

☐ SOC 212 Sex & Gender in Society SOC 215 Ethnicity & Race SOC 225 Sociology of the Family

Name: ____

Business-Modern Office Technologies e (AAS) Degree

direct to
\$
71
Work

019-20 Catalog

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1	EXPANDING MINDS • TRANSFORMING LIVES	Associate of Applied Science
		Advising Check Sheet, 20

Program Requirements

Credits.....64

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 $% \left(1\right) =\left(1\right) \left(1\right) \left$ 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.
Areas	Courses	Areas Courses
English/Com. Required: 6-Credits Complete	(Each course is worth 3 credits) □ ENL 101 College Composition I Plus one of the following: □ ENL 102 College Comp II (required for AGEC) □ ENL 109 Technical Writing	Physical & Biological Sciences BIO 100 Biology Concepts Required: 4-Credits Complete BIO 181 General Biology BIO 182 General Biology **CHM 130 Foundational Chemistry
Math Required: 3-Credits Complete □	BUS 133 Business Mathematics MAT 142 College 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	 □ **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
	□ MAT 211 Technical Calculus (4 credits)□ MAT 221 Calculus I (4 credits)	Core Courses 40 Credits
Required:	☐ MAT 231 Calculus II (4 credits) ☐ MAT 241 Calculus III (4 credits) Students MUST choose one course from either Arts & Humanities	Core Courses BUS 103 Success on Your Job (2 credits) BUS 105 Techniques of Supervision BUS 106 Techniques of Personal Finance
3-Credits Complete □	<u>OR</u> Social & Behavioral Sciences. (Each course is worth 3 credits)	Required
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 I	Complete 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
	☐ ENL 231 American Literature II	Elective Courses 15 Credits
	□ 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	Unrestricted Electives Required: 15 Credits Complete
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	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.
	PSY 250 Social Psychology SOC 101 Introduction to Sociology SOC 121 Social Problems	SEE REVERSE SIDE FOR MORE INFORMATION

Suggested Semester Plan of Study

(complete your degree in two years)

Semester 1	Credits	Semester 2	Credits
ENL 101	3	ENL/COM	3
BUS 122	3	BUS 144	3
BUS 108	3	BUS 155*	3
Elective	3	BUS 182	3
Elective	3	Elective	3
Semester 3	Credits	Semester 4	Credits
BUS 106	3	BUS 105	3
BUS 128	3	BUS 202	1
BUS 203	3	Physical & Biological Science	4
BUS 231*	3	Elective	3
Math	3	A&H or SBS	3
Elective	3	BUS 103	2

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

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 September 3 Labor Day College Closed

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. January 21 Spring semester begins

Last day to withdraw without a "W" on transcript January 28

February 17 Spring Graduation Application deadline.

March 16-20 Spring Break May 16 Graduation

Summer 2020 Semester:

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

April 13 Summer Registration begins at 730 am

June 1 **Summer session Begins**

Your Semester Plan of Study

Semester 1	Credits	Semester 2	Credits
Semester 3	Credits	Semester 4	Credits
Semester 3	Credits	Semester 4	Credits
Semester 3	Credits	Semester 4	Credits
Semester 3	Credits	Semester 4	Credits
Semester 3	Credits	Semester 4	Credits

Additional Semesters as Needed

Semes	ter 5	Credits	Semester 6	Credits
Semest	ter 7	Credits	Semester 8	Credits
Semesi	ter 7	Credits	Semester 8	Credits
Semest	ter 7	Credits	Semester 8	Credits
Semest	ter 7	Credits	Semester 8	Credits
Semesi	ter 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 - \$9328.00

^{*}Tuition, fees and books subject to change without notice. Estimate for 2019-20 academic years.

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.