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 | Pharmacy Technology | University Transfer |

Check out these and other options at:

www.npc.edu/areas-of-interest

Instructional Divisions and Programs

Dr. Michael Solomonson, Vice President for Learning and Student Services

Arts and Sciences

Rickey Jackson, Dean

Anthropology (ANT)
Art (ART)
Biology (BIO)
Chemistry (CHM)
Child & Family Studies (CFS)
Early Childhood Studies (ECD)
English (ENL)
Film & Digital Video (FDV)
Geography (GEO)
Geology (GLG)
History (HIS)
Honors Colloquia (HON)

Human Services (HUS)
Humanities (HUM)
Languages (LAN)
Mathematics 125 and higher
Music (MUS)
Philosophy (PHL)
Physics (PHY)
Political Science (POS)
Psychology (PSY)
Sociology (SOC)
Speech/Theatre (SPT)

Education and College and Career Preparation

Gail Campbell, Associate Dean

College and Career Preparation (CCP)
Education (EDU)
Human Development (HDE)
Mathematics - BUS 133, HES 101, MAT 101 - 112

Apache County Programs

Nicole Ulibarri, Coordinator

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

Instructional Innovation

Dr. Wei Ma, Dean

Instructional Technology and Curriculum Support
Early College
Library Services
Office of Accessibility and Inclusion
Perkins Grant

Career and Technical Education

Jeremy Raisor, Dean

Automotive Technology (AUT)
Business (BUS)
   Economics (ECN)
Community and Corporate Learning
Computer Information Systems (CIS)
Construction Technology (CON)
   Drafting (DRF)
   Masonry

Cosmetology (COS)
   Cosmetology Instructor
   Hairstyling
   Nail Technician
Dept. of Corrections
Energy & Industrial Technician (EIT)
Fire Science (FRS)
Health and Physical Education (HPE)
Industrial Arts Technology
Law Enforcement Academy (ACJ)
Welding (WLD)

Nursing and Allied Health

Ruth Zimmerman, Dean of Nursing and Allied Health

Allied Health – Health Sciences (HES)
   CNA to Direct Care Worker
   Phlebotomy (HES)
Medical Assistant (MDA)
Nursing Assistant Training (NAT)
Nursing Program (NUR)
   LNA to RN
   LPN to RN
   Paramedic to RN
   RN Refresher
Paramedicine (EMT)
Pharmacy Technology (PHT)
Surgical Technology (SGT)
Therapeutic Massage (TMP)

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 agrees with the Association for the Assessment of Learning in Higher Education's mission statement that assessment is "...a tool to improve student learning and institutional effectiveness in fostering student success" (2016).
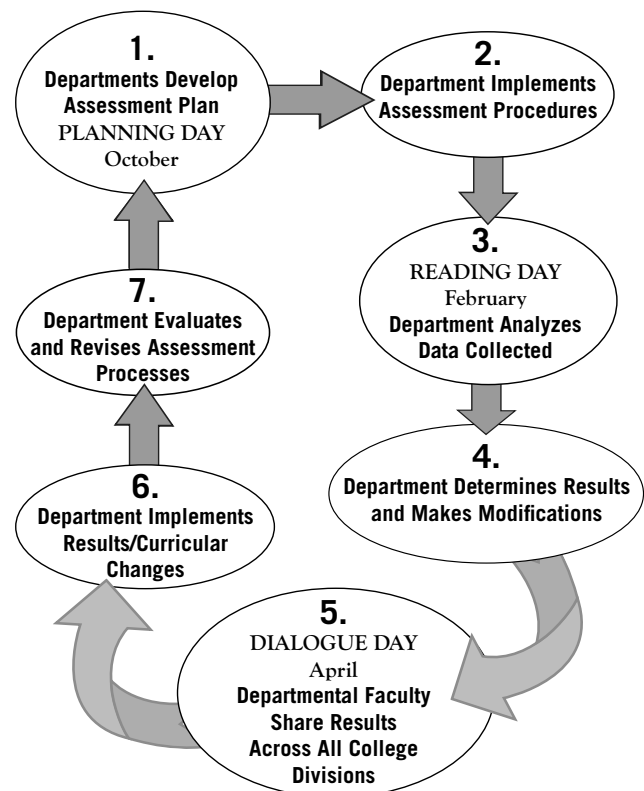
The college uses a continuous assessment process that is outlined in the diagram at the right.

Planning Day is where departments and programs examine their assessment procedures, consider tools and review data collected from previous cycles. Departments and programs are encouraged to align their outcomes and process with one or more of the topic areas addressed in 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 plan, the department implements the process. Reading Day is conducted near February when departments and programs analyze data. Following this analysis, 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 the college as a means of promoting a college-wide discussion on best practices and insights gained through the current year's process.

Following Dialogue Day, departments and programs may adjust curriculum, instruction or program design based on the results of the data collected.

1. Departments Develop Assessment Plan PLANNING DAY October

2. Department Implements Assessment Procedures

3. READING DAY February Department Analyzes Data Collected

4. Department Determines Results and Makes Modifications

5. DIALOGUE DAY April Departmental Faculty Share Results Across All College Divisions

6. Department Implements Results/Curricular Changes

7. Department Evaluates and Revises Assessment Processes

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

Program	Awards
Associate of Arts‡	**AA**
Associate of General Studies	**AGS**
Associate of Science‡	**AS**
Automotive Technology (ATO)	**AAS/CAS**
Automotive Service Operations	CP
Electrical Systems and Engines	CP
Business (BUS)	
Associate of Business‡	**ABus**
Entrepreneurship	AAS/CAS
Entrepreneurship Fundamentals	CP
Management and Leadership	AAS/CAS
Management and Leadership Fundamentals	CP
Medical Office Administration Specialization	AAS/CAS
Medical Office Administration Fundamentals	CP
Computer Information Systems (CIS)	
Computer Information Systems	AAS/CAS/CP
Cybersecurity	AAS/CAS/CP
Software and Web Development	AAS/CAS/CP
Construction Technology (CON)	**AAS/CAS/CP**
Drafting (DRF)	CP
Masonry	CP
Cosmetology (COS)	**AAS/CAS/CP**
Cosmetology Instructor	CP
Hairstyling	CP
Nail Technician	CP
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

Program	Awards
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**
Visual Communications Fundamentals	CP
Fire Science (FRS)	**AAS/CAS**
Driver/Operator	CP
Firefighter	CP
Leadership	CP
Medical Assistant (MDA)	**AAS/CAS/CP**
Nursing (NUR)	
LNA to RN	AAS
LPN to RN	AAS
Paramedic to RN	AAS
Practical Nursing	CAS
Nursing Assistant (NAT)	**CP**
Paramedicine (EMT)	**AAS/CAS/CP**
Pharmacy Technology	**CP**
Surgical Technology (SGT)	**AAS**
Therapeutic Massage Program (TMP)	**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 65) 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. A Certificate of Proficiency (CP) is 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.

For further information contact your instructor. Information about degrees and pathways, common courses, Course Equivalency Guides, transfer guides and Arizona college and university catalogs are 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 by sending a notification to the Records and Registration Office by the following spring deadline (email: *evaluations@npc.edu*).

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 4, 2021 – Monday for Fall 2021
- February 17, 2022 - Friday for Spring 2022
- July 1, 2022 -Friday for Summer 2022

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

Graduation Requirements

Graduation Requirements Continued

automatically award degrees or certificates for students without a graduation application.

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

1. Satisfy the degree requirements as published in the applicable NPC catalog prior to the date of graduation on which the degree is to be awarded. All petitions for degree requirement waivers must be submitted and approved prior to the Application for Graduation deadline listed on page 57.

2. File an Application for Graduation with the Records and Registration Office by the deadline listed on page 57.

3. Be credited with not less than 64 applicable semester credits in the Records and Registration Office (except for the AAS Paramedicine degree where 63 credits are required and the 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. Additional 'P' grades may only be applied toward a degree as allowed by the college for extenuating circumstances.

6. Have a minimum of 16 semester credits in residence at NPC that apply toward the degree being pursued and meet the requirements for the applicable NPC catalog (see "Applicable Catalog" for additional details). Credits obtained by assessment may not be used toward the residency requirement.

Certificate of Applied Science (CAS)

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

The candidate for the Certificate of Applied Science must:

1. Satisfy the certificate requirements as published in the applicable NPC catalog prior to the date of graduation at which the certificate is to be awarded. All petitions for degree requirement waivers must be submitted and approved prior to the Application for Graduation deadline listed on page 57.

2. File an Application for Graduation with the Records and Registration Office by the deadline listed on page 57;

3. Have a minimum of 12 semester credits in residence at NPC that apply toward the certificate being pursued and meet the requirements for the applicable NPC Catalog (see "Applicable Catalog" for additional details). Credits obtained by assessment may not be used toward the residency requirement.

Certificate of Proficiency (CP)

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

Certificates of Proficiency will be awarded when the student:

1. Satisfies the requirements for the certificate as published in the applicable NPC catalog;

2. Files an Application for Graduation with the Records and Registration Office by the deadline listed on page 57;

3. Completes successfully, with a grade of 'C' or better, all courses to indicate the achievement of technical skills and competence in a specific area of endeavor;

4. Has a minimum of 75 percent of the credits required for the certificate in residence at NPC. Credits obtained by assessment cannot be used toward the residency requirement.

Applicable Catalog

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. A student may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing his or her degrees.

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

1. A semester in which a student earns course credit is counted toward continuous enrollment. Noncredit courses, audited

Applicable Catalog Continued

courses, failed courses or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

2. Students who do not meet the minimum enrollment standard stipulated in number 1 during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled. These students must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

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

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the degree or certificate requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

4. In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Course work that is more than eight years old is applicable to completion of degree requirements at the discretion of the student's major department. Departments may accept such course work, reject it or request that the student revalidate its substance. The eight-year limit on course work applies except when program accreditation agencies limit the life of course work to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

5. Enrollment by Arizona community college students in nontransferable courses still constitutes enrollment for purposes of determining whether the student has been continuously enrolled. For example, if a student takes two semesters of cooperative education classes, which are not transferable to the university but constitute continuous enrollment at the community college, the university should consider it continuous enrollment.

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

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.

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.

Grades

Grade System

Grade	Points	Explanation
A	4.0	Excellent
B	3.0	Good
C	2.0	Average
D	1.0	Below Average
F	0.0	Failing
I	0.0	Incomplete, not computed in GPA
P	0.0	Pass, not computed in GPA
W	0.0	Withdrawal, not computed in GPA
AU	0.0	Audit, not computed in GPA
AS	0.0	Assessed Credit, not computed in GPA
IP	0.0	In Progress, not computed in GPA

National Exams (carry 0 points, not computed in GPA)

AP	Advanced Placement Exam
CI	Cambridge International Exam
CL	CLEP – College Level Exam Program
DS	DSST – DANTES Subject Standardized Tests
IB	International Baccalaureate

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 a postsecondary institution, and NPC only accepts 'P' grades in special circumstances as approved by the college.

- 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

Grades

Pass (P) Grades Continued

better," the minimum requirements for a 'P' grade are those regularly required for a 'C' grade in any class in which the 'P' grade option is allowed.

- A 'P' grade cannot be later changed to a letter grade, nor can a letter grade be later changed to a 'P' grade.

  Process

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

  Grades of 'P' earned in Spring 2020 only will be allowed to count toward a degree or certificate requirement as an exception to the general rules and will be accepted in transfer by Arizona universities. However, a grade of 'P' will not satisfy a course or program prerequisite where the requirement is a grade of 'B' or higher. The college reserves the right to change the terms and program applicability of courses with 'P' grades.

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 35.

Grading Procedure

The instructor is responsible for assigning grades. Grades are based on academic performance, class participation and attendance. Academic dishonesty will not be tolerated. An instructor may lower a grade based on academic dishonesty or other forms of student misconduct. Academic dishonesty or other forms of student misconduct may also be referred to the Vice President for Learning and Student Services for further action. (See Student Conduct Code, Procedure 2625, on page 187) 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 (See page 179).

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 33, note 1. Transfer credits cannot be used to raise a grade. See page 15 under Regionally Accredited Institutions.

Repeating Courses

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

Repeating Courses Continued

a degree or certificate.

SPECIAL NOTE: Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 33, note 1.

> *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 to **MyNPC**. 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 (starting in the fall semester) to any of Arizona's three public universities: Arizona State University, University of Arizona or Northern Arizona University. Students also receive an NPC scholarship.

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.

Satisfactory Academic Progress Continued

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. 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.

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 transferable 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*** or speak to an academic advisor.

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, film and digital video 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 for the first time are required to demonstrate or develop basic skills necessary for online learning. Please complete the online readiness module (***https://sites.google.com/mail.npc/itcs/eresources/readiness***) by the end of the first week of class. Visit the ICT website for more information about the procedure and requirements. (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 17.)

*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 17.

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 26)

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.

NPCFlex *(PILOT)* (NF)

Students have the option of attending any class session through one of the three options: 1. Live on campus; 2 Live online; 3 Watch the recorded lecture

Students must select the campus/center of their choice when registering to ensure a seat is available for the live on campus option.

NPCSync *(PILOT)* (NS)

Students have the option of attending any class session through one of the two options: 1. Live on campus; 2 Live online

Students must select the campus/center of their choice when registering to ensure a seat is available for the live on campus option.

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 AGEC?

Guaranteed Transferability

AGEC stands for Arizona General Education Curriculum, a state-wide 35- to 37-credit block of lower division courses that fulfill general education requirements at Arizona's public community colleges, Northern Arizona University (NAU), Arizona State University (ASU), and the University of Arizona (U of A).

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

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

Why complete an AGEC?

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

AGEC Completion

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

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

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

AGEC Requirements

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

AGEC-A • 35 credits See AA Degree, page 68

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

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

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

AGEC-S • 36 credits See AS Degree, page 70

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

Students/Advisors are encouraged to use the checkboxes ☐ on the course pages provided to track academic progress toward programs and degrees.

General Education Course Options

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

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

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

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

Mathematics...3-4 credits

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

☐ ‡ BUS 133 Business Mathematics .... 3 credits
☐ ‡ 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 234 Native-American Literature .... 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
☐ PHL 150 Comparative World Religions .... 3 credits
☐ SPT 130 Introduction to Theatre .... 3 credits
☐ SPT 140 Principles of Drama .... 3 credits
☐ SPT 150 Introduction to Film .... 3 credits
☐ SPT 156 History of Television I .... 3 credits
☐ SPT 157 History of Television II .... 3 credits

Computer Science
☐ CIS 105 Computer Applications and Information Technology .... 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 Geology..................... 4 credits
☐ GLG 102 Introduction to Geology II - Historical Geology.................. 4 credits
☐ GLG 110 Natural Disasters.. 4 credits
☐ PHY 111 General Physics I.. 4 credits
☐ PHY 112 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 114 Introduction to Mexican-American History .... 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 United States 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... 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:

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

<u>Certificates of Applied Science (CAS)</u> are awarded upon completion of specific <u>program</u> <u>courses</u> designed for employment skills.

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

<u>Certificates of Completion</u> are awarded to students from a specific division in <u>some</u> courses for successfully satisfying class requirements. For further information contact your instructor.

<u>General Education Requirements:</u> Courses, typically mathematics, English and others, from a predetermined list of discipline studies (see page 66) that provide students with a broad knowledge base. If specific courses are required, those are listed in the degree or program description.

<u>Core Requirements:</u> 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.

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

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

<u>Transferable Electives:</u> 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. You can access the Course Equivalency Guide here:

http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG.

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

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

<u>Concurrent Requisite:</u> Concurrent courses must be taken during the same semester.

<u>Internship:</u> Work opportunities in which students fulfill limited-term positions within a company or organization in order to gain experience and develop career-specific skills.

<u>Lecture:</u> 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.

<u>Lab:</u> 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.

<u>Practicum:</u> 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.

<u>Clinical:</u> 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.

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's degree programs and careers in liberal arts fields such as languages, literature, political science and more.

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

NPC Requirements

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

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

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

Associate of Arts (AA) • 64 credits

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

General Education Courses

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

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

Discipline Studies

☐ ***Arts and Humanities*** .... ***9 credits***
　(Select three courses from at least two disciplines from the list on page 66)

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

☐ ***Social and Behavioral Sciences*** .... ***9 credits***
　(Select three courses from at least two disciplines from page 66. At least one of these must be an asterisked (*) course to meet requirements for Contemporary Global, International, or Historical Awareness.)

☐ ***Transferrable Electives*** .... ***29 credits***
　Successful completion of 29 credits of unduplicated university-transferable electives, as described on page 67.

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 65), 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 (labeled both General Education Courses and Discipline Studies).

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

- Incoming 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

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

General Education Courses

Communications .... *6 credits*
☐ ENL 101 College Composition I .... 3 credits
***PLUS ONE** of the following:*
☐ ENL 102 College Composition II .... 3 credits
☐ ENL 109 Technical Writing... 3 credits
Mathematics... *3 credits*
☐ MAT 112 Algebra II: Intermediate .... 3 credits
Or any mathematics course for which MAT 112 is a prerequisite.

Discipline Studies

☐ ***Arts and Humanities***...*6 credits*
(Select two courses from at least two disciplines from the list on page 66)
☐ ***Physical and Biological Science***..*4 credits*
(Select one course from the list on page 66)
☐ ***Social and Behavioral Sciences*** ....*6 credits*
(Select two courses from at least two disciplines from the list on page 66)
☐ ***Additional Discipline Studies***...*6 credits*
Select a minimum of six additional credits from the **Discipline Studies** list on page 66, ***or*** from these courses:

Foreign Language
☐ FRE 101 Elementary French I .... 4 credits
☐ FRE 102 Elementary French II .... 4 credits
☐ GER 101 Elementary German I.. 4 credits
☐ GER 102 Elementary German II... 4 credits
☐ SPA 101 Elementary Spanish I.. 4 credits
☐ SPA 102 Elementary Spanish II... 4 credits
Computer Science
☐ CIS 105 Computer Applications and Information Technology .... 3 credits
Verbal Communications
☐ SPT 120 Public Speaking .... 3 credits

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

Transfer Degree

Associate of Science (AS) Degree

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

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

NPC Requirements

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

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

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

Associate of Science (AS) • 64 credits

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

General Education Courses

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

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

Discipline Studies

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

Physical and Biological Science .... *8 credits*
  (Select two courses from the **SAME** discipline)
- [ ] BIO 181 General Biology I .... 4 credits
- [ ] BIO 182 General Biology II .... 4 credits
- [ ] CHM 151 General Chemistry I .... 4 credits
- [ ] CHM 152 General Chemistry II .... 4 credits
- [ ] GLG 101 Introduction to Geology I - Physical .... 4 credits
- [ ] GLG 102 Introduction to Geology II - Historical .... 4 credits
- [ ] PHY 111 General Physics I .... 4 credits
- [ ] PHY 112 General Physics II .... 4 credits

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

Science/Mathematics Option .... *6 credits*
  (Select two courses not taken to satisfy **Physical and Biological Sciences** requirements listed above.)
- [ ] ANT 104 Biological Anthropology and Human Origins .... 4 credits
- [ ] BIO 105 Environmental Biology .... 4 credits
- [ ] BIO 160 Introduction to Human Anatomy and Physiology ..... 4 credits
- [ ] BIO 181 General Biology I .... 4 credits
- [ ] BIO 182 General Biology II .... 4 credits
- [ ] BIO 201 Human Anatomy and Physiology I .... 4 credits
- [ ] BIO 202 Human Anatomy and Physiology II .... 4 credits
- [ ] BIO 205 Microbiology .... 4 credits
- [ ] BIO 241 Human Genetics .... 3 credits
- [ ] CHM 151 General Chemistry I .... 4 credits
- [ ] CHM 152 General Chemistry II .... 4 credits
- [ ] GEO 111 Physical Geography .... 4 credits
- [ ] GLG 101 Introduction to Geology I - Physical .... 4 credits
- [ ] GLG 102 Introduction to Geology II - Historical .... 4 credits
- [ ] GLG 110 Natural Disasters .... 4 credits
- [ ] MAT 231 Calculus II .... 4 credits
- [ ] MAT 241 Calculus III .... 4 credits
- [ ] PHY 111 General Physics I .... 4 credits
- [ ] PHY 112 General Physics II .... 4 credits

Transferrable Electives .... 28 credits
Successful completion of 28 credits of unduplicated-transferable electives, as described on page 67.

Automotive Technology (ATO)

Degree and Certificate Options

Direct to $ Work

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. Additionally, students are required to complete 4 hours of additional documented E-learning per credit hour of enrollment outside of classroom (in addition to homework, studying, and other regularly-assigned reading materials).

Upon completion of the program, the student will receive an Associate of Applied Science (AAS) degree in Automotive Technology. This degree, coupled with the ASE certifications, will enhance career opportunities in the automotive industry.

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

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.

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.

ASE | Education Foundation

Certificates of Proficiency (CP) ☐ Check off as completed.

Automotive Service Operations (CP) • 24 credits
☐ ATO 216 Suspension and Steering .... 4 credits
☐ ATO 218 Automatic Transmissions .... 4 credits
☐ ATO 220 Manual Transmissions and Drive Trains .... 4 credits
☐ ATO 222 Brake Systems .... 4 credits
☐ ATO 224 HVAC Systems .... 4 credits
☐ ATO 226 Automotive Diesel .... 4 credits

Electrical Systems and Engines (CP) • 23 credits
☐ ATO 116 Introduction to Automotive and Safety .... 2 credits
☐ ATO 118 Electrical I .... 3 credits
☐ ATO 120 Electrical II .... 3 credits
☐ ATO 122 Electrical III .... 3 credits
☐ ATO 124 Engine Repair I .... 3 credits
☐ ATO 126 Engine Repair II .... 3 credits
☐ ATO 128 Engine Performance I .... 3 credits
☐ ATO 130 Engine Performance II .... 3 credits

Certificate of Applied Science (CAS) • 29 credits
☐ ***Complete the Electrical Systems and Engines CP .... 23 credits***
☐ ***Communications .... 3 credits***
    ENL 101 College Composition I .... 3 credits
☐ ***Mathematics .... 3 credits***
    Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66.

Automotive Technology (AAS) • 64 credits

Complete the Automotive Service Operations CP .... 24 credits

Complete the Electrical Systems and Engines CAS .... 29 credits

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

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

☐ ***Electives .... 1 credit***
    (Choose from any unduplicated courses at the 100-level or above)

Transfer Degree

Associate of Business (ABus) Degree

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

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

NPC Requirements

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

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

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

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

Associate of Business (ABus) • 64 credits

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

General Education Courses

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

Discipline Studies

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

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

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

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

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

☐ Business Core .... 18 credits

   ☐ BUS 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
   ☐ BUS 218 Principles of Managerial 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

☐ Transferrable Electives .... 10 credits

   Successful completion of 10 credits of unduplicated university transferrable electives, as described on page 67.

Business Studies (BUS)
Entrepreneurship Specialization

Direct to $ Work

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. Entrepreneurs start new businesses and take on the risks and rewards of being an owner. Those who plan ahead and educate themselves on the range of issues that will impact their business before they start are the most successful. Annual salaries vary by industry and level of success.

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.

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 *studentaid.ed.gov/sa/fafsa.*

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.

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

Entrepreneurship Fundamentals (CP) • 21 credits

- ☐ BUS 100 Introduction to Business .... 3 credits
- ☐ BUS 105 Techniques of Supervision .... 3 credits
- ☐ BUS 106 Techniques of Personal Finance .... 3 credits
- ☐ BUS 110 Small Business Management .... 3 credits
- ☐ BUS 210 Principles of Management .... 3 credits
- ☐ BUS 220 Principles of Marketing .... 3 credits
- ☐ BUS 231 Microsoft Office – Level 1 .... 3 credits

Entrepreneurship (CAS) • 33 credits

- ☐ *Complete the Entrepreneurship Fundamentals CP .... 21 credits*
    PLUS
- ☐ BUS 203 Business Communication .... 3 credits
- ☐ BUS 225 Human Resource Management .... .3 credits
- ☐ *Communications .... 3 credits*
- ☐ ENL 101 College Composition I .... 3 credits
- ☐ *Mathematics .... 3 credits*
    BUS 133 or select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 *EXCEPT* for MAT 101, MAT 109, MAT 112 or MAT 125.

Entrepreneurship (AAS) • 64 credits

- ☐ *Complete the Entrepreneurship CAS .... 33 credits*
    PLUS

General Education Courses .... 3 credits

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

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

Core Requirements .... 15 credits

- ☐ BUS 122 Computerized Accounting with QuickBooks .... 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

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

Section IV Programs

Management and Leadership Specialization

Direct to $ Work

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

Career Opportunities

Employment opportunities in the management area are projected to grow 12 percent per year through 2022. Tasks such as managing operations, facilities and people will remain important in a wide range of industries.

The following, according to the U.S. Bureau of Labor and Management, are the annual mean wages in Arizona for some management and leadership fields: Food Service Manager, $54,780; First-line supervisor for retail sales workers, $34,740; First-line supervisors for office and administrative support workers, $46,840.

(Figures from US BLS May 2021, SOC 11-2022).

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 ***studentaid.ed.gov/sa/fafsa.***

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

Management and Leadership Fundamentals (CP) • 19 credits

- ☐ BUS 105 Techniques of Supervision .... 3 Credits
- ☐ BUS 185 Ethics in Management .... 3 Credits
- ☐ BUS 202 Professional Customer Service .... 1 credit
- ☐ BUS 203 Introduction to Business Communication .... 3 credits
- ☐ BUS 210 Principles of Management .... 3 credits
- ☐ BUS 220 Principles of Marketing .... 3 credits
- ☐ BUS 231 Microsoft Office Level I .... 3 credits

Management and Leadership (CAS) • 34 credits

- ☐ ***Complete the Management and Leadership Fundamentals CP*** .... ***19 credits***
  AND
- ☐ BUS 206 Legal, Ethical, Global & Regulatory Environment of Business ..3 credits‡
- ☐ BUS 217 Principles of Financial Accounting .... 3 credits‡
- ☐ BUS 230 Organizational Leadership .... 3 credits
  - ***Communications*** .... ***3 credits***
- ☐ ENL 101 College Composition I .... 3 credits
- ☐ ***Mathematics*** .... ***3 credits***
  BUS 133 or select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 109, MAT 112 or MAT 125.

Management and Leadership (AAS) • 64 credits

- ☐ ***Complete the Management and Leadership CAS*** .... ***34 credits***
  PLUS

General Education Courses .... 3 credits

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

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

Core Requirements .... 12 credits

- ☐ BUS 218 Principles of Managerial Accounting ‡ .... 3 credits
- ☐ BUS 225 Human Resource 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 .... 8 credits
  (Choose from any unduplicated courses at the 100-level or above)

Section IV Programs

Medical Office Administration Specialization

Direct to $ Work

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.

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

Medical Office Administration Fundamentals (CP) • 22 credits

- ☐ BUS 105 Techniques of Supervision .... 3 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 120 Law and Ethics of the Healthcare Professions .... 3 credits
- ☐ HES 170 Medical Terminology for Clinical Health Professionals.............. 3 credits
- ☐ HES 190 Human Body in Health and Disease .... 4 credits

Medical Office Administration Specialization (CAS) • 35 credits

Complete the Medical Office Administration Fundamentals CP..........................*22 credits*
- ☐ BUS 179 Medical Coding... 4 credits
- ☐ BUS 210 Principles of Management .... 3 credits

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

Mathematics...*3 credits*
> BUS 133 or select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 109, MAT 112 or MAT 125.

Medical Office Administration Specialization (AAS) • 64 credits

- ☐ *Complete the Medical Office Administration Specialization CAS*..........................*35 credits*

> *PLUS*

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

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

Core Requirements .... 12 credits
- ☐ BUS 189 Computerized Medical Billing... 3 credits
- ☐ BUS 188 Medical Transcription Fundamentals.................................... 3 credits
- ☐ BUS 230 Organizational Leadership.. 3 credits
- ☐ BUS 250 Medical Administration Capstone .... 3 credits

> *AND*

☐ Unrestricted Electives... 7 credits
> (Choose from any unduplicated courses at the 100-level or above)

Section IV Programs

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, digital media, hardware, networks, operating systems, productivity applications, database management and information systems.

Career Opportunities

Future job possibilities in Computer Information Systems will be found in every area that touches human lives: the sciences, engineering, business, entertainment, education and more. And once established in the computing field, your training and experience can open doors to evermore challenging positions with increasing pay.

Computer Information Systems (CP) • 18 credits

- ☐ CIS 105 Computer Applications and Information Technology .... 3 credits
- ☐ CIS 111 Introduction to Programming I .... 3 credits
- ☐ CIS 130 Information Security Fundamentals .... 3 credits
- ☐ CIS 141 A+ Certification Preparation I .... 3 credits
- ☐ CIS 142 A+ Certification Preparation II .... 3 credits
- ☐ CIS 145 Network+ Certification Preparation .... 3 credits

Computer Information Systems (CAS) • 45 credits

Complete the Computer Information Systems CP .... 18 credits
- ☐ CIS 125 Digital Media .... 3 credits
- ☐ CIS 150 Digital Culture .... 3 credits
- ☐ CIS 161 Microsoft Operating Systems .... 3 credits
- ☐ CIS 171 Linux Operating System .... 3 credits
- ☐ CIS 227 C# Programming .... 3 credits
- ☐ CIS 245 Database Management Concepts .... 3 credits
- ☐ CIS 280 Systems Analysis and Design .... 3 credits

PLUS

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

Computer Information Systems (AAS) • 64 credits

Complete the Computer Information Systems CAS .... 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 66.

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

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

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

CIS Cybersecurity Specialization

Direct to $ Work

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.

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.

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

Cybersecurity (AAS) • 64 credits

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

General Education Courses .... 3 credits

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

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

☐ 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

Section IV
Programs

CIS Software and Web Development Specialization

When a user clicks to open a computer program, thousands of lines of programming code are being executed to display the user interface (UI).

Direct to $ Work

In NPC's Software and Web Development degree and certificate programs you'll learn to meet with clients or management to identify the core functionality needed, determine user requirements, write the code for those applications, and test for security and performance measures. You'll also learn the technical structure of websites, including e-commerce applications, and establish processes for allowing others to add or modify existing content.

You could be designing data management systems for corporations, a better word processor or games for consumers.

Career Opportunities

Employment in the fields of software and web development are expected to grow 15 – 24 percent through at least 2026, much faster than the average for all occupations. If you are a creative person with technical aptitude, a career in the more technically specialized fields of software and web development can pay handsomely.

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

Software and Web Development (CP) • 18 credits

☐ CIS 105 Computer Applications and Information Technology .... 3 credits
☐ CIS 111 Introduction to Programming I .... 3 credits
☐ CIS 187 Introduction to Web Development .... 3 credits
☐ CIS 190 JavaScript Programming.. 3 credits
☐ CIS 227 C# Programming .... 3 credits
☐ CIS 243 Database-Driven Websites .... 3 credits

Software and Web Development (CAS) • 45 credits

☐ *Complete the Software and Web Development CP .... 18 credits*
   PLUS
☐ CIS 112 Introduction to Programming II .... 3 credits
☐ CIS 125 Digital Media .... 3 credits
☐ CIS 130 Information Security Fundamentals....................................... 3 credits
☐ CIS 217 JAVA Programming
   ☐ *OR* CIS 225 C Programming
   ☐ *OR* CIS 226 C++ Programming .... 3 credits
☐ CIS 245 Database Management Concepts... 3 credits
☐ CIS 265 Web Programming .... 3 credits
☐ CIS 280 Systems Analysis and Design .... 3 credits
   Communications .... 3 credits
☐ ENL 101 College Composition I .... 3 credits
☐ *Mathematics.. 3 credits*
   Select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 66. EXCEPT for MAT 101, MAT 103, MAT 109 or BUS 133.

Software and Web Development (AAS) • 64 credits

☐ *Complete the Software and Web Development 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 66.

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

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

Construction Technology (CON)

Certificate Options – CP & CAS

Direct to $ Work

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. Classes are also offered at the Whiteriver Center.

- 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. 6236.

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 102 Introduction to Construction Methods* .... 3 credits
- [ ] CON 111 Plan Reading and Employment* .... 3 credits
- [ ] CON 120 Concrete and Masonry Systems* .... 3 credits
- [ ] *CON 121 Cabinetmaking .... 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

Masonry (CP) • 26 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 205 Masonry Fundamentals* .... 3 credits
- [ ] CON 206 Masonry Installation* .... 3 credits
- [ ] CON 207 Residential Masonry* .... 4 credits
- [ ] CON 208 Structural Masonry* .... 4 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 66

Associate of Applied Science (AAS) Degree

Direct to $ Work

Why Study Construction Technology?

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

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

Career Opportunities

Employment of construction laborers and helpers is projected to grow 13 percent through 2024.

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

Construction Technology (AAS) • 64 credits

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

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

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

Core Courses .... 8 credits
 ☐ CON 200 Integrated Construction Management/Design Laboratory .... 3 credits
 ☐ CON 230 Sustainable Construction* .... 3 credits
 ☐ CON 265 Construction Capstone Portfolio... 2 credits
 * *NCCER Certified Course*

 AND

☐ Electives .... 15 credits
 Select any unduplicated 100-level or above courses.

Section IV Programs

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 and at least one year work experience.

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.

What's in Required Kits

Students must purchase a professional lab kit, <u>estimated costs listed</u>, which includes all of the tools needed in the course and for a future job. Books are also included in most kits. Consumable supplies are furnished as part of an additional course fee.

Cosmetology Kit/Textbook • ± $980

Soft 'n Style Smooth Roller Flat Pack, Assorted 12D	1 Package
Soft 'n Style Duck Bill Clips, Steel, 12/Bag	2 Bags
Soft 'n Style Dual Purpose Curl Clips, 80/Box	1 Box
Soft 'n Style Rubberized Super Grip Clips, 4/Pack	1 Package
Tolco Shear Mist Trigger Bottle, Black Trigger	1 Each
Soft 'n Style Tipping Clips, 12/Box	1 Box
Soft 'n Style Tint Bowl, Black	1 Each
Salonchic 9-1/2" Pintail Carbon Comb, Fine Teeth	4 Each
Soft 'n Style Dye Brush, 1" Nylon, Long Tail	5 Each
Soft 'n Style Dye Brush, 2 1/2" Bristle, Extra Wide	2 Each
Scalpmaster Tease Brush, Nylon Bristle, 3 Row	1 Each
Comare Mark V Comb Lift, Stainless, Serrated Teeth	1 Each
Hot Tools Marcel 1" 85W Jumbo Iron	1 each
Andis Envy Combo	1 Each
Queen Helene Almond Massage Creme, 15 oz.	1 Each
Rayson Jumbo End Paper 2 1/2" x 4", 1000/Box	1 Box
Satin Edge Professional Nail Slicer	1 Each
Satin Edge Toe Nail Clipper	2 Each
DL Pro Soft Bristle Manicure Brush	2 Each
Soft 'n Style Classic Manicure Bowl, Black	1 Each
DL Pro Plastic Cuticle Pusher	2 Each
DL Pro 150 Grit White Buffing Block	2 Each
Supernail Non-Acetone Polish Remover, 4-oz. Bottle	1 Each
DL Pro Glass Dappen Dish	2 Each
Aristocrat 8 1/2" Clipper Comb, White	1 Each
Satin Edge Diouble Spoon Cuticle Pusher	2 Each
DL Pro Professional Files 4 1/2" 120/240 Grit, 8/Package	1 Each
Fantasea Latex Free Foam Sponges, 8/Bag	1 Each
Tweezerman Tweezerette, Stainless Steel – Slant	2 Each
Soft 'n Style E-Z Flow Cold Wave Rods, Long Grey	2 Dozen
Aristocrat 8 1/2" Clipper Comb, Black	1 Each
Fantasea Facial Brush	2 Each
Betty Dain Nylon Chemical Cape, 45" x 60", Black	1 Each
Scalpmaster Vinyl Shampoo Cape, 54" x 36", Velco, Black	1 Each
DL Pro Zebra Nail File	1 Each
DL Pro 80/80 Grit Black Nail File	1 Each
Supernail Cuticle Oil Softener/Moisturizer, 4 oz.	1 Each
Satin Edge Foot File w/ 40 Replacement Pads	1 Each
Rayon Triangle Veils, Black	1 Each
Soft 'n Style 2" Bobby Pins, Bronze, 1 Pound	1 Each
Soft 'n Style 2" Hair Pins, Bronze, 1 Pound	1 Each
Aristocrat Afro Life Comb	1 Each
Large Nylon Tote Bag, 22" x 11" x 12", Black	1 Each
Soft 'n Style Neon Butterfly Clamps, 3" wide, 36 Count	1 Each
Salonchic Ultra Chic Haircutting Cape	2 Each
Wahl Flat-Top Styling Comb w/ Slide Glide	2 Each
Scalpmaster Round Neck Brush, 7 Row, Black	6 Each
Scalpmaster 1 1/2" Ceramic Thermal Indicator Brush	1 Each
Scalpmaster 2" Ceramic Thermal Indicator Brush	1 Each
Scalpmaster 2 1/4" Ceramic Thermal Indicator Brush	1 Each
Scalpmaster 2 3/4" Ceramic Thermal Indicator Brush	1 Each
Babyliss Pro Porcelain Ceramic 1" Flat Iron	1 Each
Satin Edge Cuticle Nipper, 4" Half Jaw	1 Each
Krest Cleopatra 7" Square E Larger Cutting Comb	24 Each
Krest Cleopratra 8" Fine Tooth Rattail Comb	24 Each
Celebrity Super Clamp Adjustable Holder	1 Each
Salonchic 7" Marcel Hard Rubber Comb	2 Each
Satin Edge 3 1/2" Stork Scissor	1 Each
Gold Magic 3-N-1 Comb	1 Each
Gigi Hand Sanitizer, 8 oz. Bottle	1 Each
Scalpmaster Nylon Comb-Out Cape 28" x 28", Velco, Blue	1 Each
Supernail Cuticle Softener/Remover, 4 oz. Bottle	1 Each
Celebrity Lauren Manikin 24-26" Brown Hair	1 Each
Salonchic Ceramic Tunnel Vent Brush	2 Each
Salonchic Rubber Base Styling Brush	1 Each
Salonchic Ceramic Cushion Paddle Brush	1 Each
Celebrity Sabrina Manikin 19-21" Blonde Hair	1 Each
Satin Edge Cuticle Pusher	1 Each
Aristocrat Barber Comb, 7 1/2" Thin Tapering	1 Each
Betty Dain Vinyl Kiddie Cape	1 Each
Babyliss Pro Ceramix Xtreme Dryer, 200W	1 Each
TK2 Shear and Razor Kit	1 Each
DL Pro Premium Soft Practicing Hand	1 Each
Fantasea State Board Nail Polish Kit	1 Each

Hairstyling Kit/Textbook Bundle ± $914

Soft 'n Style Smooth Roller Flat Pack, Assorted 12D	1 Package
Soft 'n Style Duck Bill Clips, Steel, 12/Bag	2 Bags
Soft 'n Style Dual Purpose Curl Clips, 80/Box	1 Box
Soft 'n Style Rubberized Super Grip Clips, 4/Pack	1 Package
Tolco Shear Mist Trigger Bottle, Black Trigger	1 Each
Soft 'n Style Tipping Clips, 12/Box	1 Box
Soft 'n Style Tint Bowl, Black	1 Each
Salonchic 9-1/2" Pintail Carbon Comb, Fine Teeth	4 Each
Soft 'n Style Dye Brush, 1" Nylon, Long Tail	5 Each
Soft 'n Style Dye Brush, 2 1/2" Bristle, Extra Wide	2 Each
Scalpmaster Tease Brush, Nylon Bristle, 3 Row	1 Each
Comare Mark V Comb Lift, Stainless, Serrated Teeth	1 Each
Hot Tools Marcel 1" 85W Jumbo Iron	1 Each
Andis Envy Combo	1 Each
Rayson Jumbo End Paper 2 1/2" x 4", 1000/Box	1 Box
Aristocrat 8 1/2" Clipper Comb, White	1 Each
Aristocrat 8 1/2" Clipper Comb, Black	1 Each
Soft 'n Style E-Z Flow Cold Wave Rods, Long Grey	2 Dozen
Betty Dain Nylon Chemical Cape, 45" x 60", Black	1 Each
Scalpmaster Vinyl Shampoo Cape, 54" x 36", Velco, Black	1 Each
Rayon Triangle Veils, Black	1 Each

What's in Required Kits Continued

Soft 'n Style 2" Bobby Pins, Bronze, 1 Pound.. 1 Each
Soft 'n Style 2" Hair Pins, Bronze, 1 Pound.. 1 Each
Aristocrat Afro Life Comb .... 1 Each
Large Nylon Tote Bag, 22" x 11" x 12", Black.. 1 Each
Soft 'n Style Neon Butterfly Clamps, 3" wide, 36 Count .... 1 Each
Salonchic Ultra Chic Haircutting Cape... 2 Each
Wahl Flat-Top Styling Comb w/ Slide Glide... 2 Each
Scalpmaster Round Neck Brush, 7 Row, Black .... 6 Each
Scalpmaster 1 1/2" Ceramic Thermal Indicator Brush........................ 1 Each
Scalpmaster 2" Ceramic Thermal Indicator Brush .... 1 Each
Scalpmaster 2 1/4" Ceramic Thermal Indicator Brush........................ 1 Each
Scalpmaster 2 3/4" Ceramic Thermal Indicator Brush........................ 1 Each
Babyliss Pro Porcelain Ceramic 1" Flat Iron .... 1 Each
Krest Cleopatra 7" Square E Larger Cutting Comb......................... 24 Each
Krest Cleopratra 8" Fine Tooth Rattail Comb.................................. 24 Each
Celebrity Super Clamp Adjustable Holder.. 1 Each
Salonchic 7" Marcel Hard Rubber Comb .... 2 Each
Gold Magic 3-N-1 Comb .... 1 Each
Gigi Hand Sanitizer, 8 oz. Bottle .... 1 Each
Scalpmaster Nylon Comb-Out Cape 28" x 28", Velco, Blue............... 1 Each
Celebrity Lauren Manikin 24-26" Brown Hair...................................... 1 Each
Salonchic Ceramic Tunnel Vent Brush... 2 Each
Salonchic Rubber Base Styling Brush .... 1 Each
Salonchic Ceramic Cushion Paddle Brush.. 1 Each
Celebrity Sabrina Manikin 19-21" Blonde Hair.................................... 1 Each
Aristocrat Barber Comb, 7 1/2" Thin Tapering..................................... 1 Each
Betty Dain Vinyl Kiddie Cape .... 1 Each
Babyliss Pro Ceramix Xtreme Dryer, 200W .... 1 Each
TK2 Shear and Razor Kit .... 1 Each

Nail Technician Kit/Textbook/Workbook ± $717

Cuccio Pro Colour Student Treatment Kit.. 1 Each
Satin Edge Gel Remover & Cuticle Pusher... 2 Each
Fantasea Lotion Warmer.. 1 Each
Fantasea Beauty Balls, 100/Bag.. 1 Bag
DL Pro Plastic Sterilizing Tray .... 1 Each
Debra Lynn Left & Right Manicure Hand .... 1 Each
Gena Pedi-Pak, 9-Piece Kit with Tote.. 1 Each
Cuccio Pro Fiberglass Kit – Intermediate .... 1 Each
Cuccio Pro Odorless Acrylic Kit – Intermediate.................................. 1 Each
DL Pro Safety Glasses.. 1 Each
City Lights Lockable Large Aluminum Case on Wheels...................... 1 Each
Cuccio Pro 100 Grit White Polar Block .... 12 Each
DL Pro Plastic Cuticle Pusher .... 2 Each
DL Pro Disposable Foot File w/ 6 Replacement Pads .... 1 Each
Soft 'n Style Jewel Spray Bottle, Purple, 12 oz. .... 1 Each
Salonchic Nylon Crinkle Stylist Jacket, Black....................................... 1 Each
Supernail Nail Polish Thinner, 4 oz. Bottle... 1 Each
Supernail Cuticle Softener/Remover, 4 oz. Bottle................................ 1 Each
Supernail Pure Acetone Polish Remover, 4 oz. Bottle.......................... 1 Each
Tweezerman Nail Slicer w/ Replaceable Blade .... 1 Each
Tweenzerman Rockhard 1/2 Jaw Cuticle Nipper .... 1 Each
DL Pro Nail Glue, 3 Gram, Clear... 2 Each

DL Pro Nail Glue, 7 Gram, Clear... 2 Each
PL Pro French Nail Tip Kit, 300 Piece .... 1 Each
DL Pro Soft Bristle Manicure Brush .... 2 Each
DL Pro Nail Tip, 250 Count, Clear .... 1 Each
DL Pro 3-Piece Nail Dotting Set .... 1 Each
DL Pro 3-Piece Nail Art Striping Brush Set .... 1 Each
Satin Edge Double Spoon Cuticle Pusher... 1 Each
Satin Edge Nail Clipper .... 1 Each
Satin Edge Toe Nail Clipper .... 1 Each
DL Pro Orangewood Sticks, 7", Package of 144.................................. 1 Each
DL Pro Wood Core Professional File, 7", Black, 40/Bag....................... 1 Bag
DL Pro Zebra Nail File .... 4 Each
DL Pro Nail File, Black, 240/240 Grit .... 8 Each
Fantasea Electric Nail File .... 1 Each
DL Pro Nail Art Striper Brush .... 2 Each
DL Pro 3-Way Buffer .... 4 Each
Cuccio Pro Naturale Butter Blends, 8 oz., M&H .... 1 Each
Tweezerman Tweezerette, Stainless Steel – Point............................... 1 Each
Supernail Non-Acetone Polish Remover, 4 oz. Bottle .... 1 Each
DL Pro Grit Buffer, 220/280 Grit .... 4 Each
DL Pro Professional Files, 4 1/2", 120/240 Grit, 8/Bag .... 2 Bags
Cuccio Pro Toe Separator, Lavender... 6 Each
Soft 'n Style Classic Manicure Bowl, Ivory .... 1 Each
DL Pro Triple Dappen Dish .... 1 Each
DL Pro French Manicure Clean-Up Brush... 2 Each
DL Pro Pump Dispenser Bottle, 4 oz.. 2 Each
Soft 'n Style Bottle w/ Scales and Flip Top Cap, 4 oz. .... 2 Each
DL Pro Nail Tip Display, 32-Piece.. 1 Each
DL Pro French Deep C Smile Line Tool .... 1 Each
Cina Pro Master Kit.. 1 Each

Alternative Cosmetology Kit ± $210

Soft 'n Style Duck Bill Clips, Steel, 12/Bag... 1 Bag
Soft 'n Style Make-Up Mirror, Black .... 1 Each
Queen Helene Almond Massage Creme, 15 oz. .... 1 Each
Satin Edge Professional Nail Slicer .... 1 Each
Satin Edge Toe Nail Clipper .... 2 Each
DL Pro Soft Bristle Manicure Brush .... 2 Each
Soft 'n Style Classic Manicure Bowl, Black... 1 Each
DL Pro Plastic Cuticle Pusher .... 2 Each
DL Pro Buffing Block, White, 150 Grit .... 2 Each
Supernail Non-Acetone Polish Remover, 4 oz. Bottle .... 1 Each
DL Pro Glass Dappen Dish... 2 Each
Satin Edge Double Spoon Cuticle Pusher... 2 Each
DL Pro Professional Files, 4 1/2", 120/240 Grit, 8/Bag .... 1 Bag
Fantasea Latex-Free Foam Sponges, 8/Bag.. 1 Bag
Tweezerman Tweezerette, Stainless Steel – Slant................................ 2 Each
Fantasea Facial Brush .... 2 Each
DL Pro Zebra Nail File .... 1 Each
DL Pro Nail File, Black, 80/80 Grit .... 1 Each
Supernail Cuticle Oil Softener/Moisturizer, 4 oz.................................. 1 Each
Satin Edge Foot File w/ 40 Replacement Pads.................................... 1 Each
Satin Edge Cuticle Nipper, 4" Half Jaw... 1 Each

Section IV Programs

What's in Required Kits Continued

Direct to $ Work

Satin Edge Stork Scissor, 3.5" .... 1 Each
Gigi Hand Sanitizer, 8 oz. Bottle .... 1 Each
Scalpmaster Nylon Comb-Out Cape, 28" x 28" Velcro, Blue .... 1 Each
Supernail Cuticle Softener/Remover, 4 oz. Bottle .... 1 Each

Satin Edge Cuticle Pusher .... 1 Each
DL Pro Premium Soft Practicing Hand .... 1 Each
Fantasea State Board Nail Polish Kit .... 1 Each

Certificate (CP & CAS) & AAS 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 (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

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 Instructor (CP) • 12 credits
- COS 243 Law and Ethics for a Cosmetology Educator .... 1 credit
- COS 244 Safety Concepts for a Cosmetology Educator .... 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

Cosmetology (CAS) • 60 credits
Complete the Cosmetology CP ....54 credits
PLUS
- *Communications ....3 credits*
      ENL 101 College Composition I .... 3 credits
- *Mathematics..3 credits*
      Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Cosmetology (AAS) • 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 66

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

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

Early Childhood Studies (ECD)

Why study Early Childhood?

The field of Early Childhood includes a wide variety of opportunities for professionals to profoundly impact the lives of children and families. A child's earliest years are a critical period for learning and development.

Did you know that the brain develops faster before the age of three than at any other point in a child's life? Early childhood professionals know this, and they use that knowledge to create high quality experiences for children birth through age eight in a variety of settings.

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 young children. 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, quality coaches, early interventionists, 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 two degree pathways available to them. Depending on the student's career goal, the student chooses either the Associate of Arts in Early Childhood (AAEC) or the Associate of Applied Science (AAS) in Early Childhood Studies. The AAEC includes the AGEC-A requirements for ease of transfer to the university teacher preparation programs.

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 (e.g. FACES, Healthy Families America, etc.), parent education programs, early intervention and others. The AAS degree does not supply the AGEC (see page 65) requirements for university transfer to a BA or BS degree, but transfers smoothly for those in pursuit of a Bachelor of Applied Science (BAS) degree at each of the three state 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 16–48 hours of practicum for each Early Childhood course for which a practicum is a requirement. 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.

Need help paying for classes?

The state of Arizona believes strongly in a highly qualified early childhood workforce. As such, there are specialty programs that offer full tuition, fees, and textbook scholarships for individuals pursuing an Associate degree (AAEC or AAS) in Early Childhood. These scholarships also come with significant cash incentives for reaching educational milestones. See the Department Chair for details. Additionally, 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 ***studentaid.ed.gov/sa/fafsa.***

Associate of Arts in Early Childhood (AAEC)

University Transfer

The Associate of Arts in Early Childhood (AAEC) degree offers foundational knowledge and competencies aligned with state and national standards for pursuit of teacher certification in early childhood education. 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 early chilhood teacher preparation programs. It is specifically designed to fulfill the set of lower division general education requirements of the Arizona General Education Curriculum (AGEC-, see page 65) 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.

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

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

General Education Courses .... 35 credits
Communications .... 6 credits
☐ ENL 101 College Composition I .... 3 credits
☐ ENL 102 College Composition II .... 3 credits
Mathematics .... 3 credits
 Select one of the following:
☐ MAT 142 College Mathematics with Contemporary Applications .... 3 credits
☐ MAT 152 Advanced Algebra .... 3 credits
 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 66)
☐ **Physical and Biological Science .... 8 credits**
 (Select two courses from the list on page 66)
☐ **Social and Behavioral Sciences .... 9 credits**
☐ POS 110 American Government .... 3 credits
 OR
☐ HIS 105 U.S. History to 1877 .... 3 credits
 (Select two additional courses from the list on page 66. At least one of the courses chosen must meet the requirement for Contemporary Global, International or Historical awareness by choosing a course with an asterisk from the list on page 66).
Computer Science .... 3 credits
☐ CIS 105 Computer Applications and Information Technology .... 3 credits

Core Requirements .... 25 credits
☐ ECD 108 Observation and Assessment in Early Childhood .... 1 credit
☐ ECD 110 Building Relationships with Families .... 1 credit
☐ ECD 128 Culture, Language and Community .... 1 credit
☐ ECD 141 Healthy and Safe Early Childhood Practices .... 2 credits
☐ ECD 175 Professionalism .... 1 credit
☐ ECD 184 Early Social and Emotional Development .... 2 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
☐ MAT 161 Algebra-based Mathematics for Elementary Teachers I .... 3 credits
☐ MAT 162 Algebra-based Mathematics for Elementary Teachers II .... 3 credits

☐ **Transferable Electives .... 4 credits**
 Successful completion of four credits of unduplicated university transferrable courses as defined in the catalog. POS 221 is **STRONGLY** recommended, though not required.

Early Childhood Studies

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

An AAS in Early Childhood Studies may be an appropriate option for individuals pursuing a career in early childhood or a related field, such as social work or child and family studies. The AAS Early Childhood Studies degree does not supply the AGEC (see page 65) requirements for university transfer, but does 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 (CP) • 19 credits

- ☐ ECD 108 Observation and Assessment in Early Childhood................ 1 credit
- ☐ ECD 110 Building Relationships with Families .... 1 credit
- ☐ ECD 128 Culture, Language and Community .... 1 credit
- ☐ ECD 141 Healthy and Safe Early Childhood Practices .... 2 credits
- ☐ ECD 175 Professionalism .... 1 credit
- ☐ ECD 184 Early Social and Emotional Development .... 2 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

ECD – Early Childhood Studies (CAS) • 28 credits

- ☐ *Complete the ECD – Early Childhood CP* .... 19 credits
  PLUS

General Education Courses .... 6 credits

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

☐ **Core Requirements** .... 3 credits
  Select any course within ECD/CFS/EDU ....3 credits

ECD – Early Childhood Studies (AAS) • 64 credits

- ☐ *Complete the ECD – Early Childhood Studies CAS* ....28 credits
  PLUS

General Education Courses .... 16 credits

Communications ....*3 credits*
- ☐ ENL 102 College Composition II...3 credits

Discipline Studies .... 13 credits

- ☐ Arts and Humanities.. 3 credits
- ☐ Physical and Biological Science..4 credits
- ☐ Social and Behavioral Sciences..6 credits

Core Requirements .... 11 credits

- ☐ ECD 222 Introduction to Early Childhood Special Education............. 3 credits
  PLUS
- ☐ Select any courses within ECD/CFS/EDU..8 credits

☐ **Electives** .... 9 credits
  Select a minimum of 9 unduplicated non-ECD/CFS/EDU credits at 100 level or above. Students are encouraged to take university transferable General Education courses as described on page 66.

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

Transfer Degree

Associate of Arts in Elementary Education (AAEE)

University Transfer

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

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

NPC Requirements

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

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

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

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

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

General Education Courses .... 9 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 66)
- ☐ ***Physical and Biological Science .... 8 credits***
  (Select two courses from the list on page 66)
- ☐ ***Social and Behavioral Sciences .... 9 credits***
  (Select one of the following courses and two additional courses from the list on page 66. Courses must include at least two different disciplines, and at least one of the courses chosen must meet the requirement for Contemporary Global, International or Historical Awareness by choosing a course with an asterisk (*) from the list on page 66.
- ☐ POS 110 American Government .... 3 credits
  OR
- ☐ HIS 105 U.S. History to 1877 .... 3 credits

Core Requirements .... 28 credits
- ☐ CIS 105 Computer Applications and Information Technology .... 3 credits
- ☐ EDU 200 Introduction to Education .... 3 credits
- ☐ EDU 220 Diversity in Education .... 3 credits
- ☐ EDU 222 Introduction to Special Education .... 3 credits
- ☐ EDU 223 Classroom Observation Skills .... 1 credit
- ☐ EDU 250 Critical and Evaluative Reading for Educators .... 3 credits
- ☐ EDU 276 Managing the Learning Environment .... 3 credits
- ☐ MAT 161 Algebra-based Mathematics for Elementary Teachers I .... 3 credits
- ☐ MAT 162 Algebra-based Mathematics for Elementary Teachers II .... 3 credits

  PLUS
  Successful completion of one of the following:
- ☐ EDU 286 Educational Technology .... 3 credits
- ☐ EDU 291 Children's Literature .... 3 credits
- ☐ ENL 291 Children's Literature .... 3 credits

- ☐ **Transferrable Electives .... 1 credit**
  Successful completion of one credit of unduplicated university transferrable electives, as described on page 67.

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 kindergarten and elementary school teachers is projected to grow 7 percent through 2024, while employment of teacher assistants is projected to grow 9 percent through 2022.

Education Professions (CP) • 18 credits

- ☐ EDU 200 Introduction to Education .... 3 credits
- ☐ EDU 220 Diversity in Education.. 3 credits
- ☐ EDU 222 Introduction to Special Education... 3 credits
- ☐ EDU 250 Critical and Evaluative Reading for Educators........................ 3 credits
- ☐ EDU 276 Managing the Learning Environment..................................... 3 credits
- ☐ EDU/CIS 286 Educational Technology .... 3 credits

Emergency Medical Technology

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.

Direct to Work

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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, Kevin Westfall, (800) 266-7845, ext. 7455 or an NPC Academic Adviser.

Areas of Specialization • CP & CAS Options

Direct to Work

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☐ 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

☐ ***Mathematics** .... 3 credits*
   Select any **Mathematics** General Education Course Options (for CAS and AAS degrees) on page 66 ***EXCEPT*** for MAT 103 or BUS 133.

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

Section IV Programs

Energy and Industrial Technician (EIT)

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.

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.

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

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 66.

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

Discipline Studies (per list on page 66) .... 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

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

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.

Students can also earn a Certificate of Proficiency (CP) in Visual Communications, learning skills used in video production, but also in the commercial graphics and printing industries.

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.

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

Visual Communications Fundamentals (CP) • 12 credits

- [ ] FDV 115 Introduction to Graphic Communication Technology .... 3 credits
- [ ] FDV 116 Computer Photographic Imaging .... 3 credits
- [ ] FDV 118 Two-Dimensional Computer Design .... 3 credits
- [ ] FDV 119 Page Layout and Design .... 3 credits

Film and Digital Video Certificate of Proficiency (CP) • 24 credits

- [ ] FDV 130 *or* SPT 230 Video Production .... 3 credits
- [ ] FDV 140 *or* SPT 240 Video Editing .... 3 credits
- [ ] FDV 150 *or* SPT 150 Introduction to Film .... 3 credits
- [ ] FDV 160 Digital Audio for Film/TV .... 3 credits
- [ ] FDV 210 or ENL 210 Screenplay Writing .... 3 credits
- [ ] FDV 220 Film Aesthetics .... 3 credits
- [ ] FDV 260 Digital Video Production Projects .... 3 credits
- [ ] FDV 270 Digital Video Post-Production Projects .... 3 credits

Certificate of Applied Science (CAS) • 30 credits

- [ ] ***Complete the Film and Digital Video CP***...**24 credits**
  - ***PLUS***
  - ***Communications*** ....**3 credits**
  - [ ] ENL 101 College Composition I .... 3 credits
- [ ] ***Mathematics***..**3 credits**
  - Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) • 64 credits

- [ ] ***Complete the Film and Digital Video 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 66.

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

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

Fire Science (FRS)

Certificate Options – CP & CAS

Direct to $ Work

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) • 17 credits

- ☐ FRS 103 Firefighter I.. 6 credits
- ☐ FRS 105 Firefighter II... 4 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 150 Wildland Firefighter .... 2 credits

FRS Driver/Operator (CP) • 23 credits

- ☐ *Complete the Firefighter Certificate of Proficiency (CP)* .... *17 credits*
  - ☐ FRS 135 Fire Protection Hydraulics and Water Supply .... 3 credits
  - ☐ FRS 137 Strategies and Tactics .... 3 credits

FRS Leadership (CP) • 23 credits

- ☐ *Complete the Firefighter Certificate of Proficiency (CP)* .... *17 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 103 Firefighter I.. 6 credits
- ☐ FRS 105 Firefighter II... 4 credits
- ☐ FRS 200 Fire Behavior and Combustion .... 3 credits
- ☐ FRS 201 Fire Protection Systems.. 3 credits
- ☐ FRS 202 Principles of Emergency Services.. 3 credits
- ☐ FRS 203 Fire Prevention .... 3 credits
- ☐ FRS 207 Building Construction for Fire Prevention............................. 3 credits
- ☐ FRS 208 Principles of Fire and Emergency Services
  Safety and Survival .... 3 credits

  PLUS

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

Direct to
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Work

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.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, employment of firefighters is projected to grow 5 percent through 2024. Physically fit applicants with high test scores and paramedic training will have the best job prospects.

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 66.

Discipline Studies .... 9 credits
☐ ***Arts and Humanities*** .... *3 credits*
Select one course from the Arts and Humanities list on page 66
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 on page 66.
PLUS

Core Requirements .... 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 underlined courses at the 100 or higher level.

(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

Direct to $ **Work**

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

According to the U.S. Bureau of Labor Statistics, job opportunities for medical assistants who handle both administrative and clinical duties should be excellent through the 2024 decade, particularly for those with formal training. The field is expected to grow 23 percent during this period as the health care industry expands due to technological advances combined with the growth and aging of the population.

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*.

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

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 Mathematics
  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

☐ *Complete the Medical Assistant CP.. 42 credits*
  PLUS
  Communications .... 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

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

Discipline Studies (Per the lists on page 66) .... 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 (NUR)

Program Overview

NPC Nursing Options include:

- LNA to RN Pathway Multiple Exit Program
- LPN to RN Pathway
- Paramedic to RN Pathway
- RN Refresher Class

The nursing pathways 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/registered-nursing-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 LNA to RN nursing pathway must hold a current Arizona Licensed Nursing Assistant (LNA) license in good standing.
- Applicants to the LPN to RN pathway must hold a valid Arizona Licensed Practical Nurse (LPN) license that is active and in good standing.
- Applicants to the Paramedic (EMT) to RN pathway 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.

LNA to RN

The LNA to RN pathway 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 pathway 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 LNA to RN pathway, with the exception of the LNA licensure. 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 (EMT) to RN

For the student who is currently a certified paramedic and wishes to enter the pathway 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 LNA to RN pathway, with the exception of the LNA licensure. Prerequisites must be completed by July 1 prior to enrolling in the third semester NUR 221 nursing course.

Nursing (NUR)

Paramedic to RN Continued

The student should meet with an NPC academic adviser and provide evidence of certification. Decisions regarding acceptance are determined by the Nursing Admission Committee. Additional fees may apply for assessed credit by evaluation. Evaluation and approval of assessed credit does not guarantee admission to the Nursing program. The student is eligible to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN) when program requirements are successfully completed.

Student Nurse Guidelines

Patient safety dictates that specific Nursing Program student guidelines apply to this program that are more stringent than the general college student policies. A copy of the Nursing Program Student Handbook is issued to students admitted to the program. In case of state-mandated changes, curriculum and/or guidelines could change.

Clinical experiences take place in various health care agencies in and outside of Northland's district. Hours may vary from the class schedule depending on the clinical placement. Travel and overnight stays may be required.

Admission to the NPC Nursing Program

- Students must be admitted to the Nursing Program in order to enroll in nursing courses. (Admission information is available in the academic advising and the nursing program areas.)

- Completed nursing application should be submitted on or before the designated deadline that is noted in the application packet. Late applicants may be accepted on a space-available basis if they meet the admission criteria but not before applicants who submit applications on time.

- All prerequisite courses must be completed prior to July 1 for admission to the program.

Admission Selection:

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

- General Education and core requirements must be completed as listed on the curriculum outline in the program admission information packet.

- College credits over eight years old may be accepted with appropriate documentation and approval.

- Transfer students for second, third or fourth semesters are considered on an individual basis. Criteria include course comparables, GPA, specified examination results and recommendation from previous program director.

Why choose NPC's Nursing Program?

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

Prerequisite Courses Required Before Nursing Program Admission

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

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

Practical Nursing (CAS) • 51 credits

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

AND these Core Requirements: ....22 credits
- ☐ NUR 117 Pharmacology I .... 2 credits
- ☐ NUR 118 Pharmacology II .... 2 credits
- ☐ NUR 121 Nursing I .... 8 credits
- ☐ NUR 122 Nursing II .... 8 credits
- ☐ NUR 125 Practical Nurse Completion .... 2 credits

Nursing (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
- [ ] Next Gen. ACCUPLACER QAS score of 250+; Classic ACCUPLACER Elem. Algebra score of 57+; ASSET Elem. Algebra score 41+; COMPASS Algebra score 46+; or ACT Math score of 21; OR completion of MAT 142 or higher with a "C" or better within one year prior to application to the nursing program.

Arts and Humanities
No requirements

Physical and Biological Sciences ....**20 credits**
- [ ] BIO 181 General Biology I.. 4 credits
- [ ] BIO 201 Human Anatomy and Physiology I.................... 4 credits
- [ ] BIO 202 Human Anatomy and Physiology II................... 4 credits
- [ ] BIO 205 Microbiology.. 4 credits
- [ ] CHM 130 Fundamental Chemistry................................. 4 credits

Social and Behavioral Sciences ....**6 credits**
- [ ] PSY 240 Developmental Psychology .... 3 credits

PLUS one of the following:
- [ ] ANT 102 Cultural Anthropology..................................... 3 credits
- [ ] SOC 101 Introduction to Sociology................................ 3 credits

LNA to RN (AAS) • 72 credits

- [ ] **Must have current Arizona LNA 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 (EMT) 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

Employment of Registered Nurses is projected to grow 16 percent through 2024. Job opportunities for Registered Nurses are expected to be good. However, the supply of new nurses entering the labor market has increased in recent years. This increase has resulted in competition for jobs in some areas of the country. Generally, Registered Nurses with a Bachelor of Science degree in nursing (BSN) will have better job prospects than those without it. Employers also may prefer candidates who have some related work experience.

Job opportunities should be good because of the need to replace workers who retire over the coming decade and because of the growing number of people with access to healthcare services.

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/practical-nursing-lpn***.

Nursing Assistant (NAT)

Certificate of Proficiency (CP)

Direct to $ Work

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

This certification not only establishes direct-to-work credentials, it is a creditable foundation for students interested in pursuing other, allied health careers. Licensed Nursing Assistant (LNA) is a mandatory requirement for entering the NPC Nursing Program.

To qualify for NAT 101, students must provide a DPS Fingerprint Clearance Card prior to enrollment to meet Department of Health Services requirements. Upon completion of NAT 101, students seeking the LNA credential must submit a second set of fingerprints to the Arizona State Board of Nursing and pay an additionl fee.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, employment opportunity for nursing assistants is expected to grow faster than the average for all occupations through 2024. This is due to long-term care needs of a growing elderly population, plus the many advancements of modern medical technology that save and extend lives, increasing the need for long-term care provided by nursing assistants.

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 at **www.npc.edu/nursing-assistant.**

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 the course, a Department of Public Safety (DPS) Fingerprint Clearance Card, a current TB skin test and immunization (Hep B and MMR) records are required.

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 an additional set of fingerprints for a criminal background check if seeking the LNA credential and compliance with A.R.S. § 32-1606(B)(17) regarding felony/misdemeanor 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 66 **EXCEPT** for MAT 101.
☐ NAT 101* .... 5 credits
** Students must submit DPS Fingerprint Clearance Card **BEFORE** enrolling in this course.*

Note: Students planning to enter the NPC Nursing Program must acquire Licensed Nursing Assistant (LNA) certification from the Arizona State Board of Nursing instead of the Certified Nursing Assistant (CNA) certification. LNA requirements are almost identical to the CNA requirements as there is no difference in the curricular or examination requirements. The LNA applicant must pay an additional $100 and provide fingerprints for a complete criminal background check prior to issuance of the LNA license. The fingerprint clearance by the Nursing Board is at a higher level of oversight than the DPS Level I Clearance Card, acceptable at some healthcare facilities. The renewal requirements are also different. LNAs are required to practice a minimum of 160 hours within the past two years to renew their license, while the CNA practice requirement to renew is only eight hours every two years.

See an academic adviser or Nursing Department for details.

Paramedicine (EMT)

Certificates (CP & CAS) and AAS Degree

Direct to $ Work

How do I start?

STEP 1: Students must first enroll in EMT 240 Basic Electrocardiogram (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 246 Paramedic Training I, a 20-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 22-credit hour EMT 247 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 EMCT with a minimum of one year of experience.

2. New students wishing to get into the Paramedicine program must take EMT130 and EMT131 with successful completion with a "C" grade or better for each class and have a min of one year experience as a EMCT.

3. Meet NPC reading placement requirements for ENL 101 (College Composition I).

4. Have a current, negative TB skin test or chest x-ray, MMR and Hepatitis B, Varicella and Tdap 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/paramedicine**

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

CAA HEP

Commission on Accreditation
of Allied Health Education Programs

9355-113th St. N, #7709 • Seminole, FL 33775 • (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) • 45 credits

☐ EMT 240 Basic Electrocardiogram (ECG) and Pharmacology .... 3 credits
☐ EMT 246 Paramedic Training I .... 20 credits
☐ EMT 247 Paramedic Training II .... 22 credits
   Minimum of 500 clinical/vehicular hours and 500 didactic hours are mandatory for completion of any paramedic program per AZDHS. Students must meet 100% of program minimums as per CoAEMSP. Clinical/vehicular shifts are scheduled separate from class days..

Paramedicine (CAS) • 51 credits

☐ *Complete the Paramedicine CP* .... *45 credits*
   PLUS,
   Communications .... *3 credits*
☐ ENL 101 College Composition I .... 3 credits
☐ *Mathematics* .... *3 credits*
   Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Paramedicine (AAS) • 63 credits

☐ *Complete the Paramedicine CAS* .... *51 credits*
   PLUS

General Education Courses .... 3 credits

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

Discipline Studies (Per the lists on page 66) .... 9 credits

☐ *Arts and Humanities* .... *3 credits*
   Select one course from the **Arts and Humanities** section.
   PHL 105 is recommended, but not required

Social and Behavioral Sciences .... *6 credits*
☐ PSY 101 Introduction to Psychology .... 3 credits
   AND
   One additional non-PSY course from the
☐ **Social and Behavioral Sciences** list .... 3 credits

Pharmacy Technician (PHT)

Direct to $ Work

Certificate of Proficiency (CP)

The Northland Pioneer College Pharmacy Technician program trains students for a career providing assistance in pharmacies located inside of drugstores, general merchandise stores, and grocery stores, and as well as in hospitals.

Classes include theory and procedures, preparing students for national certification examination. A 120-hour internship is required.

Career Opportunities

Employment of pharmacy technicians is projected to grow 9 percent through 2024, faster than the average for all occupations. Several factors will lead to increased demand for prescription medications: the population is aging, and older people typically use more prescription medicines than younger people. Higher rates of chronic diseases, such as diabetes among all age groups, also will lead to increased demand for prescription medications. Advances in pharmaceutical research will allow for more prescription medications to be used to fight diseases.

Pharmacy Assistant (CP) • 18 credits

☐ HES 170 Medical Terminology for Clinical Health Professionals...... 3 credits
☐ PHT 103 Pharmacy Technician I .... 7 credits
☐ PHT 104 Pharmacy Technician II .... 8 credits

Cost and 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 Pharmacy Technician (CP) Program online at ***www.npc.edu/pharmacy-technician***

Surgical Technology (SGT)

Associate of Applied Science (AAS) Degree

Why choose NPC's Surgical Technology Program?

Northland Pioneer College's Surgical Technology Program provides you with a quality Surgical Technologist education at a cost far below comparable programs in the State of Arizona. Our experienced faculty 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.

Program Guidelines

Patient safety dictates that specific guidelines apply to this program that are more stringent than the general college student policies. A copy of the Surgical Technology Student Handbook is issued to students admitted to the program. In case of accreditation-mandated changes, curriculum and/or guidelines could change.

Clinical experiences take place in various health care agencies in and outside of Northland's district. Hours may vary from the class schedule depending on the clinical placement. Travel and overnight stays may be required.

Admission to the Surgical Technology Program

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

Admission Selection:

Admission criteria will include: Admission Assessment test composite and cumulative scores, prerequisite GPA and applicant statement. The factors will be weighted by the committee.

Significant weight will be given to the Admission Assessment composite percentage and prerequisite GPA. Admission is contingent upon completion of program prerequisites by July 1.

- General Education and core requirements must be completed as listed on the curriculum outline in the program admission information packet.
- College credits over eight years old may be accepted with appropriate documentation and approval.

- Transfer students for second, third or fourth semesters are considered on an individual basis. Criteria include course comparables, GPA, specified examination results and recommendation from previous program director.

Prerequisites Required Before Admission

Before the student will be considered eligible to enter the Surgical Technology Program, completion of the following prerequisites is required. Successful completion with a "C" grade or better for each class is required and a cumulative Grade-Point Average (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 205 Microbiology .... 4 credits
- ☐ CHM 130 Fundamental Chemistry .... 4 credits
- ☐ ENL 101 College Composition I .... 3 credits
- ☐ HES 170 Medical Terminology for Clinical Health Professionals ...... 3 credits

Surgical Technology (AAS) • 68 credits

General Education Courses .... 32 credits

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

Mathematics
- ☐ Next Gen. ACCUPLACER QAS score 250+; Classic ACCUPLACER Elem. Algebra score 57+; ASSET Elem. Algebra score 41+; COMPASS Algebra score 46+; or ACT Math score of 21; OR completion of MAT 142 or higher with a 'C' or better within one year prior to application to the surgical technology 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 101 Introduction to Psychology .... 3 credits
  - ***PLUS*** one of the following:
- ☐ ANT 102 Cultural Anthropology .... 3 credits
- ☐ SOC 101 Introduction to Sociology .... 3 credits

Core Requirements .... 36 credits
Must have current DPS Fingerprint Clearance Card, Immunizations, TB Tests and CPR.
- ☐ HES 170 Medical Terminology for Clinical Health Professionals ...... 3 credits
- ☐ SGT 117 Pharmacology for Surgical Technology .... 3 credits
- ☐ SGT 121 Surgical Sterile Techniques and Instrumentation .... 2 credits
- ☐ SGT 122 Surgical Techniques .... 4 credits
- ☐ SGT 221 Perioperative Procedures .... 4 credits
- ☐ SGT 222 Surgical Concepts and Specialty Procedures .... 4 credits
- ☐ SGT 223 Surgical Technology Clinical Practicum I .... 5 credits
- ☐ SGT 224 Surgical Technology Clinical Practicum II .... 10 credits
- ☐ SGT 229 Surgical Technologist Review Seminar .... 1 credit

Therapeutic Massage (TMP)

Certificate (CP, CAS) and AAS Degree

Direct to $ Work

Today's massage therapists provide a range of services from personal care services for stress reduction, relaxation and preventative wellness techniques to health care services in clinical settings with other health care professionals, medical doctors, chiropractors, and nurse practitioners. While many massage therapists have private practices, others are finding career opportunities in full-service salons and day spas, health resorts, cruise ships, sports medicine clinics, gyms, and with personal trainers, as well as in hospitals and other health care offices.

Training Locations

The Therapeutic Massage Program will be offered at the Show Low and Winslow campuses. Check with your academic adviser for availability.

Career Opportunities

Employment of massage therapists is projected to grow 26 percent from 2016 to 2026, much faster than the average for all occupations. Continued growth in the demand for massage services will lead to new openings for massage therapists.

As more states adopt licensing requirements and standards for massage therapists, the practice of massage is likely to be respected and accepted by more people as a way to treat pain and to improve overall wellness.

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 Therapeutic Massage Program online at ***www.npc.edu/therapeutic-massage***

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

Therapeutic Massage (CP) • 32 credits

☐ TMP 107 Overview for Alternative and Complementary Medicine .... 3 credits
☐ TMP 108 A & P with Kinesiology Techniques I .... 4 credits
☐ TMP 109 A & P with Kinesiology Techniques II .... 4 credits
☐ TMP 111 Pathology for Massage Therapists .... 3 credits
☐ TMP 112 Business and Communication for Massage Therapy .... 3 credits
☐ TMP 205 Applied Therapeutic Massage .... 4 credits
☐ TMP 214 Massage Techniques .... 4 credits
☐ TMP 221 Body/Mind Therapy .... 3 credits
☐ TMP 240 Massage Therapy Clinical Practice .... 4 credits

Therapeutic Massage (CAS) • 38 credits

☐ *Complete the Therapeutic Massage CP .... 32 credits*
　PLUS
　Communications .... 3 credits
☐ ENL 101 College Composition I .... 3 credits
　Mathematics.. 3 credits
☐ MAT 103 Business Mathematics .... 3 credits

Therapeutic Massage (AAS) • 64 credits

☐ *Complete the Therapeutic Massage CAS .... 38 credits*
　PLUS

General Education Courses .... 3 credits

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

Discipline Studies .... 14 credits

☐ *Arts and Humanities... 3 credits*
　(Select one course from the **Arts and Humanities** list on page 66)

☐ *Social and Behavioral Sciences .... 3 credits*
　PSY 101 Introduction to Psychology .... 3 credits

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

Additional Requirements.. 6 credits

Complete a minimum of 6 credit hours from the following:
☐ BUS 100 Introduction to Business... 3 credits
☐ BUS 110 Small Business Management .... 3 credits
☐ BUS 122 Computerized Accounting with QuickBooks™ .... 3 credits
☐ BUS 231 Microsoft Office Level I... 3 credits
☐ CIS 105 Computer Applications and Information Technology .... 3 credits

☐ **Electives .... 3 credits**
　Choose from any unduplicated courses at the 100-level or above.

Welding (WLD)

Certificates of Proficiency (CP)

Direct to $ Work

Why study Welding?

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

Northland's Welding Program is designed to teach incremental levels of welding skills, which enable students to achieve nationally recognized certifications from the National Center for Construction Education and Research (NCCER) and the AWS, the American Welding Society (NCCER/AWS Level 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:

* 1320 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

Welding (WLD)

Certificate (CAS) and AAS Degree Options

Direct to $ Work

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.

Employment of welders, cutters, solderers and brazers is projected to continue to grow, especially for skilled welders with up-to-date training. The more types of welding you master the more you can earn.

Certificate of Applied Science (CAS) • 30 credits

☐ *Complete the Welding Level I Entry Level Welder CP* .... **13 credits**
☐ *Complete the Welding Level II Intermediate Welder CP* .... **11 credits**
  PLUS
  Communications .... **3 credits**
  ☐ ENL 101 College Composition I .... 3 credits
☐ *Mathematics* .... **3 credits**
  Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) • 64 credits

☐ *Complete the Welding CAS* .... **30 credits**
☐ *Complete the Welding Level III Advanced Welder CP* .... **21 credits**
  PLUS

General Education Courses .... **3 credits**

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

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

Electives .... **3 credits**
  Student must complete a minimum of three credits from the following:
  ☐ WLD 134 Fundamentals of Plastic Welding .... 3 credits
  ☐ WLD 288 Advanced Topics in Welding: Aluminum .... 6 credits
  ☐ WLD 290 Welding Fabrication .... 3 credits
  ☐ WLD 291 Internship for Welding .... 2 credits
  ☐ Or any unduplicated 100-level course or higher .... 3 credits

Northland Pioneer College

Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVES℠

Pre-Registration Course Selection Form

Semester _____

Steps for selecting courses:

1. Review the courses needed to complete your degree or certificate.
2. Access the NPC online class schedule at *www.npc.edu/class-schedule*.
3. Choose the appropriate courses toward your career plan and list the classes below.
4. You are now ready to meet with an adviser and register for your classes.

Student Name _____   NPC Student ID Number _____

	DEPT	COURSE	SECTION #	COURSE TITLE	DAY	TIME	INSTRUCTOR	CREDIT	FEES
Ex.	HDE	105	35	Success Strategies for College	W	4–5:49pm	Hill, A.	3	$0
1									
2									
3									
4									
5									
6									
7									
8									