

## OFFICE PROFESSIONAL – AAS MEDICAL FOCUS

Courses are offered day, some evening, or on the Internet as indicated below.

Student:		Advisor:	
Term Entered:		Advisor's Phone/E-mail:	

All courses listed are required; a 2.0 GPA or higher is required for graduation.

Year: 2018–19  
Total Credits = 93/94.5 Qtr. or 62/63 Sem.  
Hours

**Advisors:** Refer to the Advisor's Competency Worksheet, test scores, and/or transfer credits to see if any competency courses below are needed.

**Students—Transitions Lab Option:** Before taking a competency class below, you can first sign up for the Transitions Lab course if needed.

The Transitions Lab (ABE0700) is a non-credit course to help refresh your skills with the goal of improving your test scores. A free placement exam is included as part of the class. The class is offered in the classroom or online and is approximately \$20. Call 402-437-2660 for more information or to find out how to register for the Transitions Lab!

<b>ABE0700 Taken:</b>
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Competency	Met	Requirement Needed: Check options below; complete any course sequences. Record [grade] for required course(s).	Credits	Term	Grade	
Keyboarding	<input checked="" type="checkbox"/>	<input type="checkbox"/> officetypingtest.com (30 nwm or higher)= _____ nwm (nwm = words per minute minus errors) <b>or</b> <input type="checkbox"/> OFFT1150 Basic Keyboarding [ ] [ ]				<input type="checkbox"/>
Reading	<input type="checkbox"/>	ENGL0900 Reading Workshop [ ] <b>Important: If Reading Workshop is required, take it concurrently with ENGL0960.</b>				<input type="checkbox"/>
Writing	<input type="checkbox"/>	1 <sup>st</sup> <input type="checkbox"/> ENGL0960 Beginning College Reading/Writing [ ] 2 <sup>nd</sup> <input type="checkbox"/> ENGL0985 Intermediate College Reading/Writing [ ]				<input type="checkbox"/>
Math	<input type="checkbox"/>	1 <sup>st</sup> <input type="checkbox"/> MATH0900 Math Fundamentals [ ] 2 <sup>nd</sup> <input type="checkbox"/> MATH0950 Beginning Algebra [ ]				<input type="checkbox"/>
Prerequisites and Competencies (Need C or higher in prerequisite courses below.)			Credits	Term	Grade	<input checked="" type="checkbox"/>
<b>First Quarter (Spring 19)</b>			<b>19.5 or 13</b>			
BSAD1010		*Microsoft Applications I	30 GWAM (OFFT1020 may be taken concurrently)			<input type="checkbox"/>
OFFT1160		*Intermediate Keyboarding	OFFT1150 or equivalent; 30 NWAM minimum			<input type="checkbox"/>
HLTH1030		Structure & Function of the Human Body	None			<input type="checkbox"/>
OFFT1310		Office Accounting	None			<input type="checkbox"/>
<b>Summer 2019 – Classes Not Available</b>						
<b>First Semester (Fall 19)</b>			<b>12 semester</b>			
BSAD1020		*Microsoft Applications II	BSAD1010			<input type="checkbox"/>
OFFT1710		*Word Applications I	OFFT1160 co-requisite			<input type="checkbox"/>
OFFT1170		*Advanced Keyboarding	OFFT1160 or equivalent; 40 NWAM minimum			<input type="checkbox"/>
HLTH1060		Comprehensive Medical Terminology	None			<input type="checkbox"/>
<b>Second Semester (Spring 20)</b>			<b>12 semester</b>			
OFFT2650		*Computerized Medical Management	OFFT1710 or by permission			<input type="checkbox"/>
ENGL1110		*Business Communications	ENGL0985 or appropriate placement score			<input type="checkbox"/>
OFFT1720		*Word Applications II	OFFT1710			<input type="checkbox"/>
OFFT2410		*Administrative Procedures I	OFFT1710			<input type="checkbox"/>
<b>Third Semester (Fall 20)</b>			<b>14 semester</b>			
MATH1040		Business Math	MATH0950 or appropriate placement score			<input type="checkbox"/>
ECON1200		Personal Finance	None			<input type="checkbox"/>
OFFT2000		*Employment Techniques	ENGL1110			<input type="checkbox"/>
MEDA1405		*Insurance for the Medical Office	HLTH1030 and HLTH1060			<input type="checkbox"/>
OFFT2420		*Administrative Procedures II	OFFT2410			<input type="checkbox"/>
<b>Fourth Semester (Spring 21)</b>			<b>12 semester</b>			
OFFT2901		*Cooperative Experience	OFFT2000			<input type="checkbox"/>
MEDA1203		Medical Law & Ethics (catalog?)	May substitute Business Ethics MEDA is combining this class			<input type="checkbox"/>
SPCH1090 OR SPCH1110 OR SPCH2810		Fund of Human Communication OR Public Speaking OR Business and Professional Communication	Must be eligible for ENGL1010			<input type="checkbox"/>
OFFT2460		*Office Simulation	OFFT1310 or ACCT1200, ENGL1110, and OFFT2410 or by permission			<input type="checkbox"/>

Commented [KAH1]:

The degree is virtually impossible for our students to complete in two calendar years without classes Summer 2019  
Checklist\_Medical\_Spring 2018-19