

# 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  
KY146 Keyboarding I/5  
KY147 Keyboarding II/5  
MA121 Principles of Management/5  
MO120 Medical Terminology I/3  
MO138 Medical Terminology II/3  
MO148 Medical Terminology III/3  
MO152 Medical Accounting Software/3  
MO157 Understanding Health Insurance/3  
MO230 Medical Law & Ethics/3  
MO283 CPT Coding/3  
MO284 ICD Coding/5  
OP140 Medical Machine Transcription I/5  
OP149 Records Management/3  
OP276 Office Procedures/5  
OP292 Office Technology Capstone/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  
MH190 Algebra/5  
PY177 Introduction to Psychology/3  
OR  
SO186 Sociology/3  
SC200 Principles of Ecology/3  
UN110 First-Year Experience/2  
UN220 Introduction to Diversity Issues/3  
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:

##### 4 Credit Hours

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.