

## FIRST SEMESTER FALL



## Office Management Medical

### A.S. Degree – 60 Credits

Name: \_\_\_\_\_

ID: A\_\_\_\_\_

Advisor: \_\_\_\_\_

### ACADEMIC YEAR 2019-2020

#### 1. FIRST SEMESTER

	Credits	Grade
BIOL120W Human Biology	4	
ENGL120W College Composition	4	
OTM113W Formatting in Word	3	
OTM117W Medical Terminology	3	

GPA: \_\_\_\_\_

#### 2. SECOND SEMESTER

	Credits	Grade
ENGL225W Oral Communication	3	
HUMA240W Critical Thinking Seminar	3	
MEDA211W Pharmacology	3	
OTM120W Office Systems and Procedures	3	
MATHEMATICS	4	

GPA: \_\_\_\_\_

#### 3. THIRD SEMESTER

	Credits	Grade
COMP120W Quantitative Decision Making	3	
MEDA105W Legal & Ethical Issues in Healthcare	3	
OTM225W E/M Coding and ICD-10	3	
OTM226W Coding with CPT	3	
LIBERAL ARTS	3	

GPA: \_\_\_\_\_

#### 4. FOURTH SEMESTER

	Credits	Grade
ENGL211W Professional Writing	3	
OTM213W Internship Seminar	3	
OTM220W Medical Billing	3	
RRM201W Introduction to Human Resources	3	
SOCIAL SCIENCE	3	

GPA: \_\_\_\_\_

Total Credits: \_\_\_\_\_ GPA \_\_\_\_\_

YOUR PATHWAY TO AN ASSOCIATE DEGREE. This **ACADEMIC MAP** keeps you on track to graduate in two years by taking the recommended course sequence each semester. If full time status is not an option, use your summer semester to make up the credits.

### STRATEGIES FOR SUCCESS

- Take English and Math in your first year.
- Meet with your Academic Advisor every semester.
- Explore transfer opportunities.
- Take advantage of Tutoring services.
- Consider Summer courses to catch up or get ahead.
- Maintain an overall GPA of 2.0 to graduate.
- Check your student email DAILY!