



Name: _____
ID#: _____

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

Advising Check Sheet, 2018-19 Catalog

Medical records and health information technicians organize and manage health information data. They ensure its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical histories.

General Education Courses 16 Credits	
Areas	Courses
English/Com. Required: 6-Credits Complete <input type="checkbox"/>	<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
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 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)
Required: 3-Credits Complete <input type="checkbox"/>	Students MUST choose one course from either Arts & Humanities OR Social & Behavioral Sciences. (Each course is worth 3 credits)
Arts & Humanities	<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
Social & Behavioral Sciences	<input type="checkbox"/> PSY 101 Introduction to Psychology <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 101 Introduction to Sociology <input type="checkbox"/> SOC 121 Social Problems in America <input type="checkbox"/> SOC 212 Sex & Gender in Society <input type="checkbox"/> SOC 215 Ethnicity & Race <input type="checkbox"/> SOC 225 Sociology of the Family

Areas	Courses
Physical & Biological Sciences Required: 4-Credits Complete <input type="checkbox"/>	<input type="checkbox"/> BIO 160 Introduction to Human Anatomy & Physiology (REQUIRED)
Core Courses 40 Credits	
Core Courses Required 40-credits Complete <input type="checkbox"/>	(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 (2Credits) <input type="checkbox"/> BUS 104 Developing Your Professionalism (1 credit) <input type="checkbox"/> BUS 106 Techniques of Personal Financing <input type="checkbox"/> BUS 108 Basic Keyboarding & Document Processing <input type="checkbox"/> BUS 111 Ten-Key Skill Mastery (1 credit) <input type="checkbox"/> BUS 118 Computerized Medical Billing <input type="checkbox"/> BUS 119 Medical Office Administrative Procedures <input type="checkbox"/> HES 170 Medical Terminology for Health Professionals <input type="checkbox"/> BUS 131 Medical Transcription fundamentals <input type="checkbox"/> BUS 183 Electronic Medical Records <input type="checkbox"/> BUS 184 Medical Scribe <input type="checkbox"/> BUS 202 Professional Customer Service (1 credit) <input type="checkbox"/> BUS 227 Medical Coding (4 credits) <input type="checkbox"/> BUS 231 Microsoft Office Level I <input type="checkbox"/> CIS 103 Introduction to Windows (1 credit)
Elective Courses 9 Credits	
Unrestricted Electives Required: 9 Credits Complete <input type="checkbox"/>	Select any unduplicated 100 or higher level courses <input type="checkbox"/> Course: _____ <input type="checkbox"/> Course: _____ <input type="checkbox"/> Course: _____
Total Credits _____	

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.

SEE REVERSE SIDE FOR MORE INFORMATION

