



Advising Check Sheet, 2019-20 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. <b>Required: 6-Credits</b> Complete <input type="checkbox"/>	<b>(Each course is worth 3 credits)</b> <input type="checkbox"/> ENL 101 College Composition I <b>Plus one of the following:</b> <input type="checkbox"/> ENL 102 College Comp II (required for AGEC) <input type="checkbox"/> ENL 109 Technical Writing
Math <b>Required: 3-Credits</b> Complete <input type="checkbox"/>	<input type="checkbox"/> BUS 133 Business Mathematics <input type="checkbox"/> MAT 142 College 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)
<b>Required: 3-Credits</b> Complete <input type="checkbox"/>	Students <b>MUST choose one course from either</b> Arts & Humanities <b>OR</b> Social & Behavioral Sciences. <b>(Each course is worth 3 credits)</b>
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 <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 <b>Required: 4-Credits</b> Complete <input type="checkbox"/>	<b>(Each course is worth 4 credits)</b> <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
<b>Core Courses 40 Credits</b>	
Core Courses <b>Required 40-credits</b> Complete <input type="checkbox"/>	<b>(Each course is worth 3 credits unless noted)</b> <input type="checkbox"/> BUS 103 Success on Your Job (2 credits) <input type="checkbox"/> BUS 105 Techniques of Supervision <input type="checkbox"/> BUS 106 Techniques of Personal Finance <input type="checkbox"/> BUS 108 Basic Keyboarding and Document Processing <input type="checkbox"/> BUS 122 Computerized Accounting w/ Quickbooks <input type="checkbox"/> BUS 128 Microsoft Excel Applications for Business <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 203 Introduction to Business Communication <input type="checkbox"/> BUS 231 Microsoft Office Level I
<b>Elective Courses 15 Credits</b>	
Unrestricted Electives <b>Required: 15 Credits</b> 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**

