the vice president for learning and student services may determine to be appropriate.

C. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the student code:
 - (a) **Warning** – a notice in writing from the vice president for learning and student services by certified mail to the student that the student is violating or has violated institutional regulations.
 - (b) **Probation** – a written reprimand for a violation of specified regulations which prohibit the

student from representing the college or participating in student activities. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.

- (c) **Loss of privileges** – denial of specified privileges for a designated period of time.
- (d) **Restitution** – compensation for loss, damage or injury.
- (e) **Discretionary sanctions** – work assignments, service to the college or other related discretionary assignments.
- (f) **College suspension** – separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- (g) **College expulsion** – separation of the student from the college. The vice president for learning and student services may review this sanction at a later time, but not less than two calendar years after the date the expulsion occurred.

2. More than one of the above sanctions may be imposed for any violation.
3. All sanction(s) shall be determined and imposed by the vice president for learning and student services based upon administrative judgment or the findings and conclusions of the hearing committee. The vice president for learning and student services will consider the recommendations for sanction(s) of the hearing committee but will not be bound by its recommendations. The vice president for learning and student services will forward the sanction(s) determined to be appropriate along with the findings and conclusions to the accused student within two working days after receipt of the findings.
4. No student may be found to have violated the student code solely because the student failed to appear before the vice president for learning and student services or hearing committee. In all cases, the evidence and support of the charges shall be presented and considered.

Article V: Hearings

- A. **Hearing shall be conducted by the appropriate administrator according to the following guidelines.**
 1. Hearings shall be normally conducted in private.
 2. Admission of any person to the closed hearing shall be at the discretion of the appropriate administrator.

3. In hearings involving more than one accused student, the appropriate administrator, in their discretion, may permit the hearing concerning each student to be conducted separately.
4. The complainant and the accused shall have the right to be assisted by any adviser they choose, at their own expense. The adviser may be an attorney. Both the complainant and the accused are responsible for presenting their own case and, therefore, advisers are not permitted to speak or participate directly in any hearing before a hearing committee.
5. The complainant, the accused, and the hearing committee shall have the privilege of presenting witnesses, subject to the right of cross-examination.
6. Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the appropriate administrator.
7. All procedural questions are subject to the final decision of the appropriate administrator.
8. After the hearing, the hearing committee (if consisting of multiple members) shall determine by majority vote whether the student violated the designated sections of the student code. The hearing committee shall render written findings of fact and conclusions and forward with recommended sanctions to the appropriate administrator within three working days of the conclusion of the hearing.
 1. The hearing committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the student code.
 2. The hearing guidelines outlined in Article V only apply to Article V of the Student Conduct Code.

B. Administration of Conduct Records

Other than college expulsion, disciplinary sanctions shall not be made part of the student's academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions upon the student's application to the vice president for learning and student services, depending on the nature of the disciplinary action. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged, at the student's request, from the student's confidential record five years after final disposition of the case.

C. Appeals

Appeals will be handled according to Procedure #2605 - Student Grievance, beginning at step four. An appeal must be initiated within ten (10) days from the date of mailing of written sanction notification to the student's last known

address on file at the NPC Records and Registration Office. It is the responsibility of the student to keep his/her address current with the Registrar's Office.

[Based on Policy #1440; Rev 07/09]

Student Grievance

This procedure applies to all student grievances unless otherwise made inapplicable or modified by any other procedure such as, in the former case, Procedure 2666, Student Appeal of Grades, and in the latter case, Procedure 2627, Hazing.

A student who believes he or she has been aggrieved by college actions has the opportunity for appeal. These concerns should be resolved in a manner which is fair to all parties involved. The student's rights to grievance shall be forfeited if the complaint is not addressed within the specified timeframes.

Article I: Definitions

- A. The following are definitions of terms or phrases contained within this document:
1. **Days** – Working days exclusive of official holidays as identified in the *College Catalog*; all timelines may be extended by mutual agreement of involved parties.
 2. **Complaint** – Student complaint.
 3. **Hearing Committee** – College committee charged with the responsibility to advise the college president on grievances involving nonacademic standards.
 4. **Vice president for learning and student services** – College administrator designated by the president for oversight and administration of nonacademic grievances within the Student Grievance Procedure.
 5. **Nonacademic Standards** – All institutional actions exclusive of academic standards.
 6. **Academic Standards** – All institutional actions related to academic and instructional activities.

Article II: Administration Of Student Grievance Procedure

- A. When a complaint arises, the following procedures will be followed:
1. The student has 10 working days from an alleged incident to meet with college personnel involved to informally resolve the complaint. During this meeting, both parties will attempt to reach a mutually satisfactory resolution. If the student believes this meeting did not resolve the complaint, Step II may be initiated within 10 working days of Step I.
 2. A written statement of grievance may be filed with the appropriate supervisor accompanied by supporting

evidence. Within five working days of receiving the grievance, the supervisor will meet with the student and employee to attempt to resolve the complaint.

Within five working days, the supervisor will respond to the student in writing, giving reason for the decision reached. If the student believes this meeting did not resolve the complaint, Step III may be initiated within 10 working days of receiving the written response.

3. The written grievance may be submitted to the appropriate administrator. If the grievance is nonacademic in nature, the vice president for learning and student services or designee is the appropriate administrator. If the grievance is academic in nature, the vice president for learning and student services is the appropriate administrator. A meeting will be scheduled with all parties involved, and the appropriate administrator will supply a written response within five working days of the meeting. This decision will include the reason(s) for the response.

If the student believes the meeting did not resolve the complaint, Step IV may be initiated within 10 working days of receiving the written response.

4. A written grievance may be submitted to the president. The president may appoint an institutional committee consisting of one administrator, one faculty member and one classified staff member to hear the grievance. The committee will forward their findings to the president for his or her consideration within five working days following the meeting. The president will then have the option of forwarding the committee's findings to the student within five working days. Should the president not elect to form an institutional committee, the president will schedule a meeting of all parties involved. Within five working days following the meeting, a written decision will be provided to the student. The decision of the president is final.

Student Right-To-Know

As required through the Student Right-To-Know and Campus Security Act of 1990, Northland Pioneer College is obligated to annually disclose graduation and transfer-out rates to current and prospective students. Individuals seeking this information should contact the office of the vice president for learning and student services.



Section VIII

Looking for Something...

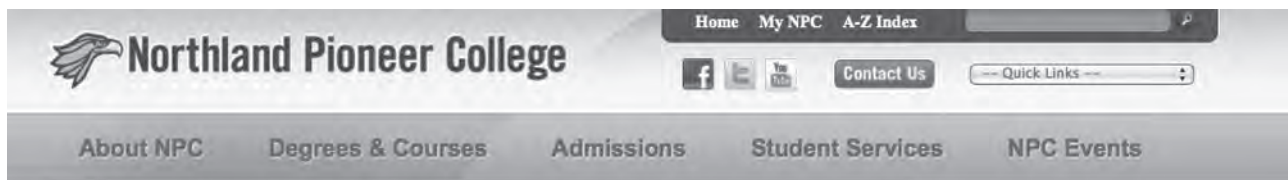
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For the Record

Northland Pioneer College Catalog 2012–2013

Be aware that this catalog does not establish a contractual relationship. The general catalog sets forth the official policies, rules, and regulations that apply to every student attending the college. Such directives may be modified annually in a later issue of the catalog, or during the college year by publication of a catalog supplement update to the online catalog, or publication in an official college document.

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Financial Statement

The Northland Pioneer College annual audit specifically titled *Navajo County Community College District (Northland Pioneer College) Single Audit Reporting Package* is a public record and is available at the State of Arizona Office of the Auditor General Web site (http://www.auditorgen.state.az.us/Reports/Community_Colleges/Community_Colleges.htm) or from the office of the vice president for administrative services, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025-0610, (800) 266-7845, ext. 7440.

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Northland Pioneer College Pre-Registration Course Selection Form

Semester _____

Steps for selecting courses:

1. Review the courses needed to complete your degree or certificate.
2. Access the NPC online class schedule at www.npc.edu/class-schedule.
3. Choose the appropriate courses toward your career plan and list the classes below.
4. You are now ready to meet with an adviser and register for your classes.

Student Name				NPC Student ID Number				
DEPT	COURSE	SECTION #	COURSE TITLE	DAY	TIME	INSTRUCTOR	CREDIT	FEES
Ex. AIS	127	10250	Medical Office Insurance & Coding	R	1-4:59pm	Chase, T.	3	\$10
1								
2								
3								
4								
5								
6								
7								
8								



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Semester _____

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Student Name				NPC Student ID Number				
DEPT	COURSE	SECTION #	COURSE TITLE	DAY	TIME	INSTRUCTOR	CREDIT	FEES
Ex. AIS	127	10250	Medical Office Insurance & Coding	R	1-4:59pm	Chase, T.	3	\$10
1								
2								
3								
4								
5								
6								
7								
8								

Campuses

Little Colorado Campus

1400 E. Third Street
Winslow, AZ

p (928) 289-6511
f (928) 289-6512

Painted Desert Campus

2251 E. Navajo Blvd.
Holbrook, AZ

p (928) 524-7311
f (928) 524-7312

Silver Creek Campus

1611 S. Main Street
Snowflake/Taylor, AZ

p (928) 536-6211
f (928) 536-6212

White Mountain Campus

1001 W. Deuce of Clubs
Show Low, AZ

p (928) 532-6111
f (928) 532-6112

Centers

Hopi Center

First Mesa
(Adjacent to Hopi Jr./Sr.
High School)

Polacca, AZ
p (928) 738-2265
f (928) 738-2267

Kayenta Center

Kayenta Unified School
District's Business Center
Mesa View Rd
Kayenta, AZ

p (928) 697-8333
f (928) 697-8690

Springerville/ Eagar Center

578 N. Main
Eagar, AZ

p (928) 333-2498
f (928) 333-1526

St. Johns Center

65 South 3rd West
St. Johns, AZ

p (928) 337-4768
f (928) 337-4768

Whiteriver Center


720 S. Chief
Whiteriver, AZ

p (928) 338-5185
f (928) 338-5187

To send mail to NPC:
Please use this address no matter which campus or center you are mailing.
P.O. Box 610, Holbrook, AZ 86025

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NPC

at www.npc.edu

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CREATES, SUPPORTS AND PROMOTES LIFELONG LEARNING.**

