

## Medical Office AAS Degree-Sample Sequencing Schedule

This program can be completed in five semesters including 120 hours of internship. Assessment scores should place the student into ENG 121 or higher or they should have documentation of previous ENG 121 or higher. Math assessment should place the student into MAT 120 or higher or they should have documentation of previous MAT 120 or higher.

<b>1<sup>st</sup> Semester-</b>	<b>Course Credits</b>
MAT 120 or higher	3
ENG 121      English Composition	3
HPR 178      Medical Terminology	2
General Education Course	6
Department Approved Elective credits	<u>3</u>
	17

<b>2<sup>nd</sup> Semester –</b>	<b>Course Credits</b>
BIO 106      Anatomy and Physiology	4
BUS 115      Intro to Business	3
Department Approved Elective credits	4
General Education Course	<u>3</u>
	14

<b>3<sup>rd</sup> Semester -</b>	<b>Course Credits</b>
ACC 101      Fundamentals of Accounting	3
COM 126      Communication in Healthcare	3
MAN 212      Negotiation and Conflict Resolution	3
Department Approved Elective credits	<u>6</u>
	15

<b>4<sup>th</sup> Semester –</b>	<b>Course Credits</b>
HPR 106      Law & Ethics	2
MAP 110      Medical Office I	4
MAP 120      Medical Office Financial Mgt	4
MOT 136      Intro to Clinical Skills	<u>2</u>
	12

<b>5<sup>th</sup> Semester-</b>	<b>Course Credits</b>
MAP 181      Medical Administrative Internship	2

General Education Credits require that 9 credits be taken from any TWO of the following areas:

**Arts/Humanities:** ARA, ART, ASL, FRE, GER, HUM, ITA, JPN, LIT, MUS, PHI, RUS, SPA, THE;

**Science:** AST, BIO, CHE, ENV, GEY, MET, NRE, PHY, SCI; **Social Sciences:** AGR, ANT, ECO, GEO, GIS, HIS, POS, PSY, SOC