

ASSOCIATE OF APPLIED BUSINESS DEGREE

MEDICAL OFFICE MANAGEMENT

Medical office managers are needed in business today. This program provides instruction in many aspects of the medical field, including the use of microcomputers with document processing and medical office software and an introduction to billing and coding. Additional general education courses provide a broad background for the graduate. The sequence of major offerings starts summer and fall quarters.

MISSION STATEMENT:

The Office Technologies Department provides quality instruction to students by preparing them to be successful and productive community and business leaders while emphasizing employability skills and personal attributes.

Curriculum:

108 Credit Hours

Length: 6 Quarters

Technical and Basic Requirements:

72 Credit Hours

BU120 Introduction to Business/3
DP117 Database Applications/3
DP144 Developing Business Presentations/3
DP150 Spreadsheet Applications/3
KY146 Keyboarding I/5
KY147 Keyboarding II/5
MA121 Principles of Management/5
MO130 Medical Law & Ethics/3
MO163 Medical Terminology I/3
MO264 Medical Terminology II/3
MO272 Medical Coding I/3
MO273 Medical Coding II/3
MO278 Understanding Health Insurance/2
MO279 Medical Terminology III/3
OP130 Medical Accounting Software/2
OP149 Records Management/3
OP252 Machine Transcription/3
OP255 Medical Machine Transcription/3
OP275 Integrated Software Applications/3
OP276 Office Procedures/5
WP138 Introduction to Word Processing Applications/3
WP267 Advanced Word Processing Applications/3

General Education Requirements:

32 Credit Hours

CO179 Introduction to Human Communication/3
EN180 Composition I/5
EN200 Composition II/5
MH169 Business Math/5
OR
MH190 Algebra/5
PY177 Introduction to Psychology/3
OR
SO186 Sociology/3
SC200 Principles of Ecology/3
UN100 First Year Experience/1
UN220 Introduction to Diversity Issues/3
UN292 Portfolio Capstone/1
Any 100- or 200-level AR, EN, HI, RE, or SP course/3

General Education Electives:

3 Credit Hours

Choose 100- or 200-level courses from the general education subject categories, which may include Art (AR), English (EN), History (HI), Math (MH), Political Science (PS), Psychology (PY), Religion (RE), Sociology (SO), Spanish (SP), or University Survey (UN).

Specialized Electives:

1 Credit Hour

Choose courses at the 100 or 200 level that are not required in your program.

Note: Elective courses can apply to only one degree level. The same course cannot be re-used to satisfy the elective requirements at the Associate's Degree level and again at the Bachelor's Degree level.