



Advising Check Sheet, 2019-20 Catalog

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

**Program Requirements**

GPA.....2.0  
Credits.....64

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>Required: All</b> Complete <input type="checkbox"/>	<b>(Each course is worth 3 credits unless noted)</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)
Additional Requirements <b>9-Credits</b> Complete <input type="checkbox"/>	<input type="checkbox"/> BUS 105 Techniques of Supervision <input type="checkbox"/> BUS 122 Computerized Accounting with QuickBooks <input type="checkbox"/> CIS 105 Computer Applications and Information Technology

General Education Courses continued... 22 Credits	
Areas	Courses
Students <b>MUST choose ONE course from either</b> Social & Behavioral Sciences <b>OR</b> Arts & Humanities . <b>(Each course is worth 3 credits)</b>	
Social & Behavioral Sciences Complete <input type="checkbox"/>	Course selection must be from <b>two different</b> disciplines. <b>(Each course is worth 3 credits)</b> <input type="checkbox"/> PSY 101 Introduction to Psychology <input type="checkbox"/> *ANT 102 Cultural Anthropology <input type="checkbox"/> ANT 120 Buried Cities and Lost Tribes <input type="checkbox"/> ECN 211 Principles of Macroeconomics <input type="checkbox"/> ECN 212 Principles of Microeconomics <input type="checkbox"/> *GEO 110 World Regional Geography <input type="checkbox"/> GEO 120 Human Geography <input type="checkbox"/> *HIS 101 World History: Prehistoric to 1450 EC <input type="checkbox"/> *HIS 102 World History 1450 EC to Present <input type="checkbox"/> *HIS 105 U.S. History to 1877 <input type="checkbox"/> *HIS 106 U.S. History Since 1877 <input type="checkbox"/> *HIS 155 Western Civilization to 1700 <input type="checkbox"/> *HIS 156 Western Civilization since 1700 <input type="checkbox"/> HIS 201 History of Women in America <input type="checkbox"/> POS 110 American Government <input type="checkbox"/> PSY 101 Introduction to Psychology <input type="checkbox"/> PSY 250 Social Psychology <input type="checkbox"/> PSY 240 Developmental Psychology <input type="checkbox"/> SOC 101 General Sociology <input type="checkbox"/> SOC 121 Social Problems in America <input type="checkbox"/> SOC 212 Sex and Gender in Society <input type="checkbox"/> SOC 215 Ethnicity and Race <input type="checkbox"/> SOC 225 Sociology of the Family
Arts & Humanities Complete <input type="checkbox"/>	<b>(Each course is worth 3 credits)</b> <input type="checkbox"/> ART 101 Understanding Art <input type="checkbox"/> ART 115 Art History I <input type="checkbox"/> ART 116 Art History II <input type="checkbox"/> ART 215 Native American Art <input type="checkbox"/> ENL 220 World Literature I <input type="checkbox"/> ENL 221 World Literature II <input type="checkbox"/> ENL 224 English Literature I <input type="checkbox"/> ENL 225 English Literature II <input type="checkbox"/> ENL 230 American Literature I <input type="checkbox"/> ENL 231 American Literature II <input type="checkbox"/> ENL 238 Women's Literature <input type="checkbox"/> FDV 220 Film Aesthetics <input type="checkbox"/> HUM 150 Humanities in the Western World I <input type="checkbox"/> HUM 151 Humanities in the Western World II <input type="checkbox"/> MUS 150 Music Appreciation <input type="checkbox"/> MUS 250 World Music <input type="checkbox"/> PHL 101 Introduction to Philosophy <input type="checkbox"/> PHL 103 Introduction to Logic/critical Thinking <input type="checkbox"/> PHL 105 Introduction to Ethics <input type="checkbox"/> SPT 130 Introduction to Theatre <input type="checkbox"/> SPT 140 Principles of Drama <input type="checkbox"/> SPT 150 Introduction to Film <input type="checkbox"/> SPT 155 History of Television

General Education Courses 22 Credits	
Areas	Courses
English/Com. <b>Required: 6-Credits</b> Complete <input type="checkbox"/>	<b>(Each course is worth 3 credits)</b> <input type="checkbox"/> ENL 101 College Composition I <b>Plus one of the following:</b> <input type="checkbox"/> ENL 102 College Comp II (required for AGEC) <input type="checkbox"/> ENL 109 Technical Writing
Physical & Biological Sciences <b>Required: 4-Credits</b> Complete <input type="checkbox"/>	<b>(Each course is worth 4 credits)</b> <input type="checkbox"/> ANT 104 Biological Anthropology & Human Origins <input type="checkbox"/> BIO 100 Biology Concepts <input type="checkbox"/> BIO 105 Environmental Biology <input type="checkbox"/> BIO 160 Introduction to Human Anatomy & Physiology <input type="checkbox"/> BIO 181 General Biology I <input type="checkbox"/> BIO 182 General Biology II <input type="checkbox"/> **CHM 130 Foundational Chemistry <input type="checkbox"/> **CHM 151 General Chemistry I <input type="checkbox"/> CHM 152 General Chemistry II <input type="checkbox"/> GEO 111 Physical Geography <input type="checkbox"/> GLG 101 Introduction to Geology I – Physical Geology <input type="checkbox"/> GLG 102 Introduction to Geology II –Historical Geology <input type="checkbox"/> PHY 113 General Physics I <input type="checkbox"/> PHY 114 General Physics II

**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.

**SEE REVERSE SIDE FOR MORE INFORMATION**

## Suggested Semester Plan of Study

(complete your degree in two years)

Semester 1	Credits	Semester 2	Credits
ENL 101	3	HES 190	4
BUS 119	3	BUS 105	3
HES/MAT 101	3	HES 120	3
HES 145	3	HES 183	3
HES170	3		
<b>Summer Term</b>	HES 109 (requires externship)		4
Semester 3	Credits	Semester 4	Credits
MDA 124	5	MDA 125	5
HES 180	3	ENL 102	3
BUS 231	3	Lab Science	4
Arts & Humanities	3		
<b>Summer Term</b>	MDA 126 (requires externship)		4

## Your Semester Plan of Study

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

### Important Dates to Remember:

#### Fall 2019 Semester:

April 8	Schedule available online..
April 15	<b>Veterans Priority Registration Day.</b>
April 22	<b>Registration begins at 7:30 a.m.</b>
August 26	<b>Fall semester begins.</b>
September 6	Last day to withdraw without a "W" on transcript.
September 2	Labor Day College Closed
October 7	Fall Graduation Application deadline.

#### Spring 2020 Semester:

November 18	Schedule available online.
November 25	<b>Veterans Priority Registration Day.</b>
January 21	<b>Spring semester begins..</b>
January 28	<b>Last day to withdraw without a "W" on transcript</b>
February 17	Spring Graduation Application deadline.
March 16-20	Spring Break
May 16	Graduation

#### Summer 2020 Semester:

March 30	Schedule available online
April 3	<b>Veteran's Priority Deadline</b>
April 13	<b>Summer Registration begins at 730 am</b>
June 1	<b>Summer session Begins</b>

### 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	\$960.00
Books	\$ 1,400.00 - \$3,000.00
<b>TOTAL:</b>	<b>\$7288.00- \$8888.00</b>

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

### 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](http://www.npc.edu/transferU)
- Find out more about NPC transfer agreements with other colleges and universities at [www.npc.edu/transfer-agreements](http://www.npc.edu/transfer-agreements)
- Learn all about Arizona's guaranteed transfer degrees to ASU, NAU and UofA at [www.aztransfer.com](http://www.aztransfer.com)
- NPC's **college catalog** is available online at [www.npc.edu/college-catalog](http://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.