



Northland Pioneer College

Medical Office Administration – 2025-26 Catalog *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.*

Name
NPC ID
Reviewed by
Total Credits: 60

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	FA (OL), SP (OL)	3
	HES 190 Human Body in Health and Disease	FA (OL), SP (OL)	4
	HES 120 Law and Ethics of the Healthcare Professional	FA (OL), SP (OL), SU (OL)	3
	BUS 119 Medical Office Procedures	FA (OL)	3
	BUS 127 Microsoft Office Level 1	FA (OL), SP (OL), SU (OL)	3
		Total Credits	16

Second Block

X	Course	Notes	credits
	BUS 179 Medical Coding *	SP (OL) HES170 & HES190 Prerequisites	4
	BUS 183 Electronic Medical Records *	SP (OL)	3
	BUS 203 – Business Communication *	FA (OL), SP (OL) BUS127 or CIS105 Prerequisites	3
	Mathematics – MAT 112 or higher	FA (OL), SP (OL), SU (OL)	3
	ENL 101	FA (OL), SP (OL), SU (OL)	3
		Total Credits	16

Third Block

X	Course	Notes	credits
	BUS 188 Medical Transcription Fundamentals *	FA (OL) BUS183, HES170, & HES190 Prerequisites	3
	BUS 189 Medical Billing *	FA (OL) BUS 179 Prerequisite	3
	BUS 114 Survey of Accounting	FA (OL), SP (OL)	3
	Written and Oral Communications	FA (OL), SP (OL), SU (OL)	3
	Natural Sciences	FA (OL), SP (OL), SU (OL)	4
		Total Credits	16

Fourth Block

X	Course	Notes	credits
	BUS 105 Techniques of Supervision	FA (OL), SP (OL)	3
	BUS250 – Medical Administration Capstone*	SP (OL) BUS188 & BUS189	3
	Arts & Humanities or Social & Behavioral Sciences	FA (OL), SP (OL)	3
	Elective	FA, SP, SU	3
		Total Credits	12

Your Academic Plan

Semester_____	Year_____	
Course	Credits	Grade

Semester_____	Year_____	
Course	Credits	Grade

Semester_____	Year_____	
Course	Credits	Grade

Semester_____	Year_____	
Course	Credits	Grade

Key

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

Acronyms: FA = fall semester, SP = spring semester, SU = summer session, OL = Online

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>