

ASSOCIATE OF APPLIED SCIENCE DEGREE

Office Administration - Medical Office Specialist

To earn the AAS in Office Administration, a student must meet the requirements of the General Education Core, Office Administration Core, and the requirements of the Medical Office Specialist Core.

Orientation 1 hour

COLL 101

Communications 9 hours**Written Communications (6 hours from the following)**

ENGL 100 (3)

ENGL 101* (3)

ENGL 102 (3)

ENGL 203* (3)

Oral Communications (3 hours)

SPCH 101*

Mathematics (3 hours)

BSAD 121*

Missouri Constitution**3 hours**

PLSC 103, 104* (3)

HIST 106 (3)

Business Core 13 hours

BSAD 125 Bus Computer Apps (3)

BSAD 130 Bus Correspondence* (3)

BMGT 223 Business Ethics (3)

BSAD 103 Professional Dev (2)

OA 233 Medical Office Internship (2)

Medical Office Core 29 hours

OA 102 Filing Systems (3)

OA 107 College Keyboarding (3)

OA 200 Word Processing (3)

OA 108 Intro to Transcription (3)

OA 208 Medical WP Trans (3)

OA 212 Med Office Procedures (3)

100 Practical Accounting (3) **OR** BSAD 160 Principles of Accounting I

OA 215 Medical Terminology (3)

OA 220 Medical Coding (3)

BSAD 216 Database Management (2)

Electives (must be from the Business Area) (5 hours)