

OFFICE INFORMATION TECHNOLOGY • MEDICAL OFFICE ADMINISTRATION MAJOR •

Associate of Applied Business Degree

Course No	Course Title	Credit Hours	Qtrs Offered	Pre-Requisites
FIRST QUARTER (Fall) 18 credits				
MSC 1000A	Intro to Health Technology	2	F,W, Sp	None
MSC 1010A	Medical Terminology I	4	F, W, Sp	None
MSC 1180A	Medical Office Procedures	4	F	None
OIS➤ 1240A	Computer Applications I	4	ALL	OIS1200A or TST ¹
HSS 2100A	Dealing with Diversity	4	F	Dept approval
SECOND QUARTER (Winter) 18 credits				
MSC 1020A	Medical Terminology II	4	ALL	MSC1010A
MSC 1100A	Human Diseases	4	W, Sp	MSC1010A
ENG 1090A	English Composition I	4	ALL	OIS1240A or concurrent or examination
OIS 1250A	Computer Applications II	4	W, Sp	OIS1240A
MSC 1160A	Intro to Medical Records Management	2	W	None
THIRD QUARTER (Spring) 17 credits				
SCI 1050A	Basic Anatomy	5	Sp	MSC1020A
ENG➤ 1100A	English Composition II	2	ALL	ENG1090A
MTH➤ 1015A	Basic Algebra	2	F,W, Sp	COMPASS or MTH0990A or BUS1100A
OIS 1500A	Web Page Authoring I	4	Sp	OIS1240A
MSC 1140A	Medical Insurance and Billing	4	F, Sp	MSC1010A
FOURTH QUARTER (Fall) 18 credits				
MSC 1300A	ICD-9 CM Coding	5	F, W	MSC1140A
MLT 2620A	Health Care Issues: Medical Professionalism	1	ALL	None
MGT 2210A	Human Resources Management	4	ALL	None
ENG 1140A	Business Communications	4	ALL	ENG1100A
ENG➤ 1160A	Oral Communications	4	ALL	None
FIFTH QUARTER (Winter) 17 credits				
MSC 1060A	Intro to Medical Transcription	2	F,W, Sp	OIS1240A
MSC 1400A	CPT-4 Coding	5	W, Sp	MSC1300A
MLT 2630A	Health Care Issues: Medical Law & Ethics	1	ALL	None
ACC 1300A	Financial Accounting I	5	F, W	None
MKT 2030A	Principles of Marketing	4	F, W	OIS1240A or concurrent, and ECN2000A or approval
SIXTH QUARTER (Spring) 17 credits				
MSC 1150A	HealthCare Reimbursement	2	Sp	MSC1140A
MSC 1500A	Pharmacology for Allied Health	2	W, Sp	MSC1010A
MSC➤ 2250B	Medical Office Administration Practicum	2	Sp	Dept approval
HUM➤ 1200A	Critical Thinking & Problem Solving	2	F, W, Sp	None
MGT 1400A	Intro to Management	4	ALL	None
BUS 2150A	Legal Environment of Business	5	ALL	None
Credit Hour Total		105		

¹ TST = Technology Skills Test

➤ CGC's: **Com-1**=ENG1100A; **Com-2**=ENG1160A; **Math**= MTH1015A; **IP**=MSC2250B; **PSDM**=HUM1200A; **IT**=OIS1240A.