**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

 **MEDICAL OFFICE ADMINISTRATION/**

**MEDICAL OFFICE PROFESSIONAL (A25310M)**

 Effective Date: Fall 2024

Revised: 01/31/24

Length: 5 Semesters

Prerequisite: High School Diploma and 1 unit of Algebra, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| ACA120 | Career Assessment | 1 | 0 | 0 | 1 |
| or |  |  |  |  |  |
| ACA122 | College Transfer Success | 0 | 2 | 0 | 1 |
| ENG111 | Writing and Inquiry | 3 | 0 | 0 | 3 |
| MED121 | Medical Terminology I | 3 | 0 | 0 | 3 |
| or |  |  |  |  |  |
| OST141 | Med Office Terms I | 3 | 0 | 0 | 3 |
| OST130 | Comprehensive Keyboarding | 2 | 2 | 0 | 3 |
| or |  |  |  |  |  |
| OST132 | Keyboard Skill Building | 1 | 2 | 0 | 2 |
| OST148 | Med Ins & Billing | 3 | 0 | 0 | 3 |
|  | Major Computer Apps Pick | 1 | 2 | 0 | 2 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **11** | **4** | **0** | **14** |

**SPRING SEMESTER 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| HMT215 | Legal Asp of Healthcare Admin | 3 | 0 | 0 | 3 |
| or |  |  |  |  |  |
| OST149 | Medical Legal Issues | 3 | 0 | 0 | 3 |
| MED122 | Medical Terminology II | 3 | 0 | 0 | 3 |
| or |  |  |  |  |  |
| OST142 | Med Office Terms II | 3 | 0 | 0 | 3 |
| OST136 | Word Processing | 2 | 2 | 0 | 3 |
|  | Major Elective | 3 | 0 | 0 | 3 |
|  | Math Elective | 2 | 2 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **13** | **4** | **0** | **15** |

**SUMMER SEMESTER 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
|  | Humanities/Fine Arts Elective | 3 | 0 | 0 | 3 |
|  | Major Elective | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **6** | **0** | **0** | **6** |

**FALL SEMESTER 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| COM120 | Intro Interpersonal Com | 3 | 0 | 0 | 3 |
| or |  |  |  |  |  |
| COM231 | Public Speaking | 3 | 0 | 0 | 3 |
| OST164 | Office Editing | 3 | 0 | 0 | 3 |
| OST280 | Electronic Health Records | 2 | 2 | 0 | 3 |
| OST281 | Emerg Issues in Med ofc | 3 | 0 | 0 | 3 |
|  | Social Behavioral Science Elective | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **14** | **2** | **0** | **15** |

**SPRING SEMESTER 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| OST263 | Healthcare Customer Relations | 3 | 0 | 0 | 3 |
| OST286 | Professional Development | 3 | 0 | 0 | 3 |
| OST288 | Medical Office Admin Capstone | 2 | 2 | 0 | 3 |
| WBL111 | Work-Based Learning I | 0 | 0 | 10 | 1 |
|  | Major Elective | 6 | 0 | 0 | 6 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **14** | **2** | **10** | **16** |

**TOTAL REQUIRED CREDITS.... 66**

**Work-Based Learning Option**: Students are required to take one (1) credit hour of work-based learning.

\*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.