

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

Larissa White
(910) 678-8518

Cumberland Hall, Room 377-H
whitel@faytechcc.edu
www.faytechcc.edu



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



MEDICAL OFFICE ADMINISTRATION - MEDICAL OFFICE PROFESSIONAL



www.faytechcc.edu



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 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	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
		Major Computer Apps Pick	1	2	0	2
TOTALS			11	4	0	14

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
HMT	215	Legal Asp of Healthcare Ad	3	0	0	3
or						
OST	149	Medial 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	136	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 Elec	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
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	280	Electronic Health Records	2	2	0	3
OST	281	Emerg Issues in Med Ofc	3	0	0	3
		Social Behav Science Elec	3	0	0	3
TOTALS			14	2	0	15

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	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.



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