



Name: \_\_\_\_\_  
ID#: \_\_\_\_\_

**Program Requirements**  
GPA.....2.0  
Credits.....16

Advising Check Sheet, 2016-17 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 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 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"/> CIS 103 Introduction to Windows (1 credit)
Complete	<input type="checkbox"/>

Total Credits \_\_\_\_\_

Total Estimated Program Cost	Cost
Tuition	\$1,260.00
Fees	\$135.00
Books	\$1,210.00 - \$1,250.00
<b>TOTAL:</b>	<b>\$2,605.00 - \$2,645.00</b>

\*Tuition, fees and books subject to change without notice. Estimate for 2015-16 and 2016-17 academic years.

Semester 1	Credits	Semester 2	Credits
BUS 101	1	BUS 102	1
BUS 108	3	BUS 103	2
BUS 182	3	BUS 144	3
CIS 103	1	BUS 155	3
		BUS 202	1

**Your Semester Plan of Study**

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

**Important Dates to Remember:**

**Fall 2016 Semester:**

- April 11 Schedule available online.
- April 15 FAFSA priority deadline.
- April 22 **Veterans Priority Registration Day. Registration begins at 7:30 a.m.**
- April 25 Last day for schedule changes for FAFSA.
- July 29 Financial Aid award available to students.
- August 5 **Fall semester begins.**
- August 22 Last day to withdraw without a "W" on transcript.
- September 2 Fall Graduation Application deadline.
- October 4

**Spring 2017 Semester:**

- October 15 FAFSA Priority Deadline.
- November 14 Schedule available online.
- November 21 **Veterans Priority Registration Day. Registration begins at 7:30 a.m.**
- November 28 Last day for schedule changes for FAFSA.
- December 16 Financial Aid award available to students.
- December 23 **Spring semester begins.**
- January 17 Last day to withdraw without a "W" on transcript.
- January 30 Spring Graduation Application deadline.
- February 21

**Summer 2017 Semester:**

- March 13 Schedule available online.
- March 15 FAFSA Priority Deadline.
- March 24 **Veteran Priority Registration Day. Registration begins at 7:30 a.m.**
- March 27 **Summer semester begins**
- June 5 Last day to withdraw without a "W" on transcript.
- June 6

**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](http://www.npc.edu/transferU)
- Find out more about NPC transfer agreements with other colleges and universities at [www.npc.edu/transfer-agreements](http://www.npc.edu/transfer-agreements)
- Learn all about Arizona's guaranteed transfer degrees to ASU, NAU and UofA at [www.aztransfer.com](http://www.aztransfer.com)
- NPC's **college catalog** is available online at [www.npc.edu/college-catalog](http://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.

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.