### Program Requirements

- GPA: 2.0
- Credits: 64

### General Education Courses 16 Credits

<table>
<thead>
<tr>
<th>Areas</th>
<th>Courses</th>
</tr>
</thead>
</table>
| English/Com. Required: 6-Credits Complete | ENL 101 College Composition I  
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 112 Algebra II  
MAT 125 Statistics  
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) |

Students MUST choose one course from either Arts & Humanities OR Social & Behavioral Sciences. (Each course is worth 3 credits)

### Core Courses 42 Credits

<table>
<thead>
<tr>
<th>Areas</th>
<th>Courses</th>
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</thead>
</table>
| Core Courses Required: 42-credits Complete | BUS 100 Introduction to Business  
BUS 103 Success on Your Job (2 credits)  
BUS 217 Principles of Accounting  
BUS 121 Principles of Accounting—Managerial  
BUS 122 Computerized Accounting w/ QuickBooks  
BUS 123 Income Tax Preparation  
BUS 125 Payroll Accounting  
BUS 128 Microsoft Excel Applications for Business  
BUS 185 Ethics in Management  
BUS 201 Quantitative Methods  
BUS 202 Professional Customer Service (1 credit)  
BUS 206 Legal, Ethical, Global & Regulatory Environment for Business  
BUS 210 Principles of Management  
ECN 211 Principles of Microeconomics  
ECN 212 Principles of Macroeconomics |

### Elective Courses 6 Credits

Required: 6-Credits

<table>
<thead>
<tr>
<th>Areas</th>
<th>Courses</th>
</tr>
</thead>
</table>

Unrestricted Electives: Select any unduplicated 100 or higher level courses

### Courses over 8 years old may be reevaluated for this program

If you are a student with in-depth business and accounting training for those seeking to advance their current career or expand employment opportunities. This program prepares graduates to work as bookkeepers, entry-level accounting clerks and perform a multitude of financial services in a business setting.
**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>English/Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 100</td>
<td>3</td>
<td>Physical &amp; Biological Sciences</td>
<td>4</td>
</tr>
<tr>
<td>BUS 128</td>
<td>3</td>
<td>BUS 217*</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>3</td>
<td>BUS 122</td>
<td>3</td>
</tr>
<tr>
<td>BUS 206</td>
<td>3</td>
<td>BUS 125</td>
<td>3</td>
</tr>
<tr>
<td>BUS 202</td>
<td>1</td>
<td></td>
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</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 103</td>
<td>3</td>
<td>ECN 212</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121*</td>
<td>3</td>
<td>BUS 185</td>
<td>3</td>
</tr>
<tr>
<td>BUS 123</td>
<td>3</td>
<td>BUS 210*</td>
<td>3</td>
</tr>
<tr>
<td>ECN 211*</td>
<td>3</td>
<td>A&amp;H or SBS</td>
<td>3</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>Elective</td>
<td>3</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 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**

<table>
<thead>
<tr>
<th></th>
<th>Cost</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 - $3,500.00</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$7,536.00 - $8,736.00</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 UofA at [www.aztransfer.com](http://www.aztransfer.com)
- NPC’s [college catalog](http://www.npc.edu/college-catalog) is available online or from any campus or center adviser.
- [Articulation](http://www.npc.edu/college-catalog): the process of determining the transfer and applicability of courses from one institution of higher education to another.
- Course [Equivalency Guide](http://www.npc.edu/college-catalog): 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](http://www.npc.edu/college-catalog): 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](http://www.npc.edu/college-catalog): a course that must be completed prior to taking a subsequent course.
- [SUN#](http://www.npc.edu/college-catalog): 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.