

**MEDICAL OFFICE ADMINISTRATION**  
**Associate in Specialized Business Degree Program**  
**Eighteen months / 1550 clock hours / 101 quarter credits**

This program is intended to prepare students for entry-level administrative positions in the medical profession. Students may accept positions with doctors' offices, hospitals, extended care facilities, etc.

This program is divided into six quarters during which time the student will complete the following subjects:

<b>Course Number</b>	<b>Course Title</b>	<b>Quarter Credits</b>
AC101	Principles of Accounting I	4.0
AC103	Payroll Records and Accounting	3.0
CT101	Computer Fundamentals *	4.0
CT105	Word Processing	3.0
EC101	English Composition *	4.0
EC102	Communication *	5.0
EC201	Business Communication	4.0
MA101	Business Mathematics	4.0
MD101	Medical Terminology I w/ Anat & Physiology ▪	4.0
MD102	Medical Terminology II w/ Anat & Physiology ▪	4.0
MD103	Medical Terminology III w/ Anat & Physiology ▪	4.0
MD104	Medical Computer Applications ▪	3.0
MD105	Medical Documentation ▪	3.0
MD200	Introduction to Pathology ▪	4.0
MD201	Medical Terminology IV w/ Pharmacology ▪	4.0
MD202	Medical Insurance and Billing ▪	4.0
MD203	Medical Coding ▪	4.0
MD204	Medical Transcription ▪	3.0
MD205	Medical Office Procedures ▪	3.0
MD206	Clinical Assisting I ▪	3.0
MD212	Medical Office Administration Externship ▪	12.0
OT101	Keyboarding I	3.0
OT102	Keyboarding II	3.0
PD100	Student Success	1.0
PD101	Professional Development I	1.0
PD102	Professional Development II	2.0
PS101	Introduction to Psychology *	5.0

\* indicates a general education requirement

▪ Students must earn a grade of C- or better in order to graduate

Upon completion of this program, students are eligible to sit for the National Registry  
 Healthcare Administrator examination