

CURRICULUM – MEDICAL OFFICE ADMINISTRATION – ASSOCIATE DEGREE

Technical Courses:

MEDT	1123	Medical Terminology I	3
MEDT	1133	Medical Office Administration*	3
DATA	1123	Fundamentals of Information Technology	3
DATA	1213	Word Processing (MS Word ®)	3
MEDT	1143	Medical Terminology II	3
MEDT	1223	Principles of Disease*	3
DATA	1243	Spreadsheet Applications (MS Excel ®)	3
DATA	1233	Database Management (MS Access ®)	3
MEDT	2333	Medical Coding I*	3
MEDT	2023	Medical Transcription I*	3
MEDT	2413	Advanced Medical Office Administration*	3
MEDT	2013	Basic Pharmacology* †	3
MGMT	2013	Human Resource Management*	3
BOIS	2303	Business Communications	3
<i>Choose one of the following:</i>			
ACTG	1113	Principles of Accounting I	3
ACTG	1223	Payroll Accounting*	3
<i>Choose one of the following:</i>			
MEDT	2414	Medical Assisting*	4
MEDT	2033	Medical Transcription II*	3
MEDT	2343	Medical Coding II*	3
MEDT	2053	Medical Billing	3
TOTAL TECHNICAL HOURS			48/49

General Education Courses:

ENGL	1113	Composition I	3
ENGL	1213	Composition II	3
<i>Choose one of the following:</i>			
MATH	1123	Business Math (does not transfer)	3
MATH	1143	College Algebra	3
MATH	1153	Mathematics for Liberal Arts	3
<i>Choose one of the following:</i>			
BIOL	2224	Anatomy and Physiology I	4
MEDT	2214	Basic Human Anatomy & Physiology *††	4
<i>Choose one of the following:</i>			
PSYC	1113	General Psychology	3
ECON	2113	Principles of Macroeconomics	3
ECON	2213	Principles of Microeconomics	3
SOCI	1113	Introduction to Sociology	3
TOTAL GENERAL EDUCATION HOURS			16

COMPLETION AWARD: Associate of Applied Science **64/65**

Courses displayed in BOLD indicate specialty courses which require final grades of “C” or better.

() An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

† This course satisfies a specialty course requirement for the Medical Office Administration degree. This course will not apply towards general education credit for LPN - RN prerequisites or other allied health programs. Take this course only if you are majoring in Medical Office Administration.

†† This course satisfies the General Education biological science requirement for the Medical Office Administration degree only. This course will not apply towards general education credit for LPN - RN prerequisites or other allied health programs. Either BIOL 2224 or MEDT 2214 will meet the General Education Science requirement.