

4)	EXPANDING MINDS • TRANSFORMING			
Name	e:	Pro		

Program Requirements	
GPA2.0	
Credits28	

# Business-Modern Office Technologies Certificate of Applied Science (CAS)



#### Advising Check Sheet, 2016-17 Catalog

Work

After completing the Certificate of Proficiency in Modern Office Technologies Fundamentals, students can take an additional two courses in business, plus one in English and one in mathematics to earn this higher level certificate to further round out their education and résumé.

# **Suggested Semester Plan of Study**

(complete your certificate in three semesters)

Semester 1	Credits	Semester 2	Credits
ENL 101	3	BUS 102*	1
BUS 101	1	BUS 103	2
BUS 108	3	BUS 144*	3
BUS 182	3	BUS 155*	3
CIS 103	1	BUS 202	1
Semester 3	Credits	*Courses may have a pre-requisite, please see an adviser.	
BUS 104	1		
BUS 231*	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	☐ 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 22 Credits				
Core	(Each course is worth 3 credits unless noted)				
Courses	□ BUS 101 Business Grammar (1 credit) □ BUS 102 Proofreading Mastery (1 credit)				

	브		Proofreading Mastery (1 credit)
		BUS 103	Success on Your Job (2 credits)
Required		BUS 104	Developing your Professionalism (1 credit)
22-credits		BUS 108	Basic Keyboarding and Document Processing
C		BUS 144	Professional Office Skills
Complete		BUS 155	Microsoft Office Level I
		BUS 182	Records Management
		BUS 202	Professional Customer Service (1 credit)
		BUS 231	Microsoft Office Level I
		CIS 103	Introduction to Windows (1 credit)
Total Credits			

Total Estimated Program Cost	Cost
Tuition	\$2,100.00
Fees	\$180.00
Books	\$1,455.00 - \$1,495.00
TOTAL:	\$3,735.00 - \$3,795.00

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

# **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.

Veterans Priority Registration Day. November 21 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.

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. March 27 Registration begins at 7:30 a.m.

Summer semester begins June 5

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.
- 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.