



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	CERT ¹	CERT ²
ACA 111 College Student Success *				
ACA 122 College Transfer Success *				
ACC 120 Principles of Financial Acct.				
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 136 Word Processing				
OST 137 Office Software Applications				
OST 148 Medical Coding Billing & Insur				
OST 149 Medical Legal Issues				
OST 164 Text Editing Applications				
OST 181 Introduction to Office Systems				
OST 236 Adv. Word/Information Processing				
OST 241 Medical Office Transcription I				
OST 243 Medical Office Simulation				
OST 289 Administrative Office Mgt **				
SPA 120 Spanish for the Workplace				
WBL 111 Work-Based Learning I **				
XXX Social/Behavioral Science				
XXX Humanities/Fine Arts Elective				
Total Semester Hours Required for Degree	70-72	40-41	18	18

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

AAS = Associates in Applied Science DIP = Diploma
CERT¹ = Certificate CERT² = Certificate (Electronic Health Records)

 Denotes required for degree completion

MEDICAL OFFICE ADMINISTRATION

Associate of Applied Science | Diploma | Certificate

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.



Merlette Walker

Program CONTACTS

Merlette Walker
(336) 322-2171
merlette.walker@piedmontcc.edu
Person County Campus - C101

Carlton Ellis, Dean
(336) 322-2277
carlton.ellis@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
ACC 120	Principles of Financial Acct.	3	2	0	4
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
		14-15	8-10	0	19
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	3	0	0	3
		16	4	0	18
FALL SEMESTER					
MAT 143	Quantitative Literacy	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 148	Medical Coding Billing & Insur	3	0	0	3
OST 137	Office Software Applications	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 289	Administrative Office Mgt	2	2	0	3
SPA 120	Spanish for the Workplace	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3
OST 236	Adv. Word/Information Processing	2	2	0	3
		12-14	6-8	0-10	16-18
		56-58	26-28	0-10	70-72

**TOTAL SEMESTER HOURS
REQUIRED FOR ASSOCIATE DEGREE: 70-72**



Person County Campus
1715 College Drive
Roxboro, NC 27573
(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707