

**NSCC Administrative Professional Technology A.A.S. Degree
Medical Office Concentration**

General Education Requirements Before Common Curriculum Alignment			General Education Requirements After Common Curriculum Alignment		
Course Rubric & Number	Course Title	Credit Hours	Course Rubric & Number	Course Title	Credit Hours
ENGL 1010	English Composition I	3	ENGL 1010	English Composition I	3
SPCH 1010 or SPCH 1112	Speech (choose one) Fundamentals of Speech Comm or Speech	3	Speech 1010 or SPCH 1112	Speech (choose one) Fundamentals of Speech or Speech	3
MATH 1530 or MATH 1630	Mathematics Elective (choose one) Probability/Statistics or Finite Mathematics	3	Math or Science Elective BIOL 2010	Anatomy and Physiology I	4
Humanities Elective		3	MUS 1030 or ART 1030	Humanities/Fine Arts Elective Music Appreciation or Art Appreciation	3
ECON 2010 or ECON 2020	Social Sciences Elective (choose one) Macroeconomics or Microeconomics	3	ECON 2010 or ECON 2020	Social Sciences Elective (choose one) Macroeconomics or Microeconomics	3

Office Administration Course Requirements Medical Office Professional Concentration Before Common Curriculum Alignment			Administrative Professional Technology Course Medical Office Concentration Requirements After Common Curriculum Alignment		
Course Rubric & Number	Course Title	Credit Hours	Course Rubric & Number	Course Title	Credit Hours
OAD 1100	Keyboarding/Formatting	3			
OAD 1116	Business English	3			
OAD 2840	Office Procedures	3	ADMN 1308	Office Procedures	3
OAD 1117	Business Communications	3	ADMN 1310	Business Communications	3
OAD 1225	Word	3	ADMN 1311	Word Processing I	3
OAD 1235	Excel®	3	ADMN 1313	Spreadsheet Applications	3
OAD 2125	Access®	3			
OAD 2950	Office Professional Capstone	3	ADMN 2390	Capstone Experience for APT	3
ACCT 1010 or HCM 2250	Technical Elective (choose one) Principles of Accounting I or Survey of Coding	3			
BUSN 2350 or BUSN 2340	Business Elective (choose one) Organizational Behavior or Human Resource Management	3			
HCM 2000	Healthcare Delivery Systems	3	ADMN 2319	Healthcare Delivery Systems	3
BIOL 1000	Medical Terminology	3	BIOL 1000	Medical Terminology	3
BUSN 1305	Technical Elective (choose one)	3	HCM 2200	Medical Legal Issues	3

or HCM 2200	Introduction to Business or Medical Legal Issues				
BUSN 2330	Principles of Management	3			
INFS 1010	Computer Applications	3	BUSN 1360	Software Applications for Business	3
			ADMN 2303	CPT Coding	3
			ADMN 2304	Intro to Electronic Health Records	3
			ADMN 2311	ICD-PCS Coding	3
			ADMN 2313	Health Insurance Survey	3
			ADMN 2315	Special Topics for APT	1
			BIOL 2020	Anatomy and Physiology II	4
Total Required—Office Administration A.A.S. Degree Medical Office Professional Concentration		60	Total Required—Administrative Professional Technology A.A.S. Degree Medical Office Concentration		60