Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVES℠

Business-Modern Office Technologies
Associate of Applied Science (AAS) Degree

Direct to Work

Advising Check Sheet, 2018-19 Catalog

Graduates of this NPC program can work as secretaries, administrative assistants, office clerks, receptionists and with further study – legal and medical secretaries. Duties for these positions may include greeting people as they enter, directing them to the people they need to see, producing written correspondence, typing, filing, entering data, bookkeeping, answering phones, forwarding calls, taking messages, making appointments and maintaining schedules.

Name: _____

ID#: _____

Program Requirements

GPA………………………………….…..2.0
Credits…………………………………..64

General Education Courses 16 Credits

Areas	Courses
English/Com. **Required: 6-Credits** 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 ☐	**(Each course is worth 3 credits unless noted)** ☐ 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 Complete ☐	Students **MUST choose one course from either** Arts & Humanities **OR** Social & Behavioral Sciences. **(Each course is worth 3 credits)**
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 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	☐ 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 101 Business Grammar (1 credit) ☐ BUS 102 Proofreading Mastery (1 credit) ☐ BUS 103 Success on Your Job (2 credits) ☐ BUS 104 Developing your Professionalism (1 credit) ☐ BUS 105 Techniques of Supervision ☐ BUS 106 Techniques of Personal Finance ☐ BUS 108 Basic Keyboarding and Document Processing ☐ BUS 111 Ten-Key Skills Mastery (1 credit) ☐ BUS 122 Computerized Accounting w/ Quickbooks ☐ BUS 128 Microsoft Excel Applications for Business ☐ BUS 144 Professional Office Skills ☐ BUS 155 Microsoft Office Level I ☐ BUS 182 Records Management ☐ BUS 202 Professional Customer Service (1 credit) ☐ BUS 203 Introduction to Business Communication ☐ BUS 231 Microsoft Office Level I ☐ CIS 103 Introduction to Windows (1 credit)

Elective Courses 10 Credits

Unrestricted Electives **Required: 10 Credits** Complete ☐	Select any unduplicated 100 or higher level courses ☐ Course: _____ ☐ 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

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Suggested Semester Plan of Study
(complete your degree in two years)

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Semester 1	Credits	Semester 2	Credits
ENL 101	3	ENL/COM	3
BUS 122	3	Physical & Biological Science	4
BUS 101	1	BUS 102*	1
BUS 108	3	BUS 103	2
BUS 111	1	BUS 144*	3
BUS 182	3	BUS 155*	3
BUS 202	1		
CIS 103	1		

Semester 3	Credits	Semester 4	Credits
BUS 104	1	BUS 105	3
BUS 106	3	Elective	1
BUS 128	3	Elective	3
BUS 203	3	Elective	3
BUS 231*	3	Elective	3
Math	3	A&H or SBS	3

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*Courses may have a pre-requisite, please see an adviser.
Important Dates to Remember:

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Fall 2018 Semester:

April 9	Schedule available online..
April 16	**Veterans Priority Registration Day.**
April 23	**Registration begins at 7:30 a.m.**
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 a.m.**
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 730 am**
June 3	**Summer session Begins**
June 4	**Last day to withdraw without a "W" on transcript**

Http:npc.edu/academic-calendar

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Your Semester Plan of Study

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Semester 1	Credits	Semester 2	Credits

Semester 3	Credits	Semester 4	Credits

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Additional Semesters as Needed

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Semester 5	Credits	Semester 6	Credits

Semester 7	Credits	Semester 8	Credits

Total Estimated Program Cost	Cost
Tuition (2018)	$4,736.00
Fees	$400-$500
Books	$ 2,400.00 - $4,000.00
TOTAL:	$7,536.00 - 9236.00

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

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Helpful Definitions and Websites

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- 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.