

PROGRAMS

MEDICAL OFFICE ADMINISTRATION - GENERAL (A25310G)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
First Semester (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC115				
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST131				
MED-121	Medical Terminology I	3	0	3
***	Natural Science Elective or			
MAT***	MAT-143 or higher	0-4	0-3	3-5
	Credit Hours	9-13	4-7	14-16
Second Semester (Spring)				
ENG-112 or	Writing/Research in the Disc or			
ENG-114	Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
MED-122	Medical Terminology II	3	0	3
OST-148	Med Ins & Billing	3	0	3
OST-164	Office Editing	3	0	3
	Credit Hours	14	2	15
Third Semester (Summer)				
OST-136	Word Processing	2	2	3
OST-137 or	Office Applications I or			
CIS-110	Introduction to Computers	2	2	3

		Course Hours Per Week		Semester Hours
Credit Hours		4	4	6
Fourth Semester (Fall)				
OST-149	Medical Legal Issues	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-243	Med Office Simulation	2	2	3
OST-247	Procedure Coding	2	2	3
OST-248	Diagnostic Coding	2	2	3
OST-284	Emerging Technologies	1	2	2
Credit Hours		12	10	17
Fifth Semester (Spring)				
OST-286 or BUS-151	Professional Development or People Skills	3	0	3
OST-288	Medical Office Admin Capstone	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
***	Technical Elective	1-3	0-3	2-3
Credit Hours		12-14	2-5	14-15
Total Required Minimum Semester Hours Credit				66

Technical Electives:		Class	Lab	Credit
ACC-140	Payroll Accounting	1	3	2
ACC-149	Intro to ACC Spreadsheets	1	3	2
ACC-150	Accounting Software Appl	1	3	2
BUS-121	Business Math	2	2	3
BUS-153	Human Resource Management	3	0	3
BUS-260	Business Communication	3	0	3
OST-184	Office Information Management	2	2	3
OST-249	Med Coding Certification Prep	2	3	3

[View Catalog Archives](#)

Associate Professor Victoria Collins, Medical Office Administration Coordinator
 204 Little Hall
 910.246.4118
collinsv@sandhills.edu