

Name
NPC ID
Reviewed by

Medical Office Administration – 2024-25 *Blocks are suggested for full-time students, but may be adjusted based on course scheduling, student employment, or individual needs. Courses Highlighted lead to the appropriate degree.*

CP	Certificate of Proficiency – Medical Office Administration Fundamentals
CAS	Certificate of Applied Science – Medical Office Administration Specialization
AAS	Associates of Applied Science – Medical Office Administration Specialization

First Block

X	Course	Notes	
	HES 170 Medical Terminology for Clinical Health Professionals	F OL, SP OL	3
	HES 190 Human Body in Health and Disease	F OL, SP OL	4
	BUS 105 Techniques of Supervision	F OL, SP OL	3
	BUS 119 Medical Office Procedures	F OL	3
	BUS 127 Microsoft Office Level 1	F OL, SP OL	3
		Total Credits	16

Second Block

X	Course	Notes	credits
	BUS 179 Medical Coding *	SP OL HES 170 & HES 190 - prerequisites	4
	BUS 183 Electronic Medical Records *	SP OL HES170 & HES 190 - prerequisites	3
	HES 120 Law and Ethics of the Healthcare Professional	F OL, SP OL	3
	Mathematics – MAT 152 or higher	F OL, SP OL, SU OL	3
	ENG 101	F OL, SP OL, SU OL	3
		Total Credits	16

Third Block

X	Course	Notes	credits
	BUS 188 Medical Transcription Fundamentals *	F OL BUS 183 - prerequisite	3
	BUS 189 Medical Billing *	F OL BUS 179 & BUS 183 - prerequisites	3
	BUS 114 Survey of Accounting	F OL, SP OL	3
	Electives	F OL, SP OL, SU OL	3
	Discipline Studies	F OL, SP OL, SU OL	4
		Total Credits	16

Fourth Block

X	Course	Notes	credits
	BUS 210 Principles of Management	F OL, SP OL	3
	BUS250 – Medical Administration Capstone*	SP OL BUS 188 & BUS 189 - prerequisites	3
	Communications course	F OL, SP OL	3
	Discipline Studies	F, SP, SU	3
	Electives	F, SP, SU	4
		Total Credits	16

Your Academic Plan

Semester FA Year 2023

Course	Credits	Grade

Semester SP Year 2024

Course	Credits	Grade

Semester FA Year 2024

Course	Credits	Grade

Semester SP Year 2025

Course	Credits	Grade

Key

* = Prerequisite (Speak with your academic advisor or check the notes section for more information.)

Notes: This Academic Plan is a suggestion of how this program can be completed as a full-time student and may need to be adjusted based on the semester you start or your personal circumstances. Students should consult a faculty or academic advisor as they design their individual completion path.

General education options are located in section IV, Programs, of the NPC college catalog. To be sure your general education course applies to your degree, speak with your academic advisor. The online version of the college catalog is located on our public website: <https://www.npc.edu/college-catalog>