### Program Requirements

- **GPA**: 2.0
- **Credits**: 64

#### General Education Courses 16 Credits

**Areas**

- **English/Com.**
  - Complete □
  - **ENL 101 College Composition I**
  - Plus one of the following:
    - **ENL 102 College Comp II** (required for AGEC)
    - **ENL 109 Technical Writing**

- **Math**
  - **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)**

- **Arts & Humanities**
  - **Required: 3-Credits**
  - Complete □
  - Students MUST choose one course from either Arts & Humanities or Social & Behavioral Sciences. (Each course is worth 3 credits)
  - **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 I**
  - **ENL 225 English Literature II**
  - **ENL 230 American Literature I**
  - **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**
  - **Required: 9 Credits**
  - Complete □
  - **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 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**
  - **SCT 101 Introduction to Sociology**
  - **SCT 121 Social Problems in America**
  - **SCT 212 Sex & Gender in Society**
  - **SCT 215 Ethnicity & Race**
  - **SCT 225 Sociology of the Family**

#### Core Courses 40 Credits

- **Each course is worth 3 credits unless noted**

- **Required: 4-Credits**
  - Complete □
  - **BIO 160 Introduction to Human Anatomy & Physiology** (REQUIRED)

- **Required: 3-Credits**
  - Complete □
  - **BUS 101 Business Grammar (1 credit)**
  - **BUS 102 Proofreading Mastery (1 credit)**
  - **BUS 103 Success on Your Job (2Credits)**
  - **BUS 104 Developing Your Professionalism (1 credit)**
  - **BUS 106 Techniques of Personal Financing**
  - **BUS 108 Basic Keyboarding & Document Processing**
  - **BUS 111 Ten-Key Skill Mastery (1 credit)**
  - **BUS 118 Computerized Medical Billing**
  - **BUS 119 Medical Office Administrative Procedures**
  - **BUS 170 Medical Terminology for Health Professionals**
  - **BUS 131 Medical Transcription fundamentals**
  - **BUS 183 Electronic Medical Records**
  - **BUS 184 Medical Scribe**
  - **BUS 202 Professional Customer Service (1 credit)**
  - **BUS 227 Medical Coding (4 credits)**
  - **BUS 231 Microsoft Office Level I**
  - **CIS 103 Introduction to Windows (1 credit)**

#### Elective Courses 9 Credits

- **Unrestricted Electives**
  - Select any unduplicated 100 or higher level courses

- **Required: 9 Credits**
  - Complete □
  - **Course:**
  - **Course:**

**Total Credits:**

Courses over 8 years old may be reevaluated for this program

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)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
<th>Semester 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENL 101</td>
<td>3</td>
<td>ENL/COM</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>1</td>
<td>BUS 131*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 104</td>
<td>1</td>
<td>BUS 102*</td>
<td>1</td>
</tr>
<tr>
<td>BUS 108</td>
<td>3</td>
<td>BUS 119*</td>
<td>3</td>
</tr>
<tr>
<td>HES 170</td>
<td>3</td>
<td>BUS 183*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 103</td>
<td>1</td>
<td>BUS 202</td>
<td>1</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Elective</td>
<td>1</td>
</tr>
<tr>
<td>Elective</td>
<td>1</td>
<td>Elective</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
<th>Semester 4</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 106</td>
<td>3</td>
<td>BUS 103</td>
<td>2</td>
</tr>
<tr>
<td>BUS 111</td>
<td>1</td>
<td>BUS 184*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 118*</td>
<td>3</td>
<td>BUS 227*</td>
<td>4</td>
</tr>
<tr>
<td>BUS 231*</td>
<td>3</td>
<td>A&amp;H or SBS</td>
<td>3</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>BIO 160</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Important Dates to Remember:

Fall 2018 Semester:
- April 9: Schedule available online.
- April 16: Veterans Priority Registration Day.
- April 23: Registration begins at 7:30 am.
- August 20: Fall semester begins.
- August 31: Last day to withdraw without a "W" on transcript.
- September 3: Labor Day College Closed
- October 2: Fall Graduation Application deadline.

Spring 2019 Semester:
- November 13: Schedule available online.
- November 19: Veterans Priority Registration Day.
- November 26: Registration begins at 7:30 am.
- January 14: Spring semester begins.
- February 20: Spring Graduation Application deadline.
- March 11-14: Spring Break
- May 11: Graduation

Summer 2019 Semester:
- March 11: Schedule available online
- March 18: Veteran’s Priority Deadline
- March 23: Summer Registration begins at 7:30 am
- June 3: Summer Session Begins
- June 4: Last day to withdraw without a “W” on transcript

http://npc.edu/academic-calendar

Your Semester Plan of Study

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
<th>Semester 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
<th>Semester 4</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 5</th>
<th>Credits</th>
<th>Semester 6</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 7</th>
<th>Credits</th>
<th>Semester 8</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Estimated Program Cost | Cost |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (2018)</td>
<td>$4,736.00</td>
</tr>
<tr>
<td>Fees</td>
<td>$400-$500</td>
</tr>
<tr>
<td>Books</td>
<td>$2,400.00 - $3,700.00</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$7,536.00 - $8,936.00</td>
</tr>
</tbody>
</table>

*Tuition, fees and books subject to change without notice. Total is an Estimate.

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](http://www.npc.edu/transferU)
- Find out more about NPC transfer agreements with other colleges and universities at [www.npc.edu/transfer-agreements](http://www.npc.edu/transfer-agreements)
- Learn all about Arizona’s guaranteed transfer degrees to ASU, NAU and UoF at [www.aztransfer.com](http://www.aztransfer.com)
- NPC’s college catalog is available online at [www.npc.edu/college-catalog](http://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.