

Associate in Science Degree Pathway

Academic Pathway # #2247

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 and refer to your degree audit regarding your specific requirements. If you change your goals or program, you will need to develop a new pathway.

Category	Order	Course #	Course Title	Credits
Spring				
I	1	OST1100	Introduction to Word	3
S	2	ENC1101	Freshman Composition Skills I	3
I	3	OST1384	Customer Service	3
I/CC	4	CGS1100	Microcomputer Applications	3
Summer				
I	5	OST2335	Business Communications**	3
S	6	BSC2085	Human Anatomy and Physiology I	3
Fall				
I	7	OST2717	Advanced Word	3
I	8	HIM1800	Introduction to Health Information Technology	3
S	9	HUM1020	Introduction to Humanities	3
S	10	MGF1106	Liberal Arts Mathematics (recommended)	3
Spring				
I	11	OST1110	Intermediate Word	3
I	12	OST2401	Office Administration I	3
I	13	ACG2021	Financial Accounting	3
I	14	OST2461	Medical Office Procedures	3
Summer				
I	15	HSC2531	Medical Terminology	3
E	16	CGS2103	Spreadsheet Applications (recommended)	3
Fall				
I	17	HIM2260	Medical Billing and Reimbursement	3
I	18	OST1949	Office Administration Co-Op	3
S	19	SYG2000	Introductory Sociology	3
E	20	HIM1430	Concepts of Disease (recommended)	3

Category Legend

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

This document is an initiative of

Inquire about scholarships and prereq loans.

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, suggested 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.

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 First Year Success Specialist or Meta-Major Advisor before registering to determine current requirements and possible changes to the suggested curriculum.

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