



**Associate of Applied Science (AAS) in Medical Office Administration
with Emphasis in Medical Transcription
2008-2010 Advising Worksheet**



Advisors for this major:

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Prerequisite Information

U= Class is open to any student even if placed in BSKL courses.

R= Students needing BSKL015 Reading are restricted from this course.

E = Course has a required prerequisite of Introduction to Writing or English Composition I

M = Students MUST take the math prerequisite for this course or test into the course.

P= Course has a prerequisite or minimum placement score

Skill Enhancement Courses

Some or all of the following skill enhancement courses may be required depending on your ACT, ASSET or COMPASS scores. Courses with numbers below 100 will not apply toward graduation requirements. Your advisor will help you determine which of these courses, if any, you will need to take. In many cases, they must be taken your first semester

- U BSKL003 Introduction to Basic Skills 3 or 6
- U BSKL010 Basic English w/Lab 3
- U BSKL014 Basic Reading Lab 3
- R BSKL015 Reading 3
- E BSKL020 Introduction to Writing 3
- U BSKL061 Basic Math w/Lab 3
- M BSKL064 Elementary Algebra 3

Graduation Information

- Completed the minimum required hours?
- Completed all required courses?
- Last 12 hours completed at SFCC?
- Transferring credit back & Registrar approved?
- MO Constitution requirement met?
- GPA (minimum 2.0 required for graduation)
- Exit Exam scheduled/taken?
- Application for Graduation completed? (Students should apply for graduation immediately after enrolling for their last semester)

Not all courses are offered every semester

This worksheet is to be used as a guide and may be subject to change without prior notice.

	✓	Prerequisites	3
		*CAPP118 Keyboarding	3
	✓	Freshman Year 1st Semester	16
U		*MEOF101 Medical Terminology I	3
U		*MEOF103 Job Shadowing in the Medical Office	1
E		*OADM118 Transcription Skills	3
M		MATH101 Business Math	3
R		*CAPP125 Microcomputer Applications	3
		BSMT125 Human Relations	3
	✓	Freshman Year 2nd Semester	17
P		*MEOF102 Medical Terminology II	3
P		*MEOF105 Medical Office Procedures	3
P		*CAPP119 Document Formatting	2
P		*MEOF107 Medical Transcription	3
P		*CAPP160 Word	3
P		*OADM116 Records & Database Management	3
	✓	Sophomore Year 1st Semester	17
P		*MEOF112 Advanced Medical Transcription	3
P		**MEOF126 Medical Skillbuilding for Transcription	1
P		*MEOF118 Procedures and Diagnosis Coding	3
		*MEOF121 Documentation and Compliance	1
		*MEOF130 Essentials of Pharmacology	2
P		*ENGL110 Business Communications	3
		OADM121 Calculators	1
P		*MEOF108 Body Structure and Function for MOA	3
	✓	Sophomore Year 2nd Semester	16
P		SPAN120 Spanish for the Medical Profession	3
		ACCT126 Introduction to Quickbooks	1
		*HEOC101 Managing Medical Emergencies	1
E		*BADM109 Business Ethics	3
R/E		HIST101 US History Before 1877 or HIST102 US History After 1877 or POLS101 American/National Gov.	3
		*MEOF184 Medical Office Medical Transcription Internship	3
		Wellness Course	1
		SS120 Employment Strategies	1

Minimum Credits Required for Degree 66

If you are required to take any BSKL courses your first semester, you should also take CAPP118 Keyboarding and MEOF103 Job Shadowing in the Medical Office

*Course must be completed with "C" or higher.

**Course must be completed with "B" or higher.

CAPP118, CAPP119, CAPP125, CAPP160, MEOF126 & OADM116 must be completed within five years of graduation unless continuously enrolled in the program longer.