



A.A.S. OFFICE ASSISTANT-MEDICAL  
to  
EASTERN ILLINOIS UNIVERSITY  
ORGANIZATIONAL & PROFESSIONAL  
DEVELOPMENT

**FIRST YEAR**

		Hours
First Semester		
BUS-114	Advanced Formatting *	3.0
BUS-123	Notetaking	4.0
BIO-050	Basic Anatomy & Physiology	4.0
ENG-095	Business English	3.0
SFS-101	Strategies for Success OR	
HED ---	Health Elective OR	
PED ---	P.E. Elective	2.0
	<b>SEMESTER TOTAL</b>	<b>16.0</b>

Second Semester

BUS-115	Processing Info *	3.0
CIS-160	Practical Software Application	3.0
BUS-059	Medical Insurance and Coding	3.0
BUS-095	Fundamentals of Accounting OR	
BUS-151	Financial Accounting *	3.0
AHE-041	Medical Terminology	3.0
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	<b>SEMESTER TOTAL</b>	<b>17.0</b>

**SECOND YEAR**

		Hours
First Semester		
CIS-056	Advanced Software Applications *	3.0
BUS-141	Business Communications *	3.0
CIS-058	Specialized Software Apps	3.0
COM-111	Introduction to Speech Communication	3.0
CIS-101	Internet Systems/Applications OR	
CIS-099	Web Page Design * OR	
CIS-093	Access *	2.0
BUS-063	Medical Transcription (Module 1) *	1.0
BUS-084	Advanced Medical Transcription (Module 2) *	1.0
	<b>SEMESTER TOTAL</b>	<b>16.0</b>

Second Semester

PSY-271	Introduction to Psychology	3.0
BUS-060	Automated Office Procedures (Module) *	3.0
BUS-079	Professional Development (Module)	3.0
BUS-081	Office Assistant Internship - Med *	5.0
BUS-080	Office Professional Seminar	1.0
	<b>SEMESTER TOTAL</b>	<b>15.0</b>
	<b>TOTAL PROGRAM HOURS</b>	<b>65.0</b>

Notes: \*Prerequisites

"C" or better is required for Composition I, Composition II and Public Speaking  
Eastern Illinois University Semester Hours=55

Total program semester hours = 123

Apply to Eastern Illinois University one year prior to enrollment

One general education course must be designated as culturally diverse

40 upper division hours are required for graduation. This can be met through general education, portfolio, or a combination.

General Education Math may have prerequisites or subject to math placement.

OPD majors are exempt from the foreign language requirement at Eastern

A 2.5 GPA (or special permission from the OPD Program Coordinator) is required for admission to EIU OPD program.

This is a suggested course sequence. Students must work with their advisor to develop a sequence plan that meets their scheduling needs. Summer classes can also reduce the load during the fall and spring semesters.