

Medical Office Administration

Career Technologies



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ABOUT THIS FIELD

The Medical Office Administration curriculum prepares students for employment as medical administrative personnel in medical and other health-care related offices.



WHAT YOU'LL STUDY

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



WHAT YOU CAN DO

Employment opportunities include a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies and other healthcare related organizations.

 **Southwestern**
C O M M U N I T Y C O L L E G E

PROGRAM START DATES:

Fall or Spring Semester

FOR MORE INFORMATION CONTACT:

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CLASSES YOU'LL NEED TO TAKE

ASSOCIATE IN APPLIED SCIENCE (AAS) - A25310

Total Semester Hour Credits: 66-67

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	111	Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	164	Office Editing	3	0	0	3
Choose one of the following:						
PSY	118	Interpersonal Psychology	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
Totals			11	4	0	13

SPRING SEMESTER 1

ENG	111	Writing and Inquiry	3	0	0	3
MKT	223	Customer Service	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
OST	171	Intro to Virtual Office	2	2	0	3
Choose one of the following:						
MAT	110	Math Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods	3	2	0	4
Totals			13-14	4	0	15-16

SUMMER SEMESTER

MED	121	Medical Terminology I (1st half)	3	0	0	3
MED	122	Medical Terminology II (2nd half)	3	0	0	3
Choose one of the following:						
OST	131	Keyboarding	1	2	0	2
WBL	111	Work-Based Learning	0	0	10	2
Totals			6-7	0-2	0-10	8

FALL SEMESTER 2

BUS	260	Business Communications	3	0	0	3
COM	120	Intro to Interpersonal Comm.	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
OST	148	Medical Insurance & Billing	3	0	0	3
OST	286	Professional Development	3	0	0	3
Totals			14	2	0	15

SPRING SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
DBA	110	Database Concepts	2	3	0	3
OST	288	Medical Office Admin Capstone	2	2	0	3
OST	289	Office Administration Capstone	2	2	0	3
Choose one of the following:						
HUM	115	Critical Thinking	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
Totals			12	7	0	15

DIPLOMA/CERTIFICATE OPTIONS

DIPLOMA - D25310

Total Semester Hour Credits: 39-40

FALL SEMESTER 1

Prefix	#	Title	Class	Lab	Clinical	Credit
ACA	111	Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	164	Office Editing	3	0	0	3
Totals			10	6	0	12

SPRING SEMESTER 1

BUS	260	Business Communications	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3

Choose one of the following:

MAT	110	Math Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods	3	2	0	4
Totals			11-12	2	0	12-13

FALL SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
MED	121	Medical Terminology I (1st half)	3	0	0	3
MED	122	Medical Terminology II (2nd half)	3	0	0	3
MKT	223	Customer Service	3	0	0	3
OST	148	Medical Insurance & Billing	3	0	0	3
Totals			15	0	0	15

CERTIFICATE - C25310, C25310CP*

Total Semester Hour Credits: 15

FALL SEMESTER 1

Prefix	#	Title	Class	Lab	Clinical	Credit
OST	164	Office Editing	3	0	0	3
MKT	223	Customer Service	3	0	0	3
Totals			6	0	0	6

SPRING SEMESTER 1

MED	121	Medical Terminology I (1st half)	3	0	0	3
MED	122	Medical Terminology II (2nd half)	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
Totals			9	0	0	9

* This certificate or pathway is offered to high school students through the Career & College Promise initiative. Please refer to the Career & College Promise page in the SCC Catalog for additional information.

PATIENT SERVICES CERTIFICATE - C25310P

Total Semester Hour Credits: 15

FALL SEMESTER 1

Prefix	#	Title	Class	Lab	Clinical	Credit
ENG	111	Writing & Inquiry	3	0	0	3
OST	286	Professional Development	3	0	0	3
Totals			6	0	0	6

SPRING SEMESTER 1

BUS	260	Business Communications	3	0	0	3
MKT	223	Customer Service	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
Totals			9	0	0	9