

Associate of Applied Science Degree – Medical Office Management

The Medical Office Management Associate of Applied Science degree program provides a broad exposure to the functional areas of business and the technical courses required to develop skills necessary for competence as a medical office manager.

A.A.S. – Medical Office Management (60 hours)

CORE REQUIREMENTS IN GENERAL EDUCATION

English/Communications – Nine (9) hours required

- ENG 1103 English Composition I
- ENG 1203 English Composition II
- SPC 1003 Oral Communication

Math – Three (3) hours required

- MTH 1003 Technical Math
 - MTH 1023 College Algebra
 - MTH 1043 Quantitative Literacy
- Or higher level math course.*

Computer Sciences – Three (3) hours required

- CIS 1003 Introduction to Computers

Social Sciences – Three (3) hours required

- HIS 1013 World Civilization I
- HIS 1023 World Civilization II
- HIS 2003 United States History I
- HIS 2013 United States History II
- POS 2103 United States Government
- PSY 1003 General Psychology
- SOC 2003 Principles of Sociology

Business Core Curriculum – Fifteen (15) hours required

- CIS 1053 Computer Software Applications
- HIT 2003 Health Data Content
- CIS 2013 Applied Electronic Spreadsheets
- OFA 1063 Word Processing
- OFA 1053 Medical Terminology

Major Courses – Twenty-seven (27) hours required

- MOM 2023 Medical Diagnosis Coding and Billing
- MOM 2033 Medical Outpatient Coding and Billing
- MOM 2013 Legal Concepts in Health Care
- ACC 1013 Principles of Accounting I
- OFA 2033 Administrative Office Procedures
- BIO 1013 Essentials of Anatomy and Physiology
- BUS 2113 Business Ethics
- BUS 2013 Principles of Management
- BUS 2653 Internship

Certificate of Proficiency, Medical Billing and Coding (12 hours)

Major Courses

- BIO 1013 Essentials of Anatomy and Physiology
- MOM 2023 Medical Diagnosis Coding and Billing
- MOM 2033 Medical Outpatient Coding and Billing
- OFA 1053 Medical Terminology