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.

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 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.