



Name: _____
ID#: _____

Program Requirements
GPA.....2.0
Credits.....18

Advising Check Sheet, 2018-19 Catalog

A shortened program of study consisting of five courses focused on honing front office skills needed in a medical office. Areas of study for this certificate include customer service, business grammar, medical vocabulary, electronic medical records, document processing, computerized medical billing and medical office procedures.

Suggested Semester Plan of Study

(complete your certificate in two semesters)

Core Courses 18 Credits	
Areas	Courses
Core Courses	(Each course is worth 3 credits unless noted)
Required 18-credits	<input type="checkbox"/> BUS 101 Business Grammar (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"/> HES 170 Medical Terminology for Clinical Health Professional <input type="checkbox"/> BUS 183 Electronic Medical Records <input type="checkbox"/> BUS 202 Professional Customer Service (1 credit)
Complete <input type="checkbox"/>	
Total Credits _____	

Semester 1	Credits	Semester 2	Credits
BUS 101	1	BUS 119	3
BUS 104	1	BUS 183	3
BUS 108	3	Bus 202	1
BUS 118	3		
HES 170	3		

Courses over 8 years old may be reevaluated for this program

Total Estimated Program Cost	Cost
Tuition (2018 tuition)	\$1,332.00
Fees	\$120.00
Books	\$975.00 - \$1,010.00
TOTAL:	\$2,427.00 - \$2,462.00

Your Semester Plan of Study

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

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

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 13 Schedule available online.
November 19 Veterans Priority Registration Day.
November 26 Registration begins at 7:30 a.m.
January 14 Spring semester begins..
 February 20 Spring Graduation Application deadline.
 March 11-14 Spring Break
 May 11 Graduation

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 transcript

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.
- **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.

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.