



Name: _____
ID#: _____

Program Requirements

GPA.....2.0
Credits.....40

Advising Check Sheet, 2017-18 Catalog

This 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. A 160-hour externship is required. The NPC program meets or exceeds the Arizona State Board of Medical Examiners training requirements.

Core Courses 34 Credits	
Areas	Courses
Core Courses Required: All Complete <input type="checkbox"/>	<p>(Each course is worth 3 credits unless noted)</p> <ul style="list-style-type: none"> <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 Terminology 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) <p>*See an NPC academic adviser if selecting the BIO 201/202 option</p>
General Education Courses 6 Credits	
English/Com. Required: 3-Credits Complete <input type="checkbox"/>	<p>(Each course is worth 3 credits)</p> <ul style="list-style-type: none"> <input type="checkbox"/> ENL 101 College Composition I
Math Required: 3-Credits Complete <input type="checkbox"/>	<p>(Each course is worth 3 credits unless noted)</p> <ul style="list-style-type: none"> <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 _____	

Suggested Semester Plan of Study

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

Your Semester Plan of Study

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

Total Estimated Program Cost	Cost
Tuition (2017 tuition)	\$2,880.00
Fees	\$355.00
Books & Supplies	\$540.00 - \$580.00
TOTAL:	\$3,695.00 - \$3,735.00

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

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

Important Dates to Remember:

Fall 2017 Semester:

April 10 Schedule available online.
April 15 FAFSA priority deadline.
April 21 **Veterans Priority Registration Day.**
April 24 **Registration begins at 7:30 a.m.**
July 28 Last day for schedule changes for FAFSA.
August 4 Financial Aid award available to students.

August 2017 Fall semester begins.

September 1 Last day to withdraw without a "W" on transcript.
October 3 Fall Graduation Application deadline.

Spring 2018 Semester:

October 15 FAFSA Priority Deadline.
November 13 Schedule available online.
November 20 **Veterans Priority Registration Day.**
November 27 **Registration begins at 7:30 a.m.**
December 15 Last day for schedule changes for FAFSA.
December 22 Financial Aid award available to students.

January 16 Spring semester begins.

January 29 Last day to withdraw without a "W" on transcript.
February 20 Spring Graduation Application deadline.

Summer 2018 Semester:

March 13 Schedule available online.
March 15 FAFSA Priority Deadline.
March 23 **Veteran Priority Registration Day.**
March 26 **Registration begins at 7:30 a.m.**
June 4 **Summer semester begins**

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.
- **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.