

**OUACHITA TECHNICAL COLLEGE  
BUSINESS INFORMATION TECHNOLOGY  
DEGREE PLAN**

**Associate of Applied Science  
Medical Office Administration**

Name \_\_\_\_\_ System ID \_\_\_\_\_

Advisor \_\_\_\_\_

| <b>Semester</b>                     | <b>Grade</b> | <b>Course Number</b> | <b>Course Name</b>                                     | <b>Prerequisite(s)/Corequisite(s)</b>   |
|-------------------------------------|--------------|----------------------|--|---|
| _____                               | _____        | MEDT 1123            | Medical Terminology I                                  |   |
| _____                               | _____        | MEDT 1133            | Medical Office Administration                          |   |
| _____                               | _____        | DATA 1123            | Fundamentals of Information Technology                 | Pass Keyboarding Entrance Exam  |
| _____                               | _____        | DATA 1213            | Word Processing  | Beginning Keyboarding OR<br>Pass Keyboarding Entrance Exam                        |
| _____                               | _____        | MEDT 1143            | Medical Terminology II                                 | Medical Terminology I   |
| _____                               | _____        | MEDT 1223            | Principles of Disease                                  |   |
| _____                               | _____        | DATA 1243            | Spreadsheet Applications                               | Fundamentals of Info Tech   |
| _____                               | _____        | DATA 1233            | Database Management                                    | Fundamentals of Info Tech   |
| _____                               | _____        | MEDT 2333            | Medical Coding I                                       | Medical Terminology I   |
| _____                               | _____        | MEDT 2023            | Medical Transcription I                                | Pass Medical Transcription<br>Keyboarding Entrance Exam/<br>Medical Terminology I |
| _____                               | _____        | MEDT 2413            | Advanced Medical Office Administration                 | 19 hours of MEDT courses  |
| _____                               | _____        | MEDT 2013            | Basic Pharmacology with an Overview<br>of Microbiology | Basic Algebra/<br>Medical Terminology I   |
| _____                               | _____        | MGMT 2013            | Human Resource Management                              |   |
| _____                               | _____        | BOIS 2303            | Business Communications                                | Business English/<br>Composition I<br>Fundamentals of Info Tech                   |
| <b>Choose one of the following:</b> |              |                      |  |   |
| _____                               | _____        | ACTG 1113            | Principles of Accounting I                             | Basic Algebra   |
| _____                               | _____        | ACTG 1223            | Payroll Accounting                                     | Principles of Accounting I  |

**MORE ON REVERSE**

| Semester                            | Grade | Course Number | Course Name                       | Prerequisite(s)/Corequisite(s)  |                      |
|-------------------------------------|-------|---------------|-----------------------------------|---|----------------------|
| <b>Choose one of the following:</b> |       |               |                                   |   |                      |
| _____                               | _____ | MEDT 2414     | Medical Assisting                 | Medical Transcription I/<br>Word Processing<br>Medical Coding I<br>Medical Office Administration/<br>Medical Terminology I & II/<br>Medical Coding I/<br>Principles of Disease/<br>Basic Human Anatomy & Physiology<br>OR Anatomy & Physiology I/<br>Basic Pharmacology OR<br>Anatomy & Physiology II/<br>Fundamentals of Info Tech |                      |
| _____                               | _____ | MEDT 2033     | Medical Transcription II          |   |                      |
| _____                               | _____ | MEDT 2343     | Medical Coding II                 |   |                      |
| _____                               | _____ | MEDT 2053     | Medical Billing                   |   |                      |
| <b>General Education Courses:</b>   |       |               |                                   |   |                      |
| _____                               | _____ | ENGL 1113     | Composition I                     |   | Basic Writing        |
| _____                               | _____ | ENGL 1213     | Composition II                    |   | Composition I        |
| <b>Choose one of the following:</b> |       |               |                                   |   |                      |
| _____                               | _____ | MATH 1143     | College Algebra                   |   | Intermediate Algebra |
| _____                               | _____ | MATH 1153     | Math for Liberal Arts             |   | Intermediate Algebra |
| _____                               | _____ | MATH 1123     | Business Math (does not transfer) | Basic Algebra   |                      |
| <b>Choose one of the following:</b> |       |               |                                   |   |                      |
| _____                               | _____ | BIOL 2224     | Anatomy and Physiology I          | Medical Terminology I   |                      |
| _____                               | _____ | MEDT 2214     | Basic Human Anatomy & Physiology  |   |                      |
| <b>Choose one of the following:</b> |       |               |                                   |   |                      |
| _____                               | _____ | PSYC 1113     | General Psychology                |   |                      |
| _____                               | _____ | ECON 2113     | Principles of Macroeconomics      |   |                      |
| _____                               | _____ | ECON 2213     | Principles of Microeconomics      |   |                      |
| _____                               | _____ | SOCI 1113     | Introduction to Sociology         |   |                      |