



Name: _____
ID#: _____

Program Requirements
GPA.....2.0
Credits.....22

Advising Check Sheet, 2017-18 Catalog

A shortened program consisting of eight courses where students focus on honing their management and leadership skills.

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

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	BUS 202	1

Core Courses 22 Credits	
Areas	Courses
Core Courses	(Each course is worth 3 credits unless noted)
Required 22-credits	<input type="checkbox"/> BUS 202 Professional Customer Service (1 credit) <input type="checkbox"/> BUS 203 Introduction to Communications <input type="checkbox"/> BUS 210 Principles of Management <input type="checkbox"/> BUS 220 Principles of Marketing <input type="checkbox"/> BUS 225 Human Resource Management <input type="checkbox"/> BUS 230 Organizational Leadership <input type="checkbox"/> BUS 231 Microsoft level 1 <input type="checkbox"/> BUS 238 Financial Management & Budgeting
Complete <input type="checkbox"/>	
Total Credits _____	

Your Semester Plan of Study

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

Total Estimated Program Cost	Cost
Tuition (2017)	\$1,584.00
Fees	\$105.00
Books	\$1,020.00 - \$1,060.00
TOTAL:	\$2,455.00 - \$2,495.00

*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.
- **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.