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.

For a roadmap that identifies the preferred sequencing of courses and other specific recommendations from faculty, please see the corresponding program map(s):

- Medical Office Administration Associate in Applied Science (AAS) (lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration)

Degree Requirements

Total credits required to earn this degree: 118-121 and pass each course listed in the program requirements with a C or better.

LCC students must meet distribution requirements for associate degrees and specific certificates. See Diversity and Distribution Lists (lowercolumbia.edu/publications/catalog /distribution-lists/) for more information.

General Education Requirements

- **Communications:**

  5 credits - ENGL& 101 English Composition I *OR*
  BUS 119 Business Communications.
- **Quantitative Skills:**

  5 credits – BUS 104 Business Math Applications *OR*
  MATH& 107 Math in Society.
- **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.

Program Requirements

Course Code	Course Title	Number of Credits
ACCT 101 *OR* ACCT 135	Intro to Accounting Concepts *OR* Accounting for Non-Accountants	5
AH 166	Mental Health First Aid for Adults	1
BUS 100	Foundations of Business Success	3
BTEC 104 *OR* CS 110 *AND* BTEC 146	Intro to Business Technology *OR* Intro to Microcomputer Applications *AND* Powerpoint Fundamentals	5 *OR* 3 *AND* 2
BTEC 111	Word Processing I	5
BTEC 112	Word Processing II	5
BTEC 120	Specialized Applications for Business	3
BTEC 131	Introduction to Spreadsheets	5
BTEC 135	Advanced Data Analysis	5
BTEC 148	Introduction to Outlook	2
BTEC 164	Medical Office Law & Ethics	2
BTEC 165	Cultural Awareness for Care Professionals: DIV	5
BTEC 171	Medical Reception Procedures	3
BTEC 172	Medical Office Procedures	3

Course Code	Course Title	Number of Credits
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 230	Electronic Calculators II	2
BUS 294	Career Success	2
HLTH 105	First Aid, CPR and Bloodborne Pathogens	1
IT 111	Introduction to Windows	4

Additional Program Requirements

In addition to the core program requirements above, students must select one area of expertise from the following areas of study:

Medical Billing & Coding

Course Code	Course Title	Number of Credits
BTEC 160	Medical Scribe	3
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
BTEC 168	Billing & Coding Exam Cert Prep	2
MEDA 120	Survey of Human Anatomy & Physiology	5

Community, Health, & Wellness Advocate

Course Code	Course Title	Number of Credits
BTEC 170	Community Health Advocacy	5
BTEC 176	Social Determinants of Health	5
BTEC 177	Trauma Informed Care	5
BTEC 178	Building Sustainable Community Capacity	5
EDUC& 115	Child Development	5

Program Outcomes

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

Notes

Revised December 2023 (effective Summer 2024)

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.