Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVES℠

Business-Medical Office Administration
Certificate of Applied Science (CAS)

Direct to Work

Name: _____

ID#: _____

Program Requirements

GPA...2.0
Credits....................................32

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.

General Education Courses 6 Credits

Areas	Courses
English/Com. **Required: 3-Credits** Complete ☐	**(Each course is worth 3 credits)** ☐ ENL 101 College Composition I
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)

Core Courses 26 Credits

Core Courses **Required 26-credits** Complete ☐	**(Each course is worth 3 credits unless noted)**
	☐ 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 183 Electronic Medical Records ☐ BUS 202 Professional Customer Service (1 credit) ☐ BUS 203 Introduction to Business Communication ☐ BUS 227 Medical Coding (4 credits)

Total Credits _____

Total Estimated Program Cost	Cost
Tuition (2019)	$2,464.00
Fees	$255.00
Books	$1,445.00 - $1,495.00
TOTAL:	$4164.00 - $4214.00

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

Suggested Semester Plan of Study
(complete your certificate in three semesters)

Semester 1	Credits	Semester 2	Credits
ENL 101	3	BUS 119*	3
BUS 108	3	BUS 183*	3
BUS 144	3	BUS 203	3
HES 170	3	BUS 227*	4

Semester 3	Credits
BUS 118	3
Math	3
BUS 202	1

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

Your Semester Plan of Study

Semester 1	Credits	Semester 2	Credits

Semester 3	Credits	Semester 4	Credits

Semester 5	Credits	Semester 6	Credits

SEE REVERSE SIDE FOR MORE INFORMATION

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 tran-script.
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 tran-script**
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

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.