University of Arkansas Community College at Batesville

Degree Plan **Business Services-Medical Office Management** **____ Catalog**
Associate of Applied Science

Name: _____ **ID#: _____**

Graduation Term: _____ **Advisor: _____**

Semester	Course			Credit Hours
_____	CIS	1003	Introduction to Computers	3
_____	ENG	1103	English Composition I	3
_____	ENG	1203	English Composition II	3
_____	MTH	0013	Intermediate Algebra	3
_____	SPC	1003	Oral Communication	3
_____	____	____	Social Science Elective	3
				18

Business Core Curriculum

_____	CIS	1053	Computer Software Applications	3
_____	MOM	1013	Introduction to Health Care Systems <*fall*>	3
_____	OFA	1003	Beginning Keyboarding	3
_____	OFA	1063	Word Processing <*spring*>	3
_____	OFA	1053	Medical Terminology	3
				15

The Major: Medical Office Management

_____	ACC	1013	Principles of Accounting I	3
_____	ACC	2023	Payroll Accounting <*spring*>	3
_____	BIO	1013	Essentials of Anatomy and Physiology/Lab	4
_____	BUS	2043	Human Resource Management	3
_____	BUS	2653	Internship	3
_____	MOM	2013	Legal Concepts in Health Care <*spring*>	3
_____	MOM	2023	Medical Diagnosis Coding and Billing <spring>	3
_____	MOM	2033	Medical Outpatient Coding and Billing <fall>	3
_____	OFA	1043	Records Management <*fall*>	3
_____	OFA	2033	Administrative Office Procedures <*spring*>	3
_____	OFA	2053	Medical Transcription <*fall*>	3
				34

Total Credit Hours 67