



**ASSOCIATE OF APPLIED SCIENCE IN BUSINESS OFFICE
ADMINISTRATION - MEDICAL OFFICE
CONCENTRATION
(47.9999)**

DIVISION: Academics

DEPARTMENT: Business Office Administration

DEGREE

AAS - BUSINESS ADMINISTRATION (MEDICAL OFFICE CONCENTRATION)

EXIT POINTS:

- TD - BUSINESS OFFICE TECHNOLOGY (MEDICAL OFFICE CONCENTRATION)
- CTS - MEDICAL OFFICE SPECIALIST
- CTS - MEDICAL RECORDS/BILLING SPECIALIST
- CTS - CUSTOMER SERVICE SPECIALIST
- CTC - CUSTOMER SERVICE REPRESENTATIVE

Course No.	Course Title	Lecture	Lab	Total Credit Hours	Total Clock Hours
Pre-Requisite Courses					
CPTR 1002	Computer Literacy & Applications	3	0	3	45
KYBD 1010	Introduction to Keyboarding	3	0	3	45
BUSE 1030	Business English	2	1	3	45
CORE COURSES for all Concentration Areas					
ORNT 1000	Freshman Seminar	1	0	1	15
CSRV 1000	Customer Service	3	0	3	45
BUSM 1050	Business Math	2	1	3	45
ISYS 1440	Word Processing	1	2	3	45
BUSI 1030	Introduction to Business	3	0	3	45
BUSO 1100	Records and Information Management	3	0	3	45
	CTS – CUSTOMER SERVICE SPECIALIST			16	240
BOTH 1300	Medical Office Terminology	3	0	3	45
BOTH 1120	General Body Structure	3	0	3	45
BOTH 1210	Adm. Procedures for Medical Offices	3	0	3	45
ACCT 1100	Principles of Accounting , Part 1	2	1	3	45
BUSE 1045	Business Communications	3	0	3	45
BOTH 2110	Medical Office Transcription	3	0	3	45

CTS – MEDICAL OFFICE SPECIALIST				34	510
BOTH 1230	Insurance Billing	3	0	3	45
BOTH 1240	ICD Coding	3	0	3	45
BOTH 1250	CPT/HCPSC Coding	3	0	3	45
JOBS 2450	Job Seeking Skills	2	0	2	30
TD – BUSINESS OFFICE TECHNOLOGY (MEDICAL OFFICE CONCENTRATION)				45	675
GENERAL EDUCATION COURSES					
ENGL 1010	English Composition I	3	0	3	45
	Math Elective	3	0	3	45
	Behavioral/Social Science Elective	3	0	3	45
	Natural Science Elective	3	0	3	45
	Humanities Elective	3	0	3	45
AAS – BUSINESS OFFICE ADMINISTRATION – Medical Concentration				60	900

EXIT POINTS

CTC - CUSTOMER SERVICE REPRESENTATIVE					
CPTR 1002 or (BUSI 1030)	Computer Literacy & Applications (<i>IBC-IC3 Certification</i>) or (Introduction to Business)	3	0	3	45
CSRV 1000	Customer Service (<i>National Retail Foundation Certification</i>)	3	0	3	45
				6	90
CTS – MEDICAL RECORDS/BILLING SPECIALIST					
BOTH 1300	Medical Office Terminology	3	0	3	45
BOTH 1120	General Body Structure	3	0	3	45
BOTH 1230	Insurance Billing	3	0	3	45
BOTH 1240	ICD Coding	3	0	3	45
BOTH 1250	CPT/HCPSC Coding	3	0	3	45
CPTR 1320	Spreadsheets	1	2	3	45
BOTH 1210	Adm. Procedures for Medical Offices	3	0	3	45
BOTH 2110	Medical Office Transcription	3	0	3	45
BUSO 1100	Records and Information Management	3	0	3	45
				27	405