



Fall 2020

This document is an initiative of



Associate in Science Degree Pathway

Academic Pathway # 2137 Medical Office Administration

Suggested Pathway to Graduation

Shown here is an **example** of a full time Academic Pathway to fulfill your AS requirements. This is the recommended sequence of courses whether a full time or part time schedule. Consult with your First Year Success Specialist to develop a personalized schedule to complete your course requirements. If you change your goals or program, you will need to develop a new pathway with your advisor.

Offered	Taken	Category	Order	Course #	Course Title	Credits	Options	StartSmart Activity
Spring								
FA, SP, SU		S	6	MGF1106	Liberal Arts Mathematics	3	Y	SS4 -Contact made with first year advisor
FA, SP, SU		PC	7	OST2335	Business Communications	3	N	SS5 -Meet personally with first year advisor
SP, SU		PC	8	OST1110	Intermediate Word	3	N	Review embedded Certificates for Pathway Electives if available
FA, SP, SU		E	9	HIM1430	Concepts of Disease	3	Y	
FA, SP, SU		S	10	BSC2085	Human Anatomy and Physiology	3	N	Check out CF BAS programs for your continued education
Summer								
FA, SP, SU		PC	11	OST1384	Customer Service	3	N	Join college activity
FA, SP, SU		E	12	CGS2103	Spreadsheet Applications	3	Y	Take MOS: Excel Certification
Fall								
FA, SP		PC	13	OST2717	Advanced Word	3	N	Take MOS: Word Certification
FA, SP, SU		PC	14	ACG2021	Financial Accounting	3	N	Visit Career Source or Job Placement Center
FA, SP, SU		PC	15	HIM2260	Medical Billing and Reimbursement	3	N	Attend college activity
FA, SP, SU		S	16	HUM1020	Introduction to Humanities	3	Y	Apply to State College or University of Choice
Spring								
FA, SP, SU		S	17	ECO2013	Principles of Economics-Macro	3	Y	Apply for Graduation 1st two weeks of last semester
SP		PC	18	OST2401	Office Administration 1	3	N	Take MOS: Outlook Certification
SP		PC	19	OST2461	Medical Office Procedures	3	N	Attend college activity
FA, SP, SU		PC	20	OST1949	Office Administration Co-Op	3	N	GRADUATE

Inquire about scholarships and prereq loans.

Category Legend

S = State
 I = Institution
 FL = Foreign Language
 ** = Gordon Rule
 # = C or Better required
 CI = Civics Initiative
 CC = Computer Competence
 E = Pathway Elective
 + = Prerequisite(s) required
 ^^ = Certificate courses embedded

This recommended plan is not a binding agreement of any kind between the College of Central Florida and the student, but merely represents a potential curriculum which may be altered as appropriate to meet the student's academic objectives. Course availability is subject to change and all courses are not available every semester. Students should inquire each semester with their Advisor before registering to determine current requirements and possible changes to the suggested curriculum.

This Plan - This academic pathway is designed to help you earn an Associate in Science degree. The courses within the pathway satisfy your General Education requirements and the Program core requirements in your chosen field to earn your degree.

Academic Advising - You can find your assigned advisor and schedule an appointment with them through the link on your MyCF page. All students will be assigned a first year success specialist upon entry to the College of Central Florida. StartSmart requires you to communicate with your first year success specialist five times during the first year. You will **develop a personalized schedule** to meet your goals and complete your course requirements. Once you have completed your first year (24 credits) you will be assigned a pathway advisor who will remain with you until graduation.

Associate in Science Degree - Associate in Science is a degree in the areas of science, technology, engineering and math (STEM) or in the area of career technical education. It prepares you for the workforce in a specific career field. Most programs are two years in length.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.