



Name: _____
ID#: _____

Program Requirements
GPA.....2.0
Credits.....64

Advising Check Sheet, 2016-17 Catalog

The Medical Assistant program trains students for a career providing patient care and physician assistance in medical offices and clinics. Classes include front- and back-office theory and procedures, preparing students for national certification examination.

Core Courses 34 Credits		Areas	Courses
Areas	Courses	Social & Behavioral Sciences	(Each course is worth 3 credits) <input type="checkbox"/> PSY 101 Introduction to Psychology Required: 6-Credits Plus one of the following: <input type="checkbox"/> *ANT 102 Cultural Anthropology <input type="checkbox"/> ANT 120 Buried Cities and Lost Tribes <input type="checkbox"/> ECN 211 Principles of Macroeconomics <input type="checkbox"/> ECN 212 Principles of Microeconomics <input type="checkbox"/> *GEO 110 World Regional Geography <input type="checkbox"/> GEO 120 Human Geography <input type="checkbox"/> *HIS 105 U.S. History to 1877 <input type="checkbox"/> *HIS 106 U.S. History Since 1877 <input type="checkbox"/> *HIS 155 Western Civilization to 1700 <input type="checkbox"/> *HIS 156 Western Civilization since 1700 <input type="checkbox"/> POS 110 American Government <input type="checkbox"/> PSY 240 Developmental Psychology <input type="checkbox"/> PSY 250 Social Psychology <input type="checkbox"/> SOC 120 General Sociology <input type="checkbox"/> SOC 121 Social Problems in America <input type="checkbox"/> SOC 130 Racial, Ethnic and Gender Relations in Society <input type="checkbox"/> SOC 225 Sociology of the Family
Core Courses Required: All Complete <input type="checkbox"/>	(Each course is worth 3 credits unless noted) <input type="checkbox"/> BIO 160 Intro.to Human Anatomy and Physiology (4 credits) -OR- BIO 201 AND 202* Human Anatomy and Physiology I & II (8 credits) <input type="checkbox"/> BUS 119 Medical Office Administrative Procedures <input type="checkbox"/> BUS 231 Microsoft Office Level I <input type="checkbox"/> HES 109 Phlebotomy (4 credits) <input type="checkbox"/> HES 170 Medical Term. for Clinical Health Professionals <input type="checkbox"/> HES 180 Basic Pharmacology <input type="checkbox"/> MDA 124 Clinical Procedures I (5 credits) <input type="checkbox"/> MDA 125 Clinical Procedures II (5 credits) <input type="checkbox"/> MDA 126 Medical Assistant Externship (4 credits) *See an NPC academic adviser if selecting the BIO 201/202 option	Required Electives Required: 9-Credits Complete <input type="checkbox"/>	Select a minimum of 9 credits from the following courses: (Each course is worth 3 credits) <input type="checkbox"/> BUS 105 Techniques of Supervision <input type="checkbox"/> BUS 112 Fundamentals of Bookkeeping <input type="checkbox"/> CIS 105 Computer Applications and Information Technology <input type="checkbox"/> HES 120 Law and Ethics of the Health Care Professional <input type="checkbox"/> HES 145 Nutrition
General Education Courses 30 Credits		Elective Courses 12 Credits	
English/Com. Required: 6-Credits Complete <input type="checkbox"/>	(Each course is worth 3 credits) <input type="checkbox"/> ENL 101 College Composition I Plus one of the following: <input type="checkbox"/> ENL 102 College Comp II (required for AGEC) <input type="checkbox"/> ENL 109 Technical Writing	Unrestricted Electives Required: 3-Credits Complete <input type="checkbox"/>	Select any unduplicated 100 or higher level course <input type="checkbox"/> Course: _____
Math Required: 3-Credits Complete <input type="checkbox"/>	(Each course is worth 3 credits unless noted) <input type="checkbox"/> BUS 133 Business Mathematics <input type="checkbox"/> MAT 103 Business Mathematics <input type="checkbox"/> MAT 109 Algebra I: Introductory <input type="checkbox"/> MAT 112 Algebra II: Intermediate <input type="checkbox"/> MAT 125 Introduction to Statistics <input type="checkbox"/> MAT 142 College Math with Con App <input type="checkbox"/> MAT 152 Advanced Algebra <input type="checkbox"/> MAT 161 Algebra Based Math EE I <input type="checkbox"/> MAT 162 Algebra Based Math EE II <input type="checkbox"/> MAT 189 Pre-Calculus Algebra/Trig <input type="checkbox"/> MAT 211 Technical Calculus (4 credits) <input type="checkbox"/> MAT 221 Calculus I (4 credits) <input type="checkbox"/> MAT 231 Calculus II (4 credits) <input type="checkbox"/> MAT 241 Calculus III (4 credits)	Total Credits _____	
Arts & Humanities Required: 3-Credits Complete <input type="checkbox"/>	(Each course is worth 3 credits) <input type="checkbox"/> ART 101 Understanding Art <input type="checkbox"/> ART 115 Art History I <input type="checkbox"/> ART 116 Art History II <input type="checkbox"/> ART 215 Native American Art <input type="checkbox"/> ENL 220 World Literature I <input type="checkbox"/> ENL 221 World Literature II <input type="checkbox"/> ENL 224 English Literature I <input type="checkbox"/> ENL 225 English Literature II <input type="checkbox"/> ENL 230 American Literature I <input type="checkbox"/> ENL 231 American Literature II <input type="checkbox"/> HUM 150 Humanities in the Western World I <input type="checkbox"/> HUM 151 Humanities in the Western World II <input type="checkbox"/> MUS 150 Music Appreciation <input type="checkbox"/> MUS 250 World Music <input type="checkbox"/> PHL 101 Introduction to Philosophy <input type="checkbox"/> PHL 103 Introduction to Logic/critical Thinking <input type="checkbox"/> PHL 105 Introduction to Ethics <input type="checkbox"/> SPT 130 Introduction to Theatre <input type="checkbox"/> SPT 150 Introduction to Film <input type="checkbox"/> SPT 155 History of Television	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.	

SEE REVERSE SIDE FOR MORE INFORMATION

Suggested Semester Plan of Study

(complete your degree in two years)

Semester 1		Credits	Semester 2		Credits
ENL 101	3		BIO 160 or BIO 201&202	4	
BUS 119	3		BUS 231	3	
BUS 133 or Math 103 or higher	3		HES 120	3	
BUS 105	3		HES 145	3	
HES170	3				
Summer Term		HES 109 (requires externship)		4	
Semester 3		Credits	Semester 4		Credits
MDA 124	5		MDA 125	5	
HES 180	3		Social and Behavioral Science	3	
PSY 101	3		Unrestrictive Elective	3	
Arts & Humanities	3		English/Com Course	3	
Summer Term		MDA 126 (requires externship)		4	

Your Semester Plan of Study

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

Important Dates to Remember:

Fall 2016 Semester:

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

Spring 2017 Semester:

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

Summer 2017 Semester:

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

Additional Semesters as Needed

Semester 5		Credits	Semester 6		Credits
Semester 7		Credits	Semester 8		Credits

Total Estimated Program Cost	Cost
Tuition	\$4,480.00
Fees	\$100.00 - \$200.00
Books	\$ 1,400.00 - \$3,000.00
TOTAL:	\$5,980.00 - \$7,680.00

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

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
- 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
- NPC's **college catalog** is available online at 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.