Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVES sm

Business-Accounting
Certificate of Applied Science (CAS)

Direct to Work

Name: _____

ID#: _____

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

Advising Check Sheet, 2018-19 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.

General Education Courses 6 Credits

Areas	Courses
English/Com. **Required: 3-Credits** Complete ☐	**(Each course is worth 3 credits)** ☐ ENL 101 College Composition I
Math **Required: 3-Credits** Complete ☐	**(Each course is worth 3 credits unless noted)** ☐ BUS 133 Business Mathematics ☐ MAT 103 Business Mathematics ☐ MAT 112 Algebra II ☐ MAT 125 Statistics ☐ MAT 152 Advanced Algebra ☐ MAT 161 Algebra Based Math EE I ☐ MAT 162 Algebra Based Math EE II ☐ MAT 189 Pre-Calculus Algebra/Trig ☐ MAT 211 Technical Calculus (4 credits) ☐ MAT 221 Calculus I (4 credits) ☐ MAT 231 Calculus II (4 credits) ☐ MAT 241 Calculus III (4 credits)

Core Courses 24 Credits

Core Courses **Required 24-credits** Complete ☐	**(Each course is worth 3 credits unless noted)** ☐ BUS 100 Introduction to Business ☐ BUS 103 Success on Your Job (2 credits) ☐ BUS 217 Principles of Financial Accounting ☐ BUS 121 Principles of Accounting –Managerial ☐ BUS 122 Computerized Accounting w/ QuickBooks ☐ BUS 123 Income Tax Preparation ☐ BUS 125 Payroll Accounting ☐ BUS 128 Microsoft Excel Applications for Business ☐ BUS 202 Professional Customer Service (1 credit)

Total Credits _____

Courses over 8 years old may be reevaluated for this program

Total Estimated Program Cost	Cost
Tuition (2018)	$2,220.00
Fees	$165.00
Books	$1,255.00 - $1,300.00
TOTAL:	$3,640.00 - $3,685.00

*Tuition, fees and books subject to change without notice. Total is an Estimate.

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

Semester 1	Credits	Semester 2	Credits
BUS 100	3	BUS 121	3
BUS 217	3	BUS 122	3
BUS 128	3	BUS 125	3
BUS 202	1	BUS 103	2

Semester 3	Credits
BUS 123	3
ENL 101	3
Math*	3

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

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 2018 Semester:

April 9	Schedule available online..
April 16	**Veterans Priority Registration Day.**
April 23	**Registration begins at 7:30 a.m.**
August 20	**Fall semester begins.**
August 31	Last day to withdraw without a "W" on transcript.
September 3	Labor Day College Closed
October 2	Fall Graduation Application deadline.

Spring 2019 Semester:

November 13	Schedule available online.
November 19	**Veterans Priority Registration Day.**
November 26	**Registration begins at 7:30 a.m.**
January 14	**Spring semester begins.**.
February 20	Spring Graduation Application deadline.
March 11-14	Spring Break
May 11	Graduation

Summer 2019 Semester:

March 11	Schedule available online
March 18	**Veteran's Priority Deadline**
March 23	**Summer Registration begins at 730 am**
June 3	**Summer session Begins**
June 4	**Last day to withdraw without a "W" on transcript**

Http:npc.edu/academic-calendar

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.