



Name: _____
ID#: _____

Program Requirements
GPA.....2.0
Credits.....22

Advising Check Sheet, 2019-20 Catalog

A shortened program of study consisting of five courses focused on honing front office skills needed in a medical office. Areas of study for this certificate include customer service, business grammar, medical vocabulary, electronic medical records, document processing, computerized medical billing and medical office procedures.

Suggested Semester Plan of Study

(complete your certificate in two semesters)

Semester 1	Credits	Semester 2	Credits
BUS 144	3	BUS 119*	3
BUS 108	3	BUS 183*	3
BUS 118	3	Bus 202	1
HES 170	3	BUS 203	3

*Courses may have a pre-requisite, please see an adviser.

Core Courses 22 Credits	
Areas	Courses
Core Courses	(Each course is worth 3 credits unless noted)
	<input type="checkbox"/> BUS 108 Basic Keyboarding & Document Processing
	<input type="checkbox"/> BUS 118 Computerized Medical Billing
	<input type="checkbox"/> BUS 119 Medical Office Administrative Procedures
	<input type="checkbox"/> BUS 144 Professional Office Skills
	<input type="checkbox"/> HES 170 Medical Terminology for Clinical Health Professional
	<input type="checkbox"/> BUS 183 Electronic Medical Records
Required 22-credits	<input type="checkbox"/> BUS 202 Professional Customer Service (1 credit)
Complete <input type="checkbox"/>	<input type="checkbox"/> BUS 203 Introduction to Business Communication

Total Credits _____

Courses over 8 years old may be reevaluated for this program

Total Estimated Program Cost	Cost
Tuition (2019 tuition)	\$1,694.00
Fees	\$195.00
Books	\$975.00 - \$1,010.00
TOTAL:	\$2,864.00 - \$2,899.00

*Tuition, fees and books subject to change without notice. Total is an Estimate.

Important Dates to Remember:

Fall 2019 Semester:

April 8 Schedule available online.
April 15 Veterans Priority Registration Day.
April 22 Registration begins at 7:30 a.m.
August 26 Fall semester begins
 September 3 Labor Day College Closed
 September 6 Last day to withdraw without a "W" on transcript.
 October 7 Fall Graduation Application deadline.

Spring 2020 Semester:

November 18 Schedule available online.
November 25 Veterans Priority Registration Day.
December 2 Registration begins at 7:30 a.m.
January 21 Spring semester begins
January 28 Last day to withdraw without a "W" on transcript
 February 17 Spring Graduation Application deadline.
 March 16-20 Spring Break
 May 16 Graduation

Summer 2020 Semester:

March 30 Schedule available online
April 6 Veteran's Priority Deadline
April 13 Summer Registration begins at 730 am
June 1 Summer session Begins

Http:npc.edu/academic-calendar

Your Semester Plan of Study

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

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.

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.