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| Name: | | Completed by: | | | |
| ID: | | Date: | | | |
| General Education Requirements (18 Credits) | | Credits | Grade | Semester | Notes |
| Communication (6 Credits) | | | | | |
| ENG 1113 English Composition I | 3 | | | | |
| ENG 1213 English Composition II or SPC 1113 Fundamentals of Speech | 3 | | | | |
| History and U.S. Government (6 Credits) | | | | | |
| HST 1483 US History to the Civil War or HST 1493 US History since the Civil War | 3 | | | | |
| GVT 1113 American Federal Government | 3 | | | | |
| Humanities (1 Credit) | | | | | |
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| General Education Electives (6 Credits) | | | | | |
| BC 2113 Business Communications | 3 | | | | |
| CIS 1113 Computer Applications | 3 | | | | |
| Student Success (1 Credit) For first-time freshmen | | | | | |
| COL 1211 Success Strategies | 1 | | | | |
| Program Requirements (45 Credits) | | Credits | Grade | Semester | Notes |
| Program Core (24 Credits) | | | | | |
| 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 | | | | |
| Medical Office Administration Option Core (18 Credits) | | | | | |
| 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 | | | | |
| Medical Office Administration Option Electives (3 Credits) | | | | | |
| PSY 1113 Introductory Psychology | 3 | | | | |
| ACC 1113 Introduction to Accounting | 3 | | | | |
| ACC 2303 Computerized Accounting | 3 | | | | |
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| Substitutions must be approved by Program Chair | | | | | |
| Total Credit Hours Required: 64 | 15 hours at MSC <input type="checkbox"/> | Min 2.0 GPA <input type="checkbox"/> | Min 19 Hours in Gen Ed Core <input type="checkbox"/> | | |