COLLEGE CATALOG

Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVES℠

2017–2018

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!

Also availble on our website at

► www.npc.edu/college-catalog ◄

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NPC Mascot Ernie Eagle

Welcome

Change. It is how our lives are transformed.

This will be a year of change for Northland Pioneer College. The search is already underway for my replacement when I step down as NPC's seventh President at the end of the academic year. It has been an honor over my 16 years at NPC, 10 as President, to work with such hard-working and dedicated faculty and staff committed to student success. NPC is now recognized in our state and nation as a leader in academic excellence, in career training and in the use of technology to bring instruction closer to student's homes.

Our mission is, and will continue to be, to provide the highest quality educational opportunities to all of the residents of Navajo County. Our partnership with Apache County extends many of our services to their residents as well.

NPC is expanding the use of technology, to not only reduce costs, but to provide more educational choices to our students. The grant-funded TALON Project has been very successful, using high-definition video conferencing technology to deliver NPC general education and other college-level courses into 12 area high schools, with additional schools added each year. Many rural high school districts struggle to hire instructors qualified to teach advanced courses. TALON provides those instructors, who have at least a master's degree in the subject, allowing students to earn college credits while in high school and get a head start on their degree.

By taking advantage of numerous scholarships, including NPC's College Bound (*see* ***www.npc.edu/CollegeBound***), FastTrack and FinishLine (*see* ***www.npc.edu/FinishLine***), dual enrollment, TALON, Northeast Arizona Technological Institute of Vocational Education (NATIVE) and Northern Arizona Vocational Institute of Technology (NAVIT) students can obtain an NPC degree for little or no cost. Additional institutional, NPC Friends and Family and private scholarships can help pay for your education. See what's available and how to apply at ***www.npc.edu/scholarships***.

Changing NPC courses and programs to keep them up-to-date is an on-going process. This fall, our **Early Childhood Studies** program is launching the first phase of its revised curriculum to better prepare birth to age 8 workers and educators. This has been a huge task, with more changes anticipated during the coming years.

Working with industry advisory groups, the **Medical Office Technologies** program has changed to now include the skills of a **Medical Scribe** – to "translate" physician's notes into our personal permanent medical records.

We're excited about our new **Cybersecurity** program in the **Computer Information Systems** department. NPC is the first community college in Arizona to offer training in this critical field. We're also the first Arizona community college to offer a **Geology** course focusing on **dinosaurs** – a natural fit to our region – and introductory paleonology.

So, change can have good sideffects, especially when lives are transformed through the educational opportunities offered by NPC. We are committed to helping prepare tomorrow's skilled workers – whether they are headed to a university for additional training, or directly to work. ***How will NPC transform your life?***

I would encourage you to look through this catalog or our website, ***www.npc.edu***, where you'll find information about the programs and services available to you at Northland Pioneer College. If you have questions, please, don't hesitate to call or visit with an academic adviser, a professor or dean in your area of interest. You'll find everyone is dedicated to your success as an NPC student.

Welcome to NPC! Where change expands minds for a better tomorrow.

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 2015 U.S. Census Bureau permanent population estimate of 179,780. The Navajo, Hopi, White Mountain Apache and Zuni Indian Reservations occupy more than 68.34 percent of the total land in the College service area and account for 57.1 percent of the area's estimated population.

Campuses are located within four of the largest Navajo County communities of Holbrook, Show Low, Snowflake/Taylor and Winslow. Centers are located in Hopi, Kayenta and Whiteriver. Through an intergovernmental agreement with Apache County, NPC has centers in St. Johns and Springerville. Additional educational sites are established as educational needs and opportunities arise.

Accreditation

In order to have the right to award college degrees and certificates, institutions of higher education must be evaluated by a nationally recognized accrediting agency. The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools is charged with evaluating Northland Pioneer College. NPC is proud to report having passed the most recent (2010) evaluation with unqualified approval of every area of college operations.

The HLC currently has revised its 10-year evaluation schedule to one that continuously monitors excellence of operational and educational standards. This new model ensures NPC students of an up-to-date, nationally recognized and accredited educational experience.

To view the criteria and standards set by the Higher Learning Commission, contact them at 230 South LaSalle St., Suite 7-500, Chicago, IL 60604, **(800) 621-7440** or online at ***www.ncahlc.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. Visitors will be held to the same standards of conduct as NPC students.

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.

While classes are in session, visitors should be considerate of students and not bring small children into classroom, laboratory or library areas.

Soliciting is prohibited on all campuses and centers.

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

Members of the public, age 18 and over, are welcome to use the NPC libraries*. A wide selection of resources are available, including books, eBooks, eAudiobooks, DVDs, newspapers, magazines and more. Computer, Internet and WiFi access are available to the public for a fee (there is no additional charge for students). *(See also page 8).*

For assistance, call your nearest NPC Library or Center. Our phone numbers are listed on our website (***www.npc.edu/library***). You may also use the "*Ask a Librarian*" link on the library's website, or use your cell phone to "*Text a Librarian*" at **(928) 351-4204**.

* Services for community members are limited and may be subject to a fee.

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.

Ernie Eagle (*photo on page 3*) represents the college at community and college events and on social media websites. Be sure to join over 1,500 of Ernie's friends on *Facebook*. **Ellie Eaglet** is the spokeseagle for the Kids College program.

Who We Are...

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.

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.

Business and Community Services

Community and Corporate Learning

The **Community and Corporate Learning Division** promotes occupational skills and encourages an awareness of social, cultural, intellectual and artistic endeavors — two key missions for Northland Pioneer College.

The Corporate area provides quality training and workforce development workshops that are customized to meet the needs of business and industry communities. NPC's Corporate department guarantees satisfaction for training services. If the services NPC provides do not meet your requirements, staff will redo them at no charge.

This area 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 quick turn-around training 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, Summit Healthcare Regional Medical Center, PFFJ Inc., Navopache Electric Co-Op, Apache County, Wal-Mart, Navajo County, local fire departments and others, Corporate Training benefits employers, employees, future employees and the community.

For more information on Community and Corporate Training, please contact **Royce Kincanon**, at **(800) 266-7845, ext. 6239** or email ***royce.kincanon@npc.edu***.

The Community area 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.

NPC offers a **Kids College** to provide young people, ages 6-14, with a secure, structured enrichment program with exciting learning opportunities designed to allow them to explore, expand and experience areas of interest, develop their academic skills and make new friends, while realizing that a college education is attainable.

To request to be on the division mailing list of course offerings, please contact **Katharine Olsen**, community and corporate specialist, **(800) 266-7845, ext. 6244**, or email ***katharine.olsen@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.

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, 7:30 a.m. to 7:30 p.m.; Fridays, 7:30 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.

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 11 Service Centers and 15 satellite and/or meeting sites in Arizona providing access to professional business counselors, analysts and technology specialists all dedicated to help you succeed.

Our partnerships with the Small Business Administration (SBA) and the Association of Small Business Development Centers puts nationwide resources within your reach.

Northland's center serves Navajo and Apache counties. Its programs, resources and services focus on a broad range of business issues. The SBDC small business advisors work with determined clients who want to start, grow or sustain a successful business. The SBDC provides quality educational programs, access to resources and one-on-one counseling to small businesss owners throughout the region.

The SBDC offers confidential, no cost advising 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 such as 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.npc.edu/sbdc***.

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. Access these services online by visiting the SBDC website at ***www.npc.edu/sbdc*** to either complete a *Request for Counseling* form or by using email and other communication links.

The Small Business Development Centers are partially funded by the Small Business Administration. The support given by the U.S. SBA 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.ed***

Public Access to NPC Computers & Internet Services

Non-students desiring to utilize Northland Pioneer College's computers or wireless Internet access must contact campus/center offices and pay a **$45** per semester fee. One-Day Guest passes are available for **$2**.

This fee is used to help offset the cost of media services that are provided for the benefit of NPC students and made available to the general public. Please note this fee is also charged to NPC students, in addition to tuition and specific course fees.

Access to ***.gov*** and ***.edu*** websites will be free of charge.

NPC students have priority on the use of any computers.

Users must be 18 years or older and comply with all federal and state laws and college policies governing viewing of images in public areas.

Helpful Telephone 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)**

Online, find maps to NPC locations at ***www.npc.edu/locations***;
office hours at ***www.npc.edu/office-hours***; and holidays at ***www.npc.edu/holiday-closure-schedule***

REVISED

■ Holbrook–Painted Desert Campus

		Extension
Campus Office	(local 524-7311)	7311
Brooklyn Mauff, Academic Adviser		7342

■ Show Low–White Mountain Campus

		Extension
Campus Office	(local 532-6111)	6111
Donna Krieser, Academic Adviser/GED		6142
Lisa Jayne, Academic Adviser		6143

■ Snowflake/Taylor–Silver Creek Campus

		Extension
Campus Office	(local 536-6211)	6211
Ryan Orr Academic Adviser		6241

■ Winslow–Little Colorado Campus

		Extension
Campus Office	(local 289-6511)	6511
Dawn Palen, Academic Adviser		6541

■ Hopi Center

		Extension
Center Office	(local 738-2265)	7605
Cara Joe-Dukepoo, Center Manager		7604
Janalda Nash, Center Technician/Adviser		7602

■ Kayenta Center

		Extension
Center Office	(local 697-8333)	7649
Myrtle Dayzie-Grey, Center Manager		7648
Chantal Kescoli, Center Technician/Adviser		7649

■ Springerville/Eagar Center

		Extension
Center Office	(local 333-2498)	7639
Tamara Osborne, Center Manager		7638
Michael Colwell, Academic Adviser		7635

■ St. Johns Center

		Extension
Center Office	(local 337-4768)	7616
Tina Gonzalez, Center Manager		7621
Michael Colwell, Academic Adviser		7617

■ Whiteriver Center

		Extension
Center Office	(local 338-5185)	7661
Vacant, Center Manager		7663
April Horne, Center Technician/Adviser		7664

■ Other Contacts

		Extension
Apache County Programs Coordinator	*Nicole Ulibarri*	7637
Bookstore Manager	*Vicki Bessinger*	6115
Business Office	General Questions	7480
Third-Party Billing	*Keila Derrick*	7485
Student Billing	*Business Office*	7480
Career Services	*John Spadaccini*	6246
Community Learning	*Katharine (Katie) Olsen*	6244
Corporate Learning	*Royce Kincanon*	6239
Disability Resource and Access Coordinator	*Sandy Manor*	6178
Financial Aid	General Questions	7318
GED® Testing – Holbrook and Show Low		6142
High School Programs	*Karen Hall*	6272
Human Resources Office		7470
Records and Registration	General Questions	7459
NPC Academic Transcripts	*Brittany Johnson*	7465
Graduation, Degrees, Transfer Credit Evaluations	*Deena Gillespie*	7365
Recruiting and Admissions	*Rebecca Hunt*	6271
	Morgan Black	7468
Small Business Development	*Tracy Mancuso*	6170
Student Government/Activities	*David Orr*	6241
Support Center *(NPC online course access problems)*		7447
Veteran Certifying Official		7469

Turning dreams into reality sometimes requires a little assistance.
That's where a federal **Pell Grant** and scholarships can help, by providing funds to help you meet educational and other expenses.
Start by applying for the **Free Application for Federal Student Aid (FAFSA)** at

fafsa.ed.gov

Many scholarships, including those offered by NPC, require completion of the FAFSA.
You should start the process at least 4-6 weeks before the **Priority Deadlines** *(Fall: April 15; Spring: October 15; Summer: March 15)* to ensure all of your paperwork is completed prior to registration for the upcoming semester. For important Financial Aid dates, see the Financial Aid Calendar on page 32.

After you complete your FAFSA, check out

www.npc.edu/scholarships

for additional scholarships, including College Bound, Finish Line and other institutional and private awards, scholarships and grants.

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Academic Calendar

Lindsey Earl works on her assignments outdoors on a beautiful spring day.

Admission

Welcome to NPC!

Prospective students must complete an *Admissions Application* to take courses at Northland Pioneer College, but the student only needs to submit the form once. *Admissions Applications* 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; or
   c. Satisfactory college placement, per *Placement Handbook* guidelines; or
   d. A passing score on the relevant portions of the high school AZ Merit 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.

Residency Requirements

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/residency-proof***.

In-State Residency Requirements

Classification of Students for Tuition Purposes

Students that have not established residency in Arizona by residing here for at least one year, will be charged out-of–state resident rates. Students that would like to be considered for in-state tuition, may choose to fill out the *Domicile Affidavit*. Please be aware that in order to approve or deny a domicile, the Records and Registration Office may require and request additional documentation to prove residency. A student must file a *Domicile Affidavit* every semester if there is an in-state residency question.

Arizona Revised Statute: §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 Statute: §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 domicile of the person's parent 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 that transferred the person to this state for employment purposes or the person is the spouse of such an 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 state 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, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.
4. The person's spouse has established domicile in this state for at least one year and has demonstrated

A.R.S. §15-1802 Continued

intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a noncitizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

C. The domicile of an unemancipated person is that of the person's parent.

D. Any unemancipated person who remains in this state when the 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 the person is currently enrolled, as long as the 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. A spouse or a dependent child does not lose in-state student classification under this subsection if the spouse or dependent child qualifies for in-state tuition classification at the time the spouse or dependent child is accepted for admission to a community college under the jurisdiction of a community college district governing board or a university under the jurisdiction of the Arizona Board of Regents. 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 holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in-state student and, while continuously enrolled, does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state.
2. An Arizona driver license.
3. Arizona motor vehicle registration.
4. Employment history in Arizona.
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records.
7. Other materials of whatever kind or source relevant to domicile or residency status.

H. A person who, while using educational assistance under 38 United States Code chapter 30 or 33, 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 within three (3) years after the veteran's discharge from active duty service of ninety (90) or more days or within three (3) years after the service member's death in the line of duty following a period of active duty service of ninety (90) or more days or who remains continuously enrolled beyond the three-year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state.
2. An Arizona driver license.
3. Arizona motor vehicle registration.
4. Employment history in Arizona.
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records.
7. Other materials of whatever kind or source relevant to domicile or residency status.

I. 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.

J. A person who has participated in the AmeriCorps program or the Volunteers in Service to America program for at least one year in this state is entitled to classification as an in-state student.

Admission Requirements

New Students

All students must be admitted to Northland Pioneer College to enroll in courses at the college. Admission is made by fully completing all the required information on an *NPC Admissions Application*. 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.

All new students must submit their high school transcript with a graduation date or GED test scores for placement and financial aid purposes. New students who have transferred from another college need to submit **official** transcripts from their prior college.

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 transcripts to the Records and Registration Office. Evaluated credits will aid advisement prior to enrolling in classes at NPC.

International Students

Currently, Northland Pioneer College cannot admit international students. We are working with federal agencies to re-evaluate the admission process. If federal approval is received, NPC will consider admission applications from international students. Contact the Recruiting and Admissions Office at (800) 266-7845, ext. 6271 for the current status.

International students interested in attending Northland Pioneer College should request an International Student Admission Application packet from the Recruiting and Admissions Office.

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 ***uscis.gov***.

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.

Students with Disabilities

Students requiring accommodations may contact the Disability Resource and Access Coordinator, White Mountain Campus, Northland Pioneer College, P.O. Box 610, Holbrook, AZ, 86025, or by calling **(800) 266-7845, ext. 6178**. *(See page 31.)*

Acceptance

Prior to the registration period, a *Letter of Admission* can be sent upon completion of an *Enrollment and Admission Verification Request Form*. 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. The transfer credits will **NOT** be applied toward the NPC Grade-Point Average (GPA). Credits and degrees 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.

Students must earn credits in residency at NPC to complete any degree or certificate program. For more information, see *Degree and Certification Graduation Requirements*, page 57.

Incoming Acceptance Policy continued

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 28 of this catalog.

NPC can also evaluate your prior learning certified through military, 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.

COLLEGE BOUND SCHOLARSHIP

FOR HIGH SCHOOL JUNIORS AND SENIORS

www.npc.edu

NPC Northland Pioneer College

7 AGEC CREDITS PER SEMESTER

TUITION FREE!

- Open to all high school and home school students in Navajo & Apache counties *(must be AZ resident and at least 14 years of age)*
- Must have at least a 3.0 grade point average or meet required placement test scores**
- Scholarship covers up to 7 general education (AGEC) credits per semester with a total award cap of 28 credits per student. *(see application form for complete list)*
- Students must pay any placement test costs, course fees, media fee and book costs
- Applicants are required to take a placement test(s) before enrolling in NPC classes
- Scholarship is available in the fall and spring NPC semesters*
- Funds are limited and awarded on a first come, first serve basis

TO APPLY:

1. Students should contact their **high school guidance counselor** or home school instructor and have them print out, **complete** and **sign** the scholarship application form available at ***www.npc.edu/CollegeBound***.
2. Student should then bring the completed application form to any **NPC location** and meet with an **NPC academic adviser** who will help you complete the application process.

APPLICATION DEADLINES:

- For spring 2018 semester - **Friday, January 12, 2018**
- For summer 2018 semester - **Friday, June 1, 2018**
- For fall 2017 semester - **Friday, August 18, 2017**

(Late start courses - Day before class starts)

Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVES℠

* Summer availability is contingent upon remaining scholarship dollars. Students must submit an application form every semester.
** Placement scores: Submit high school transcript, or see NPC Academic Adviser.

Registration Information

Registration Dates

Dates for registration are published in the *Academic Calendar*, both online (***www.npc.edu/academic-calendar***) and on page 25 of this catalog. Please note that early registration is encouraged for students and that courses lacking sufficient enrollment may be canceled.

In addition to campus and center 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's account has been placed on "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 at ***www.npc.edu/payment-due-dates***. A student is not officially registered until all applicable tuition and fees are paid or payment arrangements have been made. A student who has a delinquent account with the college will not be allowed to register until all prior school obligations are met.

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).

There are three avenues for placement into NPC courses:

- **Avenue 1** – For high school or charter school students and recent graduates or students with some college.
  - ◊ High school transcript with GPA of 2.6 or above (within 5 years) **AND** for Math courses refer to adviser for placement.
  - ◊ **And/Or** college transcript with GPA of 2.0 or above in applicable general education or developmental education courses (within 5 years).
  - ◊ **And/Or** ACT/SAT scores (within 5 years)
- **Avenue 2** – For students with a recent accredited High School Equivalency transcript.
  - ◊ Completed GED® transcript dated after 1/1/14
- **Avenue 3** – For students who do not meet above criteria or who are applying to programs that require standardized reading and math competency scores.
  - ◊ Use ACCUPLACER computerized test (within 5 years)

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 ACCUPLACER placement scores less than five 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.

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 ACCUPLACER computer-based placement test as its primary placement tool. If technical difficulties prevent the use of the ACCUPLACER test, students will need to schedule a time to return and complete the ACCUPLACER test;
2. A complete battery of ACCUPLACER assessments typically takes three hours. Depending upon the ACCUPLACER results, some students may need additional placement testing in one or more areas;
3. At the conclusion of the ACCUPLACER test, the academic adviser will meet with the student to discuss the placement results;
4. Students needing placement testing pay a $20 annual fee. This fee allows up to three tests within the academic year, August 1, 2017 – July 31, 2018.
5. Placement test scores, whether from NPC or another institution, are effective for a maximum of five years. If more than five years have elapsed since the testing date, the student must re-test before enrolling in a class.

Placement Testing continued

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 College and Career Preparation (CCP) 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 CCP 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, ADVISING, REGISTRATION

SOAR sessions introduce all new NPC students to the college's programs and services. 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 and online POS NPC classes are exempt.

SOAR programs are designed to address student questions and concerns about NPC registration, services and educational planning. 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. To register for a SOAR session, contact your campus/center office or the NPC Records & Registration Office. A complete listing of the SOAR session locations and times can be found at ***www.npc.edu/SOAR***.

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.

Your academic adviser can answer questions about SOAR.

Proof of Computer Competency

NPC has implemented a program to improve student learning in Internet-based classes. Prior to enrollment in Internet sections (POS 221 & 222 are exempt) students must either demonstrate or develop basic computer skills necessary for online learning.

Students who feel confident about their abilities can demonstrate this by completing an opt-out test, available at ***eresource.npc.edu/distance/ICT/TestOut/testout.html***. Those who have trouble successfully completing the test, or want to brush up their skills, must enroll in *Skills for Online Learning – ICT 095*, a half-credit, tuition-free course consisting of four hours of face-to-face contact and four hours of online work.

The online competency testing requirement is explained at ***eresource.npc.edu/distance/ICT/Requirement/***. Questions concerning the opt-out test and ICT 095 should be directed to the ICT team at ***ICT@npc.edu***.

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:

- ¾ time: 9 to 11.9 credit hour load
- ½ time: 6 to 8.9 credit hour load
- Less than ½ time: 5.9 or fewer credit hour load

Excess Course Load

Students may not carry course loads greater than 18.75 credits a semester without special permission from the college. Students wishing to carry course loads of 19 to 23.75 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 24 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.

This restriction does not apply to special contract programs or other concentrated or extended training programs in which the course structure and load requirements are prescribed in advance and worked out for student and client benefit. Admission to these special programs will constitute prior approval.

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.

Short-term Credit, and Noncredit Classes

Various classes are offered on a short-term schedule. Some are targeted to specific student populations.

The Community Learning Department is responsible for offering avocational classes and workshops and short-term workshops, seminars or classes as noncredit opportunities. Dates are published in special booklets, in news releases to the public and on their web page, ***www.npc.edu/noncredit-classes***. Registration can take place online, during regular registration periods or anytime prior to the start of the classes. You should register at least three (3) days prior to the start of the class to ensure it is not canceled due to insufficient enrollment.

Contact your local campus or center or Community and Corporate Learning, **(800) 266-7845, ext. 6244** for more information about short-term or noncredit courses.

The Corporate Learning Department and the Small Business Development Center offer specialized training for the needs of the business and industry sector. (*see page 7*)

Course Changes

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

Adding a Course

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

Eight-Week and 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 a Course

When dropping a course after the first week of Fall or Spring semesters, instructor permission and a Last Day of Attendance (LDA) are required. For all short-term classes, including eight-week blocks and Summer sessions, instructor permission and a LDA are required after the first week of class. *See "Last Day to withdraw without 'W' on Transcript" on the "Academic Calendar" on page 25.* For refund information, refer to page 23.

Withdrawing from a Course

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 second week of the semester, or the first week of an eight-week or summer session. 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.** Your Last Date of Attendance (LDA) must be noted on your withdrawal form. An NPC academic adviser can help you through this process.

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.

Tuition, Fees and Payments

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.

Tuition

Textbooks are not included in tuition. Tuition rates are set annually by the Navajo County Community College District Governing Board.

	2017 – 18 Base Rate
In-State	**$72/credit**
Non-Resident	$345/credit
2017 Summer Session	**50% of the Base Tuition Rate**
CCP Classes	**50% of the Base Tuition Rate**
Senior Citizens	**50% of the Base Tuition Rate**
WICHE	**150% of the Base Tuition Rate**

In-State Resident Base Tuition

The base tuition rate charged to students meeting the qualifications of an Arizona resident *(see Residency Requirements, page 12)* and supplying verification of United States residency.

Non-resident Base Tuition

Students who do not qualify as an Arizona or United States resident for tuition purposes are assessed the Non-Resident base tuition rate:

Apache County

Fees for Apache County are determined by intergovernmental agreement and may vary.

New Mexico Residents

Out-of-state tuition and fees are waived for New Mexico residents taking one 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 during registration for the student to qualify for in-state base tuition. Waivers are limited. Reapplication is required each semester.

Summer Session

Tuition for Summer classes will be 50 percent of the base Fall or Spring session tuition rate. **Only one discount can be applied.**

College and Career Preparation (CCP) Classes

Adult Basic Education (ABE) classes offered through College and Career Preparation (CCP) will be charged 50 percent of the base tuition rate. **Only one discount can be applied.**

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 base tuition rate. This reduced tuition rate may not be combined with any other tuition reductions available in a given semester. 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:

June 1 for **Summer** session enrollment.
January 1 for **Spring** semester. enrollment.
August 1 for **Fall** semester enrollment.

WICHE/WUE

Students enrolling under the Western Interstate Commission for Higher Education (WICHE) Western Undergraduate Exchange (WUE) are charged 150 percent of In-State Base Resident Tuition.

Late Registration Fee

Students registering for classes on or after the first day of the semester (August 21 for Fall 2017; January 16 for Spring 2018; June 4 for Summer 2018) will be charged a $25 Late Registration Fee, which is non-refundable.

Overview

A **$25.00** late registration fee is charged to all students who 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 Director of Enrollment Services reserves the right to extend the registration period or waive the late registration fee if circumstances reasonably beyond the student's control 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's name and identification number.
3. Waivers may be issued when:
   a. The late registration was the result of an institutional error or;
   b. 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
   c. An unusual circumstance beyond the control of the student caused the student to be unable to finalize registration before the first 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. Director of Enrollment Services 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.

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	$1,728
Fees	$490
Books & Supplies	$1,400
Off-campus Housing & Meals	$8,076
Personal/miscellaneous	$3,490
Transportation	$2,010
Total	**$17,194**

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**.

Media Fee

All students enrolling in 3 or more credits are assessed a $45 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 $10 to $35. Other courses require special insurance, national exams, materials, private instruction or travel expenses. A full list of all course fees is available online at ***www.npc.edu/2017-18_general_fees***. Students may still be responsible for providing other supplies or tools.

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

Special Fees

Late Registration Fee.....$25
Replacement Diploma or Certificate.....$15
Transcript (Unofficial) available Free on MyNPC
Transcript Online Order (each).....$10
Transcript Online On Demand (each).....$15
Transcript Paper Order (each).....$15
Transcript Paper Order On Demand (each).....$20
Transcript Priority Delivery (each).....$20 *
Not Sufficient Funds (NSF) Check Collection**.....$25
Replacement "Money Card".....(Active *or* Inactive) $10
Nursing Program Admission Test (HESI).....$44
ACCUPLACER Testing (with two Retests).....$20
Credit by Exam..... 50% In-State Tuition
Credit by Evaluation***..... 50% In-State Tuition
Credit by Evaluation Fee (non-refundable).....$15
Student ID Replacement Fee.....$5
Microsoft Office Testing (MOS).....$50

* Plus current USPS Priority Shipping Rate

** 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 and non-regionally accredited institutions without waiver agreement. No charge for evaluation of military training.

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

Student payments, third-party payments and/or scholarships will be applied first to amounts owed the college.

Student Responsibilities for Debt

The tuition and fees charged for the course(s) for which a student registers represent a valid educational debt that the student owes to Navajo County Community College District, doing business as Northland Pioneer College (NPC).

The student agrees to pay any amounts remaining unpaid after the application of financial aid, third-party payments, and/or scholarships. Return of financial aid awards and/or scholarships resulting from the student's withdrawal from one or more courses also represent a valid educational debt the student owes to NPC and agrees to pay.

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.**

Collection Fees

Should action be necessary to collect a delinquent account, the student agrees to pay the collection fees, attorney fees and court costs incurred for collection. The student also understands that information regarding a delinquency may be disclosed to credit bureaus and may affect his or her credit rating.

REGISTRATION FOR FUTURE CLASSES WILL NOT BE ALLOWED UNTIL ALL PRIOR FINANCIAL OBLIGATIONS ARE MET.

Northland Pioneer College may charge a collection fee to any student having a delinquent account. The collection fee will equal NPC's cost of collection, which is 23 percent of the balance owed and collected in the first year of collection and 28.5 percent of the balance owed and collected in the second year of collection. The fees were effective as of July 1, 2013 and apply to student accounts placed with a collection agent after the Fall 2013 semester.

Students who provide Northland Pioneer College with their cell phone number are agreeing that NPC or its agents may contact them at the current or any future number provided using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

The student's signature on the Registration Form represents understanding and agreement to all of NPC's payment and collection fee terms.

Payment Plan

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

Refunds

NPC processes student financial aid and other student refunds on a weekly basis during the semesters.

Financial Aid Refunds

A student's financial aid refund is paid through BankMobile, using the option selected in the Refund Selection Kit you received when you applied for financial aid at NPC.

Other Refunds

All other student refunds are paid by check through NPC. Refunds to students of amounts paid by check will not be processed until the student's check has cleared the bank.

Tuition and Fees

College refund policies vary based on the type of course for which a refund is requested. Course refund policies for courses are as follows and online at ***www.npc.edu/tuition-refund-policy***:

Regular Semester Course

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

Eight-Week and Summer Sessions

100 percent prior to the first day of the session; 50 percent through first week of the session. No refund after first week.

Short Term (less than eight weeks)

100 percent prior to the first class; 50 percent through the second class. No refund after second class session.

One and Two-Day Workshops

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

Internet Refund

To receive a 100 percent 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 percent 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 percent or 50 percent tuition and fee refund is warranted to students dropping a class within the first two weeks of the semester.

A 100 percent 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

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

Exception Refunds

Students who wish to request an exception to the regular refund policy may do so in writing by completing an *Exception Refund Request* form. Approval must be obtained from the Vice President for Learning and Student Services, or designee, for one of the following reasons:

1. Serious illness or injury of the student, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The student *must* submit documentation prior to the end of the semester for which they are requesting the refund.
2. Death of a student or an immediate family member, if the request is made prior to the end of the semester in which the death occurs. The student or the student's survivor must provide death certificate or newspaper obituary notice and proof of relationship (birth certificate, marriage license).
3. Military service of a student in the Armed Forces or Arizona National Guard who is called to active duty and assigned to a duty station, verified by a copy of the orders, will be allowed to withdraw and receive a 100 percent refund of tuition, provided courses have not been completed.
4. Requests for refund due to an institutional error will be evaluated on a case-by-case basis.

Exception Refunds Continued

Any refund that may be due to a student will first be applied to any outstanding debts owed to the college. If a student received federal financial aid, grants or scholarships, funds will be returned to the applicable federal financial aid program/grantor(s).

Examples of ineligible requests include: academic issues, financial issues, transportation issues, child care issues, course too easy, course too difficult, time conflict, faculty member conflict, never attending.

All decisions made by the college are final.

BankMobile refund options

NPC processes student financial aid refunds through the BankMobile system. Students have the option of receiving these refunds through several options, including a BankMobile VIBE checking account, by direct deposit into their existing bank account or by check. Students who chose to receive their refund via BankMobile VIBE are establishing a bank account through BankMobile, a division of Customer Bank.

Questions? Call the Business Office, **(800) 266-7845, ext. 7480**. For more information about your refund options, visit ***www.npc.edu/npc-refunds***.

Merit™ Honors, Awards & Recognition

Highlighting Your Student Achievements!

http://npc.meritpages.com

Sometimes it's OK to brag!

NPC is recognizing and celebrating student accomplishments through Merit! **Merit pages** allow NPC to publicize **your** achievements, such as making the president's or dean's list, earning a certificate or degree, participating in a club or event and more! Merit pages assist NPC in sending press releases about a student's accomplishments to their hometown newspaper, as well as publish these news stories on the web.

How does Merit work?

When NPC creates a story about student accomplishments, an online profile page is created for the students involved and he/she receives a notification in their **college email** with a link to view his/her story. An NPC badge *(pictured above)* signifying the achievement is added to the student's **Merit page**. Students can use their free **Merit page** and social media, such as *Facebook* and *Twitter* ,to share their achievements with friends and family! You can even add your own badges to your Merit page to highlight your activities and jobs!

Your positive online identity!

You work hard for your accomplishments so share them! Your Merit page is a place that recognizes your achievements and creates a positive, professional online persona of your college experience. Employers often research job applicants online and your **NPC Merit page** makes it easy to showcase your accomplishments.

Find out more about NPC Merit pages at **www.npc.edu/Merit**.

Academic Calendar

For updates, ***www.npc.edu/2017-18_academic_calendar***. For **Financial Aid** dates, see the **Calendar** on page 32.

Fall Semester 2017

Veterans Priority Registration Day.....April 17
Fall Registration Begins..... April 24
No registration.....May 17, July 31 and August 1
Cosmetology & most NAVIT classes begin .....July 31
College Professional Development Day/Convocation (No Classes).....August 14
Classes canceled for insufficient enrollment ....August 17
Last day to register online for regular semester classes..... August 20
Last day to request 100% refund for regular semester classes..... August 20
Fall Semester classes begin .....August 21
Late Registration Fee applies on or after .....August 21
Students **must** get instructor permission to register for or drop classes* (LDA required)..... August 28
Last day for students to withdraw from classes without a "W" on transcript ..... September 1
Last day to request 50% refund for regular semester classes..... September 1
Labor Day (College Closed/No Classes)..... September 4
Dean and instructor approval required for course adds ..... September 5
Last day to file for December graduation..... October 3
Veterans Day (College Closed/No Classes) November 10
Thanksgiving Recess.....November 23 – 24 (College Closed/No Classes)
Last day of Fall Semester ..... December 8
Students' Winter Break .....December 11 – January 15
Winter Break (College Closed/No Classes) .....December 25 – 27, 29 & January 1
College will be open December 28

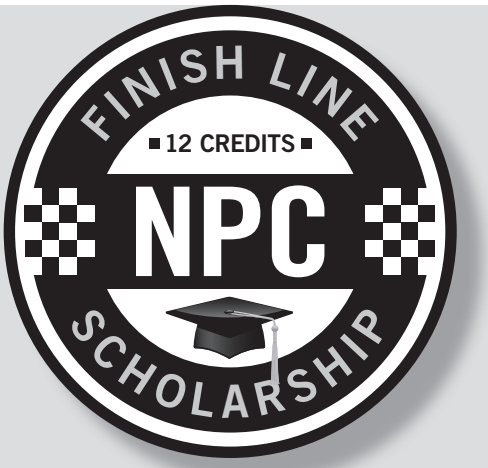
Spring Semester 2018

Veterans Priority Registration Day.....November 20
Spring registration begins.....November 27
No registration.....December 18 & 19
Winter Break (College Closed/No Classes) .....December 25 – 27, 29 & January 1
College will be open December 28
College Professional Development Day/Convocation (No Classes)..... January 8
Cosmetology & most NAVIT classes begin ..... January 9
Classes canceled for insufficient enrollment ...January 11
Last day to register online for regular semester classes..... January 15
Last day to request 100% refund for regular semester classes..... January 15
Martin Luther King, Jr. Civil Rights Day..... January 15 (College Closed/No Classes)
Spring Semester classes begin.....January 16
Late Registration Fee applies on or after .....January 16
Students **must** get instructor permission to register for or drop classes* (LDA required)..... January 23
Last day for students to withdraw from classes without a "W" on transcript ..... January 29
Last day to request 50% refund for regular semester classes..... January 29
Dean and instructor approval required for course adds ..... January 30
Presidents' Day **(College OPEN)** ..... February 19
Last day to file for May graduation and participate in ceremony..... February 20
Spring Break ..... March 12 – 16 (Most College Offices Closed/No Classes)
Fall 2018 Registration Opens ..... April 23
Last day of Spring Semester.....May 12
44th Annual Commencement Ceremony.....May 12

Summer Sessions 2018

Veterans Priority Registration Day..... March 19
Summer registration begins..... March 26
No registration.....May 16
Memorial Day (College Closed/No Classes) .....May 28
Classes canceled for insufficient enrollment ..... May 31
Last day to register online for regular summer classes..... June 3
Last day to request 100% refund for summer classes..... June 3
Summer Session begins..... June 4
Late Registration Fee applies on or after ..... June 4
Students **must** get instructor permission to add classes ..... June 5
Dean and instructor approval required for course adds ..... June 6
Students **must** get instructor permission to drop classes* (LDA required)..... June 8
Last day to request 50% refund for summer classes..... June 8
Last day for students to withdraw from classes without a "W" on transcript ..... June 8
Last day to file for Summer Graduation .....July 3
Independence Day (College Closed/No Classes)....July 4
Last day of Summer Session.....July 27

* Includes Internet courses, but excludes "Open Entry/ Exit" and noncredit courses. Drops require Last Date of Attendance (LDA).



Earn your last 12 credits of a degree tuition FREE!

Funds are limited so apply today.

THIS IS A SCHOLARSHIP

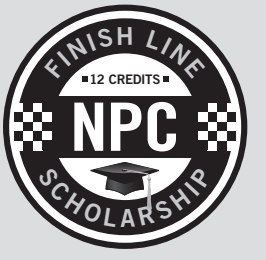
- **Finish Line Scholarship** covers the **last 12 credits** required for a degree. Repeat courses are not covered.
- Credits covered by this scholarship must meet **associate degree completion requirements**. Scholarship does not cover certificates.
- This scholarship is a tuition waiver, not a cash award. Does not cover books or fees, only tuition.
- Scholarship covers one academic year. Students who need longer to complete their last 12 credits can file a petition for continuation of this scholarship with the NPC financial aid office.
- Student must be an Arizona resident.

HOW TO APPLY

- Student must **FIRST** meet with an **NPC academic adviser** to see if they qualify.
- Student must complete the NPC financial aid process including the FAFSA as well as the Finish Line Scholarship application. Application is available online at www.npc.edu/FinishLine.
- Student must have an up-to-date **degree AUDIT** attached to their Finish Line application. Degree audits are available through an NPC academic adviser.
- Recipients to be selected by the NPC award committee.

APPLICATION DEADLINE

Fall Semester: **June 1st**
Spring Semester: **November 15th**



Student Services

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A Class of 2016 member, in her native dress, prepares to check-in at the Commencement ceremony.

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;
- 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 degree checksheet, based on your applicable catalog (*see page 58)*. This ensures the classes you complete will apply toward your desired degree or certificate.

A *Degree Plan* is also required for federal financial aid and most scholarship applications.

You Must Declare a Degree/Major

Registration will be blocked for students who have earned 12 or more credit hours and have not declared a degree or major. The "advisement hold" gives students an opportunity to plan classes, ensuring they are on the right path toward a major(s) and allows the adviser to check student academic progress. Only after the student has met with their academic adviser will the 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, visit ***www.npc.edu/advising***, or refer to page 9.

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/Assessed Credits

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. Students pay half base tuition rate for credits accepted for approved assessed credit evaluation. Assessed credits need to be paid for/applied for within the academic year they are requested to be evaluated by NPC. Studentss seeking

evaluation of prior military training do not pay tuition charges for their assessed credits.

2. Credit By National Examination

Credits awarded through the following national examinations: College Level Examination Program (CLEP), Advanced Placement (AP) and International Baccalaureate (IB) 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 national examination in order to accumulate 64 hours for graduation.

NPC establishes acceptable test scores for the awarding of credits based on recommendations from the state articulation agency for each discipline. Please see an academic adviser for minimum scores.

The acceptance of prior learning credits or national examination credits may be handled differently by another 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 national 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 national examination credit may be used at NPC toward the associate degree requirements.

Specific information concerning test subjects, including general exams, equivalent NPC courses, acceptable scores and the number of credits that NPC awards for each test is available from the Records and Registration Office or academic advisers.

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 national examination test scores.

Students desiring to use national examination scores for satisfying requirements at institutions other than NPC are advised to check the 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. National examination test 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 fees schedule, listed on page 22, and ***www.npc.edu/2017-18_general_fees***.

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 student and the Records and Registration Office.

4. Non-accredited Transfer 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 applies to official transcripts from private-for-profit postsecondary institutions and postsecondary institutions operated under the auspices of an Indian tribe. Transcripts received from institutions for students who have not enrolled at NPC will only be kept on file for four (4) academic years, then destroyed if student has not enrolled at NPC. Transfer credits will **NOT** be applied toward the NPC Grade-Point Average.

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, the division dean 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.'

Alternative Learning Continued

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 NPC's High School Programs Office at **(800) 266-7845, ext. 6272**.

7. Vocational High School Districts

NPC 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. Experiential Education

Experiential Education may occur via different methodologies, including those defined by the Association of Experiential Education: "Non-formal education, Place-based education, Project-based education, Global education, Environmental education, Student-centered education, Informal education, Active learning, Service learning, Cooperative learning and Expeditionary learning."

Northland Pioneer College offers a variety of Experiential Education opportunities, which include Clinicals, Externships, Internships and Practicums in various departments throughout the college. Students interested in pursuing Experiential Education should speak with an academic adviser.

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.

Career Services

NPC offers career assessment and information, employment skills preparation, on-the-job training through internships and NPC Jobs Connection, which is NPC's online job board for students, alumni and community members. Several career fairs are also offered throughout the year. Career Services can be contacted for the following additional services:

Internships

Career Services helps coordinate the Internship Program with academic departments where students have the opportunity to "...integrate knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in a professional field they are considering for a career path; and give employers the opportunity to guide and evaluate talent." – *National Association of Colleges and Employers (NACE).*

Career Assessment and Information

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

NPC Jobs Connection

Career Services provides job seekers access to NPC Jobs Connection (***https://www.collegecentral.com/npc/***) to post résumés and search career opportunities with public, private and nonprofit organizations. Local and national employers post employment opportunities. Available positions are posted on NPC's campus/center bulletin boards and on NPC Jobs Connection, accessible through the NPC website at ***www.npc.edu/CareerServices***.

College Central Network®

On-Campus Student Employment

Part-time job opportunities offered through individual departments are posted on NPC Jobs Connection.

On-campus (Federal Work-Study) positions are coordinated in cooperation with the Financial Aid Office and are posted on NPC Jobs Connection.

College and Career Preparation

The College and Career Preparation Department allows for the appropriate match between students and the courses that best fit his or her learning needs and goals. Courses are offered at a variety of instructional levels from basic literacy to high school equivalency to prerequisites for college-level classes.

In each course, reading, writing, math, science, social studies and workforce skills are integrated to provide meaningful application. College and Career Preparation provides students with a variety of support services: placement testing, small class size, tutoring (*see page 46*) and the use of the Student Writing Center (*see page 45*). Your first steps to academic success begin here.

To assist you with these steps, an Adult Basic Education Program (ABE) Tuition Scholarship is available to students who are seeking a high school equivalency diploma. The scholarship is designed to provide public access to adult basic education through College and Career Preparation (CCP) 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 College and Career Preparation Department, 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 ensure all of its students are provided equal access to a quality education that 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.

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 DRA Documentation

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

1. **Completed DRA Application** which can be found online at ***www.npc.edu/DRA_Application***.
2. **Proof of 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.

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 Grievance Process

1. Contact DRA Coordinator at **(800) 266-7845 ext. 6178** to try to resolve the concern.
2. Contact Director of Student Services at **(800) 266-7845 ext. 6227** if concern persists.
3. Request a review by the Disability Access Board through the DRA Coordinator.

   *Please note: decisions of Disability Access Board are final and cannot be appealed further.

Disability Resource & Access application forms are available on ***www.npc.edu/DRA_Application***.

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**; Fax: **(928) 532-6199**.

Financial Aid Information

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 **two to three weeks** to review and process financial aid requests during peak times. 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	April 15
Spring	October 15
Summer	March 15

Financial Aid Calendar

Also see, 2017-18 Academic Calendar on page 25
For updates to Financial Aid dates, click
www.npc.edu/2017-18_financial_aid_calendar

Fall Semester 2017

Priority deadline for completing financial aid applications for Fall 2017 ..... April 15
Financial aid disbursement begins – finalize registration ..... July 28
No registration ..... July 31 & August 1
Business Office processing Financial Aid Refunds ..... August 2 & 3
Financial aid refunds available to students ..... August 4
Last day to request 100% refund for regular semester classes ..... August 20
Fall Semester classes begin ..... August 21
Late Registration Fee applies on or after ..... August 21
Last day to request 50% refund for regular semester classes ..... September 1
Last day to make course schedule changes for financial aid purposes – no award adjustment after this date ..... September 1
Last day of Fall Semester ..... December 8

Spring Semester 2018

Priority deadline for completing financial aid applications for Spring 2018 ..... October 15
Financial aid disbursement begins – finalize registration ..... December 15
No Registration ..... December 18 & 19
Business Office processing Financial Aid Refunds ..... December 20 & 21
Financial aid refunds available to students ... December 22
Last day to request 100% refund for regular semester classes ..... January 15
Spring Semester classes begin ..... January 16
Late Registration Fee applies on or after ..... January 16
Last day to request 50% refund for regular semester classes ..... January 29
Last day to make course schedule changes for financial aid purposes – no award adjustment after this date ..... January 29
Last day of Spring Semester ..... May 12

Summer Session 2018

Priority deadline for completing financial aid applications for Summer ..... March 15
Financial aid disbursement begins – finalize registration ..... May 15
No registration ..... May 16
Business Office processing Financial aid refunds ..... May 17
Financial aid refunds available to students ..... May 18
Last day to request 100% refund for regular semester classes ..... June 3
Summer Session begins ..... June 4
Late Registration Fee applies on or after ..... June 4
Last day to request 50% refund for regular semester classes ..... June 8
Last day to make course schedule changes for financial aid purposes – no award adjustment after this date ..... June 5
Last day of Summer Session ..... July 27

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 Online for Federal Student Aid at *fafsa.ed.gov*

Step 1: Create your FSA ID:

Select the FSA ID tab to create your FSA ID. The FSA ID is a username and password that you are required to use to log in to complete your *Free Application for Federal Student Aid* (*FAFSA*) and access certain U.S. Department of Education (ED) websites. If you are a parent of a *dependent student*, you will need to create your own FSA ID to electronically sign your dependent's FAFSA. If you are a parent with more than one dependent attending college, you can use the same FSA ID to electronically sign all applications. *Each FSA ID user, including parent, must have their own email address.*

Step 2: Gather the following information:

Your (and spouse's) 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' if you are providing your parents' information) most recent Federal Tax Return Transcript (available at ***www.irs.gov*** or by calling **(800) 908-9946**), and all W-2s, untaxed income, such as untaxed portion of individual retirement account (IRA) distributions, untaxed portions of pensions, tax exempt interest income, child support received, housing, food allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits), Veteran's Non-educational Benefits, etc.; information on savings, investments and business and farm assets.

Headache-saving changes

Changes are making it easier to apply for financial aid and plan ahead for college. Students are now able to file a FAFSA starting **October 1** for the **following academic year**. This pushes the application date up by several months from the previous January 1 opening date. Students are also able to use tax information from two years earlier.

Why is this important?

Filling out a FAFSA is the first step in getting federal money, including Pell Grants and a work-study job at NPC. The information on your FAFSA is also used by colleges, state governments and private scholarship programs to determine if you qualify for some other types of financial aid or scholarships.

Nearly 20 million FAFSA filers get access to federal grants and loans each year – the vast majority of American college students. Yeah, it's kind of a big deal.

The biggest mistake you can make with federal aid is assuming you don't qualify, so even if you don't think you'll be eligible, you should apply.

According to education advising site ***Edvisors.com***, two million students who would have qualified for the Pell Grant in the 2011-12 school year missed out because they didn't fill out a FAFSA.

More time to weigh options

By applying in October instead of January, students will find out earlier if they are eligible for aid, giving them time to consider college costs and weigh their options.

The convenience of using so-called "prior-prior-year" tax data also makes it easier for students to get college applications in before many scholarship deadlines, which are frequently set in January and February.

This widened window of time will enable families to determine the true costs of going to school once financial aid is factored in.

Streamlined process

The changes simplify the FAFSA a great deal. Students who apply early won't have to update their applications with new income information, cutting down the often rigorous federal verification process.

The FAFSA is far less of a headache than it used to be. Once upon a time (not so long ago), filing for financial aid involved a 10-page workbook and pouring over your family's paper documents. Today, less than one-half of one percent of applicants fill out the paper version.

Now an online form at ***fafsa.ed.gov***, many of the application's 108 questions will be auto-populated using data already on file with the government through the IRS.

According to the U.S. Department of Education, this will cut the filing time down to about 20 minutes on average.

How do I know if I'm an independent student?

If you answer **Yes** to any of the following questions:

- Were you born before January 1, 1994?
- As of today, are you married? (Also answer "Yes" if you are separated but not divorced.)
- At the beginning of the 2017-2018 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?

Independent Student Continued

- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2017 and June 30, 2018?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2018?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time on or after July 1, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2016, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2016, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

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 ***fafsa.ed.gov/***. NPC's school year is Fall 2017, Spring 2018 and Summer session 2018. **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 FSA ID. 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/financial-aid-forms***.

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.

   Limit on Federal Pell Grant Eligibility. Effective, July 1, 2013, students are now limited to 12 full-time semesters (or 600 percent) of Federal Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where a student received their first Federal Pell Grant. Students who have received a 600 percent Federal Pell Grant as of 2011-2012 will no longer be eligible to receive a Federal Pell Grant beginning in the Fall 2012 semester and thereafter. You may view your percentage of Federal Pell Grant used by logging into ***NSLDS.ed.gov***. The Department of Education keeps track of your Federal Pell Grant Lifetime Eligibility Used by adding together the percentages of the Federal Pell Grant awards that you received for each award year. Your "Lifetime Eligibility Used" percentage will be displayed in the "Grants." Additional information is available online at ***www.npc.edu/lifetime-pell***.
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.

4. The **Arizona Leveraging Educational Assistance Partnership** (AzLEAP) establishes a state and institutional partnership to provide student financial assistance in the form of need-based grants to low-income Arizona resident students who are enrolled at half-time (6-8.9 credit hours) or more credit hours. [Contingent upon Arizona State funding.]

Student Financial Aid Eligibility

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

1. A student must be degree-seeking in an eligible NPC degree or certificate program. Lists of eligible degree and certificate programs approved by the U.S. Department of Education are available from academic advisers, Financial Aid Office, ***MyNPC*** or Degree Plan List – Is your degree plan/class financial aid eligible? at ***www.npc.edu/financial-aid/scholarships***. Applicants must 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 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 appropriate state educational agency 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.
5. For students in an "eligible career pathway program," documentation that they passed an approved ATB test or successfully completed at least 6 credit hours or 225 clock hours, prior to July 1, 2012, that are applicable toward a degree or certificate offered by NPC school should first contact the NPC Financial Aid Office.
6. A student must make Satisfactory Academic Progress (SAP) toward the completion of an NPC degree or certificate;
7. An individual must meet the appropriate citizenship requirements as defined by federal regulations; and
8. 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, official high school transcript with graduation date, 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.

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 before the priority deadline 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.

Scholarship Search Website

NPC scholarships, local and national, including merit and non-need-based scholarships, are listed at the NPC website at ***www.npc.edu/scholarships***. Students should review the application process – including deadlines and scholarship requirements before applying. Incomplete applications are not accepted.

Other Scholarship Award Criteria

Most NPC 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.

Financial Aid Disbursement

The disbursement of financial aid is approximately two weeks before the first day of classes each semester. Check the Financial Aid Calendar (*see page 32*) for finalizing your registration for financial aid disbursement, disbursement date(s) for Fall, Spring and Summer sessions and last date

Financial Aid Disbursements Continued

to make changes to your class schedule for financial aid purposes. Financial aid disbursement will be delayed for late applicants and students who register late. Adding a course after last date to make changes to your class schedule does not increase your financial aid award. Disbursements are made through BankMobile, a financial services company. Students may choose to have the disbursement made to their BankMobile card, *(see page 24)*, direct-deposited to their bank account, or paid to them by check.

Satisfactory Academic Progress

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:

Credit Hour Load:	*67% Minimum Completion Each Semester:*
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 Less than 1/2-time (P/T) in 5.9 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 percent 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 perceent Rule = Length of Program x 150 percent

   AA, AAEC, 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 must submit official transcripts 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 student may repeat a previously passed course one time only (letter grade higher than an "D"). Student 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 CCP courses. Ineligible CCP (formerly BSK and TLC) courses will not be funded and **will** be counted toward the 30-credit-hour limit.

   The following CCP courses are eligible for funding:

Prefix	#	Course Title
CCP	072	Reading & Writing Applications III Science
CCP	074	Reading & Writing Applications III Social Science
CCP	078	Math Applications III
CCP	082	Reading & Writing Applications IV
CCP	088	Beginning Algebra with Applications
CCP	103	Workforce Skills
CCP	104	Workforce Skills II

   The list of eligible CCP courses is also available online at ***www.npc.edu/financial_aid_award_letter***.

Failure to Meet Satisfactory Academic Progress Requirements

If a student fails to meet Satisfactory Academic Progress requirements:

1. First time, student is placed on Financial Aid Warning.
2. Second time, the student is placed on Financial Aid Probation.
   - Appeal is required.
   - Student must submit a petition for re-instatement.

Financial Aid Warning

Recipients of Student Financial Aid 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 aid 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 aid 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 assistance 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 or from an academic adviser. The outcome for a petition for reinstatement may include approval, warning status, restricted status or denied.

There are no further appeals for students who have met their Federal Pell Grant Lifetime Eligibility Used (LEU).

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 meeting 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 who attends NPC for one semester **AND** maintains a cumulative 2.0 grade-point average **AND** successfully completed six (6) credit hours at their own expense **WITHOUT** any third party assistance and meets all Satisfactory Academic Progress requirements could be considered an eligible student.

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 his or her 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 last date to make changes to your class schedule does not increase your financial aid award.

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

When Dropping and Adding a Course

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." Even exchange only applies during the first two weeks of each semester and the first two days of summer session.

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 to avoid a return of "over-awarded funds."

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" page 25 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:

1. Federal Pell Grant
2. Federal SEOG

NPC does NOT participate in the following: National SMART Grant, TEACH Grant or Federal Student Loans.

Federal Work-study Program and Arizona Leveraging Educational Assistance Partnership (AZ LEAP) are 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 or turning in an assignment.
- 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. The FAFSA is available October 1 for the following academic 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 NPC Payroll Office mails checks or makes direct deposit to Federal Work-Study (FWS) students 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.
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) 433-3243** or log on to ***http://studentaid.ed.gov/sa/repay-loans***.
24. A student may submit a Federal Student Loan Deferment form to the Records and Registration Office for processing while enrolled at NPC.

Rights and Responsibilities Continued

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.

GED®/High School Equivalency Diploma

For adults who did not receive a high school diploma, College and Career Preparation (CCP) offers an orientation designed to improve their chances of successfully completing the High School Equivalency (HSE) diploma or General Education Diploma (GED®) exams. The "*Opportunities Through Education* (OTE)," CCP 055x, orientation introduces students to the advantages of education while providing learning tips to success, how to set and achieve goals, and how to discover and utilize services to support their learning. During the eight-hour orientation, students will complete the Test of Adult Basic Education (TABE) and prepare a writing sample. At the end of the orientation, instructors will recommend signing up for the HSE/GED® test or to take additional preparation courses.

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 College and Career Preparation (CCP) at NPC locations, or check the online Class Schedule for CCP 055x at ***www.npc.edu/class-schedule***.

Scholarships may be available for HSE/GED® preparation courses. The *OTE* is mandatory to receive continued financial assistance and is required for Adult Basic Education students. The orientation program is supported by a grant from the Arizona Department of Education, Adult Education Services. The program's purpose is to increase the HSE/GED® pass rate and to assure that candidates are well informed about the High School Equivalency exams.

Please contact College and Career Preparation for the current policy regarding *Opportunities Through Education* and HSE/GED® testing.

Disability-related accommodations for taking the "*Opportunities Through Education*" orientation class can be initiated by completing the Disability Resource and Access (DRA) Office application online at ***www.npc.edu/DRA_application***.

Disability-related accommodations for taking the online GED® test must be requested **four (4) weeks** in advance of registering to take the GED® test. Accommodation information and forms are only available at ***www.ged.com***.

Northland Pioneer College administers GED® exams at computer testing sites located at the Show Low – White Mountain Campus and Holbrook – Painted Desert Campus. All GED® candidates must sign-up at ***www.ged.com*** for test information, scheduling and registration for the GED® test. PearsonVue maintains the computer-based testing schedule. At this time payment and test scheduling must be made through PearsonVue at ***www.ged.com*** or call **(877) 392-6433**.

For information on HES/GED® orientation and preparation courses contact CCP staff at your campus or center or contact **Gail Campbell**, Associate Dean of Education and College and Career Preparation, **(800) 266-7845, ext. 6536**. For information regarding the GED® test, you must sign up at ***www.ged.com*** or contact NPC's Computer-Based Test Administrator at **(800) 266-7845, ext. 6142**.

Requirements for Testing

1. Contact College and Career Preparation (CCP) for the current *Opportunities Through Education* policy.
2. Sign up at ***www.ged.com*** for test information, scheduling, and registration for the GED® test. At this time, payment and test scheduling must be made through PearsonVue at ***www.ged.com*** or **call (877) 392-6433**.
3. Meet the minimum age requirement of 16. (16- and 17-year–olds must create an account at ***www.ged.com*** ***before*** submitting to the NPC campus/center office both a **NOTARIZED** parental consent form **AND** an official withdrawal form from the last school attended).
4. GED® candidates are required to present a photo identification before admission to the exam room. The ID must satisfy all GEDTS requirements of identity, which include current name, address, date of birth, and signature. For a list of acceptable forms of ID visit ***www.npc.edu/get-GED***. ID must be current and not expired. No refunds are given if the test taker is turned away for improper identification or if testing reservation is not canceled 24 hours in advance.

   Non-citizens Note: Non-citizens, including refugees, legal and illegal immigrants, resident and nonresident aliens, and other foreign nationals, are eligible to take the GED® test if they meet **ALL** of the requirements for identification and eligibility established by GEDTS and the Arizona Department of Education.

Library Services

Library services and resources for students, faculty, staff and the community* are available at the four campuses and five centers.

Here are some of the services and resources we provide:

- Library catalog of books, videos and more.
- On- and off-campus access to databases for scholarly journals and articles.
- Full-text access to e-Books and eAudiobooks.
- Research and writing resources and websites.
- Citation assistance and plagiarism avoidance strategies.
- Reference and research help (face-2-face and online via "*Ask a Librarian*").
- "*Text a Librarian*" service.
- Information literacy instruction (ask your instructor to arrange class instruction.)
- Comfortable spaces to study or relax.
- Distance learning support.
- Test monitoring for distance courses.
- Courier delivery of student assignments to instructors from all NPC locations.
- Computers and wireless access for research and writing.
- Interlibrary loan for materials not owned by NPC.

Students must bring their NPC identification card to the library to register for services.

Visit the Library website at ***www.npc.edu/library***.

**Services for community members are limited and may be subject to a fee.*

Merit™ Student Achievements

NPC is recognizing and celebrating student accomplishments through Merit! Merit pages allow NPC to publicize **YOUR** achievements, such as making the president's or dean's list, earning a certificate or degree, participating in a club or event and more! Merit pages assist NPC in sending press releases about a student's accomplishments to their hometown newspaper, as well as publish these news stories on the web.

How does Merit work?

- Students participate in events and activities at NPC.
- The NPC Marketing Department gets a list of students who participated and writes a short article about the event.
- An article is published to ***NPC's Merit webpage (npc.meritpages.com)*** and the local newspaper of each student is notified.
- Students involved receive an email to their NPC **student email account** informing them they were awarded a merit badge. To view your award, click on the "view my achievement" link in your student email.
- Students can share their achievements with family and friends on Facebook or Tweet them!
- Students can customize their Merit pages by adding photos, additional activities and work experience.

Organizations and Activities

NPC supports a variety 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.

For information on student activity policies and procedures contact the student activities coordinator at **(800) 266-7845**.

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 **Chloe Reidhead**, Cosmetology faculty adviser, at **(800) 266-7845, ext. 6702** or email ***chloe.reidhead@npc.edu***.

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 should contact the Eagle Club advisers at **(800) 266-7845, Marletha Baloo, ext. 7342**, email ***marletha.baloo@npc.edu***, or **Shandiin Deputee, ext. 7344**, email ***shandiin.deputee@npc.edu***.

Organizations and Activities Continued

Early Childhood Education Club

The Early Childhood Education Student Club is open to any NPC student. We support the professional development of the early childhood workforce in our community, and provide opportunities to share, network and raise awareness of the field of Early Childhood Education. See *Facebook* page for meeting and events information.

For additional information, call **(800) 266-7845 ext. 7353 — Betsy Peck**, ECD faculty adviser, email ***betsy.peck@npc.edu***.

Music/Theatre/Speech

Students with vocal or instrumental music interests may find a forum to develop their talents by joining the NPC Master Chorale, White Mountain Symphony Orchestra or High Country Barbershop Chorus. The groups 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/PAC-shows***. 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.

Outdoor Club

The Outdoor Club coordinates group events for current NPC students, *i.e.* day trips include hiking and snowshoeing. Interested students should contact the Outdoor Club coordinator **Paul Hempsey**, at **(800) 266-7845, ext. 7418** or email ***paul.hempsey@npc.edu***.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for qualified two-year college students who are committed to academic excellence. Applicants for membership must be at least part-time (enrolled in 6 or more credits) and have completed 12 or more credits toward their degree. Students interested in joining Phi Theta Kappa should contact faculty adviser **Kenneth Keith**, at **(800) 266-7845, ext. 7360**, or email ***kenneth.keith@npc.edu*** early in 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 Recruiting and Admissions Office, **(800) 226-7845, ext. 6271**, or by calling faculty adviser **Andrew Hassard, ext. 6213**, or email ***andrew.hassard@npc.edu***.

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 ($500 stipend during regular semesters).

Interested students should contact Student Ambassador coordinator at **(800) 266-7845, ext. 6271**, or email ***admissions@npc.edu***.

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

Student Government Association

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

SGA conducts 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 **Ryan Orr** at **(800) 266-7845, ext. 6241** or email ***ryan.orr@npc.edu***.

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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 3.0 grade-point average.

Interested participants by March 1, 2018 should complete the "*Interest Form*" online at ***www.npc.edu/costa_rica*** or contact the Study Abroad coordinator **Richard Harris** at **(800) 266-7845, ext. 6145** or email ***richard.harris@npc.edu***.

Records and Registration

The Records and Registration Office staff members, **(800)266-7845, ext. 7459**, are responsible for final grade rosters. After instructors post grades, students may view their grades on ***MyNPC***, utilizing their student log-in (excluding those on financial hold).

For a transcript of your NPC coursework, see*Transcripts* below.

Any changes to existing grades (*see Appeal of Grade, page 55*) are initiated by contacting your instructor. The instructor then submits the change through their division dean, who then forwards the change to the Records and Registration Office. Once received and updated, 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. After graduation requirements have been met, please allow six to eight weeks after the semester ends for diplomas to be mailed. **Note:** Diplomas are only ordered twice a year.

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

- Admission and Enrollment Verification
- New Mexico Waivers
- Domicile verification
- Veterans Certification
- Student records, including transcripts and grades
- Graduation certification
- Western Undergraduate Exchange (WUE)

Transcripts

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

The Records and Registration Office accepts orders for Official NPC transcripts through the National Student Clearinghouse (*visit* ***www.npc.edu/transcripts*** *for more information*). The following information is needed when requesting a transcript: name, student ID (or Social Security Number), date of birth, student's mailing address, complete mailing address where transcript is to be sent, contact phone number, signature, date signed and payment – **$10** per transcript (online ordering).

Students may request priority transcript delivery. **Priority delivery requests must be received by 10 a.m. to be processed that day.** Additional fees apply for rush processing and delivery charges. (*See Special Fees, page 22.*)

Payment by major credit card (Discover, MasterCard or Visa) or debit card is required when ordering through the National Student Clearinghouse. If students are unable to pay by credit or debit card, student can pay by cash, check or money order at the nearest campus or center. An additional $5 fee is charged for all orders paid with cash, check or money order.

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.

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.

Recruiting and Admissions Office

All new students must submit an *NPC Admissions Application*. If you have previously attended the college, but never completed an *NPC Admissions Application*, you are asked to do so to verify your student information. NPC has an open admission policy *(see page 12)*. High-school-age students, 14 and above, may enroll in NPC classes. Contact the Recruiting and Admissions Office or an academic adviser for details.

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

- Requests for information (brochures & give-aways)
- High school activities/open houses/site visits
- Coordination of on-site visits to NPC (campus/center tours)
- Student Ambassadors
- Community presentations
- International student admissions

Student Email

All students enrolled since the fall 2009 semester have been issued an NPC email address. NPC uses this address to deliver official notices, such as closures and alerts and important date reminders. Your instructors may require you to use this 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, ext. 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.

NPC STUDENT EMAIL

– the college's official method of communication

If you're not checking your student email account at least **twice a week**, you're missing important information and deadlines from instructors and NPC!

Don't want to look at another email account? Set your student email to **forward** to your **personal email** so you don't miss a thing. It's easy!

1. Log in to your NPC student account and click on email.*
2. Click the sprocket icon in the top left corner and select "settings."
3. Click on the blue link across the top that says, "Forwarding and POP/IMAP."
4. Click the "Forward a copy of incoming mail to" button. Then type in the email address where you want your student messages forwarded.
5. We recommend you select "keep Northland Pioneer College Mail's copy in the Inbox."
6. Be sure to click the "Save Changes" button at the bottom.

http://web.mail.npc.edu

*Don't know your username and password? Call the Support Center at x7447.

Student Health 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 further information or an application, visit ***www.npc.edu/student-services/student-insurance***, contact your local academic adviser or the office of the Vice President for Learning and Student Services.

In addition, the college carries liability insurance while a student is attending class. If a student gets hurt and wants or chooses to file a claim, he or she should contact the campus or center office, as soon as possible.

Student Housing

Northland Pioneer College offers financial assistance through the Student Housing Scholarship program to students who must relocate to an NPC campus or center community so you can pursue your educational dreams. Scholarship amounts are limited and vary based on availability and student need, to a maximum of $1,000 per semester. If you are relocating, check out resources for housing options at ***www.npc.edu/student_housing***. An adviser can explain Housing Assistance Scholarships eligibility. Apply early through the Financial Aid Office.

Student Writing Centers

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

Help with college writing assignments is always available free to NPC students at the Student Writing Center. College and Career Preparation (CCP) Learning Assistants provide guidance in research, grammar, spelling and composition. Computers and printers are available for current students working on college assignments. Student Writing Centers are located at all NPC campuses and centers in the CCP.

Textbook Information

Students can obtain information about what textbooks are required or optional for a specific course by going to the **Class Schedule Search** section on the home page of ***www.npc.edu***. Select your desired course department and course number, then click **Search** at the bottom of the screen. Not only does it show the instructors, times, days and locations for the course, but you'll also see information about the textbooks used in the course. Make a note of the ISBN numbers to ensure you are purchasing the correct textbooks.

NPC students can purchase their textbooks online, seven days a week, 24 hours a day through the NPC Online Bookstore that offers a variety of purchase options besides new and used textbooks. Note: Not all textbooks are available as used, e-Books, rentals or Market Place.

Electronic Textbooks (e-Books)

The NPC Online Bookstore offers e-Books on selected textbooks. You can purchase one of two forms of e-Books depending on availability:

1. **Online Version** – can be accessed from any computer or electronic device with internet connection
2. **Downloadable Version** – can be loaded on to your computer or electronic device, but only accessed on that device.

Rental 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. After the semester has ended, return the book to eCampus by printing a free prepaid UPS shipping label or you can return during **NPC's on-site buy back days**.

Market Place

Students can purchase like-new and used textbooks from third-party individuals and volume sellers at a discounted price when available. Market Place textbooks are not eligible for free shipping promotions.

How to Order Textbooks

1. After registering for classes, students can go to the NPC website, ***www.npc.edu/textbooks-bookstore,*** for step-by-step instructions on "*How to order textbooks through NPC Online Bookstore*."
2. Other ways to place an NPC Online Bookstore order:
   - Use an NPC computer at any NPC location during normal business hours. You must be logged in with your NPC student login to access the Online Bookstore.
   - Call the NPC Online Bookstore **(877) 284-6744.**
   - Fax your order to (859) 514-6814.
   - Mailing your order to the following address:
     NPC Online Bookstore,
     2373 Palumbo Drive, Lexington, KY 40509

Payment Options

There are several payment options to choose from:

- Credit/Debit Cards: Visa, Master Card, Discover or American Express;
- Prepaid credit cards **CANNOT** be used as payment for orders;

- PayPal or PayPal Credit: May be subject to credit approval and a minimum purchase may be required;
- e-Cashier Payment Plan: Students can use an installment payment option. Go to the NPC website for step-by-step instruction on "*How to use e-Cashier to Purchase Textbooks;*" or
- Check or Money Order.

NOTE: Rental orders **CANNOT** be paid for using PayPal, PayPal Credit, Check or Money Order. If you wish to rent your books, you may use e-Cashier or a credit card. If you use e-Cashier, you must still provide valid credit card information at checkout.

Shipping Options

Textbooks are shipped through United States Postal Service (USPS) or United Parcel Service (UPS). Shipping will take between 2 and 14 days. In stock orders are processed for shipping in 1 to 2 business days.

NOTE: Only USPS will ship to PO boxes.

Remember: To ensure you have your textbooks on the first day of class you will need to order your textbooks at least 3–4 weeks before classes start!

For questions contact the NPC Bookstore Manager at **(800) 266-7845, ext. 6115.**

Selling Back Textbooks (Buy Back)

Through the NPC Online Bookstore, students can sell back their textbooks 24 hours a day, seven days a week, on the website. Click the "*Sell Textbooks*" button, enter the ISBN number (13-digit numerical code below the bar code), from the back of the textbook and an instant quote for the textbook will appear.

- Buy back shipping is **FREE!** Print a prepaid shipping label, send your textbooks to NPC Online Bookstore and receive a check in the mail or have money directly deposited to your account.
- Students will also be able to receive cash for textbooks during **on-site buy back days** at the end of Fall and Spring semesters.
- Students who sell back books, either online or on-site, will receive premium buy back prices for any textbook being reused by NPC the following semester.
- **Students can also return rentals to the on-site buy back! For more information, visit: *www.npc.edu/textbooks-bookstore.***

IMPORTANT: Students are **NOT** required to purchase their textbooks from the NPC Online Bookstore and can chose to purchase textbooks from another vendor. Students should be aware of any vendor's return policy, as NPC classes can be canceled. Students assume all liability for the cost of purchased textbooks and the ability to return those textbooks should their classes be canceled.

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, or
- Keeping pace with your class.

Learn more about NPC tutoring service options online at ***www.npc.edu/tutoring***.

If a student is having difficulties in a particular course, he or she should complete the online *Request for a Tutor* form (***www.npc.edu/Tutoring_Request***), or contact the Coordinator of Tutoring Services, **(800) 266-7845, ext. 7367**. The student will be contacted with a schedule of group tutoring sessions.

EARN MONEY BY TUTORING – If you would like to be a tutor, complete the online *I Want to be a Tutor* form (***www.npc.edu/Tutor_Application***).

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 Certifying Official is responsible for certifying the enrollment status and reporting changes in enrollment to VA.

All VA students receiving educational benefits are required to complete a VA Orientation. VA students that fail to complete this orientation will have their account placed on hold until they have completed the orientation. VA students will receive an email with instructions for completing the VA Orientation after they have registered for classes.

For questions about NPC Veterans Services, contact the Veterans Certifying Official, **(800) 266-7845, ext. 7469, or ext. 7365**, or email ***veterans@npc.edu***.

VA Students must:

- Submit Certificate of Eligibility **every** semester.
- Submit all required documents.
- Advise immediately of any change in course adds/drops or degree changes.
- Attend class and take final exams
- Follow Title IV policies
- Make Satisfactory Academic Progress
- Submit all transcripts from other colleges and universities, including any military training.
- Complete a mandatory VA orientation
- Keep NPC VA Certifying Official and VA informed of correct address/phone number.
- If in doubt, call/see VA Certifying Official.

VA 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.

Student must check in through WAVE every month to confirm still attending.

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 vocational rehabilitation services through the Department 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 and fees are paid directly to the school not exceeding 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 not to exceed $1,000 per year, 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 was 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,

Chapter 1606 Continued

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. **Student must check in through WAVE every month to confirm still attending.**

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 secondary school diploma requirements.
3. Has completed IDAT.
4. Has enlisted, reenlisted or extended an enlistment.

Check in at beginning of each semester

Students receiving educational benefits from the VA should verify student enrollment status with the College's Veterans Certifying Official 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 Certifying Official.

Rules to Remember for VA Students

All students receiving VA educational benefits must meet with an academic adviser to complete paperwork and file a Degree Intent. Students are required to follow their program of study (degree).

Chapter 33 tuition and fees are paid directly to the college. All other Chapters are paid directly to the student and it is the student's responsibility to pay any unpaid balances to the school. The processing of benefits for first-time students can take 8 to 10 weeks. VA students may utilize VA Promissory

Veterans Priority Registration Day

Check the Academic Calendar on page 25 for dates each semester

In appreciation for your service and sacrifice, veterans (using their educational benefits or not), their spouses and dependents are all granted **priority registration**, allowing you to **register early for classes!**

You must make sure these things are done prior to registering at a campus/center or by phone:

- You must have an NPC ID#.
- Any prerequisite overrides must be completed for all classes you want to take.
- Placement testing must be complete.
- There are no "holds" on your account.
- U.S. Residency Form (Prop. 300) must be verified for in-state tuition rates.

To register in person at a campus or center:

- Veterans must show proof of having been in the military (DD214 or Military ID).
- Eligible spouses must have Spouses DD214 or Military ID. If last name is different, a marriage license is also needed.
- Dependents must have DD214 or Military ID from their parent, and a birth certificate showing veteran is parent.

Take your military documents, and your registration form to the campus/center office and you can register early!

Any veteran using VA Educational Benefits must also submit the *Continuing Enrollment Status Report* form and *Promissory Note* when they register.

To register, FAX **[(928) 524-7461]** or email **[veterans@npc.edu]** your documents to the Records Office before you call **(928) 524-7459** *or* **(800) 266-7845, ext. 7469** to register.

Notes to defer tuition and fees until benefits come in. The student will clear those charges when they receive their first monthly benefit check.

The Department of Veterans Affairs requires that all persons using VA educational benefits follow Title IV policies, including making 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 once the student raises their 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 grades (I's) within one semester.
4. If the VA recipient withdraws from their class(es), the student will receive a "W" on their transcript and may have to repay any monies they have received. The VA student must also notify the Veterans Certifying Official within one week of the withdrawal.
5. Maintain regular classroom attendance.
6. Complete courses required on the student's degree plan.
7. If the student is dropped from the 45th day attendance FTSE roster, the student will receive a W on their transcript and may owe back any monies they received. Students receiving VA benefits may not receive a "W" grade from their instructor; they will receive an "F" grade at the end of the term.

Enrollment Status

Chapter 30, 35, 1606, 1607

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

Summer sessions are calculated on an accelerated basis.

Chapter 33

Benefits are received according to a student's calculated Rate of Pursuit. The Rate of Pursuit must be more than 50 percent to receive the housing allowance, for summer, spring and fall. A student's rate of pursuit of 50 percent or less will reimburse tuition and fees only.

Responsibility

1. Have all appropriate paperwork and transfer evaluations on file with the Veterans Certifying Official.
2. Declare a Program of Study (degree) and file a Degree Intent. (*See your NPC Academic Adviser*)
3. Have all transcripts from other postsecondary schools, including military transcripts, and all required documents submitted to NPC for evaluation by the end of the first semester.
4. Make satisfactory academic progress.
5. Attend classes pursuant to college attendance policy.
6. Remain in good standing with the college.
7. Inform the Veterans Certifying Official of changes in enrollment.
8. Formally withdraw from classes and file with the Veterans Certifying Official "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

A student placed on restricted status will be placed on an academic plan toward successful completion of their degree program.

Assessment of Military Training

The Records and Registration Office evaluates all military training and/or coursework and transcripts from JST - Joint Service Transcripts and /or Community College of the Air Force. Official transcripts from JST or Community College of the Air Force must be submitted to the Records and Registration Office for assessment. Please see your academic adviser or the Veterans Certifying Official 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/elections/voting-election/register-vote-or-update-your-current-voter-information.***

Thank you for Your Service!

How to Keep Informed

If an emergency occurs on campus, you want to know about it right away. Northland Pioneer College employs the RAVE Emergency Text Messaging System to send text or voice messages to subscriber's phones and/or email addresses.

This system may be activated when:

- a severe weather warning is issued for the immediate area surrounding any of the campuses/centers.
- a major chemical spill occurs on or near campus.
- a major criminal event resulting in, or having potential to result in, widespread personal injury occurs on campus.
- a NPC campus/center will be closed due to a weather-related or other emergency.
- a Campus/Center Crime Alert is issued.
- occasions are deemed appropriate by college officials.

An "All Clear" text message will be sent (if required) when the situation has been resolved.

Any faculty member, staff member or NPC student can sign up for this service by logging onto "*MyNPC*" and signing into the RAVE portlet. More than one phone number may be added by the user, to provide NPC emergency notifications to family members or other interested parties.

Check your RAVE information

Make sure your NPC RAVE Notification information is current. To check on the status of your RAVE account, log in to "*MyNPC*" and then on the bottom right section of the welcome (home) page you will see a box labeled "*RAVE User Portlet*," or directly to "***https://mynpc.npc.edu/ICS/Welcome_Back.jnz?portlet=Rave_User_Portlet.***"

Within the box, you will see a subsection with *email*, *mobile phones* and *voice only line* contacts (home phone). If there is nothing in the box, that means you are not signed up for the NPC RAVE Notification system and you will need to do so if you want to be on the RAVE notification system. If your listed information is wrong, just go to the update tab located at the bottom of the RAVE box and it will enable you to update your information.

It is recommended students enter at least a cell phone number as NPC will use text messages for emergency notifications. If something were to happen on campus while you were there, it wouldn't be of much help to call your home phone. If you receive email on your cellphone on another account instead of your NPC email account then list that email also.

Know Where To Find Emergency Information

The NPC homepage, ***www.npc.edu***, will have the most current information in an emergency.

You can access NPC's **Emergency Operations Plan** from the home page on ***https://mynpc.npc.edu/ICS.***

Crisis Manager App

Download the **FREE** *Crisis Manager – Education* App from your App Store for specific information about what to do in a variety of emergency situations.

Further information about downloading this free app for your smart phone is posted on the **Emergency Operations Plan** tab on ***https://mynpc.npc.edu/ICS.***

Non-Emergency Student Text Messages

NPC sends important college information via text message to current students' cell phone numbers. Messages will include registration dates, class schedule availability, financial aid deadlines, scholarship opportunities, graduation information, college events and more. Students can sign-up to receive these text messages by: sending a text to **33222** and in the message box bytyping **NPC** or by providing their cell phone number on NPC's course registration form.

Students can opt-out of receiving text messages at any time by replying "STOP" to any non-emergency NPC text message. This will **permanently** remove the student from the non-emergency text list. Students should note that once they use the "STOP" opt-out option, the only way to start receiving NPC texts again is to re-sign-up by sending a text to **33222**. Signing up by providing a cell phone number through the course registration process is no longer an option.

Students who have **never** signed-up for non-emergency text messages can opt-out of receiving them by checking the opt-out box on the NPC course registration form.

Area Emergency Information

For information regarding area-wide emergencies in southern Navajo and Apache counties, you can call **311** from any Frontier landline phone. From a CellularOne of Northeastern Arizona phone, dial ***311** (star) when in the home coverage area. Verizon customers can dial **#311** (pound). 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.311info.net***
- ***www.facebook.com/593info***
- ***https://twitter.com/593info***
- ***inciweb.org***
- ***www.azein.gov*** (for statewide reports)
- Arizona road conditions ***www.az511.com*** or call **511**

Campus/Center Closings and Class Cancellations

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***, and the RAVE alert system, which can send notifications to students and staff via land line, cell phone, email or text message.

The decision to close an NPC facility while classes are in session 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 or other emergency situation, an individual campus or center might be closed for a period of time. If such a situation occurs, a decision to close a campus or center while classes are in session will be made by the Vice President for Learning and Student Services (VPLSS). If the VPLSS is not available, or if classes are not in session, the Chief Operations Officer will make the decision.
3. As a general rule, classes will not be canceled, so faculty and students need to exercise judgment regarding travel to campuses and centers for classes in severe weather conditions.
4. 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/center office will notify students of the faculty member's class cancellation to forestall an unnecessary trip to the campus/center by the students.

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.

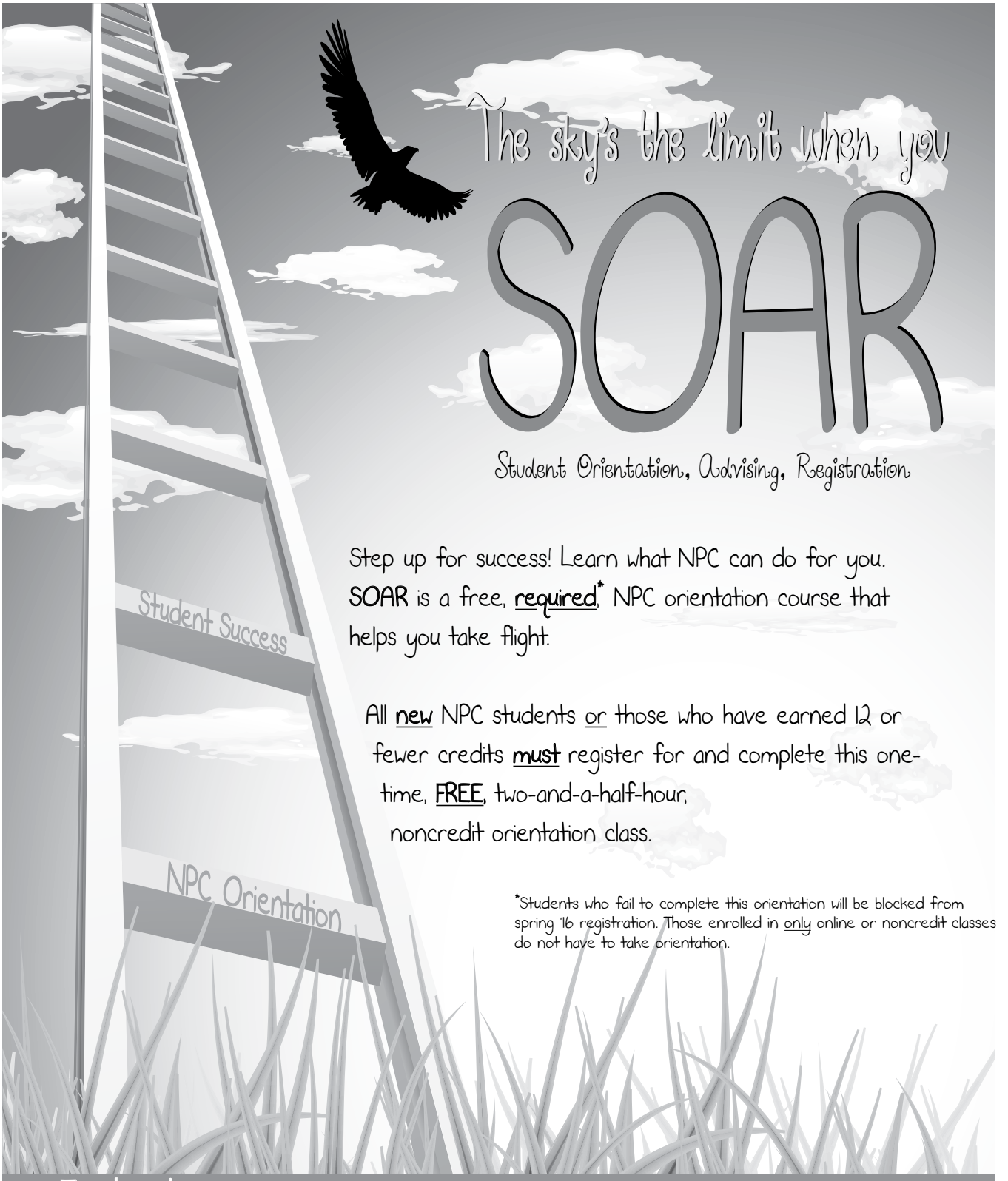
[NPC Procedure #2510, based on Policy #1310]

Campus/Center Security Information, Policies

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 102, the Northland Pioneer College provides an annual security report, posted online at ***www.npc.edu/about-npc/campus-security***.

In addition to annual crime statistics, links are provided to the college's security plan, alcohol and drug policy, and procedure for reporting crimes on college facilities.

Written copies of the annual report are available from the office of the Vice President for Learning and Student Services, **(800) 266-7845, ext. 6141**.



The sky's the limit when you

SOAR

Student Orientation, Advising, Registration

Step up for success! Learn what NPC can do for you. **SOAR** is a free, **required**,* NPC orientation course that helps you take flight.

All **new** NPC students or those who have earned 12 or fewer credits **must** register for and complete this one-time, **FREE**, two-and-a-half-hour, noncredit orientation class.

*Students who fail to complete this orientation will be blocked from spring '16 registration. Those enrolled in only online or noncredit classes do not have to take orientation.

Find out more:

www.npc.edu/soar

or speak to an Academic Adviser

Programs and Degrees

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Instructional Divisions and Programs

Mark Vest, Vice President for Learning and Student Services

Arts and Sciences

Rickey Jackson, Dean

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

Career and Technical Education

Peggy Belknap, Dean

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

Education and College and Career Preparation

Gail Campbell, Associate Dean

College and Career Preparation
Education
Human Development

Apache County Programs

Nicole Ullibarri, Coordinator

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

Nursing and Allied Health

Dr. Debra McGinty, Dean

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

General Education Values

Northland Pioneer College places general education at the center of its mission. More than a perfunctory set of courses, general education serves as an important foundation for lifelong learners. Critical thinking and effective communication are the backbone to general education, and these skills serve as an important bridge to a plethora of different fields of study.The purpose of general education is to give each student the fundamental skills associated with higher education and the cultivation for a lifetime of learning, problem solving, and responsibly informed decision making. Specifically, Northland Pioneer College, through its general education program, aims to:

- offer a comprehensive set of foundational skills so students can fully engage their educational intent;
- offer an integrated curriculum that will set the stage for lifelong learning;
- represent a wide cross-section of the arts, humanities and sciences;
- require students to engage in thoughtful and precise writing and critical thinking; quantitative, qualitative, and informational literacies;
- introduce students to the diversity of the natural and social worlds;
- promote academic curiosity;
- offer university transferable courses articulated through the general education Articulation Task Force (ATF).

Assessment at NPC:

Northland Pioneer College adheres to the Association for the Assessment of Learning in Higher Education's mission statement: "Using assessment as a tool to improve student learning and institutional effectiveness in fostering student success" (2016).

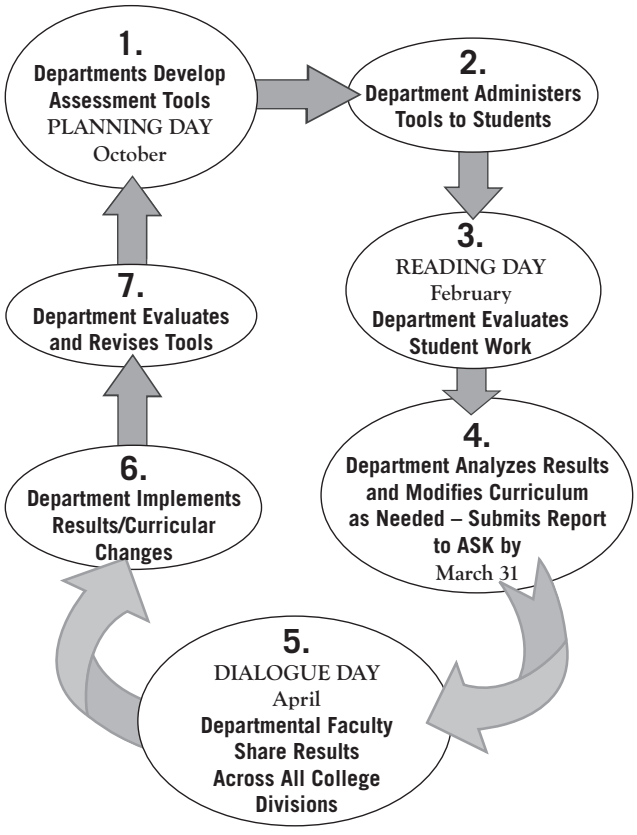
The college uses a cyclical assessment process that is outlined in the diagram at the right.

Planning Day is where departments and programs examine their assessment tool and data collected from the previous assessment cycle. Departments and programs are encouraged to choose to measure one or more of the college's general education outcomes, which include:

- NPC 1: Critical Thinking/Critical Inquiry
- NPC 2: Effective Communication
- NPC 3: Quantitative Reasoning
- NPC 4: Scientific Inquiry
- NPC 5: Information Literacy
- NPC 6: Diversity

After making any needed adjustments to their assessment tool, it is administered to students and data is collected from the assessment tool. Reading Day is conducted in February when departments and programs evaluate student work and data collected during the time their assessment tool was administered to students. Following this evaluation, the department or program modifies curriculum as needed and submits a report detailing their process to the Assessment of Student Knowledge Committee (ASK). In April, the college faculty gather to participate in Dialogue Day, when departmental/program results are shared with other faculty across divisions as a means of promoting a college-wide discussion over best practices and insights gained through the current year's assessment process.

Following Dialogue Day, departments and programs adjust curriculum based on the results of the data that was collected and the assessment tool is adjusted as needed in preparation for the next year's assessment cycle.



Degrees & Certificates Offered

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

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

AGEC – Arizona General Education Curriculum

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

Program	Awards
Education (EDU)	
Associate of Arts in Elementary Education	**AAEE**
Education Professions	CP
Film and Digital Video (FDV)	**AAS, CAS, CP**
Fire Science (FRS)	**AAS/CAS**
Firefighter	CP
Driver/Operator	CP
Leadership	CP
Human Services (HUS)	
Residential Child/Youth Care Assistant	AAS/CAS/CP
Industrial Maintenance and Operations (IMO)	
Electrical	AAS/CAS/CP
Industrial Plant Operations	AAS/CAS/CP
Instrumentation	AAS/CAS/CP
Mechanical Maintenance	AAS/CAS/CP
Operations/Maintenance	AAS/CAS/CP
Wastewater Collection and Treatment	CP
Water Supply and Treatment	CP
Mechatronics Engineering Technology (MET)	
Industrial Electrical, Motors and PLC's	AAS/CAS/CP
Industrial Mechanics and Fluid Power	AAS/CAS/CP
Electrical and Instrumentation	AAS/CAS/CP
Medical Assistant (MDA)	**AAS/CAS**
Nursing (NUR)	
CNA to RN	AAS
LPN to RN	AAS
Paramedic to RN	AAS
Practical Nursing	CAS
Nursing Assistant (NAT)	**CP**
Paramedicine (EMT)	**AAS/CAS/CP**
Welding (WLD)	**AAS/CAS**
Welding Level I – Entry Level Welder	CP
Welding Level II – Intermediate Welder	CP
Welding Level III – Advanced Welder	CP

Programs and Degrees

What Degree Programs are Available?

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

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

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

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

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

Graduation Requirements

Degrees and Certificates

Associate Degrees

Associate of Arts (AA)
Associate of Arts in Early Childhood (AAEC)
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)

A student pursuing a certificate or degree needs to declare a degree plan with an academic adviser. The declared degree plan is then posted to the student's file. Degrees and certificates will be posted to transcripts three to six weeks after each semester.

A student who files an *Application for Graduation* by the appropriate deadline and is approved for graduation will be invited to participate in the **Commencement Ceremony** in May. A student who is late in filing an *Application for Graduation* may participate in the Commencement Ceremony the following year.

A student with eight (8) or fewer credits to complete their degree or certificate in the upcoming summer semester may also apply for spring graduation.

A student must complete an *Application for Graduation* with their academic adviser and have their application submitted to the Records and Registration Office during the semester in which the student expects to complete requirements for their degree or certificate:

- **October 3, 2017** for **Fall** graduation
- **February 20, 2018** for **Spring** graduation
- **July 3, 2018** for **Summer** graduation

A student must remove any indebtedness to the college and resolve any outstanding holds on their account prior to the *Application for Graduation* deadline. Upon verification of completed degree or certificate requirements, NPC may automatically award degrees or certificates for students without a graduation application.

To obtain the Associate of Arts, Associate of Arts in Early Childhood, 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:

Degree Graduation Requirements Continued

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. All petitions for degree requirement waivers must be submitted and approved prior to the *Application for Graduation* deadline listed on page 57.
2. File an *Application for Graduation* with the Records and Registration Office by the deadline listed on page 57.
3. Be credited with not less than 64 applicable semester credits in the Records and Registration Office (except for an AAS LPN to RN degree where 57 credits are required). No course numbered below the 100 level can be used to satisfy the requirements for any degree.
4. Have a cumulative grade-point average of 2.0 or better in courses taken at NPC. No 'D' credit will be allowed in the AA, AAEC, AAEE, ABus or AS degrees. For AAS or AGS degrees, no more than nine units of 'D' credit will be allowed and only in unrestricted electives.
5. Have no more than 12 credits of 'P' grade applied toward graduation credit for the AAS and AGS degree requirements. No 'P' credit will be allowed in the AA, AAEC, AAEE, ABus or AS degrees.
6. Have a minimum of 16 semester credits in residence at NPC that apply toward the degree being pursued and meet the requirements for the applicable NPC catalog *(see "Applicable Catalog" for additional details)*. Credits obtained by assessment may not be used toward the residency requirement.

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. All petitions for degree requirement waivers must be submitted and approved prior to the *Application for Graduation* deadline listed on page 57.
2. File an *Application for Graduation* with the Records and Registration Office by the deadline listed on page 57;
3. 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 "Applicable Catalog" for additional details)*. Credits obtained by assessment may not be used toward the residency requirement.

Certificate of Proficiency (CP)

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 commencement 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 for Graduation* with the Records and Registration Office by the deadline listed on page 57;
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.

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 degree or certificate 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, Associate of Arts in Early Childhood, Associate of Arts in Elementary Education, Associate of Business or Associate of Science degrees 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, AAEC, 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, AAEC, AAEE, AS, ABus or AAS degree or higher degree at NPC or another regionally accredited institution are not required to complete the General Education requirements of a second AAS or CAS to be earned at NPC.

Due to Arizona State Board of Nursing requirements, nursing students must complete all general education requirements for the Certificate of Applied Science Practical Nursing and the Associate of Applied Science Registered Nursing.

Credits and degrees 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 Director of Enrollment Services for review, then to the Vice President for Learning and Student Services for a final decision and distribution of the copies of the petition form.

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.
IP = In Progress, on transcript for current course until final grade is posted.
P = Pass (credit awarded), does not affect the NPC GPA.
W* = Withdrawal (no credit), does not affect the NPC GPA.
AU* = Audit (no credit and no letter grade), does not affect the NPC GPA.
TR = Transfer Credit (credit, no letter grade) does not affect NPC GPA.
NC = No Credit, not computed in NPC GPA.
AP = Advanced Placement, not computed in NPC GPA.
AS = Assessed Credit, not computed in NPC GPA.
IB = International Baccalaureate, not computed in NPC GPA.
CL = CLEP, not computed in NPC GPA.

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 College and Career Preparation (CCP) 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. The following information should help the student decide when considering the 'P' option:

- A 'P' grade is **NOT** available in any course designated as general education courses.
- All 'P' grades taken in the core requirement area of a degree must be approved by the appropriate dean.
- A 'P' grade **MAY** not be accepted for transfer credit to postsecondary institutions, nor does NPC accept 'P' grades from other institutions for credit at NPC.
- No 'P' credits are allowed for the following degrees: AA, AAEC, AAEE, ABUS or AS.
- For AGS or AAS degrees, the maximum number of 'P' credits allowed by NPC is 12.
- Because 'P' grades will satisfy course prerequisites as a "'C' or better," the minimum requirements for a 'P' grade are those regularly required for a 'C' grade in any class in which the 'P' grade option is allowed.
- A 'P' grade cannot be later changed to a letter grade, nor can a letter grade be later changed to a 'P' grade.

Process

If a student wishes the 'P' grade option in a class where the option is available, the student must make a written request to the instructor to take the course on the "pass/fail" basis prior to the second class meeting of the semester. If the instructor agrees to the request, s/he shall sign and date the request and forward to the Records and Registration Office. All 'P' grades taken in core requirement area of a degree must be approved by the appropriate dean. The request may not later be rescinded.

Incomplete ('I') Grades

An incomplete grade may be given to support student success when extenuating circumstance exists (but not to delay a final grade when a student is performing poorly). To award an incomplete grade of 'I,' the student must be passing the course with at least a 'C' or otherwise demonstrating satisfactory performance as determined by the instructor. A student receiving an incomplete grade has the responsibility of completing all work as outlined in an *Incomplete Grade Agreement* for removal of the incomplete grade.

Once all work is completed and graded, the instructor will submit a *Change of Grade* form with a copy of the *Incomplete Grade Agreement*. If an incomplete is not removed within one semester (Fall or Spring) 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 two 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 second 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 Class(es)

Any student wishing to withdraw from class(es) 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 38.*

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 and Student Services for further action. *(See Student Conduct Code, Procedure 2625, on page 184)* Grade changes can be made only by the instructor with approval of the Dean and/or the Vice President for Learning and Student Services. 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 *Appeal of Grade* section.

Raising Grades

A 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 36, note 4.* Transfer credits cannot be used to raise a grade. *See page 15 under Regionally Accredited Institutions.*

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 highest grade 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 36, 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

Instructors post final grades after each semester. Students can view their grades and obtain unofficial transcripts by logging

Reporting of Grades Continued

in to ***MyNPC***. 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.

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, AAEC, 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. Students must have all degree requirements either completed or in progress to be eligible for Outstanding Graduate consideration.

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 / 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.

University Transfer Agreements

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

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

Please note that articulation agreements are subject to change without notice. Students are encouraged to meet as early as possible and periodically with an academic adviser both at NPC and at the transfer institution to confirm choice of classes and to develop an education plan for transfer.

It is the final responsibility of the student to successfully meet all transfer requirements.

Elective courses

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

SUN numbers SUN#

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

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

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

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

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

Definitions

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

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

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

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

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

General Education Requirements: Courses, typically mathematics, English and others, from a predetermined list of discipline studies (see page 64) that provide students with a broad knowledge base. If specific courses are required, those are listed in the degree or program description.

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.

Transferable Electives: Courses that transfer to all three public Arizona universities as defined in the Course Equivalency Guide for the year in which the course is completed. (See aztransfer information above.)

Course Delivery Methods

Northland Pioneer College uses multiple methods for delivering classes at its campus and center locations, educational sites and area high schools through dual enrollment programs. Some courses are also offered online via the Internet.

Traditional Classroom Learning Environment

NPC offers many classes in a traditional lecture, discussion, and/or laboratory format.

Connected Classroom Learning Environments

NPC also offers interactive instructional video and multimedia classes with a number of exciting components that use new digital technologies linking multiple locations. This flexible format allows us to expand our course offerings to provide more educational options closer to your home. An academic adviser can answer questions prior to registering for these classes.

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 where there are often only one or two students at any given time. At NPC, "labs" are used in studio art, 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.)
>
> Students must also demonstrate computer competency (exempt if enrolling only in POS 221 or 222) through successful completion of an opt-out test or completion of Skills for Online Learning – ICT 095. *See Proof of Computer Competency on page 18.*

For information on online classes, including prerequisites and registration instructions, visit ***www.npc.edu/online-classes***.

Alternative Learning *(See also, page 28)*

NPC also offers alternative learning methods that allow students 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. Students seeking evaluation of prior military training do not pay tuition charges for their assessed credits.

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.

What is AGEC?

Guaranteed Transferability

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

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

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

Why complete an AGEC?

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

AGEC Completion

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

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

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

AGEC Requirements

To fulfill AGEC General Education requirements, you must complete 35-36 credits from the list on page 66:

AGEC-A • 35 credits *See AA Degree, page 67*

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

AGEC-B • 36 credits *See ABus Degree, page 72*

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

AGEC-S • 36 credits *See AS Degree, page 69*

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

General Education Course Options

Completion of the required general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC) for the Associate of Arts (AA), Associate of Arts in Early Childhood (AAEC), Associate of Arts in Elementary Education (AAEE), Associate of Business (ABus) and Associate of Science (AS) degrees. *(see What is AGEC? – page 65)*

Communications .....6 credits

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

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

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

Mathematics .....3-4 credits

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

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

‡ These courses are **NOT** accepted for transfer credit by all three Arizona state public universities.

Discipline Studies

Arts and Humanities .....6-9 credits

Select courses from at least two different disciplines, as listed under a specific degree.

ART 101 Understanding Art..... 3 credits
ART 115 Art History I..... 3 credits
ART 116 Art History II..... 3 credits
ART 215 Native American Art..... 3 credits
ENL 220 World Literature I..... 3 credits
ENL 221 World Literature II..... 3 credits
ENL 224 English Literature I..... 3 credits
ENL 225 English Literature II..... 3 credits
ENL 230 American Literature I..... 3 credits
ENL 231 American Literature II..... 3 credits
HUM 150 Humanities in the Western World I..... 3 credits
HUM 151 Humanities in the Western World II..... 3 credits
MUS 150 Music Appreciation..... 3 credits
MUS 250 World Music..... 3 credits
PHL 101 Introduction to Philosophy..... 3 credits
PHL 103 Introduction to Logic and Critical Thinking..... 3 credits
PHL 105 Introduction to Ethics..... 3 credits
SPT 130 Introduction to Theatre..... 3 credits
SPT 150 Introduction to Film..... 3 credits
SPT 155 History of Television..... 3 credits

Physical and Biological Science

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

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

Social and Behavioral Sciences.....6-9 credits

Select courses from at least two different disciplines, as listed under a specific degree. (This applies to all transfer degrees, select at least one asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness.)

*ANT 102 Cultural Anthropology..... 3 credits
ANT 120 Buried Cities and Lost Tribes..... 3 credits
ECN 211 Principles of Macroeconomics..... 3 credits
ECN 212 Principles of Microeconomics..... 3 credits
*GEO 110 World Regional Geography..... 3 credits
GEO 120 Human Geography..... 3 credits
*HIS 105 U.S. History to 1877..... 3 credits
*HIS 106 U.S. History since 1877..... 3 credits
*HIS 155 Western Civilization to 1700..... 3 credits
*HIS 156 Western Civilization since 1700..... 3 credits
POS 110 American Government..... 3 credits
PSY 101 Introduction to Psychology..... 3 credits
PSY 240 Developmental Psychology..... 3 credits
PSY 250 Social Psychology..... 3 credits
SOC 101 Introduction to Sociology..... 3 credits
SOC 121 Social Problems in America..... 3 credits
SOC 212 Sex and Gender in Society..... 3 credits
SOC 215 Ethnicity and Race..... 3 credits
SOC 225 Sociology of the Family..... 3 credits

Transfer Degree

Associate of Arts (AA) Degree

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

The **AA degree** is designed for students planning to continue their education by transferring to one of the three Arizona public universities. The **general education component** of our AA degree fulfills the requirements of the Arizona General Education Curriculum (AGEC-A), which when completed, will transfer to any of the three public Arizona state universities as a block meeting all lower division general education requirements. *(see What is AGEC? – page 65)*

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 minimum cumulative grade-point average of 2.0 on a 4.0 scale.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond 64 credits. These courses, too, require a grade of "C"or better. For information about prerequisites, see an academic adviser.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Associate of Arts (AA) • 64 credits

Completion of the 35 general education and discipline studies course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts degree. *(see What is AGEC? – page 65)*

General Education Courses

Communications ..... ***6 credits***
- ENL 101 College Composition I ..... 3 credits
- ENL 102 College Composition II ..... 3 credits

Mathematics ..... ***3 credits***

Select one of the following:
- MAT 142 College Mathematics with Contemporary Applications ..... 3 credits
- MAT 152 Advanced Algebra ..... 3 credits

Or any mathematics course for which MAT 142 or MAT 152 is a prerequisite.

Discipline Studies

Arts and Humanities ..... ***9 credits***

(Select three courses from at least two disciplines from the list on page 66)

Physical and Biological Science ..... ***8 credits***

(Select two courses from the list on page 66)

Social and Behavioral Sciences ..... ***9 credits***

(Select three courses from at least two disciplines, with at least one asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness, from the list on page 66)

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

Successful completion of 29 credits of unduplicated university transferrable electives, as described on page 63.

General Degree

Associate of General Studies (AGS) Degree

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

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

NPC Requirements

- The **Associate of General Studies (AGS) degree** requires a minimum of **64 hours of course credits** with a minimum cumulative grade-point average of 2.0 on a 4.0 scale.
- Students must complete 31 general education credits, listed at right.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond the minimum credits. For information about prerequisites, see your academic adviser.
- Students with 12 or more credits must meet with an NPC academic adviser to select a program of study to best meet the student's goals.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Associate of General Studies (AGS) • 64 credits

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

General Education Courses

Communications ..... ***6 credits***
ENL 101 College Composition I ..... 3 credits
Plus one of the following:
ENL 102 College Composition II ..... 3 credits
ENL 109 Technical Writing ..... 3 credits

Mathematics ..... ***3 credits***
MAT 112 Algebra II: Intermediate ..... 3 credits
Or any mathematics course for which MAT 112 is a prerequisite.

Discipline Studies

Arts and Humanities ..... ***6 credits***
(Select two courses from at least two disciplines from the list on page 66)

Physical and Biological Science ..... ***4 credits***
(Select one course from the list on page 66)

Social and Behavioral Sciences ..... ***6 credits***
(Select two courses from at least two disciplines from the list on page 66)

Additional Discipline Studies ..... ***6 credits***
Select a minimum of six additional credits from the **Discipline Studies** list on page 66, ***or*** from these courses:

Foreign Language
FRE 101 Elementary French I ..... 4 credits
FRE 102 Elementary French II ..... 4 credits
GER 101 Elementary German I ..... 4 credits
GER 102 Elementary German II ..... 4 credits
SPA 101 Elementary Spanish I ..... 4 credits
SPA 102 Elementary Spanish II ..... 4 credits

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

Verbal Communications
SPT 120 Public Speaking ..... 3 credits

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

Transfer Degree

Associate of Science (AS) Degree

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

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

NPC Requirements

- The **Associate of Science (AS) degree** requires a minimum of **64 hours of course credits** with a grade of "C" or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better. For information about prerequisites, see an academic adviser.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Associate of Science (AS) • 64 credits

Completion of the 36 general education and discipline studies course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-S) for the Associate of Science degree. *(see What is AGEC? – page 65)*

General Education Courses

Communications ..... ***6 credits***
- ENL 101 College Composition I ..... 3 credits
- ENL 102 College Composition II ..... 3 credits

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

Discipline Studies

Arts and Humanities ..... ***6 credits***
- (Select two courses from at least two disciplines from the list on page 66)

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

Social and Behavioral Sciences ..... ***6 credits***
- (Select two courses from two different disciplines, with at least one asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness from the list on page 66)

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

Electives ..... 28 credits
- Successful completion of 28 credits of unduplicated university transferrable electives, as described on page 63.

Automotive Technology (ATO)

Certificate Options – CP & CAS

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

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

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

Cost & Time for Completion

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

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

Certificates of Proficiency (CP)

Brake and Transmission Systems (CP) • 13 credits

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

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

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

Electrical and Electronics Systems (CP) • 11 credits

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

Engine Performance (CP) • 11 credits

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

Engine Repair (CP) • 7 credits

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

Certificate of Applied Science (CAS) • 31 credits

Complete the Electrical and Electronics Systems CP .....***11 credits***
Complete the AAS Level 2 courses .....***11 credits***
ATO 111 Engine Performance III .....3 credits
Communications .....***3 credits***
ENL 101 College Composition I .....3 credits
Mathematics .....***3 credits***
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66.

Associate of Applied Science (AAS) Degree

Why Study Automotive Technology?

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

Career Opportunities

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

The U.S. Bureau of Labor Statistics reports the median annual salary for certified mechanics is $37,380 (North Arizona nonmetropolitan area) with higher pay for specialized service technicians working for auto dealerships. (May 2016, SOC 49.3023)

Need help paying for classes?

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

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

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

Automotive Technology (AAS) • 64 credits

General Education Courses

Communications ..... 6 credits

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

Plus one of the following:

ENL 102 College Composition II ..... 3 credits
ENL 109 Technical Writing ..... 3 credits
SPT 120 Public Speaking ..... 3 credits

Mathematics ..... 3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66.

Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** list and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Core Requirements ..... 48 credits

Level 1

Complete the Electrical and Electronic Systems CP ..... 11 credits

Level 2

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

Level 3

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

Level 4

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

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

Transfer Degree

Associate of Business (ABus) Degree

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

The NPC Associate of Business degree is a transfer degree. The general education component of the ABus degree fulfills the Arizona General Education Curriculum (AGEC-B). When completed, the AGEC-B will transfer to the three Arizona public universities as a block that meets all lower division general education requirements. *(see What is AGEC? – page 65)*

NPC Requirements

- The Associate of Business (ABus) degree requires a minimum of 64 course credits with a grade of "C" or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.
- Graduates must complete CIS 105 and at least 33 general education credits.
- An 18-credit-hour business core provides foundational business knowledge, as recommended by the Arizona Transfer Committee. This will ensure that when students transfer to state universities they have the core courses that they need to be successful in their upper level businesses courses. Additionally, this business core will ensure that students who graduate with an ABus, and do not further their business education, can be successful in a business environment.
- Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better.

Associate of Business (ABus) • 64 credits

Completion of the 36 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-B) for the Associate of Business degree. *(see What is AGEC? – page 65)*

General Education Courses

Communications* ..... *6 credits
ENL 101 College Composition I ..... 3 credits
ENL 102 College Composition II ..... 3 credits

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

Discipline Studies

Arts and Humanities* ..... *6 credits
(Select two courses from at least two disciplines from the list on page 66)

Physical and Biological Science* ..... *8 credits
(Select two courses from the list on page 66)

Social and Behavioral Sciences* ..... *6 credits
(Select two courses from at least two disciplines from the list on page 66. Make at least one selection an asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness.)

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

General Electives Options* ..... *3 credits
(Select one additional unduplicated course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66 to satisfy the requirements of 36 general education credits.)

Business Core* ..... *18 credits
BUS 120 Principles of Financial Accounting II ..... 3 credits
BUS 121 Principles of Accounting – Managerial ..... 3 credits
BUS 201 Quantitative Methods ..... 3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment of Business ‡ ..... 3 credits
ECN 211 Principles of Macroeconomics ..... 3 credits
ECN 212 Principles of Microeconomics ..... 3 credits
‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Electives ..... 10 credits

Successful completion of 10 credits of unduplicated university transferrable electives, as described on page 63.

Business Studies (BUS)

Accounting Specialization

Bookkeeping, accounting and auditing clerks produce financial records for organizations. They record financial transactions, update statements and check financial records for accuracy. Employment in these occupations is projected to grow 11 percent from 2014 to 2024, faster than average for all occupations. The median annual salary in nonmetropolitan north Arizona is $34,600 (43-3031-May 2016).

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

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Bookkeeping, Accounting and Auditing Clerks

Cost & Time for Completion

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

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

Need help paying for classes?

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

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

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

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

Accounting Fundamentals (CP) • 18 credits

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

Accounting (CAS) • 30 credits

Complete the Accounting Fundamentals CP .....***18 credits***

PLUS

BUS 120 Principles of Financial Accounting II .....3 credits
BUS 123 Income Tax Procedures .....3 credits

Communications .....***3 credits***

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

Mathematics .....***3 credits***

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Accounting (AAS) • 64 credits

Complete the Accounting CAS .....***30 credits***

PLUS

General Education Courses

Communications .....***3 credits***

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

AND

BUS 121 Principles of Accounting – Managerial .....3 credits
BUS 185 Ethics in Management .....3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment of Business ‡ .....3 credits
BUS 210 Principles of Management .....3 credits
ECN 211 Principles of Macroeconomics .....3 credits
ECN 212 Principles of Microeconomics .....3 credits

‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives ..... 6 credits

(Choose from any unduplicated courses at the 100-level or above)

Entrepreneurship Specialization

Entrepreneurship plays a vital role in the growth of the U.S. economy. The number of new business establishments (establishments that are less than 1-year-old in any given year) tends to rise and fall with the business cycle of the overall economy. The number of new establishments for the year ending in March 2010 was at the lowest level since data collection began in 1994. The U.S. Bureau of Labor Statistics reports a steady upward climb, with the number of new businesses established in 2015 at 679,072, less than 37,000 below the 2006 record of 715,734.

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

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

Cost & Time for Completion

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

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

Need help paying for classes?

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

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

Entrepreneurship Fundamentals (CP) • 19 credits

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

Entrepreneurship (CAS) • 31 credits

Complete the Entrepreneurship Fundamentals CP .....19 credits

PLUS

BUS 106 Techniques of Personal Finance .....3 credits
BUS 210 Principles of Management .....3 credits

Communications .....3 credits

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

Mathematics .....3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Entrepreneurship (AAS) • 64 credits

Complete the Entrepreneurship CAS.....31 credits

PLUS

General Education Courses

Communications .....3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

AND

BUS 122 Computerized Accounting with QuickBooks .....3 credits
BUS 128 Microsoft Excel Applications for Business .....3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment of Business ‡ .....3 credits
ECN 211 Principles of Macroeconomics .....3 credits
ECN 212 Principles of Microeconomics.....3 credits

‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives..... 8 credits

(Choose from any unduplicated courses at the 100-level or above)

Management and Leadership Specialization

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

Career Opportunities

Employment opportunities in the management area are projected to grow 5 percent from 2014 to 2024, about as fast as the average for all occupations. Tasks such as managing facilities and being prepared for emergencies will remain important in a wide range of industries.

The nonmetropolitan north Arizona median annual salaries range from $72,670 to $144,000.
(Figures from US BLS May 2016) (SOC 11.2022).

Cost & Time for Completion

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

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

Need help paying for classes?

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

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

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

Management and Leadership Fundamentals (CP) • 22 credits

BUS 202 Professional Customer Service ..... 1 credit
BUS 203 Introduction to Communication ..... 3 credits
BUS 210 Principles of Management ..... 3 credits
BUS 220 Principles of Marketing ..... 3 credits
BUS 225 Human Resources Management ..... 3 credits
BUS 230 Organizational Leadership ..... 3 credits
BUS 231 Microsoft Office Level I ..... 3 credits
BUS 238 Financial Management and Budgeting ..... 3 credits

Management and Leadership (CAS) • 31 credits

Complete the Management and Leadership Fundamentals CP..... 22 credits

AND

ECN 211 Principles of Macroeconomics ..... 3 credits

Communications ..... 3 credits

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

Mathematics ..... 3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Management and Leadership (AAS) • 64 credits

Complete the Management and Leadership CAS..... 31 credits

PLUS

General Education Courses

Communications ..... 3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

AND

BUS 117 Principles of Financial Accounting I ..... 3 credits
BUS 150 Administrative Policymaking
OR BUS 215 Principles of Retail Management ..... 3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment of Business‡ ..... 3 credits
CIS 105 Computer Applications and Information Technology ..... 3 credits
ECN 212 Principles of Microeconomics ..... 3 credits

‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

Unrestricted Electives ..... 8 credits

(Choose from any unduplicated courses at the 100-level or above)

Medical Office Technologies Specialization

Medical office administrative assistants are multi-skilled individuals essential in providing clerical support for the running of an efficient and profitable medical practice. They ensure quality, accuracy, accessibility and security in both paper and electronic systems. Because they work in the health care field, medical office administrative assistants also need specialized inowledge about the types of various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries and to maintain patients' medical histories.

Employment of medical office administrative assistants is projected to grow 15 percent from 2014 to 2024, with a median annual salary in North Nonmetropolitian Arizona of $40,420. The demand for health services professionals is expected to increase as the population ages.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Medical Records and Health Information Technicians (SOC 29-2071 May 2016)

Cost & Time for Completion

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

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

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

Medical Office Technologies Fundamentals (CP) • 18 credits

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

Medical Office Technologies (CAS) • 29 credits

Complete the Medical Office Technologies Fundamentals CP ..... 18 credits
BUS 102 Proofreading Mastery ..... 1 credit
BUS 227 Medical Coding ..... 4 credits

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

Mathematics ..... 3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Medical Office Technologies (AAS) • 64 credits

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

PLUS

General Education Courses

Communications ..... 3 credits
Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies ..... 7 credits

BIO 160 Introduction to Human Anatomy and Physiology ..... 4 credits
(Plus one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

AND

BUS 106 Techniques of Personal Finance ..... 3 credits
BUS 111 Ten-Key Skill Mastery ..... 1 credit
BUS 112 Fundamentals of Bookkeeping ..... 3 credits
BUS 131 Medical Transcription Fundamentals ..... 3 credits
BUS 184 Medical Scribe ..... 3 credits
BUS 231 Microsoft Office Level I ..... 3 credits
CIS 103 Introduction to Windows ..... 1 credit

AND

Unrestricted Electives ..... 8 credits

(Choose from any unduplicated courses at the 100-level or above)

Modern Office Technologies Specialization

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

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

Career Opportunities

Employment of secretaries and administrative assistants is projected to decline about 3 percent from 2014 to 2024. Many job openings will result from the need to replace workers who leave the occupation. Those with a combination of work experience and computer skills should have the best job prospects.

The nonmetropolitan north Arizona median annual wage for secretaries and administrative assistants was $30,880 in May 2016.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, SOC 43-6014.

Cost & Time for Completion

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

You can access the current data online at ***www.npc.edu/Modern-Office-Technologies***.

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

Modern Office Technologies Fundamentals (CP) • 18 credits

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

Modern Office Technologies (CAS) • 28 credits

Complete the Modern Office Technologies Fundamentals CP ..... 18 credits
BUS 104 Developing Your Professionalism ..... 1 credit
BUS 231 Microsoft Office Level I ..... 3 credits

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

Mathematics ..... 3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 109, MAT 112, MAT 125 or MAT 142.

Modern Office Technologies (AAS) • 64 credits

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

General Education Courses

Communications ..... 3 credits
Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

AND

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

Unrestricted Electives ..... 9 credits

(Choose from any unduplicated courses at the 100-level or above)

Computer Information Systems (CIS)

Computer Information Systems Specialization

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

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

Career Opportunities

According to the **U.S. Bureau of Labor Statistics** (2016), employment of computer analysts, programmers and software engineers is projected to decline 8 percent, as U.S. workers compete for jobs against worldwide economies with lower salary costs. The average median salary for programmers and analysts in rural Arizona was $86,980 in May 2016, but are generally higher in metropolitan areas.

Cost & Time for Completion

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

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

Computer Information Systems (CAS) • 36 credits

CIS 105 Computer Applications and Information Technology.....3 credits
CIS 111 Introduction to Programming.....3 credits
CIS 125 Effective Communication with Digital Media.....3 credits
CIS 141 Managing and Maintaining Your PC I (A+).....3 credits
CIS 142 Managing and Maintaining Your PC II (A+).....3 credits
CIS 150 Digital Culture.....3 credits
CIS 161 Microsoft Operating Systems.....3 credits
CIS 171 GNU Linux Operating System.....3 credits
CIS 245 Database Management and Concepts.....3 credits
CIS 280 Systems Analysis and Design.....3 credits

PLUS

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

***Mathematics*.....3 credits**
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 103, MAT 109 or BUS 133.

Computer Information Systems (AAS) • 64 credits

***Complete the Computer Information Systems CAS*.....36 credits**

PLUS

General Education Courses

***Communications*.....3 credits**
Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies..... 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Unrestricted Electives..... 18 credits
(Choose from any unduplicated courses at the 100-level or above)

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

Stand-alone Certificate of Proficiency (CP)

Commercial Graphics Fundamentals (CP) • 12 credits

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

CIS Cybersecurity Specialization

Information security analysts plan and carry out security measures to protect an organization's computer networks and systems. Their responsibilities are continually expanding as the number of cyberattacks increases.

Information security analysts must continually adapt to stay a step ahead of cyberattackers. They must stay up-to-date on the latest methods attackers are using to infiltrate computer systems and on IT security. Analysts need to research new security technology to decide what will most effectively protect their organization.

There are currently over 200,000 unfilled Information Security jobs in the United States, with an expected global shortfall of 1.5 million by 2019. Demand for certified Information Security Analysts is extremely high, with growth estimates as high as 58 percent, far exceeding other general computer and all occupations.

NPC's Cybersecurity program will prepare you to take respected industry certifications and pursue a bachelor's degree in a variety of programs, including Information Security, Computer Information Systems, Information Technology, Software Engineering, Computer Science and Criminal Justice.

Many courses will be taught using purely online **and** hybrid online/on-site labs, giving students the flexibility to obtain high quality instruction at one of the lowest tuition rates in Arizona.

Career Opportunities

With a bachelor's degree and a few years of experience, Information Security analysts' salaries in Arizona average more than $80,910 a year, with national averages in the mid 90s into six figures.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, SOC 15-1122, May 2016.

Cybersecurity (CP) • 18 credits

CIS 105 Computer Applications and Information Technology.....3 credits
CIS 130 Information Security Fundamentals .....3 credits
CIS 135 IT Assessment, Audit, and Controls.....3 credits
CIS 141 Managing and Maintaining Your PC I (A+) .....3 credits
CIS 145 Network+ Certification Preparation.....3 credits
CIS 146 Security+ Certification Preparation.....3 credits

Cybersecurity (CAS) • 45 credits

Complete the Cybersecurity CP*.....*18 credits

PLUS

CIS 111 Introduction to Programming.....3 credits
CIS 125 Effective Communication with Digital Media.....3 credits
CIS 161 Microsoft Operating Systems.....3 credits
CIS 171 GNU Linux Operating System.....3 credits
CIS 230 Operating System Security.....3 credits
CIS 231 Digital Forensics and Investigations
OR CIS 233 Ethical Hacking.....3 credits
CIS 232 Network Security.....3 credits

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

Mathematics*.....*3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 103, MAT 109 or BUS 133.

Cybersecurity (AAS) • 64 credits

Complete the Cybersecurity CAS*.....*45 credits

PLUS

General Education Courses

Communications*.....*3 credits
Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Unrestricted Electives..... 9 credits

(Choose from any unduplicated courses at the 100-level or above)

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

Network and PC Support Specialization

If you're interested in the development, maintenance and use of computer systems, software and networks, then information technology (IT) may be the career for you. A great way to start is by earning the industry-recognized A+ and Network+ certifications. These certifications verify to an employer that you can troubleshoot computer hardware and software issues, mobile devices, networking and security issues within varied operating systems.

NPC offers an 18-credit Certificate of Proficiency (CP) program that focuses on the information needed to pass the CompTIA A+ and Network+ exams. We also offer Security+ certification preparation as part of the Certificate of Applied Science (CAS). Our instructors are CompTIA certified so you can be sure they know what it takes to pass the tests. They'll carefully guide you through the topics covered by the examinations, as well as provide you with the valuable opportunity of obtaining an internship where you'll gain the recommended 135 hours of hands-on, real-world experience. Once certified, you'll have a competitive edge when it comes to hiring and more opportunities within the field of IT. Computer systems and networks are continually being developed and enhanced, making IT a field of almost limitless opportunity. According to the U.S. Bureau of Labor Statistics, May 2016 nonmetropolitan northern Arizona entry-level salaries average $37,660 for certified IT support techs and $50,790 for network-certified support technicians. The demand for technology professionals will remain high as more and more computers, wireless networks, mobile devices and technologies are integrated into business. Certify your future by enrolling in NPC's Network & PC Support program.

Network and PC Support (CP) • 18 credits

BUS 231 Microsoft Office Level I .....3 credits
CIS 105 Computer Applications and Information Technology.....3 credits
CIS 141 Managing and Maintaining Your PC I (A+) .....3 credits
CIS 142 Managing and Maintaining Your PC II (A+) .....3 credits
CIS 145 Network+ Certification Preparation.....3 credits
CIS 147 PC Help Desk/Soft Skills.....3 credits

Network and PC Support (CAS) • 45 credits

Complete the Network and PC Support CP.....18 credits

PLUS

CIS 111 Introduction to Programming.....3 credits
CIS 146 Security+ Certification Preparation.....3 credits
CIS 148 Applied Networking.....3 credits
CIS 149 Wireless Networking.....3 credits
CIS 171 GNU Linux Operating System.....3 credits
CIS 198 Internship .....3 credits
CIS 280 Systems Analysis and Design .....3 credits

Communications .....3 credits

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

Mathematics.....3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 103, MAT 109 or BUS 133.

Network and PC Support (AAS) • 64 credits

Complete the Network and PC Support CAS.....45 credits

PLUS

General Education Courses

Communications .....3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Unrestricted Electives..... 9 credits

(Choose from any unduplicated courses at the 100-level or above)

Cost & Time for Completion

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

You can access the current data online at ***www.npc.edu/network-pc-support***.

Web Development and Graphic Design Specialization

With the phenomenal growth of the Internet has come an equally astounding rise in the career fields of web page design and development. To better prepare you for these exciting careers, NPC has revamped this specialization to include training in both graphic design and web development. While the major driving force behind web page expansion has been e-commerce, it is now the rare institution, association, business or group that doesn't have a web page. In this rapidly expanding digital world, those organizations are looking for someone to provide them with polished, professional websites.

The Web Development and Graphic Design AAS prepares you for tasks ranging from creating web graphics to simple page building and web server administration to the methodologies used for systems analyses and design.

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

Career Opportunities

If you are a creative person with technical aptitude, a career in the more technically specialized field of website development can pay handsomely. With a degree and a few years of experience, web developer salaries in Arizona average more than $68,750 a year.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, SOC 15-1134, May 2016.

Cost & Time for Completion

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

You can access the current data online at ***www.npc.edu/web-design-development***.

Graphic Design (CP) • 18 credits

ART 103 Basic Design.....3 credits
CIS 113 Multimedia
OR CIS 118 Graphics, Interactive and Animated.....3 credits
CIS 116 Computer Photographic Imaging.....3 credits
CIS 117 Two-Dimensional Computer Design.....3 credits
CIS 119 Page Layout and Design.....3 credits
CIS 298 Portfolio.....3 credits

Web Development (CP) • 18 credits

CIS 105 Computer Applications and Information Technology.....3 credits
CIS 171 GNU Linux Operating System.....3 credits
CIS 187 Introduction to Web Development.....3 credits
CIS 243 Database-Driven Web Sites.....3 credits
CIS 250 Electronic Commerce.....3 credits
CIS 260 Web Design Technologies.....3 credits

Web and Graphic Design (CAS) • 48 credits

Complete the Graphic Design CP.....18 credits
Complete the Web Development CP.....18 credits

PLUS

CIS 125 Effective Communication with Digital Media.....3 credits
CIS 150 Digital Culture.....3 credits

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

Mathematics.....3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 103, MAT 109 or BUS 133.

Web and Graphic Design (AAS) • 64 credits

Complete the Web and Graphic Design CAS.....48 credits

PLUS

CIS 295 Applied Project for CIS.....3 credits

General Education Courses

Communications.....3 credits
Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies.....7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Unrestricted Electives.....3 credits

(Choose from any unduplicated courses at the 100-level or above)

Construction Technology (CON)

Certificate Options – CP & CAS

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

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

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

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

Cost & Time for Completion

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

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

Drafting (CP) • 21 credits

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

CON 102 Introduction to Construction Methods* .....3 credits
CON 111 Plan Reading and Employment*.....3 credits
DRF 120 Technical Drafting I.....3 credits
DRF 130 Architectural Drafting I.....3 credits
DRF 150 AutoCAD I.....3 credits
DRF 230 Architectural Drafting II.....3 credits
DRF 250 AutoCAD II.....3 credits

Construction Technology (CP) • 25 credits

CON 101 Jobsite Layout* .....3 credits
CON 102 Introduction to Construction Methods* .....3 credits
CON 111 Plan Reading and Employment*.....3 credits
CON 120 Concrete and Masonry Systems* .....3 credits
CON 126 Framing Systems* .....4 credits
CON 145 Roofing, Thermal and Moisture Protection Systems* .....3 credits
CON 228 Electrical Systems* .....3 credits
CON 229 Plumbing and Mechanical Systems*.....3 credits

Construction Technology (CAS) • 31 credits

Complete the Construction Technology CP .....25 credits
PLUS
Communications .....3 credits
ENL 101 College Composition I.....3 credits
Mathematics.....3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

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

Construction Technology (AAS) • 64 credits

Complete the Construction Technology CAS .....31 credits
PLUS

General Education Courses

*** NCCER Certified Course**

Associate of Applied Science (AAS) Degree

Why Study Construction Technology

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

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

Career Opportunities

According to the **U.S. Bureau of Labor Statistics**, entry-level construction positions in North Arizona nonmetropolitan area average nearly $32,410 per year (May 2016). With experience in specialized areas of construction, salaries rise along with increases in skill and expertise. Some typical annual salaries for skilled construction workers in Arizona as listed by the BLS:

- Highway maintenance worker: $35,920
- Cement masons/concrete finishers: $43,300
- Carpenters: $41,540
- Electricians: $59,450
- Drywall and Ceiling Tile Installers: $39,150
- First-Line Construction Supervisor: $56,560

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, May 2016.

Communications* .....*3 credits

Select any course under the Communications General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Electives ..... 9 credits

Select any unduplicated 100-level or above courses.

AND THESE

Core Courses ..... *14 credits*

CON 140 Computer Applications in Construction .....3 credits
CON 200 Integrated Construction Management/Design Laboratory....3 credits
CON 230 Sustainable Construction* .....3 credits
CON 263 Cost Estimating, Scheduling and Planning .....3 credits
CON 265 Construction Capstone Portfolio .....2 credits

*** NCCER Certified Course**

Cosmetology (COS)

Certificate of Proficiency (CP) Options

Why Study Cosmetology?

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

Cosmetology Instructor

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

Nail Technician

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

Cosmetology Instructor (CP) • 16 credits

A student must have a current cosmetology license.

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

Nail Technician (CP only) • 20 credits

- COS 130 Nail Technology Theory I.....3 credits
- COS 131 Nail Technology Theory II.....3 credits
- COS 132 Nail Technology Basic Practicum Practice I .....2 credits
- COS 133 Nail Technology Basic Practicum Practice II .....2 credits
- COS 134 Nail Technology Advanced Practicum Practice III.....2 credits
- COS 135 Nail Technology Advanced Practicum Practice IV .....2 credits
- COS 136 Nail Technology Advanced Practicum Practice V .....2 credits
- COS 137 Nail Technology Advanced Practicum Practice VI .....2 credits
- COS 138 Nail Technology Advanced Practicum Practice VII .....2 credits

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

Cost & Time for Completion

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

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

Cosmetology Certificate & Degree Options

Cosmetology

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

Program Locations

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

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

Career Opportunities

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

While the median national salary for hair dressers, stylists and cosmetologists in May 2016 was $23,710, a skilled cosmetologist can build an ever-growing and well-paying client base. Opportunities even exist for you to run your own business!

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition. (SOC 39.5012), May 2016

Cosmetology (CP) • 52 credits

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

Cosmetology (CAS) • 58 credits

Complete the Cosmetology CP .....***52 credits***
PLUS
Communications .....***3 credits***
ENL 101 College Composition I.....3 credits
Mathematics .....***3 credits***
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Cosmetology (AAS) • 68 credits

Complete the Cosmetology CAS .....***58 credits***
PLUS

General Education Courses

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

Discipline Studies..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Early Childhood Studies (ECD)

Early Childhood Studies Programs Overview

Why study Early Childhood?

It is during the "Early Childhood" years, before the age of eight, that a child goes through the most rapid phase of growth and development. Their brains develop faster than at any other point in their lives, so these years are critical. The foundations for social skills, self-esteem, perception of the world and moral outlook are all established during these early years, as well as physical, cognitive and language development.

Positive adult-child interactions and engaging, high quality early experiences play a fundamental role in the development of young children.

Early childhood professionals have an opportunity to profoundly impact a child's healthy development and learning potential.

Trends show that parents are increasingly recognizing the value of high-quality early learning experiences. In fact, according to the National Center for Education Statistics (NCES), enrollment in prekindergarten education has risen from 96,000 to over 1 million in the last 30 years.

In NPC's Early Childhood Studies programs, students are prepared to work in diverse and inclusive environments, including homes, schools and other community settings that serve children from birth to age eight and their families. Child-centered, developmentally effective and culturally sensitive practices are emphasized throughout the program. Through a curriculum that integrates general and special early childhood education content, we aim to enable our students to become outstanding early childhood educators, decision-makers, advocates and intellectual and ethical leaders. The program provides a comprehensive set of knowledge and competencies aligned with state and national standards for early childhood professional prepartion.

NPC students interested in the field of Early Childhood have several career options and two main degree pathways available to them — the **Associate of Arts in Early Childhood** (AAEC) or the **Associate of Applied Science** (AAS) with a selected area of specialization.

The **AAEC** supports students who wish to continue their education toward a bachelor's degree in early childhood or early childhood teacher certification and/or endorsement.

The **AAS** in **Early Childhood Studies** is an appropriate option for individuals interested in pursing a career working directly with, or on behalf of, young children and who may not wish to attain teacher certification and/or endorsement. The AAS degree **does not** supply the AGEC (*see page 65*) requirements for university transfer, but may partially support pursuit of a Bachelor of Applied Science (BAS) degree at two of the three state universities. See your academic adviser to design an educational pathway that meets your educational and career goals if you wish to attain a BAS degree.

ECD Program is in Transition

NPC's Early Childhood Programs are in transition as curriculum and program specializations are being revised to better meet state and national standards.
Students interested in pursuing a degree or certificate in this area should work closely with an academic adviser or the ECD Department Chair to ensure coursework is applicable to your career goals.

Degree requirements

Both the **Associate of Arts in Early Childhood (AAEC) and the Associate of Applied Science (AAS) Early Childhood** degrees require a minimum of 64 hours of course credits with a "C" or better in all courses. The certificate programs that lead to the AAS degree also require a "C" or better in all courses.

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, check with your NPC academic adviser.

Most coursework in the program is practicum-based. Students conduct assignments and receive observation and instruction at an early childhood location in which the students work or volunteer. Students in this program are required to complete 16 hours of practicum for ***each Early Childhood course credit*** in which a practicum is a required part of the course. If you do not have access to an early childhood setting, please contact your adviser or the Early Childhood Department Chair to discuss degree and course options that meet your educational goals.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs. Data is only posted for certificate programs meeting minimum federal enrollment guidelines.

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

Associate of Arts in Early Childhood (AAEC)

Why study Early Childhood Education?

The Associate of Arts in Early Childhood (AAEC) degree offers foundational knowledge and competencies aligned with state and national standards for early childhood professional preparation. In Arizona, public preschool and kindergarten teachers are required to have specific coursework and practicum experiences in early childhood. The AAEC supports students who wish to continue their education toward a bachelor's degree in early childhood and who may have an interest in early childhood teacher certification and/or endorsement.

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

Need help paying for classes?

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

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

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

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

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts in Early Childhood degree. *(see What is AGEC? – page 65)*

General Education courses ..... 35 credits

Communications ..... ***6 credits***
- ENL 101 College Composition I ..... 3 credits
- ENL 102 College Composition II ..... 3 credits

Mathematics ..... ***3 credits***

Select one of the following:
- MAT 142 College Mathematics with Contemporary Applications ..... 3 credits
- MAT 152 Advanced Algebra ..... 3 credits
- MAT 189 Pre-Calculus Algebra/Trigonometry ..... 3 credits

Or any mathematics course for which MAT 189 is a prerequisite.

Discipline Studies

Arts and Humanities ..... ***6 credits***

(Select two courses from at least two disciplines from the list on page 66)

Physical and Biological Science ..... ***8 credits***

(Select two courses from the list on page 66)

Social and Behavioral Sciences ..... ***9 credits***

(Select three courses from at least two disciplines from the list on page 66)

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

Core Requirements ..... 22 credits

- ECD 100 Providing a Healthy Environment ..... 1 credit
- ECD 101 The Child's Total Learning Environment ..... 1 credit
- ECD 102 Ensuring a Safe Environment ..... 1 credit
- ECD 103 Planned Arrangements and Schedules ..... 1 credit
- ECD 105 Understanding Behavior and Encouraging Self-Discipline ..... 1 credit
- ECD 108 Observation and Assessment in Early Childhood ..... 1 credit
- ECD 110 Building Relationships with Families
  - ***OR*** ECD 112 Enhancing Family Involvement ..... 1 credit
- ECD 115 Nutrition in Early Childhood ..... 1 credit
- ECD 120 Guidance and Development of Social-Emotional Development ..... 1 credit
- ECD 125 Creative Media ..... 1 credit
- ECD 200 Introduction to Early Childhood Education ..... 3 credits
- ECD 250 Child Development I ..... 3 credits
- MAT 161 Algebra-based Mathematics for Elementary Teachers I ..... 3 credits
- MAT 162 Algebra-based Mathematics for Elementary Teachers II ..... 3 credits

Transferrable Electives ..... 7 credits

Successful completion of seven credits of unduplicated university transferrable electives, as described on page 63.

Early Childhood Studies

Why study Early Childhood?

The Early Childhood Studies degree is designed for individuals who wish to work directly with, or on behalf of, young children in a variety of settings including: health settings, childcare settings, faith-based settings, libraries, parent support or education programs and many others.

An AAS in Early Childhood Studies may be an appropriate option for individuals pursuing a career in early childhood or a related field, such as social work or child and family studies. The AAS Early Childhood Studies degree **does not** supply the AGEC (*see page 65*) requirements for university transfer, but may partially support pursuit of a Bachelor of Applied Science (BAS) degree at two of the three state universities. See your adviser to design an educational pathway that meets your needs if you wish to attain a BAS degree.

ECD – Early Childhood Studies(CP) • 19 credits

ECD 100 Providing a Healthy Environment ..... 1 credit
ECD 102 Ensuring a Safe Environment ..... 1 credit
ECD 105 Understanding Behavior and Encouraging Self-Discipline ..... 1 credit
ECD 108 Observation and Assessment in Early Childhood ..... 1 credit
ECD 110 Building Relationships with Families ..... 1 credit
ECD 120 Guidance and Development of Social-Emotional Development ..... 1 credit
ECD 128 Culture, Language and Community ..... 1 credit
‡ECD 136 Understanding How Children Learn ..... 1 credit
‡ECD 142 Designing Developmentally Effective Learning Environments ..... 2 credits
*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 186 Effective Interactions for Learning ..... 1 credit
ECD 187 Supporting STEM in Early Childhood ..... 1 credit
‡ECD 200 Introduction to Early Childhood Education ..... 3 credits
ECD 217 Early Childhood Language and Literacy ..... 1 credit
ECD 233 Policies and Procedures in Early Childhood Programs 2 credits
*ECD 250 Child Development I ..... 3 credit

‡ECD 136, 142 may be taken in combination or ECD 200 as a single three-credit class.

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

ECD – Early Childhood Studies (CAS) • 28 credits

Complete the ECD – Early Childhood CP ..... 19 credits

PLUS

General Education Courses ..... 6 credits

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

Mathematics ..... 3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Core Requirements ..... 3 credits

Select any courses within ECD

ECD – Early Childhood Studies (AAS) • 64 credits

Complete the ECD – Early Childhood Studies CAS ..... 28 credits

PLUS

General Education Courses ..... 3 credits

Communications ..... 3 credits
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies ..... 13 credits

(Select one course from the **Physical and Biological Sciences** and one course from the **Arts and Humanities** and two courses from the **Social and Behavioral Sciences** lists on page 66.)

Core Requirements ..... 11 credits

ECD 222 Introduction to Early Childhood Special Education .... 3 credits

PLUS

Select any courses within ECD ..... 8 credits

Required Electives ..... 9 credits

Select a minimum of 9 unduplicated non-ECD credits. May be in a related area to ECD, such as SOC, EDU, or HUS.

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

Family Care

Why specialize in Family Care?

The **Family Care** area of specialization prepares individuals to provide high-quality early care and education programs for children in their homes. Operating a childcare program in one's home can be rewarding while also providing a service to families in one's community. The Family Care Specialization offers individuals both foundational skills in early childhood, as well as the specific knowledge and information needed to operate a childcare business.

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

ECD – Family Care (CP) • 25 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 Understanding Behavior and Encouraging Self-Discipline..... 1 credit
ECD 108 Observation and Assessment in Early Childhood..... 1 credit
ECD 110 Building Relationships with Families..... 1 credit
ECD 113 Fostering Communication and Language Skills..... 1 credit
ECD 114 Beginning Mathematical Concepts..... 1 credit
ECD 116 Science and Discovery..... 1 credit
ECD 120 Guidance and Development of Social-Emotional Development..... 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 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 credits

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

ECD – Family Care (CAS) • 31 credits

Complete the ECD – Family Care CP.....25 credits
PLUS

Communications..... 3 credits

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

Mathematics..... 3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

ECD – Family Care (AAS) • 64 credits

Complete the ECD – Family Care CAS.....31 credits
PLUS

General Education Courses..... 3 credits

Communications .....3 credits
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Required Electives..... 23 credits

Select a minimum of 23 unduplicated credits. One-half to six credits of ECD/EDU/HUS 199s and 299s may be included in the 23 credits.

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

Infant/Toddler

Why specialize in Infant/Toddler Development?

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

A specialty in **Infant and Toddler Studies** provides individuals with the foundational knowledge and skills to support children during this critical period of development. Individuals with a specialization in **Infant and Toddler Studies** may choose to work directly with young children, such as in an Early Head Start program, or with their families in a variety of family support or parent education settings.

The **Associate of Applied Science (AAS), Infant and Toddler Specialization** degree is not intended for university transfer, but prepares graduates to immediately enter the workforce.

ECD – Infant/Toddler (CP)

- 26 credits

ECD 100 Providing a Healthy Environment ..... 1 credit
ECD 102 Ensuring a Safe Environment ..... 1 credit
ECD 103 Planned Arrangements and Schedules ..... 1 credit
ECD 108 Observation and Assessment in Early Childhood ..... 1 credit
ECD 110 Building Relationships with Families ..... 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 credits
*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 in Infants and Toddlers ..... 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 and 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 credits

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

ECD – Infant/Toddler (CAS)

- 32 credits

Complete the ECD – Infant/Toddler CP ..... 26 credits
PLUS

Communications ..... 3 credits

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

Mathematics ..... 3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66.

ECD – Infant/Toddler (AAS)• 64 credits

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

General Education Courses ..... 3 credits

Communications .....3 credits
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Required Electives..... 22 credits

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

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

Early Childhood Management

Why specialize in Early Childhood Management?

Administering a high-quality early childhood program requires both an understanding of early childhood curriculum as well as general business and management skills.

The Early Childhood Management Specialization prepares individuals who are serving as, or who wish to serve as, a director, manager or coordinator of an early care and education program.

In addition to general early childhood coursework, the Management Specialization provides skills in supervision, budgeting, marketing and evaluation of an early childhood program.

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

Career Opportunities

Employment of preschool and childcare center directors is projected to grow 7 percent from 2014 to 2024, about average for all occupations. Continued demand for preschool programs and childcare is expected to contribute to this growth.

The median Arizona annual salary is $41,430, based on five years of experience in the field.

SOC 11-9031, May 2016. Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition.

Early Childhood Management (CAS) • 41 credits

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

PLUS

Communications ..... 3 credits
ENL 101 College Composition I ..... 3 credits
Mathematics ..... 3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101

ECD – Early Childhood Management (AAS) • 64 credits

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

PLUS

General Education Courses ..... 3 credits

Communications ..... 3 credits
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Required Electives ..... 13 credits

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

School-Age

Why specialize in School-Age Care?

The **School-Age** area of specialization is designed for individuals who are working with, or wish to work with, school-age children and want to further develop their knowledge and skills specific to this age group.

With a **School-Age** area of specialization, individuals are prepared to support a variety of programs, such as after-school care, children's parks and recreation programs, summer camp experiences and other programs in settings where one works with children 5 – 12 years of age.

The **Associate of Applied Science (AAS) School-Age Specialization** degree is not intended for university transfer, but prepares graduates to immediately enter the workforce.

ECD – School-Age (CP) • 25 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 Observation and Assessment in Early Childhood ..... 1 credit
ECD 110 Building Relationships with Families ..... 1 credit
ECD 115 Nutrition in Early Childhood ..... 1 credit
ECD 116 Science and Discovery ..... 1 credit
ECD 120 Guidance and Development of Social-Emotional Development ..... 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 127 Small Muscle Development ..... 1 credit
ECD 128 Culture, Language and Community ..... 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 186 Effective Interactions for Learning ..... 1 credit
ECD 217 Early Childhood Language and Literacy ..... 1 credit
*ECD 250 Child Development I ..... 3 credits
EDU 139 Assisting in Teaching Elementary School Physical Education ..... 1 credit

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

ECD – School-Age (CAS) • 31 credits

Complete the ECD – School-Age CP ..... 25 credits
PLUS

Communications ..... 3 credits

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

Mathematics ..... 3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

ECD – School-Age (AAS) • 64 credits

Complete the ECD – School-Age CAS ..... 31 credits
PLUS

General Education Courses ..... 3 credits

Communications ..... 3 credits

Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Required Electives ..... 23 credits

Select a minimum of 23 **unduplicated** credits. One-half to six credits of ECD/EDU/HUS 199s and 299s may be included in the 23 credits.

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

Transfer Degree

Associate of Arts in Elementary Education (AAEE)

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

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

NPC Requirements

- The Associate of Arts in Elementary Education degree requires a minimum of 64 hours of course credits with a "C" or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better. For information about prerequisites, see an academic adviser.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global / International or Historical Awareness.

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

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts in Elementary Education degree. *(see What is AGEC? – page 65)*

General Education Courses ..... 35 credits

Communications* ..... *6 credits

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

Mathematics* ..... *3 credits

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

Discipline Studies

Arts and Humanities* ..... *9 credits

(Select three courses from at least two disciplines from the list on page 66)

Physical and Biological Science* ..... *8 credits

(Select two courses from the list on page 66)

Social and Behavioral Sciences* ..... *9 credits

(Select one of the following and two more courses from at least two disciplines with at least one asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness, from the list on page 66.)
POS 110 American Government ..... 3 credits
HIS 105 U.S. History to 1877 ..... 3 credits

Core Requirements ..... 15 credits

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

Required Electives ..... 6 credits

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

PLUS

Successful completion of one of the following:

EDU 276 Managing the Learning Environment ..... 3 credits
EDU 286 Educational Technology ..... 3 credits
EDU 291 Children's Literature ..... 3 credits
ENL 291 Children's Literature ..... 3 credits

Electives ..... 8 credits

Successful completion of eight credits of unduplicated university transferrable electives, as described on page 63.

Education Studies (EDU)

Education Professions

Why become a Paraprofessional?

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

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

Career Opportunities

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

The median annual salary for North nonmetropolitian Arizona was $24,200 in May 2016.

(SOC 25-9041) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, May 2016.

Education Professions (CP only) • 20 credits

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

Cost & Time for Completion

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

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

Emergency Medical Technology

See Paramedicine on page 109

Film and Digital Video (FDV)

Degree and Certificate Options

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

Dual Credit Options

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

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

Where are the Jobs?

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

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

FDV Certificate of Proficiency (CP) • 24 credits

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

FDV Certificate of Applied Science (CAS) • 30 credits

Complete the FDV CP .....***24 credits***

PLUS

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

Mathematics .....***3 credits***
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

FDV Associate of Applied Science (AAS) • 64 credits

Complete the FDV CAS .....***30 credits***

PLUS

General Education Courses

Communications .....***3 credits***
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies..... 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

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

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

What Kind of Salary?

The Phoenix area is the nation's eighth-largest employer of camera operators for television, video and motion pictures. According to the U.S. Bureau of Labor Statistics, the May 2016 average annual salary for a camera operator is $49,080, while a film or video editor averages $61,750. Depending on how good you are and what kinds of contacts you've made, the sky's the limit.

Fire Science (FRS)

Certificate Options – CP & CAS

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

1. Prepare students for a career in Fire Science or a related field;
2. Provide students with a better understanding of fire and related hazards and challenges faced in providing public safety services, and
3. Provide training to professional fire service personnel in order that they may perform their duties in the safest, most efficient means possible.

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

Degree Requirements

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

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

FRS Firefighter (CP) • 18 credits

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

FRS Driver/Operator (CP) • 24 credits

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

FRS Leadership (CP) • 24 credits

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

Fire Science (CAS) • 34 credits

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

PLUS

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

Mathematics*.....*3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) Degree

Direct to Work

First Responders

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

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

Cost & Time for Completion

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

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

Career Opportunities

Employment of firefighters is projected to grow 5 percent from 2014 to 2024, about average for all occupations. Competition for jobs will likely be intense. Physically fit applicants with high test scores and paramedic training should have the best job prospects.

The median annual salary for North Nonmetropolitian Arizona was $35,470 in May 2016.

(SOC 33-2011) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition.

Fire Science (AAS) • 64 credits

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

General Education Courses

Communications ..... 3 credits

Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies (Per the lists on page 66) ..... 9 credits

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

PLUS

Required Electives ..... 9 credits

Complete a minimum of 9 credit hours from the following:

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

Unrestricted Electives ..... 9 credits

Any unduplicated courses at the 100 or higher level.

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

Human Services (HUS)

Residential Child/Youth Care – CP & CAS

Why become a Residential Child/Youth Assistant?

Know how to manage time effectively?

Do you have patience, understanding and good communication skills?

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

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

Career Opportunities

Nationally employment of residential child/youth assistants is projected to grow 26 percent between 2014 and 2024, well above the average for all occupations. Locally, employment growth tends to be in residential dorms in rural areas, where there are mandated requirements for educational growth for personal care workers.

The median annual salary for residential child/youth assistants ranged from $20,980 to $21,640 in May 2016, with higher ranges being in specialized disability or substance abuse facilities.

(SOC 39-9021, 9041) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, May 2016.

Child/Youth Care (CP) • 19 credits

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

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

Residential Child/Youth Care Assistant (CAS) • 36 credits

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

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

PLUS

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

Mathematics (Per the list on page 66) ***..... 3 credits***
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees)

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

Complete the **Residential Child/Youth Care CAS** ... ***36 credits***

PLUS

General Education Courses

Communications ..... 3 credits
Select any course under the **Communications** General Education Course Options (for CAS and AAS degrees) on page 66.

Discipline Studies (Per the lists on page 66) ***... 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**.

PLUS
CIS: Any unduplicated course ..... ***3 credits***

These additional Core Requirements ..... 5 credits
ECD 221 Stress Management for Educators ..... 2 credits
ECD or EDU Internship ..... 1 credit
HUS 180 Cross-Cultural Helping Skills ..... 2 credits

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

Industrial Maintenance & Operations (IMO)

Why study IMO?

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

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

Career Opportunities

According to the U.S. Bureau of Labor Statistics (BLS), due to the large number of retirements of baby boom workers in the electric power industry, job opportunities are predicted to be excellent for well-qualified applicants. Most entry-level workers start as helpers or laborers before advancing to more responsible positions such as stationery engineers, boiler operators, dispatchers, distributors and plant operators. The median salary for boiler operators in Arizona is $50,310, plant operators earned a median salary of $49,080 and dispatchers/distributors earned nearly $86,610.
(U.S. BLS, May 2016, SOC 51.8000)

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

Areas of Specialization

Electrical (CP) • 24 credits

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

Industrial Plant Operations (CP) • 24 credits

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

Instrumentation (CP) • 28 credits

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

Mechanical Maintenance (CP) • 24 credits

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

Operations/Maintenance (CP) • 28 credits

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

Wastewater Collection and Treatment (CP) 18 credits

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

Water Supply Treatment (CP) • 18 credits

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

Certificate (CAS) & AAS Degree Options

Hybrid Classes

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

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

Cost & Time for Completion

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

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

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

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

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

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

Complete these General Education courses:

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

Mathematics ..... 3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 103 or BUS 133.

PLUS the CP in your area of specialization:
Electrical CP ..... 24 credits
Industrial Plant Operations CP ..... 24 credits
Instrumentation CP ..... 28 credits
Mechanical Maintenance CP ..... 24 credits
Operations/Maintenance CP ..... 28 credits

Associate of Applied Science (AAS) • 64 credits

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

Additional Required Electives ..... 15 credits

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

Unrestricted Electives ..... 2-6 credits

Select 2 or 6 credits (depending on selected area of specialization) from any unduplicated 100 or higher level courses.

PLUS

General Education Courses

Communications ..... 3 credits
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

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

Discipline Studies (Per the lists on page 66) ..... 7 credits

Select one course from the **Arts and Humanities** list ..... 3 credits
Select one course from the **Physical and Biological Sciences** list ..... 4 credits

Mechatronics (MET) Studies

Electrical and Instrumentation Specialization

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

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

Career Opportunities

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

The median annual salary in Arizona was $56,900 in May 2016.

(SOC 17-3024) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, May 2016.

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

Electrical and Instrumentation (CP) • 24 credits

MET 242 Industrial Maintenance Electrical and Instrumentation Technician Level I.....6 credits
MET 243 Industrial Maintenance Electrical and Instrumentation Technician Level II.....6 credits
MET 244 Industrial Maintenance Electrical and Instrumentation Technician Level III .....6 credits
MET 245 Industrial Maintenance Electrical and Instrumentation Technician Level IV.....6 credits

Electrical and Instrumentation (CAS) • 30 credits

Complete the Electrical and Instrumentation CP .....24 credits

Complete these General Education courses:

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

Mathematics.....3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 103 or BUS 133.

Electrical and Instrumentation (AAS) • 64 credits

Complete the Electrical and Instrumentation CAS ..... 30 credits
PLUS

General Education Courses

Communications .....3 credits
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Computer Science .....6 credits
CIS 105 Computer Applications and Information Technology.....3 credits
CIS 141 Managing and Maintaining Your PC I (A+) .....3 credits

Discipline Studies (Per the lists on page 66)**..... 7 credits**
Select one course from the **Physical and Biological Sciences** list .....4 credits
Select one course from either the **Arts and Humanities** or **Social and Behavioral Science** lists.....3 credits

Required Electives..... 18 credits
Choose from any unduplicated MET courses.

Industrial Electrical, Motors and PLC's Specialization

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

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

Career Opportunities

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

The median annual salary in Arizona was $56,900 in May 2016.

(SOC 17-3024) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, May 2016.

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

Industrial Electrical, Motors and PLC's (CP)

- **23 credits**

MET 130 Industrial Electrical Systems .....4 credits
MET 140 Introduction to Programmable Logic Controllers.....4 credits
MET 160 Rotating Electrical Machines .....4 credits
MET 200 Robotics and Motion Control.....4 credits
MET 210 Process Control and Instrumentation .....3 credits
MET 220 Advanced Programmable Logic Controllers.....4 credits

Industrial Electrical, Motors & PLC's (CAS)

- **29 credits**

Complete the Industrial Electrical, Motors and PLC's CP.....23 credits

Complete these General Education courses:

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

Mathematics.....3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 103 or BUS 133.

Industrial Electrical, Motors & PLC's (AAS) • 64 credits

Complete the Industrial Electrical, Motors & PLC's CAS..... 29 credits

PLUS

General Education Courses

Communications .....3 credits
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Computer Science .....6 credits
CIS 105 Computer Applications and Information Technology.....3 credits
CIS 141 Managing and Maintaining Your PC I (A+) .....3 credits

Discipline Studies (Per the lists on page 66)**..... 7 credits**
Select one course from the **Physical and Biological Sciences** list .....4 credits
Select one course from either the **Arts and Humanities** or **Social and Behavioral Science** lists.....3 credits

Required Electives..... 19 credits
Choose from any unduplicated MET courses.

Industrial Mechanics and Fluid Power Specialization

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

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

Career Opportunities

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

The median annual salary in Arizona was $56,900 in May 2016.

(SOC 17-3024) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, May 2016.

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

Industrial Mechanics and Fluid Power (CP)

- **25 credits**

MET 100 Introduction to Mechatronics .....4 credits
MET 120 Industrial Mechanics I .....5 credits
MET 150 Industrial Mechanics II .....6 credits
MET 160 Rotating Electrical Machines .....4 credits
MET 230 Integrated Manufacturing Systems .....3 credits
MET 241 Hydraulic Troubleshooting .....3 credits

Industrial Mechanics and Fluid Power (CAS)

- **31 credits**

Complete the Industrial Mechanics and Fluid Power CP.....25 credits

Complete these General Education courses:

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

Mathematics.....3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 103 or BUS 133.

Industrial Mechanics & Fluid Power (AAS) • 64 credits

Complete the Industrial Mechanics and Fluid Power CAS..... 31 credits

PLUS

General Education Courses

Communications .....3 credits
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Computer Science .....6 credits
CIS 105 Computer Applications and Information Technology.....3 credits
CIS 141 Managing and Maintaining Your PC I (A+) .....3 credits

Discipline Studies (Per the lists on page 66)**..... 7 credits**
Select one course from the **Physical and Biological Sciences** list .....4 credits
Select one course from either the **Arts and Humanities** or **Social and Behavioral Science** lists.....3 credits

Required Electives..... 17 credits
Choose from any unduplicated MET courses.

Medical Assistant (MDA)

Certificate (CAS) & AAS Degree Options

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

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

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

Career Opportunities

Employment of medical assistants is projected to grow 23 percent from 2014 to 2024, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

The median annual salary for North Nonmetropolitan Arizona was $29,830 in May 2016.

(SOC 31-9092) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, May 2016.

Cost & Time for Completion

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

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

Medical Assistant (CAS) • 40 credits

Complete these Core courses

BIO 160 Introduction to Human Anatomy and Physiology .....4 credits
OR BIO 201 AND 202* Human Anatomy and Physiology I & II (8 credits)
BUS 119 Medical Office Administrative Procedures .....3 credits
BUS 231 Microsoft Office Level I .....3 credits
HES 109 Phlebotomy .....4 credits
HES 170 Medical Terminology for Clinical Health Professionals .....3 credits
HES 180 Basic Pharmacology .....3 credits
MDA 124 Clinical Procedures I .....5 credits
MDA 125 Clinical Procedures II .....5 credits
MDA 126 Medical Assistant Externship .....4 credits
**See an NPC academic adviser if selecting the BIO 201/202 option*

PLUS these General Education courses

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

Mathematics .....3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101.

Associate of Applied Science (AAS) • 64 credits

Complete the Medical Assistant CAS .....40 credits

General Education Courses

Communications .....3 credits
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies (Per the lists on page **66**)

Arts and Humanities .....3 credits
Select one course from the **Arts and Humanities** section.

Social and Behavioral Sciences .....6 credits
One course from the **Social and Behavioral Sciences** list .....3 credits
AND PSY 101 Introduction to Psychology .....3 credits

PLUS

Required Electives ..... 9 credits

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

Unrestricted Electives ..... 3 credits

Any unduplicated 100 or higher level course .....3 credits

Nursing Studies (NUR)

Program Overview

NPC Nursing Programs include:

- Multiple Exit Program – CNA to RN
- LPN to RN Transition
- Paramedic to RN Transition
- RN Refresher Program

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

When the graduate becomes a registered nurse, he or she can apply to Northern Arizona University, Arizona State University or other universities or colleges to complete the upper division courses in nursing that apply to a BSN.

Check with your NPC or university academic adviser or visit ***www.npc.edu/nursing-programs-LPN-RN***

■ *Requirements:*

Note**:** Admission to the college does not guarantee admission to the Nursing Program.

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

- Applicants to the **CNA to RN** nursing program must hold a current Arizona Certified Nursing Assistant (CNA) license in good standing.
- Applicants to the **LPN to RN** program must hold a valid Arizona Licensed Practical Nurse (LPN) license that is active and in good standing.
- Applicants to the **Paramedic to RN Transition** program must be an active certified paramedic with a minimum of one year experience as a paramedic.
- Applicants to the **RN Refresher** program must acquire a temporary license from the Arizona State Board of Nursing upon acceptance into the NPC program.

■ *Emphasis:*

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

CNA to RN

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

LPN to RN

For the student who is a **Licensed Practical Nurse (LPN)**, who wishes to enter the program to acquire the Associate of Applied Science in Nursing Degree and become a Registered Nurse (RN), the prerequisite requirements and admission standards are identical to the Multiple Exit CNA to RN Program, with the exception of the CNA course. The student should meet with an NPC academic adviser and provide evidence of current Arizona Licensed Practical Nurse licensure that is active and in good standing. Decisions regarding acceptance are determined by the Nursing Admission Committee. **Additional fees may apply for assessed credit by evaluation.** *Evaluation and approval of assessed credit does not guarantee admission to the Nursing program.*

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

Paramedic to RN Transition

For the student who is currently a **certified paramedic** and wishes to enter the program to acquire the Associate of Applied Science in Nursing Degree and become a Registered Nurse (RN), the prerequisite course requirements and admission standards are identical to the Multiple Exit CNA to RN Program, with the exception of the CNA course. Prerequisites must be completed by July 1 prior to enrolling in the third semester NUR 221 nursing course.

The student should meet with an NPC academic adviser and provide evidence of certification. Decisions regarding

Paramedic to RN Transition Continued

acceptance are determined by the Nursing Admission Committee. **Additional fees may apply for assessed credit by evaluation.** *Evaluation and approval of assessed credit does not guarantee admission to the Nursing program.* The student is eligible to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN) when program requirements are successfully completed.

■ *Student Nurse Guidelines*

Patient safety dictates that specific Nursing Program student guidelines apply to this program that are more stringent than the general college student policies. A copy of the *Nursing Program Student Handbook* is issued to students admitted to the program. In case of state-mandated changes, curriculum and/or guidelines could change.

Clinical experiences take place in various health care agencies in and outside of Northland's district. Hours may vary from the class schedule depending on the clinical placement. Travel and overnight stays may be required.

Admission to the NPC Nursing Program

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

Admission Selection:

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

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

■ *Why choose NPC's Nursing Program?*

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

Prerequisite Courses Required Before Nursing Program Admission

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

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

Practical Nursing (CAS) • 51 credits

Complete these General Education courses

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

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

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

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

Communications ..... 6 credits
ENL 101 College Composition I..... 3 credits
ENL 102 College Composition II..... 3 credits

Mathematics
Elementary Algebra score: ASSET, 41; ACCUPLACER, 57; or ACT Math score of 21 within one year prior to application to the nursing program.

Arts and Humanities
No requirements

Physical and Biological Sciences ..... 20 credits
BIO 181 General Biology I..... 4 credits
BIO 201 Human Anatomy and Physiology I..... 4 credits
BIO 202 Human Anatomy and Physiology II..... 4 credits
BIO 205 Microbiology..... 4 credits
CHM 130 Fundamental Chemistry..... 4 credits

Social and Behavioral Sciences..... 6 credits
PSY 240 Developmental Psychology..... 3 credits

PLUS one of the following:
ANT 102 Cultural Anthropology..... 3 credits
SOC 101 Introduction to Sociology..... 3 credits

CNA to RN (AAS) • 72 credits

Must have current Arizona CNA license in good standing.
Complete the RN (AAS) General Education Requirements ..... 32 credits

Plus, these Core Requirements ..... 40 credits
NUR 117 Pharmacology I..... 2 credits
NUR 118 Pharmacology II..... 2 credits
NUR 121 Nursing I..... 8 credits
NUR 122 Nursing II..... 8 credits
NUR 125 Practical Nurse Completion..... 2 credits
NUR 219 NCLEX Review Seminar..... 2 credits
NUR 221 Nursing III..... 8 credits
NUR 222 Nursing IV..... 8 credits

LPN to RN (AAS) • 57 credits

Must have current Arizona Licensed Practical Nurse (LPN) license, active and in good standing

Complete the RN (AAS) General Education Requirements ..... 32 credits

Plus, these Core Requirements ..... 25 credits
NUR 116 LPN to RN Transition..... 3 credits
NUR 117 Pharmacology I..... 2 credits
NUR 118 Pharmacology II..... 2 credits
NUR 219 NCLEX Review Seminar..... 2 credits
NUR 221 Nursing III..... 8 credits
NUR 222 Nursing IV..... 8 credits

Paramedic to RN (AAS) • 65 credits

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

Complete the RN (AAS) General Education Requirements ..... 32 credits

Plus, these Core Requirements ..... 33 credits
NUR 123 Paramedic to Nurse Bridge Course..... 11 credits
NUR 117 Pharmacology I..... 2 credits
NUR 118 Pharmacology II..... 2 credits
NUR 219 NCLEX Review Seminar..... 2 credits
NUR 221 Nursing III..... 8 credits
NUR 222 Nursing IV..... 8 credits

■ *Career Opportunities*

According to the U.S. Bureau of Labor Statistics, employment of registered nurses is expected to grow 16 percent until 2024, faster than the average for all occupations. The demand for registered nurses is projected to generate 439,300 new jobs over the next seven years, with Arizona RN salaries averaging $73,430 per year and LPN's averaging $51,670. (May 2016, SOC 29-1141, 29-2061)

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition.

■ *Cost & Time for Completion*

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

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

Nursing Assistant (NAT)

Certificate of Proficiency (CP)

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

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

Career Opportunities

Employment of nursing assistants is projected to grow 17 percent through 2024, much faster than the average for all occupations. Because of the growing elderly population, many nursing assistants will be needed to assist and care for these patients.

The median annual salary for North Nonmetropolitan Arizona was $30,280 in May 2016.

(SOC 31-1014) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition.

Cost & Time for Completion

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

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

Nursing Assistant (CP only) • 20 credits

Communications ..... ***3 credits***
- ENL 101 or higher, with grade of "C" or better ..... 3 credits
- HES 120 Law and Ethics of the Health Care Professional ..... 3 credits
- HES 145 Nutrition ..... 3 credits
- HES 170 Medical Terminology ..... 3 credits

Mathematics ..... ***3 credits***
- Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101.
- NAT 101 ..... 5 credits

Requirements:

To earn the Certificate of Proficiency in Nursing Assistant, a student must complete the program with a grade-point average of 'C' or better.

Additionally, under the Arizona Nurse Practice Act, an applicant can be denied certification as a nursing assistant if convicted of a felony or addicted to habit-forming drugs or if the applicant in any other way fails to meet qualifications required by law. To enter any clinical coursework, a current TB skin test must be completed.

Additional Costs/Requirements

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

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

Note: Students planning to enter the NPC Nursing Program must have current Arizona licensure as a Certified Nursing Assistant.
See an academic adviser or Nursing Department for details.

Paramedicine (EMT)

Certificates (CP & CAS) and AAS Degree

Direct to Work

How do I start?

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

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

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

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

Prerequisites:

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

1. Be an Arizona certified EMT-Basic with a minimum of one year of experience
2. Meet NPC placement requirements for *ENL 101 (College Composition I)* and *MAT 101 (Basic Technical Mathematics)*
3. Have a TB skin test within six months of the start of the program and MMR and Hepatitis B (or waiver) immunizations.

Cost & Time for Completion

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

You can access the current data for the Paramedicine (CP & CAS) Program at ***www.npc.edu/emergency-medical-services***.

Northland Pioneer College's Paramedic Program is accredited by the

CAAHEP Commission on Accreditation of Allied Health Education Programs

1361 Park Street • Clearwater, FL 33756 • (727) 210-2350 • Fax (727) 210-2354 • www.caahep.org

CAAHEP Accreditation for Paramedics: "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels."

Paramedicine (CP) • 52 credits

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

Paramedicine (CAS) • 58 credits

Complete the Paramedicine CP .....***52 credits***

Plus,

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

Mathematics .....***3 credits***
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Paramedicine (AAS) • 70 credits

Complete the Paramedicine CAS .....***58 credits***

Plus

General Education Courses

Communications .....***3 credits***
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies (Per the lists on page 66) ..... 9 credits

Arts and Humanities .....***3 credits***
Select one course from the **Arts and Humanities** section.
PHL 105 is recommended, but not required

Social and Behavioral Sciences .....***6 credits***
PSY 101 Introduction to Psychology .....3 credits
AND
One additional non-PSY course from the **Social and Behavorial Sciences** list .....3 credits

REVISED

Welding (WLD)

Certificates of Proficiency (CP)

Why study Welding?

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

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

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

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

Welding Training Centers

NPC offers Welding training at three locations:

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

Welding Level I – Entry Level Welder (CP) • 13 credits

WLD 100 Safety and Math.....2 credits
WLD 170 Metal Preparation, Quality and Alignment.....2 credits
WLD 171 Welding Cutting Processes.....2 credits
WLD 172 SMAW ARC.....3 credits
WLD 173 SMAW Open Root Plate.....2 credits
WLD 174 SMAW V-Groove with Backing.....2 credits

Welding Level II – Intermediate Welder (CP) • 11 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 175 GMAW Plate.....3 credits
WLD 176 FCAW Plate.....3 credits
WLD 177 GTAW (TIG) Plate.....3 credits
WLD 178 Metallurgy, Drawings and Symbols.....2 credits

Welding Level III – Advanced Welder (CP) • 21 credits

Student must complete all of the requirements for Welding Level I & II and receive a Certificate of Proficiency for Level I & II before receiving the Welding Level III certificate.

WLD 179 AWS Prep.....2 credits
WLD 200 AWS Certification.....4 credits
WLD 280 GMAW (MIG) Pipe.....3 credits
WLD 281 FCAW Pipe.....3 credits
WLD 282 GTAW CS Pipe.....3 credits
WLD 283 GTAW LA and SS Pipe.....3 credits
WLD 284 SMAW CS Pipe.....3 credits

Certificate (CAS) and AAS Degree Options

Career Opportunities

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

But you don't have to stray too far from home for a good salary. The BLS reports experienced welders in Arizona earned a median average salary of $42,330.

(SOC 51.4121) May 2016 Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition.

Cost & Time for Completion

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

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

Certificate of Applied Science (CAS) • 30 credits

Complete the Welding Level I Entry Level Welder CP ..... ***13 credits***

Complete the Welding Level II Intermediate Welder CP ..... ***11 credits***

PLUS

Communications ..... ***3 credits***

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

Mathematics ..... ***3 credits***

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) • 64 credits

Complete the Welding CAS ..... ***30 credits***

Complete the Welding Level III Advanced Welder CP ..... ***21 credits***

Plus

General Education Courses

Communications ..... ***3 credits***

Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies ..... 7 credits

Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.

PLUS

Electives ..... 3 credits

Student must complete a minimum of three credits from the following:

WLD 134 Fundamentals of Plastic Welding ..... 3 credits
WLD 288 Advanced Topics in Welding: Aluminum ..... 6 credits
WLD 290 Welding Fabrication ..... 3 credits
WLD 291 Internship for Welding ..... 2 credits
Or any unduplicated 100-level course or higher ..... 3 credits

Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVES℠

Northland Pioneer College
Pre-Registration Course Selection Form

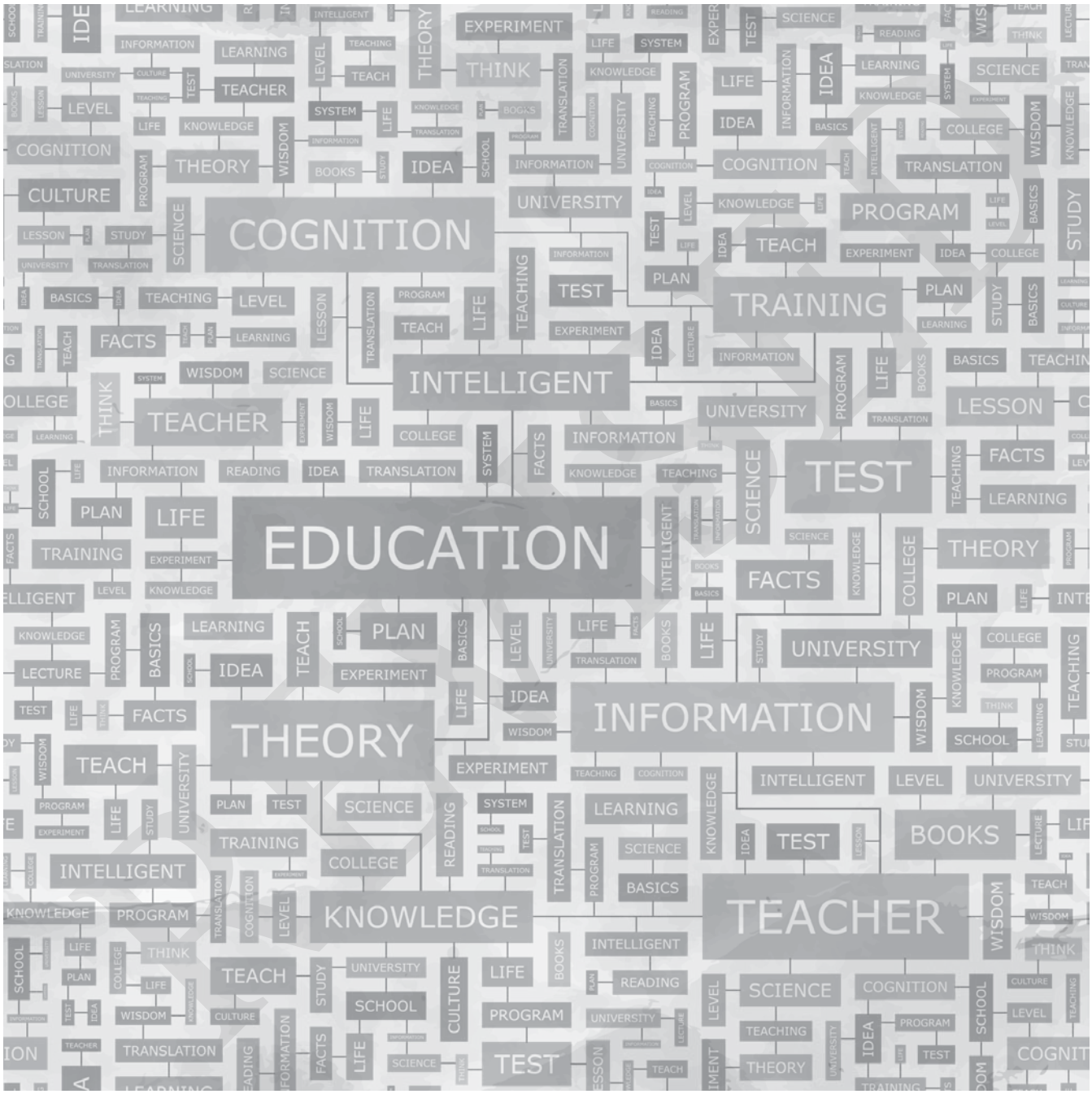
Steps for selecting courses:

Semester _____

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.	HDE	105	35	Success Strategies for College	R	8-10:44pm	Hill, A.	3	$0
1									
2									
3									
4									
5									
6									
7									
8									

Course Descriptions



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 have an additional notation: the **Shared Unique Number (SUN)**. The SUN# symbol appears with those course descriptions. For an explantion of the SUN advantages, *see page 63* in this catalog.

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Anthropology (ANT) 115
Art (ART) 115
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Biology (BIO) 118
Business (BUS) 118
Chemistry (CHM) 121
College and Career Prepreparation (CCP) 122
Computer Information Systems (CIS) 123
Construction Technology (CON) 125
Cosmetology (COS) 127
Drafting (DRF) 129
Early Childhood Development (ECD) 130
Economics (ECN) 134
Education (EDU) 134
Emergency Medical Technology (EMT) 137
English (ENL) 138
Film and Digital Video (FDV) 140
Fire Science (FRS) 140
French (FRE) 141
Geography (GEO) 141
Geology (GLG) 142
German (GER) 142
Health and Physical Education (HPE) 142
Health Sciences (HES) 144
Heavy Equipment Operations (HQO) 145
History (HIS) 146
Home Crafts and Technology (HCT) 147
Honors Colloquia (HON) 147
Human Development (HDE) 147
Human Services (HUS) 147
Humanities (HUM) 148
Industrial Arts (INA) 148
Industrial Maintenance (IMO) 149
Information and Communication Technology (ICT) 152
Languages (LAN) 152
Mathematics (MAT) 153
Mechatronics (MET) 154
Medical Assistant (MDA) 155
Music (MUS) 155
Nursing (NUR) 157
Nursing Assistant Training (NAT) 158
Pharmacy Technician (PHT) 158
Philosophy (PHL) 158
Photography (PHO) 158
Physics (PHY) 159
Political Science (POS) 159
Psychology (PSY) 159
Sociology (SOC) 160
Spanish (SPA) 160
Speech, Theatre & Film (SPT) 161
Welding (WLD) 162
Workshops & Special Project Classes 165R

REVISED

Administration of Justice Studies (AJS)

AJS 102 • Intensive Police Academy

36 credits

Intensive Police Certification meets the Arizona Peace Officers Standards and Training (AzPOST) curriculum: criminal and traffic investigations, community relations, administration of justice, patrol procedures, report writing, physical conditioning, defensive tactics, weapons proficiency/safety, and first aid. **Prerequisite:** Sponsorship by Arizona law enforcement agency. 32 lecture; 12 lab.

Anthropology (ANT)

ANT 102 • Cultural Anthropology

3 credits

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 104 • Biological Anthropology and Human Origins

4 credits

Study of human evolution and variation, including fossil hominids and their tools, primate anatomy and behavior, human genetics and the environment. **Prerequisite:** Satisfactory placement. Three lecture; three lab.

ANT 120 • Buried Cities and Lost Tribes

3 credits

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 credits

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 credits

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 credits

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 credits SUN# ART 1112

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 credits 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 credits

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 credits 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 credits 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 credits

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 credit

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 credits

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 credits

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.

REVISED

ART 175 • Painting I

3 credits

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 credits

Introduction to watercolor techniques and materials, color theory and color mixing, and composition. **Prerequisite:** ART 105 is recommended. Two lecture; two lab.

ART 185 • Hand building Pottery

3 credits

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 credits

Introduces students to the techniques, materials and creative aspects of clay sculpture. Two lecture; two lab.

ART 187 • Raku Pottery

3 credits

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 credits

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 credits

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 credits

Continued study in drawing the human form with emphasis on management of materials and creativity. **Prerequisite:** ART 110. Two lecture; two lab.

ART 215 • Native American Art

3 credits

Intended to provide students with an introduction and selective overview of art of the native peoples of North America. Focus is on significant two- and three-dimensional art as well as installation art before and after establishment of formal art institutions. **Prerequisite:** Satisfactory placement. Three lecture.

ART 220 • Painting II

3 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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.

REVISED

Automotive Technology (ATO)

ATO 103 • Safety and Hazardous Materials

2 credits

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 placement. Two lecture.

ATO 107 • Engine Repair I

3 credits

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 placement. One lecture; four lab.

ATO 108 • Engine Repair II

2 credits

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 credits

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 placement. One lecture; four lab.

ATO 110 • Engine Performance II

3 credits

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 credits

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 credits

Covers general automatic transmission and transaxle diagnosis in vehicle repair and maintenance. **Prerequisite:** Satisfactory placement. One lecture; four lab.

ATO 113 • Automatic Transmission Systems II

3 credits

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 credits

Covers operation, inspection, repair and maintenance of the brake hydraulic systems, power brake systems and wheel bearings. **Prerequisite:** Satisfactory placement. One lecture; three lab.

ATO 115 • Brake Systems II

2 credits

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 134 • Fundamentals of Plastic Welding

3 credits

Fundamentals of plastic welding introduces theories pertaining to: thermoplastics welding techniques, plastic identification processes, fusion welding, chemical welding processes, and thermoset plastics. **Prerequisite:** WLD 100 or CON 100 or CON 107 or ATO 103 or instructor permission. Three lecture

ATO 205 • Suspension and Steering Systems

4 credits

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 placement. Two lecture; four lab.

ATO 207 • Electrical and Electronics Systems I

3 credits

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 multimeter during diagnosis of electrical problems, including source voltage, voltage drop, current flow, and resistance. **Prerequisite:** Satisfactory placement. One lecture; four lab.

ATO 208 • Electrical and Electronics Systems II

3 credits

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 credits

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 credits

Covers operation, diagnosis, service and repair of automotive heating and air conditioning systems. **Prerequisite:** Satisfactory placement. Two lecture; four lab.

ATO 212 • Manual Drive Train and Axles

4 credits

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 placement. Two lecture; four lab.

REVISED

Biology (BIO)

BIO 100 • Biology Concepts
4 credits

A one-semester introductory course covering basic principles and concepts of biology for non majors. 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 credits

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 credits

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 credits 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 health care professions. *Requirement for all advanced biology courses.* **Prerequisite:** Satisfactory placement. Three lecture; three lab.

BIO 182 • General Biology II
4 credits 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 credits 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. **Prerequisite:** BIO 181; **Co-requisite:** CHM 130 or CHM152. Three lecture; three lab.

BIO 202 • Human Anatomy and Physiology II
4 credits 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 credits 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 CHM 152. Three lecture; three lab.

BIO 241 • Human Genetics
3 credit

An introduction to the basic concepts and principles of human heredity with an emphasis on the medical and health aspects of human genetics. Topics include Mendelian genetics, cytogenetics, molecular /biochemical genetics, polygenetics and population genetics. **Prerequisite:** BIO 181 or equivalent or instructor permission. Three lecture.

Business (BUS)

BUS 100 • Introduction to Business
3 credits

Introduction to business operations. Includes marketing, management, human resources, finance, stakeholder relations, and the economic environment of capitalism. Three lecture.

BUS 101 • Business Grammar
1 credit

A review of grammar, punctuation, spelling, forms of address and up-to-date formatting techniques as they apply to business writing, and correct usage of business reference materials. One lecture.

BUS 102 • Proofreading Mastery
1 credit

Develop the ability to recognize common errors in mechanics, form and content often overlooked in documents and apply this skill in practical operations. **Prerequisites:** BUS 101 and keyboarding skills of 20 words per minute. One lecture.

BUS 103 • Success on Your Job
2 credits

How to successfully get and keep a job. Emphasizes human relations, time management, business dress, business etiquette, positive attitude development and résumé/portfolio development. Two lecture.

BUS 104 • Developing Your Professionalism
1 credit

This course will provide the student with a knowledge and awareness of professionalism in the workplace. The student is also provided with methods and approaches to improving and developing his or her professional presence. One lecture.

REVISED

BUS 105 • Techniques of Supervision

3 credits

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 credits

Personal money management with emphasis on budgeting, use of credit, insurance, investments and other financial planning topics. Three lecture.

BUS 107 • Basic Keyboarding

1 credit

Students learn correct technique to build good keyboarding skills for the entire keyboard including letters, numbers and symbols. One-half lecture; one lab.

BUS 108 • Basic Keyboarding and Document Processing

3 credits

Students learn to type by touch with acceptable or better technique, increase speed and accuracy and format documents (emails, letters, memos, reports and tables) using word processing software. Two lecture; two lab. *Requires Windows-based operating system.*

BUS 109 • Advanced Keyboarding and Document Processing

3 credits

Advanced course to increase keyboarding speed and accuracy while maintaining proper technique. Format documents (emails, letters, memos, reports, legal and medical documents and tables) using word processing software from arranged and unarranged copy. **Prerequisite:** BUS 108 or instructor permission Two lecture; two lab. *Requires Windows-based operating system.*

BUS 110 • Small Business Management

3 credits

Emphasizes launching and growing new entrepreneurial ventures. Topics covered are small business principles, management, marketing, accounting, finance and budgeting techniques. Three lecture.

BUS 111 • Ten-Key Skill Mastery

1 credit

Teaches numeric keypad by touch (without looking at keys) to develop speed and accuracy necessary to apply this knowledge in a variety of data entry situations. One-half lecture; one lab.

BUS 112 • Fundamentals of Bookkeeping

3 credits

Introduction to accounting principles that includes: Accounting for a proprietorship, analyzing transactions, cash control systems, journals, general ledgers, payroll records, financial statements and adjusting entries. Two lecture; two lab.

BUS 117 • Principles of Financial Accounting I

3 credits

Introduction to principles of accounting. Topics include journalizing entries, preparation of financial statements, accounting for cash and receivables, assets and liabilities. Three lecture.

BUS 118 • Computerized Medical Billing

3 credits

Introduction to terminology and practices associated with computerized medical billing and provides experience with the program. Designed for students with basic keyboarding skills. Three lecture. *Requires Windows-based operating system.*

BUS 119 • Medical Office Administrative Procedures

3 credits

Trains student for administrative duties in a medical office. Students learn exercises in judgment, independent action and coping with interruptions. Covers proper techniques for communications, making appointments, transcribing patient histories, recording charges and payments, completing insurance forms and maintaining financial records. **Prerequisite:** BUS 108 or instructor permission. Three lecture.

BUS 120 • Principles of Financial Accounting II

3 credits SUN# ACC 2201

Formal accounting concepts, procedures and practices. Accounting techniques for corporate entities, financing, inventory cost control systems, accounting for stocks and bonds. **Prerequisite:** BUS 117 or instructor permission. Three lecture.

BUS 121 • Principles of Accounting – Managerial

3 credits SUN# ACC 2202

Covers accounting equity issues, statements of change in financial position, analysis of financial statements and cost accounting. **Prerequisite:** BUS 120 or instructor permission. Three lecture.

BUS 122 • Computerized Accounting with Quickbooks

3 credits

Computer accounting concepts on Quickbooks software, preparing balance sheets, income statements, statement of cash flows, setting up a business accounting system, adjusting entries, budgeting and reports. Two lecture; two lab.

BUS 123 • Income Tax Procedures

3 credits

Overview of individual, partnership and corporation income tax system. Includes tax calculation, who must file, filing status, exemptions, itemized deductions and standard deductions. Introduction to capital gains and losses along with tax information available through the IRS also included. Three lecture.

BUS 125 • Payroll Accounting

3 credits

Payroll accounting concepts using manual and computerized systems. Includes payroll and personnel records, computing wages and salaries, Social Security taxes, income tax withholding, unemployment compensation and journal entries. Three lecture.

BUS 126 • Vocabulary for the Medical Office

3 credits

Introduction to medical word roots, combining forms, prefixes and suffixes needed to become familiar with medical terms used in the front medical office. Three lecture.

BUS 128 • Microsoft Excel Applications for Business

3 credits

Explores spreadsheet software to design electronic spreadsheets for business, financial analysis and forecasting. Two lecture; two lab.

BUS 131 • Medical Transcription Fundamentals

3 credits

Development of medical transcription skills, including punctuation and spelling of medical terms. Listening skills, including techniques for understanding foreign speakers of English, are developed. Development of accuracy in medical transcription is emphasized. **Prerequisites:** BUS 108 and BUS 126. Two lecture; two lab.

REVISED

BUS 132 • Introduction to Public Administration

3 credits

A study of the roles and functions of public bureaucracies within the larger governmental and social systems, the critical importance of technology, intergovernmental communication and information exchanges among all levels of government. Three lecture.

BUS 133 • Business Mathematics

3 credits

An introduction to the practice in mathematics of fundamental business operations and applications including payroll, finance, interest, loans and investments. **Prerequisite:** CCP 088 or satisfactory placement. Three lecture.

BUS 144 • Professional Office Skills

3 credits

Survey of the evolving modern office and the procedures related to modern technology. Basic skills covered include human relations, oral/written communications, records management, basic mathematics and business grammar review, reprographics, time management, supervision/management and telecommunications. **Prerequisite:** Keyboarding skills equivalent to 20 words a minute. Three lecture.

BUS 149 • Microsoft Publisher Basics

1 credit

Basics of desktop publishing using Microsoft Publisher software. Includes page layout, graphics, and manipulating text using various tools, scanned images and special effects. Designed for students with basic keyboarding skills. **Prerequisite:** Keyboarding skills of 20 words per minute. One-half lecture; one lab.

BUS 150 • Administrative Policymaking

3 credits

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 credit

Introduction to Microsoft Excel spreadsheet software with personal and business applications. Designed for student with basic keyboarding skills. Half-credit lecture; one lab.

BUS 152 • Microsoft Word Basics

1 credit

Get started with Microsoft Word. Learn to create, edit, format and print Word documents. Learn to create and format tables, sort data, merge cells, perform calculations and custom format. **Prerequisite:** Basic keyboarding skills. One-half lecture; one lab.

BUS 155 • Microsoft Word Level I

3 credits

Level I coverage of Microsoft Word. Software applications include preparing reports, letters, memos and other business documents, creating macros, and inserting graphics into documents. Designed for student with basic keyboarding skills. **Prerequisite:** Keyboarding skills equivalent to 20 words per minute. Two lecture; two lab.

BUS 170 • Written Business Communication

3 credits

Effective communication in organizational setting. Topics include memo and letter writing skills, reports and other business documents. **Prerequisites:** Keyboarding skills of 20 words per minute, and BUS 101 and BUS 102 or instructor permission. Three lecture.

BUS 180 • Organizational Behavior

3 credits

Introduction to theories of organization including communication and teamwork, motivation, group behavior, organizational culture and organizational design. Examination of real-world examples. **Prerequisite:** BUS 100 or instructor permission. Three lecture.

BUS 181 • Medical Records Management

1 credit

Various filing methods used in the processing of medical records as well as issues related to confidentiality and release of medical records. One lecture.

BUS 182 • Records Management

3 credits

Covers types of records management systems and approaches to filing including developments in digital data storage. Three lecture.

BUS 183 • Electronic Medical Records

3 credits

Introduces all facets of electronic health record (EHR) applications in medical practice. Includes coverage of administrative topics such as billing systems and scheduling appointments as well as clinical tasks, including charting progress notes and working with diagnostic orders. **Prerequisite:** BUS 126 or instructor permission. Three lecture.

BUS 184 • Medical Scribe

3 credits

Prepares students to work as Medical Scribes. Students will practice real-time clinical documentation and workflow efficiencies by collecting information gathered at a simulated point-of-care encounter with a patient and a provider and will input data to create and maintain comprehensive and accurate electronic heath records. **Prerequisite:** Keyboarding skill of at least 25 wpm; BUS 183 or instructor permission. Three lecture.

BUS 185 • Ethics in Management

3 credits

Introduction to theories of ethics for organizational managers. Perspectives on ethics are covered with applications to stakeholders and consideration of government regulation. Analysis of real-world examples. Three lecture.

BUS 201 • Quantitative Methods

3 credits

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 202 • Professional Customer Service

1 credit

Provides student with knowledge of customer service and the fundamental abilities and strategies leading to successful customer service in any type of organization. One lecture.

BUS 203 • Introduction to Business Communication

3 credits

Facilitates critical analysis of communication in a variety of social and cultural contexts. Examines communication products/processes and the various ways we negotiate their importance. Includes theory and practice of communication skills in public, small group, and interpersonal settings, and the study of the speech communication process. Three lecture.

REVISED

BUS 206 • Legal, Ethical, Global & Regulatory Environment of Business

3 credits

Basic coverage of the environment of business, including legal and ethical issues and the regulatory and global environment of business that affect business policies and decisions. Three lecture.

BUS 210 • Principles of Management

3 credits

Presents 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 concepts in management. Three lecture.

BUS 214 • Executive Office Administration

3 credits

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. **Prerequisite:** BUS 100 or BUS 144 or BUS 119. Three lecture.

BUS 215 • Principles of Retail Management

3 credits

Provides a strategic, decision-making approach that illustrates how retailers plan for and adapt to today's changing and complex retail environment. Topics include target markets, retailing strategies, competitive analysis, and merchandising. Three lecture.

BUS 220 • Principles of Marketing

3 credits

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 credits

Covers concepts in motivation, leadership, organizational development, workplace diversity, safety, job design and career planning. Three lecture.

BUS 227 • Medical Coding

4 credits

Medical coding is the transformation of narrative descriptions of diseases, injuries and health care procedures into numeric or alphanumeric designations (code numbers). Students learn to assign and identify the information by using the accurate ICD, HCPCS and CPT code books. Medical terminology and anatomy briefly covered. **Prerequisite:** BUS 126 or instructor permission. Four lecture.

BUS 230 • Organizational Leadership

3 credits

Traditional leadership theory with current leadership topics including culture, ethics, diversity, strategic leadership and change management. Provides models for effectively handling leadership functions. Three lecture.

BUS 231 • Microsoft Office Level I

3 credits

Level I Microsoft Office Applications. Includes coverage of Windows, Microsoft Word, Excel, Access and PowerPoint. Students apply problem-solving techniques to complete a variety of projects including integrating Office applications. Combined with BUS 234 this course helps prepare the student for the core Microsoft Office Specialist (MOS) certification examination. **Prerequisite:** Keyboarding skills of 20 words per minute. Two lecture; two lab.

BUS 234 • Microsoft Office Level II

3 credits

Advanced course covers applications in Microsoft Office Suite including Word, Excel, Access, and PowerPoint. Students apply advanced problem-solving techniques to complete professional-looking documents and projects. Combined with BUS 231 this course helps prepare the student for the core Microsoft Office Specialist (MOS) Certification examination. **Prerequisite:** BUS 231 Two lecture; two lab.

BUS 238 • Financial Management and Budgeting

3 credits

This course provides non-accounting business students with an overview of managerial finance topics, to include financial statement analysis, budget and pro-forma financial statement development, capital budgeting techniques, and management of short-term assets and short-term liabilities. Additionally, students will learn concepts related to financial planning and control. Three lecture.

BUS 240 • Entrepreneurship

3 credits

Combines practical, step-by-step approach with a theoretical foundation to form basic understanding of the theory, process and practice of entrepreneurship. Provides the opportunity to apply ideas and develop useful entrepreneurial skills. **Prerequisite:** BUS 110. Three lecture.

BUS 255 • Microsoft Word Level II

3 credits

Level two coverage of Microsoft Word. Software applications include advanced software applications such as tables and charts, inserting and modifying pictures and illustrations, linking and embedding objects and creating and modifying newsletters. **Prerequisite:** BUS 155 or instructor permission. Two lecture; two lab.

Chemistry (CHM)

CHM 130 • Fundamental Chemistry

4 credits 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 credits 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.

REVISED

CHM 152 • General Chemistry II

4 credits 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.

College and Career Preparation (CCP)

CCP 010 • Literacy I

2 credits

Introduction to beginning reading and writing to build a foundation based in everyday activities and career readiness utilizing the Laubach method. **Prerequisite:** Satisfactory placement. One lecture; two lab.

CCP 020 • Literacy II

2 credits

Introduction to second level of reading and writing skills utilizing Labauch method with emphasis on sight and written vocabulary. Continued use of technology as it applies to career readiness. **Prerequisite:** Diagnostic testing and/or CCP 010 mastery. One lecture; two lab.

CCP 030 • Literacy III

2 credits

Level three literary skills including reading and writing words with long and short vowel patterns; diagramming parts of speech; increased reading and writing vocabulary; applying the writing process to a variety of writing products will enhance keyboard skills. **Prerequisite:** Diagnostic testing and/or CCP 020 mastery. One lecture; two lab.

CCP 052 • Reading/Writing Applications I

3 credits

Reading and writing study and practice with integrated math application activities through a career focus. **Prerequisite:** Satisfactory placement. Two lecture; two lab.

CCP 55X • Opportunities Through Education

0 credits

Orientation to assess a student's readiness for the High School Equivalency test. Placement testing will determine areas of remediation while introducing students to the various services and academic degrees offered by NPC. One-half lecture.

CCP 062 • Reading and Writing Applications II

3 credits

Students are taught to comprehend complex functional, informational, and literary texts. Students are taught to apply the writing process to create a variety of analytical writing products that reflect the understanding of materials read. **Prerequisite:** Satisfactory placement. Two lecture; two lab.

CCP 068 • Mathematical Applications II

3 credits

Instruction and practice of foundational math skills with real-world applications for work, home, and continuing education. **Prerequisite:** Satisfactory placement. Two lecture; two lab.

CCP 072 • Reading and Writing Applications III Science

3 credits

Strengthens the skills of reading and writing in the areas of Life Science, Physical Science, and Earth and Space Science in preparation for college and career success. **Prerequisite:** Satisfactory placement. Two lecture; two lab.

CCP 074 • Reading and Writing Applications III Social Studies

3 credits

Strengthens skills and concepts in the areas of US history, civics, political systems, economics, and geography with integration of reading and writing skills in preparation for college and career success. **Prerequisite:** Satisfactory placement. Two lecture; two lab.

CCP 077 • High School Equivalency Prep I

3 credits

Introduction to Arizona's high school equivalency content, study and test skill strategies. Instruction designed to improve student's basic skills while building confidence. **Prerequisite:** Satisfactory placement - ABEIII. Three lecture.

CCP 078 • Math Applications III

3 credits

A comprehensive approach to mathematical concepts for application in the workforce with math instruction and practice using real-world careers with each concept. This is a preparation course for college and career readiness. **Prerequisite:** Satisfactory placement. Two lecture; two lab.

CCP 082 • Reading/Writing Applications IV

3 credits

Reading and writing skills are integrated with science and social studies to create proficiency in independently disseminating complex information in a variety of content areas. **Prerequisite:** Satisfactory placement. Two lecture; two lab.

CCP 084 • High School Equivalency Prep: Civics

1 credit

Introduction to Arizona's high school equivalency civics content. Instruction is designed to increase student's content knowledge and improve basic skills while building confidence in the test-taking process. **Prerequisite:** Satisfactory placement. One lecture.

CCP 087 • High School Equivalency Exam Prep II

3 credits

Content review, study preparation, and confidence building to complete one or more sub-tests of the Arizona high school equivalency exam. **Prerequisite:** Satisfactory placement. Three lecture.

CCP 088 • Beginning Algebra with Applications

3 credits

Beginning algebra through mathematical exploration and modeling of real problems. Topics include signed numbers, measurement, one and two variable data, linear equations, graphing, and polynomials. **Prerequisite:** Satisfactory placement. Two lecture; two lab.

CCP 098 • High School Equivalency Ready

0.5 credit

Provides students with test taking strategies, computer skill assessments, and high school equivalency practice tests to determine readiness to pass the Arizona high school equivalency test. **Prerequisite:** Satisfactory placement. One-half lecture.

CCP 103 • Workforce Skills

2 credits

Enhances soft skills and provides instruction and practice with workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus soft skills in Work Discipline, Teamwork, Managerial Potential, and Customer Service Orientation. Includes National Career Readiness Certificate Plus preparation and WorkKeys Assessment. One lecture; two lab.

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CCP 104 • Workforce Skills II

2 credits

Advanced workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus skills in Customer Service, Problem Solving and Critical Thinking. Emphasis will be placed on developing a functional résumé and refining interview skills. **Prerequisite:** Satisfactory placement. One lecture; two 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 credit

Introduction to Windows operating environment that takes a critical-thinking approach to teaching Windows concepts and skills. In addition to in-depth coverage of essential topics such as: hardware, software, terminology, file management, Internet and email, and additional Windows tools. One lecture.

CIS 105 • Computer Applications and Information Technology

3 credits SUN# CIS 1120

Introduces business information systems and the uses of business application software with emphasis on database and spreadsheet packages. **Prerequisite:** Satisfactory placement. Three lecture.

CIS 111 • Introduction to Programming

3 credits

Introduces students to concepts of problem-solving using structured and object-oriented programming, algorithmic design, computer systems concepts, and social and ethical responsibilities. **Prerequisites:** CIS 105, placement equivalent to completion of MAT 112, or instructor permission. Two lecture; two lab.

CIS 113 • Multimedia

3 credits

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 credits

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 credits

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 credits

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 credits

The course will take students from simple to complex application of the Flash authoring tool. Throughout the course students will progress from basic graphics, to animation, interactivity, audio and video and action script. Students will create optimized Flash movies that can be published as Flash, or mobile application files. Two lecture; two lab.

CIS 119 • Page Layout and Design

3 credits

Students learn page layout and design concepts hands-on using industry standard layout and design software. Students learn to produce professional documents that can be output to various devices and formats, including printers, Portable Document Files (PDF) and exported to XHTML and XML. **Prerequisite:** CIS 115 or instructor permission. Two lecture; two lab.

CIS 125 • Effective Communication with Digital Media

3 credits

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. **Prerequisite:** CIS 105 or instructor permission. Two lecture; two lab.

CIS 130 • Information Security Fundamentals

3 credits

Students learn the basic concepts and principles of information security along with current risks and threats to an organization's data and the fundamental approaches to secure computers and networks. **Prerequisite:** CIS 105 or instructor permission. Three lecture.

CIS 135 • IT Assessment, Audit, and Controls

3 credits

Students develop a thorough understanding of how to identify and mitigate risk related to information systems and learn how to develop plans and processes for a holistic approach to information security for an organization. **Prerequisite:** CIS 130 or instructor permission. Three lecture.

CIS 141 • Managing and Maintaining Your PC I (A+)

3 credits

Comprehensive practical instruction on theory and skills relating to PC hardware, networking, mobile devices, and hardware and network troubleshooting. Course includes about 50 percent of the competencies required for A+ certification. **Prerequisite:** CIS 105 or instructor permission. Two lecture; two lab.

CIS 142 • Managing and Maintaining Your PC II (A+)

3 credits

Comprehensive practical instruction on theory and skills relating to Windows Operating Systems, other Operating Systems and technology, Security, Software Troubleshooting, and Operational Procedures. Course includes about 50 percent of the competencies required for A+ certification. **Prerequisite:** CIS 141 or instructor permission. Two lecture; two lab.

CIS 145 • Network+ Certification Preparation

3 credits

Overview of networking concepts, protocols, terminology and history. Students will learn and apply skills through traditional methods as well as hands-on labs. This course will prepare students for the CompTIA Network+ examination. **Prerequisite:** CIS141 or instructor permission. Two lecture; two lab.

REVISED

CIS 146 • Security+ Certification Preparation

3 credits

This course will prepare students for the CompTIA Security+ Certification examination. Topics include network security, compliance and operational security, threats and vulnerabilities, access control, cryptography, access control and identity management. **Prerequisite:** CIS 145 or instructor permission. Three lecture.

CIS 147 • PC Help Desk/Soft Skills

3 credits

Introduces students to the Help Desk environment, as well as other essential IT soft skills, teamwork, collaboration, time and project management skills. **Prerequisite:** CIS 105 or instructor permission. Two lecture; two lab.

CIS 148 • Applied Networking

3 credits

Hands-on application configuring switches, routers, VLANs, VPNs, ACLs, as well as troubleshooting. Through application students will develop a more thorough understanding of LANs, TCP/IP, IPv6, security, device hardening, as well as VoIP and network administration. **Prerequisite:** CIS 145 or instructor permission. Two lecture, two lab.

CIS 149 • Wireless Networking

3 credits

Student will be exposed to an overview of wireless networking. Concepts covered include fundamentals of RF behavior, the features and functions of WLAN components, installation, configuring, and troubleshooting WLAN hardware peripherals and protocols. This course will prepare students for the CWNA exam. **Prerequisite:** CIS 145 or instructor permission. Three lecture.

CIS 150 • Digital Culture

3 credits

Trans-disciplinary inquiry into the history, nature and implications of digital spaces and cultures. Students develop critical thinking capabilities and a humanistic perspective on the nature of cyberspace. Three lecture.

CIS 161 • Microsoft Operating Systems

3 credits

Covers in-depth uses of current Microsoft Operating Systems and takes a critical-thinking approach to teaching concepts and skills such as configuring hardware, software, interfaces, security, and practical skills. Two lecture; two lab.

CIS 171 • GNU Linux Operating System

3 credits

Introduction to the GNU/Linux Operating System. Students will learn to install, configure, maintain and troubleshoot Linux systems. Introduces the command line and graphical user interfaces for workstation user and systems administration purposes. **Prerequisite:** CIS 105 or instructor permission. Two lecture; two lab.

CIS 187 • Introduction to Web Development

3 credits

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 credits

Students learn the fundamentals of JavaScript as a web programming language. Includes basic programming concepts as they apply to using JavaScript with a focus on creating interactivity, with text and graphics. **Prerequisite:** CIS 187 or instructor permission. Two lecture; two lab.

CIS 217 • JAVA Programming, Introductory

3 credits

An introduction to the JAVA Programming Language. Students write programs in JAVA compiled with NetBeans IDE with an emphasis on problem analysis, structure and design. **Prerequisite:** CIS 111 or instructor permission. Two lecture; two lab.

CIS 225 • Programming in C Language

3 credits

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 CIS 171, or instructor permission. Two lecture; two lab.

CIS 226 • Programming in C++

3 credits

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 230 • Operating System Security

3 credits

Students learn to install, configure, and administer common desktop and server operating systems and their associated applications and services with a focus on securing these systems against risks, vulnerabilities, and threats. **Prerequisite:** CIS 130, and CIS 161, and CIS 171 or instructor permission. Two lecture; two lab.

CIS 231 • Digital Forensics and Investigations

3 credits

Students will learn about the legal and technical aspects of Digital Forensics, including general forensic processes, imaging, hashing, file recovery, file system basics, identifying mismatched file types, reporting, and laws regarding computer evidence. **Prerequisite:** CIS 230 or instructor permission. Two lecture; two lab.

CIS 232 • Network Security

3 credits

Students learn how to design, implement, and administer secure computer networks while exploring security incidents and intrusions, identifying and categorizing incidents, responding to incidents, log analysis, network traffic analysis, and utilizing various network security tools. **Prerequisite:** CIS 130 and CIS 145 or instructor permission. Two lecture; two lab.

CIS 233 • Ethical Hacking

3 credits

Students will learn about the ethical hacking methodology with a hands-on application of security tools to test and better secure information systems. Introduces common countermeasures that effectively reduce and/or mitigate attacks. **Prerequisite:** CIS 230 or instructor permission; **Co-requisite:** CIS 232 or instructor permission. Two lecture; two lab.

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CIS 243 • Database-Driven Websites

3 credits

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 credits

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:** CIS 105 or instructor permission. Two lecture; two lab.

CIS 250 • Electronic Commerce

3 credits

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 260 • Web Design Technologies

3 credits

Overview of current technologies used by web professionals to create visually engaging and interactive pages, sites, and applications at an intermediate to advanced level. **Prerequisite:** CIS 187 or instructor permission. Two lecture; two lab.

CIS 265 • Web Programming

3 credits

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 credits

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:** CIS 171 or instructor permission. Two lecture; two lab.

CIS 280 • Systems Analysis and Design

3 credits

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 286 • Educational Technology

3 credits

A technology literacy course for current and future educators in K-12 and postsecondary education. The course emphasizes skill development and familiarity in e-learning tools, online educational resources, instructional design, distance learning and educational technology standards. Knowledge and skills will be assessed through discussions, hands-on projects and digital portfolios. Three lecture.

CIS 295 • Applied Project for CIS

3 credits

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 toward an area of specialization in CIS and instructor permission. Two lecture; two lab.

Construction Technology (CON)

CON 100 • Construction Math and Safety

3 credits

Introduces principles and procedures for working safely in construction. Also focuses on basic math skills needed to calculate slope, volume, area and unit conversion. Explores OSHA 10-Hour construction safety topics. Three lecture.

CON 101 • Jobsite Layout

3 credits

Lecture of contextualized applied math topics for accurately measuring and laying out different types of construction projects, shapes, and structures. Focusing on applications of geometry and trigonometry as it applies to building layout, quality control, and site surveying. Three lecture.

CON 102 • Introduction to Construction Methods

3 credits

Introduction to principles and procedures to work safely in construction industry; construction terminology, hand tools, and power tools applications. OSHA 10 Hour construction safety topics are explored. Three lecture.

CON 105 • Engineering Principles and Construction Methods

3 credits

Examines basic engineering calculations, architectural design principles, materials used in construction, technical specifications, documents, contracts, methods and systems. Research project included. Three lecture.

CON 107 • Safety and Job Hazard Recognition

1 credit

Explores Federal Occupational Health and Safety Administration (OSHA) regulations as they pertain to the construction industry with focus on hazards in the workplace and methods to reduce work-related injuries. One lecture.

CON 110 • Plan Reading, Site Layout, Communication and Employment

3 credits

Introduction to basic skills of reading plans and specifications, communication fundamentals, site layout, and employability skills. Three lecture.

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CON 111 • Plan Reading and Employment

3 credits

Introduction to basic skills of reading plans, specifications, contractual documents, communication fundamentals, and employ-ability skills as they pertain to the construction industry. Three lecture.

CON 120 Concrete and Masonry Systems

3 credits

The theory and practice of construction work performed with mortar, brick, block (concrete masonry units), reinforced brick, reinforced concrete masonry, forming of structural concrete, and concrete placement. Additionally, explores the chemical characteristics of Portland cement based products, common tools used, terminology, and methodologies used to work with aforementioned materials. **Co-requisite:** CON 100 or CON 107 or CON 102. Two lecture, two lab

CON 121 • Cabinetmaking I

3 credits

Design and fabrication of wood and composition cabinets. Includes shop safety, cabinet style and design by function, materials, work plans, bill of materials and cutting lists, identification/use/care of hand tools, portable power tools and woodworking machinery, face frame and casework construction, basic joints, gluing techniques, finishing and installation methods. **Prerequisite:** CON 100. Two lecture; two lab.

CON 124 • Masonry Systems

3 credits

Theory and practice of construction with mortar, brick, block (concrete masonry units), reinforced brick and reinforced concrete masonry. **Prerequisites:** CON 100, CON 110. Two lecture; two lab.

CON 125 • Concrete Systems

3 credits

Explores theory and practice of methods and materials used for forming structural concrete and concrete placement in residential and commercial construction. **Prerequisites:** CON 100, CON 110. Two and one-half lecture; one lab.

CON 126 • Framing Systems

4 credits

Hands-on identification of different types of framing systems commonly used in the construction industry. Topics include: the components of walls, floor systems, stair layout and ceiling layout. Lecture on appropriate building codes and interpretation of construction documents as they pertain to carpentry. **Prerequisite:** CON 102 or CON 107 or CON 100. Two lecture; four lab.

CON 134 • Fundamentals of Plastic Welding

3 credits

Fundamentals of plastic welding introduces theories pertaining to: thermoplastics welding techniques, plastic identification processes, fusion welding, chemical welding processes, and thermoset plastics. **Prerequisite:** WLD 100 or CON 100 or CON 107 or ATO 103 or instructor permission. Three lecture

CON 140 • Computer Applications in Construction

3 credits

Computing theory and practice in computer applications for the design and construction industry. Introduction to Microsoft Excel, Word, Project, PowerPoint and/or estimating software. Explores some basics of CAD software for development of work plans. Includes basics of creating spreadsheets for estimating. Three lecture.

CON 145 • Roofing, Thermal and Moisture Protection Systems

3 credits

Hands-on roofing materials from low-slope to steep-slope roofing systems will be explored. Varying types of exterior finishes, weatherization and waterproofing systems will be constructed. Lecture of thermal properties of materials, thermal resistance and heat transfer. **Prerequisites:** CON 102, CON 107, CON 100 or instructor permission. Two lecture; two lab.

CON 150 • Interior Finish Systems and Weatherization

3 credits

Explores interior finish systems: drywall, insulation, soundproofing, firestopping, textures, trims, and painting in a hands-on environment. **Co-requisite:** CON 100 or CON 107 or CON 102 or instructor permission. Two lecture; two lab.

CON 180 • Construction Service Learning

3 credits

Places students in construction settings to perform and learn construction related duties in accordance with their goals and objectives in a service-based project that benefits the community. Six lab.

CON 181 • Building Maintenance

3 credits

Maintenance of residential, commercial, industrial and public buildings. Discusses safety and first aid, structural parts of buildings, exteriors, doors and windows, interiors, finish carpentry, concrete/masonry, landscape maintenance, electrical and mechanical system maintenance. Two lecture; two lab.

CON 200 • Integrated Construction Management/ Design Laboratory

3 credits

Construction of mock structures including building and assemblage of components, progress reporting, safety documentation, quality control, coordination of teams among design, management and trades. **Prerequisites:** CON 110 and CON 140 or department consent; **Co-requisites:** CON 145 or DRF 230. Two lecture; two lab.

CON 221 • Cabinetmaking II

3 credits

Advanced standard techniques of cabinetmaking. Includes shop safety for special setups, standard and customized cabinet dimensioning, detailed working drawings, specialized cabinet joinery, molding and trim applications, bending and laminating veneers and plastic laminates, design and fabrication of multi-component cabinet systems. **Prerequisite:** CON 121. Two lecture; two lab.

CON 222 • Cabinetmaking III

3 credits

Specialized techniques in cabinet production. Includes identification/use/care of specialized hand tools/portable power tools/machinery for mass production of cabinets, jigs and fixtures, designing and estimating materials for production cabinetry, production projects. **Prerequisite:** CON 221. Two lecture; two lab.

CON 223 • Heavy Highway Construction

3 credits

Introduces students to the basics of earthwork. Discussion of highway/heavy construction trade and pertinent safety; explores construction documents used for highway/heavy civil construction projects. Students required to perform hands-on calculations to determine site layouts, earthwork grades and material requirements. **Prerequisite:** CON 105. Two lecture; two lab.

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CON 227 • Electrical, Mechanical and Plumbing Systems

3 credits

Lecture-based approach to mechanical systems and basic electrical theories as they relate to building trades. Hands-on approach taken for plumbing and electrical systems. **Prerequisite:** CON 110. Two lecture; two lab.

CON 228 • Electrical Systems

3 credits

Introduction to electrical systems, wiring, the National Electrical Codes, and basic electrical theories as they relate to building trades. **Co-requisites:** CON 100 or CON 102 or CON 107 or instructor permission. Two lecture; two lab.

CON 229 • Plumbing and Mechanical Systems

3 credits

A hands-on approach is taken for plumbing systems used in residential construction. Lecture-based approach to mechanical systems; their applications and basic theories as they relate to buildings in which they are used. **Prerequisite:** CON 100 or CON 102 or CON 107 or instructor permission. Two lecture; two lab.

CON 230 • Sustainable Construction

3 credits

Lecture of roles of constructors in the green environment. Impacts of land development, materials, and manufacturing processes will be explored. LEED Green Building Council Criteria, green building technology, and structure orientation. **Co-requisite:** CON 105 or instructor permission. Three lecture.

CON 241 • Electrical Level I

3 credits

Orientation to the trade of electrical work, electrical safety, introduction to electrical circuits, introduction to the National Electric Code (NEC), device boxes, hand bending and electrical installation. **Prerequisite:** CON 227 or department chair approval. Two lecture; two lab.

CON 242 • Electrical Level II

3 credits

Lectures on sine wave generation. alternating current, lighting systems and transformers. Hands-on installation of light fixtures, conduit bending, cable pulling and switches. **Prerequisite:** CON 241 or department chair approval. Two lecture; two lab.

CON 263 • Cost Estimating, Scheduling and Planning

3 credits

Students calculate quantities of materials used in construction projects using spreadsheets and computers. Once quantities are determined, cost and duration to time of completion are applied to each task. **Prerequisite:** CON 140 or instructor approval. Two lecture; two lab.

CON 265 • Construction Capstone Portfolio

2 credits

Integration of construction processes including: operations, trades (masonry, concrete, carpentry, finishes, and electrical), and management processes. **Prerequisites:** CON 101, 102, 111, 120, 126, 145, 228, 229 or instructor permission. One and a half lecture; one lab.

Cosmetology (COS)

COS 113 • Introduction to Cosmetology

10 credits

The class allows the student to observe all of the demonstrations of competencies necessary to perform cosmetology services. Successful performance of these competencies and obtaining 300 clocked hours will allow progression to the next course. **Prerequisites:** Minimum 16 years of age with an official high school transcript with two English courses, one mathematics, one science and a minimum of 10 credits. A COMPASS Reading Score of 65 or an ASSET Reading Score of 36. Also AZ State identification *-OR-* Minimum age of 16 with a GED or high school diploma with COMPASS Reading Score of 65 or an ASSET Reading Score of 36. Also an AZ State identification. 20 lab.

COS 114 • Theory of Cosmetology II

3 credits

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 credits

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 credits

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 credits

Topics include facial/makeup, hair removal and nail care. **Prerequisite:** COS 116 or instructor permission. Two lecture.

COS 130 • Nail Technology Theory I

3 credits

Introduction to the Theory of Nail Technology: Orientation and Business Skills. **Prerequisite:** Satisfactory placement. Three lecture.

COS 131 • Nail Technology Theory II

3 credits

Theory of Nail Technology: Scientific concepts. **Prerequisite:** COS 130. Three lecture.

COS 132 • Nail Technology Basic Practicum Practice I

2 credits

This course is one of the series of practicum courses for students to perform proper procedures for a wide variety of nail technology-related skills. This includes providing satisfactory client services, proper communication skills, and demonstrating nail technology skills on mannequins. Four and a half lab.

COS 133 • Nail Technology Basic Practicum Practice II

2 credits

This course is one of the series of practicum courses for students to perform proper procedures for a wide variety of nail technology-related skills. This includes providing satisfactory client services, proper communication skills, and demonstrating nail technology skills on mannequins. **Prerequisite:** COS 132 Four and a half lab.

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COS 134 • Nail Technology Advanced Practicum Practice III

2 credits

This course is one of the series of practicum courses for students to perform proper procedures for a wide variety of nail technology-related skills. This includes providing satisfactory client services, proper communication skills, and demonstrating nail technology skills on mannequins. **Prerequisite:** COS 133 Four and a half lab.

COS 135 • Nail Technology Advanced Practicum Practice IV

2 credits

This course is one of the series of practicum courses for students to perform proper procedures for a wide variety of nail technology-related skills. This includes providing satisfactory client services, proper communication skills, and demonstrating nail technology skills on mannequins. **Prerequisite:** COS 134 Four and a half lab.

COS 136 • Nail Technology Advanced Practicum Practice V

2 credits

This course is one of the series of practicum courses for students to perform proper procedures for a wide variety of nail technology-related skills. This includes providing satisfactory client services, proper communication skills, and demonstrating nail technology skills on mannequins. **Prerequisite:** COS 135 Four and a half lab.

COS 137 • Nail Technology Advanced Practicum Practice VI

2 credits

This course is one of the series of practicum courses for students to perform proper procedures for a wide variety of nail technology-related skills. This includes providing satisfactory client services, proper communication skills, and demonstrating nail technology skills on mannequins. **Prerequisite:** COS 136 Four and a half lab.

COS 138 • Nail Technology Advanced Practicum Practice VII

2 credits

This course is one of the series of practicum courses for students to perform proper procedures for a wide variety of nail technology-related skills. This includes providing satisfactory client services, proper communication skills, and demonstrating nail technology skills on mannequins. **Prerequisite:** COS 137 Four and a half lab.

COS 209 • Science for Cosmetology Instructors

1 credit

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 credits

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 credits

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 credits

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 credits

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 credits

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.

COS 215 • Basic Practicum Practice I

2 credits

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 and a half lab.

COS 216 • Basic Practicum Practice II

2 credits

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 215; Four and a half lab.

COS 217 • Basic Practicum Practice III

2 credits

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 216; Four and a half lab.

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COS 218 • Basic Practicum Practice IV

2 credits

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 217; Four and a half lab.

COS 219 • Basic Practicum Practice V

2 credits

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 218; Four and a half lab.

COS 220 • Basic Practicum Practice VI

2 credits

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 219; Four and a half lab.

COS 221 • Basic Practicum Practice VII

2 credits

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 220; Four and a half lab.

COS 222 • Basic Practicum Practice VIII

2 credits

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 221; Four and a half lab.

COS 223 • Advanced Practicum Practice IX

2 credits

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 222; Four and a half lab.

COS 224 • Advanced Practicum Practice X

2 credits

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 223; Four and a half lab.

COS 225 • Advanced Practicum Practice XI

2 credits

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 224; Four and a half lab.

COS 226 • Advanced Practicum Practice XII

2 credits

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 225; Four and a half lab.

COS 227 • Advanced Practicum Practice XIII

2 credits

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 226; Four and a half lab.

COS 228 • Advanced Practicum Practice XIV

2 credits

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 227; Four and a half lab.

COS 229 • Advanced Practicum Practice XV

2 credits

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 228; Four and a half lab.

COS 230 • Advanced Practicum Practice XVI

2 credits

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 229; Four and a half lab.

Drafting (DRF)

DRF 120 • Technical Drafting I

3 credits

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.

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DRF 130 • Architectural Drafting I

3 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 3-D

3 credits

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 credits

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 credit

Overview of general health guidelines and practices in early childhood to promote children's physical and nutritional needs. Includes program development, working with families, and supporting children's physical activity and nutrition for the promotion of a healthy lifestyle beginning at the earliest age. One-half lecture; one clinical.

ECD 101 • The Child's Total Learning Environment

1 credit

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 credit

Overview of strategies for implementing safe practices and ensuring the safety of children in a variety of early childhood settings such as preschools, playgrounds, and homes. Includes ways to engage families in understanding practices for keeping children safe at home. One-half lecture; one clinical.

ECD 103 • Planned Arrangements and Schedules

1 credit

Methods of lesson planning and classroom scheduling to meet the needs of young children. One-half lecture; one lab.

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ECD 105 • Understanding Behavior and Encouraging Self-Discipline

1 credit

Strategies and methods for understanding children's behavior. Explores instructional techniques to promote self-regulation and support children's positive social-emotional development. **Co-requisite:** Concurrent enrollment in ECD 120. One-half lecture; one clinical.

ECD 107 • Collecting, Organizing and Using Teaching Aids

1 credit

Acquiring, maintaining and using effective teaching tools. One-half lecture; one lab.

ECD 108 • Observation and Assessment in Early Childhood

1 credit

Foundations in observing and assessing learning for the purpose of understanding development and guiding instruction for young children, birth through age eight. Covers a variety techniques and strategies for effectively documenting learning and interpreting results. **Co-requisites:** ECD 250 or ECD 147, ECD 148 and ECD 149. One-half -lecture; one clinical.

ECD 110 • Building Relationships with Families

1 credit

Overview of the importance of the family and early childhood professional relationship. Strategies for engaging with families and building strong relationships as a means to support children's positive growth and development. One-half lecture; one clinical.

ECD 111 • Supporting the Growth and Education of Parents

1 credit

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 credit

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 credit

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 credit

Mathematics concepts and activities to help children develop an understanding of relationships. One-half lecture; one lab.

ECD 115 • Nutrition in Early Childhood

1 credit

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 • Science and Discovery

1 credit

Methods and materials for supporting children's scientific thinking and inquiry skills. One-half lecture; one clinical.

ECD 119 • Field Trips

1 credit

Planning and methods of evaluating field trips. Techniques for enhancing the field trip experience. One-half lecture; one lab.

ECD 120 • Guidance and Development of Social-Emotional Development

1 credit

Overview of children's social-emotional development. Explores instructional strategies and techniques to build young children's social-emotional awareness and promote positive self-concepts. **Co-requisite:** Concurrent enrollment in ECD 105. One-half lecture; one clinical.

ECD 122 • Encouraging Open Expression

1 credit

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 credit

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 credit

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 credit

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 credit

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 credit

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 • Culture, Language and Community

1 credit

Explores how culture, language and community impact child development and learning. Reviews methods and materials that promote culturally and linguistically responsive environments and instruction in a variety of early childhood settings. One-half -lecture; one clinical.

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ECD 129 • Planning and Implementing a Bilingual Program

1 credit

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 credit

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 credit

Overview of brain development and learning theories and principles in early childhood. Strategies for applying theory to practice and using knowledge of learning to support children's comprehensive growth and development. One-half lecture; one clinical.

ECD 142 Designing Developmentally Effective Learning Environments

2 credits

Exploration of the foundations of constructivist, whole child learning approaches with particular focus on developmentally appropriate and effective practices in early childhood. Includes overview of specific curricula used in a variety of early childhood settings. **Co-requisites:** ECD 250 or ECD 147, ECD 148 and ECD 149. One lecture; two clinical.

ECD 143 Inclusion of Children with Special Needs

2 credits

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 credit

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 credit

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 credit

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 credit

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 • Math for School-Agers

1 credit

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 credit

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 credit

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 credit

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 credit

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 credit

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 credit

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.

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ECD 159 • Recordkeeping Skills for Infant/Toddler Care

1 credit

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 credit

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 in Infants and Toddlers

1 credit

Explores cognitive development in infants and toddlers with an emphasis on the application of knowledge in developing supports and services that promote cognitive development in very young learners. **Co-requisite:** ECD 163. One-half lecture; one clinical.

ECD 165 • Language Development of Infants and Toddlers

1 credit

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 credit

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 credit

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 credit

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 credit

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 credit

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 credit

Overview of professional ethics and behavior within the field of early childhood including, professional development, understanding of the core knowledge and competencies of the field, and the importance of ongoing professional growth. One-half lecture; one clinical.

ECD 181 • Recordkeeping for the Family Day Care Provider

1 credit

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 credit

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 credit

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 credits

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 186 Effective Interactions for Learning

1 credit

Students will gain an understanding of the important role of adult-child interactions in the development of young children. Course will explore the topics of attachment, building warm relationships, and effective scaffolding using questioning and language strategies to promote self-regulation and learning in children ages birth – five years. One-half lecture; one clinical.

ECD 187 Supporting STEM in Early Childhood

1 credit

Overview of integrated learning approaches to teaching young children science, technology, engineering and math (STEM) concepts. Reviews strategies and techniques for planning, developing, and implementing developmentally appropriate and effective STEM curriculum for young children birth to age five. **Co-requisites:** ECD 142 or ECD 136.One-half lecture; one clinical.

REVISED

ECD 200 • Introduction to Early Childhood Education
3 credits
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 credit
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 credit
Planning, developing, implementing and evaluating nutrition and food services for early childhood programs. One-half lecture; one lab.

ECD 217 • Early Childhood Language and Literacy
1 credit
Methods and materials to support young children's emerging language and literacy skills using whole child, integrated approaches to learning. Includes topics in communication, early reading and early writing. **Co-requisite:** ECD 142. One-half lecture; one clinical.

ECD 220 • Preschool Behavior Problems
3 credits
Step-by-step approach in dealing effectively with behavior problems of preschool children. **Prerequisite:** Satisfactory placement. Three lecture.

ECD 221 • Stress Management for Educators
2 credits
Strategies for managing time, space and people in the early childhood setting. **Prerequisite:** Satisfactory placement. Two lecture.

ECD 222 • Introduction to Early Childhood Special Education
3 credits
Overview of legislation, policies, issues, and trends in early childhood special education. Three lecture.

ECD 231 • Planning and Managing an Early Childhood Program
2 credits
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 credits
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 • Policies and Procedures in Early Childhood Programs
2 credits
Overview of early childhood systems, policies and procedures. Discussions of childcare licensure, quality early childhood programs, and other early childhood regulatory entities. One lecture; two clinical.

ECD 234 • Staffing an Early Childhood Program
2 credits
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 • Budgeting and Financial Management
2 credits
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 credits
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 credit
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 250 • Child Development I
3 credits
The child from conception through the preschool years. **Prerequisite:** Satisfactory placement. Three lecture.

ECD 251 • Child Development II
2 credits
The child from the middle childhood years through adolescence. **Prerequisite:** ECD 250. Two lecture.

Economics (ECN)

ECN 211 • Principles of Macroeconomics
3 credits SUN# ECN 2201
Study of the economic system as a whole, including the level of employment and diversity in income, fiscal and monetary policies, and the role of government in the economy. Also covered are economics of resource issues related to market failure and sustainability. **Prerequisite:** CCP 088 or satisfactory placement. Three lecture.

ECN 212 • Principles of Microeconomics
3 credits SUN# ECN 2202
Elements of supply and demand analysis. Examination of market structures, market allocation and externalities, labor markets and income distribution, and decision making by the individual firm. **Prerequisite:** CCP 088 or satisfactory placement. Three lecture.

Education (EDU)

EDU 101 • Effective Tutoring
1 credit
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.

REVISED

EDU 102 • Laubach Literacy Tutor Training

1 credit

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 credit

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 of Reading Programs

1 credit

An overview of reading and literacy development including the reading and language process. Course covers the components of effective reading programs as well as strategies and practices to support critical thinking development, learning styles and methods to support literacy success for all students. One-half lecture; one lab.

EDU 137 • Principles of Child Guidance

1 credit

Methods of promoting children's social and emotional growth and intelligence. Techniques include positive guidance and discipline methods and strategies which promote sound relationships and the development of positive self concept and self esteem. One-half lecture; one lab.

EDU 138 • Managing Children's Behavior

1 credit

Methods and strategies for understanding and working with specific behavioral challenges which are not improving through general guidance. Covers why children behave in challenging ways and how to best support positive change. One-half lecture; one lab.

EDU 139 • Assisting in Teaching Elementary School Physical Education

1 credit

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 credit

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 credit

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 credit

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 credit

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 credit

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 credit

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 credit

Methods and materials used in teaching elementary school art. One-half lecture; one lab.

EDU 149 • Use of Bulletin Boards and Classroom Decorations

1 credit

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 credits

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 credits

An overview of responsibilities and methods for substitute teaching in K-12 classrooms. Three lecture.

EDU 202 • Occupational/Physical Therapy Educational Assistant

3 credits

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 credits

An orientation to working as a technical assistant to a speech therapist in the school setting. Three lecture.

EDU 204 • The Effective Teacher

3 credits

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.

REVISED

EDU 205 • Community College in America

3 credits

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 credits

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 credits

Students enhance their tutoring skills through a continuation of Practicum I. **Prerequisite:** EDU 210. One lecture; four lab.

EDU 214 • Mentoring Practicum I

3 credits

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:** Pre-screening by the instructor. Two lecture; four lab.

EDU 215 • Mentoring Practicum II

3 credits

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 credits

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 credits

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 credit

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 credits

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 credit

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 credits

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 credits

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 credits

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 credits

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 credits

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 credit

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.

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EDU 282 • Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods

3 credits

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 286 • Educational Technology

3 credits

A technology literacy course for current and future educators in K-12 and postsecondary education. This course emphasizes skill development and familiarity in e-learning tools, online educational resources, instructional design, distance learning and educational technology standards. Knowledge and skills will be assessed through discussions, hands-on projects and digital portfolios. Three lecture.

EDU 291 • Children's Literature

3 credits

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. **Prerequisite:** ENL 101 or instructor permission. Three lecture.

Emergency Medical Technology (EMT)

EMT 104 • CPR and First Aid

0.5 credits

Designed to certify the student in CPR (Health Care Provider level) and First Aid (American Heart Association *or ASHI*). (Eight contact hours.) One-half lecture.

EMT 120 • Emergency Medical Responder

3 credits

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 *or ASHI with AED*. Three lecture

EMT 121 • Emergency Medical Responder Refresher

1 credit

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 credits

Course is required for anyone entering EMT 132 EMT-Basic. Introduction to medical terminology with basic anatomy and physiology of the human body as cornerstones for providing care to patients in the pre-hospital environment. Healthcare Provider CPR, a prerequisite for the EMT 132 course, is included. **Prerequisite:** Satisfactory placement. Three lecture.

EMT 132 • Emergency Medical Technician – Basic

9 credits

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 healthcare provider CPR (to include adult, child, infant and AED); satisfactory placement is required; successful completion of EMT 130 or permission from EMT program coordinator. Eight lecture; one lab.

EMT 133 • EMT – Basic Refresher

2 credits

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 credits

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 credits

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 credit

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.

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EMT 238 • Advanced Cardiac Life Support (ACLS) Renewal Course

0.5 credits

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 credits

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 credits

This is a **prerequisite** for EMT 244 and for any healthcare 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 credits

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 credits

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; satisfactory placement; current Health Care 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 credits

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 Health Care 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 credits

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; 0.3 lab.

EMT 251 • Instructor Strategy Renewal Course

0.5 credits

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 101 • College Composition I

3 credits SUN# ENG 1101

A course in the basic principles of college-level reading and writing. The course includes several academic essays and a short research paper. **Prerequisite:** Satisfactory placement, or CCP 082. Three lecture.

ENL 102 • College Composition II

3 credits SUN# ENG 1102

A course in the basic principles of college-level reading and writing, including literary analysis, documented critical essays and a longer research paper. **Prerequisite:** "C" or better in ENL 101. Three lecture.

ENL 109 • Technical Writing

3 credits

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 credits

Students study and write media scripts for television and radio commercials, documentaries, instruction videos, dramatizations, interviews and questionnaires/surveys. Three lecture.

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ENL 201 • Literary Magazine Production

3 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 291 • Children's Literature

3 credits

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. **Prerequisite:** ENL 101 or instructor permission. Three lecture.

REVISED

Film and Digital Video (FDV)

FDV 130 • Video Production
3 credits
Study and practice of basic principles and techniques of video production: audio, lighting, camera, video recording, graphics and sets, producing, directing and field production. Two lecture, two lab.

FDV 140 • Video Editing
3 credits
Introduction to the theories, history and practices of editing. Students will 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.

FDV 150 • Introduction to Film
3 credits
Introduction to the history, ideology and aesthetics of film, film theory and film criticism. **Prerequisite:** Satisfactory placement. Three lecture.

FDV 160 • Digital Audio For Film/TV
3 credits
Practical, hands-on experience in recording and editing audio for film and digital video productions. Develops skills using microphones, digital recorders and digital audio workstations. Overview of principles of audio for motion pictures. Emphasis on how to achieve professional results in creating a soundtrack for film and television productions. Two lecture, two lab.

FDV 210 • Screenplay Writing
3 credits
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.

FDV 220 • Film Aesthetics
3 credits
Provides in-depth study of common aesthetic techniques used in the making of films and digital videos. Focus on the filmmaker's decision process and how it affects the critical reception of the final film. Prepares students to undertake their own film/video projects by introducing them to the audio-visual language of film. **Prerequisite:** Satisfactory placement for general education in reading and writing. Three lecture.

FDV 222 • Digital Video Pre-Production Applications
2 credits
Pre-production of student's own short video project. Topics include casting and rehearsing for narrative productions, and researching and pre-interviewing for documentary productions. Skill development in budgeting, location scouting and basics of producing motion pictures. **Prerequisite:** FDV 130 or SPT 230 or instructor permission. One lecture, three lab.

FDV 232 • Digital Video Production Applications
2 credits
Production of student's own short video project, initiated in FDV 222. Builds and expands upon production skills learned in FDV 130 and FDV 260. Skill development in camera, design, lighting, sound and the myriad skills involved in producing and directing one's own work. **Co-requisite:** FDV 222 or instructor permission. One lecture, three lab.

FDV 242 • Digital Video Post-Production Applications
2 credits
Post-production of student's own short video project, initiated in FDV 222 and FDV 232. Builds and expands upon post-production skills learned in FDV 240. Topics include advanced non-linear video editing, advanced digital audio editing and preparing finished work for screening and distribution. **Co-requisites:** FDV 222 and 232 or instructor permission. One lecture, three lab.

Fire Science (FRS)

FRS 101 • Principles of Fire and Emergency Services Administration
3 credits
Overview into the organization and management of fire and emergency services departments. Emphasis is placed on fire and emergency service, ethics and leadership from the perspective of the company officer. Three lecture.

FRS 104 • Firefighter I and II
10 credits
Covers basic firefighting skills for the new fire department recruit or individual seeking to enter the fire service workforce. Instruction follows NFPA Standard 1001 and the Arizona Center for Fire Service Excellence to become eligible for Firefighter I & II certification. An approved agency sponsorship is preferred but not required. **Co-requisite:** FRS 110. Seven lecture; three lab.

FRS 110 • Hazardous Materials for First Responder
2 credits
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 126 • Rope Rescue I
1 credit
Foundational class in techniques and concepts in fire service rope rescue. One lecture.

FRS 127 • Rope Rescue II
1 credit
Hands-on class covering basic and advanced skills in technical litter evacuations in vertical environments. **Prerequisite:** FRS 126. One lecture.

FRS 128 • Rope Rescue III
1 credit
Hands-on class focusing on teamwork, rescue leadership and application of all rope rescue skills in real-life exercises. **Prerequisite:** FRS 127. One lecture.

FRS 130 • The Incident Command System
1 credit
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 132 • Fire Investigation I
3 credits
This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. **Prerequisites:** FRS 200, FRS 202, FRS 207 or instructor permission. Three lecture.

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FRS 135 • Fire Protection Hydraulics and Water Supply
3 credits
This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. **Prerequisite:** Demonstration of a competency in high school-level algebra or the equivalent is recommended. Two lecture; one lab.

FRS 137 • Strategies and Tactics
3 credits
Principles of fire ground control through utilization of personnel, equipment and extinguishing agents. Three lecture.

FRS 138 • Legal Aspects of Emergency Services
3 credits
An overview of federal, state and local laws that regulate emergency services, including a review of national standards, regulations and consensus standards. Three lecture.

FRS 139 • Confined Space Operations
3 credits
Overview of various types of confined space situations that a student may respond to during the course of their duties. Provides basic skills in recognizing and operating at a confined space emergency event. Two lecture; one lab.

FRS 141 • Fire Service Communication
3 credits
Application of written and oral communication in the fire service. Students write incident reports, daily logs and investigative and personnel documents along with oral presentations.
Prerequisite: ENL 101. Three lecture.

FRS 150 • Wildland Firefighter
2 credits
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 200 • Fire Behavior and Combustion
3 credits
An overview of the theories and fundamentals of how and why fires start, spread and are controlled. Three lecture.

FRS 201 • Fire Protection Systems
3 credits
Focuses on information relating to the features of design and operation of fire alarm systems. Three lecture.

FRS 202 • Principles of Emergency Services
3 credits
This course provides an overview to fire protection, career opportunities, culture and history of emergency services; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; introduction to fire strategy and tactics. Three lecture.

FRS 203 • Fire Prevention
3 credits
Summarizes the fundamental knowledge relating to the field of fire prevention. Students learn the history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education. Three lecture.

FRS 207 • Building Construction for Fire Prevention
3 credits
This course provides the components of building construction related to firefighter and life 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. Three lecture.

FRS 208 • Principles of Fire and Emergency Services Safety and Survival
3 credits
Summarizes the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral changes throughout the emergency services. Three lecture.

French (FRE)

FRE 100 • Beginning French Conversation
3 credits
Introduction to French through emphasis on phonology, basic structures and vocabulary manipulation. Three lecture.

FRE 101 • Elementary French I
4 credits 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 credits SUN# FRE 1102
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 credits
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 credits
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 credits
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.

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Geology (GLG)

GLG 101 • Introduction to Geology I Physical Geology

4 credits 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 credits

Historical geologic concepts and principles pertaining to Earth's origin and development. **Prerequisite:** GLG 101. Three lecture; three lab.

GLG 202 • Dinosaurs

3 credits

A review of dinosaur evolution, their taxonomy, ecology and physiology. Presents basic scientific techniques used to understand dinosaurs. **Prerequisite:** Satisfactory placement. Two lecture; three lab.

German (GER)

GER 100 • Beginning German Conversation

3 credits

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 credits 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 credits 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 credit

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 credit

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 credit

Hand and body movements of traditional hula dance will be discussed and performed. One lab.

HPE 097B • Intermediate Hula Dance

0.5 credit

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 credit

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 credit

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 credit

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.

HPE 097G • Western Line Dance

0.5 credit

Covers old and new line dances; all steps choreographed to individual songs. One lab.

HPE 097H • Beginning Progressive Two-Step Swing

0.5 credit

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.

HPE 097I • Intermediate Progressive Two-Step Swing

0.5 credit

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.

HPE 098A • Yoga Overview

0.5 credit

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.

HPE 101A • Yoga for Relaxation

1 credit

Focus on combination of breathing, concentration and physical movements. Routines followed by five to 10 minutes of relaxation techniques. Two lab.

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HPE 101B • Beginning Yoga

1 credit

An introduction to basic yoga poses, breathing techniques, principles of relaxation and body awareness designed to increase flexibility, strength, to create better concentration and promote feelings of relaxation. Two lab.

HPE 101C • Intermediate Yoga

1 credit

Students will build upon skills learned in beginning yoga, refining postures, breathing and meditation. Pranayama techniques and intermediate level Asanas will be introduced. Discussion of yoga philosophy will be interwoven with physical practice. **Prerequisite:** HPE 101B or instructor permission. Two lab.

HPE 106 • Aerobics

1 credits

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.

HPE 110 • Beginning Weight Training

1 credit

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.

HPE 111 • Advanced Weight Training

1 credit

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.

HPE 115 • Golf

1 credit

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. *(A special greens fee must be paid at the beginning of each class.)* One lecture; one lab.

HPE 124 • Beginning Swimming

1 credit

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.

HPE 126 • Fitness Swimming

1 credit

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.

HPE 127 • Aqua Fit

1 credit

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.

HPE 128 • Aquatic Calisthenics

1 credit

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.

HPE 136 • Karate I

1 credit

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.

HPE 137 • Karate II

1 credit

The basic skills of *Tae Kwon-Do* and/or *Shonto Kan* 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.

HPE 150 • Physical Fitness I

1 credit

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 151 • Physical Fitness II

1 credit

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 credit

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 credit

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 credit

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.

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HPE 155 • Physical Fitness VI

1 credit

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 credits

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 credit

Instruction and participation in a variety of North American square and round dances. Two lab.

HPE 218 • Personal Health

3 credits

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 credits

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 credits

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 103 • Direct Care Worker

4 credits

Prepares the direct care worker (DCW) to provide assistance in a home setting with the focus on skills development in performing personal care tasks and home management. **Prerequisites:** Satisfactory Reading placement score and current CPR card. Three lecture; two lab.

HES 106 • Introduction to Community Health Work

3 credits

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 credits

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 credits

Theory and practice of phlebotomy and specimen processing with practicum. Requires separate community clinical site practicum be arranged. **Prerequisites:** HES 170; DPS Level 1 Fingerprint Clearance Card; current health care provider CPR card; satisfactory placement; current negative TB skin test or negative chest X-ray; hepatitis B series proof of immunity or waiver; MMR and varicella immunization proof of immunity or waiver; be 18 years of age with high school diploma or equivalent; or instructor permission. Two lecture; four lab.

HES 120 Law and Ethics of the Health Care Professional

3 credits

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 credits

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 for Clinical Health Professionals

3 credits

Selected medical terminology directly related to health care practice, common medical procedures, body systems and anatomy and physiology. Emphasis is on practical application in the clinical setting through visually reinforced hands-on learning. Includes extensive memorization of common medical abbreviations and acronyms used in direct clinical care. Three lecture.

HES 180 • Basic Pharmacology

3 credits

Body systems approach focusing on drug classifications. Includes basic math review, dosage calculations and medication administration methods. **Prerequisite:** Any MAT course numbered 100 or higher. Three lecture.

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Heavy Equipment Operations (HQO)

HQO 108 • NCCER Core Curriculum Review
4 credits
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 credits
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 credits
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 credits
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 credits
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 credits
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 credits
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 credits
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:** Satisfactory placement or instructor permission, or CCP 088. Three lecture.

HQO 210 • Grades Part II and Civil Blueprint Reading
4 credits
Uses previous course (Grades Part I) information 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 credits
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 credits
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 credits
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 HQO 111 or instructor permission. Two lecture; four lab.

HQO 231 • Advanced Operational Tech and MSHA Annual Refresher
3 credits
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 credits
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.

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HQO 233 • Cranes and Rigging
2 credits
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 credits
Focuses on performance and skill improvement using a loader. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 241 • Advanced Dump Truck Operation
2 credits
Focuses on performance and skill improvement using a dump truck. **Prerequisite**: instructor permission. One lecture; two lab.

HQO 242 • Advanced Scraper Operation
2 credits
Focuses on performance and skill improvement using a scraper. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 243 • Advanced Backhoe Operation
2 credits
Focuses on performance and skill improvement using a backhoe. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 244 • Advanced Excavator Operation
2 credits
Focuses on performance and skill improvement using an excavator. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 245 • Advanced Forklift Operation
2 credits
Focuses on performance and skill improvement using a forklift. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 246 • Advanced Dozer Operation
2 credits
Focuses on performance and skill improvement using a dozer. **Prerequisite:** instructor permission. One lecture; two lab.

HQO 247 • Advanced Motor Grader Operation
2 credits
Focuses on performance and skill improvement using a motor grader. **Prerequisite:** instructor permission. One lecture; four lab.

HQO 248 • General Maintenance
2 credits
Focuses on basic maintenance of heavy equipment. **Prerequisite:** instructor permission. One lecture; two lab.

History (HIS)

HIS 101 • World History: Prehistory to 1450 CE
3 credits
Survey of the rise of complex societies, the formation of classical civilizations worldwide, cross-cultural exchange, technological and environmental change, oceanic exploration and the origins of the modern world. **Prerequisite:** Satisfactory placement. Three lecture.

HIS 102 • World History: 1450 CE to Present
3 credits
Survey of world history from 1450 CE to the present including such topics as: empires, globalization, colonization, nationalism, slavery, exploration, global economic changes, industry, revolution and world wars. **Prerequisite:** Satisfactory placement. Three lecture.

HIS 105 • U.S. History to 1877
3 credits SUN# HIS 1131
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 credits SUN# HIS 1132
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 credits
History of the U.S. Southwest with an emphasis on the history of Arizona, moving from prehistory to Puebloan and other Native American cultures, the arrival of the Spanish, Americans and 20th century developments. **Prerequisite:** Satisfactory placement. Three lecture.

HIS 115 • Navajo History
3 credits
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 credits
Traces origin and development of Western Europeans and their institutions from prehistory to the Enlightenment. **Prerequisite:** Satisfactory placement. Three lecture.

HIS 156 • Western Civilization since 1700
3 credits
Traces the origin and development of Western Europeans and their institutions and ideas from the Enlightment to the present. **Prerequisite:** Satisfactory placement. Three lecture.

HIS 201 • History of Women in America
3 credits
Thematic survey of women's lives in North America with an emphasis on the impact of gender across lines of race, ethnicity, religion and nationality. **Prerequisite:** Satisfactory placement. Three lecture.

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Home Crafts and Technology (HCT)

HCT 096A • Stained Glass
1.5 credits
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 credit
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 credit
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 credits
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 credits
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 credits
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 credits
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
HON 102 • Honors Colloquium II
HON 201 • Honors Colloquium III
HON 202 • Honors Colloquium IV
1 credit each
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 credits
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 103 • Workforce Skills
2 credits
Enhances soft skills and provides instruction and practice with workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information, plus soft skills in Work Discipline, Teamwork, Managerial Potential, and Customer Service Orientation. Includes National Center Readiness Certificate Plus preparation and WorkKeys Assessment. One lecture; two lab.

HDE 104 • Workforce Skills II
2 credits
Advanced workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus skills in Customer Service, Problem Solving and Critical Thinking. Emphasis will be placed on developing a functional résumé and refining interview skills. **Prerequisite:** Satisfactory placement. One lecture, two lab.

HDE 105 • Success Strategies for College
3 credits
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 credits
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 credits
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.

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HUS 112 • Biosystems/Pharmacology of Chemical Dependency

3 credits

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 140 • Group Dynamics

3 credits

Examination of small group and group dynamics in theory and practice through group discussion, role-play and socio-drama. Three lecture.

HUS 160 • Drug Abuse in Our Society

3 credits

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 credits

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 210 • Family Dynamics and Chemical Dependency

3 credits

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 251 • Developing a Culture of Care

2 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 103 • Furniture Making I

3 credits

Design, fabrication and finishing of basic types of wood furniture explored. Includes: shop safety, materials, tools, project design and planning. Furniture components, dimensioning, joinery, assembly and surface preparation demonstrated. Two lecture; two lab.

INA 104 • Furniture Making II

3 credits

Advanced course in design, fabrication/production, preparation and finishing of custom wood furniture. **Prerequisite:** INA 103. Two lecture; two lab.

INA 105 • Woodworking I

3 credits

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 credits

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 credits

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.

REVISED

INA 180 • Introduction to Upholstery
3 credits
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 credits
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 credits
Basic concepts of mathematics as they apply to the upholstery trade. Two lecture; two lab.

INA 183 • Upholstery Materials
3 credits
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 credits
Introduction to the basic sewing methods and equipment used in the upholstery trade. Two lecture; two lab.

INA 185 • Upholstery
3 credits
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 credits
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 credits
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 credits
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 credits
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 credits
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 credits
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 credits
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 credits
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 credits
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 credits
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.

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IMO 141 • Wastewater Collection and Treatment II

6 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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.

PREVIEW

IMO 200 • Systems Critical Thinking and Control

3 credits

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 credits

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 208 • Introduction to Energy Generation and Distribution

6 credits

Introduction to various types of energy and their conversion to useable energy such as electrical power. Includes how generated electrical is transmitted and distributed to the point of use. Five lecture, three lab.

IMO 210 • Power Principles I

6 credits

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 credits

Second course in a series of four that prepares students for entry-level positions as operators of power generation, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. Topics include: valves, piping, and auxiliaries, pumps, compressors, coal handling and heat exchangers. **Prerequisite:** IMO 208 or IMO 210 or instructor permission. Five lecture; three lab.

IMO 212 • Power Principles III

6 credits

Third course in a series of four that prepares students for entry-level positions as operators of power generation, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. Topics include: statistical process control, chemistry, electrical systems, instrumentation and control measurement, automatic process, refrigeration, water treatment and wastewater treatment. **Prerequisite:** IMO 211 or instructor permission. Five lecture; three lab.

IMO 213 • Power Principles IV

6 credits

Fourth course in a series of four that prepares students for entry-level positions as operators of power generation, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. Topics include: furnaces, plant boilers, power plant basics, steam cycle and turbines, power plant protection systems, air and water pollution control and troubleshooting. **Prerequisite:** IMO 212 or instructor permission. Five lecture; three lab.

IMO 214 • Advanced Power Plant Specific Training

5 credits

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 215 • Introduction to Steam Systems

3 credits

Introduction to steam systems, thermodynamics and boiler operation. Includes steam as an energy source, steam system operation and boilers. Also includes pressure and temperature control. Two lecture, two lab.

IMO 230 • Mechanical Maintenance I

6 credits

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 credits

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 credits

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 credits

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.

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IMO 234 • Power Generation Maintenance Mechanic

6 credits

Course that provides knowledge and skills necessary to be a certified Power Generations Maintenance Mechanic. **Prerequisite:** IMO 201, IMO 230, IMO 232. **Co-requisite:** IMO 233 Five lecture, four lab.

IMO 268 • Programmable Logic Controllers

6 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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

0.5 credit

Examination and practice of basic skills necessary to successful online learning.

ICT 096 • Teaching Online Learning

1 credit

Prepares students to teach ICT 095; covers rudimentary skills necessary to successful online learning and teaching.

Languages (LAN)

LAN 120 • Conversational Navajo I

3 credits

Simple conversation in Navajo. Three lecture.

LAN 121 • Conversational Navajo II

3 credits

Review of grammar and phonetics. Development of speaking, reading and writing skills. **Prerequisite:** LAN 120. Three lecture.

LAN 125 • Conversational Apache I

3 credits

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 credits

Beginning language drills and skills continued. Includes sentence structure and unusual vowel usage. **Prerequisite:** LAN 125. Three lecture.

LAN 130 • Conversational Hopi I

3 credits

Simple conversational Hopi. Three lecture.

LAN 131 • Conversational Hopi II

3 credits

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 credits

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 credits

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 171 • Navajo I

4 credits

Introduction to the Navajo language, with emphasis on developing the skills of listening, speaking, reading and writing. Stress on basic grammar, pronunciation, vocabulary and culture. Four lecture.

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LAN 172 • Navajo II

4 credits

Continuation of Navajo I. Emphasis on the vocabulary, verbs and sentence structures commonly used in the Navajo language. **Prerequisite:** LAN 171. Four lecture.

LAN 260 • Advanced American Sign Language

3 credits

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 credits

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 credits

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 101 • Basic Technical Mathematics

3 credits

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:** CCP 088 or satisfactory placement. Three lecture.

MAT 103 • Business Mathematics

3 credits

An introduction to the practice in mathematics of fundamental business operations and applications including payroll, finance, interest, loans and investments. **Prerequisite:** CCP 088 or satisfactory placement. Three lecture.

MAT 109 • Algebra I: Introductory

3 credits

A review of the fundamental skills of arithmetic and algebra, using techniques for handling algebraic expressions and solving linear equations/inequalities, with an emphasis on developing problem-solving strategies when solving applications. **Prerequisite:** CCP 082 or satisfactory Reading placement score and CCP 088 or satisfactory Mathematics placement score. Three lecture.

MAT 112 • Algebra II: Intermediate

3 credits

Extends the understanding of basic algebraic concepts and skills with an emphasis on factoring, exponents, complex numbers, operations of rational and radical expressions, and solving techniques for applications on quadratic, rational, exponential and logarithmic equations. **Prerequisite:** MAT 109 or satisfactory placement. Three lecture.

MAT 125 • Introduction to Statistics

3 credits

Statistical methods used in collecting, tabulating, analyzing and presenting data; frequency distributions; measures of central tendency; elementary probability; statistical inference. **Prerequisite:** MAT 112 or satisfactory placement. Three lecture.

MAT 142 • College Mathematics with Contemporary Applications

3 credits SUN# MAT 1142

Primary topics covered are management science, statistics, social choice and size/shape with an emphasis on developing quantitative skills and reasoning ability. **Prerequisite:** MAT 112 or satisfactory placement. Three lecture.

MAT 152 • Advanced Algebra

3 credits SUN# MAT 1151

Algebraic concepts with an emphasis on solving real-life applications that includes a review of basic algebra, equations, inequalities, functions, polynomials, rational, radical, exponential and logarithmic functions as well as sequences, series and combinatorics. **Prerequisites:** MAT 112 or satisfactory placement. Three lecture.

MAT 161 • Algebra-based Mathematics for Elementary Teachers I

3 credits

Topics include teaching critical thinking skills, problem solving, mathematical algorithms, number theory and proportional reasoning. **Prerequisites:** MAT 142 or MAT 152. Three lecture.

MAT 162 • Algebra-based Mathematics for Elementary Teachers II

3 credits

Topics include teaching measurement, analyzing data, algebra, plane and coordinate geometry, probability and statistics. **Prerequisite:** MAT 161. Three lecture.

MAT 189 • Pre-Calculus Algebra/Trigonometry

3 credits

Algebraic and trigonometric concepts with an emphasis on solving real-life applications that includes trigonometric functions, analytic trigonometry, vectors, systems of equations and inequalities, matrices and analytic geometry. **Prerequisites:** MAT 152. Three lecture.

MAT 211 • Technical Calculus

4 credits SUN# MAT 2212

Foundations of differential and integral calculus that includes applications in business, management, economics, life science and social science. Topics include applications of functions, derivatives, exponential and logarithmic functions, integration and multivariate calculus. **Prerequisite:** MAT 152. Four lecture.

MAT 221 • Calculus I

4 credits SUN# MAT 2220

An introduction to limits, continuity, differential and integral calculus of single variable functions and related applications. **Prerequisite:** MAT 189. Four lecture.

MAT 231 • Calculus II

4 credits SUN# MAT 2230

Topics include integration of proper and improper integrals with applications in geometry, science, engineering, mathematical modeling with differential equations, infinite series and analytic geometry. **Prerequisite:** MAT 221. Four lecture.

MAT 241 • Calculus III

4 credits SUN# MAT 2241

Topics include three-dimensional space, vector-valued functions, partial derivatives, multiple integrals and topics in vector calculus. **Prerequisite:** MAT 231. Four lecture.

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Mechatronics Engineering Technology (MET)

MET 100 • Introduction to Mechatronics

4 credits

Introduction to mechatronic production systems and basic manufacturing concepts. Covers basic skills and knowledge that any technical employee needs to be successful in a variety of manufacturing and other industrial settings. Also introduces robotics. Three lecture, three lab.

MET 110 • Manufacturing Fundamentals

3 credits

Overview of various types of manufacturing and jobs performed in the discrete, hybrid and continuous sectors within manufacturing and energy production. Provides basic skills and knowledge that any technical employee in manufacturing needs to be successful in the workplace. **Prerequisite:** Satisfactory placement. Two lecture; three lab.

MET 120 • Industrial Mechanics I

5 credits

Principles and applications of the most commonly found mechanical drive and fluid power components in industrial power plant and manufacturing environments. **Prerequisites:** Satisfactory placement scores in reading, writing and mathematics. Four lecture; three lab.

MET 130 • Industrial Electrical Systems

4 credits

Principles and applications of alternating (AC) and direct (DC) current electricity, industrial sequential control and electrical controls construction found in typical energy and manufacturing environments. **Prerequisites:** Satisfactory placement and MAT 112 or MAT 121 or any MAT course for which MAT 112 or MAT 121 is a prerequisite. Three lecture; three lab.

MET 140 • Introduction to Programmable Logic Controllers

4 credits

Principles and applications of programmable logic controllers (PLCs) found in typical energy and manufacturing environments. **Prerequisite:** MET 130. Three lecture; three lab.

MET 150 • Industrial Mechanics II

6 credits

Builds and expands upon Industrial Mechanics I covering principles and applications of additional mechanical drive and fluid power components, troubleshooting and looking at predictive and preventative maintenance techniques. **Prerequisite:** MET 120. Four lecture; six lab.

MET 160 • Rotating Electrical Machines

4 credits

Principles, applications, troubleshooting and maintenance of rotating electrical motors and electronic motor drives used in industry. **Prerequisite:** MET 130. Three lecture; three lab.

MET 200 • Robotics and Motion Control

4 credits

Provides background in programming and application of industrial robots and general purpose synchronized multi-axis motion control. Expands these concepts by combining multiple axes of motion to perform useful functions such as creating a flexible manufacturing system utilizing robots. **Prerequisites:** MET 140 and MET 160. Three lecture; three lab.

MET 210 • Process Control and Instrumentation

3 credits

Fundamentals of industrial processes and instrumentation controlling level, flow, temperature and pressure. Provides the maintenance technician with fundamentals for many applications in discrete and hybrid industries such as machining, assembly, food processing and packaging. **Prerequisite:** MET 130. Two lecture; three lab.

Met 220 • Advanced Programmable Logic Controllers

4 credits

Advanced principles and applications of programmable logic controllers (PLCs) in more advanced PLC families than covered in MET 140. Student has option to work with Rockwell/Allen-Bradley ControlLogix or Siemens S7 systems. **Prerequisite:** MET 140; **Co-requisites:** MET 200 and MET 210. Three lecture; three lab.

MET 230 • Integrated Manufacturing Systems

3 credits

This course guides the student through the processes of interfacing and integrating manufacturing components and unit operations into useful systems. **Prerequisites:** MET 200; **Co-requisite:** MET 220. Two lecture; three lab.

MET 238 • Mechatronics Capstone Project

3 credits

This course provides a capstone experience for the Mechatronics Area of Specialization by requiring that the student, together with a teammate(s), apply skills and knowledge from each of the program areas to an independent mechatronics project related to consumer goods packaging. **Prerequisites:** MET 150, MET 200, MET 210. **Co-requisite:** MET 220. Two lecture, three lab.

MET 240 • Mechatronics Application Project

4 credits

Capstone experience requiring the student, together with teammate(s), to apply skills and knowledge from each Mechatronics program area to an independent project related to consumer goods packaging. **Prerequisites:** MET 150, MET 200, MET 210 and MET 220. Two lecture, six lab.

MET 241 • Hydraulic Troubleshooting

3 credits

Teaches the physical principles of force, pressure, fluid flows and troubleshooting. Two lecture, two lab.

MET 242 • Industrial Maintenance Electrical and Instrumentation Technician Level I

6 credits

First course in a sequence of four developing a knowledge base of fundamental skills required of certified Electrical and Instrumentation Technician. **Prerequisite:** IMO 201 or instructor permission. Four and a half lecture; three lab.

MET 243 • Industrial Maintenance Electrical and Instrumentation Technician Level II

6 credits

Second course in a sequence of four developing a knowledge base of fundamental skills required of certified Electrical and Instrumentation Technician. **Prerequisite:** MET 242 or instructor permission. Four lecture; four lab.

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MET 244 • Industrial Maintenance Electrical and Instrumentation Technician Level III

6 credits

Third course in a sequence of four developing a knowledge base of fundamental skills required of certified Electrical and Instrumentation Technician. **Prerequisite:** MET 243 or instructor permission. Four lecture; four lab.

MET 245 • Industrial Maintenance Electrical and Instrumentation Technician Level IV

6 credits

Fourth course in a sequence of four developing a knowledge base of fundamental skills required of a certified Electrical and Instrumentation Technician. **Prerequisite:** MET 244 or instructor permission. Three lecture; six lab.

Medical Assistant (MDA)

MDA 124 • Clinical Procedures I

5 credits

Theory and skill development of clinical procedures. Includes infection control, vital signs, patient history, physical exam, positioning and draping, patient education and assisting in various medical specialties. **Co-requisites:** HES 170 and either BIO 160 or BIO 201 **AND** 202. Three lecture; six lab.

MDA 125 • Clinical Procedures II

5 credits

Theory and skill development of clinical procedures. Dosage calculation, medication administration, medical asepsis, sterilization and disinfection, electrocardiograms, minor surgery, office lab testing and career skills and development. **Prerequisites:** MDA 124; any MAT class 100 or above; satisfactory placement; EMT 104 (or equivalent); current American Red Cross First Aid card or equivalent in-person class. **Co-requisites:** BUS 119, HES 180. Three lecture; six lab.

MDA 126 • Medical Assistant Externship

4 credits

160-hour paid or unpaid externship in an ambulatory health care setting performing administrative/clinical procedures. Includes comprehensive review for RMA certification exam. Minimum grade 'C' to pass. Failing students may not repeat this course. Students withdrawing with instructor's permission may retake only once with instructor's permission. **Prerequisites:** Must have completed MDA 124 and MDA 125, with grades of 'C' or better, no earlier than the previous academic year and instructor permission; proof of current year flu vaccine immunization; and DPS Level 1 Fingerprint Clearance Card. **Co-requisites:** HES 109. One lecture; nine clinical.

Music (MUS)

MUS 100 • Northland Master Chorale

1 credit

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 credits

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 credit

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 credits

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 credit

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. Two lab.

MUS 130 • Instrumental Ensembles

1 credit

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 credits

Beginning intensive study of fundamentals of music and materials. Includes written exercises, original writing and the analysis of musical examples. Also covers beginning writing in four-part choral texture, structure of tonality, doubling and spacing of triads in root position and inversions and cadences. Three lecture.

MUS 136 • Music Theory II

3 credits

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 credit

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.

REVISED

MUS 138 • Ear Training II

1 credit

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credit

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 credit

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 credits

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 credits

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 credit

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 credit

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. Two lab.

MUS 250 • World Music

3 credits

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 credits

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.

REVISED

MUS 262 • Advanced Instrumental Conducting

2 credits

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 credits

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 credits

Continuation of MUS 275. Students wishing to take this course should contact instructor. **Prerequisite:** MUS 275. Three lecture.

MUS 285 • Band

1 credit

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 credit

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 105 • Nursing Calculations

1 credit

This course is designed to present mathematics necessary to convert between the American and metric systems of measurement, intake and outtake calculations, drug dosage calculations and determining IV flow rates in multiple formats, pediatric dosages. **Prerequisite:** Admission to Nursing Program. One lecture.

NUR 116 • LPN to RN Transition

3 credits

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 credits

Introduces student to use of pharmacological agents and provides theoretical development of competence in the safe and accurate administration of medications. **Prerequisite:** Enrollment in Nursing Program or instructor permission. Two lecture.

NUR 118 • Pharmacology II

2 credits

Extends student knowledge in the use of pharmacological agents. Theoretical development of competences in 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 credits

Focus on practice in the nursing student role with emphasis on the client's admission to and movement within the health care system, the student's development as a caring, competent nurse within the legal/ethical framework of the profession, and development of critical thinking and communication skills. **Prerequisite:** Admission into nursing program. Four lecture, eight clinical, four lab.

NUR 122 • Nursing II

8 credits

Focus on nursing care for individuals and families with chronic health conditions in well-defined practice settings. Emphasis on basic management concepts and continued development of critical thinking, nursing judgment and skills. **Prerequisites:** NUR 117 and NUR 121. Four lecture, eight clinical, four lab.

NUR 123 • Paramedic to Nurse Bridge Course

11 credits

This intensive course introduces the experienced paramedic to nursing process, critical reasoning, concept mapping, basic CNA and advanced nursing skills, medication calculations and administration, nutrition, a review of acute disease processes, theoretical development of clinical and cultural competencies and safe and accurate nursing practice. **Prerequisites:** Current paramedic certification and minimum of one year of active paramedic experience; Nursing Program prerequisites; admission to the Nursing Program; **Co-requisites:** NUR 117 and NUR 118. Eight lecture; nine clinical lab.

NUR 125 • Practical Nurse Completion

2 credits

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 credits

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 credits

Focus on nursing care of individuals and families experiencing developmental milestones. Includes group theory and nursing therapeutics related to parenteral therapy, assisting the client through acute health care issues, 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, eight clinical, four lab.

NUR 222 • Nursing IV

8 credits

Focus on the impact of acute health care conditions on individuals, families and groups. Emphasis is on synthesis and application of nursing therapeutics as students continue to develop in the role of the professional nurse with an introduction to organizational transitions. **Prerequisite:** NUR 221. Four lecture, eight clinical, four lab.

REVISED

NUR 290 • RN Refresher Course

8 credits

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 health care agency for 160 hours of approved clinical experience during the class. Students must obtain an Arizona Temporary Refresher License and DPS fingerprint clearance prior to start of course. **Prerequisite:** Eligible for Arizona State Board of Nursing RN License.

Nursing Assistant Training (NAT)

NAT 101 • Nursing Assistant Training

5 credits

Prepares students to assume the role and responsibilities of a nursing assistant within community health settings with a focus on long-term care. Complies with federal (OBRA) guidelines and preparation for the Arizona State Board of Nursing certification examination. **Prerequisite:** Satisfactory reading and math placement. **Co-requisite:** Healthcare Provider CPR and First Aid certification (EMT 104, or equivalent). Three lecture, three lab, three clinical. *Additional costs and requirements will apply.* *See page 108.*

Pharmacy Technician (PHT)

PHT 102 • Pharmacy Technician Training

8 credits

Prepares student for entry-level pharmacy technician positions. Includes medical and pharmaceutical terminology, basic anatomy and pharmaceutical calculations. Requires a 128-hour paid or unpaid externship. Provides instruction required to pass the national examination of the Pharmacy Technician Certification Board (PTCB). **Prerequisites:** Satisfactory placement; must be at least 18 years of age and have a high school diploma or equivalent; **Co-requisite:** EMT 104 or equivalent. **Externship Requirements:** Prior to starting the clinical externship, DPS Level 1 Fingerprint Clearance Card and Pharmacy Technician Trainee license from the Arizona State Board of Pharmacy must be obtained. Proof of legal US residency is required to obtain trainee license. Five lecture, two lab, 8 clinical.

Philosophy (PHL)

PHL 101 • Introduction to Philosophy

3 credits 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 credits SUN# PHI 1103

An introduction to the basic concepts of deductive and inductive logic. Covers informal fallacies, validity and soundness. Students learn elementary symbolic logic, methods of inductive reasoning and basics of scientific method. **Prerequisite:** Satisfactory placement. Three lecture.

PHL 105 • Introduction to Ethics

3 credits 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 credits

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 100 • Beginning Photography

3 credits

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 credits

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 credits

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 200 • Intermediate Photography

3 credits

Techniques and processes in creating fine photographic images. **Prerequisite:** PHO 100 or instructor permission. Two lecture; two lab.

PHO 201 • Intermediate Digital Photography

3 credits

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.

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PHO 212 • Color Photography I
3 credits
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 credits
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 credits
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 credits
Practical use of the large format view camera.
Prerequisite: PHO 200 or 220. Two lecture; two lab.

PHO 240 • Photography Portfolio
3 credits
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 credits
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 credits
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 non-photography student. Three lecture.

PHO 270 • Freelance and Stock Photography
3 credits
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 credits
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 credits 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 credits 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 credits 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 credits
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 credit
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 credit
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 credits 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 credits
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.

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PSY 201 • Introduction to Research and Statistics
4 credits
Introduction to basic concepts of experimental design and statistical analysis in psychological research. **Prerequisite:** Satisfactory placement. Four lecture.

PSY 230 • Introduction to Psychological Statistics
3 credits
Basic concepts in descriptive and inferential statistics, emphasizing applications to psychology. **Prerequisites:** PSY 101 or PSY 240 and MAT 142 or MAT 152 or equivalent placement scores in mathematics. Three lecture.

PSY 231 • Principles of Learning
3 credits
Methods, principles, applications and theoretical issues of learning. **Prerequisite:** Satisfactory placement. Three lecture.

PSY 240 • Developmental Psychology
3 credits
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 credits
Introduction to major theories and research findings of social psychology. Including theoretical perspectives of social psychology, understanding self and others, social cognition, attitudes and persuasion, social influence, interpersonal relations, aggression, prejudice and group processes. **Prerequisite:** Satisfactory placement. Three lecture.

PSY 270 • Abnormal Psychology
3 credits
To acquaint the student with the different areas of mental illness, including causes, symptoms and treatments. PSY 101 recommended. **Prerequisite:** Satisfactory placement. Three lecture.

PSY 290 • Research Methods in Psychology
4 credits
Basic concepts in research methodology, emphasizing applications to psychology. **Prerequisite:** PSY 230. Four lecture.

Sociology (SOC)

SOC 101 • Introduction to Sociology
3 credits SUN# SOC 1101
Fundamentals of sociology, organization of human groups and society and processes of interaction and social change. **Prerequisite:** Satisfactory reading and writing placement. Three lecture.

SOC 121 • Social Problems in America
3 credits
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 212 • Sex and Gender in Society
3 credits
Social processes that shape the construction of gender in society. The role of major social institutions in these processes, including distinguishing sex and gender, gender identity, sexual orientation and gender inequality. **Prerequisite:** Satisfactory reading and writing placement. Three lecture.

SOC 215 • Ethnicity and Race
3 credits SUN# SOC 2215
Examines the social construction of race and patterns of ethnic relations with an emphasis on the social histories and contemporary diversity of ethnic groups in the United States. Analyzes concepts of prejudice and discrimination, segregation and assimilation. **Prerequisite:** Satisfactory reading and writing placement. Three lecture.

SOC 225 • Sociology of the Family
3 credits
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 credits
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 credits 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 credits 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 credits 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 credits 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 credits
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.

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Speech, Theatre and Film (SPT)

SPT 110 • Fundamentals of Oral Communications

3 credits 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 credits

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 credits

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 credits

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 credits 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 credits

Introduction to the history, ideology and aesthetics of film, film theory and film criticism. **Prerequisite:** Satisfactory placement. Three lecture.

SPT 155 • History of Television

3 credits

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. **Prerequisite:** Satisfactory placement. Three lecture.

SPT 170 • Introduction to Acting

3 credits

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 credits

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 credit

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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.

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SPT 220 • Technical Theatre
3 credits
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 credits
Study and practice of 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 credits
Introduction to the theories, history and practices of editing. Students will 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 credits
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 credits
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 credits
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.

Welding (WLD)

WLD 100 • Safety and Math
2 credits
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 credits
Introduction to various forms of metal artwork techniques including basic blacksmith forging, scrollwork, bending, forming of sheet metal 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 credits
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. **Prerequisite**: WLD 130. One lecture; four lab.

WLD 134 • Fundamentals of Plastic Welding
3 credits
Fundamentals of plastic welding introduces theories pertaining to: thermoplastics welding techniques, plastic identification processes, fusion welding, chemical welding processes and thermoset plastics. **Prerequisite:** WLD 100 or CON 100 or CON 107 or ATO 103 or instructor permission. Three lecture.

WLD 150 • Symbols, Drawings/Metal Preparation
2 credits
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 credits
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 credits
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 credits
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 credits
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 credits
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.

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WLD 156 • AWS Level I Certification Preparation

2 credits

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 credits

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 WLD 156, or instructor permission; **Co-requisite:** WLD 100. One lecture, six lab.

WLD 170 • Metal Preparation, Quality and Alignment

2 credits

The student will be exposed to welding quality control methods, metal preparation techniques and alignment. Additionally, fitting and welding base metal joints. **Co-requisite:** WLD 100 or instructor permission. Two lecture.

WLD 171 • Welding Cutting Processes

2 credits

Students are introduced to oxy-fuel cutting (OFC), plasma arc cutting (PAC), and carbon arc cutting (CAC). **Co-requisite:** WLD 100 or instructor permission. Two lecture.

WLD 172 • SMAW ARC

3 credits

The student is introduced to: shielded metal arc welding (SMAW) and its equipment setup; shielded metal arc welding beads and fillet welds using only shielded metal arc welding technology. **Co-requisite:** WLD 100 or instructor permission. Half lecture; five lab.

WLD 173 • SMAW Open Root Plate

2 credits

Students are introduced to shielded metal arc welding, open V-Groove welds using appropriate equipment, advanced training in the fabrication of out of position welding (using shielded metal arc welding), and open V-Groove welds using appropriate equipment. **Co-requisite:** WLD 100 and WLD 172 or instructor permission. Half lecture; three lab.

WLD 174 • SMAW V-Groove with Backing

2 credits

Shielded metal arc welding groove welds with backing and their manufacture uses and the use of shielded metal arc welding equipment. **Co-requisite:** WLD 100 and WLD 172 or instructor permission. One lecture; two lab.

WLD 175 • GMAW Plate

3 credits

An introduction to: gas metal arc welding (GMAW) equipment and filler metals; gas metal arc plate and the fabrication of GMAW fillet welds on plate in all positions. **Co-requisite:** WLD 100 or instructor permission. Two lecture; two lab.

WLD 176 • FCAW Plate

3 credits

An introduction to: flux cored arc welding (FCAW) equipment and filler metals and the fabrication of FCAW fillet welds and groove welds using the flux cored arc welding process. **Co-requisite:** WLD 100 or instructor permission. Two lecture; two lab.

WLD 177 • GTAW (TIG) Plate

3 credits

A comprehensive study of gas tungsten arc welding (GTAW) equipment and filler metals and the fabrication of groove welds in mild steel plate with the GTAW process. **Co-requisite:** WLD 100. One lecture; four lab.

WLD 178 • Metallurgy, Drawing, and Symbols

2 credits

The student is introduced to physical characteristics and mechanical properties of metal. Additionally, pre-heating and post-heating weld heat treatment requirements as related to specific base metal types are explored. Students are introduced to weld detail drawing and welding symbols. **Co-requisites:** WLD 100 and WLD 170 or instructor permission. Two lecture.

WLD 179 • AWS Prep

2 credits

Prepares the student to meet the requirements of the AWS Level I Entry Level Welder, requirements more comprehensive than the NPC general welding curriculum. When linked with WLD 200, WLD 179 prepares the student to sit for the nine-part AWS national certification exam. **Prerequisite:** Level I & II Certificate of Proficiency or instructor permission. Half lecture; three lab.

WLD 200 • AWS Certification

4 credits

This is the final certification requirement as an American Welding Society Entry Level Welder (Level I). Successful completion of this course earns the student the AWS Entry Level Welder certification as required by AWS EG2.0. **Prerequisite:** All welding 100-level courses in the Level I and II Certificates of Proficiency or instructor permission. Three lecture; two lab.

WLD 240 • Introduction to Plastics

2 credits

Introduces student to types and characteristics of common thermoplastics. One lecture; two lab.

WLD 241 • Plastic Welding

2 credits

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 credits

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 credits

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.

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WLD 260 • Weld Fit-Up/Inspection/Metallurgy
2 credits
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 credits
Introduces welding trainees to shielded metal arc welding open V-butt welds using appropriate equipment. **Prerequisite:** WLD 152; **Co-requisite:** WLD 100. One lecture; three lab.

WLD 262 • SMAW Open V-Butts/Plate II
3 credits
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 credits
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 credits
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 263; **Co-requisite:** WLD 100. One lecture; four lab.

WLD 265 • GMAW Pipe
3 credits
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 credits
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 credits
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 credits
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 280 • GMAW (MIG) Pipe
3 credits
Introduces the student to gas metal arc welding pipe along with GMAW equipment and filler metals appropriate for the fabrication of pipe welded joints. **Co-requisites:** WLD 100 and WLD 175 or instructor permission. Two lecture; two lab.

WLD 281 • FCAW Pipe
3 credits
Introduces the student to flux cored arc welding pipe along with FCAW equipment and filler metals appropriate for the fabrication of pipe welded joints. **Co-requisites:** WLD 100 and WLD 176 or instructor permission. Two lecture; two lab.

WLD 282 • GTAW CS Pipe
3 credits
Introduces the student to gas tungsten arc welding open root pipe along with GTAW equipment and filler metals appropriate for the fabrication of carbon steel pipe welded joints. **Co-requisites:** WLD 100 and WLD 177 or instructor permission. One lecture; four lab.

WLD 283 • GTAW LA and SS Pipe
3 credits
Introduces the student to gas tungsten arc welding open root pipe along with GTAW equipment and filler metals appropriate for the fabrication of stainless steel and low alloy pipe welded joints. **Co-requisites:** WLD 100 and WLD 177 or instructor permission. One lecture; four lab.

WLD 284 • SMAW CS Pipe
3 credits
The performance of open root pipe welds in the 1G, 2G, 5G, and 6G positions using shielding metal arc welding is explored. Specifically, fast freeze electrodes for the root pass and low hydrogen electrodes for the fill and cover passes will be covered. **Co-requisites:** WLD 100 and WLD 173 or instructor permission. One-Half lecture; five lab.

WLD 288 • Advanced Topics in Welding: Aluminum
6 credits
Instruction in how to weld one of the most difficult alloys: Aluminum. Learning the set up of GMAW and GTAW equipment for welding aluminum plate and pipe. Trainees clean and prepare coupons for welding; avoiding problems often encountered in aluminum welding processes. **Prerequisite:** All courses in Welding Certificates of Proficiency Levels I, II, and III or instructor permission. Two lecture; eight lab.

WLD 290 • Welding Fabrication
3 credits
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 credits
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:** WLD 100 and instructor. permission.

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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.

REVISED

Administration, Emeriti and Faculty

Navajo County Community College District Governing Board

Front Row (left to right)**: Secretary Daniel Peaches, Chair Frank Lucero.**
Back Row (left to right)**: Members George Joe, Derrick Leslie, James Matteson**

Daniel Peaches
District 1
1985 to Present; Secretary 1988 – 90, 1997 – 98, 2000 – 04, 2013 to Present; Chairman 2005 – 07

George Joe
District 2
Appointed August 2016; elected 2017

Frank Lucero
District 3
January 2013 to Present; Chair 2017

James Matteson
District 4
Appointed December 2012; elected 2014

Derrick Leslie
District 5
Elected 2017

Emeriti (Year Hired)

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

Loyelin Aceves (1993)
Community and Corporate Learning Specialist
A.A.S., Northland Pioneer College

Theresa Artz-Howard (1999)
Faculty: Nursing Assistant
A.G.S., Northland Pioneer College; B.S.N., M.S.N., University of New Mexico; Additional Studies: Arizona State University, Western Michigan University, Phoenix College, South Mountain Community 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

JoAnn Barnes-Slocum (1994)
Graphic Designer and Publication Specialist
A.A.S., Northland Pioneer College

Elizabeth Batson (2000)
Records and Registration Clerk, Veterans Certifying Official

Lorraine Benally (1995)
Center Manager, Kayenta
A.A., Northland Pioneer College

Eric Bishop (2006)
Director of Information Services
A.A.S., gateway Community College; B.S., Devry University; M.S., Boston University

James R. Boblett (1976)
Faculty: Psychology
B.S., M.A., Northern Arizona University; Additional Studies: Arizona State University

Catherine Borum (1976) Deceased 2001
Faculty: Administrative Information Services
A.A., Stephens College; B.S. and M.B.A., UCLA; Additional Studies: Northern Arizona University, Arizona State University

Dr. Patrick Canary (2002)
Faculty: Biology
Dean of Arts and Sciences
B.S., M.S., Cleveland State University; Ph.D., West Virginia University

Curtis Casey (2000)
Faculty: Welding/Program Coordinator
A.A.S., Maricopa Tech College

Leslie Collins (2000)
Academic Adviser
B.S., M.Ed., Arizona State University

Lois Coltrin (1985)
Faculty: Administrative Information Services
B.S., Brigham Young University; M.A., Northern Arizona University

Janice Cortine (2010)
Faculty: College and Career Preparation
B.S., Northern Arizona University
M.S., Walden University

Kim Crossland (1991)
Financial Aid Advisor/Technician
A.A., Northland Pioneer College

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

Claude Endfield (1988)
Faculty: Early Childhood Education
A.A.S., A.A., Northland Pioneer College; B.S., Arizona State University; M.A., Nova University

Marva Fellows (1990)
Academic Adviser & Veterans Programs
A.A.S., Northland Pioneer College

Barbara S. Frawley (1992)
Secretary, Disability Resource & Access Office
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

Ronald Goulet (1994)
Faculty: English
B.S. Northern Arizona University; M.A., San Francisco State University

Dr. Barry Graham (2000)
Faculty: Mathematics
B.A., Pacific Union College; M.A., Ph.D., University of California

Martin Grubb (1980) Deceased 2001
Faculty: Business
B.A., San Fernando State College; M.B.A., University of Phoenix

V. Blaine Hatch (2000)
Vice President for Administrative Services
B.A., M.B.A., Brigham Young University

Emeriti

Richard "Dick" Heimann (2003)
Faculty: Education
B.A., M.A., Arizona State University

Phillip Hiatt (1996)
Maintenance III

Emma Hillend (2003)
Assistant to the Campus Manager
A.A., A.A.S., Northland Pioneer College

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

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

Dr. James S. Jacob (2001)
Faculty: Biology
B.S., M.S., Stephen F. Austin State University;
Ph.D., University of New Mexico

Dr. Sandra Johnson (2003)
Faculty: Education
B.A., Dana College; M.Ed., Ed. Specialist, Ph.D., University of
Arizona; Additional Studies: University of Alaska;
Western Michigan University; University of Oregon;
Weber State College, University of Phoenix

Dana Jolly (2005)
Faculty: Nursing
B.S., Emory University;
M.S.N., University of Arizona

Charles Kermes (1986)
*Faculty: Sociology; Dean of Business and Technology, Associate
Dean for Instructional Support, Project Director for School to Work,
Coordinator of Career Planning and Placement*
B.A., State University of New York at Buffalo;
M.A., Syracuse University

Lynda Klingler (1991)
Library Media Tech
B.S., Oregon State University

Rose Kreher (2001)
Administrative Assistant to the 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

Leonard Lee (1981)
Maintenance II
A.A.S., Northland Pioneer College

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

Gary Mack (1992)
Faculty: Mathematics
B.S., Northern Arizona University;
M.S., University of Arizona;
Additional Studies: Northern Arizona University

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
Dean of Science and Mathematics
B.A., M.A., New Mexico Institute of Mining and Technology;
Additional Studies: Northern Arizona University

Ana Marquez (1995)
Assistant to the Campus Manager
Bachelor of Arts, Arizona State University;
Associate of Arts, Arizona Western College

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

Thomas W. Nagle, Jr. (1995)
Faculty: Business
B.A., Northern Arizona University;
M.B.A., National University, San Diego

Shannon Newman (2000)
Faculty: Mathematics
B.A., Chatham College;
M.Ed., Northern Arizona University

Dr. David Nichols (1974)
Associate Dean, Instructional Support Services
B.S., M.S., Brigham Young University;
Ed.D., Northern Arizona University

Joseph Nickolas (1975)
Faculty: Biology
B.S., East Stroudsburg University; M.S., Arizona State 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

Susan Olsen (1987)
Campus Manager
A.G.S., Northland Pioneer College;
B.A., Northern Arizona University

Emeriti

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

Theresa Parker (2002)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Dr. Gary Passer (1992)
President (1997-2004; 2005-2006)
Vice President of Instruction 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

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

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 (1994)
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

Douglas Seely (2001)
Faculty: Computer Information Systems
B.Ed., University of Lethbridge;
Additional Studies: Oregon State University, Northern Alberta Institute of Technology

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 at 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 (1976) Deceased 2016
Satellite Program Facilitator; Navajo County Programs Coordinator; Chief GED Examiner; Coordinator of Alternative Learning; Faculty: Forestry, Basic Skills
B.S., Northern Arizona University

MiAnna J. Tyler (1983)
Campus Manager

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

Bobette Welch (1999)
Administrative Assistant, Dean of Arts & Sciences
A.A.S., Northland Pioneer College

Margaret White (1991)
Library Media Technician
A.G.S., Northland Pioneer College

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 Arts, 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 & Administrative Staff

Peggy Belknap (1990)
Dean of Career and Technical Education
A.A., Northland Pioneer College; B.G.S., M.Ed, Northern Arizona University

Stuart Bishop (2011)
Director of Public Safety Education
A.A.S., Northland Pioneer College; A.A., Mesa Community College; B.A, University of Phoenix

Beaulah Bob-Pennypacker (1994)
Director of Financial Aid
B.G.S., Northern Arizona University

Gail Campbell (2013)
Associate Dean of Education & College and Career Preparation
B.S., Colorado State University;
M.A., University of New Mexico

Maderia Ellison (2007)
Associate Vice President, Chief Business Officer
B.A., Fort Lewis College

William Fee (2013)
Interim Director of Human Resources
B.S., M.Ed., University of Arizona

Jason Foutz (2017)
Associate Vice President, Chief Operations Officer
B.S., Utah Valley University;
M.A., J.D., Hamline University

Renell Heister (2016)
Special Status: Title III - Talon Grant Project Director
B.A., Grand Canyon University;
M.A., University of Phoenix

Ann Hess (2007)
Director of Marketing and Public Relations
B.F.A., State University of New York at New Paltz

Ernest Hess (2009)
Network and Systems Administrator
A.A.S., Blue Ridge Community College;
B.B.A., James Madison University

Amber Hill (2015)
Controller
B.S. - Accountancy, Northern Arizona University
Certified Public Accountant (CPA)
M.B.A., Western Governor's University

David Huish (1996)
Director of Facilities and Vehicles
B.S., Arizona State University;
M.Ad., Northern Arizona University

Rickey Jackson (2004)
Dean of Arts and Sciences
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

Dr. Debra McGinty (2016)
Dean of Nursing and Allied Health
B.S., University of Cincinnati;
M.N., University of Washington;
M.B.A., University of Phoenix;
Ph.D., University of Arizona

Jeremy Raisor (2012)
Director of Enrollment Services
B.A., M.B.A., Utah State University

Joshua Rogers (2014)
Director of Student Services
B.S., M.B.A., University of Phoenix

Dr. Jeanne Swarthout (2001)
President
B.A., Arizona State University; M.A., Florida State University;
Ph.D., Arizona State University

Nicole Ulibarri (2008)
Apache County Coordinator
B.S., M.B.A., Western Governor's University

Mark Vest (2001)
Vice President of Learning and Student Services
B.A., M.A., University of Kentucky;
M.A., Ohio State University

Philip J. (PJ) Way (2015)
Associate Vice President, Chief Information Officer
A.S., Rock Valley College;
B.S., M.I.S., University of Phoenix

Betsy Ann Wilson (2014)
Executive Director, NPC Friends & Family
B.S., University of Arizona

Northland Pioneer College Faculty

Stacy Ashcraft (2012)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Eric Bishop (2016)
Faculty: Computer Information Services
A.A.S., Gateway Community College;
B.S., Devry University; M.S., Boston University

Jennifer Bishop (2013)
Faculty: Business
A.A.S., Paradise Valley Community College
B.S., Arizona State University;
M.S., Northern Arizona University

Eli Blake (1998)
Faculty: Mathematics
B.S., M.A., New Mexico Institute of Mining and Technology

Lynn Browne-Wagner (2006)
Faculty: Emergency Medical Technology/Program Coordinator
A.D.N., Scottsdale Community College;
B.S.N., Arizona State University; M.S.N., Walden University

Brian Burson (2006)
Faculty: Mathematics
A.A., Central Arizona College; B.A., Arizona State University;
M.Ed., Northern Arizona University

Cathleen Burson (2017)
Faculty: College and Career Preparation
A.A., Central Arizona College;
B.S., M.Ed., Northern Arizona University

Fred Calderon (2013)
Faculty: Industrial Maintenance Operations
A.A.S., Northland Pioneer

John Chapin (2004)
Faculty: Computer Information Systems
B.A., Marylhurst College; M.S., Miami University

Tracy Chase (2007)
Faculty: Business and Computer Information Systems
A.A., Northland Pioneer College;
B.S., University of Phoenix

Autom Christensen (2007)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Dr. Michael Collier (2017)
Faculty: Psychology
B.A., Florida State University;
M.A., Ph.D., New Mexico State University

Ruth Creek-Rhoades (2012)
Faculty: College and Career Preparation and Education
B.A., M.Ed., Northern Arizona University

Richard Dean (2016)
Faculty: Business
B.S.B.A., M.B.A., Northern Arizona University

John Deaton (1979)
Faculty: Political Science
B.A., M.A., California State University Chico;
Additional Studies: Northland Pioneer College,
Grand Canyon University, University of Phoenix,
Northern Arizona University

Mark Ford (2014)
Faculty: Film/Video Production
B.A., Indiana University; M.F.A., Syracuse University

Brian Gardner (2007)
Faculty: Emergency Medical Technology
A.A.S., Northland Pioneer College

Amberlyn Gentry (2013)
Faculty: Nursing
A.A., Tarrant County College; B.S., Texas Christian University;
M.S., Texas Women's University

Magdalene Gluszek (2011)
Faculty: Art
B.A./B.F.A., State University of New York College;
M.F.A., University of Florida

Dr. Amy Grey (2014)
Faculty: History and Social Sciences
B.A., Mills College; M.A., Northern Arizona University;
Ph.D., University of Arizona

Dr. Richard Harris (2011)
Faculty: Spanish
A.A., Mesa Community College;
B.A., M.A., Arizona State University
Ed.D., Northcentral University

Sam L. Harris (2014)
Faculty: Automotive Technology

Andrew Hassard (2003)
Faculty: History/Geography
B.S., University of Southern Mississippi;
M.A., University of South Carolina;
Additional Studies: Jackson State University

Oona Hatch (2013)
Faculty: Cosmetology
A.A., Northland Pioneer College

Therese Hayes (2017)
Faculty: Nurse Assistant Training
A.S., B.S.N., University of North Carolina at Wilmington;
B.A., Northern Arizona University

Dr. Eleanore Hempsey (2013)
Faculty: Biology
B.S., University of Redlands; M.Phil., University of Cambridge;
Ph.D., University of Ulster, Coleraine

Dr. Eric Henderson (2004)
Faculty: Social and Behavioral Sciences
B.A., Portland State University;
J.D., Ph.D., University of Arizona

Barbara Hicks (2008)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Anthony Hill (2015)
Faculty: College and Career Preparation
B.S., Arizona State University; M.A., University of Phoenix

Dr. Thomas Hodgkins (2011)
Faculty: Chemistry
B.S., Union College;
M.S., Eastern Kentucky University;
Ph.D., University of Kentucky-Lexington

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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

Loria Hute (2017)
Faculty: Clinical Nursing
B.S.N., M.S.N., Northern Arizona University

Cynthia Hutton (2003)
Faculty: Biology
A.S., Holyoke Community College;
B.A., M.A., Mount Holyoke College

Susan Jamison (2008)
Faculty: Clinical Nursing
B.S.N., University of Arizona;
M.S., Northern Arizona University

Dawn Johnson (2007)
Faculty: College and Career Preparation
A.A., Northland Pioneer College;
B.A., Northern Arizona University

Ryan T. Jones (1998)
Faculty: English
B.A., M.A., University of Utah

Dr. Kevin Jones (2016)
Faculty: English
B.A., M.A.(2), Ph.D., Utah State University

Deborah Keith (2006)
Faculty: Nursing
A.S.N., Wallace State Community College – Selma;
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

Wesley King (2014)
Faculty: Welding
B.S., Northern Arizona University

Dr. Allison Landy (2016)
Faculty: Early Childhood Development, Department Chair
B.A., North Central College;
M.Ed., Arizona State University
Ed.D., Northern Arizona University

Glenna Lavoie (2017)
Faculty: Cosmetology

Thomas LePage (2016)
Faculty: Mathematics
B.S., Oregon State University; M.B.A., University of Phoenix

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

Thomas McCauley (2016)
Special Status Faculty: Construction Technology
A.A.S., Northland Pioneer College

Jorge Meza (2015)
Faculty: Construction Technology

Steve Mills (2016)
Faculty: College and Career Preparation
B.S., Colorado State University

Dr. Russell Ott (2003)
Faculty: Biology
B.S., University of Michigan; Ph.D., Stanford University

Betsy Peck (2012)
Faculty: Early Childhood Development
A.G.S., Northland Pioneer College
B.A., University of Arizona; M.Ed., Arizona State University

Julie Peck (2011)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

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

Chloe Reidhead (2005)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Dr. Gary M. Reyes (2001)
Faculty: Psychology
A.S., Community College of the Air Force;
B.S., Park College; M.A., Chapman University;
Ph.D., Northern Arizona University

Ferryn Sam (2011)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Dr. Gary Santillanes (2016)
Faculty: Philosophy
A.A., Central New Mexico Community College;
B.A., University of New Mexico;
M.A., Texas Tech University;
Ph.D., Binghamton University

Dr. Inez Schaechterle (2015)
Faculty: English
B.S., M.S., M.A., University of Nevada - Reno
Ph.D. Bowling Green State University

Sheila Sells (2017)
Faculty: College and Career Preparation
B.A.S., Bluefield State College

Dr. David Smith (2005)
Faculty: Biology
B.S., University of Arizona; M.S., University of Bridgeport;
Ph.D., Brigham Young University

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Cotillion Sneddy (2012)
Special Status Faculty: Early Childhood Development
A.A., B.S., M.A., University of New Mexico

Bill Solomon (2004)
Faculty: Fire Science
B.S., Arizona State University

Dr. Michael Solomonson (2000)
Faculty: Speech and Theatre
A.A., Waldorf College; B.A., Northwestern College;
M.A., Kansas State University; Ph.D., University of Nebraska

Jeffrey Strong (2016)
Faculty: Mathematics
B.A., M.A., Brigham Young University

Joan Valichnac (1988)
Faculty: College and Career Preparation
B.A., Arizona State University;
M.A., Northern Arizona University;
Additional Studies: Arizona State University,
Appalachian State University

Connie Warren (2013)
Faculty: Allied Health
A.A. (2); Pima Community College;
B.A., Hawaii Pacific University

Kenneth Wilk (2012)
Faculty: Construction Technology/Department Chair
B.S., Northern Arizona University;
M. Engineering, University of Nebraska – Lincoln

Jennifer Witt (2006)
Faculty: English
B.A., M.A., Illinois State University

Peterson Yazzie (2011)
Faculty: Art
AFA, BFA, Institute of American Indian Arts;
MFA, University of New Mexico

Student Rights and Responsibilities

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NPC Fire Science Instructor Bill Solomon, left, checks a student's cinch on a rescue line during a training exercise.

Student Rights and Responsibilities

Policies and Procedures Impacting Students

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

Also, see How to Keep Informed, page 50

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 in Student Lounge and Learning Center lobby

Painted Desert Campus: Pay phone in the Student Center Lounge

Silver Creek Campus: Public phones in Campus Office, Student Lounge, Learning Center lobby, Performing Arts Center lobby, pay phone outside Student Lounge.

St. Johns Center: Public phone in center office at front desk.

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

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 Chief Operations Officer, 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.

The Campus Sexual Violence Elimination (SaVE) Act

The Campus Sexual Violence Elimination (SaVE) Act addresses sexual misconduct on college campuses.

Covering both students and college employees, SaVE clearly defines the crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking and requires additional reporting, starting academic year 2014-15, on the annual Clery Campus Crime Statistics report (see ***www.npc.edu/Crime-Statistics***).

Northland Pioneer College prohibits these crimes against our students and employees. How NPC will handle and investigate these crimes can be found by following the ***SaVE*** link on the Clery Campus Crime Statistics Web page, listed above.

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:

Campus Security Continued

- 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 ***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 Emergency Notification Process**

Each event will be evaluated to determine the notification method. They may include:

- Community Alert System (RAVE)
- 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. (*also see How to Keep Informed, page 50.)*

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 ***www.azdps.gov/services/public/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 Learning and Student Services for action in accordance with Procedure #2625 – Student Code of Conduct, (*see page 184*). Disciplinary sanctions will be imposed, consistent with local, state and federal law. Violations may result in probation, suspension from school or expulsion. 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

Drug & Alcohol Abuse Costs Continued

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)

Change Point Integrated Health
Holbrook, **524-6126**
Show Low, **537-2951**
Winslow, **289-4658**

White Mountain Apache Tribe
Rainbow Center, **338-4858**

Hopi Guidance Center
737-6300

Navajo Nation 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 employee 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 2016-17 academic year, 5,000 College Catalogs were distributed noting the college's anti-drug and alcohol position and the contact personnel that could provide referral assistance. Referral Guides are available online at ***https://mynpc.npc.edu/ICS/NPC_Life/***.

During the 2014 calendar year, district-wide there were: one aggravated assault and two burglaries. For information by location see: ***www.npc.edu/Crime-Statistics.***

Alcohol and Drug Policy and Prevention

The *Crime Awareness and Campus Security Report* is available through the NPC website at ***www.npc.edu/Crime-Statistics*** 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

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

Students will be notified of their FERPA (Family Educational Rights and Privacy Act) rights by publication in the college *Catalog* and on the NPC website, ***www.npc.edu/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. 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.

Notification of FERPA Rights Continued

4. 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.
5. 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.
6. 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.
7. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
8. 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 a student notifies NPC's Records and Registration Office in writing to the contrary by the end of the second week of classes of the fall semester, or the second week of spring or summer semester if student was not enrolled fall semester.

Students (as well as former students and alumni) must notify the NPC Records and Registration Office EVERY YEAR 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 of 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 Learning and 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 Learning and 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

See also 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 for Learning and Student Services. If the Vice President for Learning and Student Services is unavailable or a report to the Vice President 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 for Learning and Student Services or by an investigator appointed by the president if the Vice President for Learning and 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 for Learning and 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 or her 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 3/27/17]

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: ***www.npc.edu/procedure-2130***

NPC Procedure 2131: Peer-to-Peer File Sharing: ***www.npc.edu/procedure-2131***

General copyright information: copyright.columbia.edu/

Legal Sources for Online Content (music, videos, etc.) ***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 instructional video (VID), audio (AUD), and/or in the model classrooms (MODL) 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.

Student Appeal of Grade

Procedure 2666

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 of the appropriate division within five working days of completing Step II. The dean will request a written statement from the student prior to the conference, indicating the basis for the appeal.

The dean 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 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.

Revised June 12, 2017

REVISED

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

The following are definitions of terms or phrases contained within this procedure. The following definitions apply to this procedure only.

A. **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.

B. **College Official** – any person employed by the college, performing assigned administrative or professional responsibilities pursuant to this code.

C. **College Premises** – includes all land, building, facilities and other property in the possession of or owned, used or controlled by the college.

D. **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.

E. **Faculty Member** – any person hired by the college to conduct

instruction and designated by the President for oversight and administration of all academic violations of the Student Conduct Code.

F. **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."

G. **Vice President for Learning and Student Services –** College administrator designated by the President for oversight and administration of all non-academic violations of the Student Conduct Code.

H. **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, plagiarism and violations of ethical standards set by individual programs and courses.

1. **Cheating –** includes, but is not limited to, the following:
   a. Use of any unauthorized assistance in taking quizzes, tests, assessments or examination;
   b. 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;
   c. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
2. **Plagiarism –** includes, but is not limited to, the following:
   a. Use of paraphrase or direct quotation of the published or unpublished work of another person without their full and clear acknowledgement;
   b. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and/or other academic materials;
   c. Use of information gathered from the internet that is not properly acknowledged or identified as such.

Article II: Administration of Student Conduct Code

A. For a case that involves non-academic misconduct, the Vice President for Learning and Student Services shall determine the composition of the student conduct hearing panel and determine who shall be authorized to hear each case.
   1. For a case that involves academic misconduct, the Chair of Instructional Council or his or her designee shall determine the composition of the student conduct hearing panel consisting of three members of the faculty who are authorized to hear the case.

B. 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.

C. 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 H 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. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
8. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on college premises.
9. 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.
10. Gambling on college premises.
11. Violation of published Governing Board policies, college rules or regulations.
12. Violation of federal, state or local law on college premises or at college sponsored or supervised activities.
13. 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;

Student Conduct Code Continued

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.

14. Failure to comply with the sanctions imposed under the Student Code.

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 misconduct that demonstrates that the student poses a risk to 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 Conduct 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 panel under the Student Conduct 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 for Non-Academic Misconduct

A. Procedure for Adjudication of Student Non-Academic Misconduct

Any member of the college community may file charges against any student for their conduct under the Student Conduct Code. Charges involving non-academic misconduct 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 misconduct. The vice president shall hereafter be referred to as "the appropriate administrator."

1. Any charges should be submitted within thirty (30) 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 panel 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 (5) or more than fifteen (15) 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 panel consisting of one administrator, one faculty member and one classified staff member. Should the hearing panel determine that charges have merit, the panel 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 Conduct 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 that 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 (2) 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 panel. The Vice President for Learning and Student Services will consider the recommendations for sanction(s) of the hearing panel 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 (2) working days after receipt of the findings.

4. No student may be found to have violated the Student Conduct Code solely because the student failed to appear before the Vice President for Learning and Student Services or hearing panel. In all cases, the evidence and support of the charges shall be presented and considered.

Article V: Hearings for Non-Academic Misconduct

A. Hearing shall be conducted by the appropriate administrator according to the following guidelines:

1. Hearings shall be conducted in private unless the student requests a public hearing.

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 panel.

5. The complainant, the accused and the hearing panel 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 panel (if consisting of multiple members) shall determine by majority vote whether the student violated the designated sections of the Student Conduct Code. The hearing panel shall render written findings of fact and conclusions and forward with recommended sanctions to the appropriate administrator within three (3) working days of the conclusion of the hearing.

9. The hearing panel's determination shall be made on the basis of whether the evidence indicates that it is more likely than not that the accused student violated the Student Conduct Code.

10. 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 (5) years after final disposition of the case.

C. Appeals

Appeals will be made in writing to the President's Office. The President or designee shall investigate the student's appeal and render a verdict, which shall be final. **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 Registrar's Office. It is the responsibility of the student to keep his/her address current with the Registrar's Office.

Article VI: Procedures for Academic Misconduct

Any member of the college community, including the instructor of record for a course, may file charges for academic misconduct against any student. Charges involving academic misconduct shall be prepared in writing and directed to the instructor of record for the course in which the alleged academic misconduct occurred.

A. Any charges should be submitted within thirty (30) days of the incident. A Report for Academic Misconduct Violations (PDF) must be submitted to the Vice President for Learning and Student Services with a brief description of the nature

Student Conduct Code Continued

of that misconduct. The instructor of record will rule on the timeliness of the charges.

B. The instructor of record will determine if the charges have merit and will document how such a determination was reached.

C. The instructor shall inform the student of the alleged misconduct, in writing.

D. An instructor of record may impose any of the following sanctions upon any student which he or she finds to have committed academic misconduct:

1. A verbal warning to the student.
2. A lowered score on the graded work that involves academic misconduct.
3. A score of zero on any test or graded assignment involving academic misconduct – with or without the opportunity to resubmit the assignment for a grade.
4. Referral to the plagiarism "boot camp" or other related discretionary assignments related to the offense.
5. Referral to a Hearing Panel for Academic Misconduct pursuant to Article II, Section A.1.
6. More than one of the above sanctions may be imposed for any violation.

If the Instructor of Record believes that a more severe sanction is warranted by the facts of the case or because of a pattern of previous misconduct, then the case must be referred to a Hearing Panel.

A student who objects to the sanction imposed by the instructor is entitled to a hearing before the faculty panel pursuant to Article II, Section A.1. The request for a hearing must be made within five (5) calendar days after the student is notified by the instructor of record of the sanction to be imposed.

Article VII: Hearings for Academic Misconduct

All charges shall be presented to the accused student and the Chair of Instructional Council or his or her designee in written form. A time shall be set for a hearing, not less than five (5) or more than fifteen (15) working days after the request for a hearing. Maximum time limits for scheduling of hearing may be extended at the discretion of the Chair of the Hearing Panel. Should the Hearing Panel determine that charges have merit, the **Panel** will recommend to the **Vice President for Learning and Student Service**s the nature of the sanction to be imposed on the student. The Hearing Panel may recommend any sanction or sanctions in Article VI, Section D, or any sanction or sanctions in Article IV, Section C.

All sanction(s) shall be determined and imposed by the Vice President for Learning and Student Services based upon the findings and conclusions of the hearing panel. The Vice President for Learning and Student Services will consider the recommendations for sanction(s) of the hearing panel 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 (2) working days after receipt of the findings.

Appeals

Appeals will be made in writing to the President's Office. The President or designee shall investigate the student's appeal and render a verdict, which shall be final. **An appeal must be initiated within ten (10) days** from the date of mailing written sanction notification to the student's last known address on file with the NPC Registrar's Office. It is the responsibility of the student to keep his/her address current with the Registrar's Office.

[Based on Policy #1440; Rev 01/27/17]

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.

Student Grievance

Procedure 2605

Students who believe that they have been treated unfairly may use this Procedure to have their views considered. This procedure applies to all student grievances except those that are governed by more specific procedures, such as Procedure #2666, Student Appeal of Grades, and Procedure #2627, Hazing. Nothing in this procedure is intended to limit the Administration's ability to investigate possible problems without regard to whether a grievance has been submitted.

This Procedure should be used only for problems that affect a student directly and in a significant way. Insubstantial grievances may be disposed of summarily.

Initiating a Grievance

A student who has a grievance shall first attempt to resolve the grievance informally. If that cannot be done, or if informal attempts to resolve the grievance would be futile, the student shall submit a statement of grievance to the Vice President for Learning and Student Services. The statement shall:

- State that the student is invoking the grievance procedure.
- Provides the student's name and contact information.
- Identify the nature of the grievance, including the names of any individuals whose actions or inaction are relevant to the grievance.
- State what action the student wants to have taken to resolve the grievance.
- Identify the steps that have been taken to resolve the grievance informally and the outcome of such efforts. If the student

believes that informal attempts to resolve the grievance would be futile, the student shall explain why.

Grievances should be submitted promptly. Undue delay in submitting a grievance may result in dismissal of the grievance.

Investigation of the Grievance

The Vice President for Learning and Student Services shall determine how best to investigate the grievance. The Vice President for Learning and Student Services may investigate the grievance personally. The investigation may instead be assigned to an employee who has sufficient authority over the individuals or the condition involved to resolve the grievance if it is found to be meritorious. The Vice President for Learning and Student Services may take such other approach to investigating the grievance as may be appropriate.

If the Vice President for Learning and Student Services determines that the student has made insufficient efforts to resolve the grievance informally, the Vice President for Learning and Student Services may decline to investigate the grievance until such efforts have been made.

Decision

Whoever investigates the grievance shall render a written decision within thirty (30) days after the statement of grievance has been filed. If unusual circumstances make compliance with that deadline impractical, a decision shall be rendered as soon as possible, but in no event more than sixty (60) days after the statement of grievance has been filed.

The written decision shall state the reasons for the decision. It shall be shared with the student who brought the grievance.

No Reprisals

No reprisals shall be taken against any student for bringing a grievance or for cooperating with the investigation of a grievance.

[Based on Policy #1430; Rev. 6/5/13]

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.

Important Notices

Northland Pioneer College Catalog 2017–2018

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 during the college year by digital publication of a catalog supplement update to the online catalog, ***www.npc.edu/college-catalog***.

Americans with Disabilities Act

Northland Pioneer College complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against people with disabilities in any activity or service operated or funded by state or local government, similar to the Section 504 requirement for services operated or funded by the federal government. Inquiries regarding either of these Acts should be directed to the Vice President for Learning and Student Services.

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 website ***(http://www.azauditor.gov/reports-publications/community-colleges)*** or from the office of the Chief Business Officer, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025-0610, **(800) 266-7845, ext. 7440**.

Public Notice of Nondiscrimination

Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resource, 2251 E. Navajo Blvd., Holbrook, AZ 86025, **(800) 266-7845**. The Section 504 Compliance Officer is the Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, AZ 85901, **(800) 266-7845**. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Protection of Intellectual Property

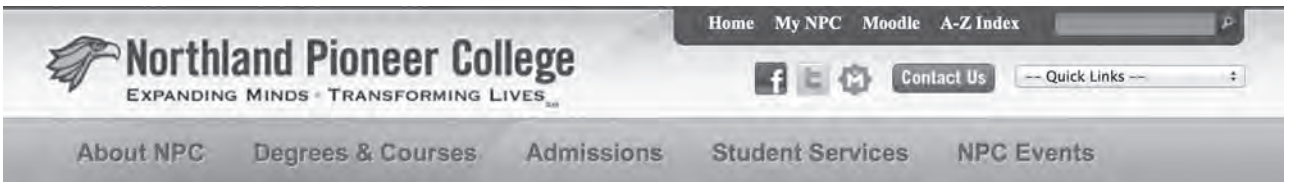
Northland Pioneer College uses many software products that are registered trademarks or tradenames. Often these are used in academic programs and may include all Microsoft or Adobe products; QuickBooks, Medisoft; BASIC; Cisco; PASCAL; JAVA; COBOL; C; C++: Novell; UNIX; AutoCAD; and AutoSketch. Except as expressly written in any license agreement, all rights are reserved by the product manufacturer.

Got Questions?

at www.NPC.edu

AskNPC aims to answer any question anyone has about anything at NPC! The AskNPC database either gives you the answer or points you to the appropriate office to get an answer. There's even a **mobile app** for AskNPC for iPhones and Droids. Simply download it to your phone!

So just AskNPC!



Visit www.NPC.edu

For the latest Class Schedules, Academic Calendars, Program Information, News, Events and more!

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Welding samples from the 2017 SkillsUSA regional competition in Holbrook.

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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
¼ mile north of Hwy. 160 on Hwy. 163
Kayenta, AZ
p (928) 697-8333
f (928) 524-7652

Springerville/ Eagar Center
940 E. Maricopa St.
Springerville, 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) 337-4102

Whiteriver Center
720 S. Chief
Whiteriver, AZ
p (928) 338-5185
f (928) 524-7673