



Name: _____
ID#: _____

Program Requirements
GPA.....2.0
Credits.....30

Advising Check Sheet, 2017-18 Catalog

After completing the Certificate of Proficiency in Accounting Fundamentals, students need only take an additional four courses: accounting, income tax accounting, English and mathematics to earn this higher level certificate that further prepares you for a career in accounting and business.

Suggested Semester Plan of Study

(complete your certificate in three semesters)

Semester 1	Credits	Semester 2	Credits
BUS 100	3	BUS 120*	3
BUS 117	3	BUS 122	3
BUS 128	3	BUS 125	3
BUS 202	1	BUS 103	2
Semester 3	Credits	*Courses may have a pre-requisite, please see an adviser.	
BUS 123	3		
ENL 101	3		
Math*	3		

General Education Courses 6 Credits	
Areas	Courses
English/Com. Required: 3-Credits Complete <input type="checkbox"/>	(Each course is worth 3 credits) <input type="checkbox"/> ENL 101 College Composition I
Math Required: 3-Credits Complete <input type="checkbox"/>	(Each course is worth 3 credits unless noted) <input type="checkbox"/> BUS 133 Business Mathematics <input type="checkbox"/> MAT 103 Business Mathematics <input type="checkbox"/> MAT 152 Advanced Algebra <input type="checkbox"/> MAT 161 Algebra Based Math EE I <input type="checkbox"/> MAT 162 Algebra Based Math EE II <input type="checkbox"/> MAT 189 Pre-Calculus Algebra/Trig <input type="checkbox"/> MAT 211 Technical Calculus (4 credits) <input type="checkbox"/> MAT 221 Calculus I (4 credits) <input type="checkbox"/> MAT 231 Calculus II (4 credits) <input type="checkbox"/> MAT 241 Calculus III (4 credits)

Core Courses 24 Credits	
Core Courses	(Each course is worth 3 credits unless noted)
Required 24-credits Complete <input type="checkbox"/>	<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 120 Principles of Accounting II <input type="checkbox"/> BUS 122 Computerized Accounting w/ QuickBooks <input type="checkbox"/> BUS 123 Income Tax Preparation <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)

Total Credits _____

Total Estimated Program Cost	Cost
Tuition (2017)	\$2,160.00
Fees	\$165.00
Books	\$1,255.00 - \$1,300.00
TOTAL:	\$3,590.00 - \$3,630.00

*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
Semester 5	Credits	Semester 6	Credits

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.

SEE REVERSE SIDE FOR MORE INFORMATION

Important Dates to Remember:

Fall 2016 Semester:

April 10	Schedule available online.
April 15	FAFSA priority deadline.
April 21	Veterans Priority Registration Day.
April 24	Registration begins at 7:30 a.m.
July 28	Last day for schedule changes for FAFSA.
August 4	Financial Aid award available to students.
August 21	Fall semester begins.
September 1	Last day to withdraw without a "W" on transcript.
October 3	Fall Graduation Application deadline.

Spring 2018 Semester:

October 15	FAFSA Priority Deadline.
November 13	Schedule available online.
November 20	Veterans Priority Registration Day.
November 27	Registration begins at 7:30 a.m.
December 15	Last day for schedule changes for FAFSA.
December 22	Financial Aid award available to students.
January 16	Spring semester begins.
January 29	Last day to withdraw without a "W" on transcript.
February 20	Spring Graduation Application deadline.

Summer 2018 Semester:

March 13	Schedule available online.
March 15	FAFSA Priority Deadline.
March 23	Veteran Priority Registration Day.
March 26	Registration begins at 7:30 a.m.
June 4	Summer semester begins
June 5	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.