

Associate in Applied Science (AAS)

Medical Office Administration

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.

Degree Requirements

- **Communications :**
5 credits - ENGL& 101 English Composition I OR BUS 119 Business Communications.
- **Quantitative Skills :**
5 credits – BUS 104 Business Math Applications.
- **Human Relations / Social Science :**
5 credits – recommended: BUS 144 Management of Human Relations:DIV.
- **Diversity :**
5 credits - BTEC 165 Cultural Awareness for Care Professionals.
- **Natural Sciences / Humanities:**
5 credits – recommended: NUTR& 101 Nutrition.
- **Electives:**
3-6 credits - ACCT, BUS, BTEC, CS, IT - BTEC 288 Cooperative Education recommended.

Core Program Requirements

ACCT 101	Intro to Accounting Concepts	5
AH 166	Mental Health First Aid for Adults	1
BUS 100	Foundations of Business Success	3
BTEC 104CS 110	Intro to Business Technology OR Intro to Microcomputer Applications	5 OR3
BTEC 111	Word Processing I	5
BTEC 112	Word Processing II	5
BTEC 120	Specialized Applications for Business	3
BTEC 130	Electronic Calculators I	1
BTEC 230	Electronic Calculators II	1
BTEC 131	Introduction to Spreadsheets	5
BTEC 135	Advanced Data Analysis	5
BTEC 148	Introduction to Outlook	2
BTEC 164	Legal Aspects of the Medical Office	2
BTEC 165	Cultural Awareness for Care Professionals: DIV	5
BTEC 171	Medical Reception Procedures	3
BTEC 172	Medical Office Procedures	3
BTEC 173	Computers in the Medical Office	3
BTEC 181 OR MEDA 101	Medical Terminology I OR Medical Vocabulary I	3
BTEC 182 OR MEDA 102	Medical Terminology II OR Medical Vocabulary II	3

BTEC 294	Career Success	2
HLTH 105	First Aid, CPR and Bloodborne Pathogens	1
IT 111	Introduction to Windows	4
<i>In addition to the core program requirements, students must select one area of expertise from the following areas of study:</i>		
Medical Billing & Coding:		
BTEC 161	Intro to ICD-10 Coding, Part I (F)	5
BTEC 162	Intro to ICD-10 Coding, Part II (W)	5
BTEC 163	CPT Coding (Sp)	5
MEDA 120	Survey of Human Anatomy & Physiology	5
Community, Health, & Wellness Advocate:		
AH 114	Healthcare Communication Skills	2
HLTH 106	Health and Wellness	2
CDS 105	Chemical Dependency/Domestic Violence	3
CDS 108	Community & School-Based Prevention/Intervention Strategies	4
EDUC& 115	Child Development	5
EDUC& 150	Child/Family/Community	3

Diversity and Distribution Lists are available in the Lower Columbia College Academic Catalog and at lowercolumbia.edu/catalog.

Total credits required to earn this degree: 115-121 and pass each course listed in the program requirements with a C or better.

Students completing this program should acquire the following skills and abilities:

- Communicate professionally in writing and speaking as appropriate to a business-or business-related work environment (GS Communication)
- Apply objective, valid methods of inquiry and problem solving to draw rational, ethical, and coherent conclusions (GS Critical Thinking)
- Apply mathematical information to perform tasks in business and information technology to work environments (GS Numeracy/Quant. Literacy)
- Interact effectively with individuals and groups (GS Interpersonal Relations)
- Demonstrate proficiency in the use of business equipment, computer software, and technology for medical offices
- Create and manage business documents, spreadsheets, and databases
- Demonstrate competency in records management
- Demonstrate proficiency in organizing skills and assigning priority
- Demonstrate ethical decision-making

Revised March 2021 (Effective Fall 2021)

Notes:

Program planning is based on information available at the time of preparation. It is the student's responsibility to meet with their LCC advisor. Consult the LCC catalog for LCC graduation requirements.

Legend:

- A - Course usually offered all quarters.

- F - Course usually offered Fall Quarter.
- W - Course usually offered Winter Quarter.
- Sp - Course usually offered Spring Quarter.
- S - Course usually offered Summer Quarter.

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