



Name: _____
ID#: _____

Program Requirements
GPA.....2.0
Credits.....18

Advising Check Sheet, 2019-2020 Catalog

A shortened program of study consisting of five courses that focus on honing modern office skills including customer service, business grammar, proofreading, document processing, records management as well as an introduction to Windows and Microsoft Word.

Suggested Semester Plan of Study

(complete your certificate in two semesters)

Core Courses 18 Credits	
Areas	Courses
Core Courses	(Each course is worth 3 credits unless noted)
Required 18-credits	<input type="checkbox"/> BUS 103 Success on Your Job (2 credits) <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 203 Introduction to Business Communication
Complete <input type="checkbox"/>	

Semester 1	Credits	Semester 2	Credits
BUS 108	3	BUS 103	2
BUS 182	3	BUS 144	3
BUS 203	3	BUS 155*	3
		BUS 202	1

Total Credits _____

Total Estimated Program Cost	Cost
Tuition (2017)	\$1,389.00
Fees	\$195.00
Books	\$1,210.00 - \$1,250.00
TOTAL:	\$2,794.00 - \$2,834.00

*Tuition, fees and books subject to change without notice. Estimate for 2019-20 academic years.

Your Semester Plan of Study

Semester 1	Credits	Semester 2	Credits
Semester 3	Credits	Semester 4	Credits

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)

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.