



ASSOCIATE OF APPLIED SCIENCE MEDICAL OFFICE ADMINISTRATION

Business Core

BADM	240	Principles of Management (SP-D & FA-N)	3
BADM	250	Business Ethics (WI-On-line & SU-N)	3
BADM	280	Leadership Capstone (FA-On-line & SP-On-line)	3
ENGL	250	Business Communications (SP-D & FA-N)	3
HIM	101	Introduction to Medical Office* (SP-N)	3
SOCI	233	Sociology of Leadership (SU-N & WI-D)	3

Business Core **18 credits**

Medical Office Core

HIM	116	Pharmacology & Laboratory Medicine * (SU-N)	3
HIM	125	Medical Transcription* (WI-N)	3
HIM	128	Medical Terminology* (SP-N)	3
HIM	217	Anatomy & Physiology for the Medical Office (FA-N)	3
HIM	240	ICD-9 Medical Coding and Billing* (SU-N or SU-D)	3
HIM	250	CPT Medical Coding and Billing* (WI-N)	3
HIM	260	Fundamentals of Human Diseases (FA-N)	3
HIM	261	Reimbursement Methodologies* (SP-N)	3
HIM	265	Advanced Medical Coding* (SP-N)	3

Medical Office Core **27 credits**

General Education Core

ACDV	100	Introduction to College Studies*	3
CSCI	105	Introduction to Computers*	3
ECON	201	Microeconomics (SP-N & SU-D) or ECON 202 Macroeconomics (WI-D & FA-N)	3
ENGL	101	Composition*	3
MATH	101	Intermediate Algebra or MATH 102 College Algebra	3
SPCM	101	Fundamentals of Speech	3
		Elective (Humanities, Social Science or Fine Arts)	3

General Education Core Total **21 credits**

Total Degree Credit Requirements **66 credits**

*** Indicates Certificate Courses**

Legend

- Winter- WI
- Spring – SP
- Summer- SU
- Fall- FA
- Day-D
- Night-N