

**Associate of Applied Science in Business Management
 Medical Office Administration Option
 2025-26 Degree Check**

Name:		Completed by:			
ID:		Date:			
General Education Requirements (18 Credits)	Credits	Grade	Semester	Notes	
Communication (6 Credits)					
ENG 1113 English Composition I	3				
ENG 1213 English Composition II or SPC 1113 Fundamentals of Speech	3				
History and U.S. Government (6 Credits)					
HST 1483 US History to the Civil War or HST 1493 US History since the Civil War	3				
GVT 1113 American Federal Government	3				
Humanities (1 Credit)					
General Education Electives (6 Credits)					
BC 2113 Business Communications	3				
CIS 1113 Computer Applications	3				
Student Success (1 Credit) For first-time freshmen					
COL 1211 Success Strategies	1				
Program Requirements (45 Credits)	Credits	Grade	Semester	Notes	
Program Core (24 Credits)					
ACC 2103 Fundamentals of Financial Accounting*†§	3				
BM 1103 Introduction to Business	3				
BM 1403 Business Math§	3				
BM 2613 Business Ethics*	3				
BM 2013 Principles of Management†	3				
BUS 2763 Professional Development	3				
BM 2513 Business Management Internship I	3				
BM 2723 Spreadsheet Applications*§	3				
Medical Office Administration Option Core (18 Credits)					
MOA 1113 Medical Office Terminology I	3				
MOA 1123 Coding for the Medical Office	3				
MOA 1213 Medical Law, Liability, & Ethics	3				
MOA 1233 Medical Terminology - Anatomy & Physiology	3				
MOA 2123 Medical Office Procedures	3				
BM 2023 Principles of Customer Service†	3				
Medical Office Administration Option Electives (3 Credits)					
PSY 1113 Introductory Psychology	3				
ACC 1113 Introduction to Accounting§	3				
ACC 2303 Computerized Accounting	3				
*Completed courses earn a Certificate in Business Support Specialist.					
†Completed courses earn a Certificate in Hospitality Leadership.					
§Completed courses earn a Certificate in Accounting.					
Substitutions must be approved by Program Chair					
Total Credit Hours Required: 64	15 hours at MSC <input type="checkbox"/>	Min 2.0 GPA <input type="checkbox"/>	Min 19 Hours in Gen Ed Core <input type="checkbox"/>		