



Medical Office Administration– 2017-2018

Associate of Applied Science

○ 60 credit hours

Possible Prerequisites			Semester	Hours	Grade
READ	0033	Reading		N/C	
ENG	0023	Writing Fundamentals OR ALP		N/C	
MATH	0013	Pre-Algebra		N/C	
MATH	0023	Introductory Algebra		N/C	
MATH	0033	Intermediate Algebra		N/C	
COLL	1001	College Success Strategies		N/C	

First Year – First Semester

ADMS	1513	Keyboarding for Professionals I		3	
BSYS	1023	Professional Office Systems (<i>Fall-Pocahontas/ Spring-Paragould</i>)		3	
~ENG	1003	Freshman English I		3	
MATH	1003	Technical Math for Business (or higher)		3	
MEDL	1001	Introduction to Health Care (spring – Paragould)		1	
~ZOO	2004	Human Anatomy & Physiology I with lab		4	

First Year – Second Semester

ADMS	2413	Word/Information Processing		3	
~ADMS	2563	Business Communications		3	
~CA	1903	Introduction to Computer Concepts		3	
MEDL	1003	Medical Terminology		3	
~ZOO	2414	Human Anatomy & Physiology II with lab		4	

Second Year – First Semester

ACCT	1003	Accounting I (or higher)		3	
ADMS	1213	Medical Transcription (<i>Fall-Pocahontas/ Spring-Paragould</i>)		3	
BUAD	1033	Business Ethics		3	
~ENG	1013	Freshman English II OR		3	
~ENG	1023	Technical Writing		3	
MEDL	1043	Medical Coding I (Fall only)		3	

Second Year – Second Semester

ADMS	2073	Professional Development		3	
BSYS	2583	Spreadsheets for Managerial Decisions OR		3	
CIS	2043	Database Management (spring only)		3	
CIS	1073	Computerized Accounting		3	
MEDL	1063	Medical Coding II (spring only)		3	

Social Science Elective (3 hours) pick only one

~PSY	2513	Introduction to Psychology OR		3	
~SOC	2213	Principles of Sociology		3	

Student Signature _____

Date _____

Advisor Signature _____

Date _____

Business Elective approved course list:

Course ID	Course Name	Grade	Course ID	Course Name	Grade
~ACCT 2003	Introduction to Financial Accounting		BUAD 1023	Marketing	
~ACCT 2013	Introduction to Managerial Accounting		CIS 1013	Introduction to Computer Information Systems	
ACCT 2023	Fundamental Accounting Concepts		CIS 2043	Database Management	
ACCT 2033	Payroll Accounting		CIS 2053	Microsoft Windows	
ADMS 1523	Keyboarding for Professionals II		MGMT 1013	Introduction to Human Resource Management	
BSYS 2003	Business & Professional Presentation Techniques		MGMT 2603	Leadership Issues	
BSYS 2533	Internet, Intranet & Email Applications		MGMT 2613	Principles of Supervision	
BSYS 2583	Spreadsheets for Managerial Decisions		MGMT 2633	Information Technology Project Management	
BUAD 1013	Intro to Business				

As mandated by Act 472 of 2007, I have been informed of the Arkansas Course Transfer System, and how to determine which courses will transfer to other Arkansas public institutions. Website <http://acts.adhe.edu>

ACTS Transfer Courses

Courses notated in the degree plan with the “ ~ “ symbol are considered ACTS courses. The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. For further information the ACTS website link can be reached at <http://acts.adhe.edu/studenttransfer.aspx>.

Prior Learning Assessment

For more information concerning Prior Learning Assessment (PLA) contact the Registrar's office (870) 248-4015