

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a regular District Governing Board Meeting open to the public on March 19, 2013 beginning at 10:00 a.m. The meeting will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona.

One or more Board members and/or staff members may participate in the meeting by telephone if necessary.

The public is invited to check on addenda that may be posted up to 24 hours prior to the meetings. Copies of the meeting agenda may be obtained through the Office of the President, Northland Pioneer College, Painted Desert Campus, 2251 E. Navajo Blvd., Holbrook, AZ, telephone (928) 524-7418 or (800) 266-7845 Ext. 7418, at least 24 hours in advance of the meeting. If any disabled person needs any type of accommodation, please notify Lisa Jayne at the above address or telephone number at least 24 hours prior to the scheduled time.

The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3). Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.

I, Lisa Jayne, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 18th day of March 2013, at 10:00 a.m.

Lisa Jayne, Recording Secretary to the Board

NOTICE DISTRIBUTION

1. WHITE MOUNTAIN INDEPENDENT NEWSPAPER
2. TRIBUNE-NEWS & SNOWFLAKE HERALD NEWSPAPERS
3. NAVAJO TIMES
4. NAVAJO-HOPI OBSERVER
5. KINO RADIO
6. KNNB RADIO
7. KONOPNICKI COMMUNICATIONS [KQAZ/KTHQ/KNKI RADIO]
8. KRVS RADIO
9. KTNN RADIO
10. KUYI RADIO
11. KWKM RADIO
12. WHITE MOUNTAIN RADIO
13. NPC WEB SITE
14. NPC ADMINISTRATORS AND STAFF
15. NPC FACULTY ASSOCIATION PRESIDENT
16. NPC CLASSIFIED AND ADMINISTRATIVE SUPPORT ORGANIZATION PRESIDENT
17. NPC STUDENT GOVERNMENT ASSOCIATION PRESIDENT

Governing Board Meeting Agenda

Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Date: March 19, 2013

Time: 10:00 a.m. (MST)

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance.....	Chair Handorf
2.	Adoption of the Agenda(Action)	Chair Handorf
3.	Call for Public Comment.....	Chair Handorf
	Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.	
4.	Reports:	
A.	Financial Position	Vice President Hatch
B.	CASO.....	Margaret White
C.	NPC Faculty Association	Kenny Keith
D.	NPC Student Government Association	Melissa Luatua
E.	NPC Foundation	Lance Chugg
5.	Consent Agenda..... (Action)	Chair Handorf
A.	February 19, 2013 General Meeting Minutes	
B.	Dual Enrollment Intergovernmental Agreement with Pinon U.S.D. #4	
6.	Old Business:(None)	
7.	New Business:	
A.	2013-14 Budget Introductory Analysis	Vice President Hatch
B.	2013-14 Wages and Salary Recommendations(First Read)	Vice President Hatch
C.	Request to Approve Course Fees (Action)	Vice President Hatch
D.	Request to Approve Tuition and General Fees Schedules (Action)	Vice President Hatch
E.	Request to Approve Kayenta Township Lease Agreement . (Action)	Vice President Hatch
F.	Request to Approve Computer Equipment Replacement (Action)	Director Eric Bishop
G.	Request to Approve Changes to Curriculum – BUS & AIS..... (Action)	Vice President Vest
H.	Request to Approve Deletion of Program – AIS (Action)	Vice President Vest
I.	Request to Approve Changes to Curriculum – AA, AS, ABUS, AAEE, AAS and AGS ... (Action)	Vice President Vest
J.	Request to Approve Curriculum – New MET Program (Action)	Vice President Vest
K.	Request to Approve Changes to Curriculum – NUR... (Action)	Vice President Vest
8.	Standing Business:	
A.	Strategic Planning and Accreditation Steering Committee Report....	Director Wasson
B.	Human Resources Update	Director Hokanson
C.	President’s Report.....	President Swarhout
9.	Board Report/Summary of Current Events	Board Members
10.	Announcement of Next Regular Meeting April 16, 2013	Chair Handorf
11.	Adjournment (Action)	Chair Handorf

The District Governing Board may consider any item on this agenda in any order and at any time during the meeting. The District Governing Board may take action to approve, or may take other action, regarding all items of New Business, Old Business, Standing Business, or the President’s Report. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District’s attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3).

Should the District’s attorney not be present in person, notice is further given that the attorney may appear by speakerphone. One or more Board members and/or staff members may participate in the meeting by speakerphone, if necessary.



Northland Pioneer College

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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

For the period

July 1, 2012 to January 31, 2012

Budget Period Expired 58%

Tax Supported Funds				
General Unrestricted				
Current Month				
Budget	Actual	Y-T-D Actual	%	
REVENUES				
Primary Tax Levy	13,167,562	582,761	8,170,116	62%
State Aid:				
Maintenance and Operations	1,689,700	422,425	1,267,275	75%
Capital				
Equalization	5,367,100	1,342,525	4,027,575	75%
Out of County Reimbursement	600,000	0	596,646	99%
Tuition and Fees	5,300,000	507,050	2,679,387	51%
Investment earnings	125,000	5,775	101,286	81%
Grants and Contracts	1,000,000	0	532,368	53%
Other Miscellaneous	200,000	8,957	83,247	42%
Transfers:	(11,750,000)	(1,137,760)	(6,919,113)	59%
TOTAL REVENUES	\$15,699,362	\$1,731,734	\$10,538,788	67%
EXPENDITURES				
Salaries and Wages	16,491,627	1,190,322	8,482,440	51%
Operating Expenditures	7,508,620	582,058	3,506,541	47%
Capital Expenditures	199,115	24,324	127,284	64%
TOTAL EXPENDITURES	\$24,199,362	\$1,796,704	\$12,116,265	50%
Unrestricted Plant				
Current Month				
Budget	Actual	Y-T-D Actual	%	
REVENUES				
State Aid:				
Capital	0	0	0	
Other Miscellaneous				
Transfers:	11,000,000	916,667	6,416,667	58%
TOTAL REVENUES	\$11,000,000	\$916,667	\$6,416,667	58%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	11,085,000	576,984	4,112,105	37%
TOTAL EXPENDITURES	\$11,085,000	\$576,984	\$4,112,105	37%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

For the period July 1, 2012 to January 31, 2013

Budget Period Expired 58%

Restricted and Auxiliary Funds

	Restricted			
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	5,400,000	1,393,899	3,622,880	67%
Donations				
Transfers:	600,000	221,093	421,053	70%
TOTAL REVENUES	\$6,000,000	\$1,614,992	\$4,043,933	67%
EXPENDITURES				
Salaries and Wages	768,269	69,637	517,840	67%
Operating Expenditures	5,081,731	629,123	3,502,703	69%
Capital Expenditures	150,000	12,761	23,390	16%
TOTAL EXPENDITURES	\$6,000,000	\$711,521	\$4,043,933	67%
	Auxiliary			
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
Sales and Services				
Bookstore	125,000	27,147	96,127	77%
Other	225,000	19,670	93,019	41%
Donations				
Transfers:	150,000	0	81,393	54%
TOTAL REVENUES	\$500,000	\$46,817	\$270,539	54%
EXPENDITURES				
Salaries and Wages	355,524	17,966	147,017	41%
Operating Expenditures	144,476	10,006	104,676	72%
Capital Expenditures				
TOTAL EXPENDITURES	\$500,000	\$27,972	\$251,693	50%

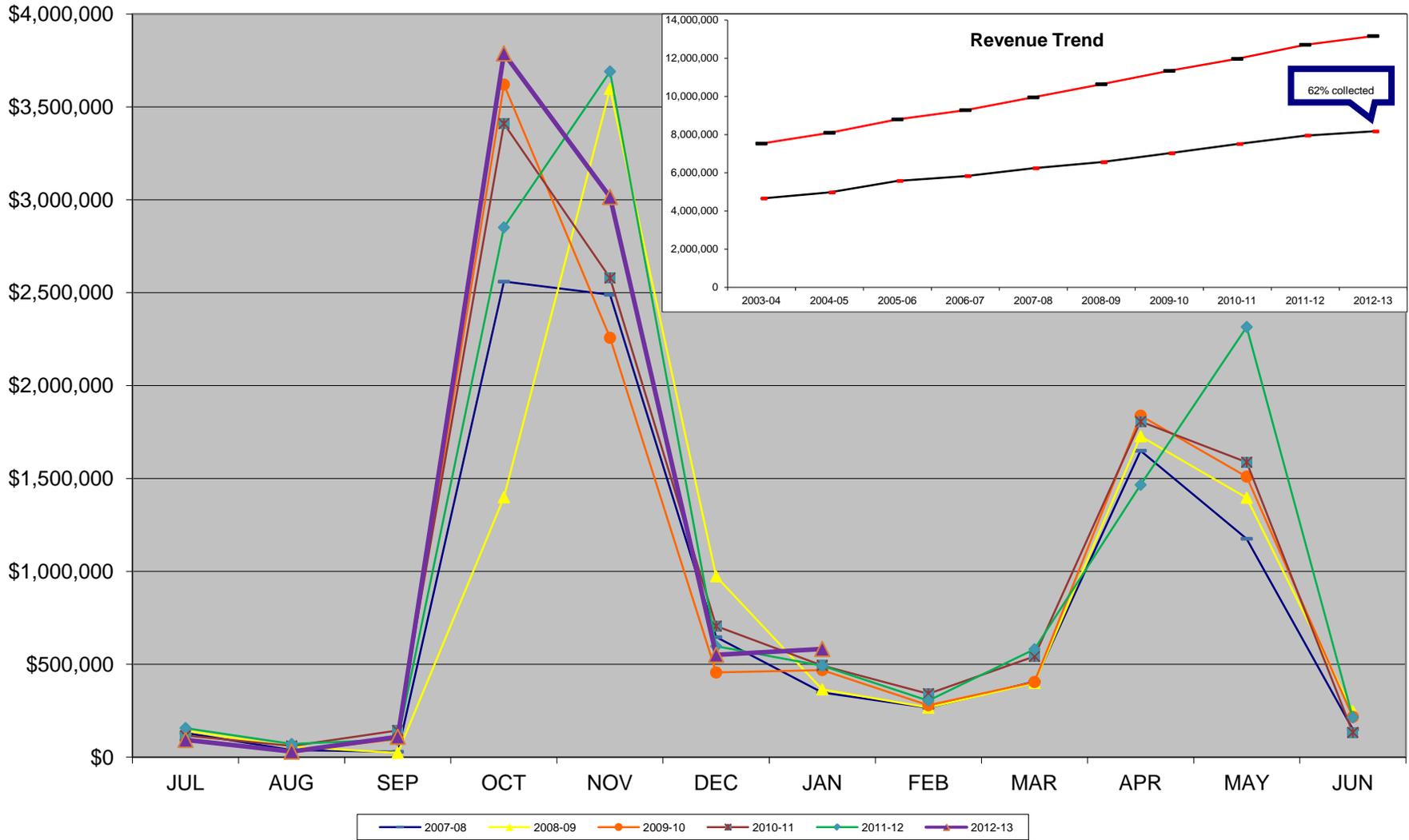
Cash Flows

Cash flows from all activities (YTD)	\$21,269,926
Cash used for all activities (YTD)	\$20,523,996
Net Cash for all activities (YTD)	\$745,930

Net Cash used for GF activities (YTD) \$1,577,477

Unrestricted Fund Balance available for GF operations: \$8,500,000 81% remaining

Monthly Primary Property Tax Receipts



Navajo County Community College District Governing Board meeting Minutes

February 19, 2013 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero, Ms. Ginny Handorf, Mr. Daniel Peaches, Mr. James Matteson, Mr. Prescott Winslow

Staff Present: President Jeanne Swarhout; Vice President Blaine Hatch; Vice President Mark Vest; Information Services Director Eric Bishop; Institutional Effectiveness Director Dr. Leslie Wasson; Recording Secretary to the Board Lisa Jayne.

Others Present: Matthew Weider, Ann Hess, Everett Robinson, Beulah Bob-Pennypacker, Kenny Keith, Linda Kor, Maderia Ellison, Peggy Belknap, William Fee, Julie Neish, Jake Hinton, Mike Solomonson, Debra Fisher, Joshua Heath, Margaret White, Melissa Luatua, Wendy Shepard, Sharon Hokanson, Tamara Martin

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:04 a.m. Mr. Matteson led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Matteson moved to adopt the agenda as presented. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 3: Call for Public Comment

None

Agenda Item 4: Reports

4.A. Financial Position – Vice President Hatch

Vice President Hatch reviewed the February Financial Report with the Board.

4.B. NPC CASO – Margaret White

Margaret White addressed the Board and stated that CASO has been working on salary recommendation which will be presented to the Board in March for a first read. CASO is looking at new executive members for the upcoming year. Members are looking forward to the College Retreat and NPC Picnic to collect non-food items for charity. See's candy sales are going well.

4.C. Faculty Association – Kenny Keith

Kenny Keith, President of Faculty Association, addressed the Board and stated Instruction Council is doing a great job and making progress. Kenny Keith presented Dr. Mike Solomonson



Navajo Community College District Governing Board meeting – 2/19/13 – Page 1 of 7
Northland Pioneer College

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and Julie Neish from the Performing Arts Department. Mike Solomonson stated that faculty and students have recently returned from the American Theater Festival in Los Angeles where over 1,000 students and faculty gathered for the festival. NPC was invited to the festival to perform a scene from Aida, last semester's musical, and three students were nominated to participate in the Irene Ryan Scholarship Competition. Students received great feedback. Josh Heath attended the Director's Program. Josh Heath stated the opportunity to go to the festival was ideal, as it is his last semester at NPC and felt it was very beneficial for his career aspirations. Julie Neish stated that several students were made some scholarship offers by other schools and professional theaters. Dr. Solomonson gave the Board flyers for upcoming events at the Performing Arts Center.

4.D. NPC Student Government Association – Melissa Luatua

Melissa Luatua presented SGA President, Wendy Shepard, who stated that the Outdoor Club went ice skating in February and plan on rock climbing in Scottsdale at the end of the month. Talent Show tryouts took place February 8 and 9 with a good turnout. Talent Show auditions will be held again this coming weekend. The Talent Show will be held March 16. SGA attended National Collegiate Leadership Conference, nine members went and it was a great team building experience.

4.E. NPC Foundation- Lance Chugg

None.

Agenda Item 5: Consent Agenda

- A. January 15, 2013, regular meeting minutes.

Mr. Lucero moved to accept the consent agenda. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Request to Approve College Calendar

Vice President Vest stated staff is recommending a change to the current 2013/2014 academic calendar is to create an extra week gap between the fall and the spring semester and then between the spring and the summer semester. This request is driven by a combination of additional recording requirements and by the increased number of students who are participating in Pell awarding as well as the switch to the Online Bookstore which has created a time lag to order books and then get the books back. The extra week will give time to process Pell awards during the gap between fall and spring semester, and make the Pell awards for spring about two weeks prior to spring semester giving them time to order books. This will also allow time for the students to make informed decisions about classes they may need to retake. The change to spring semester is a little more difficult as spring break and two holidays fall on Mondays and classes that only meet on Monday, which is equivalent to a three day a week class, would be deficient class time. Thus the calendar reflects the need to drop President's Day a College



closure day in order to deal with class cancellations on Mondays in spring. Vice President Vest stated that four community colleges and the three universities in the State have already made this change.

Mr. Lucero asked if the staff and faculty of the universities and community colleges that have made this move also give a leave day to employees to compensate for President's Day being cancelled. Vice President Hatch stated that the institutions that have chosen not to close on President's Day tend to add a leave day somewhere else for staff and faculty, although it was not necessarily a personal leave day.

Mr. Matteson asked why there was no registration on December 19 and 20. Vice President Vest stated that on December 19 and 20 the Financial Aid office looks at registration and does an initial Pell award for spring semester on those days. When students add and drop on those days it makes it difficult to have accurate totals. Mr. Winslow asked if any stakeholders were opposed to the recommended changes. Vice President Vest stated there was consensus in Instructional Council and College Council on this issue.

Mr. Winslow moved to approve the proposed 2013/2014 Academic Calendar. Mr. Matteson seconded the motion. ***The vote was unanimous in the affirmative.***

7.B. Revisions to Procedure 2739 – Holiday Leave

Vice President Hatch stated that this item is for information only and does not require Board action. Approval of the 2013/2014 Academic Calendar calls for revising of the Legal Holiday Schedule listed in Procedure 2739. With the prior action, approval of the academic calendar, President's Day will be deleted and so in Procedure 2740 there will be a change in the language granting employees who work 20 or more hours a week three personal leave days rather than two. As in informational item related to this, there was a proposal submitted through shared governance process requesting two additional days of college closure be authorized by the President in Procedure 2739. This would allow for closure of the college for five days during the Holidays rather than the current three days. Administration has determined this to not be an appropriate change due to critical work relevant to the academic calendar, and if employees need additional time off during that time they have leave that can be used.

Mr. Matteson asked if Snow Days count as time off. Vice President Hatch stated that generally if a facility is closed than an employee does not have to come to work.

7.C. Budget Introductory Analysis

Vice President Hatch went over the Budget Introductory Analysis with the Board. Vice President Hatch stated that no action was needed on this item as it is for information only. He also stated Budget Hearings are scheduled for Thursday, February 21, 2013, this week.

Mr. Matteson stated that there would be an assumption by the public when they get an assessed tax valuation that has decreased that their taxes would also go down. But this wouldn't necessarily be the case with the 2% increase by the District.



Vice President Hatch stated that usually during growth periods rate does go down, but with declining assessed valuation it is difficult to explain to a property owner that their assessed valuation is going down but property tax rate is going up, and could end up paying the same amount or 2% more. Also, in today's market, although many assessed valuations have gone down as a result of assessed valuation reviews, the increase or decrease of property tax will vary per homeowner.

Mr. Winslow stated that it would be beneficial that when information about the assessment goes to the public that an explanation of how equalization works, equal opportunity education for rural students, would be helpful.

Mr. Lucero asked what the current tax amount was last year. Vice President Hatch stated it was \$13.1 million currently, and about \$400,000 in addition funding between the 2% increase and the money that will come to the College as a result of new construction.

Mr. Winslow asked if there was a way to state for tax payers that if the county's industrial and commercial tax base goes up significantly is it a wash with the equalization aid the college receives or is it a net gain.

Vice President Hatch stated that the equalization formula works by looking at the assessed valuation of each of the eight rural districts; they are totaled and compared to what the relative amount of growth is in each one, then has the biggest impact on equalization. As we see other rural counties grow at a rate faster than our district, the College's equalization would tend to increase. The alternative is true, as well. If the College's rate of increase either approached or exceeded that average rate of increase the equalization would tend to go down. There was further discussion about the benefits and draw backs to equalization.

Mr. Winslow stated that presenting to tax payers that increasing the ratio of commercial/industrial property taxes would result in residential tax payers potentially having a decrease, or at least relatively less taxes.

Vice President Hatch finished summarizing the Budget Analysis with the Board.

7.D. First Read for Tuition and Fees Schedule

Vice President Hatch went over the proposed Tuition and Fees Schedule with the Board. He stated that this item is information only as no action will be needed from the Board at this meeting. The Board will be asked for a decision on this topic in March.

Mr. Lucero asked why Apache County was included. Vice President Hatch stated that because the College provides services to them in an agreement the summary shows them as having their own tuition and the College has always matched that tuition with in-state tuition rate. There's an informal understanding that if there's a community college in another county that students from our District would pay the same rate as their in-county students pay. Because Apache County does not have a college district, it is listed separately.



Mr. Matteson asked why the elderly get such a reduction in tuition rates compared to struggling students. Vice President Hatch stated that this rate has existed for as long as the District has existed and is also the case in other community college.

President Swarthout stated that with non-credit classes the elderly do pay full tuition rates, which is where they take most of their classes.

Vice President Vest stated that only 69 out of 3,718 students taking credit courses were elderly last semester.

Chair Handorf stated that comparisons to Universities in tuition are significant.

Vice President Hatch went over the fee schedule with the Board.

Chair Handorf asked what an inactive card on the fee schedule was. Vice President Hatch stated that students can keep the card after they are no longer students and can ask for it to be replaced so they can continue to use it.

Mr. Winslow stated that the elimination of the GED fee is actually not a good deal.

Vice President Vest stated that the GED fee is being eliminated because students will be dealing directly with Pearson, the company that is now handling GED testing, so the College will not accept fees for this any longer. The College does not know yet how much it will cost students to take the GED but Vice President Vest anticipates the \$85 fee will increase from \$130 to \$150 and will take it at NPC site but directly from Pearson.

Mr. Lucero asked if Pearson reimburses the College for anything. Vice President Vest stated reimbursement rate is set at \$5 per hour per student but it does not cover College expenses.

Vice President Hatch stated the eliminated GED fees may not show up until next fiscal year because it may not be effective before beginning of fiscal year.

Mr. Matteson asked if the fees listed were in addition to standard fees. Vice President Hatch stated that was the case. The fees are mainly for cost of consumables.

7.E. Request to Approve Program Modification for Medical Assistant Program

Vice President Vest stated that the Board is required to approve changes to existing programs. Karen Hanson, Allied Health Coordinator, has recently evaluated the MA Program curriculum. The changes largely reflect more clinical and laboratory work. Mr. Winslow asked what role the advisory Board had on program recommendations.

Karen Hanson addressed the Board and stated that the advisory Board has had two meetings and is made up of employers, several medical assistants, coordinators from the hospital, and office managers in the area. Questions about the MA curriculum also went out to other employers in the area and prior students and input was received that NPC MA graduates were not well trained.



Mr. Winslow asked if college advising staff had been well-versed in the changes in front office versus back office MA programs for students. Karen Hanson stated that on February 25 the advising staff would be briefed on these changes.

Mr. Matteson asked about the difference between a Medical Assistant versus a Physician's Assistant.

Karen Hanson stated that a Physician's Assistant works under the direction of a physician and does limited prescribing, and general primary care. A medical assistant works with the physician in the back office and gets patients ready, administers medications, manages medical records, and manages refills.

Mr. Peached moved to accept the program modifications to the Medical Assistant Program. Mr. Lucero seconded the motion. ***The vote was unanimous in the affirmative.***

Agenda Item 8: Standing Business

8.A. Institutional Effectiveness Report – Director Leslie Wasson

IS Director, Dr. Leslie Wasson, stated that NPC has been looking at strategic integration of our different initiatives, also looking at compliance to a host of federal, state, and association initiatives and directives, many of them unfunded. The College is also looking at the accreditation cycle, hoping to have information readily available on accreditor's next visit. IS has started with survey software and additional data sources from National Student Clearinghouse, as well as data collection initiatives around the campuses. There is now a measure for measuring what the student wants to do, which is intent, which was not established previously and that's going to give a benchmark at the beginning that can be used to track student success as they work through their chosen program. As time goes on, the College will get more sophisticated at data collection, data integrity, reporting capabilities, and work up to the top which is business intelligence.

Chair Handorf asked how students are tracked who don't have any initial goal.

Director Wasson stated that a lot of the students do not report intent but for an undecided student there is an undecided category that can be flagged for advisors who can work with that particular student.

8.B. Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Eric Bishop

Director Bishop stated there was a SPASC meeting on Friday in which accreditation was discussed with the Higher Learning Commission moving out of 10 year reviews to Pathways, which is a different model. SPASC Committee needs to become more educated on the accreditation process. Director Bishop stated has been co-chair on SPASC for last 5 ½ years, Dr. Wasson will be taking over as co-chair for SPASC.



Chair Handorf asked how often the College will be visited by Higher Learning Commission under the new Open Pathways. Director Bishop stated that there will be a review at four years, and the ten year review will be on site.

President Swarthout asked if the Board would like to receive a link to the new pathways criteria. Chair Handorf stated they would. President Swarthout stated there will soon be a multisite visit that happens every five years for multi-site institutions.

8.C. Human Resources Update – Sharon Hokanson

Director Sharon Hokanson handed out a summary of recent human resources positions and summarized it for the Board.

8.C. President's Report – President Swarthout

President Swarthout stated that the STEM legislation is still in appropriations. ACCPC will be discussing provisional districts today.

Agenda Item 9: Board Report/Summary of Current Event

None.

Agenda Item 10: Announcement of Next Regular Meeting: March 19, 2013.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:28 p.m. upon a motion by Mr. Winslow, a second by Mr. Lucero, and a unanimous affirmative vote.

Respectfully submitted,

Lisa Jayne
Recording Secretary to the Board

Ginny Handorf
Chair

Daniel Peaches
Board Secretary



**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
AND
PINON UNIFIED SCHOOL DISTRICT NO. 4**

This Intergovernmental Agreement (“Agreement”) is entered into this _____ day of _____, 2012 between Navajo County Community College District, (“College”), and Pinon Unified School District No. 4 (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(G), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is in the best interests of the citizens of the School District to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

Pursuant to A.R.S. § 15-101(11), a “Dual Enrollment Course” is defined as a college level course that is conducted on the campus of a high school or on the campus of a joint technological education district, and that is:

- A. applicable to an established community college academic degree or certificate program, and transferable to a university under the jurisdiction of the Arizona Board of Regents; or

- B. applicable to a community college occupational degree or certificate program.
- C. Notwithstanding the foregoing, physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

This Agreement shall be effective:

- A. After the governing boards of School District and College have approved it; and
- B. On the date that authorized representatives of both Parties have signed it (“Effective Date”).

The term of this Agreement shall be from the Effective Date through June 30, 2013 (“Term”).

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

- A. College will offer Dual Enrollment Courses to School District juniors and seniors, and freshman and sophomore students subject to Paragraph F in this Section 4.1, who meet College’s prerequisites.
- B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students are:
 - 1. of a quality and depth to qualify for college credit as determined by College;
 - 2. evaluated and approved through the College curriculum approval process;
 - 3. at a higher level than taught by the School District high school;
 - 4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
 - 5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.

- C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. A student who is under eighteen (18) years of age may be

granted admission if the student meets the pre-requisites for the Dual Enrollment Course and the student achieves any one of the following:

1. a composite score of ninety-three (93) or more on the preliminary scholastic aptitude test;
2. a composite score of nine hundred thirty (930) or more on the scholastic aptitude test;
3. a composite score of twenty-two (22) or more on the American college test;
4. a passing score on the relevant portions of the Arizona instrument to measure standards test;
5. the completion of a college placement test designated by College that indicates the student is at the appropriate college level for the course; or
6. is a graduate of a private or public high school or has a high school certificate of equivalency.

Home schooled students are exempt from Sections 1-6 of this Paragraph C. Notwithstanding the above, a student who enrolls in a vocational or occupational education course may be admitted on an individual basis with the approval of College if the student meets the established requirements of the course for which the student enrolls and College determine that the student's admission is in the best interest of the student. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

- D. College has the right to limit the number of semester hours in which a student may enroll in Dual Enrollment Courses to not more than six (6) credit hours per semester.
- E. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*
- F. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements for up to twenty-five percent (25%) of the students enrolled for Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course which shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet the Dual Enrollment Course prerequisites are prepared to benefit from the college level course. College shall report all exceptions and the justification for each exception.
- G. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.
- H. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.
- I. For each student, College will assign an identification number to the student that shall correspond to or reference the Student Accountability Information System (SAIS) number assigned to the student. School District will provide College with the SAIS number for each student as provided in Section 5.1(G).

- J. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2. Instructors and Instruction

- A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.
- B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3. Assessment and Monitoring

- A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.
- B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School District faculty teaching Dual Enrollment Courses.
- C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence, and to review and amend the course outlines as necessary.
- D. College will provide career counseling and advisement for School District students enrolled in Dual Enrollment Courses for the duration of the term of this Agreement.

4.4 Policy and Procedure

- A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.
- B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.
- C. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to Title 34, Part 99, Section 99.31 of the Code of Federal Regulations, the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

4.5 Students with Disabilities

- A. After notification from School District of a student's need, if College is providing the instructor, College will cooperate with School District to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Individuals with Disabilities Education Act. College shall work with School District in determining appropriate accommodations, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.
- B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

4.6 Reporting and Tracking

- A. College will provide a report to the Joint Legislative Budget Committee on or before October 1 of each odd-numbered year with such documentation as may be required under A.R.S. § 15-1821.01(6), as from time to time amended, regarding the Dual Enrollment Courses offered in conjunction with School District during the previous fiscal year. School District shall provide College with data required for inclusion in the report not later than September 1 of each year as specified in Section 5.6. School District will also assist College by providing data for any additional reports required by State or other governmental entities in relation to Dual Enrollment Courses.
- B. College will conduct tracking studies of subsequent academic or occupational achievement of students enrolled in Dual Enrollment Courses offered pursuant to this Agreement, and shall provide its report to the Joint Legislative Budget Committee by October 1 of each year, or each odd numbered year as may be required pursuant to A.R.S. § 15-1821.01(6). School District will provide College with data required for inclusion in the tracking study if requested by College.

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 General Course Requirements

- A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 6.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.
- B. Pursuant to A.R.S. § 15-1821.01(7), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student, as defined in A.R.S. § 15-901(A)(2)(b), and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901(A)(2)(c), in a school in School District; except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.

- C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the polices, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at the School District facility during the day.
- D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College's catalog and complies with College policies and this Agreement regarding student placement in courses.
- E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(F) above.
- F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students according to School District policies. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.
- G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's SAIS number and provide that number to College.

5.2 Instructors and Instruction

- A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.
- B. School District will ensure that instructors teaching Dual Enrollment Courses provide instruction in accordance with policies, regulations and instructional standards of College and comply with College assessments.
- C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

- A. School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence to review and amend the course outlines as necessary.
- B. School District will provide counseling and advisement for School District students enrolled in Dual Enrollment Courses for the duration of the term of this Agreement.

5.4 Policy and Procedure

- A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:
 - 1. has completed the necessary registration forms;
 - 2. has completed College assessment examinations, if required by College;
 - 3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
 - 4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
 - 5. is aware of the requirements for determination of resident/nonresident tuition.
- B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.
- C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to Title 34, Part 99, Section 99.31 of the Code of Federal Regulations, the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

5.5 Students with Disabilities

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations as required by Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations. School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.

5.6 Reporting and Tracking

By September 1 of each year, School District will provide to College information required by the Legislature for submission of reports as specified in Section 4.6 above.

5.7 Facilities and Funding

- A. School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshall Code,

A.R.S. § 41-2161 et seq. (access for disabled persons), and all other applicable federal and state laws.

- B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit A attached to this Agreement.

6. MUTUAL AGREEMENTS

6.1. Instructor.

- A. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy. An instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor's employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.
- B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy, but shall also be subject to School District policy. Should an instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.

6.2. Student.

Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes as established by School District and approved by College.

6.3. Removal from Course.

School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course in accordance with College policy.

6.4. Schedule and Number of Students.

School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by written agreement of School District and College. School District and

College must mutually agree if any student who is not a student of School District will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

6.5. Availability of Instructors.

Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6. Guidelines.

School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7. Rigor of Courses.

College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING: See Exhibit A attached.

7.1 Fees.

Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit A attached to this Agreement.

7.2. Supplies.

School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

7.3. Tuition.

- A. The student or School District shall be responsible for payment of tuition to College.
- B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth in Exhibit A. In addition, College may offset tuition payments owed to College by School District with payments due from College to School District.
- C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit

hours for which each student has enrolled each term, and depending upon the residency status of the student. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of nineteen years will be that of the student's parent or legal guardian, and any student who is not a legal resident of Arizona will be charged out of state tuition rates.

8. CONTINUATION OF AGREEMENT

The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for each Party in each subsequent fiscal year. If sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that Party shall so notify the other Party and either Party may cancel this Agreement and have no further obligation to the other Party. In the alternative, the Parties may by mutual written agreement, modify this Agreement to reduce the level of compensation, services or other consideration provided.

9. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of five (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

10. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with the Family Rights and Privacy Act (20 USC 1232(g)) ("FERPA") and regulations adopted pursuant to FERPA, the Individuals with Disabilities Education Act ("IDEA") and regulations adopted thereunder, and applicable state laws and school board policies controlling the disclosure of personally identifiable information from a student's education records.

11. TERMINATION/DISPOSITION OF PROPERTY

11.1. Termination.

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than ninety (90) days prior to the intended date of termination. Except as provided in this section 12, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

11.2. Risk to Health or Safety.

If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party's mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five (5) working days of such meeting. If reconciliation is not achieved within the five (5) day period, this Agreement will automatically terminate.

11.3. No Relief from Obligations.

Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

11.4. Disposition of Property.

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

12. RESPONSIBILITY

12.1. Conduct of Operations.

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

12.2 Indemnification.

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

13. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

14. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

15. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College policies and State and Federal laws and regulations which prohibit discrimination against any person based on race, religion, handicap, color, age, sex, sexual orientation, political affiliation or national origin, and the Parties shall prohibit discrimination in the employment or advancement in employment of a qualified person because of physical or mental disability including all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. §§ 12101-12213).

16. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third Party beneficiary or other person, agency or organization.

17. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

18. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

19. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

20. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

If to College:

Dr. Jeanne Swarthout, President
Northland Pioneer College
P.O. Box 610
Holbrook, Arizona 86025

If to School District:

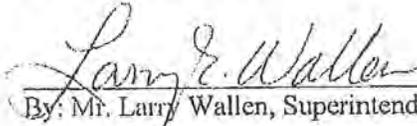
Larry Wallen, Superintendent
Pinon Unified School District No. 4
P.O Box 839
Pinon, AZ 86510

IN WITNESS WHEREOF, the Parties have executed this Agreement on this _____ day of _____ 2012.

COLLEGE

SCHOOL DISTRICT

By: Jeanne Swarthout, Ph. D., President


By: Mr. Larry Wallen, Superintendent

Date

2/4/2013
Date

Attorney Approval: This Amendment has been reviewed pursuant to A.R.S. 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the College.

By: 
Legal Counsel for College

Attorney Approval: This Amendment has been reviewed pursuant to A.R.S. 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the School District.

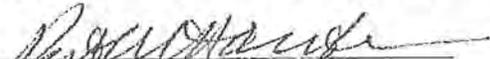
By: 
Legal Counsel for School District

EXHIBIT A

FINANCIAL PROVISIONS

1. APPROVED TUITION AND FEES APPLICABLE TO THIS AGREEMENT

Tuition: \$62 per credit hour.

2. IDENTITY OF PERSON OR ENTITY RESPONSIBLE FOR PAYING STUDENT TUITION AND FEES

Students are responsible for payment of tuition and fees. An individual billing account will be established for each participating student.

3. ADDITIONAL CHARGES

Except as provided in this section, no additional fees shall be charged for assessment tests, if any, used for placement purposes. Assessment fees, if any, will be charged subject to and in compliance with College policies and procedures, and relevant state statutes and regulations.

4. FINANCIAL AID POLICIES

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program. The provision, if any, of any grant, scholarship or financial aid shall be subject to and in compliance with College policies and procedures, and relevant state statutes and regulations.

All students enrolled in an authorized dual enrollment course are eligible for tuition and fee scholarships.

5. FORMAT FOR BILLING

Except as provided below, charges will be assessed each semester and invoices shall be sent no later than thirty (30) days after the end of the semester. Payment shall be due within thirty (30) days of receipt of the invoice.

NCCCD shall reimburse the School District at a rate of Ten Dollars (\$10.00) per credit hour for each properly enrolled student, to a maximum amount of One Hundred Dollars (\$100.00) per credit hour for each dual enrollment course. The invoice shall be based on NCCCD course rosters and include the information listed in Exhibit B of this Agreement.

6. FULL TIME STUDENT EQUIVALENT

Amount College received in FTSE in prior academic year	<u>\$1,792,100</u>
Portion of that FTSE distributed to School District	<u>Less than 1%</u>
Amount School District returned to College	<u>0</u>

EXHIBIT B

**TYPE OF INSTRUCTION
DUAL ENROLLMENT COURSES**

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.

All courses listed with an asterisk are also offered to freshmen and sophomore students.

The number of students admitted for any Dual Enrollment Course shall not be less than **six (6)** students per section and shall not exceed a maximum of **thirty (30)** students per section.

COURSE TITLE	CREDITS	SEMESTER	INSTRUCTOR
To be determined			

2013-14 PRELIMINARY BUDGET ANALYSIS

Summary:

The 2013-14 budget development process continues on target. A copy of the current budget calendar, assumptions and guidelines is included. The proposed preliminary budget will be presented to the Board in April on the official forms provided by the Office of the Auditor General. The following analysis is intended to give an overview of the anticipated revenues for the upcoming fiscal year and the expenditure budget requests received. Please note that the budget requests reflect review by the budget managers and include alignment with the President's initiatives and the strategic plan.

The preliminary expenditure budget currently reflects recommended increases in wages, anticipated increases in employee related expenses, expected funds required to address salary schedule compression, and all operational budget requests. A recommendation for a contingency line item has not been finalized. While a target for expenditures has been indentified, the target will need to be addressed during the budget hearing process

The following items summarize the major components of the budget.

1. President's Initiatives and Strategic Plan priorities and linkages
2. General fund revenue estimates

Overall revenues are expected to remain flat compared to current fiscal year

Primary property tax will be levied at the maximum rate, which is 2% higher than current year tax levy and will require a truth-in-taxation hearing. Property tax valuation continues to decline causing the current tax rate of \$1.3515/\$100 NAV to a rate of \$1.5064.

Overall tuition and fee revenues are expected to decline as a result of a one-time adjustment in budget estimates to more favorably compare with audited financial statements.

Primary property tax (max levy):	\$13,608,093	+ \$440,531
Tuition:	\$4,755,000	- \$545,000
State Aid:	\$7,160,800	+\$101,000
Investment earnings:	\$125,000	No change
Grants and Contracts:	\$1,600,000	No change
Other:	\$200,000	No change
Transfers out:	- \$3,250,000	No change
TOTAL	\$24,198,893	-\$3,469



3. General fund expenditures

Requested wages and ERE:	\$17,067,829	+ \$563,002	+3.4%
Operating Expenditures:	\$6,840,416	+ \$192,862	+2.9%
TOTAL	\$23,908,245	+ \$755,864	+3.3%

- Shared Governance process recommendation of 3% increase in wages is included in request summary anticipated to cost approximately \$360,000.
- Benefit cost increases include employee base health insurance increase of 2.8% totaling about \$40,000 in additional cost. No changes in base plan benefit structure and addition of a low deductible health insurance option.
- Arizona State Retirement System cost increases for employer match increase from 11.14% to 11.54% totals approximately \$45,000
- Adjustments to adjunct, faculty overload, lab aid and temporary help expenditures total an additional \$118,000.

Budget managers have requested 2.9% in increases for non-employee costs. Increases are primarily for utility, telephone, IS contract and professional services, equipment maintenance, communication system components, and computer equipment.

The excess planned revenues of approximately \$290,000 will be added to \$1 million in general fund balance to allow for an overall contingency amount of just over \$1,290,000.

4. Unrestricted plant fund (capital) for 2013-14

a. Revenue includes

- i. General fund transfer: \$2,500,000 No change
- ii. Fund balance: \$9,585,000 +\$1,000,000

- b. Expenditure requests: \$12,241,149 +\$1,156,149

5. Restricted fund (grants and student federal financial aid)

- a. General fund transfer remains same
- b. Anticipate increases in all revenue and expenditure categories
 - i. Increased grant opportunities
 - ii. Increased federal financial aid awards
 - iii. NATC capital
- c. Building Workforce Development (Proposition 301) construction fund.

6. Auxiliary fund

- a. General fund transfer remains same
- b. Community Services
- c. Business & Industry Training
- d. Bookstore and other auxiliary activities

7. Expenditure limitation

Staff anticipates the expenditure limit will be breached in FYE 2014; however, carry-forward will be used as a temporary solution.



BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2013 – 2014

AMENDED DECEMBER 2012 ✓

ACTIVITY	RESOURCE	DUE BY
1. Receive and approve budget calendar	DGB	20 November ✓
2. Employee Relations Committee receives wage/salary recommendation	FA/CASO	14 December ✓
3. Receive and approve budget assumptions & overview	DGB	18 December ✓
4. Departmental operational & capital budget material distributed	Ellison	4 January ✓
5. College Council receives wage and salary recommendation	ERC	11 January ✓
6. Departmental operational & capital budgets received	Executive Team	1 February ✓
7. Executive review of operational & capital budget	Executive Team	11 February ✓
8. College President receives wage and salary recommendation	College Council	15 February ✓
9. Receive introductory budget analysis	DGB	19 February ✓
10. Receive tuition and fee schedules	DGB	19 February ✓
11. Budget hearings	Budget Managers	1 March ✓
12. Receive preliminary budget analysis	DGB	19 March
13. Approve tuition and fee schedules	DGB	19 March
14. Receive wage and salary recommendation	DGB	19 March
15. Receive complete budget analysis	DGB	16 April
16. Approve budget publication	DGB	16 April
17. Approve salary schedules	DGB	16 April
18. Adopt tentative current budget and three-year capital budget	DGB	16 April
19. Notice of budget public hearing/TNT hearing first published	Hatch/Ellison	3 May
20. Notice of TNT hearing second publication	Hatch/Ellison	10 May
21. Notice of budget public hearing/TNT hearing final publication	Hatch/Ellison	15 May
22. Public hearing conducted for taxpayers	DGB	21 May
23. Final current budget and three-year capital budget adopted	DGB	21 May
24. Notify PTOC of the amount of the primary property tax levied	Hatch/Ellison	22 May
25. Submit Tax levy to Navajo County	Hatch/Ellison	22 May

✓ **Completed**

* *Not completed*

**Northland Pioneer College
Departmental Budget Guidelines
FY 2013-14**

GENERAL ASSUMPTIONS

- Budget Development Calendar will be followed
- Introductory budget analysis for DGB in February will be prior to budget hearings and will be limited to an overview of expenditure and revenue trends.
- Preliminary budget analysis for DGB in March will include a detailed examination of budget planning similar to prior year preliminary budget analyses
- Statutory Expenditure Limit will be monitored. Carry-forward is available but should only be used to address short-term issues.

REVENUE ASSUMPTIONS

- Overall revenues are expected to remain flat compared to current fiscal year
- State funding expected to be increased in FY13-14 by approximately \$100,000
- Tuition and general fees will be set at a rate that
 - (A) Gives consideration to the impact on students
 - (B) Increases incrementally
 - (C) Is competitive in our market by maintaining a comparative position to the average tuition at other Arizona community colleges
- Course fees will be set at a rate calculated to offset expendable supplies and equipment
- Overall tuition and fee revenues are expected to decline as a result of a one-time adjustment in budget estimates to more favorably compare with audited financial statements
- Primary property tax will be levied at the maximum rate, which is 2% higher than current year tax and will require a truth-in-taxation hearing. Property tax valuation is expected to continue to decline causing a greater than 2% increase in the current tax rate of \$1.3515/\$100 NAV.
- Other revenues will be estimated based on historical information and emerging trends

EXPENDITURE ASSUMPTIONS

- Items in budget requests will be linked to the current **NPC Strategic Plan**. Any budget amounts that are higher than FY12-13 budget **or** actual historical spending will require written **justification and review during the budget hearing process.**
- Budget requests for operational and capital expenditures will be completed by **Friday, February 1, 2013.**

- SALARY SCHEDULES will be developed with
 - (A) Incrementally increasing rates
 - (B) Consideration to competitive market conditions by maintaining a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions.
 - (C) Consideration to salary recommendations received through the shared governance process
 - (D) Other
- BENEFITS will be developed with
 - (A) No expected major changes in base plan benefit structure with planned addition of a low deductible health insurance option
 - (B) Consideration on impact of third-party partnerships
 - (1) Navajo County Schools Employee Benefit Trust for medical and dental insurance
 - (2) Arizona State Retirement System for retirement contributions
- Education partner relationships will be maintained
 - (A) Apache County
 - (B) NAVIT
 - (C) Dual enrollment
 - (D) Other
- CAPITAL budget requests will be developed for a three-year period (2013 – 2016)
- GRANT funding will continue to be identified and pursued
- AUXILIARY fund activities will be maintained
- Other

Budget Categories & Targets:

Revenues	<ul style="list-style-type: none">• Budget will be prepared by Administrative Services.
Salaries/Wages & Benefits	<ul style="list-style-type: none">• Budget will be prepared by Administrative Services except for the following that budget managers will <u>include in budget request:</u><ul style="list-style-type: none">○ Adjunct Salaries,○ Overload,○ Temporary Salaries,○ Lab Aids, and○ Substitute Salaries.
Operating Expenditures	<ul style="list-style-type: none">• Funding expected to remain level in FY 13-14.• Budget requests should reflect only those items required to maintain service levels.• Any new programs/services must be initiated through the shared governance process, including adoption in the strategic plan.
Capital Expenditures	<ul style="list-style-type: none">• No state funding is expected in future• All request for funding must be covered from the operation budget or reserved funds.



Navajo County Assessor's Office

CAMMY DARRIS
ASSESSOR

Darlene Fraley
Chief Deputy

DATE: February 7, 2013
TO: Navajo County Jurisdictions
FROM: Cammy Darris *CD*
Navajo County Assessor
RE: FCV and LPV Valuations (February 10th)

FEB - 8 2013

In compliance with A.R.S. 42-17052 the Navajo County Assessor's Office is providing the February 10th required Full Cash and Limited Property Values to the jurisdictions. These February 10th valuations include Commercial Business Personal Property from the prior year, as the Business Personal Property Renditions have until April 1 to report additions and deletions. As you are aware the Catalyst Paper Mill closed last year, this closure could affect the valuations for the 2013 tax roll but the impact is unknown at this time as Catalyst Paper has until April 1, 2013 to report any commercial personal property changes.

42-17052. Values furnished by county assessor and fire districts

A. On or before February 10 of the tax year, the county assessor shall transmit and certify to the property tax oversight commission and to the governing body of the political subdivision or district in the county the values that are required to compute the levy limit prescribed by sections 42-17051 and 48-807. For the purposes of this section, these values shall not be changed for the official calculation of levy limits and tax rates after February 10 without the approval of the property tax oversight commission. These values shall include:

- 1. The finally equalized valuation of all property, less estimated exemptions, appearing on the tax roll for the current tax year to be used to fix, levy and assess the political subdivision's taxes.*
- 2. The value of the property on the personal property tax roll determined pursuant to section 42-17053.*

B. On or before February 10 of the tax year, the county assessor shall determine the limited property value for the current tax year of each school district in the county and shall transmit the values to the county school superintendent to assist the superintendent in computing equalization assistance for education as provided in section 15-991.

C. On or before February 10 of the tax year, the county assessor shall transmit to the staff of the joint legislative budget committee and to the governor's office of strategic planning and budgeting the values that are required to compute the truth in taxation rates prescribed by section 41-1276.

D. On or before February 10 of the tax year, the governing board of each fire district shall transmit to the property tax oversight commission the total assessed value of all property annexed by the district in the preceding calendar year.

2013 LEVY LIMIT WORKSHEET

Date: 2/7/2013

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE
--

2013 New Construction = \$11,766,280

MAXIMUM LEVY	2012
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A.1. Maximum Allowable Primary Tax Levy	\$13,167,562
A.2. A.1 multiplied by 1.02	\$13,430,913

CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR	2013
--	-------------

B.1. Centrally Assessed	\$268,868,260
B.2. Locally Assessed Real Property	\$604,036,768
B.3. Locally Assessed Personal Property	\$18,680,546
B.4. Total Assessed Value (B.1 through B.3)	\$891,585,574
B.5. B.4. divided by 100	\$8,915,856

CURRENT YEAR NET ASSESSED VALUES	2013
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C.1. Centrally Assessed	\$272,274,079
C.2. Locally Assessed Real Property	\$612,397,229
C.3. Locally Assessed Personal Property	\$18,680,546
C.4. Total Assessed Value (C.1 through C.3)	\$903,351,854
C.5. C.4. divided by 100	\$9,033,519

LEVY LIMIT CALCULATION	2013
-------------------------------	-------------

D.1. LINE A.2	\$13,430,913
D.2. LINE B.5	\$8,915,856
D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)	1.5064
D.4. LINE C.5	\$9,033,519
D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT	\$13,608,093
D.6. Excess Collections/Excess Levy	
D.7. Amount in Excess of Expenditure Limit	
D.8. ALLOWABLE LEVY LIMIT (D.5 - D.6 - D.7)	\$13,608,093

TNT ANALYSIS

Estimate

Prior Year Primary Property Tax Levy	13,167,562
Current Year Net Assessed Valuation	903,351,854
Current Year Value of New Construction	11,766,280
Current Year Net Assessed Valuation minus new construction	891,585,574
Maximum Tax Rate Without a TNT Hearing	1.4769
Growth in Property Tax Levy Capacity from New Construction	173,773
Max Current Yr Primary Property Tax Levy W/O TNT Hearing	13,341,335
Proposed Current Year Primary Property Tax Levy	13,608,093
Prop Cur Yr Inc in Prim Prop Tax, Exclusive of New Construction	266,759
Proposed % Increase in Current Year Primary Property Tax Levy	2.00%
Proposed Current Year Primary Property Tax Rate	1.5064
Proposed Increase in Primary Property Tax Rate	0.0295
Prop Cur Yr Prim Prop Tax Levy on a Home Valued at \$100,000	150.64
Cur Yr Prim Prop Tax Levy on a \$100,000 Home if tax rate not inc	147.69
Prop Cur Yr Prim Prop Tax Levy increase on a Home Val at \$100,000	2.95
Maximum Current Year Levy	13,608,093
Maximum Current Year Rate	1.5064
Proposed Current Year Levy Below Maximum Levy	-
Proposed Current Year Rate Below Maximum Rate	-

Truth in Taxation Hearing

Notice of Tax Increase

In compliance with section 15-1461.01, Arizona Revised Statutes, Navajo County Community College District is notifying its property taxpayers of Navajo County Community College District's intention to raise its primary property taxes over last year's level. The Navajo County Community College District is proposing an increase in primary property taxes of **\$266,759** or **2.0%**.

For example, the proposed tax increase will cause Navajo County Community College District's primary property taxes on a \$100,000 home to increase from **\$147.69** (total taxes that would be owed without the proposed tax increase) to **\$150.64** (total proposed taxes including the tax increase).

This proposed increase is exclusive of increased primary property taxes received from new construction. The increase is also exclusive of any changes that may occur from property tax levies for voter approved bonded indebtedness or budget and tax overrides.

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held **Tuesday, May 21, 2013** at 10:00 A.M. (M.S.T.) at the Holbrook – Painted Desert Campus Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona.



NPC schedules truth in taxation, budget hearings, May 21

The Navajo County Community College District Governing Board will conduct Truth in Taxation and budget adoption public hearings on the 2013–14 Northland Pioneer College budget and district primary property tax levy on Tuesday, May 21, starting at 10 A.M. (M.S.T.) in the Painted Desert Campus Tiponi Community Center Conference Room, 2251 E. Navajo Blvd. in Holbrook.

Under the state's Truth in Taxation statutes, the rate increases 2 percent from \$1.4769 to \$1.5064 per \$100 net assessed valuation.

The primary property tax for an owner-occupied residence with an assessed valuation of \$100,000 would increase \$2.95 per year, from \$147.69 to \$150.64. For the fifth year, NPC does not have a secondary tax rate, used to repay voter-approved capital improvement bonds.

Northland's proposed tax levy is at the maximum allowable under a proposition approved by voters in 2006. The college is schedule to receive equalization state aid totaling more than \$5.5 million intended to supplement property tax collections. Continued supplemental funding is reliant on maintaining a maximum primary property tax levy.

The primary property tax levy will generate \$13,608,093. The 2 percent increase in the primary tax levy will raise an additional \$266,759 in revenue beyond the \$173,733 increase due to new construction. After the public hearings the governing board can decrease or accept the budget from the preliminary figures adopted on April 16.

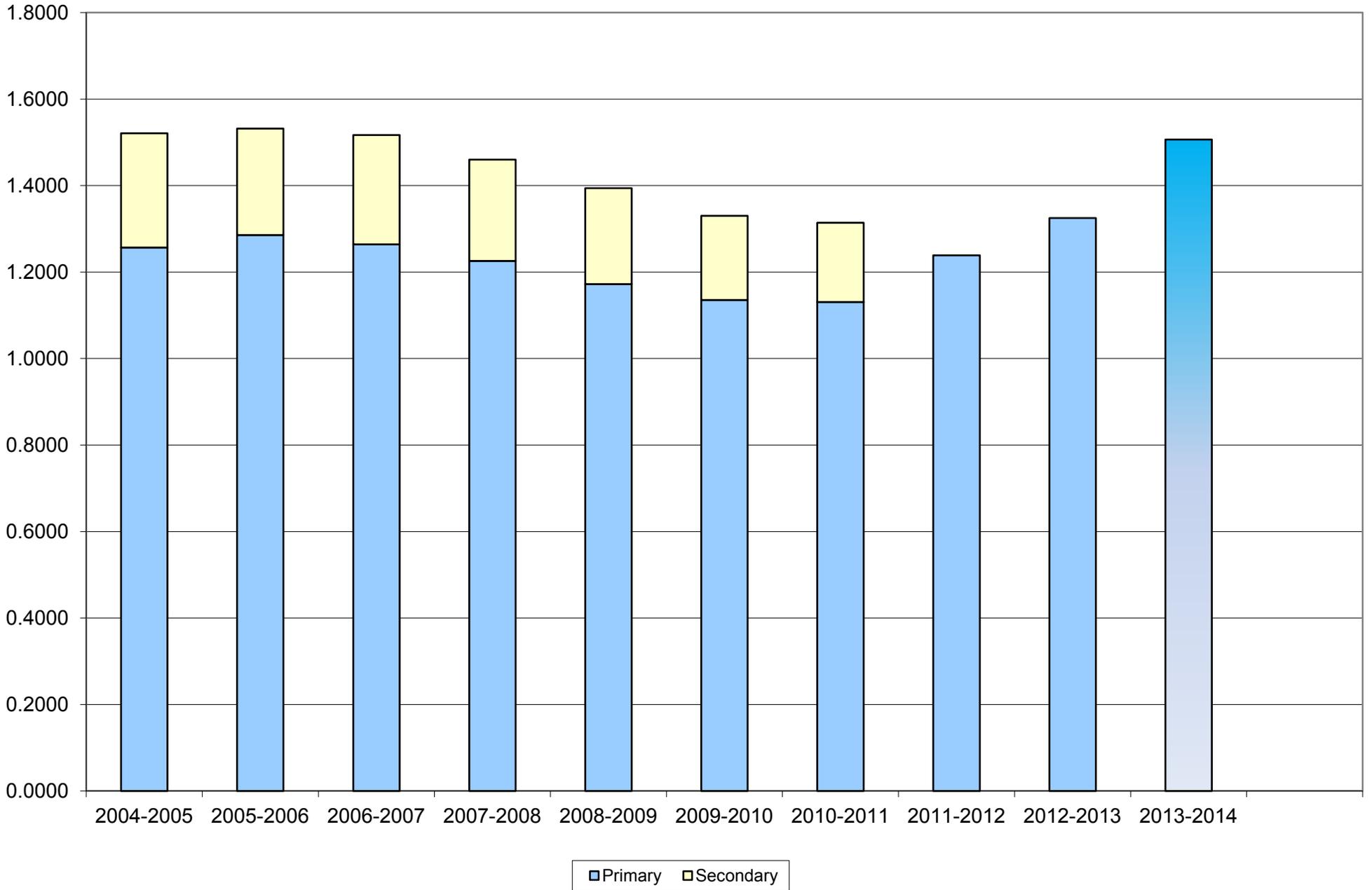
The budget data can be downloaded as a PDF from the college's Web site: www.npc.edu/about-npc/public-notice/budget-hearing-notice.

Interested citizens are encouraged to attend the Truth in Taxation and budget hearings and make comments prior to formal adoption of the budget by the local governing board during a special meeting immediately after the public hearings.

Comments about the budget or proposed primary tax rate increase should be directed to Blaine Hatch, vice president for administrative services, at NPC's District Offices in Holbrook, 524-7440 or toll-free (800) 266-7845, ext. 7440.

— — — *N P C — EXPANDING MINDS • TRANSFORMING LIVES* — — —

Property Tax Rates



Arizona Community Colleges

<u>DISTRICT</u>	2011- 2012			2012- 2013		
	Primary	Secondary	Total	Primary	Secondary	Total
Cochise	\$ 1.6657	\$ -	\$ 1.6657	\$ 1.7329		\$ 1.7329
Coconino	\$ 0.3649	\$ 0.1085	\$ 0.4734	\$ 0.3875	\$ 0.1052	\$ 0.4927
Gila	\$ 0.6833		\$ 0.6833	\$ 0.7457		\$ 0.7457
Graham	\$ 2.1445	\$ -	\$ 2.1445	\$ 2.4123		\$ 2.4123
Maricopa	\$ 1.0123	\$ 0.1959	\$ 1.2082	\$ 1.1563	\$ 0.2215	\$ 1.3778
Mohave	\$ 0.9779	\$ -	\$ 0.9779	\$ 1.0951		\$ 1.0951
Navajo	\$ 1.2387	\$ -	\$ 1.2387	\$ 1.3515	\$ -	\$ 1.3515
Pima	\$ 1.0846	\$ 0.0248	\$ 1.1094	\$ 1.1484	\$ 0.0257	\$ 1.1741
Pinal	\$ 1.6070	\$ 0.2459	\$ 1.8529	\$ 1.6070	\$ 0.2459	\$ 1.8529
Santa Cruz	\$ 0.0690		\$ 0.0690	\$ 0.0699		\$ 0.0699
Yavapai	\$ 1.4270	\$ 0.1900	\$ 1.6170	\$ 1.6725	\$ 0.2150	\$ 1.8875
Yuma/La Paz	\$ 1.6164	\$ 0.3287	\$ 1.9451	\$ 1.6874	\$ 0.3470	\$ 2.0344
Average*	\$ 1.3139	\$ 0.1823	\$ 1.4962	\$ 1.4251	\$ 0.1934	\$ 1.6185

State Aid

		<u>Operating State Aid</u>	<u>Capital State Aid</u>	<u>Equalization Aid</u>	<u>Total State Aid</u>
FYE	2005	4,412,300	586,300	2,134,800	\$ 7,133,400
FYE	2006	4,412,300	576,900	2,735,700	\$ 7,724,900
FYE	2007	4,412,300	568,900	3,373,200	\$ 8,354,400
FYE	2008	4,412,300	505,700	4,305,200	\$ 9,223,200
FYE	2009	3,921,400	-	5,386,500	\$ 9,307,900
FYE	2010	3,590,000	-	6,624,000	\$ 10,214,000
FYE	2011	3,590,000	-	6,624,000	\$ 10,214,000
FYE	2012	1,730,100	-	6,451,700	\$ 8,181,800
FYE	2013	1,689,700	-	5,370,100	\$ 7,059,800
FYE	2014	1,646,600	-	5,514,200	\$ 7,160,800

① State funding is based on the audited FTSE 2 years prior to the funding year.

**Northland Pioneer College
Annual Budget
FY1314 Preliminary Budget**

	FY1314 Preliminary Budget (includes Sal/Ben)	FY1213 Approved Budget	FY1213 Dec YTD Actual	FY1112 Annual Actual
Revenues				
Property Taxes	13,608,093	13,167,562	7,586,844	12,705,369
State Aid/Equalization	7,160,800	7,056,800	3,529,900	8,181,800
Govt Grants & Contracts	1,600,000	1,600,000	1,129,014	2,503,780
Tuition & Fees	4,755,000	5,300,000	2,715,435	4,781,373
Other	325,000	325,000	(4,026)	181,029
	<u>27,448,893</u>	<u>27,449,362</u>	<u>14,957,167</u>	<u>28,353,351</u>
Adjustments				
Txfer - Auxiliary (Fund 10)	(150,000)	(150,000)	(81,393)	(137,000)
Txfer - Restricted (Fund 20)	(600,000)	(600,000)	(199,960)	(180,000)
Transfers - Capital (Fund 50)	(2,500,000)	(2,500,000)	(1,250,000)	(3,800,000)
Transfers - Other Funds	(3,250,000)	(3,250,000)	(1,531,353)	(4,117,000)
Total Revenues	<u><u>24,198,893</u></u>	<u><u>24,199,362</u></u>	<u><u>13,425,814</u></u>	<u><u>24,236,351</u></u>
		469		
Expenditures				
Instruction	9,854,028	9,610,737	3,830,699	8,094,995
Academic Support	1,120,690	1,072,830	526,102	1,009,882
Student Services	1,640,285	1,630,091	736,388	1,372,715
Institutional Support	9,262,928	8,782,952	4,333,959	8,197,963
Operation & Maintenance	1,747,689	1,748,535	724,103	1,597,592
Scholarships	282,625	287,625	160,625	247,380
Total Expenditures	<u><u>23,908,245</u></u>	<u><u>23,132,770</u></u>	<u><u>10,311,876</u></u>	<u><u>20,520,527</u></u>
Expenditures by Budget Manager				
Swarthout	526,855	560,098	252,237	572,379
Vest	3,656,075	3,590,611	1,646,511	3,128,108
Arts & Sciences	4,389,027	4,316,030	1,652,699	3,674,948
Career & Technical Education	3,873,156	3,761,188	1,658,871	3,305,255
Nursing & Allied Health	1,772,534	1,670,544	696,051	1,358,271
Hatch	6,950,293	6,809,035	3,300,441	6,313,609
Bishop	2,552,428	2,236,511	1,019,511	2,039,837
Wasson	187,877	188,753	85,555	128,120
Total Expenditures	<u><u>23,908,245</u></u>	<u><u>23,132,770</u></u>	<u><u>10,311,876</u></u>	<u><u>20,520,527</u></u>

2013-14 WAGE AND SALARY RECOMMENDATION

Summary:

Staff recommends increasing wages by three percent for the 2013-14 fiscal year. Board approved budget assumptions for salary include the following criteria: a) incrementally increasing rates; b) consideration to competitive market conditions by maintaining a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions; c) consideration to salary recommendations received through the shared governance process.

The recommendation includes providing a step to all employees on the faculty schedule, which equals a 3% increase; increasing the overload/adjunct pay rates by 3%; providing a step to all employees on the non-exempt schedule and adjusting the base in the non-exempt schedule to assure that each employee in this class receive an increase of at least 3% as long as the employee is eligible for a step increase; providing a 3% increase to all exempt employees, with no change to the group minimum/maximum.

All current salary schedules are included along with the recommended schedules.

Also included is a chart showing the 2012-13 salary changes along with the expected changes for 2012-13 at other Arizona community colleges and a graph detailing wage adjustments since 2004-05.

The expected budget impact of this recommendation has been factored in to the budget analysis and represents an annual increase of approximately \$360,000.

EMPLOYEE RELATED EXPENSES

ASRS Employee and employer ASRS contributions will increase from 11.14 percent to 11.54 percent. The institutional impact is expected to be an increase in expenditures of approximately \$45,000. The Alternate Contribution Rate (ACR) of 9.2 percent will be applied to all ASRS retirees who are functioning as employees through ASRS Return to Work (RTW) provisions. The ACR will continue to be split evenly with RTW employees. The institutional impact is expected to remain unchanged. A graph is included with information on ASRS contribution rates since 2004-05 and estimated rates for 2014-15.

Health Insurance The Navajo County School Employee Trust continued to operate well in 2012, successfully managing double-digit increases in healthcare cost. Employer cost will remain unchanged and dependent coverage will continue to be offered as an option with the employee bearing the entire cost. Employees with basic coverage will not see any changes in the benefit plan



with an increase in premiums of 2.8%. The premier plan will be discontinued.

A new plan option will be added: High Deductible Health Plan which will be combined with a an employee Health Savings Account. The deductible will be \$2,500 for employee only coverage or \$5,000 for employees covering dependents. The annual cost savings of \$1,000 will be placed in the employee health savings account in July.

Cost information sheets for the current and upcoming year are included for comparison. Open enrollment for employees will occur in April.

COST OF LIVING

In January 2013 compared to the prior 12 months, the all-items Consumer Price Index (CPI) increased 1.6 percent before seasonal adjustment, which is unchanged from last month's figure. The 12-month change has been slowing since its recent peak of 2.2 percent in October. February 2012 CPI data are scheduled to be released on March 21, 2013.

The index for all items less food and energy rose 1.9 percent over the last 12 months, the same figure as the last two months. The food index has risen 1.6 percent over the last 12 months while the energy index has declined 1.0 percent.

The index for all items less food and energy increased 0.3 percent in January. This increase offset another decline in the gasoline index and resulted in the seasonally adjusted all items index being unchanged, as it was in December 2012. Increases in the indexes for shelter and apparel accounted for much of the increase in the index for all items less food and energy, with advances in the indexes for recreation, medical care, and airline fares also contributing.

The energy index fell 1.7 percent in January. Along with the gasoline index, the natural gas and fuel oil indexes also declined, while the electricity index increased. The index for food was unchanged in January after increasing in each of the previous ten months. The food at home index was unchanged with major grocery store food group indexes mixed.



Northland Pioneer College

Post Office Box 610 • Holbrook, AZ 86025 • (928) 524-7311 • Fax (928) 524-7312 • www.npc.edu

Northland Pioneer College
Hourly Rate - Nonexempt Staff 2012-2013 Schedule

Step	Grade >										
	1	2	3	4	5	6	7	8	9	10	11
1	\$ 11.94	\$ 12.30	\$ 12.66	\$ 13.02	\$ 13.38	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54
2	\$ 12.30	\$ 12.66	\$ 13.02	\$ 13.38	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90
3	\$ 12.66	\$ 13.02	\$ 13.38	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26
4	\$ 13.02	\$ 13.38	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62
5	\$ 13.38	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98
6	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34
7	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70
8	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06
9	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42
10	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78
11	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14
12	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50
13	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86
14	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22
15	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58
16	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94
Level 1			Level 2			Level 3					

Hourly Rate - Technical and Skilled Craft 2012-2013 Schedule

Step	Grade >											
	1	2	3	4	5	6	7	8	9	10	11	12
1	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70
2	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06
3	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42
4	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78
5	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14
6	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50
7	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86
8	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22
9	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58
10	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94
11	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	\$ 21.30
12	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	\$ 21.30	\$ 21.66
13	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	\$ 21.30	\$ 21.66	\$ 22.02
14	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	\$ 21.30	\$ 21.66	\$ 22.02	\$ 22.38
15	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	\$ 21.30	\$ 21.66	\$ 22.02	\$ 22.38	\$ 22.74
16	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	\$ 21.30	\$ 21.66	\$ 22.02	\$ 22.38	\$ 22.74	\$ 23.10
Level T1				Level T2			Level T3					

Northland Pioneer College
Hourly Rate - Nonexempt Staff 2013-2014 Schedule PROPOSED

Step	Grade >										
	1	2	3	4	5	6	7	8	9	10	11
1	\$ 12.21	\$ 12.57	\$ 12.93	\$ 13.29	\$ 13.65	\$ 14.01	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81
2	\$ 12.57	\$ 12.93	\$ 13.29	\$ 13.65	\$ 14.01	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17
3	\$ 12.93	\$ 13.29	\$ 13.65	\$ 14.01	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53
4	\$ 13.29	\$ 13.65	\$ 14.01	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89
5	\$ 13.65	\$ 14.01	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25
6	\$ 14.01	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61
7	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97
8	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33
9	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69
10	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05
11	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05	\$ 19.41
12	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05	\$ 19.41	\$ 19.77
13	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05	\$ 19.41	\$ 19.77	\$ 20.13
14	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05	\$ 19.41	\$ 19.77	\$ 20.13	\$ 20.49
15	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05	\$ 19.41	\$ 19.77	\$ 20.13	\$ 20.49	\$ 20.85
16	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05	\$ 19.41	\$ 19.77	\$ 20.13	\$ 20.49	\$ 20.85	\$ 21.21
Level 1			Level 2			Level 3					

Hourly Rate - Technical and Skilled Craft 2013-2014 Schedule

Step	Grade >											
	1	2	3	4	5	6	7	8	9	10	11	12
1	\$ 14.07	\$ 14.43	\$ 14.79	\$ 15.15	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03
2	\$ 14.43	\$ 14.79	\$ 15.15	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39
3	\$ 14.79	\$ 15.15	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75
4	\$ 15.15	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11
5	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47
6	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83
7	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19
8	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55
9	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91
10	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27
11	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63
12	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99
13	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35
14	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35	\$ 22.71
15	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35	\$ 22.71	\$ 23.07
16	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35	\$ 22.71	\$ 23.07	\$ 23.43
Level T1				Level T2			Level T3					

**Northland Pioneer College
2012 - 2013 Faculty Salary Schedule**

Step	Grade										
	1	2	3	4	5	6	7	8	9	10	11
1											
2											
3											
4											
5											
6											
7	\$40,866	\$41,602	\$42,350	\$43,113	\$43,889	\$44,679	\$45,483	\$46,302	\$47,135	\$47,984	\$48,847
8	\$42,092	\$42,850	\$43,621	\$44,406	\$45,206	\$46,019	\$46,847	\$47,691	\$48,549	\$49,424	\$50,312
9	\$43,355	\$44,136	\$44,929	\$45,739	\$46,562	\$47,400	\$48,253	\$49,122	\$50,006	\$50,906	\$51,822
10	\$44,656	\$45,460	\$46,277	\$47,111	\$47,959	\$48,822	\$49,701	\$50,595	\$51,506	\$52,433	\$53,376
11	\$45,995	\$46,823	\$47,665	\$48,524	\$49,397	\$50,287	\$51,192	\$52,113	\$53,051	\$54,006	\$54,978
12	\$47,375	\$48,228	\$49,095	\$49,980	\$50,879	\$51,795	\$52,727	\$53,677	\$54,642	\$55,627	\$56,627
13	\$48,796	\$49,675	\$50,568	\$51,479	\$52,406	\$53,349	\$54,309	\$55,287	\$56,282	\$57,295	\$58,326
14	\$50,260	\$51,165	\$52,085	\$53,024	\$53,978	\$54,950	\$55,938	\$56,946	\$57,970	\$59,014	\$60,076
15	\$51,768	\$52,700	\$53,648	\$54,614	\$55,597	\$56,598	\$57,617	\$58,654	\$59,709	\$60,785	\$61,878
16	\$53,321	\$54,281	\$55,257	\$56,253	\$57,265	\$58,296	\$59,345	\$60,414	\$61,500	\$62,608	\$63,734
17	\$54,921	\$55,910	\$56,915	\$57,940	\$58,983	\$60,045	\$61,125	\$62,226	\$63,345	\$64,486	\$65,646
18	\$56,568	\$57,587	\$58,622	\$59,678	\$60,753	\$61,846	\$62,959	\$64,093	\$65,246	\$66,421	\$67,616
19	\$58,266	\$59,315	\$60,381	\$61,469	\$62,575	\$63,702	\$64,848	\$66,016	\$67,203	\$68,414	\$69,644
20	\$60,014	\$61,094	\$62,192	\$63,313	\$64,452	\$65,613	\$66,793	\$67,996	\$69,219	\$70,466	\$71,733
21	\$61,814	\$62,927	\$64,058	\$65,212	\$66,386	\$67,581	\$68,797	\$70,036	\$71,296	\$72,580	\$73,885
22	\$63,668	\$64,815	\$65,980	\$67,169	\$68,378	\$69,608	\$70,861	\$72,137	\$73,435	\$74,758	\$76,102
23	\$65,578	\$66,759	\$67,959	\$69,184	\$70,429	\$71,697	\$72,987	\$74,301	\$75,638	\$77,000	\$78,385

Adjunct Faculty Rate/Load Unit

Level	Amt
Level 1	\$650
Level 2	\$670
Level 3	\$690

Substitute Rate

**Northland Pioneer College
2013 - 2014 Faculty Salary Schedule PROPOSED**

Step	Grade										
	1	2	3	4	5	6	7	8	9	10	11
1											
2											
3											
4											
5											
6											
7	\$40,866	\$41,602	\$42,350	\$43,113	\$43,889	\$44,679	\$45,483	\$46,302	\$47,135	\$47,984	\$48,847
8	\$42,092	\$42,850	\$43,621	\$44,406	\$45,206	\$46,019	\$46,847	\$47,691	\$48,549	\$49,424	\$50,312
9	\$43,355	\$44,136	\$44,929	\$45,739	\$46,562	\$47,400	\$48,253	\$49,122	\$50,006	\$50,906	\$51,822
10	\$44,656	\$45,460	\$46,277	\$47,111	\$47,959	\$48,822	\$49,701	\$50,595	\$51,506	\$52,433	\$53,376
11	\$45,995	\$46,823	\$47,665	\$48,524	\$49,397	\$50,287	\$51,192	\$52,113	\$53,051	\$54,006	\$54,978
12	\$47,375	\$48,228	\$49,095	\$49,980	\$50,879	\$51,795	\$52,727	\$53,677	\$54,642	\$55,627	\$56,627
13	\$48,796	\$49,675	\$50,568	\$51,479	\$52,406	\$53,349	\$54,309	\$55,287	\$56,282	\$57,295	\$58,326
14	\$50,260	\$51,165	\$52,085	\$53,024	\$53,978	\$54,950	\$55,938	\$56,946	\$57,970	\$59,014	\$60,076
15	\$51,768	\$52,700	\$53,648	\$54,614	\$55,597	\$56,598	\$57,617	\$58,654	\$59,709	\$60,785	\$61,878
16	\$53,321	\$54,281	\$55,257	\$56,253	\$57,265	\$58,296	\$59,345	\$60,414	\$61,500	\$62,608	\$63,734
17	\$54,921	\$55,910	\$56,915	\$57,940	\$58,983	\$60,045	\$61,125	\$62,226	\$63,345	\$64,486	\$65,646
18	\$56,568	\$57,587	\$58,622	\$59,678	\$60,753	\$61,846	\$62,959	\$64,093	\$65,246	\$66,421	\$67,616
19	\$58,266	\$59,315	\$60,381	\$61,469	\$62,575	\$63,702	\$64,848	\$66,016	\$67,203	\$68,414	\$69,644
20	\$60,014	\$61,094	\$62,192	\$63,313	\$64,452	\$65,613	\$66,793	\$67,996	\$69,219	\$70,466	\$71,733
21	\$61,814	\$62,927	\$64,058	\$65,212	\$66,386	\$67,581	\$68,797	\$70,036	\$71,296	\$72,580	\$73,885
22	\$63,668	\$64,815	\$65,980	\$67,169	\$68,378	\$69,608	\$70,861	\$72,137	\$73,435	\$74,758	\$76,102
23	\$65,578	\$66,759	\$67,959	\$69,184	\$70,429	\$71,697	\$72,987	\$74,301	\$75,638	\$77,000	\$78,385

Adjunct Faculty Rate/Load Unit

Level	Amt
Level 1	\$670
Level 2	\$690
Level 3	\$710

Substitute Rate

**Northland Pioneer College
Exempt Salary Range Chart 2012-2013**

12 Month Staff		
Group	Base	Max
B2	\$34,599	\$48,439
B1	\$37,549	\$52,570
C3	\$38,509	\$53,912
C2	\$42,168	\$59,035
C1	\$44,880	\$62,832
D3	\$50,074	\$70,103
D2	\$62,687	\$87,762
D1	\$81,605	\$110,167
E	\$103,073	\$139,149

11 Month Staff		
Group	Base	Max
B2	\$31,273	\$43,783
B1	\$33,940	\$47,516
C3	\$34,807	\$48,729
C2	\$38,114	\$53,359
C1	\$40,566	\$56,792

10 Month Staff		
Group	Base	Max
B2	\$28,611	\$40,055
B1	\$31,050	\$43,471
C3	\$31,844	\$44,581
C2	\$34,869	\$48,817
C1	\$37,112	\$51,957

Exempt Positions by Salary Group	
B2	Center Manager
B2	Financial Aid Advisor/Technician
B2	Information Services Manager
B2	Lead Technician for Technical Services
B2	Network Support Technician
B2	Technical Designer/Production Manager
B1	Associate Librarian
B1	Bookstore Manager
B1	Campus Manager
B1	Small Business Analyst
C3	Academic Advisor
C3	Carl Perkins Grant Manager
C3	Recruitment Advisor
C2	Apache Families First Coordinator
C2	Assistant to the President
C2	Biology Lab Manager
C2	Coordinator of High School Programs
C2	General Ledger Accountant
C2	Head Librarian
C2	Media Relations Coordinator
C2	Payroll Supervisor
C2	Student Account Coordinator
C1	ABE Special Sites Coordinator
C1	ADOC Program Coordinator
C1	Business & Industry Training Coordinator
C1	Coordinator of Community Education
C1	Coordinator of Student Services Info Systems
C1	Disabilities Resource & Access Coordinator
C1	Institutional Research Analyst
C1	System Analyst/Programmer
D3	Apache County Coordinator
D3	Director of Financial Aid
D3	Director of Small Business Development Center
D2	Controller
D2	Director of Developmental Services
D2	Director of Facilities & Vehicles
D2	Director of Human Resources
D2	Director of Institutional Effectiveness
D2	Director of Marketing & Public Relations
D2	Director of Public Safety
D2	Network & Systems Administrator
D1	Dean of Arts and Sciences
D1	Dean of Career and Technical Education
D1	Dean of Nursing & Allied Health
D1	Director of Financial Services
D1	Dean of Students
D1	Director of Information Services
E	Vice President for Administrative Services
E	Vice President for Learning & Student Services

**Northland Pioneer College
Exempt Salary Range Chart 2013-2014 PROPOSED**

12 Month Staff		
Group	Base	Max
B2	\$34,599	\$48,439
B1	\$37,549	\$52,570
C3	\$38,509	\$53,912
C2	\$42,168	\$59,035
C1	\$44,880	\$62,832
D3	\$50,074	\$70,103
D2	\$62,687	\$87,762
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Exempt Positions by Salary Group	
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B2	Lead Technician for Technical Services
B2	Network Support Technician
B2	Technical Designer/Production Manager
B1	Associate Librarian
B1	Bookstore Manager
B1	Campus Manager
B1	Small Business Analyst
C3	Academic Advisor
C3	Carl Perkins Grant Manager
C3	Recruitment Advisor
C2	Apache Families First Coordinator
C2	Assistant to the President
C2	Biology Lab Manager
C2	Coordinator of High School Programs
C2	General Ledger Accountant
C2	Head Librarian
C2	Media Relations Coordinator
C2	Payroll Supervisor
C2	Student Account Coordinator
C1	ABE Special Sites Coordinator
C1	ADOC Program Coordinator
C1	Business & Industry Training Coordinator
C1	Coordinator of Community Education
C1	Coordinator of Student Services Info Systems
C1	Disabilities Resource & Access Coordinator
C1	Institutional Research Analyst
C1	System Analyst/Programmer
D3	Apache County Coordinator
D3	Director of Financial Aid
D3	Director of Small Business Development Center
D2	Controller
D2	Director of Developmental Services
D2	Director of Facilities & Vehicles
D2	Director of Human Resources
D2	Director of Institutional Effectiveness
D2	Director of Marketing & Public Relations
D2	Director of Public Safety
D2	Network & Systems Administrator
D1	Dean of Arts and Sciences
D1	Dean of Career and Technical Education
D1	Dean of Nursing & Allied Health
D1	Director of Financial Services
D1	Dean of Students
D1	Director of Information Services
E	Vice President for Administrative Services
E	Vice President for Learning & Student Services

Wage Comparison

2012-2013

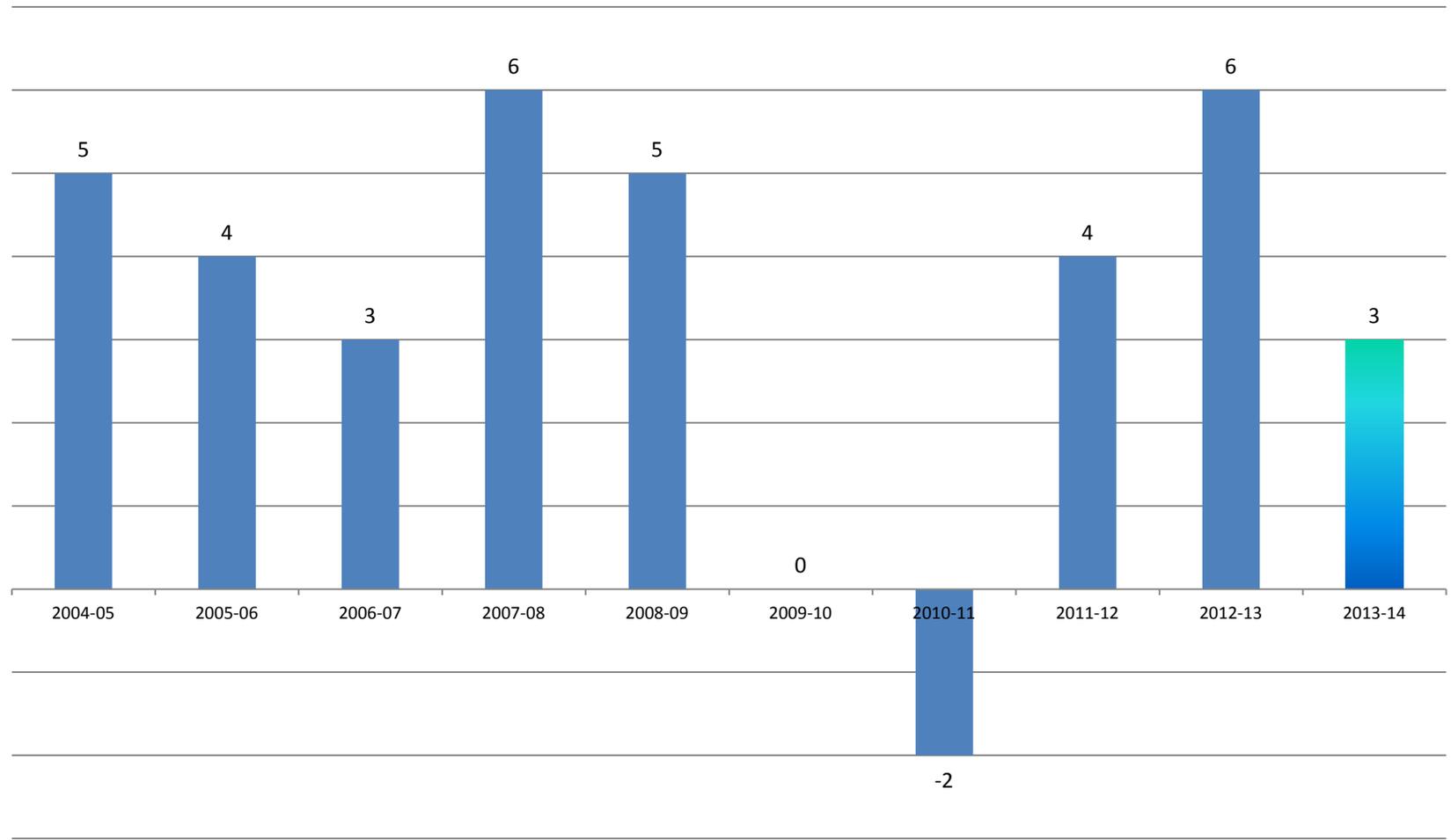
	Faculty	Classified Staff	Admin Staff
Average	3.1%	3.1%	3.1%
Arizona Western	3.0%	3.0%	3.0%
Central*	0.0%	0.0%	0.0%
Cochise	3.0%	3.0%	3.0%
Coconino	3.0%	3.0%	3.0%
Eastern	4.0%	4.0%	4.0%
Maricopa	2.0%	2.0%	2.0%
Mohave	2.5%	2.5%	2.5%
Northland	6.0%	6.0%	6.0%
Pima	4.0%	4.0%	4.0%
Yavapai	3.0%	3.0%	3.0%

* Added 2 days additional leave

2013-2014 Proposed

	Faculty	Classified Staff	Admin Staff
Average	2.7%	2.8%	2.6%
A	3.0%	3.0%	3.0%
B	3.0%	3.0%	3.0%
Northland	3.0%	3.0%	3.0%
C	2.5%	2.5%	2.5%
D	4.0%	4.0%	4.0%
E	2.0%	2.0%	2.0%
F	2.0%	2.0%	2.0%
G	2.0%	2.0%	2.0%
H	3.0%	4.0%	2.0%

Annual Percentage Change in Wages





Arizona State Retirement System

3300 North Central Avenue, Phoenix, AZ 85012

WWW.AZASRS.GOV

Fact Sheet

CONTRIBUTION RATES

Defined Benefit Plan

The Arizona State Retirement System, created in 1953, is a state agency providing a guaranteed life-long pension benefit, a long-term disability income plan, retiree health insurance and survivor benefits to its members.

Contribution rates are actuarially determined and approved by the ASRS Board of Trustees and are adjusted to ensure the plan remains fiscally sound and able to meet current and future obligations.

The ASRS is a match plan, meaning the contribution rate applies to employees and employers.

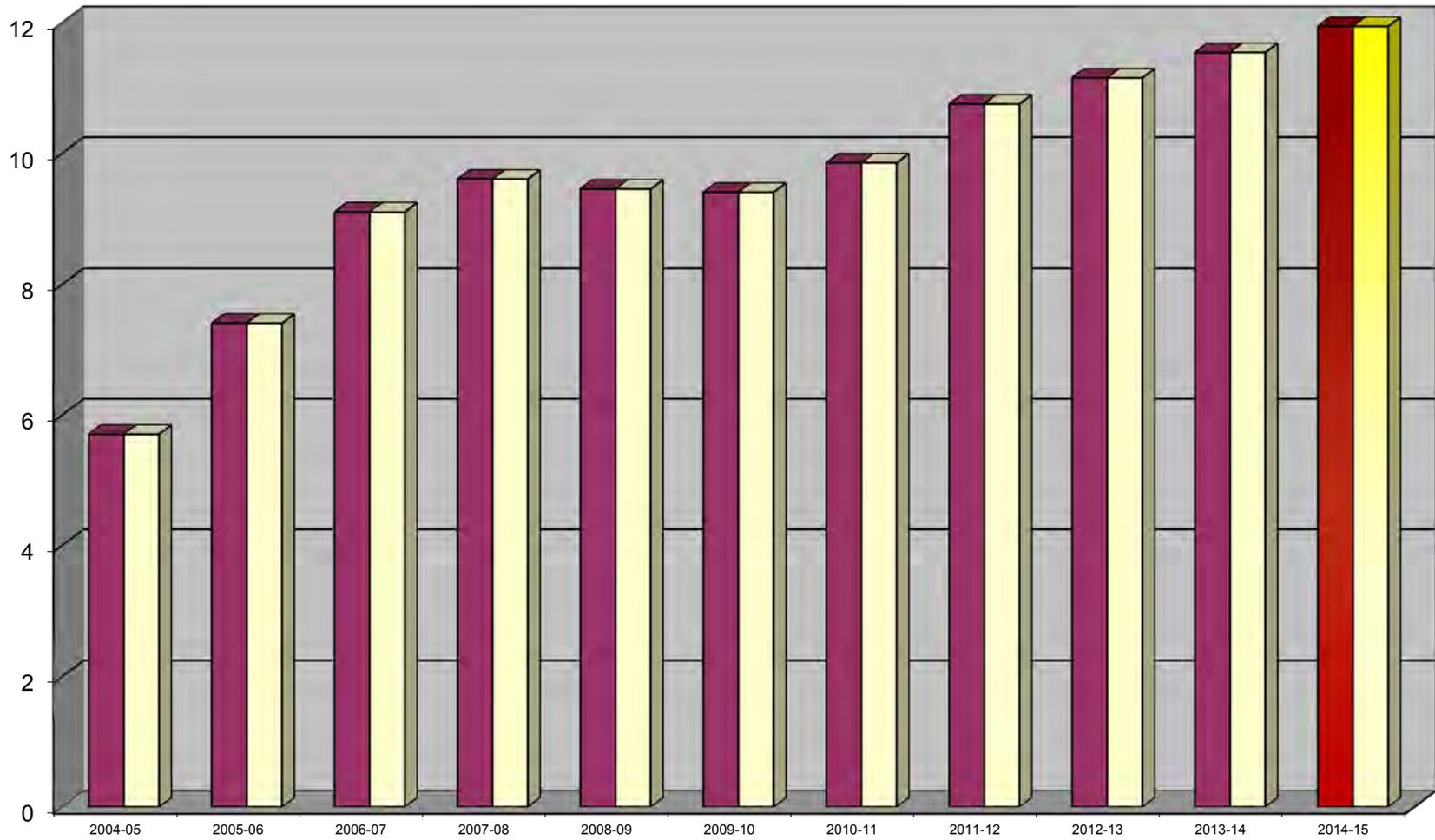
There are two portions to the ASRS contribution rate – the Retirement Pension & Health Insurance Benefit, and the Long Term Disability Income Plan. The Pension Plan contribution is a pre-tax deduction, and the Long-Term Disability deduction is post-tax.

	Fiscal 2012-13 (Effective July 1, 2012)		
	Retirement Pension & Health Insurance Benefit	Long Term Disability Income Plan	Total
Employee	10.90%	0.24%	11.14%
Employer	10.90%	0.24%	11.14%

	Fiscal 2013-14 (Effective July 1, 2013)		
	Retirement Pension & Health Insurance Benefit	Long Term Disability Income Plan	Total
Employee	11.30%	0.24%	11.54%
Employer	11.30%	0.24%	11.54%

ASRS Contribution Rates

Percentage of Payroll



NORTHLAND PIONEER COLLEGE

Insurance Costs for Employees

Effective July 1, 2012

Navajo County Schools Employee Benefits Trust Cost of Medical Insurance

2012-2013 Contribution Rates

Basic Plan (B-25)*

Covered Group	Medical	Dental	TOTAL Monthly Cost to Employee
Employee Only	\$491	\$39	\$0
Employee & Spouse	\$982	\$84	\$536
Employee & Child (ren)	\$982	\$90	\$542
Employee & Family	\$1,089	\$123	\$682

Premier Plan (A-15)*

Covered Group	Medical	Dental	TOTAL Monthly Cost to Employee
Employee Only	\$652	\$39	\$161
Employee & Spouse	\$1,271	\$84	\$825
Employee & Child (ren)	\$1,271	\$90	\$831
Employee & Family	\$1,406	\$123	\$999

**The cost of the Basic Plan for employee medical & dental insurance is an employee benefit and is deducted from the total monthly cost.*

VOLUNTARY DEDUCTION

Cost of Avesis Insurance Group ID 1056 Carrier #10790

Covered Group	Vision Cost
Employee Only	\$8.05
Employee & Spouse	\$15.13
Employee & Child (ren)	\$16.58
Employee & Family	\$20.93

For benefit questions call 1-800-828-9341

Locate an AVESIS Provider at www.avesis.com

NORTHLAND PIONEER COLLEGE

Insurance Costs for Employees

Effective July 1, 2013

Navajo County Schools Employee Benefits Trust Cost of Medical Insurance 2013-2014 Contribution Rates

Basic Plan (B-25)*

Covered Group	Medical	Dental	TOTAL Monthly Cost to Employee
Employee Only	\$505	\$40	\$0
Employee & Spouse	\$1,010	\$86	\$551
Employee & Child (ren)	\$1,010	\$93	\$558
Employee & Family	\$1,120	\$126	\$701

High Deductible Health Plan**

Covered Group	Medical	Dental	TOTAL Monthly Cost to Employee
Employee Only	\$505	\$40	\$0
Employee & Spouse	\$926	\$86	\$467
Employee & Child (ren)	\$926	\$93	\$474
Employee & Family	\$1,018	\$126	\$599

**The cost of the Basic Plan for employee medical & dental insurance is an employee benefit and is deducted from the total monthly cost.*

***The annual cost difference of the High Deductible Health Plan will be contributed to the employee Health Savings Account in July, 2013.*

VOLUNTARY DEDUCTION

Cost of Avesis Insurance Group ID 1056 Carrier #10790

Covered Group	Vision Cost
Employee Only	\$8.05
Employee & Spouse	\$15.13
Employee & Child (ren)	\$16.58
Employee & Family	\$20.93

For benefit questions call 1-800-828-9341

Locate an AVESIS Provider at www.avesis.com

REQUEST TO APPROVE COURSE FEES

Recommendation:

Staff recommends approval of the 2013-14 Course Fees as presented.

Summary:

Based on the Budget Development calendar, staff is providing proposed information on course fees. Staff has developed the fee information based on Board approval of the Budget Development Guidelines, which include the following assumptions for course fees: Course fees will be set at a rate calculated to offset expendable supplies and equipment.

Instructional staff conducted a comprehensive review of all course fees to assure fees are based on cost of consumable supplies and other course specific expenses. Over 1,200 courses are listed in the current catalog, with less than one-third of the courses requiring a course fee. Proposed course fee changes are not expected to generate additional revenue beyond the increased cost of course supplies, equipment maintenance and course-specific operational expenses.

In the Career and Technical Education division, the move from a program fee to a course fee for the Intensive Police Academy includes an increase from \$100 per semester to \$500 for the multi-semester course. BOC courses are being replaced by CON (construction) courses and the fees cover the costs of consumables, gas, tools, lumber and software. DRF courses are increasing due to increased material costs and software. The increases for FRS courses are related to increasing cost of consumables, fuel and equipment. Fees for INA courses are increasing as a result of higher material and software costs. It is proposed the course fee for IM0 214 be reduced as the course is taught in a lab setting without the need for an Internet component. And finally HQO courses are being deleted.

The Nursing and Allied Health division is proposing increases due to the increasing cost of lab supplies. The division is also using more simulation equipment and replacement parts are factored into the proposed fees.

In addition to the changes discussed at the February 2013 DGB meeting, one change has been made to the EMT 104 course. New regulations with CPR require that students have a current text, or the instructor is supposed to “make them leave the class”. The addition of \$20 to the current course fee is proposed to avoid this issue so that the required text can be provided to the students enrolled in the course.



**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2013-2014
Proposed Course Fees**

ARTS & SCIENCES			Approved 2012-13	Proposed 2013-14
ART	103	Basic Design	\$15	\$15
ART	105	Beginning Drawing I	\$15	\$15
ART	110	Figure Drawing I	\$15	\$15
ART	140	Lettering	\$15	\$15
ART	150	Advertising Design	\$15	\$15
ART	155	Printmaking	\$15	\$15
ART	170	Sculpture I	\$15	\$15
ART	175	Painting	\$15	\$15
ART	180	Watercolor	\$15	\$15
ART	185	Handbuilding Pottery	\$20	\$20
ART	186	Clay Sculpture	\$20	\$20
ART	187	Raku Pottery	\$20	\$20
ART	190	Ceramics	\$20	\$20
ART	205	Drawing II	\$15	\$15
ART	206	Figure Drawing II	\$15	\$15
ART	220	Painting II	\$15	\$15
ART	225	Watercolor II	\$15	\$15
ART	245	Ceramics II	\$20	\$20
ART	246	Ceramics III	\$20	\$20
ART	247	Ceramics IV	\$20	\$20
ART	280	Art Studio – 2 Dimensional	\$15	\$15
ART	281	Art Studio – 3 Dimensional	\$20	\$20
BIO	100	Biological Concepts	\$35	\$35
BIO	160	Intro. to Human Anatomy & Physiology	\$35	\$35
BIO	181	General Biology I	\$35	\$35
BIO	182	General Biology II	\$35	\$35
BIO	201	Human Anatomy & Physiology I	\$35	\$35
BIO	202	Human Anatomy & Physiology II	\$35	\$35
BIO	205	Microbiology	\$35	\$35
CHM	ALL	All Courses	\$35	\$35

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

ARTS & SCIENCES (cont'd)			Approved 2012-13	Proposed 2013-14
ECD	ALL	ECD Permanent Number/1 cr.	\$17	\$17
ECD	143	Inclusion of Children w/ Special Needs	\$17	\$17
ECD	233	Developing Policies and Procedures for Early Childhood Programs	\$35	\$35
EDU	281	Introduction to Structured English Immersion	\$55	\$55
GEO	111	Physical Geography	\$25	\$25
GLG	ALL	All Geology Courses	\$ 25	\$ 25
MUS	155	Music Applied (all)	\$120	\$120
PHO	100	Beginning Photography	\$20	\$20
PHO	101	Digital Photography	\$20	\$20
PHO	115	Pictorial Journalism	\$20	\$20
PHO	150	Investigative Photo I	\$20	\$20
PHO	151	Investigative Photo II	\$20	\$20
PHO	200	Intermediate Photography	\$20	\$20
PHO	201	Intermediate Digital Photography	\$20	\$20
PHO	212	Color Photography I	\$20	\$20
PHO	213	Color Photography II	\$20	\$20
PHO	220	Advanced Photography	\$20	\$20
PHO	230	View Camera Photo	\$20	\$20
PHO	240	Photography Portfolio	\$20	\$20
PHO	270	Free Lance/Stock Photo	\$20	\$20
PHO	280	Photography Practicum	\$20	\$20
POS	221	Arizona Constitution and Government	\$55	\$55
POS	222	U.S. Constitution	\$55	\$55
PHY	ALL	All Physics Courses	\$25	\$25
SPT	178	Stage Makeup	\$50	\$50

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2013-2014
Proposed Course Fees**

CAREER & TECHNICAL EDUCATION			Approved 2012-13	Proposed 2013-14
AIS	100	Keyboarding	\$15	\$15
AIS	102	Business Grammar	\$15	\$15
AIS	105	Developing your Professionalism	\$15	\$15
AIS	110	Basic Keyboarding & Formatting	\$15	\$15
AIS	111	Advanced Keyboarding & Document Processing	\$15	\$15
AIS	112	Proofreading	\$15	\$15
AIS	113	Basic Letter and Memo Writing	\$15	\$15
AIS	114	Introduction to the Modern Office	\$15	\$15
AIS	115	Ten-Key Adding Machine	\$15	\$15
AIS	116	Electronic Calculators	\$15	\$15
AIS	118	MediSoft Billing	\$15	\$15
AIS	119	Medical Office Procedures	\$15	\$15
AIS	123	Vocabulary for the Medical Office	\$15	\$15
AIS	127	Medical Office Insurance and Coding	\$15	\$15
AIS	130	Machine Transcription	\$15	\$15
AIS	135	Intro to MedTranscription	\$15	\$15
AIS	140	Microsoft Word Basic	\$15	\$15
AIS	145	Microsoft Word for Windows	\$15	\$15
AIS	150	MS Publisher Basics	\$15	\$15
AIS	153	MS Publisher Complete	\$15	\$15
AIS	170	Written Business Comm	\$15	\$15
AIS	180	Records Management	\$15	\$15
AIS	181	Medical Records Management	\$15	\$15
AIS	190	Legal Terminology	\$15	\$15
AIS	191	Intro to Law Ofc Procedures	\$15	\$15
AIS	202	Customer Service for the Office Professional	\$15	\$15
AIS	214	Administrative Office Management	\$15	\$15
AIS	226	Advanced WordPerfect	\$15	\$15
AIS	231	Intro to Microsoft Office	\$15	\$15
AIS	232	Advanced Microsoft Office	\$15	\$15
AIS	235	Adv Transcription–Med I	\$15	\$15
AIS	236	Adv Transcription–Med II	\$15	\$15
AIS	245	Advanced Microsoft Word	\$15	\$15
AJS	102	Intensive Police Academy	\$200 program fee	\$500
ATO	ALL*	All Automotive Courses	\$30	\$30

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

CAREER & TECHNICAL EDUCATION (cont'd)			Approved 2012-13	Proposed 2013-14
BOC	102	Construction Safety Practiee	\$25	Deleted
BOC	105	Wood & Steel Framing	\$25	Deleted
BOC	106	Building Exteriors	\$25	Deleted
BOC	107	Drywall Techniques	\$25	Deleted
BOC	115	Block & Brick Masonry	\$25	Deleted
BOC	117	Conerete Flatwork & Formwork	\$25	Deleted
BOC	120	Cabinetmaking I	\$25	Deleted
BOC	130	Contractor License & Law	\$25	Deleted
BOC	135	Furniture making I	\$25	Deleted
BOC	136	Plumbing Level I	\$25	Deleted
BOC	137	Plumbing Level II	\$25	Deleted
BOC	138	Plumbing Level III	\$25	Deleted
BOC	139	Plumbing Level IV	\$25	Deleted
BOC	146	Electrical Level I	\$25	Deleted
BOC	147	Electrical Level II	\$25	Deleted
BOC	148	Electrical Level III	\$25	Deleted
BOC	149	Electrical Level IV	\$25	Deleted
BOC	152	Commercial Wiring	\$25	Deleted
BOC	153	Industrial Wiring	\$25	Deleted
BOC	156	HVAC Level I	\$25	Deleted
BOC	157	HVAC Level II	\$25	Deleted
BOC	158	HVAC Level III	\$25	Deleted
BOC	159	HVAC Level IV	\$25	Deleted
BOC	170	Carpentry Level I	\$25	Deleted
BOC	171	Carpentry Level II	\$25	Deleted
BOC	172	Carpentry Level III	\$25	Deleted
BOC	173	Carpentry Level IV	\$25	Deleted
BOC	180	Building Maintenance	\$25	Deleted
BOC	205	Adv Framing Techniques	\$25	Deleted
BOC	220	Cabinetmaking II	\$25	Deleted
BOC	221	Cabinetmaking III	\$25	Deleted
BOC	235	Furniture making II	\$25	Deleted
BUS	ALL*	All Business Courses	\$15	\$15
CIS	ALL*	All 1, 2 & 3 credit CIS courses except 141,142,145	\$15	\$15
CIS	141	Managing and Maintaining Your PC I	\$200	\$200
CIS	142	Managing and Maintaining Your PC II	\$200	\$200
CIS	145	Network + Certification Preparation	\$275	\$275
COS	ALL*	All Cosmetology Courses	\$50	\$50

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

CAREER & TECHNICAL EDUCATION (cont'd)			Approved 2012-13	Proposed 2013-14
CON	100	Construction Math and Safety		\$45
CON	105	Engineering principles/construction methods		\$45
CON	110	Plan Reading-Site Layout-Communication-Employment		\$45
CON	121	Cabinet Making I		\$45
CON	124	Masonry Systems		\$45
CON	125	Concrete Systems		\$45
CON	126	Framing Systems		\$45
CON	140	Computer Applications in Construction		\$45
CON	145	Roofing, Thermal & Moisture Protection Systems		\$45
CON	180	Construction Service Learning		\$45
CON	198	Construction Internship		\$45
CON	200	Integrated Construction Management/Design Laboratory		\$45
CON	221	Cabinet Making II		\$45
CON	223	Cabinet Making III		\$45
CON	227	Electrical, Mechanical, and Plumbing Systems		\$45
CON	228	Heavy Highway Construction		\$45
CON	230	Sustainable Construction		\$45
CON	241	Electrical Level 1		\$45
CON	242	Electrical Level 2		\$45
CON	263	Estimating, Scheduling, and Planning		\$45
DRF	ALL*	All Drafting Courses	\$30	\$45
FRS	100	Firefighter Orientation & Terminology	\$10	\$10
FRS	102	First Responder for the Fire Service	\$10	\$10
FRS	104	Firefighter I & II	\$225	\$225
FRS	106	Firefighter Health & Safety	\$10	\$10
FRS	109	Hazardous Materials Awareness	\$10	\$10
FRS	110	HazMat First Responder	\$20	\$25
FRS	112	Managing Company Tactical Operations	\$10	\$10
FRS	113	Confined Space I	\$10	\$10
FRS	115	Principles of Fire Prevention	\$10	\$10
FRS	116	Intro Respiratory Protection	\$10	\$10
FRS	117	Intro to Forcible Entry Tools	\$10	\$10
FRS	118	Intro to Fire Hose, Streams & Nozzles	\$10	\$10
FRS	119	Intro to Fire Pumps/Apparatus	\$10	\$10
FRS	120	Emergency Vehicle Driving	\$20	\$25

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

CAREER & TECHNICAL EDUCATION (cont'd)			Approved 2012-13	Proposed 2013-14
FRS	121	Emergency Stabilization & Extrication	\$35	\$40
FRS	122	Fire Svc Ventilation & Ladders	\$10	\$10
FRS	123	Intro to Extinguishers & Foam Suppression	\$25	\$25
FRS	124	Intro to Fire Svc Ropes & Knots	\$20	\$25
FRS	125	Intro to Water Supply & Hydrant Testing	\$10	\$10
FRS	126	Rope Rescue I	\$20	\$30
FRS	127	Rope Rescue II	\$20	\$30
FRS	128	Rope Rescue III	\$20	\$30
FRS	130	Incident Command System	\$10	\$10
FRS	131	Vehicle Firefighting	\$10	\$10
FRS	133	Intro to Fire Behavior & Detection	\$10	\$10
FRS	134	Rapid Intervention Crew	\$10	\$10
FRS	136	Fire Apparatus, Equipment, & Hydraulics	\$10	\$10
FRS	137	Strategies and Tactics	\$10	\$10
FRS	140	Fire Service Report Writing	\$10	\$10
FRS	141	Fire Service Communication	\$10	\$10
FRS	150	Wild Land Firefighter	\$15	\$20
FRS	207	Fire Service Building Construction	\$10	\$10
FRS	210	Incident Safety Officer	\$10	\$10
FRS	211	Leadership I	\$10	\$10
FRS	212	Leadership II	\$10	\$10
FRS	213	Leadership III	\$10	\$10
FRS	214	Incident Safety Officer	\$10	\$10
FRS	216	Fire Officer I	\$10	\$10
FRS	217	Fire Officer II	\$10	\$10
HQO	109	Basic Operations Techniques/Tractors	\$200	\$200
HQO	119	Introduction to Earthmoving and Trucks	\$200	\$200
HQO	121	Rollers and Scrapers	\$200	\$200
HQO	122	Loaders and Forklifts	\$200	\$200
HQO	211	Backhoes and Dozers	\$200	\$200
HQO	212	Intro Crew Leader & Excavators	\$200	\$200
HQO	230	Motor Graders	\$200	\$200
HQO	232	Finishing/Grading & Soils	\$200	\$200
HQO	233	Cranes and Rigging	\$200	\$200
HQO	240	Adv Loader Operation	\$200	\$200
HQO	241	Adv Dump Truck Op	\$200	\$200
HQO	242	Adv Scraper Operation	\$200	\$200

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

CAREER & TECHNICAL EDUCATION (cont'd)			Approved 2012-13	Proposed 2013-14
HQO	243	Adv Backhoe Operation	\$200	\$200
HQO	244	Adv Excavator Operation	\$200	\$200
HQO	245	Adv Forklift Operation	\$200	\$200
HQO	246	Adv Dozer Operation	\$200	\$200
HQO	247	Adv Motor Grader Op	\$200	\$200
INA	ALL*	All Industrial Arts Courses	\$25	\$45
IMO	ALL*	All Industrial Maintenance Courses except 151-158, 160, 161, 200, 214 , 201, 270, 271	\$145	\$145
IMO	151	Electrical Level I	\$90	\$90
IMO	152	Electrical Level II	\$90	\$90
IMO	153	Electrical Level III	\$90	\$90
IMO	154	Electrical Level IV	\$90	\$90
IMO	155	Instrumentation Level I	\$90	\$90
IMO	156	Instrumentation Level II	\$90	\$90
IMO	157	Instrumentation Level III	\$90	\$90
IMO	158	Instrumentation Level IV	\$90	\$90
IMO	160	Robotics	\$10	\$10
IMO	161	Intro to Computer-Aided Mfg.	\$10	\$10
IMO	200	Systems Critical Thinking & Control	\$10	\$10
IMO	201	Introduction to Industrial Maintenance	\$75	\$75
IMO	214	Advanced Power Plant Specific Training	\$145	\$75
IMO	270	DC Analysis and Lab	\$50	\$50
IMO	271	AC Analysis and Lab	\$50	\$50
CAREER & TECHNICAL EDUCATION (cont'd)			Approved 2012-13	Proposed 2013-14
WLD	130	Metal Art	\$55	\$55
WLD	131	Int. Metal Art	\$55	\$55
WLD	151	Cutting Process & Welding	\$55	\$55
WLD	152	SMAW Plate I	\$55	\$55
WLD	153	SMAW Plate II	\$55	\$55
WLD	154	GMAW Plate	\$55	\$55
WLD	155	GTAW Plate	\$55	\$55
WLD	157	AWS Level I Certification	\$55	\$55
WLD	240	Intro to Plastics	\$55	\$55
WLD	241	Plastic Welding	\$55	\$55
WLD	242	Fabrication of Plastics	\$55	\$55
WLD	243	Pipe Fitting for Plastic	\$55	\$55

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

CAREER & TECHNICAL EDUCATION (cont'd)			Approved 2012-13	Proposed 2013-14
WLD	260	Fit Up/Inspect/Metallurgy	\$55	\$55
WLD	261	SMAW Open V Butt I	\$55	\$55
WLD	262	SMAW Open V Butt II	\$55	\$55
WLD	263	SMAW Open Root Pipe I	\$75	\$75
WLD	264	SMAW Open Root Pipe II	\$75	\$75
WLD	265	GMAW Pipe	\$75	\$75
WLD	266	FCAW Pipe	\$75	\$75
WLD	267	GTAW Pipe I	\$75	\$75
WLD	268	GTAW Pipe II	\$75	\$75
WLD	290	Welding Fabrication	\$55	\$55

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2013-2014
Proposed Course Fees**

NURSING AND ALLIED HEALTH			Approved 2012-13	Proposed 2013-14
HES	109	Phlebotomy	\$200	\$200
HES	180	Basic Pharmacology	New	\$10
EMT	090	Heart Saver CPR	\$10	\$10
EMT	095	Healthcare Provider CPR	\$10	\$10
EMT	104	Healthcare Provider CPR & First Aid	\$10	\$30
EMT	120	Emergency Medical Responder	\$10	\$10
EMT	121	EMR Refresher	\$10	\$10
EMT	130	EMT Prep Course	\$10	\$10
EMT	132	Emergency Medical Training	\$150	\$150
EMT	133	Refresher Course - EMT Recertification	\$40	\$40
EMT	134	EMT IVC	\$50	\$50
EMT	236	Advanced Cardiac Life Support	\$80	\$80
EMT	237	Pediatric Advanced Life Support	\$80	\$80
EMT	238	ACLS Renewal	\$50	\$50
EMT	239	PALS Renewal	\$50	\$50
EMT	240	Basic ECG & Pharmacy	\$30	\$30
EMT	241	ALS Refresher	\$150	\$150
EMT	244	Paramedic Training I	\$700	\$700
EMT	245	Paramedic Training II	\$700	\$700
EMT	250	Instructor Strategy	\$20	\$20
EMT	251	Instructor Renewal	\$10	\$10
MDA	120	Administrative Office Procedures	\$10	Delete
MDA	123	Clinical Procedures	\$60	Delete
MDA	124	Clinical Procedures I	New	\$40
MDA	125	Clinical Procedures II	New	\$80
NAT	101	Nursing Assistant	\$40	\$40
NUR	116	LPN to RN Transition	\$200	\$400
NUR	117	Pharmacology I		\$10
NUR	118	Pharmacology II		\$10
NUR	121	Nursing I	\$200	\$400
NUR	122	Nursing II	\$200	\$400
NUR	221	Nursing III	\$200	\$400

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

NURSING AND ALLIED HEALTH			Approved 2012-13	Proposed 2013-14
NUR	222	Nursing IV	\$200	\$400
NUR	290	RN Refresher Course	\$200	\$400
PHT	101	Pharmacy Technician	\$40	\$40
TMP	105	A&P with Kinesiology I	\$20	Deleted
TMP	106	A&P with Kinesiology II	\$20	Deleted
TMP	203	Applied Therapeutic Massage	\$25	Deleted
TMP	215	Massage Techniques	\$25	Deleted
TMP	250	Massage Clinical Practice	\$50	Deleted

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

REQUEST TO APPROVE TUITION AND GENERAL FEES

Recommendation:

Staff recommends approval of the 2013-14 Tuition and General Fees as presented.

Summary:

Based on the Budget Development calendar, staff is requested action on the proposed tuition and general fees. The attached tuition and general fee schedules were presented during the February Board meeting. Staff has developed the tuition and fee information based on Board approval of the Budget Development Guidelines, which include the following assumptions for tuition and fees: Tuition and general fees will be set at a rate that: A.) gives consideration to the impact on students; B.) increases incrementally; and C.) is competitive in our market by maintaining a comparative position to the average tuition at other Arizona community colleges.

Historical tuition rates are included along with comparative information. The comparative information is presented at each credit hour point up to 15 credit hours with projected tuition rates at other community colleges in Arizona.

Approximately \$100,000 of additional revenue will be generated by the proposed \$2 per credit hour increase in tuition. However, overall tuition and fee revenues are expected to decline as a result of a one-time adjustment in budget estimates to more favorably compare with audited financial statements. Current out-of-state tuition is higher than most community colleges and staff proposes no change in the rate per credit hour.

Changes to the general fee schedule include elimination of the Graduation fee, the Special Certificate fee, and the Student Emergency Loan Processing fee. A Program Fee initially instituted in 2012-13 is deleted in favor of a course fee for the Law Enforcement Academy. A new fee is proposed to cover the cost of Diploma and Certificate replacements. Replacement of the Active "Money Card" is proposed to increase by \$1.

In a report compiled by the Western Interstate Commission for Higher Education (WICHE) and titled *TUITION AND FEES IN PUBLIC HIGHER EDUCATION IN THE WEST 2012-2013* the following key findings were listed.

- Tuition and fees for resident in-district students at public two-year colleges in the WICHE states, excluding California, averaged \$3,319 in 2012-13, an increase of \$200 (6.4 percent), or 4.5 percent after adjusting for inflation.



- Nonresident students at public two-year colleges in the WICHE states averaged \$7,548 for tuition and fees in 2012-13, an increase of \$227 (3.1 percent), or a 1.3 percent increase after adjusting for inflation.
- Average tuition and fees for resident undergraduates in in 2012-13 at public four-year institutions in the WICHE region were \$7,465, an increase over the previous year of \$296 (4.1 percent).
- Overall, the average percent change in resident and non-resident tuition and fees for four-year institutions were higher when tuition and fees were weighted by enrollment. The inverse was found for the average percent change in enrollment-weighted resident and non-resident tuition and fees for two-year institutions.



Northland Pioneer College

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**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2013-14
PROPOSED**

TUITION	Approved 2012-13	Proposed 2013-14
IN-STATE	\$62 per credit hour	\$64 per credit hour
APACHE COUNTY	\$62 per credit hour	\$64 per credit hour
OUT-OF-STATE	\$305 per credit hour	\$305 per credit hour
SENIOR CITIZENS 60 years or older	50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)	50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)
REFUNDS FOR TUITION	100% before 1 st day of semester and if NPC cancels the class. 50% during 1 st and 2 nd weeks of the semester. No refund after the end of the second week of the semester	100% before 1 st day of semester and if NPC cancels the class. 50% during 1 st and 2 nd weeks of the semester. No refund after the end of the second week of the semester
SUMMER SESSION REFUNDS	100% prior to 1 st day of session. 50% through 1 st two days of the term	100% prior to 1 st day of session. 50% through 1 st two days of the term
SHORT-TERM COURSE REFUNDS	100% prior to 1 st day of session. 50% through 1 st two days of the term	100% prior to 1 st day of session. 50% through 1 st two days of the term

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
2013-2014
PROPOSED**

FEES	Approved 2012-13	Proposed 2013-14
GENERAL		
Media Fee ^①	\$35/semester	\$35/semester
SPECIAL		
Graduation (non-refundable)	\$35	<i>Eliminated</i>
Special Certificate	\$15	<i>Eliminated</i>
Transcript (each)	\$10	\$10
Transcript (each) On demand	\$15	\$15
Transcript (each) Next day delivery	\$20	\$20
Diploma/Certificate Replacement		\$15
NSF Check Collection	\$25	\$25
“Money Card” Replacement		
ACTIVE card	\$20	\$21
INACTIVE card	\$10	\$10
GED Test ^②	\$85	\$85
GED Retest	\$12	\$12
COMPASS/ASSET Testing ^③	\$10	\$10
Late Registration	\$25	\$25
Credit by Exam	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation ^④	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation Fee (non-refundable)	\$15	\$15
Delinquent Account Charge	\$10/month	\$10/month
HESI Testing	\$38	\$38
Student Emergency Loan Processing Fee	\$10	<i>Eliminated</i>
PROGRAM		
Law Enforcement Academy	\$100 per semester	<i>Moved to Course Fees</i>

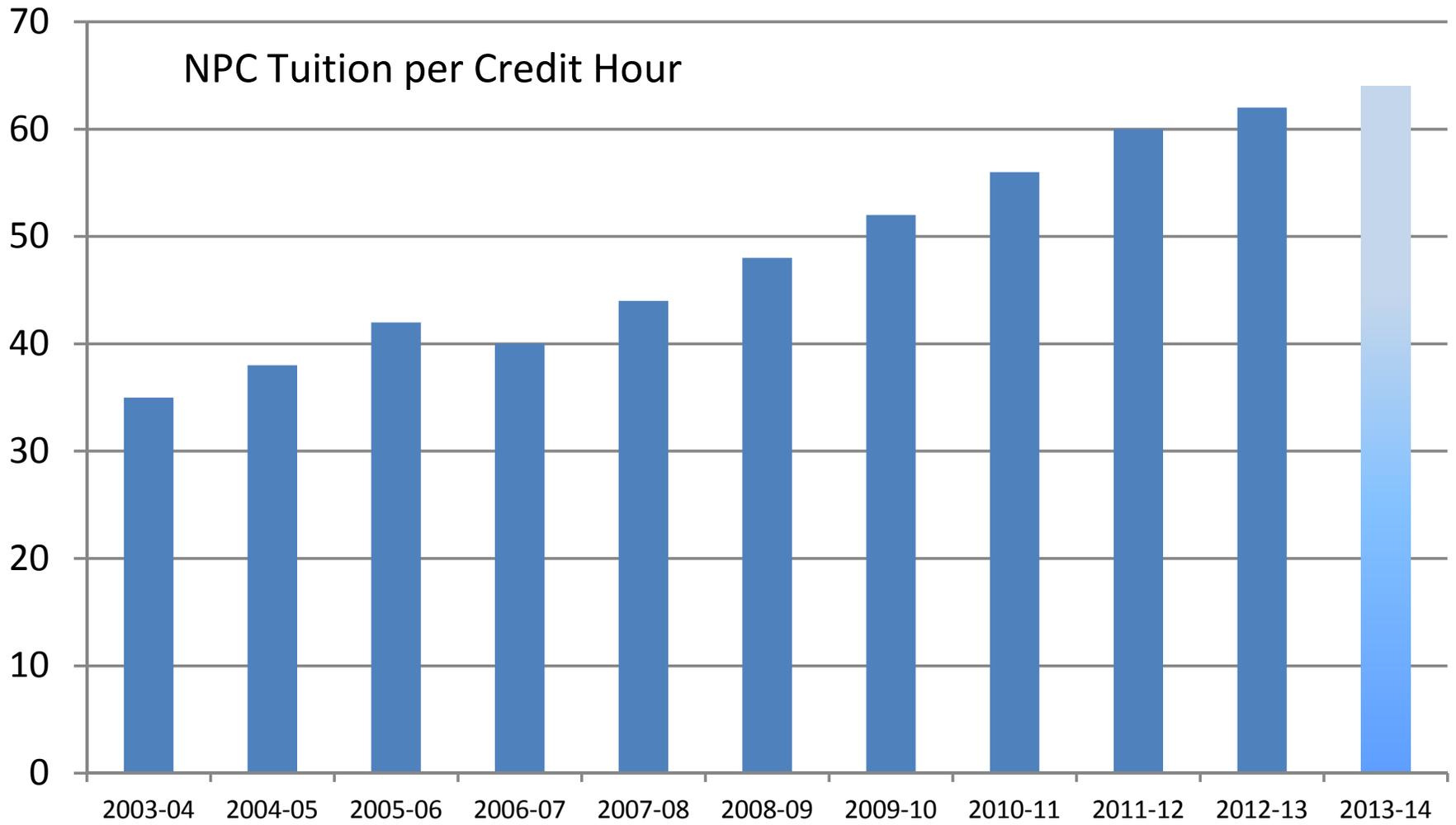
① Assessed to all students enrolling in three (3) or more credit hours.

② Includes a \$20.00 Arizona State Surcharge Fee.

③ Includes up to three (3) tests.

④ Evaluation of Learning Certificates from business, industry, government, military, and non-regionally accredited institutions without waiver agreement.

NPC Tuition per Credit Hour



**Arizona Community Colleges
Comparative In-State Tuition and Fees**

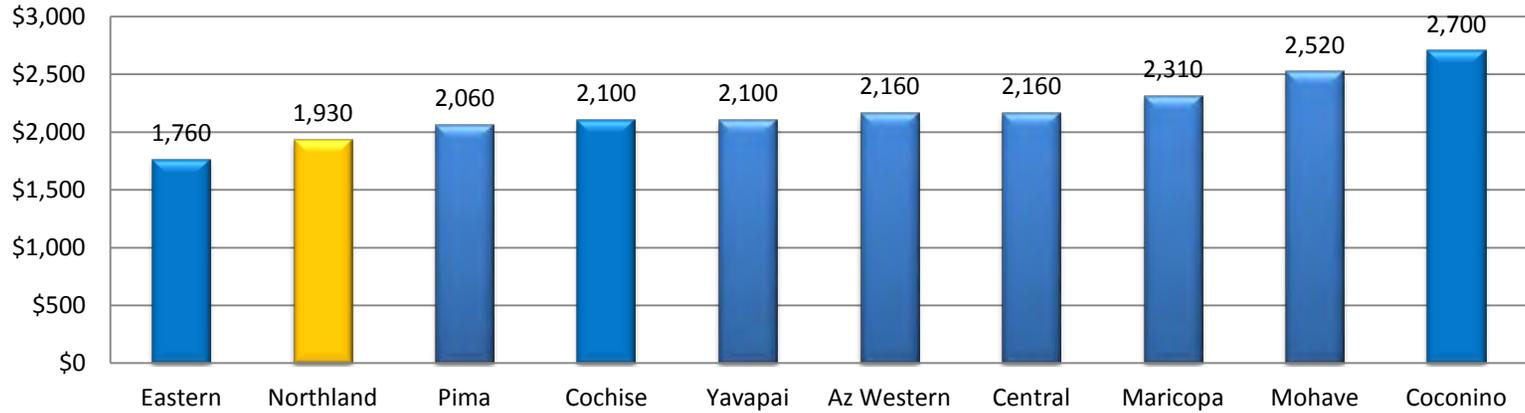
(Note - Fees include mandatory technology, registration and activity fees - course fees not included)

<u>DISTRICT</u>	2012- 2013				2013- 2014				FY 14 Tuition Increase per credit hr	Preliminary % Inc FY 14 Annual Tuition & Fees
	Semester Tuition & Fees	Annual Tuition & Fees	Annual Fees	Tuition Rate	Semester Tuition & Fees	Annual Tuition & Fees	Annual Fees	Tuition Rate		
	(15 cr hrs)	(30 cr hrs)	(mandatory)	(per cr hr)	(15 cr hrs)	(30 cr hrs)	(mandatory)	(per cr hr)		
Cochise	\$ 1,050	\$ 2,100	\$ -	\$ 70	\$ 1,095	\$ 2,190	\$ -	\$ 73	\$ 3.00	4.29%
Coconino	\$ 1,350	\$ 2,700	¹ \$ 150	² \$ 85	\$ 1,380	\$ 2,760	¹ \$ 150	² \$ 87	\$ 2.00	2.22%
Eastern	\$ 880	\$ 1,760	³ \$ -	\$ 59	\$ 960	\$ 1,920	³ \$ -	\$ 64	\$ 5.33	9.09%
Maricopa	\$ 1,155	\$ 2,310	\$ 30	⁴ \$ 76	\$ 1,230	\$ 2,460	\$ 30	⁴ \$ 81	\$ 5.00	6.49%
Mohave	\$ 1,260	\$ 2,520	\$ 240	⁵ \$ 76	\$ 1,290	\$ 2,580	\$ 240	⁵ \$ 78	\$ 2.00	2.38%
Northland	\$ 965	\$ 1,930	\$ 70	⁶ \$ 62	\$ 995	\$ 1,990	\$ 70	⁶ \$ 64	\$ 2.00	3.11%
Pima	\$ 1,030	\$ 2,060	\$ 140	⁷ \$ 64	\$ 1,098	\$ 2,195	\$ 185	⁷ \$ 67	\$ 3.00	6.55%
Central	\$ 1,080	\$ 2,160	\$ -	\$ 72	\$ 1,125	\$ 2,250	\$ -	\$ 75	\$ 3.00	4.17%
Yavapai	\$ 1,050	\$ 2,100	\$ -	\$ 70	⁸ \$ 1,095	\$ 2,190	⁸ \$ -	\$ 73	\$ 3.00	4.29%
Az Western	\$ 1,080	\$ 2,160	\$ 10	⁹ \$ 72	\$ 1,110	\$ 2,220	\$ 10	⁸ \$ 74	\$ 2.00	2.78%
Average	\$ 1,090	\$ 2,180	\$ 64	\$ 71	\$ 1,138	\$ 2,276	\$ 69	\$ 74	\$3.03	4.38%
Increase					4.38%	4.38%	7.03%	4.30%		

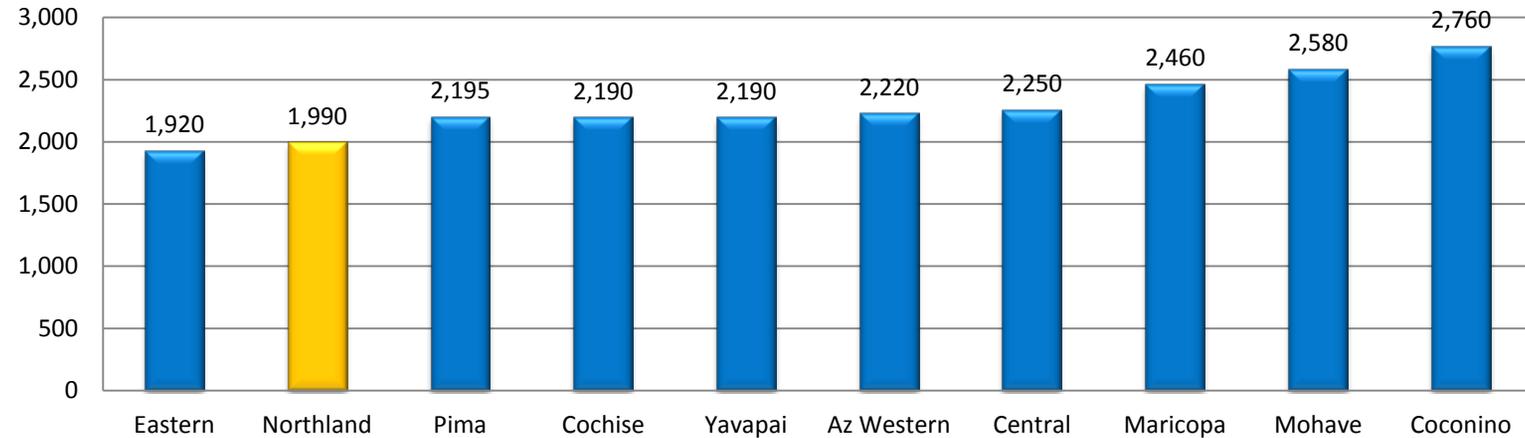
Notes :

- (1) Plateau at 16 -18 credit hrs (Coconino)
- (2) \$5 per credit hour Technology Fee (Coconino)
- (3) \$90 per credit hour, then plateau from 2-6 credit hours, then increase by \$130 per credit hour up to 12 credit hours per semester (Eastern)
- (4) \$15 registration fee per semester (Maricopa)
- (5) \$6 Tech fee + \$2 Act fee per credit hour (Mohave)
- (6) \$35 media fee per semester for students taking 3 credit hours or more per semester (NPC)
- (7) \$2.50 per cr hr activity fee, 2.00 per cr hr technology fee, plus \$10 processing fee per semester proposing 50¢ increase in per cr hr fees (Pima)
- (8) Tiered tuition schedule: Tier 1 - General Education; Tier 2 - Art and Labs; Tier 3 - Allied Health and CTE (Yavapai)
- (9) \$5 per semester transportation (bus pass) fee (AWC)

FY 13 Annual Tuition & General Fees



FY 14 Preliminary Annual Tuition & General Fees



REQUEST TO APPROVE LEASE AGREEMENT WITH KAYENTA TOWNSHIP

Recommendation:

Staff recommends approval to lease classroom and office space from Kayenta Township at a rate of \$2,420.78 per month with Dr. Swarthout authorized to finalize and sign the lease agreement.

Summary:

The Kayenta Center is currently housed in Kayenta Unified School District (KUSD) space located the KUSD primary school. The current lease was anticipated to be a short term solution to providing continued services in Kayenta. The facility has been occupied since January 2012 with the current lease terminating July 2013.

Staff has worked with the Kayenta Township to identify the proposed location. The advantages of the new location include: more visible location, better facility layout, sole tenant, lower cost.

The proposed lease agreement is for a period of five (5) years with an option to extend for an additional two (2) years. The lease rate will remain the same throughout the term of the agreement. The facility includes sufficient space for all Kayenta Center operations and totals approximately 3,228 square feet.

Services will continue to be provided in the current location through July 3, 2013 and the proposed facility will open to the public on August 5, 2013. NPC's IS and facility staff plan to begin preparing the proposed facility on April 1, 2013.



REQUEST TO APPROVE THE PURCHASE OF DESKTOP COMPUTERS

Recommendation:

Staff recommends an approval to purchase 100 HP Desktop computers from World Wide Technologies (WWT) for \$71,940.

Summary:

Information Services maintains computers on a four year replacement cycle. This purchase would allow for 100 aging desktop computers to be replaced with a newer model (HP 8300 SFF). The unit price is \$654.00 per computer (freight included). Sales tax has been factored into the overall purchase price.



WWT



ONLINE PRICE QUOTATION

Quote Number: 8385326

Quote Name: NPC8300i5

Today's Date : 2/17/2013
10:28:35 PM

Quote Created Date: 2/17/2013 10:27:48 PM

Created By:
ann.smith@wwt.com

Contract: WSCA/NASPO PREMIUM SAVINGS CONFIGURATIONS
(B27164-WNPSP)

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

items/description	part no	unit price	qty	ext price
QV996AV-SEC - HP Compaq Elite 8300 Small Form Factor Desktop PC (ENERGY STAR)	Base	\$654.00	100	\$65,400.00
HP Compaq Elite 8300 Small Form Factor Desktop PC	QV996AV-SEC			
Windows 7 Professional 32bit	A3J41AV#ABA			
ENERGY STAR® 5.0 label	NQ592AV			
Intel Core i5-3470 Processor (3.20 GHz, 6 MB Cache)	QW438AV			
Intel HD Graphics 2500				
Intel® Q77 Express Chipset	Included			
4GB DDR3-1600 DIMM (1x4GB) RAM	QW539AV			
500GB 7200 RPM 3.5 1st Hard Drive	QW481AV			
No Item Selected	Included			
No Item Selected	Included			
SuperMulti DVDRW Optical Drive	QW519AV			
No Item Selected	Included			
Integrated Intel 82579 GbE	Included			
HP USB Standard Keyboard	B2L88AV#ABA			
HP USB Laser Mouse	QW506AV			
HP Compaq Elite 8300 SFF 90% High-Efficient Chassis	QW005AV			
Single Unit (SFF) Packaging	XL536AV			
3/3/3 SFF Warranty	QW658AV#ABA			
HP Compaq Elite 8300 Country Kit (Includes a Quick Setup & Getting Started manual in English and a country-specific power cord)	QW671AV#ABA			

SubTotal : \$65,400.00

Total : \$65,400.00

Estimated Lease Cost: \$2,030.67

The terms and conditions of the WSCA/NASPO PREMIUM SAVINGS CONFIGURATIONS will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to:
<http://gem.compaq.com/gemstore/entry.asp?SiteID=13429>

* The estimated lease cost is the monthly payment amount for a lease commencing on or before 3/19/2013 with a term of 36 months and a fair market value purchase option at the end of the lease term. This and other leasing and financing options are available through Hewlett-Packard Financial Service Company (HPFSC) or one of its affiliates to qualified education and state and local customers in the U.S. and subject to credit approval and execution of standard HPFSC documentation. Fees and other restrictions may apply. This is not a commitment to lease. Rates and payments are subject to change at any time without notice. Leasing and financing options for Federal governmental agencies (subject to a \$50,000 minimum) are available from Hewlett-Packard Company. For more information, call Hewlett-Packard Financial Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.

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* This quotation may contain open market products which are sold in accordance with HP's Standard Terms and Conditions. HP makes no representation regarding the TAA status for open market products. Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP warranty.

* Please contact HP Public Sector Sales with any questions or for additional information:

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* For detailed warranty information, please go to www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.

WORLD WIDE TECHNOLOGY, INC.
DUNS: 614948396 CAGE Code: 0MNV1
Status: Active

60 WELDON PKWY
MARYLAND HEIGHTS, MO, 63043-3237 ,
UNITED STATES

Entity Overview

Entity Information

DUNS: 614948396
Name: WORLD WIDE TECHNOLOGY, INC.
Business Type: Business or Organization
POC Name: None Specified
Registration Status: Active
Expiration Date: 10/05/2013

Exclusions

Active Exclusion Records? No

SAM | System for Award Management 1.0

IBM v1.610.20130129-1039

WWW1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



REQUEST TO APPROVE MERGER OF BUSINESS AND ADMINISTRATIVE INFORMATION SERVICES PROGRAMS

Recommendation:

The Instructional Council recommends approval of the merger of Business (BUS) and Administrative Information Services (AIS) programs, resulting in a new BUS program with the following degrees: Associate of Applied Science (AAS) with areas of specialization, Certificates of Applied Science (CAS) and Certificates of Proficiency (CP), as depicted by the attached proposal.

Summary:

After consulting with industry and advisory groups in our local communities, it is recommended that the BUS and AIS Programs be merged into one BUS Program. Many individual courses were updated for relevancy. This merger is designed to eliminate outdated curriculum, improve program choices and simplify options for our students.



**Proposed A.A.S. Degree Areas of Specialization,
Certificates of Applied Science, and
Certificates of Proficiency in Business**

Updated February 19, 2013

By

Janet Hunter, Chair

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**Requirements for the A.A.S. Degree in Business
Area of Specialization in Accounting**

GENERAL EDUCATION REQUIREMENTS • 16 cr.

Communications • 6 cr.

- ENL 101 College Composition I
- ENL 102 College Composition II or ENL 109 Technical Writing

Mathematics • 3 cr.

MAT 103 Business Math or MAT 152 Advanced Algebra or any MAT course for which MAT 152 is a prerequisite.

Discipline Studies • 7 cr.

Unless noted otherwise in a program description, student must take one course from physical and biological sciences and one course from either arts and humanities or social and behavioral sciences. The NPC catalog provides a list of the courses that satisfy the discipline studies requirements.

A.A. S. degree in Business, Area of specialization in Accounting 42 cr.

In addition to the required general education requirements (totaling sixteen credits), students will complete the courses listed below.

- BUS 100 Introduction to Business 3 cr.
- BUS 103 Success on Your Job 2 cr.
- BUS 115 Business Law 3 cr.
- BUS 117 Principles of Accounting I--Financial 3 cr.
- BUS 120 Principles of Financial Accounting II 3 cr.
- BUS 121 Principles of Accounting--Managerial • 3 cr.
- BUS 122 Computerized Accounting with QuickBooks • 3 cr.
- BUS 123 Income Tax Procedures • 3 cr.
- BUS 125 Payroll Accounting • 3 cr.
- BUS 128 MS Excel Applications for Business 3 cr.
- BUS 185 Ethics in Management 3 cr.
- BUS 202 Professional Customer Service 1 cr.
- BUS 210 Principles of Management 3 cr.
- ECN 211 Principles of Macroeconomics 3 cr.
- ECN 212 Principles of Microeconomics 3 cr.

Unrestricted Electives •6 Cr. The student may choose any unduplicated course(s) at the 100-level or higher.

Certificate of Applied Science, Accounting 30 cr.

To earn the Certificate of Applied Science in Accounting, the student will complete the courses required for the Certificate of Proficiency in Accounting Fundamentals, plus ENL 101 and MAT 103 or MAT 152 or any MAT class for which MAT 152 is a prerequisite and BUS 120 and BUS 123

BUS 100 Introduction to Business 3 cr.

BUS 103 Success on Your Job 2 cr.

BUS 117 Principles of Accounting I--Financial 3 cr.

BUS 120 Principles of Financial Accounting--II 3 cr.

BUS 122 Computerized Accounting with QuickBooks 3 cr.

BUS 123 Income Tax Procedures 3 cr.

BUS 125 Payroll Accounting 3 cr.

BUS 128 MS Excel Applications for Business 3 cr.

BUS 202 Professional Customer Service 1 cr.

Certificate of Proficiency in Accounting Fundamentals 18 cr.

BUS 100 Introduction to Business 3 cr.

BUS 103 Success on Your Job 2 cr.

BUS 117 Principles of Accounting I--Financial 3 cr.

BUS 122 Computerized Accounting with QuickBooks 3 cr.

BUS 125 Payroll Accounting 3 cr.

BUS 128 MS Excel Applications for Business 3 cr.

BUS 202 Professional Customer Service 1 cr.

Requirements for the A.A.S. Degree in Business
Area of Specialization in Entrepreneurship

GENERAL EDUCATION REQUIREMENTS • 16 cr.

Communications • 6 cr.

- ENL 101 College Composition I
- ENL 102 College Composition II or ENL 109 Technical Writing

Mathematics • 3 cr.

MAT 103 Business Math or MAT 152 Advanced Algebra or any MAT course for which MAT 152 is a prerequisite.

Discipline Studies • 7 cr.

Unless noted otherwise in a program description, student must take one course from physical and biological sciences and one course from either arts and humanities or social and behavioral sciences. The NPC catalog provides a list of the courses that satisfy the discipline studies requirements.

A.A. S. degree in Business, Area of specialization in Entrepreneurship 37 cr.

In addition to the required general education requirements (totaling sixteen credits), students will complete the courses listed below.

- BUS 100 Introduction to Business 3 cr.
- BUS 105 Techniques of Supervision • 3 cr.
- BUS 110 Small Business Management 3 cr.
- BUS 112 Fundamentals of Bookkeeping 3 cr.
- BUS 115 Business Law 3 cr.
- BUS 122 Computerized Accounting with QuickBooks 3 cr.
- BUS 128 MS Excel Applications for Business 3 cr.
- BUS 202 Professional Customer Service 1 cr.
- BUS 210 Principles of Management 3 cr.
- BUS 220 Principles of Marketing 3 cr.
- BUS 240 Entrepreneurship 3 cr.
- ECN 211 Principles of Macroeconomics 3 cr.
- ECN 212 Principles of Microeconomics 3 cr.

Unrestricted Electives •11 Cr. The student may choose any unduplicated course(s) at the 100-level or higher.

Certificate of Applied Science, Entrepreneurship 31 cr.

To earn the Certificate of Applied Science in Entrepreneurship, the student will complete the courses required for the Certificate of Proficiency in Entrepreneurship Fundamentals, plus ENL 101 and MAT 103 or MAT 152 or any MAT class for which MAT 152 is a prerequisite and BUS 210 and BUS 106

- BUS 100 Introduction to Business 3 cr.
- BUS 105 Techniques of Supervision 3 cr.
- BUS 106 Techniques of Personal Finance 3 cr.
- BUS 110 Small Business Management 3 cr.
- BUS 112 Fundamentals of Bookkeeping 3 cr.
- BUS 202 Professional Customer Service 1 cr.
- BUS 210 Principles of Management 3 cr.
- BUS 220 Principles of Marketing 3 cr.
- BUS 240 Entrepreneurship 3 cr.

Certificate of Proficiency in Entrepreneurship Fundamentals 19 cr.

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

Requirements for the A.A.S. Degree in Business
Area of Specialization in Management and Leadership

GENERAL EDUCATION REQUIREMENTS • 16 cr.

Communications • 6 cr.

- ENL 101 College Composition I
- ENL 102 College Composition II or ENL 109 Technical Writing

Mathematics • 3 cr.

MAT 103 Business Math or MAT 152 Advanced Algebra or any MAT course for which MAT 152 is a prerequisite.

Discipline Studies • 7 cr.

Unless noted otherwise in a program description, student must take one course from physical and biological sciences and one course from either arts and humanities or social and behavioral sciences. The NPC catalog provides a list of the courses that satisfy the discipline studies requirements.

A.A.S. degree in Business, Area of specialization in Management and Leadership 40 cr.

In addition to the required general education requirements (totaling sixteen credits), students will complete the courses listed below.

- BUS 100 Introduction to Business 3 cr.
- BUS 105 Techniques of Supervision 3 cr.
- OR
- BUS 225 Human Resources Management 3 cr.
- BUS 115 Business Law 3 cr.
- BUS 117 Principles of Accounting I--Financial 3 cr.
- BUS 150 Administrative Policymaking 3 cr.
- BUS 180 Organizational Behavior 3 cr.
- BUS 185 Ethics in Management 3 cr.
- BUS 202 Professional Customer Service 1 cr.
- BUS 210 Principles of Management 3 cr.
- BUS 220 Principles of Marketing 3 cr.
- BUS 230 Organizational Leadership 3 cr.
- CIS 105 Computer Applications and Information Technology 3 cr.
- ECN 211 Principles of Macroeconomics 3 cr.
- ECN 212 Principles of Microeconomics 3 cr.

Unrestricted Electives •8 Cr. The student may choose any unduplicated course(s) at the 100-level or higher.

Certificate of Applied Science, Management and Leadership 28 cr.

To earn the Certificate of Applied Science in Management and Leadership, the student will complete the courses required for the Certificate of Proficiency in Management and Leadership Fundamentals, plus ENL 101 and MAT 103 or MAT 152 or any MAT class for which MAT 152 is a prerequisite and BUS 225 or BUS 105 and ECN 211.

- BUS 100 Introduction to Business 3 cr.
- BUS 105 Techniques of Supervision 3 cr.
- OR
- BUS 225 Human Resources Management 3 cr.
- BUS 180 Organizational Behavior 3 cr.
- BUS 185 Ethics in Management 3 cr.
- BUS 202 Professional Customer Service 1 cr.
- BUS 210 Principles of Management 3 cr.
- BUS 230 Organizational Leadership 3 cr.
- ECN 211 Principles of Macroeconomics 3 cr.

Certificate of Proficiency, Management and Leadership Fundamentals 16 cr.

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

Requirements for the A.A.S. Degree in Business
Area of Specialization in Medical Office Technologies

GENERAL EDUCATION REQUIREMENTS • 16 cr.

Communications • 6 cr.

- ENL 101 College Composition I
- ENL 102 College Composition II or ENL 109 Technical Writing

Mathematics • 3 cr.

MAT 103 Business Math or MAT 152 Advanced Algebra or any MAT course for which MAT 152 is a prerequisite.

Discipline Studies • 7 cr.

Unless noted otherwise in a program description, student must take one course from physical and biological sciences and one course from either arts and humanities or social and behavioral sciences. The NPC catalog provides a list of the courses that satisfy the discipline studies requirements.

A.A. S. degree in Business, Area of specialization in Medical Office Technologies 41 cr.

In addition to the required general education requirements (totaling 16 credits), students will complete the courses listed below.

- BUS 100 Introduction to Business 3 cr.
- BUS 101 Business Grammar 1 cr.
- BUS 102 Proofreading Mastery 1 cr.
- BUS 104 Developing Your Professionalism 1 cr.
- BUS 106 Techniques of Personal Finance 3 cr.
- BUS 108 Basic Keyboarding and Document Processing 3 cr.
- BUS 111 Ten-Key Skill Mastery 1 cr.
- BUS 112 Fundamentals of Bookkeeping 3 cr.
- BUS 118 Computerized Medical Billing 3 cr.
- BUS 119 Medical Office Administrative Procedures 3 cr.
- BUS 126 Vocabulary for the Medical Office 3 cr.
- BUS 155 MS Word Level I 3 cr.
- BUS 181 Medical Records Management 1 cr.
- BUS 183 Electronic Medical Records 3 cr.
- BUS 202 Professional Customer Service 1 cr.
- BUS 227 Medical Coding 4 cr.
- BUS 231 MS Office Level I 3 cr.
- CIS 103 Introduction to Windows 1 cr.

Unrestricted Electives •7 Cr. The student may choose any unduplicated course(s) at the 100-level or higher.

Certificate of Applied Science, Medical Office Technologies 29 cr.

To earn the Certificate of Applied Science in Medical Office Technologies, the student will complete the courses required for the Certificate of Proficiency in Medical Office Technologies--Fundamentals, plus ENL 101 and MAT 103 or MAT 152 or any MAT class for which MAT 152 is a prerequisite and BUS 102 and BUS 227

BUS 101 Business Grammar 1 cr.

BUS 102 Proofreading Mastery 1 cr.

BUS 104 Developing Your Professionalism 1 cr.

BUS 108 Basic Keyboarding and Document Processing 3 cr.

BUS 118 Computerized Medical Billing 3 cr.

BUS 119 Medical Office Administrative Procedures 3 cr.

BUS 126 Vocabulary for the Medical Office 3 cr.

BUS 183 Electronic Medical Records 3 cr.

BUS 202 Professional Customer Service 1 cr.

BUS 227 Medical Coding 4 cr.

Certificate of Proficiency in Medical Office Technologies—Fundamentals 18 cr.

BUS 101 Business Grammar 1 cr.

BUS 104 Developing Your Professionalism 1 cr.

BUS 108 Basic Keyboarding and Document Processing 3 cr.

BUS 118 Computerized Medical Billing 3 cr.

BUS 119 Medical Office Administrative Procedures 3 cr.

BUS 126 Vocabulary for the Medical Office 3 cr.

BUS 183 Electronic Medical Records 3 cr.

BUS 202 Professional Customer Service 1 cr.

**Requirements for the A.A.S. Degree in Business
Area of Specialization in Medical Transcription**

GENERAL EDUCATION REQUIREMENTS • 16 cr.

Communications • 6 cr.

- ENL 101 College Composition I
- ENL 102 College Composition II or ENL 109 Technical Writing

Mathematics • 3 cr.

MAT 103 Business Math or MAT 152 Advanced Algebra or any MAT course for which MAT 152 is a prerequisite.

Discipline Studies • 7 cr.

Unless noted otherwise in a program description, student must take one course from physical and biological sciences and one course from either arts and humanities or social and behavioral sciences. The NPC catalog provides a list of the courses that satisfy the discipline studies requirements.

A.A. S. degree in Business, Area of specialization in Medical Transcription 37 cr.

In addition to the required general education requirements (totaling sixteen credits), students will complete the courses listed below.

BUS 100 Introduction to Business 3 cr.

BUS 101 Business Grammar 1 cr.

BUS 102 Proofreading Mastery 1 cr.

BUS 103 Success on Your Job 2 cr.

BUS 108 Basic Keyboarding and Document Processing 3 cr.

BUS 109 Advanced Keyboarding and Document Processing 3 cr.

BUS 119 Medical Office Administrative Procedures 3 cr.

BUS 126 Vocabulary for the Medical Office 3 cr.

BUS 131 Medical Transcription Fundamentals 3 cr.

BUS 155 MS Word Level I 3 cr.

BUS 170 Written Business Communication 3 cr.

BUS 202 Professional Customer Service 1 cr.

BUS 236 Advanced Medical Transcription I 4 cr.

BUS 237 Advanced Medical Transcription II 4 cr.

Unrestricted Electives •11 Cr. The student may choose any unduplicated course(s) at the 100-level or higher.

Certificate of Applied Science, Medical Transcription 28 cr.

To earn the Certificate of Applied Science in Medical Transcription, the student will complete the courses required for the Certificate of Proficiency in Medical Transcription Fundamentals, plus ENL 101 and MAT 103 or MAT 152 or any MAT class for which MAT 152 is a prerequisite and BUS 109 and BUS 202 and BUS 236.

- BUS 101 Business Grammar 1 cr.
- BUS 102 Proofreading Mastery 1 cr.
- BUS 108 Basic Keyboarding and Document Processing 3 cr.
- BUS 109 Advanced Keyboarding and Document Processing 3 cr.
- BUS 126 Vocabulary for the Medical Office 3 cr.
- BUS 131 Medical Transcription Fundamentals 3 cr.
- BUS 155 MS Word Level I 3 cr.
- BUS 202 Professional Customer Service 1 cr.
- BUS 236 Advanced Medical Transcription I 4 cr.

Certificate of Proficiency, Medical Transcription Fundamentals, 16 cr.

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

Requirements for the A.A.S. Degree in Business
Area of Specialization in Modern Office Technologies

GENERAL EDUCATION REQUIREMENTS • 16 cr.

Communications • 6 cr.

- ENL 101 College Composition I
- ENL 102 College Composition II or ENL 109 Technical Writing

Mathematics • 3 cr.

MAT 103 Business Math or MAT 152 Advanced Algebra or any MAT course for which MAT 152 is a prerequisite.

Discipline Studies • 7 cr.

Unless noted otherwise in a program description, student must take one course from physical and biological sciences and one course from either arts and humanities or social and behavioral sciences. The NPC catalog provides a list of the courses that satisfy the discipline studies requirements.

A.A. S. degree in Business, Area of specialization in Modern Office Technologies, 39 cr.

In addition to the required general education requirements (totaling 16 credits), students will complete the courses listed below.

- BUS 100 Introduction to Business 3 cr.
- BUS 101 Business Grammar 1 cr.
- BUS 102 Proofreading Mastery 1 cr.
- BUS 103 Success on Your Job 2 cr.
- BUS 104 Developing Your Professionalism 1 cr.
- BUS 106 Techniques of Personal Finance 3 cr.
- BUS 108 Basic Keyboarding and Document Processing 3 cr.
- BUS 109 Advanced Keyboarding and Document Processing 3 cr.
- BUS 111 Ten-Key Skill Mastery 1 cr.
- BUS 112 Fundamentals of Bookkeeping 3 cr.
- BUS 144 Professional Office Skills 3 cr.
- BUS 149 MS Publisher Basics 1 cr.
- BUS 155 MS Word Level I 3 cr.
- BUS 170 Written Business Communications 3 cr.
- BUS 182 Records Management 3 cr.
- BUS 202 Professional Customer Service 1 cr.
- BUS 231 MS Office Level I 3 cr.
- CIS 103 Introduction to Windows 1 cr.

Unrestricted Electives •9 Cr. The student may choose any unduplicated course(s) at the 100-level or higher.

Certificate of Applied Science, Modern Office Technologies 28 cr.

To earn the Certificate of Applied Science in Modern Office Technologies, the student will complete the courses required for the Certificate of Proficiency in Modern Office Technologies--Fundamentals, plus ENL 101 and MAT 103 or MAT 152 or any MAT class for which MAT 152 is a prerequisite and BUS 104 and BUS 231

- BUS 101 Business Grammar 1 cr.
- BUS 102 Proofreading Mastery 1 cr.
- BUS 103 Success on Your Job 2 cr.
- BUS 104 Developing Your Professionalism 1 cr.
- BUS 108 Basic Keyboarding and Document Processing 3 cr.
- BUS 144 Professional Office Skills 3 cr.
- BUS 155 MS Word Level I 3 cr.
- BUS 182 Records Management 3 cr.
- BUS 202 Professional Customer Service 1 cr.
- BUS 231 Microsoft Office Level I 3 cr.
- CIS 103 Introduction to Windows 1 cr.

Modern Office Technologies—Fundamentals 18 cr.

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

Requirements for the A.A.S. Degree in Business
Area of Specialization in Retail Management

GENERAL EDUCATION REQUIREMENTS • 16 cr.

Communications • 6 cr.

- ENL 101 College Composition I
- ENL 102 College Composition II or ENL 109 Technical Writing

Mathematics • 3 cr.

MAT 103 Business Math or MAT 152 Advanced Algebra or any MAT course for which MAT 152 is a prerequisite.

Discipline Studies • 7 cr.

Unless noted otherwise in a program description, student must take one course from physical and biological sciences and one course from either arts and humanities or social and behavioral sciences. The NPC catalog provides a list of the courses that satisfy the discipline studies requirements.

A.A. S. degree in Business, Area of Specialization in Retail Management 37 cr.

In addition to the required general education requirements (totaling sixteen credits), students will complete the courses listed below.

BUS 100 Introduction to Business 3 cr.

BUS 105 Techniques of Supervision 3 cr.

BUS 115 Business Law 3 cr.

BUS 117 Principles of Accounting I--Financial 3 cr.

BUS 180 Organizational Behavior 3 cr.

OR

BUS 230 Organizational Leadership 3 cr.

BUS 185 Ethics in Management 3 cr.

BUS 202 Professional Customer Service 1 cr.

BUS 210 Principles of Management 3 cr.

BUS 215 Principles of Retail Management 3 cr.

BUS 216 Merchandising Practices and Policies 3 cr.

BUS 220 Principles of Marketing 3 cr.

ECN 211 Principles of Macroeconomics 3 cr.

ECN 212 Principles of Microeconomics 3 cr.

Unrestricted Electives •11 Cr. The student may choose any unduplicated course(s) at the 100-level or higher.

Certificate of Applied Science, Retail Management 28 cr.

To earn the Certificate of Applied Science in Retail Management, the student will complete the courses required for the Certificate of Proficiency in Retail Management Fundamentals, plus ENL 101 and MAT 103 or MAT 152 or any MAT class for which MAT 152 is a prerequisite and ECN 211 and BUS 210.

- BUS 100 Introduction to Business 3 cr.
- BUS 105 Techniques of Supervision 3 cr.
- BUS 202 Professional Customer Service 1 cr.
- BUS 210 Principles of Management 3 cr.
- BUS 215 Principles of Retail Management 3 cr.
- BUS 216 Merchandising Practices and Policies 3 cr.
- BUS 220 Principles of Marketing 3 cr.
- ECN 211 Principles of Macroeconomics 3 cr.

Certificate of Proficiency, Retail Management Fundamentals 16 cr.

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

REQUEST TO APPROVE DELETION OF THE ADMINISTRATIVE INFORMATION SERVICES PROGRAM

Recommendation:

The Instructional Council recommends approval of the deletion of the Administrative Information Services (AIS) Program, including the Associate of Applied Science (AAS), Certificates of Applied Science (CAS) and Certificates of Proficiency (CP).

Summary:

This deletion is needed if the merger between the Business (BUS) and AIS Program is approved. Instructional Council and the BUS Department believe that students will be better served with this merger and the deletion of outdated AIS curriculum.



Administrative Information Services (AIS)

Administrative Information Services	AAS/CAS/CP
Administrative Office Management	AAS/CAS
Legal Office	AAS/CAS
Legal Office Fundamentals	CP
Medical Office Fundamentals	CP
Medical Office Procedures	AAS/CAS
Medical Transcription	AAS/CAS/CP
Modern Office Fundamentals	CP
Records and Information Management	AAS/CAS
Records Management/Data Processing Fundamentals	CP
Word Processing Fundamentals	CP

REQUEST TO PROGRAM MODIFICATION FOR AA, AS, ABUS, AAEE, AAS AND AGS DEGREES

Recommendation:

The Instructional Council recommends approval of the addition of the following classes to the Associate of Arts (AA), Associate of Science (AS), Associate of Business (ABUS), Associate of Arts in Elementary Education (AAEE), Associate of Applied Science (AAS) and the Associate of General Studies (AGS):

ART 215 Native American Art
MUS 250 World Music

Summary:

This addition will expand our general education course offerings and provide our students with additional options to fulfill their degree requirements. ART 215 and MUS 250 are transferable to the three State universities, as electives (or better).

Associate of Arts (AA)

About this Degree

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

The **Associate of Arts degree is a transfer degree** designed for students planning to continue their education by transferring to one of the three Arizona public universities. The **general education component** of our AA degree fulfills all the requirements of the Arizona General Education Curriculum (AGEC-A). When completed, the AGEC-A 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 48*)

NPC Requirements

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

Degree Requirements • 64 credits

⑩ General Education Requirements • 35 credits

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

English • 6 credits

ENL 101 College Composition I3 credit
ENL 102 College Composition II.....3 credit

Mathematics • 3 credits Select one of the following, or a mathematics course for which MAT 142 or MAT 152 is a prerequisite.

MAT 142 College Mathematics with Contemporary Applications3 credit
MAT 152 Advanced Algebra.....3 credit

Arts and Humanities • 9 credits

Select three courses from at least two disciplines.

ART 101 Understanding Art.....3 credit
ART 115 Art History I.....3 credit
ART 116 Art History II.....3 credit

ART 215 NATIVE AMERICAN ART...3 credit

ENL 220 World Literature I3 credit
ENL 221 World Literature II3 credit
ENL 224 English Literature I.....3 credit
ENL 225 English Literature II.....3 credit
ENL 230 American Literature I.....3 credit

ENL 231 American Literature II3 credit
HUM 150 Humanities in the Western World I.....3 credit
HUM 151 Humanities in the Western World II ...3 credit
MUS 150 Music Appreciation.....3 credit
MUS 250 WORLD MUSIC 3 credit
PHL 101 Introduction to Philosophy3 credit
PHL 105 Introduction to Ethics.....3 credit
SPT 130 Introduction to Theatre.....3 credit
SPT 150 Introduction to Film.....3 credit
SPT 155 History of Television3 credit

Physical and Biological Sciences • 8 credits

Select two courses. Students may transfer *either* CHM 130 or CHM 151, **but not both**; therefore, taking CHM 130 and CHM 151 will not satisfy the 8-credit requirement.

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

Social and Behavioral Sciences • 9 credits

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

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

⑩ Electives • 29 credits

Select elective courses from:

- 1 Courses identified as common courses in university transfer guides in the student's major of choice;
- 2 0 to 16 credits of language, if required in the student's major of choice at the university you plan to attend;
- 3 Prerequisites
- 4 Electives The **electives component** must consist of credits that transfer to all three public Arizona universities as defined in the *Course Equivalency Guide* for the year in which the course is completed. Access to information

about degrees and pathways, common courses, *Course Equivalency Guides*, and Arizona college and university catalogs is available through an academic adviser or directly on the Internet at www.AZTransfer.com.

Associate of Arts in Elementary Education (AAEE)

About this Degree

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

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

NPC Requirements

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

Degree Requirements • 64 credits

⑩ General Education Requirements • 35 credits

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

English • 6 credits

ENL 101 College Composition I3 credit

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

Mathematics • 3 credits

Select one of the following, or a mathematics course for which MAT 142 or MAT 152 is a prerequisite.

MAT 142 College Mathematics with Contemporary Applications.....3 credit

MAT 152 Advanced Algebra.....3 credit

Arts and Humanities • 9 credits

Select three courses from at least two disciplines.

ART 101 Understanding Art.....3 credit

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

ART 116 Art History II.....3 credit

ART 215 NATIVE AMERICAN ART...3 credit

ENL 220 World Literature I3 credit

ENL 221 World Literature II3 credit

ENL 224 English Literature I.....3 credit

ENL 225 English Literature II.....3 credit

ENL 230 American Literature I.....3 credit

ENL 231 American Literature II3 credit

HUM 150 Humanities in the Western World I.....3 credit

HUM 151 Humanities in the Western World II ...3 credit

MUS 150 Music Appreciation.....3 credit

MUS 250 WORLD MUSIC 3 credit

PHL 101 Introduction to Philosophy3 credit

PHL 105 Introduction to Ethics.....3 credit

SPT 130 Introduction to Theatre.....3 credit

SPT 150 Introduction to Film.....3 credit

SPT 155 History of Television3 credit

Physical and Biological Sciences • 8 credits

Select two courses. Students may transfer *either* CHM 130 or CHM 151, **but not both**; therefore, taking CHM 130 and CHM 151 will not satisfy the 8-credit requirement.

BIO 100 Biology Concepts4 credit

BIO 105 Environmental Biology4 credit

BIO 160 Introduction to Human Anatomy and Physiology I4 credit

BIO 181 General Biology I.....4 credit

BIO 182 General Biology II.....4 credit

CHM 130 Fundamental Chemistry4 credit

CHM 151 General Chemistry I.....4 credit

CHM 152 General Chemistry II4 credit

GEO 111 Physical Geography.....4 credit

GLG 101 Introduction to Geology I - Physical.....4 credit

GLG 102 Introduction to Geology II - Historical....4 credit

PHY 113 General Physics I4 credit

PHY 114 General Physics II.....4 credit

Social and Behavioral Sciences • 9 credits

Social and Behavioral Sciences • 9 credits

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

*ANT 102 Cultural Anthropology3 credit

ANT 120 Buried Cities and Lost Tribes3 credit

BUS 140 Principles of Economics - Macro.....3 credit

BUS 141 Principles of Economics - Micro.....3 credit

*GEO 110 World Regional Geography3 credit

GEO 120 Human Geography.....3 credit

*HIS 105 U.S. History to 18773 credit

*HIS 106 U.S. History since 1877.....3 credit

*HIS 155 Western Civilization to 1700.....3 credit

*HIS 156 Western Civilization since 1700.....3 credit

POS 110 American Government.....3 credit

PSY 101 Introduction to Psychology3 credit

PSY 200 Psychology of Adjustment.....3 credit

PSY 240 Developmental Psychology.....3 credit

SOC 120 General Sociology.....3 credit

SOC 121 Social Problems in America.....3 credit

SOC 130 Racial, Ethnic and Gender Relations in Modern Society3 credit

SOC 225 Sociology of the Family.....3 credit

Core Requirements • 15 credits

You must complete all five courses. EDU 200 Introduction to Education.....3 credit

EDU 220 Diversity in Education.....3 credit

EDU 222 Introduction to Special Education.....3 credit

MAT 161 Algebra-based Mathematics for Elementary Teachers I3 credit

MAT 162 Algebra-based Mathematics for Elementary Teachers II.....3 credit

⑩ Required Electives • 14 credits

1. Successful completion of one of the following:

EDU 272 Educational Psychology3 credit

EDU 276 Managing the Learning Environment3 credit

EDU 291 Children's Literature.....3 credit

ENL 291 Children's Literature3 credit

2. Plus, you must successfully complete all three courses:

CIS 105 Computer Applications and Information Technology3 credit

POS 221 Arizona Constitution1 credit

POS 222 U.S. Constitution.....1 credit

3. Plus, successful completion of six credits of unduplicated electives from the General Education Requirements list.

Associate of Business (ABus)

About this Degree

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

The NPC Associate of Business degree is a transfer degree.

The general education component of the ABus degree fulfills the Arizona General Education Curriculum (AGEC-B). When completed, the AGECEC-B will transfer to the three public Arizona state universities as a block that meets **all lower division general education requirements**. (see *What is AGECEC?* – page 48)

NPC Requirements

- The Associate of Business (ABus) degree requires a minimum of 64 hours of course credits with a grade of “C” or better in all courses and a cumulative grade point average of 2.0 on a 4.0 scale.
- Graduates must complete CIS 105 and at least 33 general education credits.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond 64 credits. These courses, too, require a grade of “C” or better. For information about prerequisites, see an NPC academic adviser.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Degree Requirements • 64 credits

⑩ General Education Requirements • 36 credits

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

English • 6 credits

ENL 101 College Composition I3 credit
 ENL 102 College Composition II.....3 credit

Mathematics • 4 credits

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

Arts and Humanities • 6 credits

Select two courses from two different disciplines:

ART 101 Understanding Art.....3 credit
 ART 115 Art History I.....3 credit
 ART 116 Art History II.....3 credit
ART 215 NATIVE AMERICAN ART...3 credit
 ENL 220 World Literature I3 credit
 ENL 221 World Literature II3 credit
 ENL 224 English Literature I.....3 credit
 ENL 225 English Literature II.....3 credit

ENL 230 American Literature I.....3 credit
 ENL 231 American Literature II3 credit
 HUM 150 Humanities in the Western World I.....3 credit
 HUM 151 Humanities in the Western World II ...3 credit
 MUS 150 Music Appreciation.....3 credit
MUS 250 WORLD MUSIC 3 credit
 PHL 101 Introduction to Philosophy3 credit
 PHL 105 Introduction to Ethics.....3 credit
 SPT 130 Introduction to Theatre.....3 credit
 SPT 150 Introduction to Film.....3 credit
 SPT 155 History of Television3 credit

Physical and Biological Sciences • 8 credits Select two courses. Students may transfer *either* CHM 130 or CHM 151, **but not both**; therefore, taking CHM 130 and CHM 151 will not satisfy the 8-credit requirement.

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

Social and Behavioral Sciences • 9 credits

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

*ANT 102 Cultural Anthropology3 credit
 ANT 120 Buried Cities and Lost Tribes3 credit
 BUS 140 Principles of Economics - Macro.....3 credit
 BUS 141 Principles of Economics - Micro.....3 credit
 *GEO 110 World Regional Geography3 credit
 GEO 120 Human Geography.....3 credit
 *HIS 105 U.S. History to 18773 credit
 *HIS 106 U.S. History since 1877.....3 credit
 *HIS 155 Western Civilization to 1700.....3 credit
 *HIS 156 Western Civilization since 1700.....3 credit
 POS 110 American Government.....3 credit
 PSY 101 Introduction to Psychology3 credit
 PSY 200 Psychology of Adjustment.....3 credit
 PSY 240 Developmental Psychology.....3 credit
 SOC 120 General Sociology.....3 credit
 SOC 121 Social Problems in America.....3 credit
 SOC 130 Racial, Ethnic and Gender Relations in Modern Society3 credit
 SOC 225 Sociology of the Family.....3 credit
Computer Science • 3 credits CIS 105 Computer Applications and Information Technology3 credit

General Electives Options • 3 credits

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

Ⓢ Electives • 28 credits

Select elective courses from:

- 1 Courses identified as common courses in university transfer guides in the student's major of choice;
- 2 0 to 16 credits of language, if required in the student's major of choice at the university you plan to attend;
- 3 Prerequisites
- 4 Electives The **electives component** must consist of credits that transfer to all three public Arizona universities as defined in the *Course Equivalency Guide* for the year in which the course is completed. Access to information about degrees and pathways, common courses, *Course Equivalency Guides*, and Arizona college and university catalogs is available through an academic adviser or directly on the Internet at www.AZTransfer.com.

Associate of Science (AS)

About this Degree

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

The **Associate of Science degree is a transfer degree** designed for students planning to continue their education by transferring to one of the three Arizona public universities. The **general education component** of our AS degree fulfills all the requirements of the Arizona General Education Curriculum (AGEC-S). When completed, the AGEC-S 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 48*)

NPC Requirements

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

Degree Requirements • 64 credits

Ⓢ General Education Requirements • 36

credits

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

English • 6 credits

- ENL 101 College Composition I3 credit
ENL 102 College Composition II.....3 credit

Mathematics • 4 credits

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

Arts and Humanities • 6 credits

Select two courses from at least two disciplines.

- ART 101 Understanding Art.....3 credit
ART 115 Art History I.....3 credit
ART 116 Art History II.....3 credit
ART 215 NATIVE AMERICAN ART...3 credit
ENL 220 World Literature I3 credit
ENL 221 World Literature II3 credit
ENL 224 English Literature I.....3 credit
ENL 225 English Literature II.....3 credit
ENL 230 American Literature I.....3 credit
ENL 231 American Literature II3 credit
HUM 150 Humanities in the Western World I.....3 credit
HUM 151 Humanities in the Western World II ...3 credit
MUS 150 Music Appreciation.....3 credit
MUS 250 WORLD MUSIC 3 credit
PHL 101 Introduction to Philosophy3 credit
PHL 105 Introduction to Ethics.....3 credit
SPT 130 Introduction to Theatre.....3 credit
SPT 150 Introduction to Film.....3 credit
SPT 155 History of Television3 credit

Physical and Biological Sciences • 8 credits

Select two courses from the SAME discipline.

- BIO 181 General Biology I 4 credit
BIO 182 General Biology II.....4 credit
CHM 151 General Chemistry I4 credit
CHM 152 General Chemistry II4 credit

Social and Behavioral Sciences • 9 credits

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

- *ANT 102 Cultural Anthropology3 credit
ANT 120 Buried Cities and Lost Tribes3 credit
BUS 140 Principles of Economics - Macro.....3 credit
BUS 141 Principles of Economics - Micro.....3 credit
*GEO 110 World Regional Geography3 credit
GEO 120 Human Geography.....3 credit
*HIS 105 U.S. History to 18773 credit
*HIS 106 U.S. History since 1877.....3 credit
*HIS 155 Western Civilization to 1700.....3 credit
*HIS 156 Western Civilization since 1700.....3 credit
POS 110 American Government.....3 credit
PSY 101 Introduction to Psychology3 credit
PSY 200 Psychology of Adjustment.....3 credit

PSY 240 Developmental Psychology.....	3 credit
SOC 120 General Sociology.....	3 credit
SOC 121 Social Problems in America.....	3 credit
SOC 130 Racial, Ethnic and Gender Relations in Modern Society	3 credit
SOC 225 Sociology of the Family.....	3 credit

Science/Mathematics Option • 6 credits

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

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

ⓐ Electives • 28 credits

Select elective courses from:

1. Courses identified as common courses in university transfer guides in the student's major of choice;
2. 0 to 16 credits of language, if required in the student's major of choice at the university you plan to attend;
3. Prerequisites
4. The **electives component** must consist of credits that transfer to all three public Arizona universities as defined in the *Course Equivalency Guide* for the year in which the course is completed. Access to information about degrees and pathways, common courses, *Course Equivalency Guides*, and Arizona college and university catalogs is available through an academic adviser or directly on the Internet at www.AZTransfer.com.

Non-Transfer Degree Programs

About the General Studies Degrees

The **Associate of General Studies (AGS) Degree** is designed for those who wish to enhance their personal development with

the equivalent of two years of post-high school education but are not planning to transfer to a four-year college or university or prepare for a specific vocational career. **The Associate of General Studies (AGS) degree is the most flexible of the degrees offered at NPC.** With this degree you learn the basics of mathematics, English, science, history and a wide variety of other subjects, allowing you the chance to explore many different disciplines.

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

NPC Requirements

- The **Associate of General Studies (AGS) degree** requires **64 hours of course credits** with a cumulative grade point average of 2.0 on a 4.0 scale.
- Students must complete 31 general education credits.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond the 64 credits. For information about prerequisites, see an NPC academic adviser.
- Students must meet with an NPC academic adviser to select a program of courses that will best meet the student's goals.
- Students with an associate or higher degree will not be considered for this program.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements.

Degree Requirements • 64 credits

ⓐ **General Education Requirements** • 31 credits

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

English • 6 credits

ENL 101 College Composition I3 credit

Plus one of the following:

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

ENL 109 Technical Writing.....3 credit

Mathematics • 3 credits

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

MAT 105 Mathematics for General Education.....3 credit

MAT 112 Algebra II: Intermediate.....3 credit

⑩ Discipline Studies

Arts and Humanities • 6 credits

Select two courses from at least two disciplines.

ART 101 Understanding Art.....3 credit

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

ART 116 Art History II.....3 credit

ART 215 NATIVE AMERICAN ART...3 credit

ENL 220 World Literature I3 credit

ENL 221 World Literature II3 credit

ENL 224 English Literature I.....3 credit

ENL 225 English Literature II.....3 credit

ENL 230 American Literature I.....3 credit

ENL 231 American Literature II3 credit

HUM 150 Humanities in the Western World I.....3 credit

HUM 151 Humanities in the Western World II ...3 credit

MUS 150 Music Appreciation.....3 credit

MUS 250 WORLD MUSIC 3 credit

PHL 101 Introduction to Philosophy3 credit

PHL 105 Introduction to Ethics.....3 credit

SPT 130 Introduction to Theatre.....3 credit

SPT 150 Introduction to Film.....3 credit

SPT 155 History of Television3 credit

Physical and Biological Sciences • 4 credits

BIO 100 Biology Concepts4 credit

BIO 105 Environmental Biology4 credit

BIO 160 Introduction to Human Anatomy and Physiology I4 credit

BIO 181 General Biology I.....4 credit

BIO 182 General Biology II.....4 credit

CHM 130 Fundamental Chemistry4 credit

CHM 151 General Chemistry I.....4 credit

CHM 152 General Chemistry II4 credit

GEO 111 Physical Geography.....4 credit

GLG 101 Introduction to Geology I - Physical.....4 credit

GLG 102 Introduction to Geology II - Historical....4 credit

PHY 113 General Physics I4 credit

PHY 114 General Physics II.....4 credit

Social and Behavioral Sciences • 9 credits

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

*ANT 102 Cultural Anthropology3 credit

ANT 120 Buried Cities and Lost Tribes3 credit

BUS 140 Principles of Economics - Macro.....3 credit

BUS 141 Principles of Economics - Micro.....3 credit

*GEO 110 World Regional Geography3 credit

GEO 120 Human Geography.....3 credit

*HIS 105 U.S. History to 18773 credit

*HIS 106 U.S. History since 1877.....3 credit

*HIS 155 Western Civilization to 1700.....3 credit

*HIS 156 Western Civilization since 1700.....3 credit

POS 110 American Government.....3 credit

PSY 101 Introduction to Psychology3 credit

PSY 200 Psychology of Adjustment.....3 credit

PSY 240 Developmental Psychology.....3 credit

SOC 120 General Sociology.....3 credit

SOC 121 Social Problems in America.....3 credit

SOC 130 Racial, Ethnic and Gender Relations in Modern Society3 credit

SOC 225 Sociology of the Family.....3 credit

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

Additional Discipline Studies • 6 credits

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

Foreign Language

FRE 101 Elementary French I.....4 credit

FRE 102 Elementary French II.....4 credit

GER 101 Elementary German I4 credit

GER 102 Elementary German II.....4 credit

SPA 101 Elementary Spanish I.....4 credit

SPA 102 Elementary Spanish II.....4 credit

Computer Science

CIS 105 Computer Applications and Information Technology3 credit

Verbal Communication

SPT 120 Public Speaking.....3 credit

⑩ Unrestricted Electives • 33 credits

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

Associate of General Studies

Early Childhood

Infant/Toddler

About this Degree

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

NPC Requirements

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

- Students must complete 31 or 32 general education credits.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond the 64 credits. For information about prerequisites, see an NPC academic adviser.
- Students must meet with an NPC academic adviser to select a program of courses that will best meet the student's goals.
- Students with an associate or higher degree will not be considered for this program.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements.

Degree Requirements • 64 credits

⑩ General Education Requirements • 31 credits

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

English • 6 credits

ENL 101 College Composition I3 credit
 Plus one of the following:
 ENL 102 College Composition II.....3 credit
 ENL 109 Technical Writing.....3 credit

Mathematics • 3 credits

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

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

⑩ Discipline Studies

Arts and Humanities • 6 credits

Select two courses from at least two disciplines.

ART 101 Understanding Art.....3 credit
 ART 115 Art History I.....3 credit
 ART 116 Art History II.....3 credit

ART 215 NATIVE AMERICAN ART...3 credit

ENL 220 World Literature I3 credit
 ENL 221 World Literature II3 credit
 ENL 224 English Literature I.....3 credit
 ENL 225 English Literature II.....3 credit
 ENL 230 American Literature I.....3 credit
 ENL 231 American Literature II3 credit
 HUM 150 Humanities in the Western World I.....3 credit
 HUM 151 Humanities in the Western World II ...3 credit
 MUS 150 Music Appreciation.....3 credit

MUS 250 WORLD MUSIC 3 credit

PHL 101 Introduction to Philosophy3 credit
 PHL 105 Introduction to Ethics.....3 credit
 SPT 130 Introduction to Theatre.....3 credit
 SPT 150 Introduction to Film.....3 credit

SPT 155 History of Television3 credit

Physical and Biological Sciences • 4 credits

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

Social and Behavioral Sciences • 6 credits

Select two courses from two disciplines.

Social and Behavioral Sciences • 9 credits

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

*ANT 102 Cultural Anthropology3 credit
 ANT 120 Buried Cities and Lost Tribes3 credit
 BUS 140 Principles of Economics - Macro.....3 credit
 BUS 141 Principles of Economics - Micro.....3 credit
 *GEO 110 World Regional Geography3 credit
 GEO 120 Human Geography.....3 credit
 *HIS 105 U.S. History to 18773 credit
 *HIS 106 U.S. History since 1877.....3 credit
 *HIS 155 Western Civilization to 1700.....3 credit
 *HIS 156 Western Civilization since 1700.....3 credit
 POS 110 American Government.....3 credit
 PSY 101 Introduction to Psychology3 credit
 PSY 200 Psychology of Adjustment.....3 credit
 PSY 240 Developmental Psychology.....3 credit
 SOC 120 General Sociology.....3 credit
 SOC 121 Social Problems in America.....3 credit
 SOC 130 Racial, Ethnic and Gender Relations in Modern Society
3 credit
 SOC 225 Sociology of the Family.....3 credit

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

Additional Discipline Studies • 6 credits

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

Foreign Language

FRE 101 Elementary French I.....4 credit
 FRE 102 Elementary French II.....4 credit
 GER 101 Elementary German I4 credit
 GER 102 Elementary German II.....4 credit
 SPA 101 Elementary Spanish I.....4 credit
 SPA 102 Elementary Spanish II.....4 credit

Computer Science

CIS 105 Computer Applications and Information Technology3 credit

Verbal Communication

SPT 120 Public Speaking.....3 credit

⑩ Core Requirements • 29 credits

ECD 100 Providing a Healthy Environment.....1 credit
 ECD 102 Ensuring a Safe Environment.....1 credit
 ECD 103 Planned Arrangements and Schedules....1 credit
 ECD 108 Techniques for Observing Children1 credit
 ECD 110 Building Relationships with Parents Through Communication.....1 credit
 ECD 112 Enhancing Family Involvement.....1 credit
 ECD 143 Inclusion of Children With Special Needs.....2 credit
 ECD 154 Environments for Infants and Toddlers...1 credit
 ECD 155 Curriculum and Learning Materials for Infants.....1 credit
 ECD 156 Curriculum and Learning Materials for Toddlers1 credit
 ECD 158 Developing and Utilizing Observations Skills in Infant and Toddler Programs.....1 credit
 ECD 159 Recordkeeping Skills for Infant/Toddler Care.....1 credit
 ECD 163 Cognitive Development of Infants and Toddlers.....1 credit
 ECD 164 Practical Applications of Cognitive Development1 credit
 ECD 165 Language Development of Infants and Toddlers.....1 credit
 ECD 166 Encouraging Autonomy and Positive Self-Concept.....1 credit
 ECD 167 Guidance and Discipline of Infants and Toddlers.....1 credit
 ECD 168 Enhancing Social Competence of Infants/Toddlers.....1 credit
 ECD 169 Sensorimotor Learning in Infancy and Toddlerhood.....1 credit
 ECD 172 Physical Development in Infancy and Toddlerhood.....1 credit
 ECD 101 The Child’s Total Learning Environment1 credit
 ECD 175 Professionalism.....1 credit
 ECD 200 Introduction to Early Childhood Education.....3 credit
 ECD 250 Child Development I.....3 credit

⑩ Required Electives • 4 credits

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

Associate of General Studies Early Childhood Management About this Degree

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

NPC Requirements

- The **Associate of General Studies (AGS) Early Childhood Management** degree requires **66 hours of course credits** with a cumulative grade point average of 2.0 on a 4.0 scale.
- Students must complete 31 general education credits.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond the 66 credits. For information about prerequisites, see an NPC academic adviser.
- Students must meet with an NPC academic adviser to select a program of courses that will best meet the student’s goals.
- Students with an associate or higher degree will not be considered for this program.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements.

Degree Requirements • 66 credits

⑩ General Education Requirements • 31 credits

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

English • 6 credits

ENL 101 College Composition I3 credit Plus one of the following:
 ENL 102 College Composition II.....3 credit ENL 109 Technical Writing.....3 credit

Mathematics • 3 credits

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

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

⑩ Discipline Studies

Arts and Humanities • 6 credits

Select two courses from at least two disciplines.

ART 101 Understanding Art.....3 credit ART 115 Art History I.....3 credit ART 116 Art History II.....3 credit **ART 215 NATIVE AMERICAN ART...3 credit**

ENL 220 World Literature I3 credit
 ENL 221 World Literature II3 credit

ENL 224 English Literature I.....	3 credit
ENL 225 English Literature II.....	3 credit
ENL 230 American Literature I.....	3 credit
ENL 231 American Literature II	3 credit
HUM 150 Humanities in the Western World I.....	3 credit
HUM 151 Humanities in the Western World II ...	3 credit
MUS 150 Music Appreciation.....	3 credit
MUS 250 WORLD MUSIC	3 credit
PHL 101 Introduction to Philosophy	3 credit
PHL 105 Introduction to Ethics.....	3 credit
SPT 130 Introduction to Theatre.....	3 credit
SPT 150 Introduction to Film.....	3 credit
SPT 155 History of Television	3 credit

Physical and Biological Sciences • 4 credits

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

Social and Behavioral Sciences • 6 credits

Select two courses from two disciplines.

Social and Behavioral Sciences • 9 credits

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

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

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

Additional Discipline Studies • 6 credits

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

Foreign Language

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

Computer Science

CIS 105 Computer Applications and Information Technology	3 credit
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Verbal Communication

SPT 120 Public Speaking.....	3 credit
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Core Requirements • 35 credits

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

Associate of General Studies

Early Childhood Preschool About this Degree

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

NPC Requirements

- The **Associate of General Studies (AGS) Early Childhood Preschool degree** requires **64 hours of course credits** with a cumulative grade point average of 2.0 on a 4.0 scale.
- Students must complete 31 general education credits.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond the 64 credits. For information about prerequisites, see an NPC academic adviser.
- Students must meet with an NPC academic adviser to select a program of courses that will best meet the student's goals.
- Students with an associate or higher degree will not be considered for this program.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements.

Degree Requirements • 64 credits

⑩ **General Education Requirements** • 31 credits

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

English • 6 credits

ENL 101 College Composition I3 credit
Plus one of the following:
ENL 102 College Composition II.....3 credit
ENL 109 Technical Writing.....3 credit

Mathematics • 3 credits

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

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

⑩ **Discipline Studies**

Arts and Humanities • 6 credits

Select two courses from at least two disciplines.

ART 101 Understanding Art.....3 credit
ART 115 Art History I.....3 credit
ART 116 Art History II.....3 credit

ART 215 NATIVE AMERICAN ART...3 credit

ENL 220 World Literature I3 credit
ENL 221 World Literature II3 credit
ENL 224 English Literature I.....3 credit
ENL 225 English Literature II.....3 credit
ENL 230 American Literature I.....3 credit
ENL 231 American Literature II3 credit
HUM 150 Humanities in the Western World I.....3 credit
HUM 151 Humanities in the Western World II ...3 credit
MUS 150 Music Appreciation.....3 credit

MUS 250 WORLD MUSIC 3 credit

PHL 101 Introduction to Philosophy3 credit PHL
105 Introduction to Ethics.....3 credit
SPT 130 Introduction to Theatre.....3 credit
SPT 150 Introduction to Film.....3 credit
SPT 155 History of Television3 credit

Physical and Biological Sciences • 4 credits

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

Social and Behavioral Sciences • 6 credits

Select two courses from two disciplines.

Social and Behavioral Sciences • 9 credits

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

*ANT 102 Cultural Anthropology3 credit
ANT 120 Buried Cities and Lost Tribes3 credit
BUS 140 Principles of Economics - Macro.....3 credit
BUS 141 Principles of Economics - Micro.....3 credit
*GEO 110 World Regional Geography3 credit
GEO 120 Human Geography.....3 credit
*HIS 105 U.S. History to 18773 credit
*HIS 106 U.S. History since 1877.....3 credit
*HIS 155 Western Civilization to 1700.....3 credit
*HIS 156 Western Civilization since 1700.....3 credit
POS 110 American Government.....3 credit
PSY 101 Introduction to Psychology3 credit
PSY 200 Psychology of Adjustment.....3 credit
PSY 240 Developmental Psychology.....3 credit
SOC 120 General Sociology.....3 credit
SOC 121 Social Problems in America.....3 credit
SOC 130 Racial, Ethnic and Gender Relations in Modern Society ...3 credit
SOC 225 Sociology of the Family.....3 credit
Courses marked with an asterisk (*) meet requirements for Contemporary Global/International or Historical Awareness.

⑩ Additional Discipline Studies • 6 credits

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

Foreign Language

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

Computer Science

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

Verbal Communication

SPT 120 Public Speaking.....3 credit

⑩ Core Requirements • 29 credits

ECD 100 Providing a Healthy Environment.....1 credit

ECD 101 The Child's Total Learning Environment1 credit

ECD 102 Ensuring a Safe Environment.....1 credit

ECD 103 Planned Arrangements and Schedules.....1 credit

ECD 105 Guidance Principles for Encouraging Self-Discipline.....1 credit

ECD 108 Techniques for Observing Children1 credit

ECD 110 Building Relationships with Parents Through Communication.....1 credit

ECD 112 Enhancing Family Involvement.....1 credit

ECD 113 Fostering Communication and Language Skills1 credit

ECD 114 Beginning Mathematical Concepts.....1 credit

ECD 115 Nutrition in Early Childhood I.....1 credit

ECD 116 Sciencing and Discovery II1 credit

ECD 117 Enhancing Questions and Problem-Solving Abilities.....1 credit

ECD 118 Blocks in Early Childhood Programs.....1 credit

ECD 120 Enhancing a Positive Self-Concept.....1 credit

ECD 123 Music and Creative Movement.....1 credit

ECD 124 Dramatic Play in the Early Childhood Setting1 credit

ECD 125 Creative Media.....1 credit

ECD 126 Large Muscle Development1 credit

ECD 127 Small Muscle Development.....1 credit

ECD 136 Understanding How Children Learn.....1 credit

ECD 175 Professionalism.....1 credit

ECD 200 Introduction to Early Childhood Education3 credit

or

EDU 200 Introduction to Education.....3 credit

ECD 216 Transitions.....1 credit

ECD 250 Child Development I.....3 credit

⑩ Required Electives • 4 credits

Complete four credits from the following: Any ECD courses not listed above in required core credits, with the exception of ECD 199's and ECD 299's.

EDU 200 Introduction to Education (if not taken as part of core).....3 credit

EDU 201 Substitute Teaching in the Schools.....3 credit

LAN 120 Conversational Navajo I.....3 credit

LAN 121 Conversational Navajo II.....3 credit

LAN 125 Conversational Apache I3 credit

LAN 126 I Conversational Apache II.....3 credit

LAN 160 Beginning American Sign Language.....3 credit

LAN 161 Intermediate American Sign Language.....3 credit

POS 221 Arizona Constitution and Government ...1 credit

Associate of General Studies Special Needs Educational Assistant

About this Degree

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

NPC Requirements

- The **Associate of General Studies (AGS) Special Needs Educational Assistant degree** requires **64 hours of course credits** with a cumulative grade point average of 2.0 on a 4.0 scale.
- Students must complete 31 general education credits.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond the 64 credits. For information about prerequisites, see an NPC academic adviser.
- Students must meet with an NPC academic adviser to select a program of courses that will best meet the student's goals.
- Students with an associate or higher degree will not be considered for this program.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements.

Degree Requirements • 64 credits

⑩ General Education Requirements

• 31 credits

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

English • 6 credits

ENL 101 College Composition I3 credit

Plus one of the following:

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

ENL 109 Technical Writing.....3 credit

Mathematics • 3 credits

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

MAT 105 Mathematics for General Education.....3 credit

MAT 112 Algebra II: Intermediate.....3 credit

⑩ Discipline Studies

Arts and Humanities • 6 credits

Select two courses from at least two disciplines.

ART 101 Understanding Art.....3 credit

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

ART 116 Art History II.....3 credit

ART 215 NATIVE AMERICAN ART...3 credit

ENL 220 World Literature I3 credit

ENL 221 World Literature II3 credit

ENL 224 English Literature I.....3 credit

ENL 225 English Literature II.....3 credit

ENL 230 American Literature I.....3 credit

ENL 231 American Literature II3 credit

HUM 150 Humanities in the Western World I.....3 credit

HUM 151 Humanities in the Western World II ...3 credit

MUS 150 Music Appreciation.....3 credit

MUS 250 WORLD MUSIC 3 credit

PHL 101 Introduction to Philosophy3 credit

PHL 105 Introduction to Ethics.....3 credit

SPT 130 Introduction to Theatre.....3 credit

SPT 150 Introduction to Film.....3 credit

SPT 155 History of Television3 credit

Physical and Biological Sciences • 4 credits

BIO 100 Biology Concepts4 credit

BIO 105 Environmental Biology4 credit

BIO 160 Introduction to Human Anatomy and Physiology I. ...
.....4 credit

BIO 181 General Biology I.....4 credit

BIO 182 General Biology II.....4 credit

CHM 130 Fundamental Chemistry4 credit

CHM 151 General Chemistry I.....4 credit

CHM 152 General Chemistry II4 credit

GEO 111 Physical Geography.....4 credit

GLG 101 Introduction to Geology I - Physical.....4 credit

GLG 102 Introduction to Geology II - Historical...4 credit

PHY 113 General Physics I4 credit

PHY 114 General Physics II.....4 credit

Social and Behavioral Sciences • 6 credits

Select two courses from two disciplines.

ANT 120 Buried Cities and Lost Tribes3 credit

BUS 140 Principles of Economics - Macro.....3 credit

BUS 141 Principles of Economics - Micro.....3 credit

*GEO 110 World Regional Geography3 credit

GEO 120 Human Geography.....3 credit

*HIS 105 U.S. History to 18773 credit

*HIS 106 U.S. History since 1877.....3 credit

*HIS 155 Western Civilization to 1700.....3 credit

*HIS 156 Western Civilization since 1700.....3 credit

POS 110 American Government.....3 credit

PSY 101 Introduction to Psychology3 credit

PSY 200 Psychology of Adjustment.....3 credit

PSY 240 Developmental Psychology.....3 credit

SOC 120 General Sociology.....3 credit

SOC 121 Social Problems in America.....3 credit

SOC 130 Racial, Ethnic and Gender Relations in Modern Society ...3 credit

SOC 225 Sociology of the Family.....3 credit

Courses marked with an asterisk (*) meet requirements for

Contemporary Global/International or Historical Awareness

⑩ Additional Discipline Studies • 6 credits

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

Foreign Language

FRE 101 Elementary French I.....4 credit

FRE 102 Elementary French II.....4 credit

GER 101 Elementary German I4 credit

GER 102 Elementary German II.....4 credit

SPA 101 Elementary Spanish I.....4 credit

SPA 102 Elementary Spanish II.....4 credit

Computer Science

CIS 105 Computer Applications and Information Technology

.....3 credit

Verbal Communication

SPT 120 Public Speaking.....3 credit

⑩ Core Requirements • 21 credits

ECD 136 Understanding How Children Learn.....1 credit

ECD 222 Young Children with Special Needs3 credit

ECD 200 Introduction to Early Childhood

Education.....3 credit or EDU 200 Introduction to

Education.....3 credit

ECD 250 Child Development I.....3 credit

EDU 198 Internship (Occupational/Physical Therapy)

.....1 credit

EDU 198 Internship (Speech Therapy).....1 credit

EDU 202 Occupational/Physical Therapy Educational

Assistant.....3 credit

EDU 203 Speech Therapy Educational Assistant...3 credit

LAN 160 Beginning American Sign Language.....3 credit

⑩ Required Electives • 12 credits

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

Index of AGS/AAS/CAS/CP Programs

Program	Awards	Program	Awards
Administrative Information Services (AIS)		Education (EDU) Educational Assistant Special Needs Educational Assistant	CAS/CP AGS/AAS/CAS/CP
Administrative Information Services	AAS/CAS/CP	Fire Science	AAS/CAS/CP
Administrative Office Management	AAS/CAS	Heavy Equipment Operations (HQO) Backhoes and Dozers Cranes & Rigging Earthmoving Equipment and Trucks Loaders and Forklifts Motor Graders Rollers and Scrapers	AAS/CAS CP CP CP CP CP CP
Legal Office	AAS/CAS	Human Services (HUS)	
Legal Office Fundamentals	CP		
Medical Office Fundamentals	CP		
Medical Office Procedures	AAS/CAS		
Medical Transcription	AAS/CAS/CP		
Modern Office Fundamentals	CP		
Records and Information Management	AAS/CAS		
	AGS - Associate of General Studies • AAS - Associate of Applied Science • CAS - Certificate of Applied Science • CP - Certificate of Proficiency • CRT - Certificate of Completion		
Records Management/Data Processing Fundamentals CP Word Processing Fundamentals CP		Nursing Assistant (NAT) CRT	
Automotive Technology (ATO) AAS/CAS Brake and Transmission Systems CP Drive Train, Suspension and Steering, HVAC CP Electrical and Electronics Systems CP Engine Performance CP Engine Repair CP		Paramedicine (EMT) AAS/CAS/CP	
Business (BUS) Accounting AAS/CAS/CP General Business Management AAS/CAS/CP Native American Enterprise AAS/CAS Public Administration AAS/CAS/CP Small Business Management AAS/CAS/CP		Photography Technician (PHO) AAS/CAS Black and White Photography CP Color Photography CP Photography Marketing CP	
Computer Information Systems (CIS) Commercial Graphics Fundamentals CP Computer Information Systems AAS/CAS Graphic Design AAS/CAS/CP Network and PC Support CP Software Quality Assurance CP Web Design AAS/CAS/CP Web Development AAS/CAS		Welding (WLD) AAS/CAS Gas Metal Arc Welding (MIG) CP Gas Tungsten Arc Welding (TIG) CP Plastic Welding CP Shielded Metal Arc Welding (ARC) CP Welding Level I – Entry Level Welder CP Welding Level II – Advanced Welder CP	
Cosmetology (COS) AAS/CAS/CP Cosmetology Instructor CP Nail Technician CP			
Early Childhood Development (ECD) Early Childhood Management AGS/AAS/CAS Family Care AAS/CAS/CP Infant/Toddler AGS/AAS/CAS/CP Preschool AGS/AAS/CAS/CP School Age AAS/CAS/CP Special Needs AAS/CAS/CP Residential Child/Youth Care Assistant AAS/CAS/CP Substance Abuse Counseling CP			
Industrial Maintenance and Operations			
Electrical AAS/CAS/CP Industrial Plant Operation CP Instrumentation AAS/CAS/CP Maintenance Fundamentals AAS/CAS Mechanical Maintenance CP Operations/Maintenance AAS/CAS/CP Power Fundamentals AAS/CAS Wastewater Collection and Treatment CP Water Supply and Treatment CP			
Medical Assistant (MDA) AAS/CAS			
Nursing (NUR) AAS Practical Nursing CAS			

Applied Science Degree and Certificate Programs

About these Degrees/Certificates

- **Associate of Applied Science (AAS)** degrees are awarded at the completion of programs designed to prepare the graduate for employment.
- **Certificates of Applied Science (CAS)** are awarded upon completion of specific program courses designed for employment skills.
- **Certificates of Proficiency (CP)** are awarded for some shorter programs with a narrow focus to prepare students for specific employment-related skills.
- **Certificates of Completion (CRT)** are awarded for the fulfillment of competency requirements in certain occupation-specific courses.

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

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

NPC Requirements

- The **Associate of Applied Science (AAS) degree** requires a minimum of **64 hours of course credits** with a cumulative grade point average of 2.0 on a 4.0 scale.
- Some courses have **placement requirements** or **prerequisites** that may result in coursework beyond 64 credits. These courses, too, require a grade of “C” [or “P”] or better. For information about prerequisites, see *Part IV, Course Descriptions*, or consult an NPC academic adviser.
- The **Certificate of Applied Science** requires a minimum of 24 credits in a single area of specialization and six specified units of general education.
- **Certificate of Proficiency** requirements vary according to the skills demanded for training or retraining in occupational fields. Only programs totaling 32, or more, credit hours are recognized at commencement. Certificates of Proficiency are posted on the student’s transcript.
- **Certificate of Completion** may be awarded for achieving the competencies required in some courses with a ‘C’ grade or higher. These certificates are utilized only for courses which have recognizable and special benefit

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

- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements.

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

Degree Requirements • 64 credits

⑩ General Education Requirements

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

Communications • 6 credits

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

Mathematics • 3 to 6 credits

See specific program for requirements.

Discipline Studies • 7 credits

Select one course from the Physical and Biological Sciences and one course from either the Arts and Humanities or Social and Behavioral Sciences, unless otherwise noted in the specific program description.

Arts and Humanities • 3 credits

Select one course from the following:

ART 101 Understanding Art.....3 credit
ART 115 Art History I.....3 credit
ART 116 Art History II.....3 credit
ART 215 NATIVE AMERICAN ART...3 credit
ENL 220 World Literature I3 credit
ENL 221 World Literature II3 credit
ENL 224 English Literature I.....3 credit
ENL 225 English Literature II.....3 credit
ENL 230 American Literature I.....3 credit
ENL 231 American Literature II3 credit
HUM 150 Humanities in the Western World I.....3 credit
HUM 151 Humanities in the Western World II ...3 credit
MUS 150 Music Appreciation.....3 credit
MUS 250 WORLD MUSIC 3 credit
PHL 101 Introduction to Philosophy3 credit
PHL 105 Introduction to Ethics.....3 credit
SPT 130 Introduction to Theatre.....3 credit
SPT 150 Introduction to Film.....3 credit
SPT 155 History of Television3 credit

Physical and Biological Sciences • 4 credits

Select one course from the following:

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

Social and Behavioral Sciences • 3 credits

Select one course from the following:

- ANT 120 Buried Cities and Lost Tribes3 credit
 - BUS 140 Principles of Economics - Macro.....3 credit
 - BUS 141 Principles of Economics - Micro.....3 credit
 - *GEO 110 World Regional Geography3 credit
 - GEO 120 Human Geography.....3 credit
 - *HIS 105 U.S. History to 18773 credit
 - *HIS 106 U.S. History since 1877.....3 credit
 - *HIS 155 Western Civilization to 1700.....3 credit
 - *HIS 156 Western Civilization since 1700.....3 credit
 - POS 110 American Government.....3 credit
 - PSY 101 Introduction to Psychology3 credit
 - PSY 200 Psychology of Adjustment.....3 credit
 - PSY 240 Developmental Psychology.....3 credit
 - SOC 120 General Sociology.....3 credit
 - SOC 121 Social Problems in America.....3 credit
 - SOC 130 Racial, Ethnic and Gender Relations in Modern Society ...3 credit
 - SOC 225 Sociology of the Family.....3 credit
- Courses marked with an asterisk (*) meet requirements for Contemporary Global/International or Historical Awareness.

REQUEST TO APPROVE A NEW PROGRAM FOR MECHATRONICS

Recommendation:

NPC's Instructional Council recommends approval of the Associate of Applied Science degree program in Mechatronics (MET). The attached documents provide information on the program curriculum and structure.

Summary:

The MET Program will prepare students for careers as technicians or operators in manufacturing or plant facilities. MET also offers opportunities for transfer to four-year institutions as part of an AAS to Bachelor of Applied Science transition program. Employment projections from the Departments of Labor and Energy project significant job opportunity potential in these fields both locally and regionally. MET will utilize the new NPC Skill Center in Holbrook and partnerships with local industry to provide students classroom, computer-based, and hands-on skills training utilizing state-of-the-art equipment.



Northland Pioneer College

Mechatronics Engineering Technology (MET) AAS

About this Program

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

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

For additional information about the Mechatronics Engineering Technology Program, contact the Program Coordinator at the Painted Desert Campus, (800) 266-7845, ext. 7360.

Associate of Applied Science (AAS)

About this Degree • 66 credits

To earn an Associate of Applied Science degree in the Mechatronics Engineering Technology Program, the student must complete 22 credits of general education requirements, and 44 credits in the Mechatronics Engineering Technology Program .

General Education Requirements • 22 credits

Communications • 6 credits

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

Mathematics • 3 credits

Any course for which MAT 109 is a prerequisite.	3 credit
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Computer Science •6 credits

CIS 105 Computer Literacy	3 credit
CIS 141 Managing and Maintaining Your PC I (A+)	3 credit

Arts and Humanities or Social and Behavioral Sciences • 3 credits

Select one course from the Arts and Humanities or Social and Behavioral Sciences sections of the AAS Discipline Studies list on page 64-65.

Physical and Biological Science• 4 credits

Select one course from the Physical and Biological Sciences section of the AAS Discipline Studies list on page 65.

AREAS OF SPECIALIZATION

Mechatronics

Core Requirements • 44 credits

MET 110 Manufacturing Fundamentals	3 credit
MET 120 Industrial Mechanics I	5 credit
MET 130 Industrial Electrical Systems	4 credit
MET 140 Introduction to Programmable Logic Controllers	4 credit
MET 150 Industrial Mechanics II	6 credit
MET 160 Rotating Electrical Machines	4 credit
MET 200 Robotics and Motion Control	4 credit
MET 210 Process Control & Instrumentation	3 credit
MET 220 Advanced Programmable Logic Controllers	4 credit
MET 230 Integrated Manufacturing Systems	3 credit
MET 240 Mechatronics Application Project	4 credit

REQUEST TO APPROVE MODIFICATION TO THE NURSING PROGRAM TO ADD PARAMEDIC TO RN AS A NEW AREA OF SPECIALIZATION

Recommendation:

The Instructional Council recommends approval of a Paramedic to RN area of specialization in the Associate of Applied Science (AAS) Degree in Nursing (NUR) as described in the attached proposal.

Summary:

This program has the same goals and objectives as the current nursing program. Unlike the traditional nursing program, however, it is aimed at the growing population of trained paramedics who are seeking a move into the nursing profession. Given the skillsets already acquired through paramedic training, this cohort needs a different pathway to RN certification. The Paramedic to RN Program will train advanced and effective healthcare providers for our local communities. There are a few such programs offered in the State; however, they are not readily accessible for our local paramedics. Enrollment is projected to be strong but intermittent. The division plans to offer the cohort program in an alternating sequence with the paramedic program, or more frequently if required by student demand.



Northland Pioneer College

Associate of Applied Science Registered Nursing (AAS)

About this Degree • 72 credits

To earn an **Associate of Applied Science Registered Nursing degree**, the student must complete the following 72 credits.

General Education Requirements • 32 credits

Communications • 6 credits

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

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

Mathematics

Compass Algebra score of 46 or ASSET Elementary Algebra score of 41 or ACT Math score of 21 within one year prior to application to the nursing program.

Arts and Humanities

No requirements

Physical and Biological Sciences • 20 credits

CHM 130 Fundamental Chemistry.....4 credit

BIO 181 General Biology.....4 credit

BIO 201 Human Anatomy and Physiology I.....4 credit

BIO 202 Human Anatomy and Physiology II.....4 credit

BIO 205 Microbiology.....4 credit

Social and Behavioral Sciences • 6 credits

PSY 240 Developmental Psychology.....3 credit

Plus one of the following:

ANT 102 Cultural Anthropology.....3 credit

SOC 120 General Sociology.....3 credit

AREAS OF SPECIALIZATION

▪ **CNA TO RN**

- **Admission to nursing program**

▪ **Core Requirements • 40 credits**

NUR 117 Pharmacology I.....2 credit

NUR 118 Pharmacology II.....2 credit

NUR 121 Nursing I.....8 credit

NUR 122 Nursing II.....8 credit

NUR 125 Practical Nurse Completion.....2 credit

NUR 221 Nursing III.....8 credit

NUR 222 Nursing IV.....8 credit

NUR 219 NCLEX Review Seminar.....2 credit

(proposed area of specialization)

▪ **PARAMEDIC TO RN**

- *Admission to nursing program, with the exception of entrance HESI exam*
- *Current state certification and active practice as a paramedic*
- *Minimum of 1 years experience as a paramedic*

▪ **Core Requirements • 40 credits**

NUR 123 Paramedic to Nurse Bridge Course.....	8 credit
NUR 131 Paramedic to Nurse Pharmacology I.....	4 credit
NUR 231 Paramedic to Nurse Pharmacology II.....	4 credit
NUR 223 Paramedic to Nurse I.....	12 credit
NUR 224 Paramedic to Nurse II.....	12 credit

Human Resources UPDATE
DGB-March 19, 2013

FILLED

1. **Center Assistant/Monitor Springerville/Eagar Center– Tamara Osborne started February 15, 2013. Tamara has two Associate degrees. One from Portland Community College and one from Northland Pioneer College. She also has a Bachelor of Science degree from Champlain College.**

OPEN

2. **Faculty in Philosophy – First review November 15, 2012; 34 applicants**
3. **Faculty in Nursing - open until filled; 2 applicants**
4. **Database Administrator – open until filled; 6 applicants**
5. **Dual Enrollment Operations Specialist – Closed January 25, 2013; 14 applicants**
6. **Audio/Video Support Technician – Closed February 28, 2013; 13 applicants**
7. **Groundskeeper III – Closed March 15, 2013; 36 applicants**