



Education Plan (Sequenced): Medical Office Assistant

Degree/Certificate: Associate of Applied Science

### Year 1: Semester 1

Course	Semester Credit Hours
POFI 1349 Spreadsheets	3
POFI 2301 Word Processing	3
POFT 1313 Professional Workplace Preparation	3
POFT 1319 Records & Information Management I	3
POFT 1329 Beginning Keyboarding	3
POFT 2312 Business Correspondence & Communications	3
<b>Total</b>	<b>18</b>

### Year 1: Semester 2

Course	Semester Credit Hours
HITT 1305 Medical Terminology	3
POFM 1300 Medical Coding	3
POFM 1317 Medical Administrative Support	3
POFT 1321 Business Math	3
POFT 2301 Intermediate Keyboarding	3
<b>Total</b>	<b>15</b>

### Year 2: Semester 1

Course	Semester Credit Hours
BCIS 1305 Business Computer Applications	3
ITSW 2334 Advanced Spreadsheets	3
POFI 2340 Advanced Word	3
POFM 1302 Medical Software Applications	3
POFM 1327 Medical Insurance	3
<b>Total</b>	<b>15</b>

### Year 2: Semester 2

Course	Semester Credit Hours
ENGL 1301 Composition I	3
MATH College Level Mathematics*	3
ELECTIVE Social & Behavioral Science*	3
ELECTIVE Language, Philosophy & Culture or Creative Arts Core*	3
<b>Total</b>	<b>12</b>

\*See core curriculum for course options

¶See course description for elective options