

MEDICAL OFFICE ADMINISTRATION

Associate in Applied Science A.A.S.: Health Care Office Manager Degree

This 60 credit-hour program is designed for individuals seeking a rewarding career in healthcare as a Health Care Office Manager. Develop the skills necessary to manage the day-to-day office operations of a medical facility. This degree prepares the student for employment in medical offices, clinics, extended care facilities, home health care agencies, or various departments within acute-care settings. For more information attend a Health Career Information Session or schedule an appointment with your academic advisor or program coordinator.

F = Fall only course S = Spring only course U = Summer only course

FIRST SEMESTER:

A grade of C or better is required in all BIO, HSC and MOA courses.

Number	Course Title	Credits	Course Category
BIO 135	Introduction to Human Anatomy and Physiology	4	AAS General Education
ENG 101	Composition	3	AAS General Education
HSC 112	Medical Terminology	2	Program Requirement
MOA 100	Introduction to Medical Assisting	3	Program Requirement
MOA 145	Health Care Records Management	2	Program Requirement

SECOND SEMESTER:

A grade of C or better is required in all BIO, HSC and MOA courses.

Number	Course Title	Credits	Course Category
BIO 136	Introduction to Human Disease	3	AAS General Education
HSC 225	Language and Health or		
LNG 299	Teaching English to Speakers of Other Languages (tesol) Practicum	1	Program Requirement
MGT 111	Introduction to Business Organization	3	Program Requirement
MGT 150	Business Math ¹	3	AAS General Education
MOA 150	Math Applications in Health Care	1	Program Requirement
MOA 235	Health Care Office Procedures	3	Program Requirement

THIRD SEMESTER:

A grade of C or better is required in all MOA courses.

Number	Course Title	Credits	Course Category
	Electives ²	3	Program Requirement
MGT 270	Principles of Management	3	Program Requirement
MOA 195	Principles of Health Insurance Billing	3	Program Requirement
MOA 245	Health Care Office Management	3	Program Requirement
SPE 101	Fundamentals of Speech Communication	3	AAS General Education

FOURTH SEMESTER:

A grade of C or better is required in all MOA courses.

Number	Course Title	Credits	Course Category
	AAS General Education elective ³	3	AAS General Education
	Electives ²	6	Program Requirement
MOA 299	Medical Office Capstone	3	Program Requirement
PSY 101	Introduction to Psychology ⁺	3	AAS General Education

¹ MGT 150, MTH 080, or MTH 101 or higher will be accepted.

² Select nine credit hours from the following courses: HED 200, HED 203, HED 204, HED 206, HSC 104, HSC 105, HSC 165, HSC 213, MOA 215, MOA 265, MOA 275, MOA 280, MOA 291.

³ See full list of [AAS General Education Electives](#).

⁺ This course meets the World Culture and Diversity graduation requirement.