

# Medical Office Administration

## A 25 31 0 Associate in Applied Science

This curriculum prepares individuals for employment in medical and other health-care related offices. Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments. Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

### General Education Courses

<i>Communications</i>		<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Credits</i>
ENG 111	Expository Writing	[ENG 090/RED 090]	F1	3	0	3
ENG 112	Argument Based Research	[ENG 111]	S2	3	0	3
or						
ENG 114	Professional Research & Reporting	[ENG 111]	S2	3	0	3
COM 231	Public Speaking	[ENG 111]	S1	3	0	3

<i>Natural Science/Mathematics</i>		<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Credits</i>
MAT 115	Mathematical Models	[MAT 070]	F2	3	0	3

<i>Social/Behavioral Science:</i>		<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Credits</i>
(Choose 3 semester credit hours of approved courses from the CAA Course List)		[Varies]	F2	3	0	3

<i>Humanities/Fine Arts:</i>		<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Credits</i>
(Choose 3 semester credit hours of approved courses from the CAA Course List. Elective cannot be elementary foreign language or COM course.)		[ENG 090/RED 090]	S2	3	0	3

### Major Courses: Core

<i>Core courses</i>		<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Credits</i>
MED 121	Medical Terminology I		F1	3	0	3
MED 122	Medical Terminology II	[MED 121]	S1	3	0	3
OST 132	Keyboarding Skill Building	[OST 080]	F2	1	2	2
OST 136	Word Processing	[OST 080]	F2	2	2	3
OST 164	Text Editing Applications	[OST 080, ENG 090/RED 090]	F2	3	0	3
OST 281	Emerg Issues in Med Office		F1	3	0	3
OST 148	Medical Coding Billing & Ins	[MED 121]	S1	3	0	3
OST 149	Medical Legal Issues		S2	3	0	3
OST 243	Med Office Simulation	[OST 148/OST 241]	S2	2	2	3
CIS 110	Introduction to Computers	[ENG 090/RED 090/MAT 070]	F1	2	2	3

### Other Required Hours

<i>Courses</i>		<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Credits</i>
COE 110	World of Work		F1	1	0	1
BIO 163	Basic Anat. & Physiology	[HS BIO or BIO 090/ENG 090/RED 090]	F1	4	2	5
OST 286	Professional Development		F1	3	0	3
OST 133	Adv Keyboard Skill Bld. or 2 hrs. Co-op	[OST 132]	S1	1	2	2
OST 236	Adv Word/Information Proc or 2hrs Co-op	[OST 136]	S1	2	2	2 or 3
OST 241	Med Office Transcript I	[MED 122/OST 132/OST 164/OST 136]	F2	1	2	2
ACC 115	College Acct or ACC 120 Prin of Financial Acct or 2hrs Co-op	[ENG 090/RED 090/MAT 070]	S1	3	2	2 or 4
BUS 260	Business Communication or 2hrs Co-op	[ENG 111] [2.0 GPA/9 Cr Hrs in Major]	S2	3	0	2 or 3
OST 242	Med Office Transcription II	[OST 241]	S2	1	2	2

**Total Semester Hours Required for Associate Degree:**

**68-72**



**College of The Albemarle**  
 Associate in Applied Science  
 Medical Office Administration (A 25 31 0)  
 Graduation Check Sheet – 2009-2011 Catalog

Listed below are the requirements for your degree program. It is your responsibility to keep this sheet up-to-date and review it with your advisor to know what you need to graduate. Complete the Graduation Application one semester prior to the intended date of graduation.

Title	Seq	Class	Lab	Crd	Grade	Sem
<b>I. GENERAL EDUCATION COURSES</b>						
<b>Communications</b>						
ENG 111 Expository Writing [P=ENG090/RED090]	F1	3	0	3	_____	_____
ENG 112 Argument Based Research [P=ENG111]	S2	3	0	3	_____	_____
-or-						
ENG 114 Professional Research & Reporting [P=ENG111]						
COM 231 Public Speaking [P=ENG111]	S1	3	0	3	_____	_____
<b>Natural Science/Mathematics:</b>						
MAT 115 Mathematical Models [P=MAT070]	F2	3	0	3	_____	_____
<b>Social/Behavioral Science: (Choose 3 semester credit hours of approved courses from the CAA course List)</b>						
_____ [P=Varies]	F2	3	0	3	_____	_____
<b>Humanities/Fine Arts: (Choose 3 semester credit hours of approved courses from the CAA course List. Elective cannot be elementary foreign language or COM course.)</b>						
_____ [P=ENG090/RED090]	S2	3	0	3	_____	_____
<b>II. MAJOR COURSES: CORE</b>						
MED 121 Medical Terminology I	F1	3	0	3	_____	_____
MED 122 Medical Terminology II [P=MED121]	S1	3	0	3	_____	_____
OST 132 Keyboard Skill Building [P=OST080]	F2	1	2	2	_____	_____
OST 136 Word Processing [P=OST080]	F2	2	2	3	_____	_____
OST 164 Text Editing Applications [P=OST080,ENG090/RED090]	F2	3	0	3	_____	_____
OST 281 Emerg Issues in Med Ofc	F1	3	0	3	_____	_____
OST 148 Medical Coding Billing & Ins [P=MED121]	S1	3	0	3	_____	_____
OST 149 Medical Legal Issues	S2	3	0	3	_____	_____
OST 243 Med Office Simulation [P=OST148/OST241]	S2	2	2	3	_____	_____
CIS 110 Introduction to Computers [P=RED090/ENG090/MAT070]	F1	2	2	3	_____	_____

**III. OTHER REQUIRED HOURS**

COE 110 World of Work	F1	1	0	1	_____	_____
BIO 163 Basic Anat. & Physiology [P=HS BIO OR BIO090/ENG090/RED090]	F1	4	2	5	_____	_____
OST 286 Professional Development	F1	3	0	3	_____	_____
OST 133 Adv Keyboard Skill Bldg or 2hrs CO-OP[P=OST132]	S1	1	2	2	_____	_____
OST 236 Adv Word/Information Proc or 2hrs CO-OP [P=OST136]	S1	2	2	2or3	_____	_____
OST 241 Med Ofc Transcription I [P=MED122/OST132/OST164/OST136]	F2	1	2	2	_____	_____
ACC 115 College Acct or ACC 120 Prin of Financial Acct or 2hrs CO-OP [P=ENG090/RED090/MAT070]	S1	3	2	2or4	_____	_____
BUS 260 Business Communication or 2hrs CO-OP [P=ENG 111]	S2	3	0	2or3	_____	_____
OST 242 Med Ofc Transcription II [P=OST241]	S2	1	2	2	_____	_____

**Total Semester Hours Required for Degree**

68-72

Revised April 2009