

**NUNEZ COMMUNITY COLLEGE**  
**ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY**  
**MEDICAL OFFICE MANAGEMENT CONCENTRATION**

<b>NAME:</b>					
		Last,	First	MI	Advisor Name
<b>Student ID Number:</b>				<b>Concentration:</b>	
				<b>Catalog 2017-2018</b>	
Course No.	Course Title	Substitute or Transfer Course	College		
44 Hours in Required Courses. Must earn a grade of "C" or better in each. 21 hours must be in residence.				Hrs	Grade
BUSN 1100	Introduction to Business			3	
BUSN 1150	Survey of Microcomputer Application			3	
BUSN 2400	Business Communication			3	
BIOL 2300	Human Anatomy & Physiology I			3	
BIOL 2310	Human Anatomy & Physiology I Lab			1	
BIOL 2400	Human Anatomy & Physiology II			3	
BIOL 2410	Human Anatomy & Physiology II Lab			1	
HSOM 1020	Medical Terminology I			3	
HSOM 1030	Medical Terminology II			3	
HSOM 1110	Basic CPT Coding			3	
HSOM 2700	Basic ICD10CM Coding			3	
HSOM 2010	Legal Aspects of the Medical Office			3	
HSOM 2050	Medical Office management			3	
HSOM 2090	Advanced Medical Coding			3	
HSOM 2150	Reimbursement and Patient Billing			3	
HSOM 2600	Human Disease for Allied Health			3	

16 Hours of General Education Requirements. \*Must earn a grade of "C" or better in each.

ENGL 1010*	English Composition I*			3	
MATH 1300	College Algebra			3	
Humanities	Any Humanity course other than SPCH or Foreign Languages			3	
ECON 2000 or ECON 2020	Microeconomics or Macroeconomics			3	
BIOL 1100	General Biology I			3	
BIOL 1110	General Biology I Lab			1	

**TOTAL HOURS: 60**

\_\_\_\_\_  
Exit Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

# GRADUATION AUDIT CHECKLIST

OK to post \_\_\_\_\_  
 Posted \_\_\_\_\_  
 Ed. Entered \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Credential:

Associate	Associate of Applied Science	Associate of Arts	Associate of Science
Certificate	Certificate of Applied Science	Certificate of Technical Studies	Technical Diploma

Major or Concentration: \_\_\_\_\_  
 (Write out complete name of major)

Initials if Verified	Verification Item	Details
	Graduation Application Initiator	_____ Date Submitted by Student Internally initiated by _____ _____
	Minimum of 25% hours earned at Nunez	Enter # of hours earned at Nunez: _____
	Minimum of 50% of hours in major earned at Nunez	Enter # of hours in major earned at Nunez: _____
	Maximum of 1/3 hours in major from non-traditional credit	Enter # of hours in major from non-traditional credit: _____
	Maximum of 25% of hours from portfolio-based or non-traditional credit	Enter # of hours in program from non-traditional credit: _____
	Minimum of 12 hours at 2000 level in a degree program	Enter # of hours at or above 2000 level: _____
	Minimum of 2.00 Adjusted Program GPA	Enter Program GPA: _____
	Grade of 'C' or higher in major courses	Yes No
	If this is a second degree, 15 hours completed that were not applied to first degree (9 hours for a second certificate)	Yes No
	Current # of hours completed in the program	_____ Hours Completed _____ Hours in Progress
	Student expected to complete courses needed for graduation	Semester of Completion _____
	Any holds preventing graduation (bursar, college transcripts, etc)	List holds: _____ _____

Name of Verifier: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## WAIVER OF GRADUATION REQUIREMENTS

**Student's Name:** \_\_\_\_\_ **Banner ID:** \_\_\_\_\_

This form serves as justification for a waiver of specific graduation requirements as outlined in the graduation policy in the College Catalog.

The following Graduation Requirements should be waived:

Applicant should complete the requirements of their program as described in the catalog in effect at the time they enrolled. If the student changes their major or does not enroll at Nunez for a fall or spring semester, they must follow the program requirements described in the catalog that is in effect at the time of the change of major or return to the College.

Applicant must be enrolled at Nunez when applying for graduation. Students who apply for degrees or certificates after leaving school must have completed program requirements for graduation and have been enrolled within nine months preceding their late application for graduation.

Applicant must complete an application for graduation and/or pay the graduation fee if they have fulfilled program requirements for a certificate or degree.

Applicant may substitute the following course(s) for the required course(s):

Required course: \_\_\_\_\_

Substitution course: \_\_\_\_\_

Other:

**Authorizing Signature:**

\_\_\_\_\_  
Tonia Loria,  
Dean of Academic Affairs

\_\_\_\_\_  
Faculty Member