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 begins fall quarter only.

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.

108 Credit Hours

Technical and Basic Requirements:
69 Credit Hours
BU109  Customer Service/3
DP117  Database Applications/3
DP150  Spreadsheet Applications/3
HC203  Coding I/5
KY146  Keyboarding I/5
KY147  Keyboarding II/5
MA121  Principles of Management/5
MO152  Medical Accounting Software/3
MO157  Understanding Health Insurance/3
MO230  Medical Law & Ethics/3
OP140  Medical Machine Transcription I/5
OP149  Records Management/3
OP276  Office Procedures/5
OP292  Office Technology Capstone/3
SC134  Human Anatomy, Pathophysiology, &
       Terminology I/3
SC142  Human Anatomy, Pathophysiology, &
       Terminology II/3
SC145  Human Anatomy, Pathophysiology, &
       Terminology III/3
SC250  Human Anatomy, Pathophysiology, &
       Terminology IV/3
WP138  Introduction to Word Processing Applications/3

General Education Requirements:
32 Credit Hours
CO179  Introduction to Human Communication/3
EN180  Composition I/5
EN200  Composition II/5
HC110  Introduction to Health Professions/2
MH190  Algebra/5
PY177  Introduction to Psychology/3
OR
SO186  Sociology/3
SC200  Principles of Ecology/3
UN220  Introduction to Diversity Issues/3
Any 100- or 200-level AR, EN, HI, or RE course/3

General Education Electives:
7 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), or University Survey (UN).

107 Credit Hours

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.