Northland Pioneer College

Quality education you can *afford*.

Placement Handbook
2011-2012

INSTRUCTIONAL DIVISIONS
ACADEMIC ADVISORS
VICE PRESIDENT FOR LEARNING AND STUDENT SERVICES
6/7/2011

ASSET-COMPASS PLACEMENT CHART, 2011-2012

ASSET	COMPASS	ACT	PLACEMENT & COMMENTS
Writing Skills	**Writing Skills**	**English**	
23-39	0-59	0-14	**TLC Writing Placement:** TLC Instructor Recommends Placement, student may opt up 1 course level from recommendation. **Student is not eligible for ENL 101.**
40-41	60-70	15-17	**Student Decision Zone**: TLC 090, ENL 100, or ENL 101[1] per student decision (ENL 101 enrollment requires Reading Skills score of 36+ for ASSET or 65+ for COMPASS)
42+	71+	18+	ENL 101[1] (Reading minimum score also required, see below)
Reading Skills	**Reading Skills**	**Reading**	
23-37	0-70	0-14	**TLC Reading Placement:** TLC Instructor Recommends Placement, student may opt up 1 course level from recommendation
38-41	71-81	15-17	**Student Decision Zone**: Student may enroll in TLC 100, 091, 081, or no TLC – based on ENL decision and advising recommendation
42+	82	18+	ENL 101[1] (Writing minimum score also required, see above)
Numeric Skills	**Pre-Algebra**	**Math**	
23-33	0-34	0-13	**TLC Math Placement:** TLC Instructor Recommends Placement, student may opt up 1 course level from recommendation
34-41	35-45	14-17	**Student Decision Zone:** TLC 066, 067, 069, 076, 092. Student may opt up to MAT 100, 101, 103, 105, or 109[2]
42+	46+	18+	MAT 101, 103, 105, 109[2]; if student wishes to place higher, must take Elementary Algebra (ASSET) or follow other COMPASS placement
Elem. Algebra	**Algebra**	**Math**	
23-33	0-24	------	Take Numeric Skills Test (ASSET) or follow other COMPASS placement
34-40	25-45	19-20	MAT 109[2]; student may opt up to MAT 112 or 121
41+	46-65	21+	MAT 112, 121; student may opt up to MAT 125, 142, 152
Intermed. Algebra	**Algebra**	**Math**	
23-28	-------	------	Take Elementary Algebra Test (ASSET) or follow other COMPASS placement
29-40	46-65	21-22	MAT 112, 121; student may opt up to MAT 125, 142, 152
41+	66+	23+	MAT 125, 142, 152; student may opt up to MAT 161, 189, 211
College Algebra	**College Algebra**	**Math**	
23-39	0-45	------	Take Intermediate Algebra (ASSET) or follow other COMPASS placement
40-45	46-55	26-27	MAT 161, 189, 211; student may opt up to MAT 221
46+	56+	28+	MAT 221

NOTE[1]: ENL 101 automatic placement requires an placement score in the required range in **both** Reading and Writing placement areas. Scoring in the Student Decision Zone range in Reading **or** Writing places a student in the "student decision category". Scoring in the TLC Reading **or** Writing Placement range makes a student ineligible for ENL 101.

NOTE[2]: **MAT 109** has a **Reading** skill prerequisite. The minimum score is 41 (ASSET) /81(COMPASS). Students with 35-40 (ASSET)/61-80 (COMPASS) may take MAT 109 if they co-enroll in an appropriate TLC Reading course. Students scoring below 35 (ASSET)/61 (COMPASS) must take an appropriate TLC Reading course before taking MAT 109.

NOTE REGARDING SAT SCORES: SAT Composite of 1040 waives Placement for Math, English, and General Education courses. We do not have enough SAT data to include SAT scores in the Placement Chart. Therefore, students scoring below 1040 composite on the SAT must take the ASSET or COMPASS test and use those results for placement.

Updated 6/17/10

2011-2012 PLACEMENT RULES AND PROCEDURES

Placement Rules (the short version)

1. NPC students who meet certain conditions must follow the placement rules outlined below. Students who must take the placement test and follow the results are:

a) Students enrolling in courses with placement prerequisites who have not previously taken a placement test or;
b) Students pursuing a NPC Associates Degree, Certificate of Applied Science, or AGEC (Arizona General Education Curriculum).

2. Students may be exempt from the placement system if they meet one or more of the following criteria:

   a) Students providing proof of an accredited associates degree or higher, unless the degree includes no college level math;
   b) Students providing ASSET or COMPASS scores from another institution;
   c) Students providing official transcripts listing a grade of "C" or higher for College Composition I (reading/writing requirement) and/or college level math (math requirement);
   d) Students providing ACT or SAT scores which meet NPC placement minimum standards (see placement chart);
   e) Students taking courses for Audit grade only. The Audit grade exemption applies only to courses with a placement prerequisite. Courses with course prerequisites may not be waived by this exemption.

IMPORTANT PLACEMENT NOTES

- Students may test a maximum of three full tests per academic year. This means no more than 3 full tests or 3 tries at any one portion of the test. Advising staff are responsible for monitoring test takes. This makes it important for you to keep test copies on file in student folders and to check the system for recorded scores.
- Placement test scores are effective for a maximum of two years. If more than two years has elapsed since a student tested, and the student now needs to use those test results to enroll in a class, the student must retest.
- Students pay an annual (Fall to Fall) $10 Placement Testing Fee if they need to test in a given year. The campus/center office will collect the fee. Please follow upcoming Business Office procedure to determine if student has paid fee. This fee went into effect on August 1, 2009.

Placement Procedures

When a student announces the intention to take a class that may have a course or placement prerequisite, please use the tables in this manual to identify the correct prerequisite. Courses in this manual are listed alphabetically by department. Simply look up the course in question and see if a placement or course prerequisite is listed.

If there is a placement prerequisite, then:

1. Determine if the student meets any of the exemptions listed in Section 2, Placement Rules;
2. If not, then refer the student to an academic advisor for placement testing;
3. The advisor will administer the placement test, notify the student of the results, and assist the student in registering for appropriate courses.

If you have any questions regarding a student's placement status, please refer the student to an academic advisor.

If there is a course prerequisite, then:

1. Determine if the student has met the course prerequisite, or;
2. Refer the student to an academic advisor, so the advisor may make that determination.

If you have any questions regarding a student's course prerequisite status, please refer the student to an academic advisor.

If the course prerequisite lists "instructor permission" as an option, please note that the instructor must communicate permission for enrollment to an advisor either in person, via the telephone, or through written and signed communication. Advisors will not accept a student's statement that the student has spoken with the instructor and received permission. Advisors will list the instructor permission in the appropriate area of the registration form (box next to student signature line) or course change form (comments section at bottom of form).

Prerequisite overrides

Only the Dean of the department in question may override a prerequisite. Prerequisites may not be overridden by instructors, department chairs, or deans from other divisions.

If you have any questions regarding placement, prerequisites, or the use of this manual, please contact Mark Vest at 928-532-6141.

COMPASS Math Diagnostics, TLC Math, & MAT 109 Placement Instructions

DIAGNOSTICS

Students who score in the Diagnostics range of COMPASS will receive a series of 4 Diagnostics scores: Fractions, Decimals, Percents, and Integers. The chart below will assist you in placing students by using the COMPASS scores from these 4 areas.

It is possible for a student to test into a number of TLC courses at once, since the Diagnostic areas recommend placement for different courses. If this occurs, place the student in the <u>lowest</u> course for which they qualify. Diagnostic Areas and courses are listed below from <u>lowest to highest</u> level.

Diagnostic Area(s)	Score Range	Placement
Fractions	0-40	TLC 066
Decimals	0-40	TLC 067
Percents	0-40	TLC 067
Fractions, Decimals, and Percents	41-65 (all 3 areas*)	TLC 075 or 076
Integers	0-65	TLC 069
Fractions, Decimals, Percents, and Integers	66-00 (all 4 areas*)	TLC 092 or MAT100

*Note: If one or more of these Diagnostic scores is below the listed range, place the student in the course matching their lowest placement score.

Example #1: If a student had a 71 in Fractions, a 71 in Decimals, and a 40 in Percents, the student would <u>not</u> be eligible for TLC 075 or 076. The Percents score is below the listed range for 075 or 076. The student should be placed in TLC 067, since the student's Percent score places them in that course.

Example #2: If a student had a 77 in Fractions, a 77 in Percents, a 77 in Integers, but a 65 in Decimals, the student would not be eligible for TLC 092 or MAT 100. The Decimals score is below the listed range for 092 or 100. The student should be placed in TLC 075 or 076, since their scores in all 4 areas are acceptable for either of these courses.

REMINDER

Students may place up one test placement level from what the scoring says they should take. This applies at all levels of coursework, from TLC 050 to MAT 211. This "one placement up" statement is built in to all the COMPASS scoring results statements. It applies to the TLC Diagnostics scoring above as follows: Students may ignore these scoring results and enroll in MAT 100, 101, 103, 105, or 109. For more details, consult the 2009-2010 Placement Handbook chart.

TLC MATH
Any student scoring <u>34 or below</u> on the <u>PreAlgebra</u> test needs to meet with a TLC instructor. TLC would like to give these students the TLC Whole Numbers test - we cannot do that through COMPASS. If a student does fine on Whole Numbers, we can place them using their COMPASS recommendations. If they do poorly on Whole Numbers, TLC will start them in that class. "One Placement Level Up" rule applies here as well.

MAT 109
MAT109 has a Reading score prerequisite as well as a Math score prerequisite. Please use the chart below to place students into MAT 109. Students who score 55 or higher on COMPASS PreAlgebra or 25 or higher on COMPASS Algebra are eligible for MAT 109, <u>if</u> they meet the Reading score minimum. If a student has the Algebra or PreAlgebra minimum for MAT 109, please consult this Reading score chart:

<u>COMPASS Reading Score</u>	<u>Placement</u>
60 or lower reading	Students must complete one TLC course before they can take MAT 109
61-80	Students may enroll in MAT 109 <u>if</u> they co-enroll in appropriate TLC Reading course (see Reading Placement on printout)
81 or higher	Students may enroll in MAT 109

DEPARTMENTAL REQUIREMENTS FOR MINIMUM SKILL LEVEL ENTRY

The faculty members of each department have established minimum skill levels for entry into each course offered in the department. Many courses do not have any minimum skill level requirements. This booklet is the most current source of placement recommendations and course prerequisites; it will be used to determine eligibility for course enrollment.

An "**X**" in the column of the skill required indicates the minimum test score necessary to enter each course. If the student exceeds the minimum score listed or if no minimums are listed the student may enroll in the course if the listed prerequisite courses have been successfully completed. Required ASSET scores are listed first in each column, followed by equivalent COMPASS scores, followed by equivalent ACT scores.

If the student scores below the minimum listed in the skill level, in some courses the student may enroll in the course if he/she co-enrolls in a relevant TLC course. If the course is open for co-enrollment, it will have a "**Yes**" in the Co-enroll column.

A minimum of one relevant skill building TLC course will be required each semester for co-enrollment in courses designated by the "**Yes**" until the student has; (1) re-tested on the ASSET or COMPASS and scored above the minimum skill levels required, or (2) satisfactorily completed the recommended TLC course or course sequence.

All appeals for exceptions to the skill levels presented in this booklet will be referred to the Vice President of Student Services.

NOTE REGARDING GENERAL EDUCATION COURSE PLACEMENT: Most General Education transfer courses have placement score minimums for Writing, Reading, and/or Numerical Skills (PreAlgebra). Those general cut scores are:

- Writing - 35 ASSET/38 COMPASS/14 ACT
- Reading – 36 ASSET/65 COMPASS/14 ACT
- Numeric Skills/PreAlgebra – 34 ASSET/35 COMPASS/14 ACT.

See the following departmental course lists for detailed course placement information.

NOTE: Please note that all new or modified courses have been **bolded** in the tables that follow. Any courses with new or modified prerequisites also have the prerequisite **bolded**.

NOTE: ASSET minimum score is listed first in each column, followed by equivalent COMPASS score, followed by equivalent ACT score. COMPASS PreAlgebra test is equivalent to ASSET Numerical Skills test and ACT Math test.

DEPARTMENT: ADMINISTRATION OF JUSTICE STUDIES

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
AJS100 Intro Crim Just	X	X		Yes
AJS123 Corrections System	X	X		Yes
AJS125 Crimn Law	X	X		Yes
AJS130 Criminal Procedure	X	X		Yes
AJS145 Evidence	X	X		Yes
AJS148 AzPost Ins Cer				
AJS210 Juv Jus Proc	X	X		Yes
AJS231 Correctional Admin				
AJS250 Criminology	X	X		Yes

DEPARTMENT: ADMINISTRATIVE INFORMATION SERVICES

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
AIS100 Keyboarding				
AIS102 Bus Grammar				
AIS105 Devel Your Prof				
AIS110 Bas Key&Format				
AIS111 Adv Key&Doc Processing	Prerequisite: AIS110 or instructor permission			
AIS112 Proofreading				
AIS113 Bas Memo/Letter Writing				
AIS114 Intro Mod Off				
AIS115 Ten-Key Ad Mac				
AIS116 Elec Calc				
AIS118 MediSoft Billing				
AIS119 Med Off Proc				
AIS123 Voc for Med Off				
AIS127MedOffIns& Code				
AIS130 Mach Trans				

NOTE: ASSET minimum score is listed first in each column, followed by equivalent COMPASS score, followed by equivalent ACT score. COMPASS PreAlgebra test is equivalent to ASSET Numerical Skills test and ACT Math test.

Course	Prerequisite
AIS135 Intro Med Tran	
AIS140 MS Word Basics	Prerequisite: AIS100 or equivalent
AIS145 MicroSoft Word	
AIS148 Intro Corel Office Suite	
AIS150 MS Publisher Basics	
AIS153 MS Publisher Complet	
AIS170 Writ Bus Comm	
AIS180 Records Mngt	
AIS181 Med Records Mgt	
AIS190 Legal Term	
AIS191IntroLawOffProc	
AIS192 Legal Doc Proc	
AIS202 Cust Srv for Office	
AIS214 Admin Office Mgt	
AIS230 Adv Mach Trans-Legal	Prerequisite: AIS130
AIS231 Intro to Microsoft Office	
AIS232 Adv Microsoft Office	Prerequisite: AIS231
AIS235 Adv Trans-Med I	Prerequisite: AIS130 or AIS135, & AIS123 or HES 170
AIS236 Adv Trans -Medical II	Prerequisite: AIS235
AIS245 Adv Microsoft Word	Prerequisite: AIS145 or instructor permission
AIS260 Desktop Pub	Prerequisite: AIS142 or AIS145 or instructor permission
AIS280 Forms Mgt	Prerequisite: AIS180

DEPARTMENT: ANTHROPOLOGY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
ANT101 Human Origins	X	X		Yes
ANT102 Cult Ant	X	X		Yes
ANT110 Basic Arch	X	X		Yes
ANT120 Buried Cities and Lost Tribes	X	X		Yes
ANT205 SW Native American Cultures	X	X		Yes

ANT210 SW Archaeology	X	X		Yes

DEPARTMENT: ART

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
ART101 Under Art	X	X		Yes
ART103 Basic Design				
ART105 Beg Drawing I				
ART110 Figure Draw I	Prerequisite: ART105 is recommended			
ART115 Art His I	X	X		Yes
ART116 Art His II	X	X		Yes
ART140 Lettering				
ART150 Advertising Des	Prerequisite: ART103 is recommended			
ART155 Printmaking	Prerequisite: ART105 is recommended			
ART170 Sculpture I	Prerequisite: ART103 or ART105 is recommended			
ART 175 Painting I	Prerequisite: ART105 is recommended			
ART180 Watercolor I	Prerequisite: ART105 is recommended			
ART185 Handbuilding Pottery				
ART186 Clay Sculpture				
ART187 Raku Pottery				
ART190 Ceramics I	Prerequisite: ART103 or ART105 is recommended			
ART205 Drawing II	Prerequisite: ART105			
ART206 Figure Drawing II	Prerequisite: ART110			
ART220 Painting II	Prerequisite: ART175			
ART225 Watercolor II	Prerequisite: ART180			
ART231 Art in Elem. School				
ART245 Ceramics II	Prerequisite: ART190			
ART246 Ceramics III	Prerequisite: ART245			
ART247 Ceramics IV	Prerequisite: ART190, ART245, ART246			
ART280 Art Studio-2 Dimensional	Prerequisite: Minimum of six hours in a specific two-dimensional medium			
ART281 Art Studio-3 Dimensional	Prerequisite: Minimum of six hours in a specific three-dimensional medium			

NOTE: ASSET minimum score is listed first in each column, followed by equivalent COMPASS score, followed by equivalent ACT score. COMPASS PreAlgebra test is equivalent to ASSET Numerical Skills test and ACT Math test.

DEPARTMENT: AUTOMOTIVE TECHNOLOGY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
ATO103 Safety/HazMat		X		
ATO107 Engine Repair I		X		
ATO108 Engine Repair II	Prerequisite: ATO107			
ATO109 Engine Perf I		X		
ATO110 Engine Perf II	Prerequisite: ATO109			
ATO111 Engine Perf III	Prerequisite: ATO110			
ATO112 Auto Trans Sys I		X		
ATO113 Auto Trans Sys II	Prerequisite: ATO112			
ATO114 Brake Systems I		X		
ATO115 Brake Systems II	Prerequisite: ATO114			
ATO205 Susp & Steering		X		
ATO207 Elec Systems I		X		
ATO208 Elec Systems II	Prerequisite: ATO209			
ATO209 Elec Systems III	Prerequisite: ATO210			
ATO201 Heating/AC Systems		X		
ATO212 Manual Drive Train		X		

DEPARTMENT: BIOLOGY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
BIO100 Bio Concepts	X	X	X	Yes
BIO105 Environ Bio	X	X	X	Yes
BIO160 Intro to Human A&P	X	X	X	Yes
BIO181 Gen Biology I	X	X	X	Yes
BIO182 Gen Biology II	Prerequisite: BIO181			
BIO201 Human A&P I	**Prerequisite: BIO181; Corequisite: CHM130 or CHM152**			
BIO202 Human A&P II	Prerequisite: BIO201			
BIO205 Microbiology	**Prerequisite: BIO181 and either CHM130 or CHM152**			

NOTE: ASSET minimum score is listed first in each column, followed by equivalent COMPASS score, followed by equivalent ACT score. COMPASS PreAlgebra test is equivalent to ASSET Numerical Skills test and ACT Math test.

DEPARTMENT: BUSINESS

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
BUS100 Intro to Bus				
BUS103 Success on Job				
BUS105 Tech of Super				
BUS106 Tech Per Fin				
BUS110 Sm Bus Mngt	BUS100 recommended			
BUS112 Fund Bookkeep for Business				
BUS114 Leg Env Bus				
BUS115 Bus Law				
BUS117 Acct I - Fin.				
BUS120 Acct II- Fin.	Prerequisite: BUS112 or BUS117 or instructor's permission			
BUS121 Princ Acct -Managerial	Prerequisite: BUS120 or instructor's permission			
BUS122 Comp Acct	Prerequisite: AIS100 or ability to type and BUS112 or BUS117			
BUS123 Income Tax				
BUS125 Payroll Acct	Prerequisite: BUS117 or instructor permission			
BUS128 Spread App Bus	Prerequisite: AIS100 or instructor permission			
BUS129 D Base App Bus	Prerequisite: AIS100 or instructor permission			
BUS132 Intro to Public Admin				
BUS135 Info Tech Project Mgmt	Prerequisite: Keyboarding skills and BUS 100 or CIS 230, or instructor permission			
BUS140 Econ-MACRO	X	X	X	YES
BUS141 Econ-MICRO	X	X	X	YES
BUS145 Gov't Fund Accounting				
BUS148 Intro to Financial Mkts	Prerequisite: Six credits in BUS Macroeconomics or Accounting recommended			
BUS150 Admin Policymaking				
BUS180 Organizational Behavior				
BUS185 Intro to Ethics in Mgmt				
BUS200 Princ Sales				

Course	Prerequisite/Notes			
BUS201 Quant Methods	Prerequisite: MAT152			
BUS205 Princ Advert				
BUS210 Princ Mod Mngt	BUS100 and BUS110 recommended			
BUS215 Princ Ret Mngt				
BUS220 Princ Mkt				
BUS225 Hum Res Mngt				
BUS228 Database Management	Prerequisite: BUS100, 128, AIS231, or instructor permission			
BUS232 Mgt Info Systems	Prerequisite: BUS100, 128, AIS231 or instructor permission			
BUS235 Governmental Budgeting	BUS140 recommended			
BUS260 Fund Bus Finan				
BUS270 Int Acct I	Prerequisite: BUS120 and BUS121			
BUS271 Int Acct II	Prerequisite: BUS270 or equivalent			
BUS280 Intro Invest	Prerequisite: BUS106 and BUS120			

DEPARTMENT: CHEMISTRY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
CHM130 Fund Chemistry	Prerequisite: MAT 109 or; ASSET Elem Alg 41+, Intermed Algebra 29+, Reading 41+, Writing 40+; COMPASS Algebra 46+, Reading 71+, Writing 60+; ACT: Math 21+, Reading 15+, Writing 15+			**No**
CHM151 General Chemistry I	X	X	MAT112 or MAT121, or placement into MAT152	Yes
CHM152 General Chemistry II	Prerequisite: CHM151			

DEPARTMENT: COMPUTER INFORMATION SYSTEMS

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
CIS103 Intro Windows				

NOTE: ASSET minimum score is listed first in each column, followed by equivalent COMPASS score, followed by equivalent ACT score. COMPASS PreAlgebra test is equivalent to ASSET Numerical Skills test and ACT Math test.

CIS105 Computer Applications and Information Technology	X	X	X	Yes
CIS106 Computer Literacy				
CIS111 Intro to Programming	**Prerequisite: CIS105 and MAT112 or 121, or instructor permission**			
CIS114 Intro Multimedia	Prerequisite: CIS103			
CIS115 Intro Graphic Com Tch				
CIS116 Comp Photo Imaging				
CIS117 2-Dim Comp Design				
CIS118 Graphics, Interactive and Animated	Prerequisite: CIS115 or instructor permission			
CIS119 Page Layout and Design	Prerequisite: CIS115 or instructor permission			
CIS122 Intro to Computer Pres Graphics				
CIS125 Effective Comm with Digital Media	Prerequisite: CIS115 or instructor permission			
CIS140 Computer Setup & Repair for Home & Business				
CIS141 Managing and Maintaining Your PC I	**Prerequisite: CIS105**			
CIS142 Managing and Maintaining Your PC II	**Prerequisite: CIS141**			
CIS145 Network + Certification Preparation	**Prerequisite: CIS141 or instructor permission**			
CIS150 Digital Culture				
CIS161 Microsoft Operating System				
CIS168 Web Authoring Tools				
CIS171 GNU Linux	**Prerequisite: CIS105 or instructor permission**			
CIS183 Intro Internet				
CIS187 Intro to Web Dev				
CIS190 Intro Javascript	Prerequisite: CIS187 or instructor permission			
CIS200 BASIC Prog	Prerequisite: CIS111 or instructor permission			
CIS217 JAVA Prog,Intro	Prerequisite: CIS111 or instructor permission			
CIS225 C Lang Prog	Prerequisite: CIS111 and CIS171, or instructor permission			
CIS226 Prog C++	Prerequisite: CIS111 or instructor permission			

NOTE: ASSET minimum score is listed first in each column, followed by equivalent COMPASS score, followed by equivalent ACT score. COMPASS PreAlgebra test is equivalent to ASSET Numerical Skills test and ACT Math test.

Course	Prerequisite
CIS243 Database Driven Websites	Prerequisite: CIS187 or instructor permission
CIS245DBase Mgmt Con	Prerequisite: BUS129 or instructor permission
CIS250 Electronic Commerce	Prerequisite: CIS243 or instructor permission
CIS251 Software Quality	Prerequisite: CIS217 or instructor permission
CIS252 Eng Quality in Software Development	Prerequisite: CIS217 or instructor permission
CIS253 Software Testing	Prerequisite: CIS217 or instructor permission
CIS260 Web Design Tech	Prerequisite: CIS183 or instructor permission
CIS265 Web Programming	Prerequisite: CIS243 or instructor permission
CIS275 Web Server Admin	Prerequisite: CIS171 or instructor permission
CIS280 Sys Analysis/Design	Prerequisite: CIS111 or instructor permission
CIS285 Internet in the Classrm	
CIS295 Applied CIS Project	Prerequisite: Completed at least 15cr in CIS area of specialization and instructor permission

DEPARTMENT: COSMETOLOGY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
COS140 Basic Theory of Manicuring I	Prerequisite: Instructor permission following program admission			
COS141 Adv. Theory of Manicuring	Prerequisite: COS140 or instructor permission			
COS150 Basic Theory of Cosmetology	Prerequisite: COS141 or instructor permission			
COS151 Adv. Theory of Cosmetology	Prerequisite: COS150 or instructor permission			
COS160 Basic Theory of Perm Wave/Shampoo/Hairstyle	Prerequisite: COS151 or instructor permission			
COS161 Adv. Theory of Perm Wave/Shampoo/Hairstyle	Prerequisite: COS160 or instructor permission			
COS170 Basic Theory of Hair/Scalp/Tinting/Facials	Prerequisite: COS161 or instructor permission			

NOTE: ASSET minimum score is listed first in each column, followed by equivalent COMPASS score, followed by equivalent ACT score. COMPASS PreAlgebra test is equivalent to ASSET Numerical Skills test and ACT Math test.

COS171 Adv Theory of Hair/Scalp/Tinting/Facials	**Prerequisite: COS170 or instructor permission**
COS201 Basic Clinical Prac I	**Prerequisite: COS171 or instructor permission**
COS202 Basic Clinical Prac II	**Prerequisite: COS201 or instructor permission**
COS203 Basic Clinical Prac III	**Prerequisite: COS202 or instructor permission**
COS204 Adv Clinical Prac I	**Prerequisite: COS203 or instructor permission**
COS205 Adv Clinical Prac II	**Prerequisite: COS204 or instructor permission**
COS206 Adv Clinical Prac III	**Prerequisite: COS205 or instructor permission**
COS207 Adv Clinical Prac IV	**Prerequisite: COS206 or instructor permission**
COS208 Adv Clinical Prac V	**Prerequisite: COS207 or instructor permission**
COS200 Adv Styl & Refresh	Prerequisite: Cosmetology license
COS209 Sci for Cos Instr	Prerequisite: Cosmetology license & instructor's permission
COS210 Mngt-CosInst	Prerequisite: Cosmetology license & instructor's permission
COS211 Inst-CosI	Prerequisite: Cosmetology license & instructor's permission
COS212 Inst-CosII	Prerequisite: Cosmetology license, COS211 & instructor's permission
COS213 InstCosIII	Prerequisite: Cosmetology license, COS212 & instructor's permission
COS214 Inst-CosIV	Prerequisite: Cosmetology license, COS213 & instructor's permission

DEPARTMENT: DRAFTING
Minimum Skill Levels are HIGHLY RECOMMENDED for all DRF Courses

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
DRF120 Tech Drf I				
DRF130 Arch Drf I	Prerequisite: DRF120 or instructor permission			
DRF140 Civil Drf	Prerequisite: DRF120			
DRF145 AutoSketch				
DRF150 AutoCAD I				
DRF200 App DRF & Des	Prerequisite: 15 credit hours of drafting core courses			
DRF220 Tech Drf II	Prerequisite: DRF120			

NOTE: ASSET minimum score is listed first in each column, followed by equivalent COMPASS score, followed by equivalent ACT score. COMPASS PreAlgebra test is equivalent to ASSET Numerical Skills test and ACT Math test.

DRF230 Arch Drf II	Prerequisite: DRF130
DRF250 AutoCAD II	Prerequisite: DRF150 or instructor's permission
DRF251 AutoCAD 3D	Prerequisite: DRF150 or instructor's permission
DRF252 AutoCAD Prod	Prerequisite: DRF250 or instructor's permission

DEPARTMENT: EARLY CHILDHOOD DEVELOPMENT

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
ECD147 PreNatal Dev	Must complete ECD147, 148, 149, 150 in numerical order			
ECD148 Toddler Dev				
ECD149 Dev Presch Child				
ECD150 Mid Child Years				
ECD185 Early Child Prov Basics				
ECD200 Intro Early Child Dev	X	X		Yes
ECD220 Presch Beh Prob		X		Yes
ECD221 Stress Mngt for Educators		X		Yes
ECD238 Literacy Dev in Young Children				
ECD239 Social Emotional Dev in Young Children				
ECD240 Numeracy in Young Cildren				
ECD250 Child Dev I		X		Yes
ECD251 Child Dev II	Prerequisite: ECD250			
ECD270 CDA Assessment Preparation	Prerequisite: instructor permission			
All other ECD - No Minimum Skill Level Requirements				

DEPARTMENT: EDUCATION

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll

EDU103 Lauback ESOL Tutor Training	Prerequisite: EDU102			
EDU200 Intro to Ed	X	X		Yes
EDU205 C C in Amer	X	X		Yes
EDU210 Lit Tutor Prac I	Prerequisite: Instructor's permission			
EDU211 Lit TutorPrac II	Prerequisite: EDU210			
EDU214 Mentoring Pra I	Prerequisite: Prescreening by instructor			
EDU215 Mentoring Pra II	Prerequisite: EDU214			
EDU220 Diversity in Education	X	X		Yes
EDU222 Intro to Special Ed	X	X		Yes
EDU223 Classrom Obs Skills	Concurrent enrollment in EDU200			
EDU250 Crit & Eval Reading for Educators	Prerequisite: "C" or better in ENL101			
EDU260 Tech in the Classroom: Smartboard I				
EDU271 Phonics Reading				
EDU272 Ed Psych	Prerequisite: PSY101 or instructor permission			
EDU275 Instructional Skills				
EDU276 Manage Learning Env	X	X		Yes
EDU280 Intro to SEI - Augmented				
EDU281 Intro to SEI				
EDU282 Structured SEI/ESL Teaching Methods				
EDU291 Children's Lit	Prerequisite: "C" or better in ENL101 and ENL102			
All other EDU courses-No Miminum Skill Level Requirements or prerequisites				

DEPARTMENT: EMERGENCY MEDICAL TECHNOLOGY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
EMT104 First Aid/CPR				
EMT120 Emerg Med Responder	Prerequisite: 18 years of age. AMERICAN HEART ASSOCIATION Heartsaver CPR with AED			

EMT121 Emerg Med Responder Refresher	
EMT130 EMT Prep Course	
EMT132 EMT Basic	Prerequisite: 18 years old, current Healthcare provider CPR certification (to include adult, child, infant, and AED. Students must also provide proof of initiation of Hepatitis B vaccination or a waiver. ASSET reading score of 41 or COMPASS reading score of 81. Successful completion of EMT 130 Medical Technician Preparatory Course is required unless prior authorization is obtained from EMT program coordinator.
EMT133 EMT Basic Refresher	Prerequisite: Must be currently certified as an EMT-B with NREMT or the State of Arizona
EMT236 ACLS	Current Am Red Cross or AHA BLS-Health Care Provider validation. Physician, RN, certified paramedic, current enrollment in paramedic (advanced) program, or permission from EMT program coordinator or instructor
EMT237 PALS Provider	Current Am Red Cross or AHA BLS-Health Care Provider validation. Physician, RN, certified paramedic, current enrollment in paramedic (advanced) program, or permission from EMT program coordinator or instructor
EMT238 ACLS Renewal	Prerequisite: Current ACLS Provider Card or permission of the Regional Faculty for the course
EMT239 PALS Renewal	Prerequisite: Physician, registered nurse, licensed practical nurse, respiratory therapist, certified paramedic, certified intermediate, current enrollment in a paramedic (or advanced) program, or permission from the EMS program coordinator/instructor.
EMT240 Basic ECG and Pharmacology	
EMT241 ALS Refresher	Prerequisite: Must be certified as an EMT-P or EMT-I in the State of Arizona
EMT244 Paramedic Training I	Prerequisite: Successful completion of EMT240, Current Arizona State Certified EMT for at least 1 year, ASSET reading score of 41 or COMPASS reading score of 81, current Healthcare Provider CPR, negative TB skin test within last 6 months, proof of MMR and Hep B immunization or signed waiver and successful completion of a minimum of 24 clock hours of hazardous materials training that meets the requirements of the National Fire Protection Association's NFPA 472: Standard for Professional Competence of Responders to Hazardous Materials Incidents, 2002 Edition; Competencies for First Responders at the Operational Level; incorporated by reference and on file with the Department, including no future editions or amendments; and available from the National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-747 and from the Department's Bureau of Emergency Medical Services and Trauma System

EMT245 Paramedic Training II	Prerequisite: Successful completion of EMT244, Current Arizona State Certified EMT, current Healthcare Provider CPR, negative TB skin test within last 6 months, proof of MMR and Hep B immunization or signed waiver.
EMT250 Instructor Strategy Course	
EMT251 Instructor Strategy Renewal Course	Prerequisite: Must be a current instructor of record for NPC, to include adjunct faculty status, current AHA ACLS, PALS, CPR instructor, or NREMT instructor

DEPARTMENT: ENGLISH

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
ENL100 Fund of Comp	Prerequisite: instructor permission (writing sample placement)			No
ENL101 College Comp I	Prerequisite: For ENL101 placement, please follow COMPASS results or COMPASS/ASSET placement levels in the front of this booklet.			No
ENL102 College Comp II	Prerequisite: A grade of "C" or better in ENL101			
ENL109 Tech Writing	Prerequisite: A grade of "C" or better in ENL101			
ENL110 Scriptwriting				
ENL201 Lit Mag Production				
ENL202 Lit Mag Editing	Prerequisite: ENL201			
ENL203 Lit Mag Editing II	Prerequisite: ENL201, ENL202			
ENL204 Lit Mag Editing III	Prerequisite: ENL201, ENL202, ENL203			
ENL210 Screenplay Writing				
ENL220 Wld Lit I	X	X		Yes
ENL221 Wld Lit II	X	X		Yes
ENL224 English Lit I	X	X		Yes
ENL225 English Lit II	X	X		Yes
ENL230 Amer Lit I	X	X		Yes
ENL231 Amer Lit II	X	X		Yes
ENL233 Lit of SW	X	X		Yes
ENL234 Nat-Amer Lit	X	X		Yes
ENL236 Creat Writ I	Prerequisite: ENL101			
ENL237 Creat Writ II	Prerequisite: ENL236			

ENL240 Talk to Learn	
ENL291 Children's Lit	Prerequisite: "C" or better in ENL101 and ENL102

DEPARTMENT: FIRE SCIENCE

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
FRS104 Firefighter I & II	Corequisite: FRS110 or Program Coordinator's approval			
FRS106 Firefighter Hlth&Safety				
FRS109 Haz Mat Aware				
FRS110 Haz Mat First Resp				
FRS112 Manage Co Tac Ops				
FRS113 Confined Space				
FRS115 Principles of Fire Prevention				
FRS116 Intro to Resp Prot				
FRS117 Intro to Entry Tools				
FRS118 Intro to Fire Hoses				
FRS119 Intro to Fire Pumps				
FRS120 Emerg Vehic Driving				
FRS121 Emerg Stabil & Extric				
FRS122-128 Various Intro Courses, no prereqs				
FRS130 Incident Command Sys				
FRS131, 133-134 Various Intro Courses, no prereqs				
FRS136 Fire Serv Pumping, Eqpt, and Hydraulics			X	
FRS137 Strategies & Tactics	Prerequisite: FRS104 or instructor permission			

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FRS141 Fire Serv Communication	Prerequisite: Satisfactory placement on Reading and Writing placement tests: • Reading: 42+ ASSET or 82+ COMPASS • Writing: 42+ ASSET or 71+ COMPASS • or successful completion of TLC 090 & TLC 091.
FRS150 Wildland Fire	
FRS207 Building Construction for Fire Service	Prerequisite: FRS 104 or instructor permission
FRS210 Incident Safety Officer	Prerequisite: FRS104 and FRS137 or instructor permission
FRS211 Leadership I	Prerequisite: FRS 104 or instructor permission
FRS212 Leadership II	Prerequisite: FRS 104 or instructor permission
FRS213 Leadership III	Prerequisite: FRS 104 or instructor permission
FRS216 Fire Officer I	Prerequisite: FRS 104 or instructor permission
FRS217 Fire Officer II	Prerequisite: FRS 104 and FRS216 or instructor permission

DEPARTMENT: FRENCH

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
FRE100 Beg French Conv				
FRE101 Elem French I	X	X		
FRE102 Elem Fren II	Prerequisite: FRE101			

DEPARTMENT: GEOGRAPHY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
GEO110 World Regional Geog	X	X		Yes
GEO111 Physical Geography	X	X	X	Yes
GEO120 Human Geography	**X**	**X**	**X**	**Yes**

DEPARTMENT: GERMAN

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll

GER100 Beg Ger Conver				
GER101 Elem Ger I	X	X		
GER102 Elem Ger II	Prerequisite: GER101			

DEPARTMENT: GEOLOGY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
GLG101 Intro Geol I Phy	X	X	X	Yes
GLG102 Intro Geol II Hist	Prerequisite: GLG101			

DEPARTMENT: HEALTH, PHYSICAL EDUCATION, AND RECREATION

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
HPE - No minimum academic requirements for any course; no course prerequisites unless specifically listed here				
HPE097B Intermediate Hula	Prerequisite: HPE097A or instructor permission			
HPE097C Advanced Mexican Folkloric Dance	Prerequisite: NCC (non-credit) HPE Intermediate Mexican Folkloric Dance or instructor permission			
HPE097F Intermediate Bellydance	Prerequisite: HPE097E or instructor permission			
HPE097I Intermediate Progressive 2-step Swing	Prerequisite: HPE097H or instructor permission			
HPE101C Intermediate Yoga	Prerequisite: HPE101B or instructor permission			
HPE126 Fitness Swimming	Prerequisite: Swim 25yds front crawl			
HPE136 Karate I	Prerequisite: Signed waiver of responsibility			
HPE137 Karate II	Prerequisite: HPE136 & signed waiver of responsibility			
HPE232 Water Safety Ins	Prerequisite: 17 or older, ARC Advanced Lifesaving Certificate and ARC Swimmer's Certificate or ability to perform all the required Swimmer Skills			

DEPARTMENT: HEALTH SCIENCES

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
HES102 Health Care Occupations				

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HES106 Intro Comm Health Work	Prerequisite: Admission to Community Health Advisory Program
HES108 Comm Health Work Field Work	Prerequisite: HES106
HES109 Phlebotomy	Prerequisite: EMT104
HES120 Law and Ethics for the Health Care Professional	
HES145 Nutrition				
HES170 Med Term				

DEPARTMENT: HEAVY EQUIPMENT

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
HQO108 NCCER Core Review				
HQO109 Basic Ops – Tractors				
HQO111 Orientation to Trade – Heavy Equip Safety				
HQO113 Grades Part I				
HQO119 Intro to Earthmoving and Trucks	Co-requisite: HQO108, HQO109 and HQO111 or instructor permission			
HQO121 Rollers & Scrapers	Co-requisite: HQO108, HQO109 and HQO111 or instructor permission			
HQO122 Loaders & Forklifts	Co-requisites: HQO108, HQO109 and HQO111 or instructor permission			
HQO123 Excavation Math & MSHA Training	Prerequisite: A minimum ASSET numerical math score of 34 or Compass pre-algebra math score of 35 or instructor permission, or successful completion of MAT100 or TLC092.			
HQO210 Grades II & Civil Blueprint Reading	Prerequisite: HQO113 Co-requisite: HQO108, HQO109 and HQO111 or instructor permission			
HQO211 Backhoes & Dozers	Co-requisite: HQO108, HQO109 and HQO111 or instructor permission			
HQO212 Intro to Crew Leader & Excavators	Co-requisite: HQO108, HQO109 and HQO111 or instructor permission			

HQO230 Motor Graders	Co-requisite: HQO108, HQO109 and HQO111 or instructor permission
HQO231 Adv Operational Tech & MSHA Refresher	Prerequisite: HQO123 Excavation Math/MSHA or instructor permission Co-requisites: HQO108, HQO109 and HQO111 or instructor permission
HQO232 Finishing, Grading, and Soils	Prerequisite: HQO113 and HQO123 Co-requisite: HQO108, HQO109 and HQO111 or instructor permission
HQO233 Cranes & Rigging	Co-requisites: HQO108, HQO109 and HQO111 or instructor permission
HQO240 Advanced Loader Ops	Prerequisite: Instructor permission
HQO241 Adv Dump Truck Ops	Prerequisite: Instructor permission
HQO242 Adv Scraper Ops	Prerequisite: Instructor permission
HQO243 Adv Backhoe Ops	Prerequisite: Instructor permission
HQO244 Adv Excavator Ops	Prerequisite: Instructor permission
HQO245 Adv Forklift Ops	Prerequisite: Instructor permission
HQO246 Adv Dozer Ops	Prerequisite: Instructor permission
HQO247 Adv Motor Grader Ops	Prerequisite: Instructor permission

DEPARTMENT: HISTORY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
HIS105 US History to 1877	X	X		Yes
HIS106 US History since 1877	X	X		Yes
HIS110 SW Hist	X	X		Yes
HIS115 Navajo History				
HIS155 West Civ to 1700	X	X		Yes
HIS156 West Civ since 1700	X	X		Yes
HIS160 Hist Gen				

DEPARTMENT: HOME ECONOMICS

COURSE	Writing	Reading	Numerical	Co-enroll

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	35/38/14	36/65/14	34/35/14	
HEC112 Beg Cloth Const				
HEC113 Inter Cloth Cons	Prerequisite: HEC112 or instructor's permission			
HEC114 Sew New Fabrics				
HEC245 Adv Cloth Const	Student advised to have completed HEC112 & HEC114 or equivalent			
HEC246 Tailoring	Prerequisite: HEC245			

DEPARTMENT: HONORS COLLOQUIA

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
HON101 Honors Collo I	HON - Restricted enrollment - NPC President's Scholars			
HON102 Honors Collo II				
HON201 Honors Collo III				
HON202 Honors Collo IV				

DEPARTMENT: HUMAN DEVELOPMENT

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
HDE - No minimum requirements or prerequisites for any course				

DEPARTMENT: HUMANITIES

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
HUM150 Humanities in Western World I	X	X		Yes
HUM151 Humanities in Western World II	X	X		Yes

DEPARTMENT: HUMAN SERVICES

	Writing 35/38/14	Reading	Numerical	Co-enroll

COURSE		36/65/14	34/35/14	
NO Prereqs in HUS courses				

DEPARTMENT: INDUSTRIAL ARTS

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
INA105 Woodwk I				
INA106 Woodwk II	Prerequisite: INA105			
INA150 Wd Ant Rst I				
INA180 Intro to Uphol				
INA181 Uphol Tools & Safety				
INA182 Meas&Calc for Uphol				
INA183 Uphol Materials				
INA184 Uphol Sewing				
INA185 Upholstery				
INA186 Uphol Projects				
INA205 Woodwk III	Prerequisite: INA106			
INA206 Woodwk IV	Prerequisite: INA205			
INA250 Wd Ant Rst II	Prerequisite: INA150			
INA285 Upholstry II	Prerequisite: INA185			
INA286 Auto & Marine Upholstry	Prerequisite: INA185			

DEPARTMENT: INDUSTRIAL MAINTENANCE AND OPERATIONS

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
IMO151 Electrical Level I	Prerequisite: IMO201 or instructor permission			
IMO152 Electrical Level II	Prerequisite: IMO151 or instructor permission			
IMO153 Electrical Level III	Prerequisite: IMO152 or instructor permission			
IMO154 Electrical Level IV	Prerequisite: IMO153 or instructor permission			
IMO155 Instrument Level I	Prerequisite: IMO201 or instructor permission			
IMO156 Instrument Level II	Prerequisite: IMO155 or instructor permission			

IMO157 Instrument Level III	**Prerequisite: IMO156 or instructor permission**
IMO158 Instrument Level IV	**Prerequisite: IMO157 or instructor permission**
IMO201 Intro To Ind Maint	
IMO210 Power Principles I	
IMO211 Power Principles II	**Prerequisite: IMO210 or instructor permission**
IMO212 Power Principles III	**Prerequisite: IMO211 or instructor permission**
IMO213 Power Princ IV	**Prerequisite: IMO212 or instructor permission**
IMO230 Mech Maint I	
IMO231 Mech Maint II	**Prerequisite: IMO230 or certified in NCCER Industrial Maintenance Mechanic Level One**
IMO232 Mech Maint III	**Prerequisite: IMO231 or certified in NCCER Industrial Maintenance Mechanic Level Two**
IMO233 Mech Maint IV	**Prerequisite: IMO232 or certified in NCCER Industrial Maintenance Mechanic Level Three**

DEPARTMENT: INDUSTRIAL TECHNOLOGY

Minimum skill levels HIGHLY RECOMMENDED

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
ITP130 Water Supp & Treat I				
ITP131 Water Supp & Treat II				
ITP132 Water Supp & Treat I				
ITP140 Wastewater Coll & Treat I				
ITP141 Wastewater Coll & Treat II				
ITP142 Wastewater Coll & Treat III				
ITP160 Robotics				
ITP161 Intro Comp-Aid Mnfg				
ITP200 Syst Criti Thinking & Control	Prerequisite: ITP150			
ITP240 Heat Rate Imp				
ITP 241 Mach Apprentice I	Restricted to employees of APS Cholla Power Plant			
ITP 242 Mach Apprentice II	Prerequisite: ITP 241. Restricted to employees of Cholla Power Plant			
ITP 243 Mach Apprentice III	Prerequisite: ITP 242. Restricted to employees of Cholla Power Plant			

ITP 244 Mach Apprentice IV	Prerequisite: ITP 243. Restricted to employees of Cholla Power Plant
ITP 245 Machi Apprentice V	Prerequisite: ITP 244. Restricted to employees of Cholla Power Plant
ITP 246 Mach Apprentice VI	Prerequisite: ITP 245. Restricted to employees of Cholla Power Plant
ITP 247 Mach Apprentice VII	Prerequisite: ITP 246. Restricted to employees of Cholla Power Plant
ITP 248 Mach Apprentice VIII	Prerequisite: ITP 247. Restricted to employees of Cholla Power Plant
ITP260-267	Prerequisite: Courses only open to powerhouse mechanic apprentices. Students are registered on-site. Courses not open to general public.
ITP268 Programmable Logic	Prerequisite: ITP213
ITP 270 DC Analysis and Lab/Ind Comp Skills I	
ITP 271 DC Analysis and Lab/Ind Comp Skills II	Prerequisite: ITP 270
ITP272 Control Systems I	
ITP273 Control Systems II	Prerequisite: ITP272
ITP274 Control Systems III	Prerequisite: ITP273

DEPARTMENT: LANGUAGES

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
LAN120 Conv Navajo I				
LAN121 Conv Navajo II	Prerequisite: LAN120			
LAN125 Conv Apache I				
LAN126 Conv Apache II	Prerequisite: LAN125			
LAN130 Conv Hopi I				
LAN131 Conv Hopi II	Prerequisite: LAN130			
LAN160 Beg Amer Sign Lan				
LAN161 Int Amer Sign Lan	Prerequisite: LAN160			
LAN201 Navajo I	Prerequisite: LAN121			
LAN202 Navajo II	Prerequisite: LAN201			
LAN260 Adv Amer Sign Lan	Prerequisite: LAN161			
LAN 261 ASL Grammar/Culture	Prerequisite: LAN161			
LAN262 Conversational ASL	Prerequisite: LAN260			

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DEPARTMENT: LIBRARY MEDIA TECHNOLOGY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
LIB101 Orient to Lib Use	X	X		Yes
LIB102 Organ & Func of Lib	Satisfactory Placement in Gen Ed Reading and Writing or instructor permission. No Co-enroll.			
LIB103 Lib Mngt & Adm				
LIB106 Tech Serv &Cat				
LIB107 Ref Sourc&Serv				
LIB108 Pub Rel & Mkt of Lib				
LIB111 Col Dev in Lib	Satisfactory Placement in Gen Ed Reading and Writing or instructor permission. No Co-enroll.			
LIB112 Intro Lib Tec				
LIB120 Young Adult and Children's Services				
LIB145 Lib Res Skls	X	X		Yes
LIB205 Media Prod & Equip Maint	X	X		Yes
LIB207 Ref Sources & Services II	Prerequisite: LIB107			
LIB209 Cur Trends & Issues In Lib Media	X	X		Yes
LIB210 Lib Med Fld Ex	Completion of core curriculum & instructor permission			
LIB218 Med/Bk Rev Pro	X	X		Yes
LIB220 Church Lib	X	X		Yes
LIB221 Lib Disp Prep	X	X		Yes
LIB236 Grant Wrt for Lib/Med Centers	X	X		Yes

DEPARTMENT: MATHEMATICS

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
MAT100 Prealgebra	Prerequisite: Satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.			
MAT101 Bas Tech Math	Prerequisite: "C" or better in MAT100 or TLC092, or satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.			

MAT103 Bus Math	Prerequisite: "C" or better in MAT100 or TLC092, or satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.
MAT105 Math - Math for General Education	Prerequisite: "C" or better in MAT100 or TLC092, or satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.
MAT109 Algebra I: Intro	Prerequisite: "C" or better in MAT100 or TLC092, or satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.
MAT112 Algebra II:Inter	Prerequisite: Satisfactory placement or MAT109 with a "C" or better. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.
MAT121 Inter Algebra	Prerequisite: Satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.
MAT125 Intro Statistics	Prerequisite: "C" or better in MAT109/112 or MAT121, or satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.
MAT142 College Math with Contemporary Applications	Prerequisite: "C" or better in MAT109/112 or MAT121, or satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.
MAT152 College Alg Graphing calculators required	Prerequisite: "C" or better in MAT109/112 or MAT121, or satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.
MAT161 Algebra-based Math Elem Teach I	Prerequisite: "C" or better in MAT142 or MAT152, or satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.
MAT162 Algebra-based Math Elem Teach II	Prerequisite: "C" or better in MAT161.
MAT172 Finite Math	Prerequisite: MAT152 with a "C" or better
MAT189 PrecalAlg/Trig Graphing calculators required	Prerequisite: MAT152 with a "C" or better or satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.
MAT211 Tech Cal	Prerequisite: MAT152 with a "C" or better or satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.
MAT221 Cal-Ana Geo I	Prerequisite: MAT189 with a "C" or better or satisfactory placement. For Math placement, please consult COMPASS & ASSET scoring chart in front of handbook.
MAT231 Cal-Ana Geo II	Prerequisite: MAT221 with a "C" or better
MAT241 Cal-Ana Geo III	Prerequisite: MAT231 with a "C" or better
MAT261 Intro Dif Equa	Prerequisite: MAT241 with a "C" or better or instructor permission

DEPARTMENT: MEDICAL ASSISTANT

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
MDA120 Admin Office Procedures	Corequisite: CIS230; Reading score of 36/65/14			
MDA123 Clinical Procedures	Prerequisite(s): Evidence of TB clearance within 1 year, Hep B series or proof of immunity, and proof of MMR series and Varicella immunization or titer. Corequisites: HES 170, EMT 104 or equivalent			
MDA198 Internship	Prerequisite: CIS 230, MDA 120 with a grade of C or better. Evidence of TB clearance within 1 year, Hep B series or proof of immunity, and proof of MMR series and Varicella immunization/titer Corequisite: BIO160, HES109, HES170, HES120, MDA123 w/grade of C or better.			

DEPARTMENT: MUSIC

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
MUS100 Northland Master Chorale	**Prerequisite: Instructor permission.**			
MUS118 Vocal Jazz	Prerequisite: Concurrent enrollment in MUS100; audition and instructor permission required			
MUS129 Voc Ensem	Prerequisite: Instructor permission			
MUS130 Inst Ensem	Prerequisite: Audition required			
MUS135 Mus Theor I	Concurrent enrollment in MUS137			
MUS136 Mus Theor II	Prerequisite: MUS135. Concurrent enrollment in MUS138			
MUS137 Ear Training I				
MUS138 Ear Training II	Prerequisite: MUS137			
MUS150 Mus Apprec	X	X		Yes
MUS155 Mus Applied	Prerequisite: Audition and instructor permission			
MUS160 Intro to Conducting	Prerequisite: MUS135 or instructor permission			
MUS235 Mus Theor III	Prerequisite: MUS136. Concurrent enrollment in MUS237			
MUS236 Mus Theor IV	Prerequisite: MUS235. Concurrent enrollment in MUS238			
MUS237 Ear Training III	Prerequisite: MUS138			
MUS238 Ear Training IV	Prerequisite: MUS237			
MUS261 Adv Choral Conducting	Prerequisite: MUS160			

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MUS262 Adv Instrument Conducting	Prerequisite: MUS160			
MUS275 Mus Comp I				
MUS276 Mus Comp II	Prerequisite: MUS275			
MUS282 Symp Orchest	Prerequisite: Audition required			
MUS285 Band	Prerequisite: Audition required			
MUS287 Jazz Band	Prerequisite: Audition required			

DEPARTMENT: NURSING ASSISTANT TRAINING

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
NAT101 Nurse Asst Training	Prerequisite: Asset reading score of 35 or Compass reading score of 61 Co-requisite: EMT104 or equivalent			

DEPARTMENT: NURSING

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
NUR116 LPN to RN Transition	Prerequisite: Admission to LPN-RN program			
NUR117 Pharmacology	Prerequisite: Enrollment in Nursing Program or Instructor Permission			
NUR118 Pharmacology II	Prerequisite: NUR117 and enrollment in Nursing Program or Instructor Permission			
NUR121 Nursing I	Prerequisite: Admission into Nursing Program			
NUR122 Nursing II	Prerequisite: NUR117, NUR121			
NUR125 Practical Nurse Completion	Prerequisite or Corequisite: NUR122			
NUR219 NCLEX Review	Prerequisite: 4th Semester Nursing Student			
NUR221 Nursing III	Prerequisite: Successful completion with a "C" or better in NUR122, BIO205, and PSY240			
NUR222 Nursing IV	Prerequisite: NUR221			
NUR290 RN Refresher	Prerequisite: Eligible for Arizona State Board of Nursing RN License.			

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DEPARTMENT: PHILOSOPHY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
PHL101 Intro Phil	X	X		Yes
PHL103 Intro Logic	Prerequisite: ENL101			
PHL105 Intro Ethics	X	X		Yes
PHL150 Comp Wld Rel	X	X		Yes

DEPARTMENT: PHOTOGRAPHY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
PHO080 Basic Camera Tech				
PHO100 Beg Photo				
PHO101 Digital Photo				
PHO115 Pict Journ	Prerequisite: PHO100 or instructor permission			
PHO150 Invest Photo I				
PHO151 Invest Photo II	Prerequisite: PHO150 or instructor permission			
PHO200 Inter Photo	Prerequisite: PHO100 or instructor permission			
PHO201 Interm. Digital Photo	**Prerequisite: CIS105 and PHO101, or instructor permission**			
PHO212 Color Photo I	Prerequisite: PHO100 or 200 or instructor permission			
PHO213 Color Photo II	Prerequisite: PHO212 or instructor permission			
PHO220 Adv Photo	Prerequisite: PHO200 or instructor permission			
PHO230 View Camera Photo	Prerequisite: PHO200 or PHO220			
PHO240 Photo Portf	Prerequisite: PHO200 or PHO220			
PHO245 Photo Dsk Pub	Prerequisite: PHO220 & PHO240 or instructor permission			
PHO250 Photo as Art Med				
PHO270 Free Lance/Stock Photo	Prerequisite: PHO220, PHO240 & PHO245 or instructor permission			
PHO280 Photo Pract	Prerequisite: PHO220 or instructor permission			

NOTE: ASSET minimum score is listed first in each column, followed by equivalent COMPASS score, followed by equivalent ACT score. COMPASS PreAlgebra test is equivalent to ASSET Numerical Skills test and ACT Math test.

DEPARTMENT: PHARMACY TECH

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
PHT101 Pharmacy Tech Training	Prerequisite: Asset/Compass reading score of 36/65 and numerical score of 34/35. Candidates for the national certification exam must be 18 years of age and have a high school diploma or equivalent Corequisite: EMT104 or equivalent			

DEPARTMENT: PHYSICS

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
PHY113 Gen Phy I	Prerequisite: MAT152. MAT189 recommended.			Yes
PHY114 Gen Phy II	Prerequisite: PHY113			

DEPARTMENT: POLITICAL SCIENCE

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
POS110 Amer Gov	X	X		Yes
POS112 Navajo Gov				
POS221 AZ Const & Gov				
POS222 U S Constitution				

DEPARTMENT: PSYCHOLOGY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
PSY101 Intro Psy	X	X		Yes
PSY200 Psy of Adj	X	X		Yes
PSY201 Intro to Research	X	X		Yes

NOTE: ASSET minimum score is listed first in each column, followed by equivalent COMPASS score, followed by equivalent ACT score. COMPASS PreAlgebra test is equivalent to ASSET Numerical Skills test and ACT Math test.

PSY231 Princ of Learn	X	X		Yes
PSY240 Develop Psy	X	X		Yes
PSY250 Social Psy	X	X		Yes
PSY270 Abnormal Psy	X	X		Yes

DEPARTMENT: REAL ESTATE

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
REA101 Real Estate for Buyers and Sellers				
REA190 Prin Real Est				
REA191 Agency in Real Estate				
REA192 Contract Writing				
REA193 Commissioner's Rules				
REA194 Fair Housing				
REA195 Real Estate Legal Issues				
REA196 Exploring MLS Software I				
REA197 Exploring MLS Software II				
REA290 Real Estate Broker Law and Finance	Prerequisite: Real Estate Salesperson License. Three years real estate experience in the last five years			

DEPARTMENT: SMALL BUSINESS MANAGEMENT

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
SBM 111 Effec Bus Comm	Prerequisite: AIS110 or ability to type			
SBM - No Minimum Skill Requirements for any other course				

DEPARTMENT: SOCIOLOGY

COURSE	Writing	Reading	Numerical	Co-enroll

	35/38/14	36/65/14	34/35/14	
SOC120 Gen Soc	X	X		Yes
SOC121 Soc Prob in Amer	X	X		Yes
SOC130 Race, Eth Gen Relations	X	X		Yes
SOC140 Deviant Behavior	SOC120 recommended			
SOC225 Soc of Family	X	X		Yes

DEPARTMENT: SPANISH

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
SPA100 Beg Spa Con				
SPA101 Elem Spa I	X	X		Yes
SPA102 Elem Spa II	Prerequisite: SPA101			
SPA201 Int Spa I	Prerequisite: SPA102			
SPA202 Int Spa II	Prerequisite: SPA201			
SPA218 Adv Spa Pra	Prerequisite: SPA202			

DEPARTMENT: SPEECH, THEATRE, & FILM

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
SPT105A-G Dance courses				
SPT110 Fund Oral Com				
SPT115 Interpreter's Theatre				
SPT120 Pub Speaking	X	X		Yes
SPT130 Intro Theatre	X	X		Yes
SPT140 Princ of Drama				
SPT150 Intro Film	X	X		
SPT155 History of TV	X	X		
SPT170 Intro Acting				

NOTE: ASSET minimum score is listed first in each column, followed by equivalent COMPASS score, followed by equivalent ACT score. COMPASS PreAlgebra test is equivalent to ASSET Numerical Skills test and ACT Math test.

SPT171 Inter Acting	Prerequisite: SPT170 or instructor permission			
SPT175 Theatre Dance				
SPT178 Stage Makeup				
SPT180 Intro to Stage Lighting				
SPT185 Intro to Scene Design				
SPT190 Intro to Costume Design				
SPT200 Play Prod I				
SPT201 Play Prod II	Prerequisite: SPT200 or instructor permission			
SPT210 Inter PubSpeak	Prerequisite: SPT120 or instructor permission			
SPT220 Tech Theatre				
SPT230 Video Production				
SPT240 Video Editing				
SPT251 Teaching Theatre for Youth				
SPT252 Playwriting				
SPT265 Directing	Prerequisite: SPT200, SPT220 or instructor permission			

DEPARTMENT: THE LEARNING CORNERSTONE

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
TLC - All TLC courses require Diagnostic Testing				

DEPARTMENT: WELDING TECHNOLOGY

COURSE	Writing 35/38/14	Reading 36/65/14	Numerical 34/35/14	Co-enroll
WLD100 Safety & Math				
WLD130 Metal Art				
WLD131 Metal Armor Fabrication	Prerequisite: WLD130			
WLD150 Symbols, Drawings/Metal Preparation	Corequisite: WLD100			

Course	Requisites
WLD151 Cut Process & Welding Quality	Corequisite: WLD100
WLD152 SMAW Plate I	Corequisite: WLD100
WLD153 SMAW Plate II	Prerequisite: WLD152 Corequisite: WLD100
WLD154 GMAW Plate	Corequisite: WLD100
WLD155 GTAW Plate	Corequisite: WLD100
WLD156 AWS Lvl1 CertPrep	Prerequisite: Level 1 courses or instructor permission Corequisite: WLD100
WLD157 AWS Lvl 1 Cert	Prerequisite: Lvl 1 courses (including WLD 156) or instructor permission Corequisite: WLD100
WLD210 Wld Test&Insp	Prerequisite: WLD125
WLD220 Arc Wld III	Prerequisite: WLD120, WLD125, & WLD126
WLD221 Arc Wld IV	Prerequisite: WLD125, & WLD126 & WLD220
WLD224 TIG Wld Th	
WLD225 TIG Wld I	Prerequisite: WLD125
WLD226 TIG Wld II	Prerequisite: WLD225
WLD230 MIG Wld	
WLD240 Intro to Plastics	
WLD241 Plastic Welding	Prerequisite: WLD240
WLD242 Fabrication of Plastics	Prerequisite: WLD240, 241
WLD243 Pipefitting for Plastic	Prerequisite: WLD240, 241, 242
WLD260 Weld Fit/Up/Inspection/Metallurgy	Corequisite: WLD100
WLD261 SMAW Open V-Butts/Plate I	Prerequisite: WLD152 Corequisite: WLD100
WLD262 SMAW Open V-Butts/Plate II	Prerequisite: WLD152, WLD153, & WLD261 Corequisite: WLD100
WLD263 SMAW Open Root/Pipe I	Prerequisite: WLD152, WLD153, WLD261 & WLD262 Corequisite: WLD100
WLD264 SMAW Open Root/Pipe II	Prerequisite: WLD152, WLD153, WLD261, WLD262 & WLD263 Corequisite: WLD100

WLD265 GMAW Pipe	Prerequisite: WLD154
	Corequisite: WLD100
WLD266 FCAW Pipe	Prerequisite: WLD154
	Corequisite: WLD100
WLD267 GTAW Pipe I	Prerequisite: WLD155
	Corequisite: WLD100
WLD268 GTAW Pipe II	Prerequisite: WLD155 & WLD 267
	Corequisite: WLD100
WLD290 Weld Fabrication	Prerequisite: Instructor's permission
WLD291 Internship for Welding	Prerequisite: WLD100 and instructor's permission