



Advising Check Sheet, 2017-18 Catalog

Name: _____
ID#: _____

Program Requirements
GPA.....2.0
Credits.....64

Graduates of this NPC program can work as secretaries, administrative assistants, office clerks, receptionists and with further study – legal and medical secretaries. Duties for these positions may include greeting people as they enter, directing them to the people they need to see, producing written correspondence, typing, filing, entering data, bookkeeping, answering phones, forwarding calls, taking messages, making appointments and maintaining schedules.

Areas	Courses
English/Com. Required: 6-Credits Complete <input type="checkbox"/>	(Each course is worth 3 credits) <input type="checkbox"/> ENL 101 College Composition I Plus one of the following: <input type="checkbox"/> ENL 102 College Comp II (required for AGEC) <input type="checkbox"/> ENL 109 Technical Writing
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)
Required: 3-Credits Complete <input type="checkbox"/>	Students MUST choose one course from either Arts & Humanities OR Social & Behavioral Sciences. (Each course is worth 3 credits)
Arts & Humanities	<input type="checkbox"/> ART 101 Understanding Art <input type="checkbox"/> ART 115 Art History I <input type="checkbox"/> ART 116 Art History II <input type="checkbox"/> ART 215 Native American Art <input type="checkbox"/> ENL 220 World Literature I <input type="checkbox"/> ENL 221 World Literature II <input type="checkbox"/> ENL 224 English Literature I <input type="checkbox"/> ENL 225 English Literature II <input type="checkbox"/> ENL 230 American Literature I <input type="checkbox"/> ENL 231 American Literature II <input type="checkbox"/> HUM 150 Humanities in the Western World I <input type="checkbox"/> HUM 151 Humanities in the Western World II <input type="checkbox"/> MUS 150 Music Appreciation <input type="checkbox"/> MUS 250 World Music <input type="checkbox"/> PHL 101 Introduction to Philosophy <input type="checkbox"/> PHL 103 Introduction to Logic/critical Thinking <input type="checkbox"/> PHL 105 Introduction to Ethics <input type="checkbox"/> SPT 130 Introduction to Theatre <input type="checkbox"/> SPT 150 Introduction to Film <input type="checkbox"/> SPT 155 History of Television
Social & Behavioral Sciences	<input type="checkbox"/> PSY 101 Introduction to Psychology <input type="checkbox"/> *ANT 102 Cultural Anthropology <input type="checkbox"/> ANT 120 Buried Cities and Lost Tribes <input type="checkbox"/> ECN 211 Principles of Macroeconomics <input type="checkbox"/> ECN 212 Principles of Microeconomics <input type="checkbox"/> *GEO 110 World Regional Geography <input type="checkbox"/> GEO 120 Human Geography <input type="checkbox"/> *HIS 105 U.S. History to 1877 <input type="checkbox"/> *HIS 106 U.S. History Since 1877 <input type="checkbox"/> *HIS 155 Western Civilization to 1700 <input type="checkbox"/> *HIS 156 Western Civilization since 1700 <input type="checkbox"/> POS 110 American Government <input type="checkbox"/> PSY 240 Developmental Psychology <input type="checkbox"/> PSY 250 Social Psychology <input type="checkbox"/> SOC 101 Introduction to Sociology <input type="checkbox"/> SOC 121 Social Problems in America <input type="checkbox"/> SOC 212 Sex & Gender in Society <input type="checkbox"/> SOC 215 Ethnicity & Race <input type="checkbox"/> SOC 225 Sociology of the Family

Areas	Courses
Physical & Biological Sciences Required: 4-Credits Complete <input type="checkbox"/>	(Each course is worth 4 credits) <input type="checkbox"/> ANT 104 Biological Anthropology & Human Origins <input type="checkbox"/> BIO 100 Biology Concepts <input type="checkbox"/> BIO 105 Environmental Biology <input type="checkbox"/> BIO 160 Introduction to Human Anatomy & Physiology <input type="checkbox"/> BIO 181 General Biology I <input type="checkbox"/> BIO 182 General Biology II <input type="checkbox"/> **CHM 130 Foundational Chemistry <input type="checkbox"/> **CHM 151 General Chemistry I <input type="checkbox"/> CHM 152 General Chemistry II <input type="checkbox"/> GEO 111 Physical Geography <input type="checkbox"/> GLG 101 Introduction to Geology I – Physical Geology <input type="checkbox"/> GLG 102 Introduction to Geology II – Historical Geology <input type="checkbox"/> PHY 113 General Physics I <input type="checkbox"/> PHY 114 General Physics II
Core Courses 40 Credits	
Core Courses Required 40-credits Complete <input type="checkbox"/>	(Each course is worth 3 credits unless noted) <input type="checkbox"/> BUS 100 Introduction to Business <input type="checkbox"/> BUS 101 Business Grammar (1 credit) <input type="checkbox"/> BUS 102 Proofreading Mastery (1 credit) <input type="checkbox"/> BUS 103 Success on Your Job (2 credits) <input type="checkbox"/> BUS 104 Developing your Professionalism (1 credit) <input type="checkbox"/> BUS 106 Techniques of Personal Finance <input type="checkbox"/> BUS 108 Basic Keyboarding and Document Processing <input type="checkbox"/> BUS 109 Advanced Keyboarding and Document Processing <input type="checkbox"/> BUS 111 Ten-Key Skills Mastery (1 credit) <input type="checkbox"/> BUS 112 Fundamentals of Bookkeeping <input type="checkbox"/> BUS 144 Professional Office Skills <input type="checkbox"/> BUS 149 Microsoft Publisher Basic (1 credit) <input type="checkbox"/> BUS 155 Microsoft Office Level I <input type="checkbox"/> BUS 170 Written Business Communication <input type="checkbox"/> BUS 182 Records Management <input type="checkbox"/> BUS 202 Professional Customer Service (1 credit) <input type="checkbox"/> BUS 231 Microsoft Office Level I <input type="checkbox"/> CIS 103 Introduction to Windows (1 credit)
Elective Courses 11 Credits	
Unrestricted Electives Required: 11 Credits Complete <input type="checkbox"/>	Select any unduplicated 100 or higher level courses <input type="checkbox"/> Course: _____ <input type="checkbox"/> Course: _____ <input type="checkbox"/> Course: _____

Total 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

Suggested Semester Plan of Study

(complete your degree in two years)

Semester 1	Credits	Semester 2	Credits
ENL 101	3	ENL 102	3
BUS 100	3	Physical & Biological Science	4
BUS 101	1	BUS 102*	1
BUS 108	3	BUS 103	2
Bus 111	1	BUS 144*	3
BUS 182	3	BUS 155*	3
BUS 202	1		
CIS 103	1		
Semester 3	Credits	Semester 4	Credits
Bus 104	1	BUS 112	3
BUS 106	3	BUS 149*	1
BUS 109*	3	Elective	3
BUS 170*	3	Elective	3
BUS 231	3	Elective	3
Math	3	A&H or SBS	3

*Courses may have a pre-requisite, please see an adviser.

Important Dates to Remember:

Fall 2017 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.

Your Semester Plan of Study

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

Additional Semesters as Needed

Semester 5	Credits	Semester 6	Credits
Semester 7	Credits	Semester 8	Credits

Total Estimated Program Cost	Cost
Tuition (2017)	\$4,608.00
Fees	\$400-\$500
Books	\$ 2,400.00 - \$4,000.00
TOTAL:	\$7,280.00 - \$8,980.00

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

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.