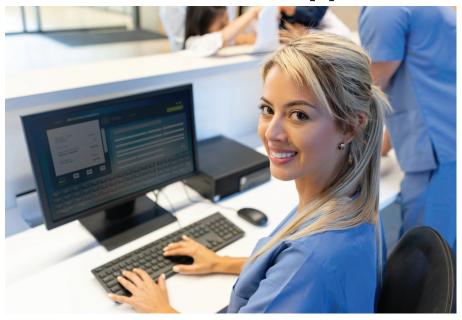# BUSINESS
MEDICAL OFFICE ADMINISTRATION
Associate of Applied Science degree

Program and Career Description:
The Medical Office concentration prepares individuals for a variety of positions in today's medical office environment, such as medical receptionists, medical records clerks, hospital ward clerks, medical insurance clerks, patient account representatives, medical administrative assistants, and physician or hospital coders. The program provides the opportunity for skill development in the areas of software applications, office procedures, electronic health records, medical information management, communications, transcription, and coding.

How is the Job Market?
Check out *www.jobs4tn.gov* website for information about job descriptions, education requirements and abilities, and supply and demand for these careers. For additional information from a national perspective, go to Bureau of Labor Statistics, U. S. Department of Labor on the internet at *www.bls.gov*. Visit the Occupational Outlook Handbook on this website. Salaries are not guaranteed.

Transfer Options
Courses in the Business A.A.S. Degree program transfer to other community colleges as part of the Tennessee Board of Regents unified community college effort.

This degree program is not designed for transfer to a four year college or university. However, some agreements are in place that will allow credit to be given for a portion or the entirety of this degree path. Please check with the transfer institution or your advisor for specific details. Some of these agreements are available at *www.columbiastate. edu/transfer-information.*

Schedule Information
The Business A.A.S. Degree is offered in a traditional format during the day in Columbia and also in an online on hybrid format.

Requirements for Graduation include:
• earning 25% of total program credits in residence at
  Columbia State.
• earn a GPA of at least 2.0 or higher.
• earn a cumulative GPA of 2.0 or higher.
• taking the Exit Exam.

For more information contact:
Meredeth McCoy at
mmccoy@columbiastate.edu or 931.540.2698 or
Science, Technology and Math Division office
at 931.540.2710 or stm@columbiastate.edu

Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action educational institution.
CoSCC- BUS MOA-AAS-02-01-20

ACBSP
ACCREDITED

COLUMBIA STATE COMMUNITY COLLEGE

Business, Medical Office Administration Concentration, A.A.S.

Sample Academic Plan - Total Credit Hours: 61

Program Requirements - Students may be required to take additional Learning Support courses. Courses cannot be used more than once to satisfy program requirements.

First Year - Fall Semester - Credit Hours: 16

Course Name	Credits:	Term Taken	Grade	Gen Ed
ENGL 1010 - English Composition I	Credits: 3			
INFS 1010 - Computer Applications	Credits: 3			
BUSN 1305 - Introduction to Business	Credits: 3			
[2] General Education - Humanities/Fine Arts Requirement	Credits: 3			
[3] General Education - Mathematics Requirement	Credits: 3			
COLS 101 - Columbia State College Success	Credits: 1			

First Year - Spring Semester - Credit Hours: 15

Course Name	Credits:	Term Taken	Grade	Gen Ed
ADMN 1302 - Keyboarding/Formatting I	Credits: 3			
ACCT 1010 - Principles of Accounting I *	Credits: 3			
ADMN 1306 - Medical Terminology I	Credits: 3			
CITC 1307 - Introduction to Spreadsheets	Credits: 3			
ECON 2100 - Principles of Macroeconomics **OR** ECON 2200 Principles of Microeconomics	Credits: 3			

Second Year - Fall Semester - Credit Hours: 15

Course Name	Credits:	Term Taken	Grade	Gen Ed
ADMN 2304 - Introduction to Electronic Health Records	Credits: 3			
ADMN 1311 - Word Processing I	Credits: 3			
BUSN 2375 - Career Development	Credits: 3			
BUSN 1320 - Business Calculations	Credits: 3			
CITC 1303 - Database Concepts	Credits: 3			

Second Year - Spring Semester - Credit Hours: 15

Course Name	Credits:	Term Taken	Grade	Gen Ed
ADMN 2303 - CPT Coding	Credits: 3			
BUSN 2395 - Business Applications	Credits: 3			
BUSN 1310 - Business Communications	Credits: 3			
ADMN 2318 - Medical Office Procedures	Credits: 3			
COMM 2025 - Fundamentals of Communication	Credits: 3			

Note(s):

Higher achievement in identified courses is predictive of graduation success.

[2]Humanities/Fine Arts Requirement - Select from ART 1035, ART 2000, ART 2020, ENGL 2160, ENGL 2860, HUM 1010, HUM 1020, MUS 1030, PHIL 1030, PHIL 1040, PHIL 2200, THEA 1030. **Literature Options**: ENGL 2055, ENGL 2130, ENGL 2235, ENGL 2310, ENGL 2320.

[3]Mathematics Requirement - Select from MATH 1010, MATH 1130, MATH 1530, MATH 1630, MATH 1710, MATH 1720, MATH 1730, MATH 1830, MATH 1910.

This degree program is in compliance with the Common Course Curriculum Library for the A.A.S. in Business program as delivered by the Tennessee Board of Regents community colleges.

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Students and advisors should run a degree audit from myChargerNet each semester to confirm classes are applicable to the program of study.

For more information contact:
Meredeth McCoy at mmccoy@columbiastate.edu or 931.540.2698
Science, Technology & Math Division office at 931.540.2710 or stm@columbiastate.edu