

Programs and Degrees

WHAT AREAS INTEREST YOU?

Open doors and propel your career. Select an area of interest for program descriptions, requirements and career opportunities.



Computing

Energy/Industrial Tech

Nursing/Allied Health

Paramedicine/EMT

University Transfer

Check out these and other options at:

www.npc.edu/areas-of-interest

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Instructional Divisions and Programs

Rickey Jackson, Interim Vice President for Learning and Student Services

Arts and Sciences

Dr. Wei Ma, Interim Dean

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

Career and Technical Education

Peggy Belknap, Dean

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

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)

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

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.

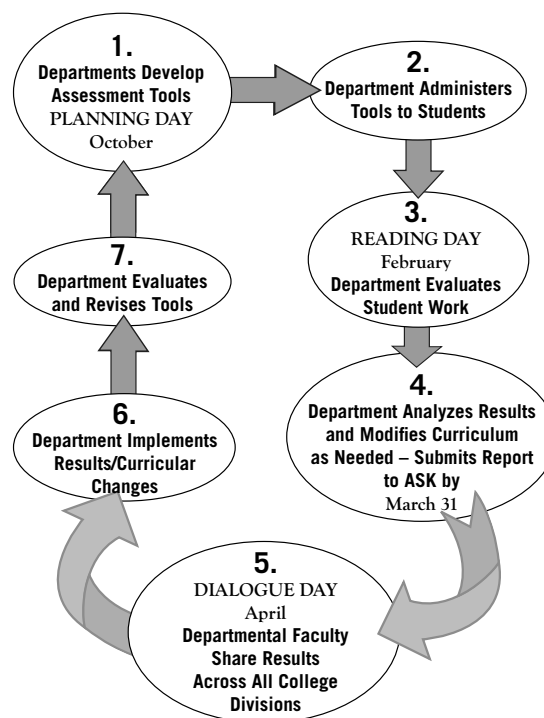
Planning Day is where departments and programs examine their assessment tool and data collected from the previous assessment cycle. Departments and programs are encouraged to choose to measure one or more of the college's general education outcomes, which include:

- 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
 ‡ indicates degrees guaranteed to transfer to the state’s three public universities

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

AGEC – Arizona General Education Curriculum

Section IV
Programs

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
Hairstyling.....	CP
Nail Technician.....	CP

Program	Awards
Early Childhood Studies (ECD)	
Associate of Arts in Early Childhood[‡]	AAEC
Early Childhood Studies	AAS/CAS/CP
Education (EDU)	
Associate of Arts in Elementary Education[‡]	AAEE
Education Professions.....	CP
Energy and Industrial Technician (EIT)	
Electrical	AAS/CAS/CP
Electrical and Instrumentation.....	AAS/CAS/CP
Industrial Electrical, Motors and PLC's.....	AAS/CAS/CP
Industrial Mechanics and Fluid Power.....	AAS/CAS/CP
Industrial Plant Operations	AAS/CAS/CP
Instrumentation.....	AAS/CAS/CP
Mechanical Maintenance	AAS/CAS/CP
Operations/Maintenance	AAS/CAS/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
Medical Assistant (MDA)	AAS/CAS/CP
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 61) 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. Public universities in Arizona now offer many

AAS to BAS pathways. Visit www.aztransfer.com for more information or speak to your academic adviser. 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 who will complete their degree or certificate in the upcoming summer semester may also participate in the Commencement Ceremony by submitting their summer graduation application by the spring deadline.

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 2, 2018 for Fall graduation
- February 19, 2019 for Spring graduation
- July 2, 2019 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

Graduation Requirements

Graduation Requirements Continued

Studies or Associate of Applied Science degrees from NPC, the candidate must:

1. Satisfy the degree requirements as published in the applicable NPC catalog prior to the date of graduation on which the degree is to be awarded. All petitions for degree requirement waivers must be submitted and approved prior to the *Application for Graduation* deadline listed on page 53.
2. File an *Application for Graduation* with the Records and Registration Office by the deadline listed on page 53.
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 AGS or AAS degrees, (except for degrees with explicit requirements – refer to specific degree and certificate requirements for more details) 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 53.
2. File an *Application for Graduation* with the Records and Registration Office by the deadline listed on page 53;
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 53;
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

Graduation Requirements

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.
7. 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. For acceptance of courses over eight years old, students should work with an academic adviser to follow the petition process. Courses petitioned based solely on the age of the course, require only adviser and dean approval before being sent to the Director of Enrollment Services for processing.

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 enroll in a course for an Audit grade which allows a student to fully participate in all aspects of the course, without graded assignments, without affecting the student's grade-point average.

The Audit grade does not count for credit and does not count as successful completion of the course for prerequisite purposes nor for any degree or certificate program requirements. 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.

When a student registers for an Audit, Records and Registration assigns the final grade as 'AU.' Courses taken for an Audit grade

do not appear on official transcripts. Students are cautioned that courses taken for an Audit grade will not be accepted for transfer at other postsecondary institutions. 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 or concurrent 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 first day of the semester or summer session, a student must obtain a course Registration Form and an Audit Request Form from an academic adviser who can determine whether there is available space in the course. The student signs the *Audit Request Form* indicating that the student understands the limitations of auditing a course.
2. The student then 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 to complete the registration process. The student receives a copy of the completed *Audit Request Form*. A copy of the *Audit Request Form* is attached to the *Registration Form* 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.

Grades

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. Students withdrawing from 8-week sessions have one week to withdraw without receiving a 'W' on their transcripts. All other 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 a course change form or 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. Once an instructor assigns a 'W' grade, the student will be withdrawn from the course by the Records and Registration office within one week of the assigned grade.

Whether initiated by the student or instructor, the last date of attendance (LDA) must be included with the withdrawal request.

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 33.

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 188*) 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 32, note 4. Transfer credits cannot be used to raise a grade. See page 13 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 in

Grades, Scholastic Honors and Satisfactory Academic Progress

Reporting Grades Continued

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.

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 eligible to receive a given degree. In the case of a tie in GPAs, 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. Students must not have any documented current or prior disciplinary infractions.

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/all-arizona-academic-team in early October.

Satisfactory Academic Progress

All students 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.

The measure of satisfactory academic progress is the maintenance of a minimum cumulative grade point average of 2.0 or above.

Failure to Meet Satisfactory Academic Progress Requirements

1. After the first semester in which the student earns a cumulative grade point average that falls below 2.0, the student is placed on **Academic Warning**.
2. After the second semester in which the student earns a cumulative grade point average that falls below 2.0, the student is placed on **Academic Probation**.

Academic Warning

Any student who fails to meet a minimum cumulative grade point average of 2.0 or above will receive an Academic Warning.

Transfer Agreements, Elective Courses and SUN

The Academic Warning serves as a caution to the student that he or she did not maintain satisfactory academic progress during their last semester of attendance at NPC.

Students will be removed from Academic Warning status after completing the next semester in which they are enrolled in good academic standing; the cumulative GPA must be 2.0 or above.

Academic Probation

Any student on Academic Warning who fails to meet a minimum cumulative grade point average of 2.0 or above in any subsequent semester will be placed on Academic Probation. Academic Probation status is a point at which the student, working with an academic advisor, should reconsider academic strategies that are not working.

Students will be removed from Academic Probation status only after completing a subsequent semester in good academic standing; the cumulative GPA must be 2.0 or above.

Removal from Probation – The Academic Plan

An academic plan is a formal process by which a student, in consultation with an academic advisor, maps out a strategy for success in subsequent college classes. The student, working with an academic advisor, must decide on a strategy to bring the cumulative grade point average above 2.0 in future semesters. That strategy must be documented on the Academic Plan Agreement form. The student will remain on Academic Probation status until they have completed a subsequent semester in good academic standing; the cumulative GPA must be 2.0 or above.

Students on Academic Probation will not be allowed to enroll in classes without an approved Academic Plan in place. The Academic Plan must be reviewed, re-written, and signed for each semester in which a student remains on Academic Probation.

Students will be removed from Academic Probation status after completing a subsequent semester in good academic standing; the cumulative GPA must be 2.0 or above.

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

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.aztransfer.com/sun.

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

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.

Stand Alone Learning Environment (SA)

Stand-alone courses with the instructor present in the classroom for traditional lecture, discussion, and/or hands-on laboratory or studio.

Connected Course Learning Environment (CC)

NPC expands course offerings by using interactive instructional video and multimedia technologies linking all of our locations. In CC courses, the instructor may or may not be in your actual classroom. Many instructors do travel during the semester to be present with students at distance locations.

Multi-Course Learning Environment (MC)

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.

MC classes allow the teaching of subjects where there are often only one or two students at any given time. At NPC, "MCs" are used in studio art, business, computer science and several other subjects.

Online Courses (OL)

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

Requirement: NPC has implemented a program to improve student learning in internet-based classes. Students enrolled in NPC internet classes (POS 221 & 222 are exempt: These two classes are considered Open Entry, but must be completed within one (1) year of the date of enrollment. *See page 16.*) for the first time are required to demonstrate or develop basic skills necessary for online learning. Please complete the online readiness module (<http://bit.ly/npcreadiness>) by the end of the first week of class. Visit the ICT website (<http://eresource.npc.edu/readiness>)* for more information about the procedure and requirements.

*The ICT website provides detailed information on how to log into Moodle and access the readiness module, and how to sign up for face-to-face ICT 095 classes if needed. *See Proof of Computer Competency on page 15.*

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

Hybrid Courses (HY)

NPC also offers some blended courses that take advantage of the best aspects of stand-alone and online learning. A hybrid course is designed to integrate face-to-face and online activities, reinforce, complement and develop upon one another.

Alternative Learning (AL) (See also, page 24)

NPC offers alternative learning methods that allow students to earn course credit. A dean-approved individual learning contract negotiated with faculty can meet your specific degree completion requirements.

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. Students seeking evaluation of prior military training do not pay tuition charges for their assessed credits. 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. Housing assistance scholarships may be available for students needing to relocate for a specific vocational degree program.

What is AGECE?

Guaranteed Transferability

AGECE 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 AGECE will apply toward graduation requirements of the university major for which the AGECE was designed. AGECE is the best way to make your credits count for most transfer degrees.

- **AGECE-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.
- **AGECE-B** satisfies ALL lower division business studies requirements at all Arizona public universities.
- **AGECE-S** satisfies ALL lower division general education requirements in mathematics and math-intensive science programs at all Arizona public universities.

Why complete an AGECE?

- When you complete an AGECE, 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 AGECE. Arizona residents need to have a minimum AGECE 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 AGECE. An academic adviser can assist in determining whether those credits can be applied toward AGECE requirements.
- Students transferring from other institutions must complete a minimum of 15 credits of AGECE courses at NPC.

AGECE Completion

Students who satisfactorily complete **ALL** AGECE courses will have the AGECE designation noted on their transcripts. Students

may also apply for an AGECE Award of Completion. Your academic adviser can help you apply for an AGECE.

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

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

AGECE Requirements

To fulfill AGECE General Education requirements, you must complete 35-36 credits from the list on page 62:

AGECE-A • 35 credits See AA Degree, page 65

<i>Communications</i>	6 credits
<i>Mathematics</i>	3 credits
<i>Arts and Humanities</i>	9 credits
<i>Physical and Biological Sciences</i>	8 credits
<i>Social and Behavioral Sciences</i>	9 credits

AGECE-B • 36 credits See ABus Degree, page 70

<i>Communications</i>	6 credits
<i>Mathematics</i>	4 credits
<i>Arts and Humanities</i>	6 credits
<i>Physical and Biological Sciences</i>	8 credits
<i>Social and Behavioral Sciences</i>	6 credits
<i>Computer Science</i>	3 credits
<i>General Electives</i>	3 credits

An unduplicated course from either the Arts and Humanities or Social and Behavioral Sciences lists.

AGECE-S • 36 credits See AS Degree, page 67

<i>Communications</i>	6 credits
<i>Mathematics</i>	4 credits
<i>Arts and Humanities</i>	6 credits
<i>Physical and Biological Sciences</i>	8 credits
Two courses from the SAME discipline.	
<i>Social and Behavioral Sciences</i>	6 credits
<i>Science/Mathematics Option</i>	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 AGECE?* – page 61)

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 AGECE)..... 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
‡ HES 101 Basic Technical 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
ENL 238 Women's Literature..... 3 credits

FDV 220 Film Aesthetics..... 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 140 Principles of Drama..... 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 101 World History: Prehistory to 1450 CE..... 3 credits
HIS 102 World History: 1450 CE to Present..... 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
HIS 201 History of Women in America 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

Definitions

The terms below are used in the degree and certificate program and course descriptions throughout this catalog:

Associate of Applied Science (AAS) degrees are awarded at the completion of programs designed to prepare the graduate for **employment**. Public universities in Arizona now offer many AAS to BAS pathways. Visit www.aztransfer.com for more information or speak to your academic adviser.

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 63) 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.

Additional Requirements: Non-disciplinary courses specifically selected to enlarge and enhance student's essential knowledge.

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

Unrestricted Electives or 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 *Elective Courses*, page 59.)

Prerequisite: Course that must be completed or satisfactory placement score achieved prior to enrolling in the course.

Co-requisite: Indicates a course that can be taken prior to or at the same time as the listed course.

Concurrent Requisite: Concurrent courses must be taken during the same semester.

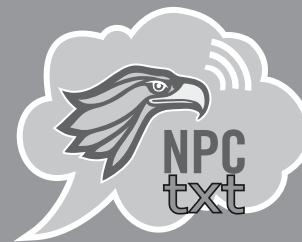
Lecture: A formal sharing of knowledge in a learning environment, either in person or via technology in connected classrooms, engaging the audience through exposition and active-learning methods (demonstrations and questions) while encouraging critical thinking and personal introspection.

Lab: A hands-on learning environment including synchronous access to the instructor (either face-to-face or virtually) applying scientific methods, practical skills and/or creativity in the acquisition of knowledge. Some examples: painting, pipetting, tying knots, curling hair, sawing lumber, and computer programming.

Practicum: Field experiences in which students apply their learning in real-life situations and events. The purpose of practicum is to assist in the development of the essential skills, knowledge and dispositions of a profession through exposure to practical experiences in the field. Practicum includes both engagement in professional practice and reflective supervision with a college instructor to meet specified outcomes. The required number of hours and levels of supervision on site vary by program of study.

Clinical: An on-site work experience supervised by faculty allowing students to practice and demonstrate their developing client care skills and competencies. Students also participate in preceptorships when faculty assign them to a professional who instructs, supervises, and evaluates the students.

Receive important student information on your



cell phone!

Section IV
Programs

Get registration dates, class schedule availability, financial aid deadlines, college events, scholarship opportunities, graduation information and more.

Sign up by phone: Send a text to **33222**, in the message box type **NPC**, hit **Send**.

Students may also sign up by providing their cell phone number on NPC's course registration form.



Message and data rates may apply. Recipient of NPC text messages is responsible for paying all cell phone charges. Max 20 messages sent per month. Text STOP to 33222 to be removed from NPC student texts.

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 AGECA? – page 61*)

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 AGECA? – page 61*)

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 62)	
Physical and Biological Science	8 credits
(Select two courses from the list on page 62)	
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 62)	
Electives	29 credits
Successful completion of 29 credits of unduplicated university transferrable electives, as described on page 59.	

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 61), 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 62)	
Physical and Biological Science	4 credits
(Select one course from the list on page 62)	
Social and Behavioral Sciences	6 credits
(Select two courses from at least two disciplines from the list on page 62)	
Additional Discipline Studies	6 credits
Select a minimum of six additional credits from the Discipline Studies list on page 62, <u>or</u> from these courses:	
Foreign Language	
FRE 101 Elementary French I	4 credits
FRE 102 Elementary French II	4 credits
GER 101 Elementary German I	4 credits
GER 102 Elementary German II	4 credits
SPA 101 Elementary Spanish I	4 credits
SPA 102 Elementary Spanish II	4 credits
Computer Science	
CIS 105 Computer Applications and Information Technology	3 credits
Verbal Communications	
SPT 120 Public Speaking	3 credits

Required Electives..... 33 credits

From any unduplicated courses at 100 or higher level.

Transfer Degree

Associate of Science (AS) Degree



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

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

NPC Requirements

- The Associate of Science (AS) degree requires a minimum of **64 hours of course credits** with a grade of “C” or better in all courses and a 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 AGECS?* – page 61)

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 62)	
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 62)	
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 59.

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 62.	



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 \$38,980 (North Arizona nonmetropolitan area) with higher pay for specialized service technicians working for auto dealerships. (May 2017, 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 9 credits

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 62.

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 62.)

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 61)

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 61)

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 62)	
Physical and Biological Science	8 credits
(Select two courses from the list on page 62)	
Social and Behavioral Sciences	6 credits
(Select two courses from at least two disciplines from the list on page 62. 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 62 to satisfy the requirements of 36 general education credits.)	

Business Core 18 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
BUS 217 Principles of Financial Accounting	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 59.

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 \$37,440 (43-3031-May 2017).

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, 2017-18 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 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
BUS 217 Principles of Financial Accounting.....	3 credits

Accounting (CAS) • 30 credits

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

PLUS

BUS 121 Principles of Accounting – Managerial	3 credits
BUS 123 Income Tax Procedures.....	3 credits

Communications..... 3 credits

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

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 62

EXCEPT for MAT 101, MAT 109, or MAT 142.

Accounting (AAS) • 64 credits

Complete the Accounting CAS..... 30 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 62

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 62.)

AND

BUS 185 Ethics in Management.....	3 credits
BUS 201 Quantitative Methods	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

Section IV
Programs

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 consultation 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
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Mathematics..... 3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 62
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 3 credits

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 62
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 62.)

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 \$113,200.

(Figures from US BLS May 2017) (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 Business Communication	3 credits
BUS 210 Principles of Management	3 credits
BUS 217 Principles of Financial Accounting.....	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

Management and Leadership (CAS) • 31 credits

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

AND

ECN 211 Principles of Macroeconomics

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 62

EXCEPT for MAT 101, MAT 109, or MAT 142.

Management and Leadership (AAS) • 64 credits

Complete the Management and Leadership 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 62

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 62.)

AND

BUS 105 Techniques of Supervision

OR BUS 215 Principles of Retail Management..... 3 credits

BUS 121 Principles of Accounting – Managerial..... 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 knowledge 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 Nonmetropolitan Arizona of \$39,880. 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, 2017-18 Edition, Medical Records and Health Information Technicians (SOC 29-2071 May 2017)

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 183 Electronic Medical Records.....	3 credits
BUS 202 Professional Customer Service.....	1 credit
HES 170 Medical Terminology for Clinical Health Professionals.....	3 credits

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 62	
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 3 credits

Communications	3 credits
Select any course under the Communications General Education Course Options (for AAS Degrees) on page 62	
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 62.)	

AND

BUS 103 Success on Your Job.....	2 credits
BUS 106 Techniques of Personal Finance	3 credits
BUS 111 Ten-Key Skill Mastery.....	1 credit
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..... 9 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 \$32,310 in May 2017.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18 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 62	
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 3 credits

Communications	3 credits
Select any course under the Communications General Education Course Options (for AAS Degrees) on page 62	
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 62.)

AND

BUS 105 Techniques of Supervision	3 credits
BUS 106 Techniques of Personal Finance	3 credits
BUS 111 Ten-Key Skill Mastery.....	1 credit
BUS 122 Computerized Accounting with Quickbooks.....	3 credits
BUS 128 Microsoft Excel Applications for Business.....	3 credits
BUS 203 Introduction to Business Communication	3 credits

Unrestricted Electives..... 10 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 (2017), 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 \$88,700 in May 2017, 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 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 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
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Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 62

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 3 credits

Communications	3 credits
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Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 62.

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 62.)

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

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 \$88,270 a year, with national averages in the mid 90s into six figures.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18 Edition, SOC 15-1122, May 2017.

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 Digital Media	3 credits
CIS 161 Microsoft Operating Systems	3 credits
CIS 171 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
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Mathematics..... 3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 62
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 3 credits

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 62.

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 62.)

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 2017 nonmetropolitan northern Arizona entry-level salaries average \$41,680 for certified IT support techs and \$50,690 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 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
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Mathematics..... 3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 62

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 3 credits

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 62.

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 62.)

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 \$71,180 a year.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18 Edition, SOC 15-1134, May 2017.

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 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 Digital Media	3 credits
CIS 150 Digital Culture.....	3 credits

Communications 3 credits

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

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 62

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
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General Education Courses 3 credits

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 62.

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 62.)

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

* NCCER Certified Course

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 62



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 \$31,350 per year (May 2017). 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: \$38,120
- Cement masons /concrete finishers: \$47,180
- Carpenters: \$42,390
- Electricians: \$62,070
- Drywall and Ceiling Tile Installers: \$40,030
- First-Line Construction Supervisor: \$61,250

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18 Edition, May 2017.

Construction Technology (AAS) • 64 credits

Complete the Construction Technology 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 62.

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 62.)

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)



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.

Program Overview

The NPC Cosmetology Programs include: Cosmetology Instructor (350 hours); Nail Technician (600 hours); Hairstyling (1,000 hours) and Cosmetology (1,600 hours) CP, CAS, AAS.

The primary purpose of these programs is to train the student in the basic manipulative skills, safety judgments, proper work habits and related theory necessary to obtain a license. These courses will accommodate the new Hairstyling License along with the existing Nail Technician and Instructor License and certificates and associate degree, if desired.

Cosmetology Instructor

This is a 350-hour training that will prepare an individual in basic instructional methods and techniques for the effective instructing in cosmetology, hairstyling and nail technician. Upon successful completion you will be prepared to take the Arizona State Board of Cosmetology Instructors Licensing practical and written examinations. A student must have a current cosmetology license.

Nail Technician

This is a 600-hour program that will offer training in manicuring, pedicuring, nail enhancements, salon management, customer service, proper work habits and related theory necessary to obtain a Nail Technician license. Students can use these courses to pursue in a linear movement toward a Cosmetology License and an associate degree, if desired.

Hairstyling

This is a 1000-hour program that will offer training in shampooing, haircutting, hairstyling, haircolor, chemical texture services, safety judgments, proper work habits and related theory necessary to obtain a license in Hairstyling. Students can use these courses to pursue in a linear movement toward a Cosmetology License and an associate degree, if desired.

Cosmetology

This is a 1600-hour program that offers training in hair care, skin care, nail care services and related theory necessary to obtain a license in Cosmetology. By completing these courses an individual can gain a Cosmetology CP, CAS or AAS.

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 2017 was \$30,480, 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, 2017-18 Edition. (SOC 39.5012), May 2017

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.



Certificate & Degree Options

Hairstyling (CP) • 34 credits

COS 107 Business Skills I	3 credits
COS 108 Business Skills II	3 credits
COS 142 Introduction to Hair Care	6 credits
COS 143 Introduction to Basic Skin Care	2 credits
COS 145 Law and Ethics for a Beauty Professional	3 credits
COS 146 Scientific Concepts I	3 credits
COS 147 Scientific Concepts II	3 credits
COS 231 Advanced Hair Care I	3 credits
COS 232 Advanced Hair Care II	3 credits
COS 233 Advanced Hair Care III	3 credits
COS 240 Prepare for Licensure	2 credits

Cosmetology Instructor (CP) • 12 credits

A student must have a current cosmetology license.

COS 243 Law and Ethics for a Cosmetology Instructor	1 credit
COS 244 Safety Concepts for a Cosmetology Instructor	2 credits
COS 245 Basic Teaching Skills for a Cosmetology Educator	3 credits
COS 246 Beauty and Wellness Disciplines for a Cosmetology Educator	3 credits
COS 247 Professional Development for a Cosmetology Educator	3 credits

Nail Technician (CP) • 22 credits

COS 107 Business Skills I	3 credits
COS 143 Introduction to Basic Skin Care	2 credits
COS 144 Introduction to Basic Nail Care	2 credits
COS 145 Law and Ethics for a Beauty Professional	3 credits
COS 146 Scientific Concepts I	3 credits
COS 237 Advanced Nail Care I	3 credits
COS 238 Advanced Nail Care II	3 credits
COS 239 Advanced Nail Care III	3 credits

Cosmetology (CP) • 54 credits

COS 107 Business Skills I	3 credits
COS 108 Business Skills II	3 credits
COS 142 Introduction to Hair Care	6 credits
COS 143 Introduction to Basic Skin Care	2 credits
COS 144 Introduction to Basic Nail Care	2 credits
COS 145 Law and Ethics for a Beauty Professional	3 credits
COS 146 Scientific Concepts I	3 credits
COS 147 Scientific Concepts II	3 credits
COS 231 Advanced Hair Care I	3 credits
COS 232 Advanced Hair Care II	3 credits
COS 233 Advanced Hair Care III	3 credits
COS 234 Advanced Skin Care I	3 credits
COS 235 Advanced Skin Care II	3 credits
COS 236 Advanced Skin Care III	3 credits
COS 237 Advanced Nail Care I	3 credits
COS 238 Advanced Nail Care II	3 credits
COS 239 Advanced Nail Care III	3 credits
COS 240 Prepare for Licensure	2 credits

Cosmetology (CAS) • 60 credits

Complete the Cosmetology CP 54 credits

PLUS

Communications 3 credits

ENL 101 College Composition I

Mathematics 3 credits

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 62

Cosmetology (AAS) • 70 credits

Complete the Cosmetology CAS 60 credits

PLUS

General Education Courses 3 credits

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for CAS and AAS Degrees) on page 62

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 62.)

Early Childhood Studies (ECD)

Why study Early Childhood?

The “Early Childhood” period, before the age of eight, is a time of rapid growth and development. The brain develops faster during early childhood than at any other point in life, so these years are critical to a child’s health, learning and wellbeing. Children develop a wide range of skills, physically, cognitively and socially, during these early years. The foundations set in early childhood greatly impact children’s later development and future success.

Trends show that the importance of high-quality early experiences are increasingly understood and valued. Through positive adult-child interactions and engaging, high-quality early experiences, early childhood professionals have an opportunity to profoundly impact children’s health and learning potential.

NPC’s Early Childhood Studies programs prepare students to work in diverse and inclusive early childhood environments, including homes, schools, libraries, health programs and other community settings that work with or on behalf of children birth to age eight. Child-centered, developmentally effective and culturally sensitive practices are emphasized throughout the program.

Through a combination of general and specialized areas of early childhood, we aim to enable our students to become outstanding educators, decision-makers, advocates and intellectual and ethical leaders. Each of NPC’s Early Childhood programs provides a comprehensive set of knowledge and competencies aligned with state and national standards for early childhood professional preparation.

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)**.

The **AAEC** supports students who wish to continue their education toward a Bachelor of Arts or a Bachelor of Science degree in early childhood education with the intent of attaining early childhood teacher certification and/or endorsement.

The **AAS in Early Childhood Studies** is an appropriate option for individuals interested in pursuing a career working directly with, or on behalf of, young children and who may not wish to attain teacher certification and/or endorsement. Examples of some of the early childhood professions and organizations that do not require certification include: Head Start, home visitation programs, parent education programs, early intervention and others. The AAS degree **does not** supply the AGEC (see page 62) requirements for university transfer to a BA or BS degree, but may support pursuit of a Bachelor of Applied Science (BAS) degree at each of the three state



Youngsters demonstrate creativity playing with “loose parts.”

public 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.

Degree Requirements

Both the **Associate of Arts in Early Childhood (AAEC)** and the **Associate of Applied Science (AAS) Early Childhood Studies** 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 Early Childhood 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 Early Childhood coursework in the program is practicum-based. Students conduct assignments and receive observation and instruction at an early childhood location in or near where students work or volunteer. Students in this program are required to complete 16–32 hours of practicum for **each Early Childhood course** 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 encouraged to have specific coursework and practicum experiences in early childhood, including experiences with children birth through age five. The AAEC supports students who wish to continue their education toward a Bachelor of Arts (BA) or Bachelor of Science (BS) degree in early childhood education and who may have an interest in early childhood teacher certification and/or endorsement. Additionally, the AAEC includes the Certificate of Proficiency (CP) in Early Childhood Studies to allow students to enter the workforce while continuing their education.

The AAEC degree is designed for students planning to transfer to one of the three Arizona public university BA or BS programs. It is specifically designed to fulfill the set of lower division general education requirements of the Arizona General Education Curriculum (AGEC-A, *see page 61*) which, when completed, transfers as a block to any of three public universities. Additionally, the AAEC provides the education student with a portion of their BA/BS degree requirements for early childhood teacher certification/endorsement programs.

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>.

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 AGECA? – page 61*)

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

Discipline Studies 26 credits

Arts and Humanities 6 credits

(Select two courses from at least two disciplines from the list on page 62)

Physical and Biological Science 8 credits

(Select two courses from the list on page 62)

Social and Behavioral Sciences 9 credits

(Select one of the following and two more courses from at least two disciplines, with at least one asterick (*) course to meet requirements for contemporary global, interantional or historical awareness from the list on page 62)

- POS 110 American Government 3 credits
- HIS 105 U.S. History to 1877 3 credits

Computer Science 3 credits

- CIS 105 Computer Applications and Information Technology 3 credits

Core Requirements 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 175 Professionalism 1 credits
- 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 Survey of Child Development 3 credits

Required Electives 6 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 4 credits

Successful completion of four credits of unduplicated university transferrable electives, as described on page 59. POS 221 is **STRONGLY** recommended, though not required as an elective choice.

Section IV Programs



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 AGECE (see page 61) requirements for university transfer, but may support pursuit of a Bachelor of Applied Science (BAS) degree at each of the three state public universities. See your adviser to design an educational pathway that meets your needs if you wish to pursue a BAS degree.

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 62

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 62.

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 62.)

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

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 Survey of Child Development 3 credits

‡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.

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 AGECA?* – page 61)

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 26 credits

Arts and Humanities	9 credits
(Select three courses from at least two disciplines from the list on page 62)	
Physical and Biological Science	8 credits
(Select two courses from the list on page 62)	
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 62.)	
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	
<i>Successful completion of one of the following:</i>	
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 59.

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 nonmetropolitan Arizona was \$24,750 in May 2017.

(SOC 25-9041) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18 Edition, May 2017.

Education Professions (CP) • 21 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 220 Diversity in Education.....	3 credits
EDU 222 Introduction to Special Education.....	3 credits
EDU/CIS 286 Educational Technology	3 credits
PSY 240 Developmental Psychology.....	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 101

Energy and Industrial Technician (EIT)

NPC's **Energy and Industrial Technician (EIT)** program prepares students to be technicians, operators and maintenance workers capable of understanding the entire industrial system within which they work. Core courses cover a range of complex related mechanical, pneumatic, hydraulic, electrical, thermal and sensory control systems in an ever changing industrial or energy production environment.

Upon successful completion of the Energy and Industrial Technician program, graduates will have entry-level career choices in a variety of the following areas:

- Gas, Coal, Nuclear or Solar Energy Generation
- Standby Power
- Geothermal or Hydroelectric
- Petrochemical
- Methane/Landfill Gas Generation
- Power Distribution and Dispatch
- Water Treatment
- Equipment Repair and Installation
- Testing and Inspection
- Assembly and Production

NPC offers eight areas of specialization within the EIT program:

- The **Electrical** specialization prepares you to be a certified industrial electrician, focusing on alternating current, motors, lighting, circuit breakers, grounding, various types of control systems, basic electronic theory and distribution systems.
- **Electrical and Instrumentation** specialization covers the principles and applications of a certified electrical and instrumentation technician whose job is to service and maintain electrical-related equipment, including high voltage systems, adjust and calibrate pressure, temperature, level, flow and control measuring and recording devices used in computer-integrated manufacturing.
- **Industrial Electrical, Motors and PLC's** specialization covers the principles and applications of industrial electrical systems, programmable logic controllers (PCL), robotics, motion control, process controls and instrumentation involved in maintaining, troubleshooting and looking at predictive and preventative maintenance used in computer-integrated manufacturing.
- **Industrial Mechanics and Fluid Power** specialization covers the principles and applications of mechanical drives, rotating electrical motors and fluid power, hydraulic components including maintaining, troubleshooting and looking at predictive and preventative maintenance used in computer-integrated manufacturing.



- The **Industrial Plant Operations** specialization prepares you to be a certified power plant operator focusing on plant safety, minor maintenance, reading diagrams, instrumentation and control measurement, plant boilers, turbines, water treatment and air and water pollution control.
- The **Instrumentation** specialization prepares you to be a certified instrumentation technician, focusing on instrumentation, hand and power tools, fasteners, actuators and positioners, relays and timers, digital logic circuits, programmable logic controllers and distributed control systems.
- The **Mechanical Maintenance** specialization prepares you to be a certified industrial maintenance mechanic, focusing on oxyfuel cutting, pumps, valves, rigging, hydrostatic and pneumatic testing, high-pressure steam systems, laser alignment, repairing gearboxes and conveyors.
- The **Operations and Maintenance** specialization prepares you to be a certified operator and mechanical mechanic, focusing on electric generation and distribution, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. The program also covers basic mechanical maintenance, including hydrostatic and pneumatic testing, low- and high-pressure steam systems and heat exchangers.

Hybrid Classes

Many of the courses required for an EIT associate degree or certificates are offered as “hybrid” courses, with instruction offered via the internet, combined with hands-on laboratory components.

Program Locations

Hands-on laboratories are offered at the Skills Center on the Holbrook – Painted Desert Campus and at the Coronado Generating Station outside of St. Johns. Labs at additional locations may be available. Check the current semester’s class schedule for availability, or contact the program coordinator.

Work Environment

Industrial plant workers of all types may work indoors and outdoors, possibly in adverse weather conditions. They may have to work in confined spaces, or high places, may do rounds and check equipment. Their environment may be noisy and workers must follow safety precautions and use protective equipment. Most workers are employed full-time, and many work rotating shifts, which can be tiring.

For more information about this program, please contact the program coordinator, **Kenny Keith**, (800) 266-7845, ext. 7360 or an NPC Academic Adviser.



Areas of Specialization • CP & CAS Options

Section IV
Programs

Electrical (CP) • 24 credits

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

Electrical and Instrumentation (CP) • 24 credits

EIT 242 Industrial Maintenance Electrical and Instrumentation Technician Level I	6 credits
EIT 243 Industrial Maintenance Electrical and Instrumentation Technician Level II	6 credits
EIT 244 Industrial Maintenance Electrical and Instrumentation Technician Level III	6 credits
EIT 245 Industrial Maintenance Electrical and Instrumentation Technician Level IV	6 credits

Industrial Electrical, Motors and PLC's (CP) • 24 credits

EIT 130 Industrial Electrical Systems	4 credits
EIT 140 Introduction to Programmable Logic Controllers	4 credits
EIT 160 Rotating Electrical Machines	4 credits
EIT 200 Robotics and Motion Control	4 credits
EIT 205 Process Control and Instrumentation	4 credits
EIT 220 Advanced Programmable Logic Controllers	4 credits

Industrial Mechanics and Fluid Power (CP)

• 28 credits

EIT 100 Introduction to Advanced Manufacturing	4 credits
EIT 120 Industrial Mechanics I	6 credits
EIT 150 Industrial Mechanics II	6 credits
EIT 160 Rotating Electrical Machines	4 credits
EIT 235 Integrated Manufacturing Systems	4 credits
EIT 241 Hydraulic Troubleshooting	4 credits

Industrial Plant Operations (CP) • 24 credits

EIT 208 Energy Generation and Distribution I	6 credits
EIT 211 Energy Generation and Distribution II	6 credits
EIT 212 Energy Generation and Distribution III	6 credits
EIT 213 Energy Generation and Distribution IV	6 credits

Instrumentation (CP) • 24 credits

EIT 155 Instrumentation Level I	6 credits
EIT 156 Instrumentation Level II	6 credits
EIT 157 Instrumentation Level III	6 credits
EIT 158 Instrumentation Level IV	6 credits

Mechanical Maintenance (CP) • 24 credits

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

Operations/Maintenance (CP) • 28 credits

EIT 201 Introduction to an Industrial Environment	4 credits
EIT 208 Energy Generation and Distribution I	6 credits
EIT 211 Energy Generation and Distribution II	6 credits
EIT 230 Mechanical Maintenance I	6 credits
EIT 231 Mechanical Maintenance II	6 credits

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

Complete the **CP** in your area of specialization

Electrical CP	24 credits
Electrical and Instrumentation (CP)	24 credits
Industrial Electrical, Motors and PLC's CP	24 credits
Industrial Mechanics and Fluid Power CP	28 credits
Industrial Plant Operations (CP)	24 credits
Instrumentation (CP)	24 credits
Mechanical Maintenance (CP)	24 credits
Operations/Maintenance (CP)	28 credits

General Education Courses 6 credits

Communications 3 credits

ENL 101 College Composition I	3 credits
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Mathematics 3 credits

Select any **Mathematics** General Education Course Options (for CAS and AAS degrees) on page 62 **EXCEPT** for MAT 103 or BUS 133.

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



AAS Degree Requirements

Job Outlook

Job prospects will be good, particularly for applicants with a broad range of skills in machine repair as older workers retire or otherwise leave the occupation. Increased automation, including the use of many computer-controlled machines in factories and manufacturing plants, and the need to keep increasingly sophisticated machinery functioning and efficient will continue to create demand for industrial machinery mechanics, machinery maintenance workers and millwrights, growing an average of seven percent annually through 2026, creating over 32,000 new jobs.

In 2016, there were 85,206 energy sector jobs in the West (Arizona, California, Colorado, Hawaii, Nevada, New Mexico and Utah). While employment in Natural Gas Distribution and Non-Nuclear Generation is expected to decline through 2026, expected growth in certain industries, including Solar Generation, Transmission and Distribution, and Wind Generation, will offset most of those losses.

Students completing NPC's EIT program will have the broad range of skills to adapt as technology is constantly growing and changing very quickly within the manufacturing, distribution and energy production sectors.

Salary

2017 median annual earnings in Arizona:

- Electrical Power-Line Installers and Repairers: \$81,910
- Power Plant Operators: \$67,956
- Plant and Systems Operators: \$46,862
- Industrial Electricians: \$46,301
- Industrial Machinery Mechanics: \$48,800
- Wind Turbine Service Technicians: \$63,570
- Power Distributors and Dispatchers: \$88,130

Energy & Industrial Technician (AAS) • 64 credits

Complete the CAS in your area of specialization.....30-34 credits

Electrical CAS	30 credits
Electrical and Instrumentation CAS	30 credits
Industrial Electrical, Motors and PLC's CAS	30 credits
Industrial Mechanics and Fluid Power CAS	34 credits
Industrial Plant Operations CAS	30 credits
Instrumentation CAS.....	30 credits
Mechanical Maintenance CAS.....	30 credits
Operations/Maintenance CAS.....	34 credits

PLUS

General Education Courses 6 credits

Communications 3 credits

Select any course under **Communications** General Education Course Options (for AAS degrees) on page 62.

Computer Science..... 3 credits

CIS 105 Computer Applications and Information Technology 3 credits

Discipline Studies (per list on page 62) 7 credits

Select one course from the **Arts and Humanities** or

Social and Behavioral Science list 3 credits

Select one course from the **Physical and Biological Sciences** list 4 credits

Additional Requirements 15 credits

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 EIT courses at 100 or higher level.....	4 credits

Electives2-6 credits

Select 2 or 6 credits (depending on selected area of specialization) from any unduplicated 100 or higher level courses.

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.

EIT is a new program, fall 2018, combining the Industrial Maintenance & Operations and Mechatronics programs. You can access the current data online at www.npc.edu/energy-industrial-technician.

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 <i>or</i> SPT 230 Video Production.....	3 credits
FDV 140 <i>or</i> SPT 240 Video Editing.....	3 credits
FDV 150 <i>or</i> 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 62

FDV Associate of Applied Science (AAS) • 64 credits

Complete the FDV CAS 30 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 62.

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 62.)

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 2017 average annual salary for a camera operator is \$61,530, while a film or video editor averages \$83,950. 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 62	



Associate of Applied Science (AAS) Degree

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 Nonmetropolitan Arizona was \$51,930 in May 2017.

(SOC 33-2011) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18 Edition.

Fire Science (AAS) • 64 credits

Complete the Fire Science CAS 34 credits

General Education Courses 3 credits

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 62.

Discipline Studies (Per the lists on page 62) 9 credits

Select one course from the **Arts and Humanities**..... 3 credits

Social and Behavioral Sciences..... 6 credits

PSY 101 Introduction to Psychology 3 credits

and any non-PSY course from the **Social and Behavioral Sciences** list.

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 & AAS

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 \$23,470 to \$37,270, 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, 2017-18 Edition, May 2017.

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

Residential Child/Youth Care Assistant (CAS)

• 36 credits

Complete the Child/Youth Care CP.....	19 credits
Any CIS course.....	3 credits
ECD 250 Survey of Child Development	3 credits

Electives 5 credits

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

PLUS

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

Mathematics.....	3 credits
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Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 62

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

Complete the Residential Child/Youth

Care CAS.....	36 credits
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PLUS

General Education Courses 3 CREDITS

Communications	3 credits
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Select any course under the **Communications** General Education Course Options (for CAS and AAS degrees) on page 62.

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 from the list of General Education Course Options (for CAS and AAS degrees) on page 62..

PLUS

CIS: Any unduplicated course 3 credits

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

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 15 elective credits.

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

Section IV
Programs

Medical Assistant (MDA)

Certificate (CP & 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 \$30,850 in May 2017.

(SOC 31-9092) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18 Edition.

Cost & Time for Completion

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

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

Medical Assistant (CP) • 42 credits

BUS 119 Medical Office Administrative Procedures.....	3 credits
BUS 183 Electronic Medical Records.....	3 credits
BUS 231 Microsoft Office Level I.....	3 credits
HES 101 Basic Technical Math	
OR MAT 109 or higher	3 credits
HES 120 Law and Ethics of the Health Care Professional.....	3 credits
HES 145 Nutrition	3 credits
HES 170 Medical Terminology for Clinical Health Professionals.....	3 credits
HES 180 Basic Pharmacology	3 credits
HES 190 Human Body in Health and Disease	4 credits
MDA 124 Clinical Procedures I.....	5 credits
MDA 125 Clinical Procedures II.....	5 credits
MDA 126 Medical Assistant Externship	4 credits

Medical Assistant (CAS) • 45 credits

<i>Complete the Medical Assistant CP</i>	42 credits
PLUS	
<i>Communications</i>	3 credits
ENL 101 College Composition I	3 credits

Associate of Applied Science (AAS) • 64 credits

Complete the Medical Assistant CAS **45 credits**

General Education Courses **3 credits**

<i>Communications</i>	3 credits
Select any course under the Communications General Education Course Options (for AAS degrees) on page 62 EXCEPT for SPT 110 and SPT 120.	

Discipline Studies (Per the lists on page 62) **7 credits**

One course from the Physical and Biological Sciences list.....	4 credits
One course from either the Arts and Humanities or Social and Behavioral Sciences lists	3 credits

PLUS

Additional Requirements..... **9 credits**

BUS 105 Techniques of Supervision	3 credits
BUS 122 Computerized Accounting with Quickbooks.....	3 credits
CIS 105 Computer Applications and Information Technology	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



Paramedic to RN Transition Continued

provide evidence of certification. 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. The student is eligible to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN) when program requirements are successfully completed.

- 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.

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.

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

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.

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

Nursing Studies (NUR)

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
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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 \$74,710 per year and LPN's averaging \$44,000. (May 2017, SOC 29-1141, 29-2061)

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18 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 \$31,240 in May 2017.

(SOC 31-1014) Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18 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/nursing-assistant-cna.

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 and Requirements

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

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

Nursing Assistant (CP) • 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 62 EXCEPT for MAT 101.	
NAT 101.....	5 credits

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

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 online at www.npc.edu/emergency-medical-services.



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 62	

Paramedicine (AAS) • 70 credits

Complete the Paramedicine CAS 58 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 62.	

Discipline Studies (Per the lists on page 62) 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 Behavioral Sciences list.....	3 credits
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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 \$64,630. (SOC 51.4121) May 2017 Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017-18 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

<i>Complete the Welding Level I Entry Level Welder CP</i>	13 credits
<i>Complete the Welding Level II Intermediate Welder CP</i>	11 credits
<u>PLUS</u>	
<i>Communications</i>	3 credits
ENL 101 College Composition I	3 credits
<i>Mathematics</i>	3 credits
Select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 62	

Associate of Applied Science (AAS) • 64 credits

Complete the Welding CAS	30 credits
Complete the Welding Level III Advanced Welder CP	21 credits
<u>PLUS</u>	
General Education Courses	3 credits
<i>Communications</i>	3 credits
Select any course under the Communications General Education Course Options (for AAS degrees) on page 62.	
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 62.	
<u>PLUS</u>	
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 LIVESSM

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	FEEES
Ex. HDE	105	35	Success Strategies for College	R	8-10:44pm	Hill, A.	3	\$0
1								
2								
3								
4								
5								
6								
7								
8								