

Entry: Fall, Spring

Catalog: 2023-2024

• **Associate of Applied Science (AAS) 99-100 Credits**

FIRST QUARTER

COURSE	TITLE	CR
AMA 110	Computer Basics	1
AMA 111	Intro to Word Processing	3
AMA 112	Fund. Of Medical Term	4
AMA 113	Healthcare Comm	5
	GEN ED - see advisor	5

TOTAL CREDITS 18

SECOND QUARTER

COURSE	TITLE	CR
AMA 114	Intro to HC Profession	5
AMA 115	Digital Trans/Scribe	3
AMA 116	Medical Office Procedures	3
AMA 117	Medical Terminology I	4
	GEN ED - see advisor	5

TOTAL CREDITS 20

THIRD QUARTER

COURSE	TITLE	CR
AMA 118	Adv Medical Concepts	4
AMA 119	Adv Med Off Proc	3
AMA 120	Intro to Spreadsheets	3
AMA 121	Intermediate Med Terms	4
	GEN ED - see advisor	5

TOTAL CREDITS 19

FOURTH QUARTER

COURSE	TITLE	CR
AMA 122	Inter. Adm. Medical Concepts	4
AMA 123	Electronic Health Records	4
AMA 124	CPR/First Aid	1
AMA 125	Practice Mgmt Systems Appls	2
AMA 127	Medical Insurance	4
AMA 128	Advanced Med Terms	4

TOTAL CREDITS 19

FIFTH QUARTER

COURSE	TITLE	CR
AMA 126	Adv Admin Med Concepts	4
AMA 129	Medical Coding Applications	4
AMA 133	HIV/BBP	1
AMA 135	Practical Applications	3

TOTAL CREDITS 12

SIXTH QUARTER

COURSE	TITLE	CR
AMA 130	Medical Office Super & Mgmt	3
AMA 131	Interview Techniques	3
AMA 134	Healthcare Credentialing	2
	AND EITHER	
AMA 132	Phlebotomy Program Basics	3
	OR	
AMA 296	WBL Experience	1-3
AMA297	WBL Seminar	1

TOTAL CREDITS 11-12

Entry: Fall, Spring

Catalog: 2023-2024

- Certificate of Competency - (CoC) 76 Credits**

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	GEN ED - see advisor	5

TOTAL CREDITS 18

SECOND QUARTER

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AMA 114	Intro to HC Profession	5
AMA 115	Digital Trans/Scribe	3
AMA 116	Medical Office Procedures	3
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TOTAL CREDITS 20

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AMA 119	Adv Med Off Proc	3
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FOURTH QUARTER

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AMA 123	Electronic Health Records	4
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AMA 125	Practice Mgmt Systems Appls	2
AMA 127	Medical Insurance	4
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