MEDICAL OFFICE ADMINISTRATION

Be at the center of business operations

If you're a strong communicator with exceptional organizational skills and enjoy multi-tasking, a career in office administration may be the right fit for you. CPCC's Medical Office Administration degree can prepare you for positions in today's administrative support careers.

At CPCC, you'll learn how to respond to the demands of a dynamic computerized workforce. Our team of professional instructors will help you develop your integrated software knowledge, oral and written communication skills and office systems analysis abilities, preparing you for a career in this growing field.

Learn more by visiting www.cpcc.edu/office_systems.

CENTRAL PIEDMONT COMMUNITY COLLEGE

Medical Office Administration Degree Plan
AAS (A25310)

CPCC's Medical Office Administration program offers a variety of courses that meet your interests and career goals. Students may enter this program in the fall, spring, or summer semester; however, some courses may only be offered during specific semesters.

			COURSE LOAD			FORMAT & TERM COURSES ARE OFFERED					
	COURSE NUMBER	COURSE TITLE	CLASS	LAB	CREDIT	FALL	FALL SHORT SESSION	SPRING	SPRING SHORT SESSION	SUMMER	ONLINE
	First Year										
Semester 1	ACC110	10 Key Skills	0	2	1	✓		✓			
	CIS111	Basic PC Literacy	1	2	2	✓	✓	✓	✓	✓	✓
	BIO 161	Introduction to Human Biology	3	0	3	✓		✓			
	MED121	Medical Terminology I	3	0	3	✓		✓			
	OST131	Keyboarding	1	2	2	✓	✓	✓	✓	✓	✓
	OST286	Professional Development	3	0	3	✓		✓			
	ENG111	Expository Writing	3	0	3	✓		✓			
				Total Credit Hours	17						
Semester 2	**ENG114**	**Professional Research & Reporting**	3	0	3	✓		✓			
	MED122	**Medical Terminology II**	3	0	3	✓		✓			
	OST134	**Text Entry & Formatting**	2	2	3	✓		✓			
	OST136	**Word Processing**	2	2	3	✓	✓	✓	✓	✓	✓
	OST164	Text Editing Applications	3	0	3	✓		✓			
	OST184	Record Management	2	2	3	✓		✓		✓	
				Total Credit Hours	18						
	Second Year										
Semester 3	* Math Elective				3	✓		✓			
	OST137	Office Software Applications	2	2	3	✓		✓		✓	
	OST148	Medical Coding, Billing & Insurance	3	0	3	✓		✓			
	OST149	Medical Legal Issues	3	0	3	✓		✓			
	OST236	**Adv. Word/ Information Processing**	2	2	3	✓		✓		✓	✓
	OST241	**Medical Office Transcription I**	1	2	2	✓		✓			
				Total Credit Hours	17						
Semester 4	ACC115	College Accounting (OR) ACC 120 Principles of Financial Accounting	3	2	4	✓		✓			
	OST243	**Medical Office Simulation**	2	2	3	✓		✓			
	OST289	**Office Systems Management**	2	2	3	✓		✓			
	**Humanities/Fine Arts Elective		3	0	3	✓		✓			
	COE112	Co-op Work Experience I	0	20 (wk exp)	2	✓		✓		✓	
	COM110	Introduction to Communications	3	0	3	✓		✓			
				Total Credit Hours	18						
Semester 5	***Social/Behavioral Science Elective		3	0	3	✓		✓			
	(Choose from Technical Electives three credits of the following)										
	COE122	Co-op Work Experience II	0	20 (wk exp)	2	✓		✓		✓	
	CTS112	Windows	1	2	2	✓		✓			✓
	CTS130	Spreadsheet I	2	2	3	✓		✓			✓
	OST138	**Advanced Software Applications**	2	2	3	✓		✓			
	OST233	**Office Publications Design**	2	2	3	✓		✓		✓	✓
				Total Credit Hours	6						
				Total Required Hours	**76**						

Bold indicates prerequisite required.

* Students must chose a minimum of three credit hours from the math courses listed in the catalog.

** Students must choose a minimum of three credit hours from the list of approved humanities/fine arts courses: ART, DAN, DRA, ENG, HUM, MUS, PHI, REL.

*** Students must choose a minimum of three credit hours from the list of approved social/behavioral science prefixes: ANT, ECO, GEO, HIS, POL, PSY, SOC.