



MEDICAL OFFICE ADMINISTRATION

Associate of Applied Science | Diploma | Certificate

The Medical Office Administration curriculum prepares individuals for employment in medical and other health-care related offices.

To learn more visit www.piedmontcc.edu/medoffice

Overview MEDICAL OFFICE ADMINISTRATION

The Medical Office Administration 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. Students will also develop proficiency in the latest Microsoft Office applications, and will have the opportunity to earn certifications (recognized worldwide) in Word and Excel.

Outlook for EMPLOYMENT

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Accounting Manager
Administrative Supervisor
Customer Service Manager
Office Coordinator
Office Manager

COURSES

Required Courses for Program			AAS	DIP	C1	C2
ACA	111	College Student Success OR	✓	✓		
ACA	122	College Transfer Success	✓	✓		
BUS	121	Business Math	✓	✓		
CIS	110	Introduction to Computers	✓	✓		✓
COM	231	Public Speaking	✓	✓		
CTS	130	Spreadsheet	✓			
ENG	111	Writing and Inquiry	✓	✓		
MAT	143	Quantitative Literacy	✓			
MED	121	Medical Terminology I	✓	✓	✓	✓
MED	122	Medical Terminology II	✓	✓	✓	✓
OST	131	Keyboarding	✓	✓	✓	✓
OST	134	Text Entry & Formatting	✓	✓		
OST	135	Adv Text Entry & Formatting	✓			
OST	280	Electronic Health Records	✓	✓		✓
OST	148	Medical Coding Billing & Insur	✓	✓	✓	
MED	118	Med Law & Ethics	✓	✓		
OST	164	Text Editing Applications	✓	✓		
OST	181	Introduction to Office Systems	✓	✓	✓	
OST	244	Med Doc Processing	✓			
OST	241	Medical Office Transcription I	✓	✓	✓	✓
OST	243	Medical Office Simulation	✓	✓		
OST	288	Medical Office Admin Capstone ***	✓			
SPA	111	Elem. Spanish I **	✓			
SPA	120	Spanish for the Workplace **	✓			
WBL	111	Work-Based Learning I ***	✓			
XXX		Social/Behavioral Science	✓			
XXX		Humanities/Fine Arts Elective	✓			
Semester Hours Required for Degree			65/67	43	16	16

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

AAS = Associate in Applied Science DIP= Diploma (Commercial Wiring)
C1 = Certificate (General) C2 = Certificate (Residential Wiring)

✓ Denotes required for degree completion

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Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

Merlette Walker
(336) 322-2171
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Person County Campus - C101

Walter Montgomery, Dean
(336) 322-2258
walter.montgomery@piedmontcc.edu
Person County Campus - L119

ASSOCIATE OF APPLIED SCIENCE Suggested Course Sequence Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 111	College Student Success OR	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
OST 131	Keyboarding	1	2	0	2
MED 121	Medical Terminology I	3	0	0	3
OST 181	Introduction to Office Systems	2	2	0	3
		11-12	6-8	0	15
SPRING SEMESTER					
BUS 121	Business Math	2	2	0	3
COM 231	Public Speaking	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
XXX	Social/Behavioral Science (<i>PSY150 or SOC210</i>)	3	0	0	3
		16	4	0	18
FALL SEMESTER					
MAT 143	Quantitative Literacy	2	2	0	3
OST 135	Adv Text Entry & Formatting	2	2	0	3
OST 148	Medical Coding Billing & Insur	3	0	0	3
OST 280	Electronic Health Records	2	2	0	3
OST 241	Medical Office Transcription I	1	2	0	2
XXX	Humanities/Fine Arts Elective	3	0	0	3
		13	8	0	17
SPRING SEMESTER					
CTS 130	Spreadsheet	2	2	0	3
WBL 111	Work-Based Learning I OR	0	0	10	1
OST 288	Medical Office Admin Capstone	2	2	0	3
SPA 111	Elementary Spanish I OR	3	0	0	3
SPA 120	Spanish for the Workplace	3	0	0	3
MED 118	Medical Law & Ethics	2	0	0	2
OST 243	Medical Office Simulation	2	2	0	3
OST 244	Medical Document Processing	2	2	0	3
		13	8	10	15-17
		53-54	26-28	0-10	65-67

**TOTAL SEMESTER HOURS
REQUIRED FOR ASSOCIATE DEGREE: 65-67**



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