



AAS

Office Technology  
2022-2023

Medical Office Administration  
91 Credits

Date of update: 04/22/2022

Program Coordinator/Advisor:

Toni Clough

toni.clough@umpqua.edu

Possible Term Plan	Course Number	Course Title	Credits	Terms	Prerequisites/Notes
Term 1 Fall	BA 165	Customer Service	3	F,S,Su	None
	MED 111	Medical Terminology I	3	F,W,Su	None
	MED 220	Medical Office Procedures I	3	F	Prerequisite or Corequisite: MED111
	OA 115	Administrative Office Professional	3	F	None
	OA 116	Records Management	2	F	None
	OA 131	Ten-Key Calculator	1	F	None

Term 2 Winter	CIS 120	Intro to Computer Information Systems	4	F,W,S,Su	None
	MED 112	Medical Terminology II	3	W,S,Su	MED111*
	MED 221	Medical Office Procedures II	3	W	MED220*
	MED 230	Health Insurance Concepts	3	W	MED111*
	WR 115	Introduction to Expository Writing	4	F,W,S,Su	Prerequisite: WR095* or placement by approved measure AND RD090* or better or placement by approved measure and basic word processing skills

Term 3 Spring	BA106	Business Leadership	3	S	None
	CWE 161	CWE Seminar I	1	F,S,Su	None
	MED 060	Math for Medical Assistant	3	S	None
	MED 140	Electronic Health Records	3	S	CIS120 and MED220
	PSY 101 or SP 105 or SP 218 or SP 219	Psychology of Human Relations or Listening or Interpersonal Communication or Small Group Discussion	3	F,W,S,Su (PSY101) W,S,Su (SP105) W,S (SP218) W,S (SP219)	None; Recommended Prerequisites: WR095* or placement scores of 70 or above in writing AND RD090* or placement scores of 85 or higher in reading; Prerequisites: WR095* or placement by approved measure AND RD090* or placement by approved measure; Prerequisites: WR095* or placement by approved measure AND RD090* or placement by approved measure
	SDP109	Elements of Supervision	3	F,S	None

Term 4 Fall	BA 101	Introduction to Business	4	F,W,S,Su	None
	BA 151 or BA 211	Practical Accounting I or Principles of Accounting I	3	F (BA151); F,W (BA211)	None (BA151); Prerequisite (BA211)
	BA 214	Business Communications	3	F,W,Su	WR 115 or above
	OA 123	Formatting	4	F,W	Basic keyboarding and word processing

Term 5 Winter	BA 152 or BA 213	Practical Accounting II or Principles of Accounting III	3	W (BA152); S (BA213)	Prerequisite (BA152): BA151* or instructor permission; Prerequisite (BA212-213): BA211* or instructor permission
	MED 114	Medical Coding for the Physician's Office	3	W	MED111*
	MED 115	Anatomy & Physiology for Medical Assistants	3	W	MED111*
	OA 128	Editing for Business	3	W	Basic keyboarding and word processing; OA124A or instructor approval
	OA 245	Office Administration	1	W	Prerequisite/Corequisite: OA123 and CWE161

Term 6 Spring	BA226	Business Law	4	W,S	BA101
	MED 231	Health Care Reimbursement and Collections	3	S	MED230
	MED 260	Medical Document Processing	3	S	OA123*, OA128* and MED112*
	OA 260	Principles of Office Management	3	S	None
	OA 280C	CWE: Administrative Medical Assistant	3	F,W,S,Su	See Department Chair for Registration

<b>Advising Notes</b>	Scheduling requirements may prevent all courses from being offered every term.
	Please see an advisor for a degree planning worksheet for this program.
	NOTE: BA212 can be substituted for BA213 - Catalog 2022-2023
	Program Prerequisites: See requirements needed for first term classes.
	<i>*a grade of C or better</i>

<b>Required/ Recommended Equipment and Software</b>	Reliable Internet Access
	PC with Microsoft 365 access