

## Awards

<b>Associate Degree:</b>	Medical Office Professional (A25310M)
<b>Length of Program:</b>	5 Semesters
<b>Prerequisite:</b>	High School Diploma and 1 Unit of Algebra, Placement Test Equivalent
<b>Associate Degree:</b>	Medical Billing, Coding & Auditing (A25310C)
<b>Length of Program:</b>	5 Semesters
<b>Prerequisite:</b>	High School Diploma and 1 Unit of Algebra, Placement Test Equivalent
<b>Associate Degree:</b>	Electr. Health Records Specialist (A25310E)
<b>Length of Program:</b>	5 Semesters
<b>Prerequisite:</b>	High School Diploma and 1 Unit of Algebra, Placement Test Equivalent
<b>Diploma:</b>	Not Applicable
<b>Certificate:</b>	Medical Coding Specialist Certificate (C25310C2)
<b>Length of Program:</b>	2 Semesters
<b>Prerequisite:</b>	High School Diploma, Placement Test Equivalent
<b>Certificate:</b>	Dental Office Specialist Certificate (C25310C3)
<b>Length of Program:</b>	2 Semesters
<b>Prerequisite:</b>	High School Diploma, Placement Test Equivalent
<b>Certificate:</b>	Patient Services Rep Certificate (C25310C5)
<b>Length of Program:</b>	2 Semesters
<b>Prerequisite:</b>	High School Diploma, Placement Test Equivalent
<b>Certificate:</b>	Electronic Billing Specialist Certificate (C25310C6)
<b>Length of Program:</b>	2 Semesters
<b>Prerequisite:</b>	High School Diploma, Placement Test Equivalent
<b>Certificate:</b>	Healthcare Documentation Specialist Certificate (C25310C7)
<b>Length of Program:</b>	2 Semesters
<b>Prerequisite:</b>	High School Diploma, Placement Test Equivalent
<b>Certificate:</b>	Advanced Coding and Auditing Certificate (C25310C8)
<b>Length of Program:</b>	1 Semester
<b>Prerequisite:</b>	C25310C2 Medical Coding Specialist Certificate
<b>Certificate:</b>	Healthcare Customer Ser Cert C25310H2)
<b>Length of Program:</b>	2 Semesters
<b>Prerequisite:</b>	Placement Test Equivalent

## Other Important Information

**Application Deadlines:** The program only admits students in the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study may or may not be eligible for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

## Program Information Contact

### Department Chairperson

Larissa White

(910) 678-8518

Cumberland Hall, Room 377-H

whitel@faytechcc.edu

www.faytechcc.edu

**FTCC**

2201 Hull Road

P.O. Box 35236

Fayetteville, NC 28303

(910) 678-8400



**SOUTHERN ASSOCIATION OF COLLEGES & SCHOOLS COMMISSION ON COLLEGES**  
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Fayetteville Technical Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## MEDICAL OFFICE ADMINISTRATION - MEDICAL OFFICE PROFESSIONAL



[www.faytechcc.edu](http://www.faytechcc.edu)

*Fayetteville Technical  
Community College*

910-678-8400

P.O. Box 35236 • 2201 Hull Road  
Fayetteville, NC 28303

An Equal Opportunity Employer

**PROGRAM FACT SHEET  
MEDICAL OFFICE ADMINISTRATION/  
MEDICAL OFFICE PROFESSIONAL  
(A25310M)**



The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.



**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE  
MEDICAL OFFICE ADMINISTRATION/MEDICAL OFFICE PROFESSIONAL (A25310M)**

**Effective: Fall 2021**

**Revised: 01/20/21**

**Length: 5 Semesters**

**Prerequisite:** High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

**Award:** Associate in Applied Science

**FALL SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACA	120	Career Assessment	1	0	0	1
or						
ACA	122	College Transfer Success	0	2	0	1
ENG	111	Writing and Inquiry	3	0	0	3
OST	130	Comprehensive Keyboard	2	2	0	3
or						
OST	132	Keyboard Skill Building	1	2	0	2
OST	141	Med Terms I - Med Office	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
		Major Computer Apps Pick	1	2	0	2
<b>TOTALS</b>			<b>11</b>	<b>4</b>	<b>0</b>	<b>14</b>

**SPRING SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	136	Word Processing	2	2	0	3
OST	142	Med Terms II - Med Office	3	0	0	3
OST	148	Med Ins & Billing	3	0	0	3
OST	161	Medical Ofc Procedures	2	2	0	3
		Math Elective	2	2	0	3
<b>TOTALS</b>			<b>12</b>	<b>6</b>	<b>0</b>	<b>15</b>

**SUMMER SEMESTER 1**

Prefix	No.	Title	Class	Lab	Clinical	Credit
WBL	110	World of Work	1	0	0	1
		Humanities/Fine Arts Elec	3	0	0	3
		Major Elective	3	0	0	3
<b>TOTALS</b>			<b>7</b>	<b>0</b>	<b>0</b>	<b>7</b>

**FALL SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
COM	120	Intro Interpersonal Com	3	0	0	3
or						
COM	231	Public Speaking	3	0	0	3
OST	164	Office Editing	3	0	0	3
OST	171	Intro to Virtual Office	2	2	0	3
OST	280	Electronic Health Records	2	2	0	3
		Social Behav Science Elec	3	0	0	3
<b>TOTALS</b>			<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>

**SPRING SEMESTER 2**

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	263	Healthcare Customer Rel	3	0	0	3
OST	286	Professional Development	3	0	0	3
OST	288	Med Ofc Admin Capstone	2	2	0	3
WBL	111	Work-Based Learning I	0	0	10	1
		Major Elective	5	0	0	5
<b>TOTALS</b>			<b>13</b>	<b>2</b>	<b>10</b>	<b>15</b>

**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.

