

Associate of Science in Office Administration - Medical Office Specialization Program Code 22112

Program Description: The Office Administration Associate of Science Degree emphasizes competencies used by various office support personnel. Students will have the opportunity to develop expert skills in keyboarding, software applications, business ethics and communications, and office management.

Career Pathway: Business

Program Entrance Requirements: HS Diploma or GED

Additional Program Information: You will earn Technical Certificates related to your program of study as you earn your AA, AS, AAS or Bachelor's degree.

Related Industry Certifications: Upon completing this program, graduates will be eligible to sit for the Microsoft Office Specialist certification in Word.

Location(s): General Education courses can be taken at any BC location. The program specific courses are offered at the North Campus, the Judson A. Samuels South Campus, and BC Online. Please consult the course schedule for specific semester locations.

Contact information: Program contact information can be found at <http://www.broward.edu/academics/programs/office/Pages/default.aspx>

Related Programs at Broward College:

Medical Office Management Technical Certificate (6281)

Office Specialist Technical Certificate (6280)

Office Support Technical Certificate (6279)

General Education Credit Hours	15	OST2764C	Information Word Process Applications	3
ENC1101	Composition I	3		
PSY2012	General Psychology	3	OST2335	Communications in the Workforce
	Humanities	3		3
	Biological/Physical Science	3	OST2501	Office Management
	Mathematics	3	OST2053	Successful Job Search
		3	OST2949	Co-op
Core Requirements Credit Hours	33			or
OST1100C	Keyboarding and Document Processing I	3	Elective**	3
		3	Medical Office Specialization	12
CGS1060C*	Computer and Internet Literacy	3	OST1257C	Medical Terminology for the Administrative Assistant
GEB2430	Business Ethics	1		3
QMB1001	Business Math	3	OST2455C	Medical Billing & Coding I
OST1330	Business English	1	OST2456C	Medical Billing & Coding II
OST1355	Records Management	3	OST2464C	Medical Computer Applications
ACG1003	Accounting Survey	3		3
ACG2450C	Computerized Accounting Applications	3		
			Total Program Credits	60

Notes:

*Students who pass the Computer Competency Test and therefore do not need to take CGS1060C are required to take an approved elective in order to earn the 3 credits.

**Elective – Students must select from one of the following approved courses: FIN1100, GEB1011, ACG2450C, MNA2345, or MAT1033.

- Many courses have specific pre-requisite and co-requisite requirements that must be followed. Students are encouraged to consult the Course Information Table for a detailed list of all requisite requirements. **Students are strongly encouraged to meet with an advisor to create an educational plan.**