**Murray State College**  
*Tishomingo and Ardmore*

**Business Management-Medical Office Assistant Option**

**Workforce Development Certificates:**
2. Business Computer User – Excel  

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**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>GENERAL EDUCATION</strong></td>
<td>19</td>
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<tr>
<td><strong>EFFECTIVE COMMUNICATION</strong> (6 Hours)</td>
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</tr>
<tr>
<td>ENG 1113 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1213 English Composition II (or)</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1113 Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td><strong>HISTORY AND POLITICAL AWARENESS</strong> (6 Hours)</td>
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<tr>
<td>HST 1483 US History to 1877 (or)</td>
<td>3</td>
</tr>
<tr>
<td>HST 1493 US History since 1877</td>
<td>3</td>
</tr>
<tr>
<td>GVT 1113 American Federal Government</td>
<td>3</td>
</tr>
<tr>
<td><strong>CULTURAL DIVERSITY/ARTISTIC EXPRESSION</strong> (1 Hour)</td>
<td>1</td>
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<tr>
<td>HUM 1111 Humanities (or)</td>
<td>1</td>
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<tr>
<td>Any course from Area 4 in the current College Catalog</td>
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<tr>
<td><strong>COMPUTER PROFICIENCY</strong> (3 Hours)</td>
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<tr>
<td>CIS 1113 Computer Applications</td>
<td>3</td>
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<tr>
<td>(or displayed proficiency)</td>
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<tr>
<td><strong>GENERAL EDUCATION ELECTIVES</strong> (3 Hours)</td>
<td></td>
</tr>
<tr>
<td>PSY 1113 Introduction to Psychology</td>
<td>3</td>
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<td><strong>PROGRAM CORE REQUIREMENTS</strong></td>
<td>39</td>
</tr>
<tr>
<td>ACC 1113 Intro. to Accounting</td>
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</tr>
<tr>
<td>BC 2113 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BM 1103 Intro. to Business</td>
<td>3</td>
</tr>
<tr>
<td>BM 1403 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2763 Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>MOA 1113 Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MOA 1123 Coding for Med Office</td>
<td>3</td>
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<tr>
<td>MOA 1213 Medical Law, Liability, Ethics</td>
<td>3</td>
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<tr>
<td>MOA 1223 Adv Coding for Medical Office</td>
<td>3</td>
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<tr>
<td>MOA 1233 Med. Term, A &amp; P</td>
<td>3</td>
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<tr>
<td>MOA 2123 Medical Office Procedures</td>
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<tr>
<td>MOA 2223 Spanish for the Health Professional</td>
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<tr>
<td>MOA 2233 Medical Office Practicum</td>
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<td><strong>TOTAL CREDIT HOURS</strong></td>
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**SUGGESTED COURSE SEQUENCE**

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<thead>
<tr>
<th>Semester</th>
<th>Course(s)</th>
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<tr>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>ENG 1113 English Composition I</td>
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<tr>
<td>CIS 1113 Computer Applications</td>
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<td>ORI 1011 New Student Orientation</td>
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<td>BM 1103 Introduction to Business</td>
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<tr>
<td>MOA 1113 Medical Terminology I</td>
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<tr>
<td>PSY 1113 Introductory Psychology</td>
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<tr>
<td><strong>SECOND SEMESTER</strong></td>
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<tr>
<td>ENG 1213 English Composition II (or)</td>
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<tr>
<td>SPC 1113 Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>HST 1483 American History to 1877 (or)</td>
<td>3</td>
</tr>
<tr>
<td>HST 1493 Amer. History since 1877</td>
<td>3</td>
</tr>
<tr>
<td>MOA 1233 Med. Term, A&amp;P</td>
<td>3</td>
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<tr>
<td>ACC 1113 Intro to Accounting</td>
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<tr>
<td><strong>THIRD SEMESTER</strong></td>
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<tr>
<td>BM 1403 Business Math</td>
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<tr>
<td>GVT 1113 American Federal Government</td>
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<tr>
<td>MOA 1223 Coding for Medical Office</td>
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<td>MOA 1213 Medical Law, Liability, Ethics</td>
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<td>MOA 2123 Medical Office Procedures</td>
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<td>Recommended Program Elective</td>
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<td><strong>FOURTH SEMESTER</strong></td>
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<td>BC 2113 Business Communications</td>
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<tr>
<td>BUS 2763 Professional Development</td>
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<tr>
<td>MOA 2233 Med. Office Clinical Pracicum</td>
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<tr>
<td>Humansities Elective</td>
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<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
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**PROGRAM OVERVIEW**

The Business Management-Medical Assistant Option is dedicated to providing students with the essential knowledge to develop techniques and skills in medical terminology, medical billing and coding, and medical office procedures to gain immediate employment or to advance in positions of increasing responsibility in various medical offices, clinics, hospitals, doctors’ offices and related health and medical facilities.

**CAREER OPPORTUNITIES IN BUSINESS MANAGEMENT – BUSINESS OFFICE TECHNOLOGY**

- Medical office manager  
- Medical office assistant  
- Medical secretary  
- Medical records clerk  
- Medical biller & coder  
- Medical receptionist

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**GENERAL COLLEGE PREPARATORY REQUIREMENTS**

MSC evaluates students for placement into either transitional or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by ACT test scores or by COMPASS test scores. These tests are administered in the Testing Centers at MSC Tishomingo or UCSO Ardmore. Based upon the scores, some or all of the following seven (7) courses may need to be taken:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MTH 0103</td>
<td>Introductory Math</td>
</tr>
<tr>
<td>MTH 0303</td>
<td>Beginning Algebra</td>
</tr>
<tr>
<td>SCI 0103</td>
<td>Basic Science</td>
</tr>
<tr>
<td>ENG 0303</td>
<td>Basic English I</td>
</tr>
<tr>
<td>ENG 0403</td>
<td>Basic English II</td>
</tr>
<tr>
<td>EN 0103</td>
<td>Reading I</td>
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(As of March 24, 2014)