

**Medical Office Administration – 2022-23** Blocks are suggested for full-time students, but may be adjusted based on course scheduling, student employment, or individual needs. Courses Highlighted lead to the appropriate degree.

<b>CP</b>	Certificate of Proficiency – Medical Office Administration Fundamentals
<b>CAS</b>	Certificate of Applied Science – Medical Office Administration Specialization
<b>AAS</b>	Associates of Applied Science – Medical Office Administration Specialization

### First Block

X	Course	Notes	
	HES 170 Medical Terminology for Clinical Health Professionals	F OL, SP OL, HES 170 must be taken with or prior to HES 190	3
	HES 190 Human Body in Health and Disease	F OL, SP OL, HES 190 must be taken with or after HES 170	4
	BUS 105 Techniques of Supervision	F OL, S OL	3
	BUS 119 Medical Office Procedures	F OL	3
	BUS231 Microsoft Office Level 1	F OL, Sp OL	3
		<b>Total Credits</b>	<b>16</b>

### Second Block

X	Course	Notes	credits
	BUS 179 Medical Coding *	SP OL, Prerequisite HES170 and HES190	4
	BUS 183 Electronic Medical Records *	Sp OL, Prerequisite HES170 and HES190	3
	HES 120 Law and Ethics of the Healthcare Professional	F OL, Sp OL	3
	MAT142 or higher	F (OL), Sp (OL), Su (OL), Prerequisite MAT109 or satisfactory placement	3
	ENL 101	F (OL), Sp (OL), Su (OL), Prerequisite satisfactory placement or CCP082	3
		<b>Total Credits</b>	<b>16</b>

### Third Block

X	Course	Notes	credits
	BUS 188 Medical Transcription Fundamentals *	F OL, Prerequisite BUS183	3
	BUS 189 Medical Billing *	F OL, Prerequisite BUS179 and BUS183	3
	BUS 210 Principles of Management	F OL, Sp OL	3
	Electives	F (OL), Sp (OL), Su (OL)	3
	Discipline Studies	F (OL), Sp (OL), Su (OL)	4
		<b>Total Credits</b>	<b>16</b>

### Fourth Block

X	Course	Notes	credits
	BUS 230 Organizational Leadership	F OL, Sp OL	3
	BUS250 – Medical Administration Capstone*	SP OL, Prerequisite BUS188 and BUS189	3
	Communications course	F OL, Sp OL	3
	Discipline Studies	F, Sp, Su	3
	Electives	F, Sp, Su	4

	<b>Total Credits</b>	<b>16</b>
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**Your Academic Plan**

**Semester FA Year 2022**

Course	Credits	Grade

**Semester SP Year 2023**

Course	Credits	Grade

**Semester FA Year 2023**

Course	Credits	Grade

**Semester SP Year 2024**

Course	Credits	Grade

**Key**

\* = Prerequisite (Speak with your academic advisor or check the notes section for more information.)

**Notes:** This Academic Plan is a suggestion of how this program can be completed as a full-time student and may need to be adjusted based on the semester you start or your personal circumstances. Students should consult a faculty or academic advisor as they design their individual completion path.

General education options are located in section IV, Programs, of the NPC college catalog. To be sure your general education course applies to your degree, speak with your academic advisor. The online version of the college catalog is located on our public website: <https://www.npc.edu/college-catalog>