Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVES℠

BUS-Management & Leadership Fundamentals
Certificate of Proficiency (CP)
Direct to Work

Name: _____	**Program Requirements**
ID#: _____	GPA………………………….....2.0
	Credits…………………………22

A shortened program consisting of eight courses where students focus on honing their management and leadership skills.

Core Courses 22 Credits

Areas	Courses
Core Courses	**(Each course is worth 3 credits unless noted)**
	☐ BUS 202 Professional Customer Service (1 credit)
	☐ BUS 203 Introduction to Communications
Required 22-credits	☐ BUS 210 Principles of Management
	☐ BUS 220 Principles of Marketing
Complete ☐	☐ BUS 225 Human Resource Management
	☐ BUS 230 Organizational Leadership
	☐ BUS 231 Microsoft level 1
	☐ BUS 238 Financial Management & Budgeting

Total Credits _____

Total Estimated Program Cost	Cost
Tuition	$1,330.00
Fees	$105.00
Books	$1,020.00 - $1,060.00
TOTAL:	$2,455.00 - $2,495.00

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

Suggested Semester Plan of Study
(complete your certificate in two semesters)

Semester 1	Credits	Semester 2	Credits
BUS 203 (first 8 weeks)	3	BUS 231 (first 8 weeks)	3
BUS 210 (first 8 weeks)	3	BUS 238 (first 8 weeks)	3
BUS 220 (second 8 weeks)	3	BUS 225 (second 8 weeks)	3
BUS 230* (second 8 weeks)	3	BUS 202	1

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.**
April 25	**Registration begins at 7:30 a.m.**
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.**
November 28	**Registration begins at 7:30 a.m.**
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.**
March 27	**Registration begins at 7:30 a.m.**
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.

If you are a student with a disability and need accommodations, please contact the **Disability Resource and Access** office located at the White Mountain Campus. The coordinator, Sandy Manor, travels to all NPC campuses and centers. An appointment can be scheduled to meet with her by calling: (800) 266-7845, ext. 6178.