



Medical Office Administration– 2016-2017

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

BSYS	1023	Professional Office Systems (fall – Pocahontas / spring – Paragould)		3	
~CA	1903	Introduction to Computer Concepts		3	
~ECON	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	
~ENG	1013	Freshman English II OR		3	
~ENG	1023	Technical Writing		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 (fall – Pocahontas / spring – Paragould)		3	
ADMS	2073	Professional Development		3	
BUAD	1033	Business Ethics		3	
MEDL	1043	Medical Coding I (fall only)		3	

Second Year – Second Semester

MEDL	1063	Medical Coding II (spring only)		3	
BSYS	2583	Spreadsheets for Managerial Decisions OR		3	
CIS	2043	Database Management (spring only)		3	
CIS	1073	Computerized Accounting		3	
		Business Elective (advisor will approve from list)		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		~ECON 2323	Principles of Microeconomics	
~ACCT 2013	Introduction to Managerial Accounting		ECON 2333	Economics Issues & Concepts	
ACCT 2023	Fundamental Accounting Concepts		ENTR 1003	Introduction to Entrepreneurship	
ACCT 2033	Payroll Accounting		ENTR 2003	Professional Selling/Advertising	
ACCT 2043	Introduction to Cost Accounting		ENTR 2023	Funding Acquisitions for Entrepreneurs	
ACCT 2053	Introduction to Taxes		ENTR 2033	Feasibility and Funding Analysis	
ADMS 1103	Legal Terminology		LAW 2023	Legal Environment of Business	
ADMS 1203	Legal Transcription		MGMT 1013	Introduction to Human Resource Management	
~ADMS 1513	Keyboarding I		MGMT 1023	Foundations of Productivity Management	
ADMS 1523	Keyboarding II		MGMT 2003	Entrepreneurial Ventures	
BSYS 2003	Business & Professional Presentation Techniques		MGMT 2603	Leadership Issues	
BSYS 2013	Web Page Design		MGMT 2613	Principles of Supervision	
BSYS 2533	Internet, Intranet & Email Applications		MGMT 2623	Small Business Management	
BSYS 2583	Spreadsheets for Managerial Decisions		MGMT 2633	Information Technology Project Management	
BUAD 1013	Intro to Business		~QM 2113	Business Statistics	
BUAD 1023	Marketing		MEDL 1024	Phlebotomy	
BUAD 1043	Personal Financial Planning		MEDL 1033	Foundations of Human Anatomy & Physiology	
CIS 1003	Digital Photography		NRS 2203	Basic Human Nutrition	
CIS 1013	Introduction to Computer Information Systems		PN 1006	Clinical Practicum I	
CIS 2043	Database Management		PN 1106	Clinical Practicum II	
CIS 2053	Microsoft Windows		PN 1206	Clinical Practicum III	
CIS 2073	Illustrative Publications		PN 1310	Medical-Surgical Nursing	
~ECON 2313	Principles of Macroeconomics		PN 1329	Nursing Specialty	

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