

ASBA: Medical Office Administration Concentration Program Curriculum

In addition to the [ASBA General Education Curriculum](#), students in the ASBA Medical Office Administration Concentration Program are required to complete these courses:

Associate in Science in Business Administration - 61 Credits / 20 Total Courses		
ASBA General Education Curriculum		28 Credits
ENG 101; ENG 201	English – 2 courses	6
INF101; PHI101	Information Literacy and Critical Thinking – 2 courses	6
(select one)	Social Science – Select 1 course	3
(select two)	Mathematics – Select 2 courses	6
SCI 280	Natural Science – 1 course	4
(select one)	Elective – Select 1 course	3
Business Administration Core Course Curriculum – 6 Courses		18 Credits
ACC 201	Accounting I (Prerequisite: MAT103 Business Math)	3
FLS 101	Financial Literacy	3
MGM 201	Principles of Management	3
MGM 250	Business Ethics	3
MGM 255	Business Law	3
MKT 210	Principles of Marketing	3
Medical Office Administration Concentration – 5 Courses		15 Credits
MED 101	Medical Terminology	3
MED 160	Medical Office Procedures	3
MED 185	Essentials of Healthcare in the U.S.	3
MED 200	Electronic Medical Records & HIS	3
MED Elective	Choose one from MED or HCA	3
Total Credits	Business/Medical Office Administration Courses	33 Credits
Associate in Science in Business Administration: Accounting Concentration		61 Credits

** CAEL100 Prior Learning Assessment Theory and Practice is an elective course that may be taken as an ASBA Business elective or ASBA General Education elective course.