



Marian Court College – ASSOCIATE DEGREE Medical Office Management

THE MEDICAL OFFICE MANAGEMENT program prepares students to perform administrative functions necessary to work as part of a medical office team. Graduates possess the skills and knowledge required to work in various office support positions in the healthcare environment, including hospitals, physicians' offices, and healthcare organizations. Students complete foundation courses which emphasize medical terminology, computer applications, and basic knowledge of healthcare systems and insurance.

CAREER OUTLOOK

The Associate in Science in Medical Office Management provides students with a strong foundation in the liberal arts, analytical skills, and an introduction to medical terminology and specialized professional courses. These subjects provide students with the opportunity to:

- ▶ Transfer to a four-year college or university to pursue a baccalaureate degree in a related program of study. Marian Court College has a number of transfer agreements with public and private four-year colleges and universities.
- ▶ Enter the job market in many entry-level positions in medical offices, in-patient and out-patient hospitals, group and individual physicians' practices, and various healthcare organizations.

PROGRAM OUTCOMES

In addition to general education outcomes, graduates of the program will:

- ▶ Develop the skills necessary to function as entry-level medical office managers.
- ▶ Demonstrate knowledge of medical language and its structure.
- ▶ Apply critical thinking skills when providing medical office administration services.
- ▶ Develop competencies needed to succeed in the workplace, including time and organization management, human relations, and teamwork skills.
- ▶ Demonstrate a general knowledge of computers and understand technologies related to the medical field.
- ▶ Understand the opportunities in medical careers and the value of continuing education.

COURSE REQUIREMENTS

Core Requirements (30/31 credits)			Major Requirements		
CS100	Computer Concepts, Applications & Internet	3	AC130	Financial Accounting I	3
CS120	Computer Elective	3	BU216	Business Ethics or HA215 Medical Ethics in Healthcare	3
EC210	Macroeconomics.	3	BU201	Principles of Management	3
EN009	Freshmen Seminar	1	ME110	Medical Terminology I	3
EN110	English Composition I*	3	ME120	Medical Terminology II	3
EN120	English Composition II	3	ME205	Medical Assisting—Administrative	3
HI109	World History I	3	ME212	Healthcare Records	3
HU110	Oral Communication & Presentation	3	ME215	Medical Insurance Reimbursement	3
MA150	Math Elective**	3	SC150	Science Elective	4
PS101	General Psychology	3	PD202	Internship or elective	3
SO201	Intro. to Soc	3			
			Total Credits:		62
	Math Elective**	3			
	Science Elective	3/4			

Math Electives: MA110 Math for Business, MA130 College Algebra, MA160 Pre-Calculus

Science Electives: BI101 Biological Concepts, SC110 Anatomy & Physiology

* Based on English placement test scores students may be required to take EN095 Fundamentals of English as a prerequisite.

** Based on Math placement test scores students may be required to take MA098 Elementary Algebra as a prerequisite.