

## Medical Office AAS Degree Sample Schedule

The degree can be completed in four semesters. MOT courses are not available summer semester. All non-MOT courses are offered all semesters.

<u>Courses</u>	<u>Credits</u>
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First Semester

HPR 178	Medical Terminology	2
CIS 118	Introduction to PC Applications	3
COM 126	Communication in Healthcare	3
MAN 116	Principles of Supervision	
	OR 3	
BUS 115	Introduction to Business	
Electives (2)	Faculty Advisor Approved	<u>6</u>
		17

Second Semester

HPR 106	Law and Ethics	2
BIO 106	Basic Anatomy and Physiology	4
MOT 110	Medical Office Administration	4
MOT 120	Medical Office Financial Management	3
Elective	Faculty Advisor Approved	<u>3</u>
		16

Third Semester

ACC 101	Fundamentals of Accounting	3
MOT 130	Insurance and Billing	3
MOT 136	Introduction to Clinical Skills	2
Electives (2)	Faculty Advisor Approved	<u>6</u>
		14

Fourth Semester

MOT 181	Administrative Internship	2
Electives (2-3)	Faculty Advisor Approved	<u>6-9</u>
		8-11

**Certificate Program requires 34 credits**

General Education Electives for Associate Degree

ENG 121	English Composition 1	3
MAT 106 or Higher		4

Elective Gen Ed Courses 10

9 Credits from any 2 of the following areas:

Arts/ Humanities: ART, FRE, GER, HUM, LIT, PHI, SPA, MUS, THE

Science: AST, BIO, CHE, GEY, PHY

Social Sciences: ANT, ECO, GEO, HIS, POS, PSY, SOC

9  
26

**Degree Program requires 60 credits**