



Medical Office Administration  
2020-2021  
Associate of Applied Science  
60 Credit Hours

Name \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Original placement in developmental education courses is determined by ACT, ASSET, COMPASS, Accuplacer, or SAT test scores. I understand that if required to enroll in developmental education courses as a result of my test scores and Arkansas law, Act 1101, an additional semester may be required to complete my program of study. (\*) following the course name signifies the program core courses.

**English/Communication (6 credit hours)**

~ENG	1003	Freshman English I		3	
~ENG	1013	Freshman English II OR		3	
~ENG	1023	Technical Writing			

**Mathematics (3 credit hours)**

MATH	1053	Mathematical Reasoning/Quantitative Literacy OR higher level math		3	
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**Business Foundations (54credit hours)**

ACCT	1003	Accounting I (or higher)		3	
ADMS	1213	Medical Transcription ( <i>Odd year Pocahontas / Even year Paragould</i> )		3	
ADMS	1513	Keyboarding for Professionals I		3	
ADMS	2073	Professional Development		3	
ADMS	2413	Word/Information Processing		3	
~ADMS	2563	Business Communications		3	
BSYS	1023	Professional Office Systems		3	
BSYS	2583	Spreadsheets for Managerial Decisions		3	
BUAD	1033	Business Ethics		3	
~CA	1903	Introduction to Computer Concepts		3	
CIS	1073	Computerized Accounting		3	
MEDL	1003	Medical Terminology		3	
MEDL	1033	Foundations of Human Anatomy & Physiology		3	
MEDL	1043	Medical Coding I		3	
MEDL	1063	Medical Coding II		3	
MEDL	2003	Medical Coding III		3	
~PSY	2513	Introduction to Psychology OR		3	
~SOC	2213	Principles of Sociology			

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>.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_