

# Program map for Medical Office Administration Associate in Applied Science - Transfer (AAS-T) for LCC BAS-OLTM



2025-26

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 \(lowercolumbia.edu/publications/catalog/programs/Business-AST-Medical-Office-Administration-to-BAS-OLTM\)](https://www.lowercolumbia.edu/publications/catalog/programs/Business-AST-Medical-Office-Administration-to-BAS-OLTM)

## See also

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

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- COLL 101: College Success 101 (2 credits)
  - BUS 100: Foundations of Business Success (3 credits)
  - BTEC 104: Introduction to Technology (5 credits) OR CS 110: Introduction to Microcomputer Applications (3 credits)
    - *Concurrently w/ BUS 100\**
  - MATH& 107: Math in Society or higher math class (5 credits)
    - *Math 78/79\**

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

[Meet with Advisor \(lowercolumbia.edu/advising/meet-with-advisor\)](https://lowercolumbia.edu/advising/meet-with-advisor)

## Second Quarter

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- ENGL& 101: English Composition I (5 credits)
  - *ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better or placement test into ENGL& 101*
- BTEC 111: Word Processing I (5 credits)
  - *BTEC 104 with a grade of C or better and a minimum keyboarding of 35WPM or concurrent enrollment in BTEC 105\**
- BTEC 131: Introduction to Spreadsheets (5 credits)
  - *BTEC 104 or CS 110, and BUS 104 or MATH88 or MATH 97, with a grade of C or better\**
- AH 114: Healthcare Communication Skills (2 credits)
  - *ENGL 099 with a grade of C or higher (or ENGL& 101 placement), or instructor permission\**

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

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## Third Quarter

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- 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)*

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## Fourth Quarter

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- 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)
  - *BTEC 181 or MEDA 101 with a grade of C or better\**

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## Fifth Quarter

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- BTEC 171: Medical Reception Procedures (3 credits)
  - *ENGL 099 or higher\**

- ACCT 101: Introduction to Accounting Concepts (5 credits)
  - *BUS 100, MATH 079 or TECH 079 or higher with a grade of C or better or instructor permission\**
- CDS 108: Community and School-Based Prevention/Intervention Strategies (4 credits)
- EDUC& 150: Child/Family/Community (3 credits)

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

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## Sixth Quarter

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- 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)
- CDS 105: Chemical Dependency/Domestic Violence (3 credits)
- MEDA 120: Survey of Human Anatomy & Physiology (5 credits)
- BTEC 294: Career Success (2 credits)

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

[Meet with Advisor \(lowercolumbia.edu/advising/meet-with-advisor\)](http://lowercolumbia.edu/advising/meet-with-advisor)

[Apply for Graduation \(lowercolumbia.edu/graduation\)](http://lowercolumbia.edu/graduation)

## Seventh Quarter

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- 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)
- EDUC& 115: Child Development (5 credits)
- HLTH 106: Health and Wellness (2 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 \(lowercolumbia.edu/advising/meet-with-advisor\)](http://lowercolumbia.edu/advising/meet-with-advisor)

## Eighth Quarter

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- 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)
  - *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 \(lowercolumbia.edu/advising/meet-with-advisor\)](http://lowercolumbia.edu/advising/meet-with-advisor)

[Graduate \(lowercolumbia.edu/commencement\)](http://lowercolumbia.edu/commencement)

## Detailed Class Sequence

### 1. College Success 101

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COLL 101 (2 credits)

### 2. Foundations of Business Success

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BUS 100 (3 credits)

### 3. Introduction to Technology OR Introduction to Microcomputer Applications

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BTEC 104 (5 credits) OR CS 110 (3 credits)

*Pre- and/or co-requisite(s): Concurrently w/ BUS 100*

### 4. Math in Society or higher math class

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MATH& 107 (5 credits)

*Pre- and co-requisite(s): Math 78/79*

### 5. English Composition I

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ENGL& 101 (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

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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

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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*

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## **8. Healthcare Communication Skills**

AH 114 (2 credits)

*Pre- and/or co-requisite(s): ENGL 099 with a grade of C or higher (or ENGL& 101 placement), or instructor permission*

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## **9. Management of Human Relations: DIV**

BUS 144 (5 credits)

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## **10. 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*

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## **11. 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*

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## **12. Medical Terminology I or Medical Vocabulary I**

BTEC 181 or MEDA 101 (3 credits)

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## **13. Intro to Windows**

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## **IT 111 (4 credits)**

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## **14. Specialized Applications for Business**

BTEC 120 (3 credits)

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## **15. Introduction to Outlook**

BTEC 148 (2 credits)

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## **16. 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*

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## **17. Medical Reception Procedures**

BTEC 171 (3 credits)

*Pre- and co-requisite(s): ENGL 099 or higher*

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## **18. Introduction to Accounting Concepts**

ACCT 101 (5 credits)

*Pre- and co-requisite(s): BUS 100, MATH 079 or TECH 079 or higher with a grade of C or better or instructor permission*

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## **19. Community and School-Based Prevention/Intervention Strategies**

CDS 108 (4 credits)

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## **20. Child/Family/Community**

EDUC& 150 (3 credits)

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## **21. 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*

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## **22. Mental Health First Aid for Adults**

AH 166 (1 credit)

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## **23. Chemical Dependency/Domestic Violence**

CDS 105 (3 credits)

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## **24. Survey of Human Anatomy & Physiology**

MEDA 120 (5 credits)

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## **25. Career Success**

BTEC 294 (2 credits)

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## **26. Computers in the Medical Office**

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BTEC 173 (3 credits)

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

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## **27. Cultural Awareness for Care Professionals: DIV**

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BTEC 165 (5 credits)

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## **28. Child Development**

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EDUC& 115 (5 credits)

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## **29. Health and Wellness**

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HLTH 106 (2 credits)

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## **30. Cooperative Work Experience**

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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*

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## **31. Legal Aspects of the Medical Office**

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BTEC 164 (2 credits)

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## **32. Electronic Calculators**

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BTEC 230 (2 credits)

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## **33. Nutrition**

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NUTR& 101 (5 credits)

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## **34. First Aid, CPR and Bloodborne Pathogens**

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HLTH 105 (1 credit)

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## **35. Cooperative Work Experience**

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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*