

Murray State College
Tishomingo and Ardmore

Business Management- Medical Office Assistant Option

PROGRAM REQUIREMENTS

	Credit Hours
GENERAL EDUCATION	19-20
EFFECTIVE COMMUNICATION (6 Hours)	
ENG 1113 English Composition I	3
ENG 1213 English Composition II (or).....	3
SPC 1113 Fundamentals of Speech	
HISTORY AND POLITICAL AWARENESS (6 Hours)	
HST 1483 US History to 1877 (or).....	3
HST 1493 US History since 1877	
GVT 1113 American Federal Government	3
CULTURAL DIVERSITY/ARTISTIC EXPRESSION (1 Hour)	
HUM 1111 Humanities (or).....	1
Any course from Area 4 in the current Catalog	
COMPUTER PROFICIENCY (3 Hours)	
CIS 1113 Computer Applications	3
(or displayed proficiency)	
GENERAL EDUCATION ELECTIVES (3 Hours)	
BC 2113 Business Communications	3
ACADEMIC SUCCESS (IF APPLICABLE)*	
COL 1211 Student Success Strategies	(1)

*All first-time, full-time freshmen students seeking a degree or certificate are required to enroll in Student Success Strategies and the New Student Symposium.

PROGRAM CORE REQUIREMENTS	24
ACC 2103 Fund. Financial Accounting.....	3
BM 1103 Introduction to Business.....	3
BM 1403 Business Math.....	3
BM 2013 Principles of Management.....	3
BM 2613 Business Ethics.....	3
BUS 2763 Professional Development	3
CIS 2723 Spreadsheet Applications	3
BM 2513 Bus. Management Internship I*	3

TECHNICAL CORE REQUIREMENTS	18
MOA 1113 Medical Terminology I	3
MOA 1123 Coding for Med Office	3
MOA 1213 Medical Law, Liability, Ethics.....	3
MOA 1233 Med. Term, A & P.....	3
MOA 2123 Medical Office Procedures	3
MOA 2223 Spanish for Health Professionals....	3
Substitutions may only be made with prior approval.	

RECOMMENDED OPTION ELECTIVES	3
ACC 1113 Introduction to Accounting.	3
ACC 2303 Computerized Accounting	3
CIS 2213 Database Management Systems	3
CIS 2603 Specialized Word Processing	3
MOA 1223 Adv. Coding for Medical Office	3
MOA 2213 Med. Office Procedures & Billing	3
MOA 2221 Medical Office Seminar	1
MOA 2810 Special Problems in MOA	1-3
PSY 1113 Introduction to Psychology	3

TOTAL CREDIT HOURS

64

MSC TOTAL CREDIT HOURS REQUIRED.....

64

SUGGESTED COURSE SEQUENCE

	Credit Hours
FIRST SEMESTER	16
COL 1211 Student Success Strategies	1
ENG 1113 English Composition I	3
CIS 1113 Computer Applications	3
GVT 1113 American Federal Government	3
BM 1103 Introduction to Business	3
MOA 1113 Medical Terminology I.....	3
SECOND SEMESTER	18
ENG 1213 English Composition II (or).....	3
SPC 1113 Fundamentals of Speech	
HST 1483 American History to 1877 (or).....	3
HST 1493 Amer. History since 1877	
CIS 2763 Spreadsheet Applications.....	3
MOA 1233 Medical Terminology, A&P.....	3
MOA 1213 Medical Law, Liability, Ethics.....	3
Recommended Program Elective.....	3
THIRD SEMESTER	15
ACC 2103 Fund. of Financial Accounting.....	3
BM 2013 Principles of Management.....	3
MOA 1123 Coding for Medical Office.....	3
MOA 2123 Medical Office Procedures	3
MOA 2223 Spanish for Health Professionals.....	3
FOURTH SEMESTER	16
BC 2113 Business Communications	3
BM 1403 Business Math.....	3
BM 2613 Business Ethics	3
BUS 2763 Professional Development	3
BM 2513 Business Management Internship I	3
Humanities Elective.....	1

*BM 2513 Business Management Internship I replaces the previous course MOA 2233 Medical Office Clinical Practicum.	
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*BM 2513 Business Management Internship I
replaces the previous course MOA 2233 Medical
Office Clinical Practicum.

The above list is a suggested course sequence only. Students may, with guidance from their Graduation Advisor, make changes to the course sequence. Students should be aware that changes to the course sequence may require more than four semesters to complete their Associate's Degree.

GENERAL COLLEGE PREPARATORY REQUIREMENTS

Students may be required to complete transitional courses in English and/or Math prior to being admitted into college level courses. Academic Placement is determined either by ACT results or placement exams.

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.

The Occupational Outlook Handbook (www.bls.gov/ooh) lists many medical office related careers. The median annual wage for information clerks was \$32,050 in 2015. Medical records and health information technicians can expect a median annual wage of \$37,110 per year. The projected job growth in this area is much faster than average. The demand for health services is expected to increase as the population ages. Some medical office assistant workers become certified. Students in this program will have the opportunity to prepare for certifications such as the National Healthcare Association Certified Medical Administrative Assistant (CMAA) certification.

CAREER OPPORTUNITIES IN
BUSINESS MANAGEMENT –
MEDICAL OFFICE
ASSISTANT

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