



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 <i>OR</i>	✓	✓		
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 & Format	✓			
OST 280 Electronic Health Records	✓	✓		✓
OST 148 Med Ins & Billing	✓	✓	✓	
MED 118 Med Law & Ethics	✓	✓		
OST 164 Office Editing	✓	✓		
OST 181 Office Procedures	✓	✓	✓	
OST 244 Med Document Processing	✓			
OST 241 Medical Office Transcription I	✓	✓	✓	✓
OST 243 Med 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 (General)
C1 = Certificate (General) C2 = 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.

Program CONTACTS

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

Alisa Montgomery, Dean
(336) 322-2213
alisa.montgomery@piedmontcc.edu
Person County Campus - L111

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	Office Procedures	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	Office Editing	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 & Format	2	2	0	3
OST 148	Med Ins. & Billing	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	Med Law & Ethics	2	0	0	2
OST 243	Med Office Simulation	2	2	0	3
OST 244	Med 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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1715 College Drive
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