



Name: _____
ID#: _____

Program Requirements

GPA.....2.0
Credits.....45

Advising Check Sheet, 2019-20 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 42 Credits	
Areas	Courses
Core Courses	(Each course is worth 3 credits unless noted)
Required: All	<input type="checkbox"/> HES190 Human Body In Health and Disease (4 credits) <input type="checkbox"/> BUS 119 Medical Office Administrative Procedures <input type="checkbox"/> BUS 183 Electronic Medical Records <input type="checkbox"/> BUS 231 Microsoft Office Level I <input type="checkbox"/> HES 120 Law and Ethics of the Health Care Professional <input type="checkbox"/> HES 170 Medical Terminology for Clinical Health Professionals <input type="checkbox"/> HES 180 Basic Pharmacology <input type="checkbox"/> HES 145 Nutrition <input type="checkbox"/> HES 101 Basic Technical Math OR Mat 109 or higher <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)
Complete <input type="checkbox"/>	
General Education Courses 3 Credits	
English/Com.	(Each course is worth 3 credits)
Required: 3-Credits	<input type="checkbox"/> ENL 101 College Composition I
Complete <input type="checkbox"/>	

Suggested Semester Plan of Study

Semester 1/ Fall	Credits	Semester 2	Credits
HES 170	3	HES 190	4
BUS 119	3	BUS 183	3
HES 145	3	HES 120	3
MAT/HES 101	3		
Semester 3/ Fall	Credits	Semester 4	Credits
MDA 124	5	MDA 125	5
BUS 231	3	ENL 101	3
HES 180	3	Summer Semester	Credits
		MDA 126	4

Your Semester Plan of Study

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

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 6	Last day to withdraw without a "W" on transcript.
September 2	Labor Day College Closed
October 7	Fall Graduation Application deadline.

Spring 2020 Semester:

November 18	Schedule available online.
November 25	Veterans Priority Registration Day.
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 3	Veteran's Priority Deadline
April 13	Summer Registration begins at 730 am
June 1	Summer session Begins

Total Estimated Program Cost	Cost
Tuition (2019 tuition)	\$3465.00
Fees	\$875.00
Books & Supplies	\$540.00 - \$580.00
TOTAL:	\$4,880.00- \$4,920.00

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

Courses over 8 years old may be reevaluated for this program

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.