Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVES℠

Business-Medical Administration
Associate of Applied Science (AAS) Degree

Direct to Work

Name: _____
ID#: _____

Program Requirements
GPA…………………………..….……2.0
Credits……………………………….64

Advising Check Sheet, 2019-20 Catalog

Medical records and health information technicians organize and manage health information data. They ensure its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical histories.

General Education Courses 16 Credits

Areas	Courses
English/Com. **Required:** **6-Credits** Complete ☐	**(Each course is worth 3 credits)** ☐ ENL 101 College Composition I **Plus one of the following:** ☐ ENL 102 College Comp II (required for AGEC) ☐ ENL 109 Technical Writing
Math **Required:** **3-Credits** Complete ☐	☐ BUS 133 Business Mathematics ☐ MAT 142 College Mathematics ☐ MAT 152 Advanced Algebra ☐ MAT 161 Algebra Based Math EE I ☐ MAT 162 Algebra Based Math EE II ☐ MAT 189 Pre-Calculus Algebra/Trig ☐ MAT 211 Technical Calculus (4 credits) ☐ MAT 221 Calculus I (4 credits) ☐ MAT 231 Calculus II (4 credits) ☐ MAT 241 Calculus III (4 credits)
Required: **3-Credits**	Students **MUST choose one course from either** Arts & Humanities **OR** Social & Behavioral Sciences. **(Each course is worth 3 credits)**
Arts & Humanities	☐ ART 101 Understanding Art ☐ ART 115 Art History I ☐ ART 116 Art History II ☐ ART 215 Native American Art ☐ ENL 220 World Literature I ☐ ENL 221 World Literature II ☐ ENL 224 English Literature I ☐ ENL 225 English Literature II ☐ ENL 230 American Literature I ☐ ENL 231 American Literature II ☐ HUM 150 Humanities in the Western World I ☐ HUM 151 Humanities in the Western World II ☐ MUS 150 Music Appreciation ☐ MUS 250 World Music ☐ PHL 101 Introduction to Philosophy ☐ PHL 103 Introduction to Logic/critical Thinking ☐ PHL 105 Introduction to Ethics ☐ SPT 130 Introduction to Theatre ☐ SPT 150 Introduction to Film ☐ SPT 155 History of Television
Social & Behavioral Sciences	☐ PSY 101 Introduction to Psychology ☐ *ANT 102 Cultural Anthropology ☐ ANT 120 Buried Cities and Lost Tribes ☐ ECN 211 Principles of Macroeconomics ☐ ECN 212 Principles of Microeconomics ☐ *GEO 110 World Regional Geography ☐ GEO 120 Human Geography ☐ *HIS 105 U.S. History to 1877 ☐ *HIS 106 U.S. History Since 1877 ☐ *HIS 155 Western Civilization to 1700 ☐ *HIS 156 Western Civilization since 1700 ☐ POS 110 American Government ☐ PSY 240 Developmental Psychology ☐ PSY 250 Social Psychology ☐ SOC 101 Introduction to Sociology ☐ SOC 121 Social Problems ☐ SOC 212 Sex & Gender in Society ☐ SOC 215 Ethnicity & Race ☐ SOC 225 Sociology of the Family

Areas	Courses
Physical & Biological Sciences **Required:** **4-Credits** Complete ☐	☐ BIO 160 Introduction to Human Anatomy& Physiology

Core Courses 40 Credits

Areas	Courses
Core Courses **Required** **40-credits** Complete ☐	**(Each course is worth 3 credits unless noted)** ☐ BUS 103 Success on Your Job (2Credits) ☐ BUS 105 Techniques of Supervision ☐ BUS 108 Basic Keyboarding & Document Processing ☐ BUS 118 Computerized Medical Billing ☐ BUS 119 Medical Office Administrative Procedures ☐ BUS 144 Professional Office Skills ☐ HES 170 Medical Terminology for Health Professionals ☐ BUS 131 Medical Transcription fundamentals ☐ BUS 183 Electronic Medical Records ☐ BUS 184 Medical Scribe ☐ BUS 202 Professional Customer Service (1 credit) ☐ BUS 203 Introduction to Business Communication ☐ BUS 227 Medical Coding (4 credits) ☐ BUS 231 Microsoft Office Level I

Elective Courses 8 Credits

Unrestricted Electives **Required:** **8 Credits** Complete ☐	Select any unduplicated 100 or higher level courses ☐ Course: _____ ☐ Course: _____ ☐ Course: _____

Total Credits _____

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

Suggested Semester Plan of Study
(complete your degree in two years)

Semester 1	Credits	Semester 1	Credits
ENL 101	3	ENL/COM	3
BUS 108	3	BUS 131*	3
BUS 144	3	BUS 119*	3
HES 170	3	BUS 183*	3
Elective	3	BUS 202	1
Elective	1	BUS 203	3

Semester 3	Credits	Semester 4	Credits
BUS 105	3	BUS 103	2
BUS 118	3	BUS 184	3
BUS 231	3	BUS 227*	4
Math	3	A&H or SBS	3
Elective	3	BIO 160	4
Elective	1		

*Courses may have a pre-requisite, please see an adviser.

Important Dates to Remember:

Fall 2019 Semester:

April 8	Schedule available online..
April 15	**Veterans Priority Registration Day.**
April 22	**Registration begins at 7:30 a.m.**
August 26	**Fall semester begins**
September 3	Labor Day College Closed
September 6	Last day to withdraw without a "W" on transcript.
October 7	Fall Graduation Application deadline.

Spring 2020 Semester:

November 18	Schedule available online.
November 25	**Veterans Priority Registration Day.**
December 2	**Registration begins at 7:30 a.m.**
January 21	**Spring semester begins**
January 28	**Last day to withdraw without a "W" on transcript**
February 17	Spring Graduation Application deadline.
March 16-20	Spring Break
May 16	Graduation

Summer 2020 Semester:

March 30	Schedule available online
April 6	**Veteran's Priority Deadline**
April 13	**Summer Registration begins at 730 am**
June 1	**Summer session Begins**

Http:npc.edu/academic-calendar

Your Semester Plan of Study

Semester 1	Credits	Semester 2	Credits

Semester 3	Credits	Semester 4	Credits

Additional Semesters as Needed

Semester 5	Credits	Semester 6	Credits

Semester 7	Credits	Semester 8	Credits

Total Estimated Program Cost	Cost
Tuition (2019)	$4,928.00
Fees	$415.00
Books	$ 2,400.00 - $4,000.00
TOTAL:	$7,743.00 - $9343.00

*Tuition, fees and books subject to change without notice. Estimate for 2019-20 academic years.

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.