## Program Requirements

### General Education Courses 16 Credits

<table>
<thead>
<tr>
<th>Areas</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Com.</td>
<td>ENL 101 College Composition I</td>
</tr>
<tr>
<td><strong>Required:</strong> 6-Credits</td>
<td>ENL 102 College Comp II (required for AGEC)</td>
</tr>
<tr>
<td>Complete □</td>
<td>ENL 109 Technical Writing</td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td>BUS 133 Business Mathematics</td>
</tr>
<tr>
<td><strong>Required:</strong> 3-Credits</td>
<td>MAT 103 Business Mathematics</td>
</tr>
<tr>
<td>Complete □</td>
<td>MAT 152 Advanced Algebra</td>
</tr>
<tr>
<td></td>
<td>MAT 161 Algebra Based Math EE I</td>
</tr>
<tr>
<td></td>
<td>MAT 162 Algebra Based Math EE II</td>
</tr>
<tr>
<td></td>
<td>MAT 189 Pre-Calculus Algebra/Trig</td>
</tr>
<tr>
<td></td>
<td>MAT 211 Technical Calculus (4 credits)</td>
</tr>
<tr>
<td></td>
<td>MAT 221 Calculus I (4 credits)</td>
</tr>
<tr>
<td></td>
<td>MAT 231 Calculus II (4 credits)</td>
</tr>
<tr>
<td></td>
<td>MAT 241 Calculus III (4 credits)</td>
</tr>
</tbody>
</table>

**Physical & Biological Sciences**

- **Required:** 4-Credits
- Complete □
- One of the following:
  - 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 □
- One of the following:
  - 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**

- Select any unduplicated 100 or higher level courses
- **Required:** 10 Credits
- Complete □

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
<th>Semester 2</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 122</td>
<td>3</td>
<td>Physical &amp; Biological Science</td>
<td>4</td>
</tr>
<tr>
<td>BUS 101</td>
<td>1</td>
<td>BUS 102*</td>
<td>1</td>
</tr>
<tr>
<td>BUS 108</td>
<td>3</td>
<td>BUS 103</td>
<td>2</td>
</tr>
<tr>
<td>BUS 111</td>
<td>1</td>
<td>BUS 144*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 182</td>
<td>3</td>
<td>BUS 155*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 202</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 103</td>
<td></td>
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</table>

Semester 3

<table>
<thead>
<tr>
<th>Credits</th>
<th>Semester 4</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 104</td>
<td>1</td>
<td>BUS 105</td>
</tr>
<tr>
<td>BUS 106</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>BUS 128</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>BUS 203</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>BUS 231*</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>A&amp;H or SBS</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 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 7:30 am
- June 3: Summer session Begins
- June 4: Last day to withdraw without a “W” on transcript

http://npc.edu/academic-calendar

Total Estimated Program 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.

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.