

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

2024-25



[Return to Accounting, Business and Leadership Program Maps \(lowercolumbia.edu/program-maps/business\)](https://lowercolumbia.edu/program-maps/business)

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 \(lowercolumbia.edu/publications/catalog/programs/Business-AS-Medical-Office-Administration\)](https://lowercolumbia.edu/publications/catalog/programs/Business-AS-Medical-Office-Administration)

## See also

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

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

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## 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)*

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## 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\**

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## 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\**
- BTEC 170: Community Health Advocacy (5 credits)
- • or depending on specialization (CHW or Medical Billing & Coding)
- BTEC 161: Introduction to ICD-10 Coding in the medical Office Part I (5 credits)
  - *BTEC 181 and MEDA 120, both with a grade of C or higher or Instructor Permission\**

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

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## 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)
- MEDA 120: Survey of Human Anatomy & Physiology (5 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

- 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)*

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## 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\**
- Depending on specialization:
  - *CHWA or Medical Billing & Coding*
- BTEC 178: Building Sustainable Community Capacity (5 credits)

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

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

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