

MEDICAL OFFICE MANAGEMENT CURRICULUM PLAN
 Courses must be completed during or before the semester indicated.
Academic Year 2004/2005

Student _____

Graduation Year _____

Pre-Requisites: Eligible for MAT 136 _____ Eligible for ENG 101 _____
 BOT 111 Keyboarding for Information Processing I _____
 High school or college GPA of 2.0 _____

<u>FRESHMAN COURSES</u>		<u>CREDIT</u>	<u>SEMESTER</u>
<i>Fall Semester</i>			
ENG 101	Composition	3	
PSY 111	General Psychology	3	
BOT 180	Medical Terminology	3	
MED 245	Clinical Lab Procedures I	4	
BOT 287	Foundations/Management of Medical Insurance	3	
		13	
<i>Spring Semester</i>			
ENG 102	Literature and Composition	3	
MED 246	Clinical Lab Procedures II	5	
BOT 288	Computer Applications for Medical Offices	3	
BBG 101	Introduction to Business	3	
	Liberal Arts Elective (SOC or ANT)	3	
		17	
<i>Summer Session</i>			
MED 296	Co-op Ed. Work Experience	3	
<u>SOPHOMORE COURSES</u>			
<i>Fall Semester</i>			
PHL 112	Medical Ethics	3	
	CSA 105 or BBG 114	3	
	BMG 202 Principles of Management	3	
	BMG 210 Organizational Behavior	3	
	MAT 136 or higher (MAT 121 recommended)	3-4	
		15-16	
<i>Spring Semester</i>			
	BMG 220 Human Resources Management	3	
	ACC 113 Principles of Financial Accounting	3	
	STA 203 Speech Communication	3	
	Science Elective*	3	
	Humanities Elective*	3-4	
		15-16	
	TOTAL CREDITS	67-69	

Faculty Signature _____ Date: _____ Student Signature _____