

Solution States State

EXPANDING MINDS • TRANSFORMING LIVES

Name:	Program Requirements
ID#:	GPA2.0 Credits42

Core Courses 42 Credits	
Areas	Courses
Core Courses Required: All Complete	 (Each course is worth 3 credits unless noted) HES190 Human Body In Health and Disease (4 credits) BUS 119 Medical Office Administrative Procedures BUS 138 Electronic Medical Records BUS 231 Microsoft Office Level I HES 120 Law and Ethics of the Health Care Professional HES 170 Medical Terminology for Clinical Health Professionals HES 180 Basic Pharmacology HES 101 Basic Technical Math OR Mat 109 or higher MDA 124 Clinical Procedures I (5 credits) MDA 126 Medical Assistant Externship (4 credits)
Total Credits	

Courses over 8 years old may be reevaluated for this program

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 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	Veterans Priority Registration Day.
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 3	Veteran's Priority Deadline
April 13	Summer Registration begins at 730 am
June 1	Summer session Begins

Medical Assistant (MDA Certificate of Proficiency (CP)



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Work

This program trains students for a career providing patient care and physician assistance in medical offices and clinics. Classes include frontand 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.

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
Semester 3/ Fall MDA 124	Credits 5	Semester 4 MDA 125	Credits 5
MDA 124	5		

Your Semester Plan of Study

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

Total Estimated Program Cost	Cost
Tuition (2019 tuition)	\$3234.00
Fees	\$875.00
Books & Supplies	\$540.00 - \$580.00
TOTAL:	\$4649.00 - \$4689.00

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

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.

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 13Schedule available online.November 19Veterans Priority Registration Day.November 26Registration begins at 7:30 a.m.January 14Spring semester beginsFebruary 20Spring Graduation Application deadline.March 11-14Spring BreakMay 11Graduation	
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Summer 2019 Semester:

Schedule available online
Veteran's Priority Deadline
Summer Registration begins at 730 am
Summer session Begins
Last day to withdraw without a "W" on transcript

Http:npc.edu/academic-calendar

- 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

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- NPC's college catalog is available online at www.npc.edu/college-catalog or from any campus or center adviser.
- <u>Articulation</u>: the process of determining the transfer and applicability of courses from one institution of higher education to another.
- <u>Course Equivalency Guide</u>: shows how community college courses transfer to the three state universities. It also has many equivalencies among the three state universities. It does <u>NOT</u> 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.
- <u>Course Prefix</u>: generally three or four characters identifying a department or division in which a course is taught (*example: SOC is commonly used for Sociology courses*)
- <u>Prerequisites</u>: a course that must be completed prior to taking a subsequent course.
- <u>SUN#</u>: 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.

Helpful Definitions and Websites