MEDICAL OFFICE ADMINISTRATION, ASSOCIATE IN SCIENCE

This program prepares students for administrative careers in a broad variety of health care settings.

Learning Outcomes

Upon successful completion of the program, students will be able to:

- Perform within the ethical and legal parameters of an administrative medical office professional.
- Locate, use and refer to credible professional and technical resources as needed in day-to-day office business.
- Apply observation, adaptability, critical thinking and problem-solving techniques to continuously improve patient interactions, administrative operations and staff relations in the medical office.
- Succinctly and accurately communicate and follow through with patients and members of the healthcare team using various modalities, including up-to-date computer technology.
- Implement efficient time-management techniques to ensure smooth patient flow in a medical office.

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including Reading and Writing, Mathematics, Information Competency, and General Education requirements.

Associate in Science Degree Major Requirements

Code	Title	Units
Required Core		
ANAT 5	Human Biology	4
BUSI 120A	Basic Accounting	4
CSIS 50 & CSIS 50L	MS Office Applications and MS Office Applications Lab	3
MEDA 100	Introduction to Health Careers	1
MEDA 101	Ethics, Law and IT Security in the Medical Office	3
MEDA 105	Medical Terminology	4
MEDA 110	Medical Office Management	3
MEDA 112	Medical Office Computer Applications	2
MEDA 113	Medical Procedure Coding	3
MEDA 114	Medical Insurance Management	2
MEDA 116	Medical Linguistics and Transcription	2
MEDA 117	ICD 10 Coding	3
MEDA 118	Pharmacology and Human Diseases	3
Current valid healthcare provider CPR certificate (American Heart Association only)		0
TOTAL MAJOR UNITS		**37**
Recommended Electives		
BUSI 120B	QuickBooks Online Accounting Software	
PSYC 50	Health Psychology	
Additional Requirements		
Complete Competency Requirements, general education pattern (MPC General Education, CSU General Education, or IGETC), and electives, if needed, for a total of 60 degree-applicable units.		23
Total Units		**60**