

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

**Program Requirements**  
GPA.....2.0  
Credits.....16

Advising Check Sheet, 2016-17 Catalog

A shortened program of study consisting of five classes that focus on the core skills for Medical Transcription such as customer service, medical vocabulary, medical transcription, Microsoft Word, and document processing.

**Suggested Semester Plan of Study**

(complete your certificate in two semesters)

Semester 1	Credits	Semester 2	Credits
BUS 101	1	BUS 102	1
BUS 108	3	BUS 103	2
BUS 126	3	BUS 131	3
		BUS 155	3

Core Courses 16 Credits	
Areas	Courses
Core Courses	(Each course is worth 3 credits unless noted)
<input type="checkbox"/>	BUS 101 Business Grammar (1 credit)
<input type="checkbox"/>	BUS 102 Proofreading Mastery (1 credit)
<input type="checkbox"/>	BUS 103 Success on Your Job (2 credits)
<b>Required 16-credits</b>	<input type="checkbox"/> BUS 108 Basic Keyboarding and Document Processing
	<input type="checkbox"/> BUS 126 Vocabulary of the Medical Office
	<input type="checkbox"/> BUS 131 Medical Transcription Fundamentals
Complete <input type="checkbox"/>	<input type="checkbox"/> BUS 155 Microsoft Office Level I
Total Credits _____	

**Your Semester Plan of Study**

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

Total Estimated Program Cost	Cost
Tuition	\$1,120.00
Fees	\$105.00
Books	\$785.00 - \$820.00
<b>TOTAL:</b>	<b>\$2,010.00 – \$2,050.00</b>

\*Tuition, fees and books subject to change without notice. Estimate for 2015-16 and 2016-17 academic years.

**Important Dates to Remember:**

**Fall 2016 Semester:**

- April 11 Schedule available online.
- April 15 FAFSA priority deadline.
- April 22 **Veterans Priority Registration Day. Registration begins at 7:30 a.m.**
- April 25 Last day for schedule changes for FAFSA.
- July 29 Financial Aid award available to students.
- August 5 **Fall semester begins.**
- August 22 Last day to withdraw without a "W" on transcript.
- September 2 Fall Graduation Application deadline.
- October 4

**Spring 2017 Semester:**

- October 15 FAFSA Priority Deadline.
- November 14 Schedule available online.
- November 21 **Veterans Priority Registration Day. Registration begins at 7:30 a.m.**
- November 28 Last day for schedule changes for FAFSA.
- December 16 Financial Aid award available to students.
- December 23 **Spring semester begins.**
- January 17 Last day to withdraw without a "W" on transcript.
- January 30 Spring Graduation Application deadline.
- February 21

**Summer 2017 Semester:**

- March 13 Schedule available online.
- March 15 FAFSA Priority Deadline.
- March 24 **Veteran Priority Registration Day. Registration begins at 7:30 a.m.**
- March 27 **Summer semester begins**
- June 5 Last day to withdraw without a "W" on transcript.
- June 6

**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.

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.