AAS-OMT-Medical Office-Major Code: 4105
Concentration Code: C011

This degree is not available in a guaranteed 8-semester plan for qualified freshmen. See your advisor to declare your major and sign an official degree plan.
The prerequisites and corequisites of the degree requirements are subject to change.

MATH/ENGL prerequisite/co-requisite courses if student does not meet placement requirements:
Prerequisites: ENGL0263 _______ MATH 0233 _______ MATH 0304 _______
Corequisites: ENGL 0201 _______ MATH 0301 _______

FIRST SEMESTER – 15 hours

Courses
ITA 1003 Computer Applications for the Knowledge Worker 3 Hours Note 2 Grade_____
LEGL 1043 Introduction to Law 3 Hours Note 2 Grade_____
OMT 1203 Introduction to Office Management 3 Hours Note 2 Grade_____
English Composition requirement 3 Hours Note 1 Grade_____
Social Sciences requirement 3 Hours Note 1 Grade_____

SECOND SEMESTER – 15 hours

Courses
OMT 1703 Advanced Computer Applications 3 Hours Note 2 Grade_____
OMT 2843 Medical Insurance and Billing 3 Hours Note 2 Grade_____
OMT 2983 Emerging Office Technologies 3 Hours Note 2 Grade_____
SPCH 1203 Introduction to Speech Communication 3 Hours Grade_____
English Composition requirement 3 Hours Note 1 Grade_____

THIRD SEMESTER – 16 hours

Courses
FIN 1521 Personal Finance Applications 1 Hour Note 5 Grade_____
HLTH 1473 Medical Terminology 3 Hours Note 2 Grade_____
OMT 2343 Office Communication Essentials 3 Hours Note 2 Grade_____
OMT 2853 Medical Insurance Coding I 3 Hours Note 2 Grade_____
WFL 2413 Project Management 3 Hours Note 2 Grade_____
Mathematics requirement 3 Hours Note 1 Grade_____

FOURTH SEMESTER – 14 hours

Courses
OMT 2863 Medical Insurance Coding II 3 Hours Note 2 Grade_____
OMT 2923 Integrated Office Procedures Project 3 Hours Note 2 Grade_____
Lab Science requirement 4 Hours Note 1 Grade_____
Required electives 3 Hours Note 2 & 3 Grade_____
Elective 1 Hour Note 4 Grade_____

Total Hours: 60

NOTES

1. General Education Core Requirements, see Graduation Requirements section of this catalog. Follow requirements with the following stipulations: lab sciences - select one course; social sciences - select one course from PSYC 1163, SOCI 2753, or POLS 2753.
2. These courses are used to determine major courses in residency, see Graduation Requirements. Student must maintain a cumulative 2.25 GPA in these courses.
3. Required electives, three hours. Select from HLTH 1013, LEGL 2133, OMT 1653, OMT 286V, OMT 290V, OMT 299V, WFL 1374, or WFL 2503.
4. Elective, one hour. May take an elective or additional OMT course.
5. Prior to graduation students must demonstrate competency in financial literacy by satisfactory completion of FIN 1521 (or approved substitution) with a grade of C or better, or by a score of 70% or more on a challenge exam for FIN 1521.

Transfer Course Information
The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment of the application of credits for the admissions and degree requirements. Courses transferability is not guaranteed for courses listed in ACTS as “No Comparable Courses.” ACTS-Arksas Course Transfer System http://acts.adhe.edu -select Course Transfer. See Acceptance of Transfer Credits section of the current academic catalog for a complete list of transfer provisions.

Student Degree Program Requirements
A student’s degree program requirements are those specified in the catalog in effect at the time of declaration of program major. Students must meet the above program requirements and the graduation requirements as indicated by institutional and college policy. The program can be changed only with the approval of the official advisor. If original courses are eliminated, students may be required to meet new curriculum requirements in the degree program. If students are not enrolled for two or more consecutive terms (excluding summer terms), they must re-enter under the program requirements of the current catalog. Students are responsible for understanding program requirements and changes. This document is not official until signed and dated by both the student and an authorized university representative.