



Name: _____
ID#: _____

Program Requirements

GPA.....2.0
Credits.....30

Advising Check Sheet, 2019-20 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.

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

Semester 1	Credits	Semester 2	Credits
BUS 100	3	BUS 218*	3
BUS 217	3	BUS 122	3
BUS 128	3	BUS 125	3
BUS 202	1	BUS 103	2
Semester 3	Credits	*Courses may have a pre-requisite, please see an adviser.	
BUS 123	3		
ENL 101	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.	(Each course is worth 3 credits) Required: 3-Credits Complete <input type="checkbox"/>
	<input type="checkbox"/> ENL 101 College Composition I
Math	(Each course is worth 3 credits unless noted) Required: 3-Credits Complete <input type="checkbox"/>
	<input type="checkbox"/> BUS 133 Business Mathematics <input type="checkbox"/> MAT 103 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)
Core Courses 24 Credits	
Core Courses	(Each course is worth 3 credits unless noted) Required 24-credits Complete <input type="checkbox"/>
	<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 Financial 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 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 (2019)	\$2,310.00
Fees	\$270.00
Books	\$1,255.00 - \$1,300.00
TOTAL:	\$3,835.00 - \$3,880.00

*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

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

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.

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