



## Saluki Step Ahead

Carl Sandburg College  
AAS Medical Office Professional to BS HCM

### SEMESTER 1 - Carl Sandburg College

AOP 100	Careers for the Office Professional	1.0
AOP 101	Keyboarding and Formatting 1	3.0
AOP 130	Electronic Health Records	2.0
BOC 120	Customer Service	2.0
MDT 100	Medical Terminology	2.0
ACC 101	Principles of Financial Accounting	3.0
ICT 120	Computer Information Systems	3.0
		<b>16.0</b>

### SEMESTER 2 - Carl Sandburg College

AOP 102	Keyboarding and Formatting 2	3.0
AOP 201	Business English	2.0
AOP 231	Advanced Electronic Health Records	3.0
BOC 106	Business Records Management	3.0
SPE 120	Intro to Public Speaking	3.0
		<b>14.0</b>

### SEMESTER 3 - Carl Sandburg College

AOP 203	Office Procedures	3.0
BIO 111	Anatomy & Physiology Fundamentals	4.0
BOC 102	Business Communications	3.0
MDC 102	Medical Coding CPT	3.0
PSY 101/SOC 101	Intro to Psych -or- Sociology	3.0
		<b>16.0</b>

### SEMESTER 4 - Carl Sandburg College

MDC 101	Medical Coding ICD	3.0
PHL 103	Biomedical Ethics	3.0
SOC 203	Introduction to Diversity	3.0
AOP 234	Insurance & Billing in the Med Office	3.0
AOP 291/292	Professional Internship 1 -or- 2	3.0
		<b>15.0</b>

### SEMESTER 5 - SIU

HCM 320 (A)	Health Policy & Politics	3.0
HCM 382 (A)	Accreditation & Compliance in HC	3.0
HCM 340 (B)	Managerial Epid & Population Health	3.0
HCM 390 (B)	HR in the Health Professions	3.0
HCM 365	Stats & Research for HC Professions	3.0
ECON 240	Intro to Microeconomics	3.0
		<b>18.0</b>

### SEMESTER 6 - SIU

HCM 364 (A)	Organiz Beh in HC Organizations	3.0
HCM 388 (A)	Legal Aspects & Curr Issues in HC	3.0
HCM 360 (B)	U.S. Healthcare Systems	3.0
HCM 384 (B)	Strat Planning & Marketing in HC	3.0
HCM 413 (A)	Long Term Care Administration	3.0
HCM 395 (B)	Health Care Ethics	3.0
		<b>18.0</b>

### SEMESTER 7 - SIU

HCM 410 (B)	Ops Mgmt & Quality Improvement in HC	3.0
HCM 385 (B)	Healthcare Finance & Economics	3.0
HCM 375 (B)	Healthcare Informatics	3.0
Elective	Physical Science	4.0
HCM 366	Health Information Management	3.0
		<b>16.0</b>

### SEMESTER 8 - SIU

Elective	Fine Arts	3.0
ENGL 101	English Composition I	3.0
Elective	Mathematics	3.0
Elective	Life Science	3.0
		<b>12.0</b>

**TOTAL HOURS: 125.0**