Medical Office Management Degree Map

Business

CAREER DEGREE | M MIDDLETOWN CAMPUS | DL DISTANCE LEARNING

A Day in the Life ...

The Associate in Applied Science degree program in Medical Office Management prepares graduates for entry level positions in medical billing, medical reports production, medical insurance reporting, and medical records. The program's concentration of medical courses provides a strong background for employment.

Three Reasons to Consider Medical Office Management

1. Medical office careers are listed as one of the “fastest growing” in the Hudson Valley.
2. Internship experience for those who want to build their resumes working for regional companies.
3. Nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Keep This in Mind

This program includes core courses in the medical field using modern office equipment in computer labs.

The number and variety of medical office environments is growing, from hospitals to long-term care facilities, imaging centers, and health maintenance organizations.

Medical Office Management Gateway Courses:

- Gateway courses: OFT 108, BUS 103, ACC 153
- Key courses: BUS 203, RAD 219, MLT 110, OFT 220
- Electives: Two Social Science Electives, Liberal Arts Elective, Approved Elective (CPR, First Aid, Stress Management, or a Business Elective)

Courses above have been recommended by the department to help introduce you to the program (Gateway courses) and guide you in selecting courses that will provide you with the best academic experience (Key courses and suggested Electives).

First Semester

Course #	Course Name	P, C, P/C	Cr
ENG 101	Freshman English 1	P	3
OFT 108	Intro to Keyboarding and Office Applications		3
RAD 219	Medical Terminology	P	1
_____	Health or Other Approved Elective+		1-3
BUS 103	Introduction to Business		3
ACC 153	Financial Accounting	P	4
	Total Semester Credits		15-17

Milestones

During this semester, students should:

- Become familiar with your MySUNY Orange (Degree Works, Gmail, Banner, LMS, alerts and your academic information)

Second Semester

Course #	Course Name	P, C, P/C	Cr
ENG 102	Freshman English 2	P	3
_____	Social Science Elective		3
OFT 103	Medical Coding	P	3
_____	Social Science Elective		3
OFT 109	Advanced Office Applications**	P	3
	Total Semester Credits		15

Milestones

During this semester, students should:

- Seek Academic Support Services/Tutoring
- Join the Business Club

Third Semester

Course #	Course Name	P, C, P/C	Cr
_____	Math or Liberal Arts Science Elective		3

Course #	Course Name	P, C, P/C	Cr
OFT 209	Microsoft Word and PowerPoint	P	3
BUS 203	Business Communications		3
MGT 205	Human Resource Management		3
Either	Transcription Skills**	P	
OFT 207			
Or	Medical Transcription	P	3
OFT 211			
	Total Semester Credits		15

Milestones

During this semester, students should:

- Explore employment and internship opportunities at Career and Internship Services

Fourth Semester

Course #	Course Name	P, C, P/C	Cr
_____	Liberal Arts Elective		3
OFT 214	Excel and Access**	P	3
OFT 201	Records/Information Management	P	3
MLT 110	Fundamentals of Medical Physiology		3
OFT 220	Office Internship#	P	3
	Total Semester Credits		15

Milestones

During this semester, students should:

- Audit your degree using Degree Works
- Apply for graduation

TOTAL DEGREE CREDITS: 60-62

Notes:

**Special medical projects are provided in OFT 109, OFT 207, and OFT 214 for students in this program.

+Another course must be added to complete the degree such as CPR, First Aid, Stress Management, Concepts of Physical Wellness, or a business elective. Please see the department chair for other suggestions.