



Name: _____
ID#: _____

Program Requirements
GPA.....2.0
Credits.....28

Advising Check Sheet, 2018-19 Catalog

After completing the Certificate of Proficiency in Modern Office Technologies Fundamentals, students can take an additional two courses in business, plus one in English and one in mathematics to earn this higher level certificate to further round out their education and résumé.

Suggested Semester Plan of Study

(complete your certificate in three semesters)

Semester 1	Credits	Semester 2	Credits
ENL 101	3	BUS 102*	1
BUS 101	1	BUS 103	2
BUS 108	3	BUS 144*	3
BUS 182	3	BUS 155*	3
CIS 103	1	BUS 202	1
Semester 3	Credits	*Courses may have a pre-requisite, please see an adviser.	
BUS 104	1		
BUS 231*	3		
Math	3		

Your Semester Plan of Study

Semester 1	Credits	Semester 2	Credits
Semester 3	Credits	Semester 4	Credits
Semester 5	Credits	Semester 6	Credits

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 22 Credits	
Core Courses Required 22-credits Complete <input type="checkbox"/>	(Each course is worth 3 credits unless noted) <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 108 Basic Keyboarding and Document Processing <input type="checkbox"/> BUS 144 Professional Office Skills <input type="checkbox"/> BUS 155 Microsoft Office Level I <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)

Total Credits _____

Courses over 8 years old may be reevaluated for this program

Total Estimated Program Cost	Cost
Tuition (2018)	\$2,072.00
Fees	\$180.00
Books	\$1,455.00 – \$1,495.00
TOTAL:	\$3,707.00 - \$3,747.00

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

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

Helpful Definitions and Websites

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

- 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.

[Http:npc.edu/academic-calendar](http://npc.edu/academic-calendar)