



Advising Check Sheet, 2019-20 Catalog

This program provides students with in-depth business and accounting training for those seeking to advance their current career or expand employment opportunities. This program prepares graduates to work as bookkeepers, entry-level accounting clerks and perform a multitude of financial services in a business setting.

Name: _____	Program Requirements GPA.....2.0 Credits.....64
ID#: _____	

General Education Courses 16 Credits

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 AGECE) <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 142 College Mathematic <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
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

Areas	Courses
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 101 World History Prehistoric to 1450 CE <input type="checkbox"/> HIS 102 World History 1450 CE to Present <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"/> HIS 201 History of Women in America <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 <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

Core Courses 42 Credits

Core Courses Required 42-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 103 Success on Your Job (2 credits) <input type="checkbox"/> BUS 217 Principles of Accounting <input type="checkbox"/> BUS 218 Principles of Accounting—Managerial <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 185 Ethics in Management <input type="checkbox"/> BUS 201 Quantitative Methods <input type="checkbox"/> BUS 202 Professional Customer Service (1 credit) <input type="checkbox"/> BUS 206 Legal, Ethical, Global & Regulatory Environment for Business <input type="checkbox"/> BUS 210 Principles of Management <input type="checkbox"/> ECN 211 Principles of Macroeconomics <input type="checkbox"/> ECN 212 Principles of Microeconomics
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Elective Courses 6 Credits

Unrestricted Electives Required: 6 Credits	Select any unduplicated 100 or higher level courses <input type="checkbox"/> Course: _____ <input type="checkbox"/> Course: _____
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Courses over 8 years old may be reevaluated for this program

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.

Suggested Semester Plan of Study

(complete your degree in two years)

Semester 1	Credits	Semester 2	Credits
ENL 101	3	English/Communications	3
BUS 100	3	Physical & Biological Sciences	4
BUS 128	3	BUS 217*	3
BUS 210	3	BUS 122	3
BUS 206	3	BUS 125	3
BUS 202	1		
Semester 3	Credits	Semester 4	Credits
BUS 103	3	ECN 212	3
BUS 218*	3	BUS 185	3
BUS 123	3	BUS 201*	3
ECN 211*	3	A&H or SBS	3
Math	3	Elective	3
Elective	3		

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

Important Dates to Remember:

Fall 2019 Semester:

April 8	Schedule available online..
April 15	Veterans Priority Registration Day.
April 22	Registration begins at 7:30 a.m.
August 26	Fall semester begins
September 3	Labor Day College Closed
September 6	Last day to withdraw without a "W" on transcript.
October 7	Fall Graduation Application deadline.

Spring 2020 Semester:

November 18	Schedule available online.
November 25	Veterans Priority Registration Day.
December 2	Registration begins at 7:30 a.m.
January 21	Spring semester begins
January 28	Last day to withdraw without a "W" on transcript
February 17	Spring Graduation Application deadline.
March 16-20	Spring Break
May 16	Graduation

Summer 2020 Semester:

March 30	Schedule available online
April 6	Veteran's Priority Deadline
April 13	Summer Registration begins at 730 am
June 1	Summer session Begins

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 (2019)	\$4,928.00
Fees	\$385.00
Books	\$ 2,400.00 - \$3,500.00
TOTAL:	\$7,713.00 - \$8,813.00

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

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.