



## Associate of Science in Medical Office Management 22115

Career Pathway: [Business](#)

Location(s): [Courses for this program are offered at all BC locations.](#) The program specific courses are offered at the North Campus, the Judson A. Samuels South Campus, and BC Online.

Program Entrance Requirements: HS Diploma or GED

Program Description: The Medical Office Management Associate of Science Degree emphasizes competencies used by various medical office support personnel. Students will have the opportunity to develop expert skills in keyboarding, software applications, business ethics and communications, and medical office management. Visit the program's [website](#) for more information.

### Build Your Education



### Recommended Course Sequence

Full Time	Part Time	Course ID	Description	Credits	TC1	TC2	TC3	TC4
Term 1	Term 1	CGS1060C*	Computer & Internet Literacy	3	X	X	X	X
		OST1100C	Keyboarding and Document	3	X	X	X	X
	Term 2	ENC1101	Composition I	3				
		OST2335	Communications in the Workforce	3	X	X	X	X
Term 2	Term 3	OST2764C	Advanced Word	3	TC1	X	X	X
		GE Course**	General Education Math (Recommended MFG1107)	3				
	Term 4	OST1257C or HSC1531	Medical Terminology	3				X
Term 3	Term 5	APA1111C	Introduction to Accounting	3		X	X	
		OST2835C	Database Management for the Office	3		TC2	X	X
Term 4	Term 6	OST2501	Office Management	3			X	X
		OST2464C	Medical Computer Applications	3				X
	Term 7	GE Course	General Education Social/Behavioral Science	3				
		OST 1355C	Records Management	3			X	X
Term 5	Term 8	ACG2450C	Computerized Accounting Applications	3			TC3	
		GE Course	General Education Humanities	3				
	Term 9	GE Course	General Education Science	3				
		OST2455C or HIM1253C	Medical Billing & Coding I	3				X
		SPC1024 or SPC1608	Intro to Speech Communication Introduction to Public Speaking	3				X#
Term 6	Term10	OST2456C or HIM1260	Medical Billing & Coding II	3				TC4
		OST2949 or Elective***	Co-op or Elective Course	3				
<b>Total Program Credit Hours</b>				<b>60</b>	<b>12</b>	<b>18</b>	<b>27</b>	<b>34</b>

\*Notes: Students who pass the Computer Competency Test and therefore do not need to take CGS1060C are required to take an approved elective to earn the 3 credits.\*\*\*Elective – Students must select from one of the following approved courses: MKA1021, MKA1511, MNA1161, OST1330, GEB2430, MNA2345, QMB2100, MAR2644C or GEB2011, MAN2021, MAR1011 or STA2023 or QMB1001.

X#: 1 Credit from SPC1024 or SPC1608 or ENC1101 will be used to satisfy the 34 credits in TC4. Student may also elect to take OST2053 in TC4 in lieu of ENC1101 or SPC1024 or SPC1608.

This is only a recommended course sequence. Students are strongly encouraged to meet with an [advisor](#) to create a personalized educational plan.

**CHOOSE YOUR COURSES**

## Program Highlights

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**Credit for Prior Learning:** Accelerate your path to completion with these options:

- Credit by exam
- Earned Industry certifications
- Prior Learning Assessment
- And much more...



**Related Industry Certifications:** Upon completing this program, graduates will be eligible to sit for the following industry certifications/licenses:

- Microsoft Office Specialist Certification in Word.



**Get Career Ready:** After completing your first year of coursework make sure to visit the **Career Center** for internship opportunities that help you take your career to the next level! Also, explore hundreds of career videos and career profiles through Virtual Job Shadow.

[Get an Internship](#)   [Virtual Job Shadow Tool](#)



**Median Wage and Job Growth Outlook:** Broward College has [Career Coach](#) & the [Career Ladders](#). These tools are designed to help you find a good career by providing the most current local data on wages, employment, job postings, and associated education and training. Learn how to climb your career ladder!



**Fund Your Education:**

This Program is [Financial Aid](#) eligible. [Scholarships](#) may be available. Medical Office Management Technical Certificate is part of the [Career Source Broward ITA List](#)

Get Started Today!

START APPLICATION

