

Name: _		
ID#·		

Program Requirer	<u>nents</u>
GPA	2.0
Credits	28

Business-Modern Office Technologies Certificate of Applied Science (CAS)



Advising Check Sheet, 2019-20 Catalog

After completing the Certificate of Proficiency in Modern Office Technologies Fundamentals, students can take an additional two courses in business, plus one in English and one in mathematics to earn this higher level certificate to further round out their education and résumé.

Suggested Semester Plan of Study

(complete your certificate in three semesters)

Semester 1	Credits	Semester 2	Credits
ENL 101	3	math	3
BUS 108	3	BUS 231	3
BUS 182	3	BUS 144*	3
BUS 103	2	BUS 155*	3
BUS 203	3	BUS 202	1

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

General Education Courses 6 Credits				
Areas	Courses			
English/Com.	(Each course is worth 3 credits)			
Required: 3-Credits	☐ ENL 101 College Composition I			
Complete □				
Math Required: 3-Credits Complete □	□ BUS 133 Business Mathematics □ MAT 103 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 □ 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 21 Credits				
Core Courses	(Each course is worth 3 credits unless noted) □ BUS 103 Success on Your Job (2 credits) □ BUS 108 Basic Keyboarding and Document Processing			

Core Courses 21 Credits			
Core	(Each course is worth 3 credits unless noted)		
Courses	☐ BUS 103 Success on Your Job (2 credits)		
	☐ BUS 108 Basic Keyboarding and Document Processing		
	☐ BUS 144 Professional Office Skills		
Required	☐ BUS 155 Microsoft Office Level I		
21-credits	☐ BUS 182 Records Management		
	☐ BUS 202 Professional Customer Service (1 credit)		
Complete	☐ BUS 231 Microsoft Office Level I		
	☐ BUS 203 Introduction to Business Communication		

Courses over 8 years old may be reevaluated for this program

Total Estimated Program Cost	Cost
Tuition (2019)	\$2,156.00
Fees	\$255.00
Books	\$1,455.00 - \$1,495.00
TOTAL:	\$3866.00 - \$3,906.00

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

Your Semester Plan of Study

		-	
Semester 1	Credits	Semester 2	Credits
Semester 3	Credits	Semester 4	Credits
Semester 5	Credits	Semester 6	Credits

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

September 6 Last day to withdraw without a "W" on transcript.

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

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

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.
- <u>Course Prefix</u>: generally three or four characters identifying a department or division in which a course is taught (example: SOC is commonly used for Socioloqy 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.