

Associate in Applied Science - Transfer (AAS-T)

Medical Office Administration

for LCC BAS-OLTM

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 health care field, rely on skilled administrative staff to keep operations running efficiently and effectively. This program meets the academic requirements to apply for admittance into Lower Columbia's Bachelor of Applied Science degree in Organizational Leadership and Technical Management which prepares administrative professionals for positions in leadership, technical management and supervision.

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 - AAS-T (BAS-OLTM Option) (lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration-to-BAS-OLTM)**

Degree Requirements

- **Communications:**
5 credits - ENGL& 101 English Composition I
- **Quantitative Skills:**
5 credits – MATH& 107 Math in Society or higher with the exception of MATH& 131
- **Natural Sciences:**
5 credits – Natural Science with lab from the *Distribution List*
- **Human Relations/ Social Sciences:**
5 credits – BUS 144 Management of Human Relations: DIV
- **Diversity:**
5 credits - BTEC 165 Cultural Awareness for Care Providers

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 104	Intro to Business Technology	5

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 171	Medical Reception Procedures (F)	3
BTEC 172	Medical Office Procedures (W)	3
BTEC 173	Computers in the Medical Office (Sp)	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
<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
BTEC 168	Billing & Coding Exam Cert Prep	2

MEDA 120	Survey of Human Anatomy & Physiology	5
Community, Health, & Wellness Advocate:		
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
ECED& 115	Child Development	5

Diversity and Distribution Lists ([lowercolumbia.edu/publications/catalog/distribution-lists](https://www.lowercolumbia.edu/publications/catalog/distribution-lists)) are available in the Lower Columbia College Catalog located at [lowercolumbia.edu/catalog](https://www.lowercolumbia.edu/catalog).

Total minimum credits required to earn this degree: 112-115 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 December 2023 (Effective Summer 2024)

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.