



Associate of Applied Science –Business- Management & Leadership (AAS) 2025-26 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
	BUS114 Survey of Accounting		3
	BUS 127 Microsoft Office Level 1		3
	BUS 185 Ethics in Management		3
	ENL 101 College Composition I	Requires Placement	3
		Total Credits	15

Block 2 (Spring Semester)

X	Course	Notes	credits
	BUS 203 Introduction to Business Communication		3
	BUS206 Legal, Ethical, Global & Regulatory Environment of Business		3
	BUS 220 Principles of Marketing		3
	BUS 210 Principles of Management		3
	Unrestrictive Elective	Unduplicated courses at the 100-level or higher	3
		Total Credits	15

Block 3 (Summer Semester)

X	Course	Notes	credits
	ECN 212 Principles of Microeconomics	Requires Placement	3
	Unrestrictive Elective	Unduplicated courses at the 100-level or higher	3
		Total Credits	6

Block 4 (Fall Semester)

X	Course	Notes	credits
	BUS 230 Organizational Leadership		3
	Arts and Humanities/Social and Behavioral Sciences	Requires Placement	3
	Oral and Written Communication	ENL 101-Prerequisite	3
	Math 112 or higher	Requires Placement	3
		Total Credits	12

Block 5 (Spring Semester)

X	Course	Notes	credits
	BUS 225 Human Resource Management		3
	ECN 211 Principles of Macroeconomics	Requires Placement	3
	Natural Sciences	Requires Placement	4
	Unrestrictive Elective	Unduplicated courses at the 100-level or higher	2+
		Total Credits	12

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>