MEDICAL OFFICE ADMINISTRATION

Medical Office Administration with Specializations in:

- Medical Transcription
- Medical Front Office

Associate in Science Degree (CIP# 1552020404)

This program is designed to prepare students for employment as office support staff and medical transcriptionists in medical offices, hospitals, and other healthcare organizations. It provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

Students are strongly encouraged to consult a Career Program Advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning. For more information, visit: http://net1.valenciacollege.edu/future-students/degree-options/associates/medical-office-administration/

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

Alternative Ways to Earn Credit

Graduates of specific programs at Orange County Technical Colleges and TECO may be eligible to receive college credit for specific courses in this program. You may also be eligible to receive credit toward this degree if you have earned Career Pathways credit. For more information and requirements, go to valenciacollege.edu/asdegrees/transferagreements.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm) to view the award of credit options. Eligible students should contact the related academic department and/or Career Program Advisor at Valencia for the award of credit.

Technical Certificates

The Medical Office Administration A.S. degree also offers the following college credit certificate programs. These certificate programs can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs are embedded in the A.S. degree. Click on the Certificate tab at the top of the page for more information about the course requirements.

- Medical Office Support (12 credits) (CIP # 0552020403)
- Medical Office Specialist - Medical Front Office (18 credits) (CIP # 0552040704)
- Medical Office Specialist - Medical Transcription (18 credits) (CIP # 0552040704)
- Medical Office Management (34 credits) (CIP # 0551071605)

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), sciences (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the “Program Requirements” tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

- Medical Office Manager
- Medical Office Assistant
- Medical Transcriptionist
- Medical Records Specialist
- Medical Stenographer

Salary & Earnings Information

For salary and wage information, visit: www.floridawages.com (http://www.floridawages.com).

Contacts

Future Students
Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students
East Campus
Betty Wanielista, Program Chair: 407-582-2347 bwanielista@valenciacollege.edu
Lisa Larson, Career Program Advisor: 407-582-2503 llarson9@valenciacollege.edu

West Campus
Marie Howard, Program Chair: 407-582-1423 mhoward@valenciacollege.edu
Beverly Johnson, Career Program Advisor, West Campus: 407-582-1890 bjohnson@valenciacollege.edu

Osceola Campus
Coleen Jones, Program Chair: 407-582-4851 cjones3@valenciacollege.edu
Ramon Velez-Cruz, Career Program Advisor: 407-582-4258 rvelez20@valenciacollege.edu
(mgonzalez10@valenciacollege.edu)

Internship and Workforce Services

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship (http://valenciacollege.edu/internship)

Program Requirements

Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>FRESHMAN COMPOSITION I **~</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1122</td>
<td>New Student Experience</td>
<td>3</td>
</tr>
</tbody>
</table>
### Medical Office Administration

**OST 1100C** KEYBOARDING AND DOCUMENT PROCESSING I  
R1 C1

**OST 2854C** MICROSOFT OFFICE (APPLICATIONS PACKAGE)  
(Applications Package) C1

**OST 1335C** BUSINESS COMMUNICATIONS  
3

Humanities See Gen. Ed. Core Requirement ~
3

Select one of the following:

**OST 1257C** MEDICAL TERMINOLOGY FOR OFFICE R1 C1

**HSC 1531** Medical Terminology +R1 C1

**Intermediate Courses**

**OST 1355C** RECORDS MANAGEMENT AND LEGAL IMPLICATIONS C1  
3

**PSY 2012** General Psychology ~  
3

**OST 1467C** INTRODUCTION TO BODY SYSTEMS FOR OST R1 C1  
3

**GEB 1011** Introduction To Business  
3

**OST 2756C** MICROSOFT WORD R1 C1  
3

**OST 2501C** OFFICE MANAGEMENT  
3

**OST 2464C** MEDISOFT (OFFICE MANAGEMENT SOFTWARE) (Office Management Software) C1  
3

Science or Mathematics See Gen. Ed. Core Requirement **

Select one of the following:  
3

**MTB 1103** Business Mathematics

**APA 1111C** Basic Accounting C1

**ACG 2021C** PRINCIPLES OF FINANCIAL ACCOUNTING *

**Specialization (See below)**  
12

**Total Credit Hours**  
60

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

~ This is a general education course.

1 Students with prior experience and/or instruction in
OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I,  
OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II,  
OST 1257C MEDICAL TERMINOLOGY FOR OFFICE, OST 1467C  
INTRODUCTION TO BODY SYSTEMS FOR OST, OST 1611C  
MEDICAL TRANSCRIPTION I and/or OST 2612C MEDICAL  
TRANSCRIPTION II should consult a Career Program Advisor  
about credit-by-examination or alternate possibilities.

(GR) Denotes a Gordon Rule course.

### Medical Transcription Specialization

**OST 1108C** BUILDING KEYBOARDING SPEED AND ACCURACY  
R1 C1

or **OST 1110C** KEYBOARDING AND DOCUMENT PROCESSING II

**OST 2612C** MEDICAL TRANSCRIPTION II +R1  
C1

Select one of the following:

**OST 1461C** MEDICAL OFFICE SIMULATION *R1  
C1

**OST 2943** Intern In Medical Office R1 C1

**Total Credit Hours**  
12

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

R1 Indicates the course is part of a sequence which prepares  
students for the Registered Medical Transcriptionist (RMT)  
Certification

C1 Indicates the course is part of a sequence which prepares  
students for the Certified Medical Administrative Specialist  
(CMAS) Certification

### Medical Front Office Specialization

Designed for students wishing to specialize in medical front office.

**Program Outcomes**

- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.
- Execute duties of a medical office administrator.

**OST 1110C** KEYBOARDING AND DOCUMENT PROCESSING II  
R1 C1

**OST 2836C** MICROSOFT ACCESS DATABASE MANAGEMENT C1  
3

**OST 2858C** MICROSOFT EXCEL C1  
3

Select one of the following:  
3

**OST 2943** Intern In Medical Office R1 C1

**Medical Front Office Elective**

**Total Credit Hours**  
12

* This course has a prerequisite; check description in Valencia catalog.

R1 Indicates the course is part of a sequence which prepares  
students for the Registered Medical Transcriptionist (RMT)  
Certification

C1 Indicates the course is part of a sequence which prepares  
students for the Certified Medical Administrative Specialist  
(CMAS) Certification

### Medical Front Office Specialization Electives

All OST-prefix courses not being used as a requirement in this  
degree except OST 1141C Computer Keyboarding.

Associate in Science (A.S.) Degree students who wish to pursue a  
Bachelor’s Degree have the opportunity to transfer into a related  
bachelor’s degree (2 +2) that is offered at any state college in Florida.  
Students who want to continue their education should discuss the career
Medical Office Administration

path with their Career Program Advisor, as well as contact their State College of choice for acceptance of this degree.

Microsoft Certified Application Specialist Certification

The following courses will help prepare you to take the Microsoft Certified Application Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
<td>3</td>
</tr>
<tr>
<td>OST 2836C</td>
<td>MICROSOFT ACCESS DATABASE MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Database Management)</td>
<td></td>
</tr>
<tr>
<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
<td>3</td>
</tr>
</tbody>
</table>

Medical Office Specialist with Specializations in

- Medical Transcription
- Medical Front Office

Technical Certificate

This certificate prepares students for employment as medical office support personnel and medical transcriptionists in medical offices and hospitals.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I</td>
<td>3</td>
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<tr>
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<td>Select one of the following:</td>
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</tr>
<tr>
<td></td>
<td>OST 1257C MEDICAL TERMINOLOGY FOR OFFICE</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HSC 1531 Medical Terminology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OST 1467C INTRODUCTION TO BODY SYSTEMS FOR OST</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OST 1355C RECORDS MANAGEMENT AND LEGAL</td>
<td>3</td>
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<tr>
<td></td>
<td>IMPLICATIONS</td>
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</table>

Specialization (See below) 6

Total Credit Hours 18

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

1 Students with prior experience and/or instruction in
OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I,
OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II,
OST 1257C MEDICAL TERMINOLOGY FOR OFFICE, OST 1467C
INTRODUCTION TO BODY SYSTEMS FOR OST, OST 1611C
MEDICAL TRANSCRIPTION I and/or OST 2612C MEDICAL
TRANSCRIPTION II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Medical Transcription Specialization

Program Outcomes

- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BUILDING KEYBOARDING SPEED AND ACCURACY</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>OST 1111(KEYBOARDING AND DOCUMENT PROCESSING II)</td>
<td></td>
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</table>

Total Credit Hours 6

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

Medical Front Office Specialization

Program Outcomes

- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td>MICROSOFT ACCESS DATABASE MANAGEMENT</td>
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<td></td>
<td>(Database Management)</td>
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Select one of the following:

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<tbody>
<tr>
<td></td>
<td>Intern In Medical Office</td>
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Medical Front Office Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

Total Credit Hours 6

* This course has a prerequisite; check description in Valencia catalog.

Medical Front Office Electives

All OST-prefix courses not being used as a requirement in this degree except OST 1141C.

Notes:

Medical Office courses may be taught in a multilevel-class atmosphere.

Medical Office Support

Technical Certificate

This certificate prepares students for employment as medical office support personnel in health-related businesses such as medical offices and hospitals.

Program Outcomes

- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Utilize appropriate office technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I</td>
<td>3</td>
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<tr>
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<td>Select one of the following:</td>
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<tr>
<td></td>
<td>OST 1257C MEDICAL TERMINOLOGY FOR OFFICE</td>
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<td></td>
<td>HSC 1531 Medical Terminology</td>
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<tr>
<td></td>
<td>OST 1355C RECORDS MANAGEMENT AND LEGAL</td>
<td>3</td>
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<tr>
<td></td>
<td>IMPLICATIONS</td>
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<tr>
<td></td>
<td>MUST</td>
<td></td>
</tr>
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</table>

Total Credit Hours 12

+ This course must be completed with a grade of C or better.

Medical Office Support Technical Certificate

This certificate prepares students for employment as medical office support personnel in health-related businesses such as medical offices and hospitals.

Program Outcomes

- Support management in medical office administration.
- Prepare business documents.
- Manage business records.
- Utilize appropriate office technology.

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td>BUILDING KEYBOARDING SPEED AND ACCURACY</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>OST 1111(KEYBOARDING AND DOCUMENT PROCESSING II)</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 6

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

1 Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I, OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II, OST 1257C MEDICAL TERMINOLOGY FOR OFFICE, OST 1467C INTRODUCTION TO BODY SYSTEMS FOR OST, OST 1611C MEDICAL TRANSCRIPTION I and/or OST 2612C MEDICAL TRANSCRIPTION II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Notes:

Medical Office courses may be taught in a multilevel-class atmosphere.

Medical Office Management

Technical Certificate

This certificate prepares students for career opportunities in medical office management in medical offices and hospitals.

Program Outcomes

- Support management in medical office administration.
- Prepare business documents.
- Manages business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OST 1100C</td>
<td>KEYBOARDING AND DOCUMENT PROCESSING I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)</td>
<td>3</td>
</tr>
<tr>
<td>OST 1257C</td>
<td>MEDICAL TERMINOLOGY FOR OFFICE</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335C</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
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<tr>
<td>OST 2501C</td>
<td>OFFICE MANAGEMENT</td>
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Intermediate Courses

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>OST 1467C</td>
<td>INTRODUCTION TO BODY SYSTEMS FOR OST **</td>
<td>3</td>
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<tr>
<td>OST 1355C</td>
<td>RECORDS MANAGEMENT AND LEGAL IMPLICATIONS</td>
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<td>OST 2858C</td>
<td>MICROSOFT EXCEL</td>
<td>3</td>
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<tr>
<td>or OST 2852C</td>
<td>MICROSOFT ACCESS DATABASE MANAGEMENT</td>
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Advanced Courses

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<tbody>
<tr>
<td>OST 2756C</td>
<td>MICROSOFT WORD</td>
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<tr>
<td>OST 2464C</td>
<td>MEDISOFT (OFFICE MANAGEMENT SOFTWARE) (Office Management Software)</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING *</td>
<td>3</td>
</tr>
<tr>
<td>or APA 111C</td>
<td>Basic Accounting</td>
<td>3</td>
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Medical Office Management Elective

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OST 1320C</td>
<td>TEN KEY MASTERY</td>
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</tr>
<tr>
<td>OST 2828C</td>
<td>MICROSOFT POWERPOINT (PRESENTATION SOFTWARE)</td>
<td>1</td>
</tr>
<tr>
<td>OST 2831C</td>
<td>MICROSOFT WINDOWS</td>
<td>1</td>
</tr>
<tr>
<td>OST 2852C</td>
<td>MICROSOFT EXCEL INTRODUCTORY</td>
<td>1</td>
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<tr>
<td>OST 2943</td>
<td>Intern In Medical Office *</td>
<td>1</td>
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Total Credit Hours: 34

* This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Medical Office Management Electives

<table>
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<td>OST 2828C</td>
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<td>MICROSOFT WINDOWS</td>
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<td>OST 2852C</td>
<td>MICROSOFT EXCEL INTRODUCTORY</td>
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</tr>
<tr>
<td>OST 2943</td>
<td>Intern In Medical Office *</td>
<td>1</td>
</tr>
</tbody>
</table>

* This course has a prerequisite; check description in Valencia catalog.

Notes:

Medical Office Administration courses may be taught in a multilevel-class atmosphere.

Medical Office Management certificate program is eligible for Financial Aid.