

# MEDICAL OFFICE SPECIALIST: ADMINISTRATIVE SECRETARY - AAS DEGREE

## Overview

See Department website and program contacts here (<https://www.mhcc.edu/education-options/degrees-certificates/medical-office/administrative-secretary/index/>)

The **Medical Office Administrative Secretary (AAS) degree** is designed for students seeking careers in healthcare administrative and office support settings. The curriculum combines medical office knowledge with administrative and technology skills to prepare students for employment in a variety of healthcare environments.

Coursework includes topics such as **medical records, reception procedures, healthcare scheduling, coding and billing, office communication, and computer applications**. Students develop practical administrative and organizational skills used in physicians' offices, hospitals, nursing facilities, insurance companies, and other healthcare settings.

The Medical Office Administrative Secretary program is workforce-focused and prepares students for careers supporting healthcare providers, office operations, and patient services in medical environments.

Students without prior computer experience, or those wishing to strengthen computer skills before beginning the program, are encouraged to enroll in **BCS090 Computer Basics for College Success**, a free course offered through the Learning Success Center.

Students are encouraged to work with an advisor (<https://www.mhcc.edu/student-resources/academic-advising/>) to ensure appropriate course selection and program planning based on their educational background and career goals.

### Refer to the tabs above for additional information about:

- **Education Plan** – provides a sample term-by-term sequence of courses
- **Career Info** – includes information on potential occupations, employment trends, and earnings

## Program Learning Objectives

At the completion of this program, students should be able to:

- Discuss the roles of the health care team members, elements of successful leadership and problem-solving strategies
- Describe medical terminology, including disease processes and pharmacology
- Differentiate verbal and nonverbal communication, including gender differences, cultural awareness and sensitivity, and the elements of speaking and listening
- Describe the knowledge and skills required of an administrative secretary
- Compare and contrast the billing and coding elements

- Complete a professional résumé
- Describe job searches and correct interview techniques

## Education Plan

This sample Education Plan illustrates one possible course sequence. Students should consult an advisor (<https://www.mhcc.edu/student-resources/academic-advising/>) to create a personalized plan.

Medical Office students are required to complete a criminal background check and possibly provide documentation of immunizations prior to beginning an internship. However many Medical Office sites do not require immunizations, since students normally do not have direct patient contact. If your chosen site DOES require immunizations, consult with your advisor for a comprehensive list of those required. **Do not complete a background check** without first consulting with your program adviser.

**General education courses (such as math, writing, health, etc.) can be taken during any term, or before starting the program.**

**Note:** A minimum grade of "C" is required in all courses.

### First Quarter

Fall		Credits
BI100	Survey of Body Systems	4
BT123A	Keyboarding Skill Development	3
CIS120L	Computer Concepts Lab I	1
MO110	Foundational Principles for the Medical Office Team (must be completed prior to starting third term courses)	3
MTH065 or MTH058	Beginning Algebra II (or higher) or Quantitative Reasoning I	4-6
<b>Credits</b>		<b>15-17</b>

### Second Quarter

Winter		
MO111	Medical Terminology	4
MO230	Medical Coding I: ICD-10-CM	3
MO116	Medical Office Procedures	4
Arts and Letters ( <a href="https://catalog.mhcc.edu/degree-certificate-requirements/aaot/#arts-letters">https://catalog.mhcc.edu/degree-certificate-requirements/aaot/#arts-letters</a> )		4
<b>Credits</b>		<b>15</b>

### Third Quarter

Spring		
MO136	Healthcare Documentation	3
MO231	Medical Coding II: Procedural Coding	4
MO117	Hospital Administrative Procedures	3
WR121Z	Composition I	4
<b>Credits</b>		<b>14</b>

### Fourth Quarter

Fall		
CIS125WP	Word Processing	3
COMM115 or COMM218Z	Introduction to Intercultural Communication 🗣️ or Interpersonal Communication	4
MO226	Pharmacology and Disease Processes for Medical Office Occupations	4
WR122Z	Composition II	4
<b>Credits</b>		<b>15</b>

**Fifth Quarter****Winter**

BA111	Introduction to Accounting	4
MO140	Understanding Medical Insurance	3
MO240	Medical Office Billing I	3
MO250	Medical Law and Ethics	3
PSY201Z	Introduction to Psychology I	4
<b>Credits</b>		<b>17</b>

**Sixth Quarter****Spring**

HE252 or HPE295	First Aid: Responding to Emergencies or Health and Fitness for Life	3
MO141	Patient Advocate for Medical Insurance	3
MO214	Building a Professional Portfolio	1
MO241	Medical Office Billing II	3
WE280MOSD	Coop Ed - Medical Office Unit Secretary	4
<b>Credits</b>		<b>14</b>
<b>Total Credits</b>		<b>90-92</b>

## Career Information

Explore potential careers related to this program, including typical job roles, employment trends, and projected growth. This information can help you better understand how your education may align with future career opportunities.