

**COLLEGE OF THE OUACHITAS
BUSINESS INFORMATION TECHNOLOGY
DEGREE PLAN**

**Associate of Applied Science
Medical Office Administration**

Name _____ System ID _____

Advisor _____

Division Chair Signature _____

Business Technology classes require college-level reading skills, or successful completion of Academic Reading. All prerequisites require successful completion with a "C" or better.

Semester	Grade	Course Number	Course Name	Prerequisite(s)/Corequisite(s)
_____	_____	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 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 Keyboarding Entrance Exam/ Medical Terminology I
_____	_____	MEDT 2413	Advanced Medical Office Administration	19 hours of MEDT courses
_____	_____	MEDT 2013	Basic Pharmacology with an Overview of Microbiology	Basic Algebra/ Medical Terminology I
_____	_____	MGMT 2013	Human Resource Management	
_____	_____	BOIS 2303	Business Communication	Business English/ Composition I Fundamentals of Info Tech

Choose one of the following:

_____	_____	ACTG 1113	Principles of Accounting I	Basic Algebra
_____	_____	ACTG 1223	Payroll Accounting	Principles of Accounting I

MORE ON REVERSE

Revised 11/11/11

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