OFFICE MANAGEMENT/MEDICAL OFFICE
MEDICAL ASSISTING CONCENTRATION
Part-Time Associate Degree Program - 64 Credits

Term #1 - 8 Credits

_____	Ori 100	Freshman Experience	1 Credit
_____	SecM 111	*Medical Terminology	3 Credits
_____	SecM 107/108	*Keyboarding I OR Keyboarding II	1 Credit
_____	Hdfr 110	Human Growth & Development	3 Credits

Term #2 - 7 Credits

_____	MIS 101/110	Computer Applications OR Advanced Computer Applications	3 Credits
_____	SecM 108/109	*Keyboarding II OR Keyboarding III	1 Credit
_____	Med 100	*Health Information Technology	3 Credits

Term #3 - 7 Credits

_____	Eng 120	Research and Writing	4 Credits
_____	Psyc 101	Intro to Psychology OR	3 Credits
	Soc 101	Contemporary Social Problems	

Term #4 -6 Credits

_____	xxxx xxx	Distribution Core Class OR History OR Behavioral Science Course	3 Credits
_____	Comm 180	Business and Professional Communications	3 Credits

Term #5 - 7 Credits

_____	Bio 160	Intro Anatomy & Physiology I	3 Credits
_____	Bio 161	Intro Anatomy & Physiology I Lab	1 Credit
_____	Secm 112	*Administrative Medical Office I	3 Credits

Term #6 - 7 Credits

_____	Bio 162	Intro Anatomy & Physiology II	3 Credits
_____	Bio 163	Intro Anatomy & Physiology II Lab	1 Credit
_____	Bio 190	*Disease Process	3 Credits

Term #9 - 6 Credits

_____	Math 100/102/109	Business Math OR Elem. Algebra OR Statistics	3 Credits
_____	SecM 106	*Intro to Coding	3 Credits

Term #10 - 6 Credits

_____	Rlst 100	Religious Person & Tradition	3 Credits
_____	SecM 204	*Intermediate ICD-9 & CPT Coding	3 Credits

Term #11 - 7 Credits

_____	Med 101	*Medical Office Clinical Procedures	3 Credits
_____	Med 102	*Medical Office Clinical Procedures Lab	1 Credit
_____	Med 103	*Medical Office Diagnostic Procedures	3 Credits

Term #12 - 3 Credits

_____	SecM 275	Medical Assistant Internship	3 Credits