

Medical Office Administration - AAS



2023-24

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: (lowercolumbia.edu/programs/business)

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

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

- 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)

Second Quarter

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

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

Fifth Quarter

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

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)
- 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)

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)
- 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)

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)
 - *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

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. Healthcare Communication Skills

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

BUS 144 (5 credits)

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

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

12. Medical Terminology I or Medical Vocabulary I

BTEC 181 or MEDA 101 (3 credits)

13. Intro to Windows

IT 111 (4 credits)

14. Specialized Applications for Business

BTEC 120 (3 credits)

15. Introduction to Outlook

BTEC 148 (2 credits)

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

17. Medical Reception Procedures

BTEC 171 (3 credits)

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

18. Introduction to Accounting Concepts

ACCT 101 (5 credits)

19. Community and School-Based Prevention/Intervention Strategies

CDS 108 (4 credits)

20. Child/Family/Community

EDUC& 150 (3 credits)

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

22. Mental Health First Aid for Adults

AH 166 (1 credit)

23. Chemical Dependency/Domestic Violence

CDS 105 (3 credits)

24. Survey of Human Anatomy & Physiology

MEDA 120 (5 credits)

25. Career Success

BTEC 294 (2 credits)

26. Computers in the Medical Office

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

BTEC 165 (5 credits)

28. Child Development

EDUC& 115 (5 credits)

29. Health and Wellness

HLTH 106 (2 credits)

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. Legal Aspects of the Medical Office

BTEC 164 (2 credits)

32. Electronic Calculators

BTEC 230 (2 credits)

33. Nutrition

NUTR 101 (5 credits)

34. First Aid, CPR and Bloodborne Pathogens

HLTH 105 (1 credit)

35. 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



Program Maps for Accounting, Business and Leadership (lowercolumbia.edu/program-maps/business)

- **Accounting Technician - AAS (lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician)**
- **Accounting Technician - AAS-T (BAS-OLTM Option) (lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician-to-BAS-OLTM)**
- **Administrative Services Manager - AAS (lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager)**
- **Administrative Services Manager - AAS-T (BAS-OLTM Option) (lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager-to-BAS-OLTM)**
- **Administrative Support - COP (lowercolumbia.edu/program-maps/business/COP-Administrative-Support)**
- **Business - AA-DTA/MRP (lowercolumbia.edu/program-maps/business/DTA-MRP-Business)**
- **Business - AA-DTA/MRP (online) (lowercolumbia.edu/program-maps/business/DTA-MRP-Business-Online)**
- **Business Management - AAS (lowercolumbia.edu/program-maps/business/AAS-Business-Management)**
- **Business Management for BAS-OLTM - AAS-T (lowercolumbia.edu/program-maps/business/AAS-T-Business-Management-for-BAS-OLTM)**
- **Community, Health and Wellness Advocate – COC (lowercolumbia.edu/program-maps/business/COC-Community-Health-and-Wellness-Advocate)**
- **General Business – COP (lowercolumbia.edu/program-maps/business/COP-General-Business)**
- **Medical Billing and Coding Specialist - COP (lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist)**
- **Medical Office Administration - AAS (lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration)**
- **Medical Office Administration - AAS-T (BAS-OLTM Option) (lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration-to-BAS-OLTM)**
- **Medical Reception - COP (lowercolumbia.edu/program-maps/business/COP-Medical-Reception)**
- **Organizational Leadership and Technical Management, Full-Time Cohort - BAS (lowercolumbia.edu/program-maps/business/BAS-OLTM-FT)**
- **Organizational Leadership and Technical Management, Part-Time Cohort - BAS (lowercolumbia.edu/program-maps/business/BAS-OLTM-PT)**
- **Retail Management – COC (lowercolumbia.edu/program-maps/business/COC-Retail-Management)**