

Name
NPC ID
Reviewed by

Associate of Applied Science –Business- Management & Leadership (AAS) 2024-25 Catalog Year Blocks are suggested for full-time students, but may be adjusted based on course scheduling, student employment, or individual needs. Courses **Highlighted** lead to the Certificate of Proficiency.

Block 1 (Fall Semester)

X	Course	Notes	credits
	BUS 105 Techniques in Supervision		3
	BUS 203 Introduction to Business Communication		3
	BUS 127 Microsoft Office Level 1		3
	Physical & Biological science	Requires Placement	4

Block 2 (Spring Semester)

X	Course	Notes	credits
	BUS 185 Ethics in Management		3
	BUS206 Legal, Ethical, Global & Regulatory Environment of Business		3
	BUS 114 Survey of Accounting		3
	BUS 220 Principles of Marketing		3
	Unrestrictive Elective	Unduplicated courses at the 100-level or higher	3

Block 3 (Summer Semester)

X	Course	Notes	credits
	BUS 202 Professional Customer Service		1
	ECN 212 Principles of Microeconomics	Requires Placement	3
	ENL 101 College Composition I	Requires Placement	3
	Unrestrictive Elective (BUS 103 Recommended)	Unduplicated courses at the 100-level or higher	2

Block 4 (Fall Semester)

X	Course	Notes	credits
	BUS 210 Principles of Management		3
	BUS 230 Organizational Leadership		3
	Discipline Studies Elective (Arts & Sciences)	Requires Placement	3
	ENL 102 College Composition II OR Communications	ENL 101-Prerequisite	3
	Math 152 or higher	Requires Placement	3

Block 5 (Spring Semester)

X	Course	Notes	credits
	BUS 225 Human Resource Management		3
	ECN 211 Principles of Macroeconomics	Requires Placement	3
	BUS 122 Computerized Accounting with QuickBooks	Prerequisite: BUS 114 or instructor permission	3
	Unrestrictive Elective	Unduplicated courses at the 100-level or higher	3

Manage & Leadership Certificate of Proficiency

Your Academic Plan

Semester _____ Year _____

Course	Credits	Grade

Semester _____ Year _____

Course	Credits	Grade

Semester _____ Year _____

Course	Credits	Grade

Semester _____ Year _____

Course	Credits	Grade

Semester _____ Year _____

Course	Credits	Grade

Key

* = Prerequisite (Speak with your academic advisor or check the notes section for more information.)

Notes: This Academic Plan is a suggestion of how this program can be completed as a full-time student and may need to be adjusted based on the semester you start or your personal circumstances. Students should consult a faculty or academic advisor as they design their individual completion path.

General education options are located in section IV, Programs, of the NPC college catalog. To be sure your general education course applies to your degree, speak with your academic advisor. The online version of the college catalog is located on our public website: <https://www.npc.edu/college-catalog>