

Medical Office Coordinator



Business • Management • Marketing • Technology

The associate of applied science degree with specialization as a medical office coordinator is designed to provide comprehensive preparation for employment in the administrative areas of modern health care facilities. The curriculum emphasizes communication skills, computer applications, and a solid background in medical terminology and office procedures. This program is for students who would like to work in the health care field but prefer to specialize in administrative skills.

Graduates will be prepared for entry-level employment in doctors' offices, clinics, hospitals, public health departments and other health care facilities.

Credits

Required General Education Courses	16
ENGL 151 (English Composition I)	3
ENGL 152 (English Composition II)	3
† BSMTH 101 (Business Mathematics)	3
POLSC 151 (Introduction to Political Science)	3
Science elective	4

Required Core Courses	32
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1st Semester	
ADMN 101 (Introduction to Today's Office)	1
WPR 102 (Word Processing I)	3
* ADMN 135 (Intermediate Keyboarding)	3
† HLTSC 110 (Medical Terminology)	2
2nd Semester	
† CIS 130 (Introduction to Computer Information Systems)	3
MOAD 101 (Introduction to the Medical Office)	3
ADMN 119 (Machine Transcription)	3
3rd Semester	
MOAD 104 (Medical Office Administration I)	3
WPR 103 (Advanced Word Processing)	3
4th Semester	
MOAD 204 (Medical Office Administration II)	3
MOAD 206 (Medical Insurance Coding and Billing)	3
Spring Semester (Second Year)	
COOP (Cooperative Work Experience)	2

- Admission to program is contingent upon completing the application process and passing the prerequisites for MOAD 101.
- Limited enrollment in MOAD courses is 24 students per cohort year.
- Application deadline is December 22.

Additional Required Core Courses	12/13
ACCTG 110 (Applied Office Accounting) or ACCTG 151 (Accounting Principles)	3/4
ADMN 106 (Numeric Keypad)	1
BMGT 201 (Principles of Management)	3
CIS 123 (PowerPoint Presentation Software)	3
HPE 151 (First Aid and Safety)	2

Total Degree Requirements	60 or 61
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† Tech Prep course. See page 14.

* Required keyboarding skills of 40 NWPM