# Northland Pioneer College
## EXPANDING MINDS • TRANSFORMING LIVES sm

## Business-Management and Leadership
## Certificate of Applied Science (CAS)

**Direct to Work**

| Name: _____ |
| ID#: _____ |

### Program Requirements
GPA.......................................2.0
Credits................................31

After completing the Certificate of Proficiency in Management and Leadership, students need only take an additional three courses — Economics, English and Mathematics — to earn this higher level certificate to further round out their education and résumé.

## General Education Courses 6 Credits

| Areas | Courses |
|---|---|
| English/Com. **Required: 3-Credits** Complete ☐ | **(Each course is worth 3 credits)** ☐ ENL 101 College Composition I |
| 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) |

## Core Courses 25 Credits

| Core Courses **Required 25-credits** Complete ☐ | **(Each course is worth 3 credits unless noted)** ☐ BUS 202 Professional Customer Service (1 credit) ☐ BUS 203 Introduction to Communications ☐ BUS 210 Principles of Management ☐ BUS 220 Principles of Marketing ☐ BUS 225 Human Resource Management ☐ BUS 230 Organizational Leadership ☐ BUS 231 Microsoft level 1 ☐ BUS 217 Principles of Financial Accounting ☐ ECN 211 Principles of Macroeconomics |
|---|---|

Total Credits _____

| Total Estimated Program Cost | Cost |
|---|---|
| Tuition (2018) | $2,294.00 |
| Fees | $165.00 |
| Books | $1,590.00 - $1,630.00 |
| **TOTAL:** | $3,987.00 - $4027.00 |

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

## Suggested Semester Plan of Study
(complete your certificate in three semesters)

| Semester 1 | Credits | Semester 2 | Credits |
|---|---|---|---|
| BUS 203 (first 8 weeks) | 3 | BUS 231 (first 8 weeks) | 3 |
| BUS 210 (first 8 weeks) | 3 | BUS 217—Full Semester | 3 |
| BUS 220 (second 8 weeks) | 3 | BUS 225 (second 8 weeks) | 3 |
| BUS 230 (second 8 weeks) | 3 | | |

| Semester 3 | Credits | Semester 4 | Credits |
|---|---|---|---|
| ENL 101 | 3 | BUS 202 | 1 |
| ECN 211 * | 3 | | |
| MAT 103 or MAT 152* | 3 | | |

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

## Your Semester Plan of Study

| Semester 1 | Credits | Semester 2 | Credits |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

| Semester 3 | Credits | Semester 4 | Credits |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

| Semester 5 | Credits | Semester 6 | Credits |
|---|---|---|---|
| | | | |
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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

## 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 730 am** |
| **June 3** | **Summer session Begins** |
| **June 4** | **Last day to withdraw without a "W" on transcript** |

Http:npc.edu/academic-calendar

## 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.