



Name: \_\_\_\_\_  
ID#: \_\_\_\_\_

**Program Requirements**  
GPA.....2.0  
Credits.....45

Advising Check Sheet, 2018-19 Catalog

This program trains students for a career providing patient care and physician assistance in medical offices and clinics. Classes include front- and back-office theory and procedures, preparing students for national certification examination. A 160-hour externship is required. The NPC program meets or exceeds the Arizona State Board of Medical Examiners training requirements.

Core Courses 42 Credits	
Areas	Courses
Core Courses	<b>(Each course is worth 3 credits unless noted)</b>
<b>Required: All</b>	<input type="checkbox"/> HES190 Human Body In Health and Disease (4 credits) <input type="checkbox"/> BUS 119 Medical Office Administrative Procedures <input type="checkbox"/> BUS 183 Electronic Medical Records <input type="checkbox"/> BUS 231 Microsoft Office Level I <input type="checkbox"/> HES 120 Law and Ethics of the Health Care Professional <input type="checkbox"/> HES 170 Medical Terminology for Clinical Health Professionals <input type="checkbox"/> HES 180 Basic Pharmacology <input type="checkbox"/> HES 145 Nutrition <input type="checkbox"/> HES 101 Basic Technical Math <b>OR</b> Mat 109 or higher <input type="checkbox"/> MDA 124 Clinical Procedures I (5 credits) <input type="checkbox"/> MDA 125 Clinical Procedures II (5 credits) <input type="checkbox"/> MDA 126 Medical Assistant Externship (4 credits)
Complete <input type="checkbox"/>	
General Education Courses 3 Credits	
English/Com.	<b>(Each course is worth 3 credits)</b>
<b>Required: 3-Credits</b>	<input type="checkbox"/> ENL 101 College Composition I
Complete <input type="checkbox"/>	

### Suggested Semester Plan of Study

Semester 1/ Fall	Credits	Semester 2	Credits
HES 170	3	HES 190	4
BUS 119	3	BUS 183	3
HES 145	3	HES 120	3
MAT/HES 101	3		
Semester 3/ Fall	Credits	Semester 4	Credits
MDA 124	5	MDA 125	5
BUS 231	3	ENL 101	3
HES 180	3	Summer Semester	Credits
		MDA 126	4

### Your Semester Plan of Study

Semester 1	Credits	Semester 2	Credits
Semester 3	Credits	Semester 4	Credits

### Important Dates to Remember

#### Fall 2018 Semester:

- April 9 Schedule available online.
- April 15 FAFSA priority deadline.
- April 16 **Veterans Priority Registration Day.**
- April 23 **Registration begins at 7:30 a.m.**
- July Last day for schedule changes for FAFSA.
- August 3 Financial Aid award available to students.
- 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:

- October 15 FAFSA Priority Deadline.
- November 13 Schedule available online.
- November 19 **Veterans Priority Registration Day.**
- November 26 **Registration begins at 7:30 a.m.**
- December Last day for schedule changes for FAFSA.
- December 21 Financial Aid award available to students.
- January 14 **Spring semester begins.**
- January 28 Last day to withdraw without a "W" on transcript.
- February 20 Spring Graduation Application deadline.
- March 11-14 Spring Break
- May 11 Graduation

#### Summer 2019 Semester:

- March 11 Schedule available online
- March 15 FAFSA Priority Deadline
- 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 transcript**

Total Estimated Program Cost	Cost
Tuition (2018 tuition)	\$3182.00
Fees	\$355.00
Books & Supplies	\$540.00 - \$580.00
<b>TOTAL:</b>	<b>\$4,077.00- \$4,117.00</b>

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

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

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.