

# Business-Management and Leadership Associate of Applied Science (AAS) Degree

Direct to
\$
Work

Name:	
ID#:	

Program Requ	<u>irements</u>
iPA	2.0
redits	64

#### Advising Check Sheet, 2019-20 Catalog

The Management and Leadership area of specialization prepares graduates for a variety of career options, from administrative services managers, human relations managers, sales managers, marketing specialists, natural science managers, hospitality and food service managers or even school or college administrators.

	General Education Courses 16 Credits		
Areas	Courses		
Farlish /Com	(Each course is worth 3 credits)		
English/Com.  Required:	☐ ENL 101 College Composition I		
6-Credits	Plus one of the following:		
Complete □	□ 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 142 College Mathematic □ 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	Students <u>MUST choose one course from either</u> Arts & Humanities <u>OR</u> 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 II □ ENL 225 English Literature II □ ENL 230 American Literature II □ ENL 231 American Literature II □ HUM 150 Humanities in the Western World I □ HUM 150 Music Appreciation □ MUS 250 World Music □ PHL 101 Introduction to Philosophy □ PHL 103 Introduction to Logic/critical Thinking □ PHL 105 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 105 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 □ SOC 212 Sex & Gender in Society □ SOC 215 Ethnicity & Race □ SOC 225 Sociology of the Family		

Areas	Courses			
Physical &	(Each course is worth 4 credits)			
Biological Sciences Required: 4-Credits Complete □	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	•	ourse is worth 3 credits unless noted) 5 105 Techniques of Supervision		
	BUS	215 Principles of Retail Management		
Required 40-credits Complete	BU   BU   BU   BU   BU   BU   BU   BU	218 Principles of Accounting—Managerial 200 Legal, Ethical, Global & Regulatory Environment for Business 201 Professional Customer Service (1 credit) 202 Introduction to Communications 203 Introduction to Communications 204 Principles of Management 205 Principles of Marketing 207 Human Resource Management 208 Organizational Leadership 208 Microsoft level 1 209 Principles of Financial Accounting 200 Computer Applications & Information technology 201 Principles of Microeconomics 202 Principles of Microeconomics		
Elective Courses 8 Credits				
Unrestricted Electives  Required: 8 Credits Complete	☐ Cou	ny unduplicated 100 or higher level courses  urse: urse: urse:		
Total Credits				

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)

# Your Semester Plan of Study

Credits

Credits

Semester 2

Semester 4

Semester 1

Semester 3

Credits

Credits

(somplete year degree in the years)			
Semester 1	Credits	Semester 2	Credits
BUS 203	3	BUS 231 *	3
BUS 210	3	BUS 220	3
BUS 217	3	BUS 225	3
BUS 230	3	Elective	2
BUS 206	3	BUS 105	3
Semester 3	Credits	Semester 4	Credits
ENL 101	3	English/Communication	3
Math*	3	BUS 218	3
ECN 212*	3	ECN 211*	3
Unrestrictive Elective	3	Unrestricted elective	3
A&H or SBS	3	Physical & Biological Science	4
Summer Semester	Cradite	*Courses may have a pre-re	auicita

Summer Semester	Credits
BUS 202	1
BUS 215	3
CIS 105*	3

<sup>\*</sup>Courses may have a pre-requisite, please see an adviser.

#### Additional Semesters as Needed

Semester 5	Credits	Semester 6	Credits
Semester 7	Credits	Semester 8	Credits
Semester 7	Credits	Semester 8	Credits
Semester 7	Credits	Semester 8	Credits
Semester 7	Credits	Semester 8	Credits
Semester 7	Credits	Semester 8	Credits

Total Estimated Program Cost	Cost
Tuition (2019)	\$4,928.00
Fees	\$400.00
Books	\$ 2,400.00 - \$4,000.00
TOTAL:	\$7,728.00 - 32800

<sup>\*</sup>Tuition, fees and books subject to change without notice. Total is an Estimate

## **Important Dates to Remember:**

#### Fall 2019 Semester:

April 8 Schedule available online.. April 15 Veterans Priority Registration Day. April 22 Registration begins at 7:30 a.m. August 26 Fall semester begins

Labor Day College Closed September 3

Last day to withdraw without a "W" on transcript. September 6 October 7 Fall Graduation Application deadline.

#### Spring 2020 Semester:

November 18 Schedule available online.

November 25 Veterans Priority Registration Day. December 2 Registration begins at 7:30 a.m. Spring semester begins January 21

January 28

Last day to withdraw without a "W" on transcript

Spring Graduation Application deadline. February 17

Spring Break March 16-20 May 16 Graduation

#### Summer 2020 Semester:

March 30 Schedule available online Veteran's Priority Deadline April 6

April 13 Summer Registration begins at 730 am

June 1 **Summer session Begins** 

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
- <u>Course Equivalency Guide</u>: shows how community college courses transfer to the three state universities. It also has many equivalencies among the three state universities. It does <u>NOT</u> 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.