



# COASTAL ALABAMA

## COMMUNITY COLLEGE

### ADMINISTRATIVE MEDICAL OFFICE SPECIALIST

### Associate in Applied Science Degree – AAS AMO

#### Program Locations: Bay Minette, Brewton, and Online

Length: Four Semesters

The Associate in Applied Science Degree as an Administrative Medical Office Specialist is designed to prepare students who wish to pursue careers in administrative areas in the medical field. This program includes instruction in business communications, word processing and data entry, medical office procedures, accounting, filing systems and records management, medical terminology, medical transcription, and health care management.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

AREA I: Written Composition		3 Total Hours	
ENG 101 – English Composition I		3	
AREA II: Humanities and Fine Arts		3 Total Hours	
Humanities and Fine Arts Elective: Choose one of the following		3	
ART 100 – Art Appreciation	PHL 206 – Ethics and Society		
ART 203 – Art History I	REL 100 – History of World Religions		
ART 204 – Art History II	REL 151 – Survey of the Old Testament		
HUM 101 – Introduction to Humanities I	REL 152 – Survey of the New Testament		
HUM 102 – Introduction to Humanities II	THR 120 – Theater Appreciation		
MUS 101 – Music Appreciation	THR 126 – Introduction to Theater		
PHL 106 – Introduction to Philosophy			
AREA III: Natural Sciences and Mathematics		6 - 7 Total Hours	
Choose one of the following:		3	
MTH 100 – Intermediate College Algebra			
MTH 116 – Mathematical Applications			
Math, Science, or Computer Science Elective: Choose one of the following		3 – 4	
BIO 101 – Introduction to Biology I	MTH 112 – Precalculus Algebra		
BIO 102 – Introduction to Biology II	MTH 113 – Precalculus Trigonometry		
BIO 103 – Principles of Biology I	MTH 115 – Precalculus Algebra and Trigonometry		
CHM 104 – Introduction to Inorganic Chemistry	MTH 116 – Mathematical Applications		
CHM 111 – College Chemistry I	PHS 111 – Physical Science I		
CHM 112 – College Chemistry II	PHS 112 – Physical Science II		
CIS 146 – Microcomputer Applications	PHY 120 – Introduction to Physics		
MTH 100 – Intermediate College Algebra	PHY 201 – General Physics I with Trigonometry		
MTH 110 – Finite Mathematics	PHY 202 – General Physics II with Trigonometry		
AREA IV: History, Social, and Behavioral Sciences			3 Total Hours
Choose one of the following:			3
ECO 231 – Principles of Macroeconomics	HIS 202 – United States History II		
ECO 232 – Principles of Microeconomics	POL 200 – Introduction to Political Science		
GEO 100 – World Reg Geography	POL 211 – American National Government		
HIS 101 – Western Civilization I	PSY 200 – General Psychology		
HIS 102 – Western Civilization II	PSY 210 – Human Growth and Development		

HIS 121 – World History I	SOC 200 – Introduction to Sociology	
HIS 122 – World History II	SOC 210 – Social Problems	
HIS 201 – United States History I	SPH 116 – Introduction to Interpersonal Communication	
<b>AREA V: Pre-Professional, Major, and Elective Courses</b>		<b>46 Total Hours</b>
BUS 215 – Business Communication or OAD 133 Business Communications		3
CIS 149 – Introduction to Information Systems		3
OAD 101 – Beginning Keyboarding		3
OAD 103 – Intermediate Keyboarding		3
OAD 125 – Word Processing		3
OAD 135 – Financial Record Keeping or BUS 241 Principles of Accounting I		3
OAD 137 – Computerized Financial Record Keeping		3
OAD 138 – Records and Information Management		3
OAD 211 – Medical Terminology		3
OAD 212 – Medical Transcription		3
OAD 214 – Medical Office Procedures		3
OAD 215 – Health Information Management		3
OAD 216 – Advanced Health Information Management		3
OAD 233 – Trends in Office Technology		3
OAD 243 – Spreadsheet Applications		3
ORI 101 – Orientation to College <b>or</b> WKO 107 – Workplace Skills Preparation		1
<b>Total Hours</b>		<b>61-62 SH</b>