

Areas

# Sorthland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVES

**General Education Courses 6 Credits** 

Courses

Name:	 
ID#:	 

	Program Require	<u>ments</u>
G	PA	2.0
C	redits	29

# Business-Medical Office Technologies Street

# **Certificate of Applied Science (CAS)**



#### Advising Check Sheet, 2018-19 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)

Semester 1	Credits	Semester 2	Credits
ENL 101	3	BUS 102*	1
BUS 101	1	BUS 119	3
BUS 108	3	BUS 183	3
HES 170	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		

## Your Semester Plan of Study

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

English/Com.	(Each course is worth 3 credits)
<u>Required:</u> 3-Credits	ENL 101 College Composition I
Complete 🗆	
Math	(Each course is worth 3 credits unless noted)
Required: 3-Credits Complete	<ul> <li>BUS 133 Business Mathematics</li> <li>MAT 103 Business Mathematics</li> <li>MAT 152 Advanced Algebra</li> <li>MAT 161 Algebra Based Math EE I</li> <li>MAT 162 Algebra Based Math EE II</li> <li>MAT 162 Algebra Based Math EE II</li> <li>MAT 189 Pre-Calculus Algebra/Trig</li> <li>MAT 211 Technical Calculus (4 credits)</li> <li>MAT 221 Calculus I (4 credits)</li> <li>MAT 231 Calculus II (4 credits)</li> <li>MAT 241 Calculus III (4 credits)</li> </ul>
	Core Courses 23 Credits
Core	(Each course is worth 3 credits unless noted)
Courses <u>Required</u> 23-credits Complete	<ul> <li>BUS 101 Business Grammar (1 credit)</li> <li>BUS 102 Proofreading Mastery (1 credit)</li> <li>BUS 104 Developing Your Professionalism (1 credit)</li> <li>BUS 108 Basic Keyboarding &amp; Document Processing</li> <li>BUS 118 Computerized Medical Billing</li> <li>BUS 119 Medical Office Administrative Procedures</li> <li>HES 170 Medical Terminology for Health Professionals</li> <li>BUS 183 Electronic Medical Records</li> <li>BUS 202 Professional Customer Service (1 credit)</li> <li>BUS 227 Medical Coding (4 credits)</li> </ul>

Total Credits \_\_\_\_

#### Courses over 8 years old may be reevaluated for this program

Total Estimated Program Cost	Cost
Tuition (2018)	\$2,14600
Fees	\$165.00
Books	\$1,445.00 - \$1,495.00
TOTAL:	\$3,756.00 - \$3,806.00

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

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 coordi-

nator, 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.

#### **Important Dates to Remember:**

#### Fall 2018 Semester:

April 9	Schedule available online
April 16	Veterans Priority Registration Day.
April 23	Registration begins at 7:30 a.m.
August 20	Fall semester begins.
August 31	Last day to withdraw without a "W" on transcript.
September 3	Labor Day College Closed
October 2	Fall Graduation Application deadline.

#### Spring 2019 Semester:

November 19Veterans Priority Registration Day.November 26Registration begins at 7:30 a.m.January 14Spring semester beginsFebruary 20Spring Graduation Application deadline.March 11-14Spring BreakMay 11Graduation	November 26 January 14 February 20 March 11-14	Registration begins at 7:30 a.m. Spring semester begins Spring Graduation Application deadline. Spring Break
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#### Summer 2019 Semester:

March 11 Schedule available online	
March 18 Veteran's Priority Deadline	
March 23 Summer Registration begins at 730 am	
June 3 Summer session Begins	
June 4 Last day to withdraw without a "W" on tr	anscript

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.
- <u>Articulation</u>: the process of determining the transfer and applicability of courses from one institution of higher education to another.
- <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.
- <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 Sociology courses)
- <u>Prerequisites</u>: a course that must be completed prior to taking a subsequent course.
- <u>SUN#</u>: 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.