

Office Technology – Medical Office Assistant - AAS Program Planning Sheet

Student Name: _____

Catalog Year: 1999-2000

Soc. Sec. Number: _____

GENERAL EDUCATION CORE

Course Number	General Education Core	Credits Required	Credits Earned	Planning
ENGL 101	Introduction to Composition I	3		
SOCI 101	Introduction to Sociology	3		
Science	Science Core Course (must include lab)	4		
CMSY 126	Introduction to Internet	1		
SPCH 105	Fundamentals of Public Speaking	3		
SPCH 110	Interpersonal Communications	3		
MATH 122	Ideas in Mathematics	3		
Total Core Credits - minimum of 20 required for degree completion				

REQUIRED COURSES RELATED TO MAJOR

Course Number	Required Course	Credits Required	Credit Earned	Planning
BMGT 102	Records Management	3		
OFFI 176	English for the Office Professional	3		
CMSY 102	Beginning Word Processing	1		
OFFI 100	Office Machines	1		
ACCT 111 OR	Principles of Accounting I OR			
OFFI 101	Bookkeeping	3		
BMGT 175	Business Communications	3		
CMSY 101	Beginning Spreadsheets	1		
CMSY 104	Advanced Word Processing	1		
CMSY 132	Introduction to Windows	1		
CMSY 103	Beginning Database	1		
CMSY 116	Powerpoint	1		
CMSY 136	Integrated Software Applications	1		

MEDICAL OFFICE ASSISTANT OPTION

Course Number	Required Course	Credits Required	Credits Earned	Planning
OFFI 279	Keyboarding	1		
OFFI 102	Editing Skills for Word Processors	3		
OFFI 290	Medical Terminology	2		
OFFI 191	Computerized Medical Billing	1		
OFFI 192	Basic Coding Overview	1		
OFFI 193	Introduction to Medical Insurance	1		
OFFI 293	Beginning Medical Transcription	3		
OFFI 295	Medical Office Simulation	3		
Elective	Business or Computer Systems Electives	5		

NOTES:

Developmental Courses: _____

Advisor: _____

Date: _____

GPA: _____