



## Medical Assistant (MDA) Certificate of Proficiency (CP)



Advising Check Sheet, 2018-19 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.

Name: \_\_\_\_\_  
ID#: \_\_\_\_\_

**Program Requirements**  
GPA.....2.0  
Credits.....42

Core Courses 42 Credits	
Areas	Courses
Core Courses	(Each course is worth 3 credits unless noted)
<b>Required:</b> 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
Complete <input type="checkbox"/>	<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 <b>OR</b> 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)
Total Credits _____	

### 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		
HES 180	3	SUMMER	credits
		MDA 126	4

Courses over 8 years old may be reevaluated for this program

### Important Dates to Remember

#### Fall 2018 Semester:

- April 9 Schedule available online.
- April 15 FAFSA priority deadline.
- April 16 **Veterans Priority Registration Day.**
- April 23 **Registration begins at 7:30 a.m.**
- July Last day for schedule changes for FAFSA.
- August 3 Financial Aid award available to students.
- August 20 **Fall semester begins.**
- August 31 Last day to withdraw without a "W" on transcript.
- September 3 Labor Day College Closed
- October 2 Fall Graduation Application deadline.

#### Spring 2019 Semester:

- October 15 FAFSA Priority Deadline.
- November 13 Schedule available online.
- November 19 **Veterans Priority Registration Day.**
- November 26 **Registration begins at 7:30 a.m.**
- December Last day for schedule changes for FAFSA.
- December 21 Financial Aid award available to students.
- January 14 **Spring semester begins.**
- January 28 Last day to withdraw without a "W" on transcript.
- February 20 Spring Graduation Application deadline.
- March 11-14 Spring Break
- May 11 Graduation

#### Summer 2019 Semester:

- March 11 Schedule available online
- March 15 FAFSA Priority Deadline
- March 18 **Veteran's Priority Deadline**
- March 23 **Summer Registration begins at 730 am**
- June 3 **Summer session Begins**
- June 4 **Last day to withdraw without a "W" on transcript**

### Your Semester Plan of Study

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

Total Estimated Program Cost	Cost
Tuition (2018 tuition)	\$3108.00
Fees	\$355.00
Books & Supplies	\$540.00 - \$580.00
<b>TOTAL:</b>	<b>\$4308.00 - \$4043.00</b>

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

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

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Http:npc.edu/academic-calendar

## 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](http://www.npc.edu/transferU)
- Find out more about NPC transfer agreements with other colleges and universities at [www.npc.edu/transfer-agreements](http://www.npc.edu/transfer-agreements)
- Learn all about Arizona's guaranteed transfer degrees to ASU, NAU and UofA at [www.aztransfer.com](http://www.aztransfer.com)
- NPC's **college catalog** is available online at [www.npc.edu/college-catalog](http://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.