



# 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](http://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 <sup>1</sup>	CERT <sup>2</sup>
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 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 (PSY150 or SOC210)				
XXX Humanities/Fine Arts Elective				
<b>Total Semester Hours Required for Degree</b>	<b>65-67</b>	<b>43</b>	<b>16</b>	<b>16</b>

*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  
CERT<sup>1</sup> = Certificate    CERT<sup>2</sup> = Certificate (Electronic Health Records)

 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.



Merlette Walker

## Program CONTACTS

Merlette Walker

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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.
<b>FALL SEMESTER</b>					
ACA 111	College Student Success <b>OR</b>	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
		<b>11-12</b>	<b>6-8</b>	<b>0</b>	<b>15</b>

#### 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 (PSY150 or SOC210)	3	0	0	3
		<b>16</b>	<b>4</b>	<b>0</b>	<b>18</b>

#### 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
		<b>13</b>	<b>8</b>	<b>0</b>	<b>17</b>

#### SPRING SEMESTER

CTS 130	Spreadsheet	2	2	0	3
WBL 111	Work-Based Learning I <b>OR</b>	0	0	10	1
OST 288	Medical Office Admin Capstone	2	2	0	3
SPA 111	Elementary Spanish I <b>OR</b>	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
		<b>13</b>	<b>8</b>	<b>10</b>	<b>15-17</b>
		<b>53-54</b>	<b>26-28</b>	<b>0-10</b>	<b>65-67</b>

### TOTAL SEMESTER HOURS

REQUIRED FOR ASSOCIATE DEGREE: 65-67



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

**Caswell County Campus**  
331 Piedmont Drive  
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