Awards

Associate Degree: Medical Office Professional (A25310M)
Length of Program: 5 Semesters
Prerequisite: High School Diploma and 1 Unit of Algebra, Placement Test Equivalent

Associate Degree: Medical Billing, Coding & Auditing (A25310C)
Length of Program: 5 Semesters
Prerequisite: High School Diploma and 1 Unit of Algebra, Placement Test Equivalent

Diploma: Administrative Clinical Assistant Diploma (D25310)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Inpatient Coding Professional Diploma (D253102)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Medical Coding Specialist Certificate (C25310C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Dental Office Specialist Certificate (C25310C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Electronic Health Records Specialist Certificate (C25310C9)
Length of Program: 1 Semester
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Medical Coding Specialist II Certificate (C25310C10)
Length of Program: 2 Semester
Prerequisite: C25310C2 Medical Coding Specialist Certificate

Certificate: Healthcare Customer Ser Cert C25310H2)
Length of Program: 2 Semesters
Prerequisite: 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
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FTCC
FAYETTEVILLE TECHNICAL
COMMUNITY COLLEGE

2201 Hull Road
PO Box 35236
Fayetteville, NC 28303
(910) 678-8400

MEDICAL OFFICE ADMINISTRATION - MEDICAL BILLING, CODING AND AUDITING

www.faytechcc.edu

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

An Equal Opportunity Employer

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 BILLING, CODING & AUDITING (A25310C)
Effective: Fall 2025
Revised: 01/27/25

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
MED	116	Introduction to A & P	3	2	0	4
MED	121	Medical Terminology I	3	0	0	3
or						
OST	141	Med Terms I - Med Office	3	0	0	3
OST	130	Comprehensive Keyboard	2	2	0	3
or						
OST	132	Keyboard Skill Building	1	2	0	2
OST	148	Med Ins & Billing	3	0	0	3
		TOTALS	**13**	**4**	**0**	**16**

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
HMT	215	Legal Asp of Healthcare Ad	3	0	0	3
or						
OST	149	Medical Legal Issues	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
or						
OST	142	Med Terms II - Med Office	3	0	0	3
OST	247	Procedure Coding	2	2	0	3
OST	248	Diagnostic Coding	2	2	0	3
		Math Elective	2	2	0	3
		TOTALS	**12**	**6**	**0**	**15**

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	136	Word Processing	2	2	0	3
OST	249	Med Coding Certific Prep	2	3	0	3
		Major Computer Apps Pick	1	2	0	2
		TOTALS	**5**	**7**	**0**	**8**

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	260	Adv Coding Methodologies	2	2	0	3
OST	264	Medical Auditing	3	0	0	3
OST	286	Professional Development	3	0	0	3
		TOTALS	**14**	**2**	**0**	**15**

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	288	Med Ofc Admin Capstone	2	2	0	3
WBL	111	Work-Based Learning I	0	0	10	1
		Humanities/Fine Arts Elect	3	0	0	3
		Major Elective	2	0	0	2
		Social Behav Science Elec	3	0	0	3
		TOTALS	**10**	**2**	**10**	**12**

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.

Refer to the FTCC website for the most current information.
Go to www.faytechcc.edu and click on College Catalog.