

Business Office Admin-Medical Office Admin

ASSOC OF APPLIED SCIENCE

Major code: 2197
Department: Business and Computer Information
Chair: Kilee Saldivar
Advising: Nila K Stephens 541-881-5896

PROGRAM OVERVIEW

This degree prepares students for a career in a medical office. The Medical Office Administration program provides solid groundwork in medical office procedures, foundation office skills, medical terminology, medical billing, coding, transcription, and computer training. medical coursework provides a wide background from an introductory medical billing course to an advanced medical transcription course. The student entering this program is preparing for immediate employment in a medical office environment to include hospitals, clinics, and doctors' offices.

PROGRAM/DISCIPLINE OUTCOMES

- Students who complete this program will be prepared to:
- Compose well-organized written and oral presentations using a style that clearly integrates the purpose of the communication.
 - Apply appropriate mathematical skills for problem solving and analyze information presented in a variety of formats using both manual systems and computer software.
 - Use applied technology to support business functions utilizing computer software programs to include word processing, spreadsheets, databases, presentation programs, email, and the Internet.
 - Use critical and creative thinking skills to solve business problems with the ability to propose logical solutions that are clear and concise.
 - Apply ethical standards as they relate to business dealings.

REQUIRED COURSES (91 CREDITS)

Courses are listed in suggested sequence.

YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
-	SP 219 Small Group Discussion OR BA 214 Business Communications.....	3
-	BA 101 Z INTRODUCTION TO BUSINESS.....	4
-	BA 131 INTRO TO BUSINESS COMPUTING.....	4
-	BA 169 Z DATA ANALYSIS USING MICROSOFT EXCEL.....	4
-	BA 204 TEAMWORK DYNAMICS.....	3
-	BA 206 PRINCIPLES OF MANAGEMENT.....	3
-	BT 105 PRESENTATION APPLICATIONS.....	1
-	BT 210 EMAIL & PRODUCTIVITY APPLICATIONS.....	2
-	BT 221 WORD PROCESSING PROCEDURES I.....	3
-	BT 222 WORD PROCESSING PROCEDURES II.....	3
-	GSCI 161 MEDICAL TERMINOLOGY I.....	3
-	OA 116 OFFICE PROCEDURES.....	3
-	OA 120 BUSINESS EDITING.....	3
-	WR 121 Z COMPOSITION I.....	4

YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
-	OA 280 - OFFICE APPLICATIONS COOP WK EXP.....	2
-	BA 104 - BUSINESS MATH OR HIGHER.....	4
-	BT 251 - Cloud Based Accounting Systems.....	3
-	BA 213 Z Managerial Accounting OR BT 252 Cloud Based Tax Accounting.....	4
-	BA 211 Z PRINCIPLES OF FINANCIAL ACCOUNTING.....	4
-	BA 226 Z INTRODUCTION TO BUSINESS LAW.....	4
-	BT 242 DATABASE APPLICATIONS.....	4
-	BT 290 INTEGRATED OFFICE APPLICATIONS.....	3
-	HPE 120 FIRST AID & CPR.....	2
-	MREC 116 MEDICAL OFFICE PROCEDURES.....	3
-	MREC 210 MEDICAL BILLING I.....	3
-	MREC 211 MEDICAL BILLING II.....	3
-	OA 220 ADVANCED DOCUMENT PRODUCTION.....	3
-	OA 240 RECORDS MANAGEMENT.....	3
-	OA 251 OFFICE MANAGEMENT.....	3

Total number of credits..... 92

ELECTIVES (1 CREDITS)

Elective