

ID#:

Name: _____

Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVES

Program Requirements

GPA.....2.0

Business-Accounting

Certificate of Applied Science (CAS)



Advising Check Sheet, 2016-17 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.

General Education Courses 6 Credits		
Areas	Courses	
English/Com.	(Each course is worth 3 credits)	
<u>Required:</u> 3-Credits	ENL 101 College Composition I	
Complete 🛛		
Math	(Each course is worth 3 credits unless noted)	
Required: 3-Credits Complete	 BUS 133 Business Mathematics MAT 103 Business Mathematics MAT 152 Advanced Algebra MAT 161 Algebra Based Math EE I MAT 162 Algebra Based Math EE II MAT 189 Pre-Calculus Algebra/Trig MAT 211 Technical Calculus (4 credits) MAT 221 Calculus I (4 credits) MAT 231 Calculus II (4 credits) MAT 241 Calculus III (4 credits) 	
Core Courses 24 Credits		
Core Courses <u>Required</u> 24-credits	 (Each course is worth 3 credits unless noted) BUS 100 Introduction to Business BUS 103 Success on Your Job (2 credits) BUS 117 Principles of Financial Accounting 1 BUS 120 Principles of Accounting II BUS 122 Computerized Accounting w/ QuickBooks 	
Complete	 BUS 123 Income Tax Preparation BUS 125 Payroll Accounting BUS 128 Microsoft Excel Applications for Business BUS 202 Professional Customer Service (1 credit) 	

Total Credits ____

Total Estimated Program Cost	Cost
Tuition	\$2,170.00
Fees	\$165.00
Books	\$1,255.00 - \$1,300.00
TOTAL:	\$3,590.00 - \$3,630.00

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

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

(complete your certificate in three semesters)				
Semester 1	Credits	Semester 2	Credits	
BUS 100	3	BUS 120*	3	
BUS 117	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

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.

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Important Dates to Remember:

Fall 2016 Semester:

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

Spring 2017 Semester:

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

Summer 2017 Semester:

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

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.
- <u>Articulation</u>: the process of determining the transfer and applicability of courses from one institution of higher education to another.
- <u>Course Equivalency Guide</u>: shows how community college courses transfer to the three state universities. It also has many equivalencies among the three state universities. It does <u>NOT</u> 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.
- <u>Course Prefix</u>: generally three or four characters identifying a department or division in which a course is taught (example: SOC is commonly used for Sociology courses)
- <u>Prerequisites</u>: a course that must be completed prior to taking a subsequent course.
- <u>SUN#</u>: 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.