

Business-Management and Leadership Associate of Applied Science (AAS) Degree

Direct to
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Work

Name:		
ID#:		

Program Requ	<u>irements</u>
iPA	2.0
redits	64

Advising Check Sheet, 2017-18 Catalog

The Management and Leadership area of specialization prepares graduates for a variety of career options, from administrative services managers, human relations managers, sales managers, marketing specialists, natural science managers, hospitality and food service managers or even school or college administrators.

General Education Courses 16 Credits			
Areas	Courses		
English/Com.	(Each course is worth 3 credits) □ ENL 101 College Composition I		
Required: 6-Credits	Plus one of the following:		
Complete □	☐ ENL 102 College Comp II (required for AGEC) ☐ ENL 109 Technical Writing		
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)		
Required: 3-Credits	Students <u>MUST choose one course from either</u> Arts & Humanities <u>OR</u> Social & Behavioral Sciences. (Each course is worth 3 credits)		
Complete □			
Arts & Humanities	□ ART 101 Understanding Art □ ART 115 Art History I □ ART 116 Art History II □ ART 215 Native American Art □ ENL 220 World Literature I □ ENL 221 World Literature II □ ENL 224 English Literature II □ ENL 225 English Literature II □ ENL 230 American Literature II □ ENL 231 American Literature II □ HUM 150 Humanities in the Western World I □ HUM 151 Humanities in the Western World II □ MUS 150 Music Appreciation □ MUS 250 World Music □ PHL 101 Introduction to Philosophy □ PHL 103 Introduction to Logic/critical Thinking □ PHL 105 Introduction to Ethics □ SPT 130 Introduction to Theatre □ SPT 150 Introduction to Film □ SPT 155 History of Television		
Social & Behavioral Sciences	□ PSY 101 Introduction to Psychology □ *ANT 102 Cultural Anthropology □ ANT 120 Buried Cities and Lost Tribes □ ECN 211 Principles of Macroeconomics □ ECN 212 Principles of Microeconomics □ *GEO 110 World Regional Geography □ GEO 120 Human Geography □ *HIS 105 U.S. History to 1877 □ *HIS 106 U.S. History Since 1877 □ *HIS 155 Western Civilization to 1700 □ *HIS 156 Western Civilization since 1700 □ POS 110 American Government □ PSY 240 Developmental Psychology □ PSY 250 Social Psychology □ SOC 101 Introduction to Sociology □ SOC 121 Social Problems in America □ SOC 212 Sex & Gender in Society □ SOC 215 Ethnicity & Race □ SOC 225 Sociology of the Family		

Areas	Courses			
Physical & Biological Sciences Required: 4-Credits Complete	(Each course is worth 4 credits) ANT 104 Biological Anthropology & Human Origins BIO 100 Biology Concepts BIO 105 Environmental Biology BIO 160 Introduction to Human Anatomy& Physiology BIO 181 General Biology I BIO 182 General Biology II **CHM 130 Foundational Chemistry **CHM 151 General Chemistry I CHM 152 General Chemistry II GEO 111 Physical Geography GLG 101 Introduction to Geology I – Physical Geology GLG 102 Introduction to Geology II –Historical Geology PHY 113 General Physics I PHY 114 General Physics II			
	Core Courses 40 Credits			
Core Courses Required 40-credits Complete	(Each course is worth 3 credits unless noted) □ BUS 117 Principles of Accounting I □ BUS 150 Administrative Policymaking □ OR - BUS 215 Principles of Retail Management □ BUS 206 Legal, Ethical, Global & Regulatory Environment for Business □ BUS 202 Professional Customer Service (1 credit) □ BUS 203 Introduction to Communications □ BUS 210 Principles of Management □ BUS 220 Principles of Marketing □ BUS 225 Human Resource Management □ BUS 230 Organizational Leadership □ BUS 231 Microsoft level 1 □ BUS 238 Financial Management & Budgeting □ CIS 105 Computer Applications & Information technology □ ECN 211 Principles of Macroeconomics □ ECN 212 Principles of Microeconomics			
Elective Courses 8 Credits				
Unrestricted Electives Required: 8 Credits Complete	Select any unduplicated 100 or higher level courses Course: Course: Course:			
Total 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.

SEE REVERSE SIDE FOR MORE INFORMATION

Suggested Semester Plan of Study

(complete your degree in two years)

Your Semester Plan of Study

Credits

Semester 1

Semester 1	Credits	Semester 2	Credits
BUS 203(First 8 weeks)	3	BUS 231 (First 8 weeks)	3
BUS 210 (First 8 weeks)	3	BUS 238 (First 8 weeks)	3
BUS 220 (Second 8 weeks)	3	BUS 225 (Second 8 weeks)	3
BUS 230 (Second 8 weeks)	3	Elective (Second 8 weeks)	2
		BUS 203	3
Semester 3	Credits	Semester 4	Credits
ENL 101	3	English/Communication	3
Math*	3	BUS 117	3
ECN 212*	3	ECN 211*	3
Unrestrictive Elective	3	Unrestricted elective	3
A&H or SBS	3	Physical & Biological Science	4
Summer Semester	Credits	*Courses may have a pre-requisite,	

Summer Semester	Credits
BUS 202	1
BUS 150 or 215	3
CIS 105*	3

^{*}Courses may have a pre-requisite, please see an adviser.

Semester 3	Credits	Semester 4	Credits
Semester 3	Credits	Semester 4	Credits
Semester 3	Credits	Semester 4	Credits
Semester 3	Credits	Semester 4	Credits
Semester 3	Credits	Semester 4	Credits

Semester 2

Credits

Additional Semesters as Needed

Semester 5	Credits	Semester 6	Credits
Semester 7	Credits	Semester 8	Credits
Semester 7	Credits	Semester 8	Credits
Semester 7	Credits	Semester 8	Credits
Semester 7	Credits	Semester 8	Credits
Semester 7	Credits	Semester 8	Credits

Total Estimated Program Cost	Cost
Tuition (2017)	\$4,608.00
Fees	\$400-\$500
Books	\$ 2,400.00 - \$4,000.00
TOTAL:	\$7,280.00 - \$8,980.00

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

Important Dates to Remember:

Fall 2017 Semester:

April 10 Schedule available online. April 15 FAFSA priority deadline.

April 21 Veterans Priority Registration Day.
April 24 Registration begins at 7:30 a.m.
July 28 Last day for schedule changes for FAFSA.
August 4 Financial Aid award available to students.

August 21 Fall semester begins.

September 1 Last day to withdraw without a "W" on transcript.

October 3 Fall Graduation Application deadline.

Spring 2018 Semester:

October 15 FAFSA Priority Deadline. November 13 Schedule available online.

November 20 Veterans Priority Registration Day.

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

December 15 Last day for schedule changes for FAFSA.

December 22 Financial Aid award available to students.

January 16 Spring semester begins.

January 29 Last day to withdraw without a "W" on transcript.

February 20 Spring Graduation Application deadline.

Summer 2018 Semester:

March 13 Schedule available online.
March 15 FAFSA Priority Deadline.
March 23 Veteran Priority Registration Day.
March 26 Registration begins at 7:30 a.m.
June 4 Summer semester begins

June 5 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.
- 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)
- <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.