Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVES℠

BUS-Modern Office Technologies Fundamentals
Certificate of Proficiency (CP)

Direct to Work

Name: _____

ID#: _____

Program Requirements

GPA...2.0
Credits.....................................18

Advising Check Sheet, 2017-18 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.

Core Courses 18 Credits

Areas	Courses
Core Courses **Required 18-credits** Complete ☐	**(Each course is worth 3 credits unless noted)** ☐ BUS 101 Business Grammar (1 credit) ☐ BUS 102 Proofreading Mastery (1 credit) ☐ BUS 103 Success on Your Job (2 credits) ☐ BUS 108 Basic Keyboarding and Document Processing ☐ BUS 144 Professional Office Skills ☐ BUS 155 Microsoft Office Level I ☐ BUS 182 Records Management ☐ BUS 202 Professional Customer Service (1 credit) ☐ CIS 103 Introduction to Windows (1 credit)

Total Credits _____

Total Estimated Program Cost	Cost
Tuition (2017)	$1,296.00
Fees	$135.00
Books	$1,210.00 - $1,250.00
TOTAL:	$2,605.00 - $2,645.00

*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 two semesters)

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 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.

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.