

# Medical Office Administration - AAS

2021-22

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

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.

See also:

- [Degree Requirements for Accounting, Business and Leadership programs](#)
- [Course descriptions in LCC Catalog](#)
- [Distribution lists in LCC Catalog](#)

***Please note that many course sequences only begin in fall quarter. Please check with your program advisor for more information.***

***Please review both the "By Quarter Overview" and "Detailed Class Sequence" tabs below.***

## 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)
  - *Concurrently w/ BUS 100\**
- BUS 104: Business Math (5 credits)
  - *Math 78/79\**

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

### Meet with Advisor

### Second Quarter

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- ENGL& 101: English Composition I or BUS 119: Business Communications (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)*

### Meet with Advisor

## 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)*

### Meet with Advisor

## 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\**

### Meet with Advisor

## 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)*

### Meet with Advisor

## 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

### Apply for 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

## 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

### Graduate

## 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**

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BTEC 104 (5 credits)

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

### **4. Business Math**

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BUS 104 (5 credits)

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

### **5. English Composition I or Business Communications**

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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**

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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*

### **8. Healthcare Communication Skills**

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AH 114 (2 credits)

*Pre- and/or co-requisite(s): ENGL 099 with a grade of C or higher (or ENGL& 202 placement), or instructor permission*

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

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BUS 144 (5 credits)

### **10. Word Processing II**

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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*

### **11. Advanced Data Analysis**

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BTEC 135 (5 credits)

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

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

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BTEC 181 or MEDA 101 (3 credits)

## **13. Intro to Windows**

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**IT 111 (4 credits)**

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

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BTEC 120 (3 credits)

## **15. Introduction to Outlook**

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BTEC 148 (2 credits)

## **16. Medical Terminology II or Medical Vocabulary II**

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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*

## **17. Medical Reception Procedures**

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BTEC 171 (3 credits)

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

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

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ACCT 101 (5 credits)

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

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CDS 108 (4 credits)

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

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EDUC& 150 (3 credits)

## **21. Medical Office Procedures**

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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**

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AH 166 (1 credit)

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

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CDS 105 (3 credits)

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

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MEDA 120 (5 credits)

## **25. Career Success**

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BTEC 294 (2 credits)

## **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*

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

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BTEC 165 (5 credits)

## **28. Child Development**

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EDUC& 115 (5 credits)

## **29. Health and Wellness**

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HLTH 106 (2 credits)

## **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)

### **32. Electronic Calculators**

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BTEC 230 (2 credits)

### **33. Nutrition**

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NUTR 101 (5 credits)

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

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HLTH 105 (1 credit)

### **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*

## **Program Maps for Accounting, Business and Leadership**

- Accounting Technician - AAS
- Administrative Services Manager - AAS
- Administrative Support - COP
- Business - AA-DTA/MRP
- Business - AA-DTA/MRP (online)
- Business Management - AAS
- Community Health and Wellness Advocate - COC
- General Business - COP
- Medical Billing and Coding Specialist - COP
- Medical Office Administration - AAS
- Medical Reception - COP
- Retail Management - COC