Business Office Admin-Medical Office Admin

ASSOC OF APPLIED SCIENCE

Major code: 2197
Department: Business and Computer Information
Chair: Kilee Saldivar
Advising: Nila K Stephens 541-881-5896

PROGRAM OVERVIEW

This degree prepares students for a career in a medical office. The Medical Office Administration program provides solid groundwork in medical office procedures, foundation office skills, medical terminology, medical billing, coding, transcription, and computer training. medical coursework provides a wide background from an introductory medical billing course to an advanced medical transcription course. The student entering this program is preparing for immediate employment in a medical office environment to include hospitals, clinics, and doctors' offices.

PROGRAM/DISCIPLINE OUTCOMES

Students who complete this program will be prepared to:
- Compose well-organized written and oral presentations using a style that clearly integrates the purpose of the communication.
- Apply appropriate mathematical skills for problem solving and analyze information presented in a variety of formats using both manual systems and computer software.
- Use applied technology to support business functions utilizing computer software programs to include word processing, spreadsheets, databases, presentation programs, email, and the Internet.
- Use critical and creative thinking skills to solve business problems with the ability to propose logical solutions that are clear and concise.
- Apply ethical standards as they relate to business dealings.

REQUIRED COURSES (90 CREDITS)

Courses are listed in suggested sequence.

YEAR 1

COURSE #	COURSE TITLE	CREDITS
-	SP 219 Small Group Discussion OR BA 214 Business Communications	3
- BA 101 Z	INTRODUCTION TO BUSINESS	4
- BA 131	INTRO TO BUSINESS COMPUTING	4
- BA 204	TEAMWORK DYNAMICS	3
- BA 206	PRINCIPLES OF MANAGEMENT	3
- BT 105	PRESENTATION APPLICATIONS	1
- BT 210	EMAIL & PRODUCTIVITY APPLICATIONS	2
- BT 221	WORD PROCESSING PROCEDURES I	3
- BT 222	WORD PROCESSING PROCEDURES II	3
- BT 232	SPREADSHEET APPLICATIONS	4
- GSCI 161	MEDICAL TERMINOLOGY I	3
- OA 116	OFFICE PROCEDURES	3
- OA 120	BUSINESS EDITING	3
- WR 121 Z	COMPOSITION I	4

YEAR 2

COURSE #	COURSE TITLE	CREDITS
-	OA 280 - OFFICE APPLICATIONS COOP WK EXP	2
-	BA 104 - BUSINESS MATH OR HIGHER	4
-	BA 213 Z Managerial Accounting OR BT 252 Computer Assist Acct II	4
- BA 211 Z	PRINCIPLES OF FINANCIAL ACCOUNTING	4
- BA 226	BUSINESS LAW I	3
- BT 242	DATABASE APPLICATIONS	4
- BT 251	COMPUTER-ASSISTED ACCOUNTING I	3
- BT 290	INTEGRATED OFFICE APPLICATIONS	3
- HPE 120	FIRST AID & CPR	2
- MREC 116	MEDICAL OFFICE PROCEDURES	3
- MREC 210	MEDICAL BILLING I	3
- MREC 211	MEDICAL BILLING II	3
- OA 220	ADVANCED DOCUMENT PRODUCTION	3
- OA 240	RECORDS MANAGEMENT	3
- OA 251	OFFICE MANAGEMENT	3

Total number of credits... 91

ELECTIVES (1 CREDITS)

Elective