Northland Pioneer College

Name
NPC ID
Reviewed by
Total Credits: 60

Medical Office Administration – 2026-27 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. Unless noted as 16-weeks, all courses are 8-week in length*

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	
	First 8-weeks	**Second 8-weeks**		
	HES 170 Medical Terminology for Clinical Health Professionals (16-weeks)		F OL, SP OL	3
	HES 190 Human Body in Health and Disease (16-weeks)		F OL, SP OL	4
	HES 120 Law and Ethics of the Healthcare Professional (16-weeks)		F OL, SP OL, Su OL	3
	BUS 119 Medical Office Procedures	BUS 127 Microsoft Office Level 1	F OL	3+3
			Total Credits	16

Second Block

X	Course		Notes	
	First 8-weeks	**Second 8-weeks**		
	BUS 179 Medical Coding * (16-week course)		SP OL (HES170 & HES190 prerequisites)	4
	BUS 183 Electronic Medical Records *	BUS203 Business Communication	Sp OL	3 +3
	Mathematics – MAT 112 or higher (16-week course)		F (OL), Sp (OL), Su (OL)	3
	ENG 101 (16-week course)		F (OL), Sp (OL), Su (OL)	3
			Total Credits	**16**

Third Block

X	Course		Notes	
	First 8-weeks	**Second 8-weeks**		
	BUS 188 Medical Transcription Fundamentals *		F OL	3
	BUS 189 Medical Billing * (16-weeks)			3
	BUS 114 Survey of Accounting (16-weeks)		F OL, Sp OL	3
	Natural Sciences (16-weeks)		F (OL), Sp (OL), Su (OL)	4
			Total Credits	**13**

Fourth Block

X	Course		Notes	
	First 8-weeks	**Second 8-weeks**		
	BUS105 Techniques of Supervision	BUS250 – Medical Administration Capstone*	F (OL), Sp (OL), Su (OL)	3+3
	ENL 102 College Composition II **OR** Communications (16-weeks)		F OL, Sp OL ENL 101-Prerequisite	3
	Arts & Humanities or Social and Behavior Sciences (16-weeks)		F OL, Sp OL	3
	Electives (16-weeks)		F, Sp, Su	3
			Total Credits	**15**

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.)

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