

**Murray State College**  
**Degree Check Sheet 2018-2019**  
**Associate of Applied Science Business Management--Medical Office Assistant Option**

Required credits for the degree – 64-65 Credit Hours

Name: \_\_\_\_\_ Graduation Advisor Signature: \_\_\_\_\_  
 ID: \_\_\_\_\_ Date: \_\_\_\_\_

General Education Requirements (19-20 Credits)	Credits	Grade	Semester	Notes
<b>English Composition (6 Credits)</b>				
ENG 1113 English Composition I	3			
ENG 1213 English Composition II or SPC 1113 Fundamentals of Speech	3			
<b>History and U.S. Government (6 Credits)</b>				
HST 1483 US History to 1877 (or) HST 1493 US History since 1877	3			
GVT 1113 American Federal Government	3			
<b>Humanities (1 Credit)</b> Courses are to be selected from the Humanities related electives, see listing for acceptable courses in the college catalog.	1			
<b>Arts and Science (3 Credits)</b>				
BC 1113 Business Communication	3			
<b>Computer Proficiency (3 Credits)</b>				
CIS 1113 Computer Applications or displayed proficiency and 3 hrs Additional Course	3			
<b>Student Success (1 Credit)</b> (first semester- first-time Freshman)				
COL 1211 Success Strategies	1			

**Program Core and Recommended Electives - (45 Credit Hours Required)**

Program Core Requirements (24 Hrs)	Credits	Grade	Sem	Recommended Option Electives (3 Hrs)	Credits	Grade	Sem
ACC 2103 Fund Financial Accounting	3			COL 1211 Student Success Strategies	1		
BM 1103 Introduction to Business	3			ACC 1113 Introduction to Accounting	3		
BM 1403 Business Math	3			ACC 2303 Computerized Accounting	3		
BM 2613 Business Ethics	3			CIS 2213 Database Management Systems	3		
BM 2013 Principles of Management	3			BM 2603 Specialized Word Processing	3		
BUS 2763 Professional Development	3			MOA 2213 Medical Office Procedures & Billing	3		
BM 2513 Bus Management Intern I	3			MOA 1223 Advanced Coding for Medical Office	3		
BM 2723 Spreadsheet Applications	3			MOA 2221 Medical Office Seminar	1		
Credit Hours Required	<b>24</b>			MOA 2810 Special Problems in MOA (1-3 Credits)	1-3		

Option Requirements (18 Hrs)	Credits	Grade	Sem	Recommended Option Electives (3 Hrs)	Credits	Grade	Sem
MOA 1113 Medical Terminology I	3			PSY 1113 Introduction to Psychology	3		
MOA 1123 Coding for Medical Office	3			Credit Hours Required	<b>3</b>		
MOA 1213 Medical Law, Liability, Ethics	3						
MOA 1233 Medical Terminology, A & P	3						
MOA 2123 Medical Office Procedures	3						
MOA 2223 Spanish for Medical Office	3						
Credit Hours Required	<b>18</b>						

**Substitutions must be approved by  
Program Chair**

**Total Credit Hours Required for the AAS. In Business Management—Medical Office Assistant Option 64-65**  
**15 of Last 21 hours in residence at MSC \_\_\_\_\_**  
**Min. 2.0 GPA \_\_\_\_\_**

# MURRAY STATE COLLEGE

## Business Management Medical Office Assistant Option

Catalog Year 2018-2019

The Business Management Medical Assistant Option is dedicated to providing students with the essential knowledge to develop techniques and skills in medical terminology, medical billing and coding, and medical office procedures to gain immediate employment or to advance in positions of increasing responsibility in various medical offices, clinics, hospitals, doctors' offices and related health and medical facilities.

FALL SEMESTER 1		
COURSE	TITLE	CREDITS
COL 1211/ 1211L	Success Strategies	1
ENG 1113	English Composition I	3
CIS 1113	Computer Applications	3
BM 1103	Intro to Business	3
MOA 1113	Medical Terminology 1	3
HST 1483/1493	US History	3
<b>TOTAL CREDITS</b>		<b>16</b>

SPRING SEMESTER 1		
COURSE	TITLE	CREDITS
BM 2013	Principles of Management	3
ENG 1213	English Composition II	3
BM 2723	Spreadsheet Applications	3
MOA 1123	Coding for Medical Office	3
MOA 2123	Medical Office Procedures	3
<b>TOTAL CREDITS</b>		<b>15</b>

FALL SEMESTER 2		
COURSE	TITLE	CREDITS
GVT 1113	American Federal Government	3
BM 1403	Business Math	3
ACC 2103	Fund of Financial Accounting	3
MOA 1213	Medical Law, Liability, Ethics	3
BM 2513	Bus Management Intern I	3
MOA 2223	Spanish for Medical Office	3
<b>TOTAL CREDITS</b>		<b>18</b>

SPRING SEMESTER 2		
COURSE	TITLE	CREDITS
BC 2113	Business Communications	3
BUS 2763	Professional Development	3
MOA 1233	Medical Terminology	3
BM 2613	Business Ethics	3
Humanities	Elective	1
Recommended	Program Electives	3
<b>TOTAL CREDITS</b>		<b>16</b>

This is a suggested course sequence only. Students may, with guidance from an Academic Advisor as well as a Faculty Advisor, make changes to their specific course sequence. The student should be aware that changes may result in more than four semesters to complete their desired Associates Degree.

### GENERAL COLLEGE PREPARATORY REQUIREMENTS

Students may be required to complete transitional courses in English and/or math prior to being admitted into college level courses.

Academic placement is determined either by ACT results or placement exams.