

Developmental Education Courses (if required)

<input type="checkbox"/>	ACLS050	Introduction to Academic Literacy
<input type="checkbox"/>	ENGL027	Writing Skills Workshop

Placement in English and/or Mathematics must first be determined by official transcripts and/or placement testing. Developmental education courses are only taken if needed based on a student's placement; these courses would be in addition to the courses outlined below. Developmental education courses may extend the timeline to degree completion.

Transferring credits into NCC: Official transcripts are required; awarded credit will appear in Workday's Academic Progress.

	complete	Course #	Course Title	Credits	Prerequisites / Corequisites
Semester 1	<input type="checkbox"/>	COLS101	College Success	1	Exempt: COLS150 or 12+ transfer credits & 2.0 GPA
	<input type="checkbox"/>	ENGL101	English I	3	PRE: ENGL Placement Policy
	<input type="checkbox"/>	COMM101	Introduction to Communication	3	
	<input type="checkbox"/>	PUBH100	Intro to Healthcare Careers	1	
	<input type="checkbox"/>	BIOS130	Basics of Human Anatomy & Physiology	4	
	<input type="checkbox"/>	HCOA154	Medical Terminology	3	
			Total Semester Credits:	15	
Semester 2	<input type="checkbox"/>	ENGL151L	English II (Literature) (D)	3	PRE: ENGL101
	<input type="checkbox"/>	CISC101	Introduction to Information Technology	3	
	<input type="checkbox"/>	HCOA172	Health Insurance Basics	3	PRE: HCOA154
	<input type="checkbox"/>	HCOA175	ICD-10-CM/PCS Coding Methodologies	3	PRE: HCOA154
	<input type="checkbox"/>	HCOA176	CPT Coding Methodology	3	PRE: HCOA154
	<input type="checkbox"/>	PSYC103	Introduction to Psychology	3	PRE: English I eligibility
			Total Semester Credits:	18	
Semester 3	<input type="checkbox"/>	ACCT100 or ACCT101	Accounting for Non-Accountants or Financial Accounting I	3	
	<input type="checkbox"/>	BUSA205	Management Fundamentals	3	PRE: ENGL101
	<input type="checkbox"/>	BUSA221G	Business Communication	3	PRE: ENGL151, CMTH102
	<input type="checkbox"/>	HCOA177	Health Information Technology	3	
	<input type="checkbox"/>	HCOA240	Medical Office Management Practices	3	PRE: HCOA154
			Total Semester Credits:	15	
Semester 4	<input type="checkbox"/>	BUSA226	Human Resources Management	3	
	<input type="checkbox"/>	PHIL202	Ethics & Moral Problems	3	
	<input type="checkbox"/>	HCOA274	Special Topics in Healthcare Office Administration	3	
	<input type="checkbox"/>		AH,SIT,SSHB General Education Elective	3	
	<input type="checkbox"/>		Elective	3	
			Total Semester Credits:	15	
			Total Degree Credits	63	

Program Notes:

Students should take HCOA154 Medical Terminology in their first semester.

Students who are planning on transferring to a 4-year institution should take ACCT101 Financial Accounting I in the 3rd semester and ACCT151 Financial Accounting II in the 4th semester as their elective.

How to search for general education electives:

In Workday's Academics- click *Find Course Sections & Register*, then use the corresponding **Elective Groups** filter to see the available options.

Arts and Humanities = AH

Social Science: Scientific Study of Human Behavior = SSHB

Social Science: Societies and Institutions Over Time = SIT

General Education Requirements

<input type="checkbox"/>	ENGL151L	Diversity
<input type="checkbox"/>	BUSA221G	Writing Intensive

***It is the student's responsibility to be knowledgeable of NCC graduation requirements and, if applicable, to verify transfer requirements with the 4-year institution. Courses listed on the program map are based upon the assumption that prerequisites and courses taken in previous semesters will be successfully completed.**