

Associate of Applied Science Medical Office Administration

All first-time, full-time students must enroll in either Student Opportunities Seminar (SOS) OR Principles of Collegiate Success (PCS) as determined by entrance exam scores.

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Milestone/Notes
DATA 1123 Fundamentals of Information Technology (FIT)	3	Keyboarding exam or GBUS1103 recommended	Milestone course, failure to pass may delay degree progress.
MEDT 1153 Medical Terminology	3		"C" or better; Fall Only
MEDT 1133 Medical Office Administration	3		"C" or better; Fall Only
MEDT 1113 Body Systems and Diseases I	3	Medical Terminology or concurrently enrolled	Fall Only
DATA 1213 Word Processing	3	Placement score or Keyboarding	"C" or better; Fall Only
Hours	15		
Students should apply for Certificate of Proficiency in Medical Office Administration			
Semester 2 (Spring)			
<i>Choose one:</i>			
MATH 1143 College Algebra	3	Placement score or Foundations II	
MATH 1163 Quantitative Literacy		Placement score or Foundations I	
DATA 1233 Database Management	3	FIT	"C" or better; Spring Only
DATA 1243 Spreadsheet Applications	3	FIT	"C" or better; Spring Only
MEDT 1213 Body Systems and Diseases II	3	Medical Terminology or concurrently enrolled	Spring Only
ENGL 1213 Composition I	3	Placement score or required remediation	
Hours	15		
Students should apply for the Certificate of Proficiency in Medical Terminology			
Students should apply for Technical Certificate in Medical Office Administration			
Semester 3 (Fall)			
MEDT 2333 Medical Coding I	3	Medical Terminology and Body Systems and Diseases I; or concurrently enrolled	"C" or better; Fall Only
ACTG 1113 Principles of Accounting I	3	Placement score or Foundations I	Fall Only
BOIS 2303 Business Communication	3	Comp I and FIT	
ENGL 1213 Composition II	3	Comp I	
Social Science	3		ECON 2113 or 2213; PSYC 1113 or SOCI 1113
Hours	15		
Semester 4 (Spring)			
MGMT 2013 Human Resource Mgmt.	3		Spring Only
DATA 2303 Adv. Word Processing	3	Word Processing	"C" or better; Spring only
MEDT 2413 Adv. Medical Office Admin.	3	Medical Office Administration; Instructor Approval	"C" or better; Spring Only
MEDT 2343 Medical Coding II	3	Medical Coding I; Body Systems & Diseases II or concurrently enrolled	"C" or better; Spring Only
MEDT 2053 Medical Billing	3	FIT, Medical Office Admin, Medical Terminology, Medical Coding I, Body Systems and Diseases I	"C" or better; Spring Only
Hours	15		
Students should apply for Associate of Applied Science in Medical Office Administration			
Students should apply for Technical Certificate in Medical Coding			
Total Hours 60			