Program map for Medical Office Administration Associate in Applied Science (AAS)

2026-27

Medical Administrative professionals are responsible for performing and coordinating a wide range of activities, managing information flow, providing excellent customer service, and operating advanced office technology. Organizations in a wide variety of industries, including the healthcare field, rely on skilled administrative staff to keep operations running efficiently and effectively.

View this program in the LCC Catalog (lowercolumbia.edu/publications/catalog/programs/Business-AAS-Medical-Office-Administration)

See also

- Degree Requirements for Accounting, Business and Leadership programs (lowercolumbia.edu/programs/business)
- Course descriptions in the LCC Catalog (lowercolumbia.edu/publications/catalog/courses)
- Distribution lists in the LCC Catalog (lowercolumbia.edu/publications/catalog/distribution-lists)

Important: Many course sequences only begin in fall quarter. Check with your program advisor.

By Quarter Overview

First Quarter

- COLL 101: College Success 101 (2 credits)
- BUS 100: Foundations of Business Success (3 credits)
- BTEC 104: Introduction to Technology (5 credits)
  - *Concurrently w/ BUS 100**
- BUS 104: Business Math (5 credits)
  - *Math 78/79**

**Pre- and/or co-requisite(s)*

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Checked for Accessibility: Gavin Montes, ECR, 07/14/2026, Adobe Acrobat Accessibility Checker

Second Quarter

- ENGL& 101: English Composition I or BUS 119: Business Communications (5 credits)
- BTEC 111: Word Processing I (5 credits)
- BTEC 131: Introduction to Spreadsheets (5 credits)

**Pre- and/or co-requisite(s)*

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Third Quarter

- BUS 144: Management of Human Relations: DIV (5 credits)
- BTEC 112: Word Processing II (5 credits)
  - *BTEC 111 with a grade of C or better or instructor permission, and a minimum keyboarding speed of 45 wpm**
- BTEC 135: Advanced Data Analysis (5 credits)
  - *BTEC 131 with a grade of C or better, or instructor permission**
- BTEC 181: Medical Terminology I or MEDA 101: Medical Vocabulary I (3 credits)

**Pre- and/or co-requisite(s)*

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Fourth Quarter

- IT 111: Intro to Windows (4 credits)
- BTEC 120: Specialized Applications for Business (3 credits)
- BTEC 148: Introduction to Outlook (2 credits)
- BTEC 182: Medical Terminology II or MEDA 102: Medical Vocabulary II (3 credits)
  -

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Fifth Quarter

- BTEC 171: Medical Reception Procedures (3 credits)
  -
- ACCT 101: Introduction to Accounting Concepts (5 credits)
  -
- BTEC 170: Community Health Advocacy (5 credits)
- MEDA 120: Survey of Human Anatomy & Physiology (5 credits)
- BTEC 161: Introduction to ICD-10 Coding in the Medical Office Part I (5 credits)

**Pre- and/or co-requisite(s)*

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Checked for Accessibility: Gavin Montes, ECR, 07/14/2026, Adobe Acrobat Accessibility Checker

Sixth Quarter

- BTEC 172: Medical Office Procedures (3 credits)
  - *ENGL 099 or TECH 105 or Instructor permission, Math 079 or TECH 079 and BTEC 171 each with a grade of C or better**
- AH 166: Mental Health First Aid for Adults (1 credit)
- BTEC 294: Career Success (2 credits)
- BTEC 176: Social Determinants of Health (5 credits)
- BTEC 160: Medical Scribe (5 credits)
- BTEC 162: Intro to ICD-10 Coding in the Medical Office Part II (5 credits)

**Pre- and/or co-requisite(s)*

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)
Apply for Graduation (lowercolumbia.edu/graduation)

Seventh Quarter

- BTEC 173: Computers in the Medical Office (3 credits)
  - *BTEC 172 with a grade of C or better**
- BTEC 165: Cultural Awareness for Care Professionals: DIV (5 credits)
- BTEC 177: Trauma-Informed Care (5 credits)
- EDUC& 115: Child Development (5 credits)
- BTEC 163: CPT Coding (5 credits)
- BTEC 288: Cooperative Work Experience (3 credits)
  - *Instructor or Cooperative Education Coordinator permission Concurrent requirements: COLL 289 or BTEC 294 or BUS 294 or IT 294**

**Pre- and/or co-requisite(s)*

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)

Eighth Quarter

- BTEC 164: Legal Aspects of the Medical Office (2 credits)
- BTEC 230: Electronic Calculators (2 credits)
- NUTR 101: Nutrition (5 credits)
- HLTH 105: First Aid, CPR and Bloodborne Pathogens (1 credit)
- BTEC 288: Cooperative Work Experience (3 credits)
  -
- Depending on specialization:
  - CHWA or Medical Billing & Coding
  - BTEC 168: Billing & Coding Cert Exam Prep (3 credits)
- BTEC 178: Building Sustainable Community Capacity (5 credits)

Checked for Accessibility: Gavin Montes, ECR, 07/14/2026, Adobe Acrobat Accessibility Checker

**Pre- and/or co-requisite(s)*

Meet with Advisor (lowercolumbia.edu/advising/meet-with-advisor)
Graduate (lowercolumbia.edu/commencement)

Detailed Class Sequence

1. College Success 101

COLL 101 (2 credits)

2. Foundations of Business Success

BUS 100 (3 credits)

3. Introduction to Technology

BTEC 104 (5 credits)
Pre- and/or co-requisite(s): Concurrently w/ BUS 100

4. Business Math

BUS 104 (5 credits)
Pre- and co-requisite(s): Math 78/79

5. English Composition I or Business Communications

ENGL& 101 or BUS 119 (5 credits)
Pre- and/or co-requisite(s): College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better

6. Word Processing I

BTEC 111 (5 credits)
Pre- and/or co-requisite(s): BTEC 104 with a grade of C or better and a minimum keyboarding of 35WPM or concurrent enrollment in BTEC 105

7. Introduction to Spreadsheets

BTEC 131 (5 credits)
Pre- and/or co-requisite(s): BTEC 104 or CS 110, and BUS 104 or MATH88 or MATH 97, with a grade of C or better

8. Management of Human Relations: DIV

BUS 144 (5 credits)

9. Word Processing II

BTEC 112 (5 credits)
Pre- and/or co-requisite(s): BTEC 111 with a grade of C or better or instructor permission, and a minimum keyboarding speed of 45 wpm

10. Advanced Data Analysis

BTEC 135 (5 credits)
Pre- and/or co-requisite(s): BTEC 131 with a grade of C or better, or instructor permission

11. Medical Terminology I or Medical Vocabulary I

BTEC 120 (3 credits)

12. Intro to Windows

IT 111 (4 credits)

13. AI Support for Business Applications

BTEC 120 (3 credits)

14. Introduction to Outlook

BTEC 148 (2 credits)

15. Medical Terminology II or Medical Vocabulary II

BTEC 182 or MEDA 102 (3 credits)
Pre- and or co-requisite(s): BTEC 181 or MEDA 101 with a grade of C or better

16. Medical Reception Procedures

BTEC 171 (3 credits)
Pre- and co-requisite(s): ENGL 099 or higher

17. Introduction to Accounting Concepts

ACCT 101 (5 credits)

Checked for Accessibility: Gavin Montes, ECR, 07/14/2026, Adobe Acrobat Accessibility Checker

18. Medical Office Procedures

BTEC 172 (3 credits)
Pre- and/or co-requisite(s): ENGL 099 or TECH 105 or Instructor permission, Math 079 or TECH 079 and BTEC 171 each with a grade of C or better

19. Mental Health First Aid for Adults

AH 166 (1 credit)

20. Survey of Human Anatomy & Physiology

MEDA 120 (5 credits)

21. Career Success

BTEC 294 (2 credits)

22. Computers in the Medical Office

BTEC 173 (3 credits)
Pre- and/or co-requisite(s): BTEC 172 with a grade of C or better

23. Cultural Awareness for Care Professionals: DIV

BTEC 165 (5 credits)

24. Child Development

EDUC& 115 (5 credits)

25. Cooperative Work Experience

BTEC 288 (3 credits)

Pre- and/or co-requisite(s): Instructor or Cooperative Education Coordinator permission Concurrent requirements: COLL 289 or BTEC 294 or BUS 294 or IT 294

26. Legal Aspects of the Medical Office

BTEC 164 (2 credits)

27. Electronic Calculators

BTEC 230 (2 credits)

Checked for Accessibility: Gavin Montes, ECR, 07/14/2026, Adobe Acrobat Accessibility Checker

28. Nutrition

NUTR 101 (5 credits)

29. First Aid, CPR and Bloodborne Pathogens

HLTH 105 (1 credit)

30. Cooperative Work Experience

BTEC 288 (3 credits)

Pre- and/or co-requisite(s): Instructor or Cooperative Education Coordinator permission Concurrent requirements: COLL 289 or BTEC 294 or BUS 294 or IT 294

31. Community Health Advocacy

BTEC 170 (5 credits)

32. Social Determinants of Health

BTEC 176 (5 credits)

33. Trauma Informed Care

BTEC 177 (5 credits)

34. Building Sustainable Community Capacity

BTEC 178 (5 credits)

35. Introduction to ICD-10 Coding in the Medical Office Part I

BTEC 161 (5 credits)

36. Intro to ICD-10 Coding in the Medical Office Part II

BTEC 162 (5 credits)

37. CPT Coding

BTEC 163 (5 credits)

38. Billing & Coding Certification Exam Preparation

BTEC 168 (3 credits)