



Name: _____
ID#: _____

Program Requirements
GPA.....2.0
Credits.....29

Advising Check Sheet, 2016-17 Catalog

After completing the Certificate of Proficiency in Medical Office Technologies Fundamentals, students can take two additional business courses, plus one course each in English and 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)

General Education Courses 6 Credits

Areas	Courses
English/Com. Required: 3-Credits Complete <input type="checkbox"/>	(Each course is worth 3 credits) <input type="checkbox"/> ENL 101 College Composition I
Math Required: 3-Credits Complete <input type="checkbox"/>	(Each course is worth 3 credits unless noted) <input type="checkbox"/> BUS 133 Business Mathematics <input type="checkbox"/> MAT 103 Business Mathematics <input type="checkbox"/> MAT 152 Advanced Algebra <input type="checkbox"/> MAT 161 Algebra Based Math EE I <input type="checkbox"/> MAT 162 Algebra Based Math EE II <input type="checkbox"/> MAT 189 Pre-Calculus Algebra/Trig <input type="checkbox"/> MAT 211 Technical Calculus (4 credits) <input type="checkbox"/> MAT 221 Calculus I (4 credits) <input type="checkbox"/> MAT 231 Calculus II (4 credits) <input type="checkbox"/> MAT 241 Calculus III (4 credits)

Semester 1	Credits	Semester 2	Credits
ENL 101	3	BUS 102*	1
BUS 101	1	BUS 119	3
BUS 108	3	BUS 183	3
BUS 126	3	BUS 202	1
		BUS 227	4
Semester 3	Credits	*Courses may have a pre-requisite, please see an adviser.	
ENL 101	3		
ECN 211 *	3		
MAT 103 or MAT 152*	3		

Core Courses 23 Credits

Core Courses Required 23-credits Complete <input type="checkbox"/>	(Each course is worth 3 credits unless noted) <input type="checkbox"/> BUS 101 Business Grammar (1 credit) <input type="checkbox"/> BUS 102 Proofreading Mastery (1 credit) <input type="checkbox"/> BUS 104 Developing Your Professionalism (1 credit) <input type="checkbox"/> BUS 108 Basic Keyboarding & Document Processing <input type="checkbox"/> BUS 118 Computerized Medical Billing <input type="checkbox"/> BUS 119 Medical Office Administrative Procedures <input type="checkbox"/> BUS 126 Vocabulary for the Medical Office <input type="checkbox"/> BUS 183 Electronic Medical Records <input type="checkbox"/> BUS 202 Professional Customer Service (1 credit) <input type="checkbox"/> BUS 227 Medical Coding (4 credits)
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Total Credits _____

Your Semester Plan of Study

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

Total Estimated Program Cost	Cost
Tuition	\$2,030.00
Fees	\$165.00
Books	\$1,445.00 - \$1,495.00
TOTAL:	\$3,640.00 - \$3,680.00

*Tuition, fees and books subject to change without notice. Estimate for 2015-16 and 2016-17 academic years.

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

Important Dates to Remember:

Fall 2016 Semester:

April 11	Schedule available online.
April 15	FAFSA priority deadline.
April 22	Veterans Priority Registration Day.
April 25	Registration begins at 7:30 a.m.
July 29	Last day for schedule changes for FAFSA.
August 5	Financial Aid award available to students.
August 22	Fall semester begins.
September 2	Last day to withdraw without a "W" on transcript.
October 4	Fall Graduation Application deadline.

Spring 2017 Semester:

October 15	FAFSA Priority Deadline.
November 14	Schedule available online.
November 21	Veterans Priority Registration Day.
November 28	Registration begins at 7:30 a.m.
December 16	Last day for schedule changes for FAFSA.
December 23	Financial Aid award available to students.
January 17	Spring semester begins.
January 30	Last day to withdraw without a "W" on transcript.
February 21	Spring Graduation Application deadline.

Summer 2017 Semester:

March 13	Schedule available online.
March 15	FAFSA Priority Deadline.
March 24	Veteran Priority Registration Day.
March 27	Registration begins at 7:30 a.m.
June 5	Summer semester begins
June 6	Last day to withdraw without a "W" on transcript.

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.
- **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.