

# REQUEST TO APPROVE MODIFICATION OF BUSINESS PROGRAMS

## **Recommendation:**

The Instructional Council (IC) recommends approval of modifications to the following business programs:

- Entrepreneurship Specialization Certificate of Proficiency (CP), Certification of Applied Science (CAS), and Associate of Applied Science (AAS)
- Management and Leadership Specialization CP, CAS, and AAS
- Medical Office Administration Specialization CP, CAS, and AAS

## **Summary:**

The Business Department proposes the following changes to the above three programs to align with prerequisite requirements and look towards alignment with future bachelor's degree programs. Particular attention was given to proper degree progression and course options. They also performed standard editing on the degree information.

## Entrepreneurship Specialization

Entrepreneurship plays a vital role in the growth of the U.S. economy. The number of new business establishments (establishments that are less than 1-year-old in any given year) tends to rise and fall with the business cycle of the overall economy. Entrepreneurs start new businesses and take on the risks and rewards of being an owner. Those who plan ahead and educate themselves on the range of issues that will impact their business before they start are the most successful. Annual salaries vary by industry and level of success.

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



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The Entrepreneurship certificates and degree require a grade of “C” or better in all courses and a minimum cumulative grade point average of 2.0 on a 4.0 scale.

### Need help paying for classes?

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

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

(CP) Certificate of Proficiency

(CAS) Certificate of Applied Science

(AAS) Associate of Applied Science Degree

## Entrepreneurship Fundamentals (CP) • 21 credits

BUS 100 Introduction to Business.....	3 credits
BUS 105 Techniques of Supervision .....	3 credits
BUS 106 Techniques of Personal Finance.....	3 credits
BUS 110 Small Business Management .....	3 credits
<b>BUS 127 Microsoft Office – Level 1.....</b>	<b>3 credits</b>
BUS 210 Principles of Management.....	3 credits
BUS 220 Principles of Marketing.....	3 credits
<del>BUS 231 Microsoft Office – Level 1 .....</del>	<del>3 credits</del>

## Entrepreneurship (CAS) • 33 credits

***Complete the Entrepreneurship Fundamentals CP .....21 credits***

### ***PLUS***

BUS 203 Business Communication.....	3 credits
BUS 225 Human Resource Management .....	3 credits

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

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

MAT ~~142~~ **152** or higher.

## Entrepreneurship (AAS) • 64 credits

***Complete the Entrepreneurship CAS .....33 credits***

### ***PLUS***

***General Education Courses.....3 10 credits***

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

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

***Discipline Studies ..... 7 credits***

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



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**Core Requirements ..... 15 credits**

BUS 114 Survey of Accounting.....	3 credits
BUS 122 Computerized Accounting with QuickBooks.....	3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment of Business .....	3 credits
ECN 211 Principles of Macroeconomics .....	3 credits
ECN 212 Principles of Microeconomics .....	3 credits

**Electives ..... 6 credits**

(Choose from any unduplicated courses at the 100-level or above. **Recommend any course from the General Education Course Options on page 66**)

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## Management and Leadership Specialization

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

**The Management and Leadership Specialization certificates and degree require a grade of “C” or better in all courses and a minimum cumulative grade point average of 2.0 on a 4.0 scale.**

### Career Opportunities

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

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

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

### Need help paying for classes?

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

(CP) Certificate of Proficiency

(CAS) Certificate of Applied Science

(AAS) Associate of Applied Science Degree

### Management and Leadership Fundamentals (CP) • 19 credits

BUS 105 Techniques of Supervision ..... 3 Credits



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BUS 114 Survey of Accounting.....	3 credits
BUS 127 Microsoft Office Level I.....	3 credits
BUS 185 Ethics in Management .....	3 Credits
BUS 202 Professional Customer Service.....	1 credit
BUS 203 Introduction to Business Communication.....	3 credits
BUS 210 Principles of Management.....	3 credits
BUS 220 Principles of Marketing.....	3 credits
BUS 231 Microsoft Office Level I.....	3 credits

## Management and Leadership (CAS) • 34 credits

**Complete the Management and Leadership Fundamentals CP.....19 credits**

**AND**

BUS 122 Computerized Accounting with QuickBooks.....	3 credits
BUS 206 Legal, Ethical, Global & Regulatory Environment of Business .....	3 credits
BUS 210 Principles of Management.....	3 credits
BUS 217 Principles of Financial Accounting.....	3 credits
BUS 230 Organizational Leadership .....	3 credits

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

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

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

MAT ~~142~~ 152 or higher.

## Management and Leadership (AAS) • 64 credits

**Complete the Management and Leadership CAS.....34 credits**

**PLUS**

**General Education Courses.....3 10 credits**

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

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

**Discipline Studies .....** 7 credits

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

**Core Requirements .....** 12 credits

BUS 218 Principles of Managerial Accounting .....	3 credits
BUS 225 Human Resource Management .....	3 credits
BUS 230 Organizational Leadership .....	3 credits
ECN 211 Principles of Macroeconomics.....	3 credits
ECN 212 Principles of Microeconomics .....	3 credits

**Electives .....** 8 credits

(Choose from any unduplicated courses at the 100-level or above. **Recommend any course from the General Education Course Options on page 66**)



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# Medical Office Administration Specialization

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

The Medical Office Administration Specialization certificates and degree require a grade of "C" or better in all courses and a minimum cumulative grade point average of 2.0 on a 4.0 scale.

(CP) Certificate of Proficiency

(CAS) Certificate of Applied Science

(AAS) Associate of Applied Science Degree

## Medical Office Administration Fundamentals (CP) • 22 credits

BUS 105 Techniques of Supervision .....	3 credits
BUS 119 Medical Office Administrative Procedures .....	3 credits
BUS 127 Microsoft Office Level I .....	3 credits
BUS 231 Microsoft Office Level I .....	3 credits
HES 120 Law and Ethics of the Healthcare Professions.....	3 credits
HES 170 Medical Terminology for Clinical Health Professionals.....	3 credits
HES 190 Human Body in Health and Disease .....	4 credits

## Medical Office Administration Specialization (CAS) • 35 credits

*Complete the Medical Office Administration Fundamentals CP .....*22 credits

BUS 114 Survey of Accounting.....	3 credits
BUS 179 Medical Coding.....	4 credits
BUS 210 Principles of Management.....	3 credits

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

ENL 101 College Composition I .....

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

MAT 142 152 or higher.

## Medical Office Administration Specialization (AAS) • 64 credits

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

**PLUS**

**General Education Courses.....**3 10 credits

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

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

**Discipline Studies .....** 7 credits

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

**Core Requirements .....** 12 credits

BUS 189 Computerized Medical Billing .....



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BUS 188 Medical Transcription Fundamentals .....3 credits  
BUS 210 Principles of Management.....3 credits  
~~BUS 230 Organizational Leadership .....3 credits~~  
BUS 250 Medical Administration Capstone .....3 credits

**AND**

**Unrestricted Electives ..... 7 credits**

(Choose from any unduplicated courses at the 100-level or above. Recommend any course from the General Education Course Options on page 66)



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