



**Associate of Applied Science in Business Management  
Medical Office Administration Option  
2023-24 Degree Check**

<b>Name:</b>	<b>Completed by:</b>
<b>ID:</b>	<b>Date:</b>

General Education Requirements (19-20 Credits)	Credits	Grade	Semester	Notes
<b>Communication (6 Credits)</b>				
ENG 1113 English Composition I	3			
ENG 1213 English Composition II or SPC 1113 Fundamentals of Speech	3			
<b>History and U.S. Government (6 Credits)</b>				
HST 1483 US History to the Civil War or HST 1493 US History since the Civil War	3			
GVT 1113 American Federal Government	3			
<b>Humanities (1 Credit) See catalog for a listing of acceptable courses</b>				
<b>Arts and Science (3 Credits)</b>				
BC 2113 Business Communications	3			
<b>Computer Proficiency (3 Credits)</b>				
CIS 1113 Computer Applications or displayed proficiency and 3 gen ed credits	3			
<b>Student Success (1 Credit) For first-time freshmen</b>				
COL 1211 Success Strategies	1			
Program Requirements (45 Credits)	Credits	Grade	Semester	Notes
<b>Program Core (24 Credits)</b>				
ACC 2103 Fundamentals of Financial Accounting	3			
BM 1103 Introduction to Business	3			
BM 1403 Business Math	3			
BM 2613 Business Ethics	3			
BM 2013 Principles of Management	3			
BUS 2763 Professional Development	3			
BM 2513 Business Management Internship I	3			
BM 2723 Spreadsheet Applications	3			
<b>Medical Office Administration Option Core (18 Credits)</b>				
MOA 1113 Medical Office Terminology I	3			
MOA 1123 Coding for the Medical Office	3			
MOA 1213 Medical Law, Liability, & Ethics	3			
MOA 1233 Medical Terminology - Anatomy & Physiology	3			
MOA 2123 Medical Office Procedures	3			
BM 2023 Principles of Customer Service	3			
<b>Medical Office Administration Option Electives (3 Credits)</b>				
PSY 1113 Introductory Psychology	3			
ACC 1113 Introduction to Accounting	3			
ACC 2303 Computerized Accounting	3			

**Substitutions must be approved by Program Chair**

**Total Credit Hours Required: 64**      15 hours at MSC       Min 2.0 GPA       Min 19 Hours in Gen Ed Core