



Name: _____
ID#: _____

Program Requirements
GPA.....2.0
Credits.....18

Advising Check Sheet, 2016-17 Catalog

A shortened program of study consisting of six entry-level business and accounting courses where students focus on developing basic accounting skills. Areas of study include an introduction to business, financial accounting, accounting with QuickBooks, payroll accounting, Microsoft Excel, and customer service.

Suggested Semester Plan of Study

(complete your certificate in two semesters)

Semester 1	Credits	Semester 2	Credits
BUS 100	3	BUS 103	2
BUS 117	3	BUS 122	3
BUS 128	3	BUS 125	3
BUS 202	1		

Core Courses 18 Credits	
Areas	Courses
Core Courses	(Each course is worth 3 credits unless noted)
Required 18-credits	<input type="checkbox"/> BUS 100 Introduction to Business <input type="checkbox"/> BUS 103 Success on Your Job (2 credits) <input type="checkbox"/> BUS 117 Principles of Financial Accounting 1 <input type="checkbox"/> BUS 122 Computerized Accounting w/ QuickBooks <input type="checkbox"/> BUS 125 Payroll Accounting <input type="checkbox"/> BUS 128 Microsoft Excel Applications for Business <input type="checkbox"/> BUS 202 Professional Customer Service (1 credit)
Complete <input type="checkbox"/>	

Total Credits _____

Total Estimated Program Cost	Cost
Tuition	\$1,260.00
Fees	\$105.00
Books	\$885.00 - \$920.00
TOTAL:	\$2,250.00 - \$2,290.00

*Tuition, fees and books subject to change without notice. Estimate for 2015-16 and 2016-17 academic years.

Your Semester Plan of Study

Semester 1	Credits	Semester 2	Credits
Semester 3	Credits	Semester 4	Credits

Important Dates to Remember:

Fall 2016 Semester:

- April 11 Schedule available online.
- April 15 FAFSA priority deadline.
- April 22 **Veterans Priority Registration Day. Registration begins at 7:30 a.m.**
- April 25
- July 29 Last day for schedule changes for FAFSA.
- August 5 Financial Aid award available to students.
- August 22 **Fall semester begins.**
- September 2 Last day to withdraw without a "W" on transcript.
- October 4 Fall Graduation Application deadline.

Spring 2017 Semester:

- October 15 FAFSA Priority Deadline.
- November 14 Schedule available online.
- November 21 **Veterans Priority Registration Day. Registration begins at 7:30 a.m.**
- November 28
- December 16 Last day for schedule changes for FAFSA.
- December 23 Financial Aid award available to students.
- January 17 **Spring semester begins.**
- January 30 Last day to withdraw without a "W" on transcript.
- February 21 Spring Graduation Application deadline.

Summer 2017 Semester:

- March 13 Schedule available online.
- March 15 FAFSA Priority Deadline.
- March 24 **Veteran Priority Registration Day. Registration begins at 7:30 a.m.**
- March 27
- June 5 **Summer semester begins**
- June 6 Last day to withdraw without a "W" on transcript.

Helpful Definitions and Websites

- See the cost savings in just tuition by completing the first two years of your bachelor's degree at NPC at www.npc.edu/transferU
- Find out more about NPC transfer agreements with other colleges and universities at www.npc.edu/transfer-agreements
- Learn all about Arizona's guaranteed transfer degrees to ASU, NAU and UofA at www.aztransfer.com
- NPC's **college catalog** is available online at www.npc.edu/college-catalog or from any campus or center adviser.
- **Articulation:** the process of determining the transfer and applicability of courses from one institution of higher education to another.
- **Course Equivalency Guide:** shows how community college courses transfer to the three state universities. It also has many equivalencies among the three state universities. It does **NOT** indicate how a course transfers to a specific degree program. Course equivalencies are "year specific" meaning that in order to see if course work will transfer, you must review the Course Equivalency Guide for the year in which you took the course.
- **Course Prefix:** generally three or four characters identifying a department or division in which a course is taught (example: SOC is commonly used for Sociology courses)
- **Prerequisites:** a course that must be completed prior to taking a subsequent course.
- **SUN#:** the Shared Unique Number (SUN) System identifies some of the transferable lower-division courses commonly offered at the three Arizona public universities and at least two Arizona community colleges. The system ensures that a SUN course at a participating institution will be accepted as a direct equivalent to the comparable SUN course at the other participating institution.