



Associate of Science in Office Administration- Medical Office Specialization 22112

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 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. Visit the program's [website](#) for more information.

Build Your Education



Recommended Course Sequence

| Full Time | Part Time | Course ID | Description | Credits | TC |
|-----------------------------------|--------------------|------------|--|------------------------------|-----|
| Term 1 | Term 1 | ENC1101 | Composition I | 3 | |
| | | OST1100C | Keyboarding and Document Processing I | 3 | |
| | | OST1257C | Medical Terminology for the Administrative Assistant | 3 | |
| | Term 2 | CGS1060C | Computer and Internet Literacy | 3 | |
| | | GE Course | General Education Mathematics | 3 | |
| | | OST2455C | Medical Billing I | 3 | |
| Term 2 | Term 3 | PSY2012 | General Psychology | 3 | |
| | | ACG1003 | Accounting Survey | 3 | |
| | Term 4 | OST2764C | Information Word Process | 3 | |
| | | OST2335 | Communications in the Workforce | 3 | TC1 |
| Term 3 | Term 5 | OST1355 | Records Management | 3 | TC2 |
| | | Term 4 | GE Course | General Education Humanities | 3 |
| OST2456C | Medical Billing II | | 3 | | |
| Term 7 | QMB1001 | | Business Math | 3 | |
| | OST2053 | | Successful Job Search | 1 | |
| Term 5 | Term 8 | GEB2430 | Business Ethics | 1 | TC3 |
| | | OST2464C | Medical Computer Applications | 3 | |
| | Term 9 | OST1330 | Business English | 1 | |
| | | ACG2450C | Computerized Accounting Applications | 3 | |
| Term 6 | Term10 | GE Course | General Education Science | 3 | |
| | | Elective** | Elective Course | 3 | |
| | | OST2501 | Office Management | 3 | |
| Total Program Credit Hours | | | | 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.

Students are strongly encouraged to meet with an [advisor](#) to create an educational plan.

CHOOSE YOUR COURSES

Program Highlights



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 an Internship: 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!



Median Wage and Job Growth Outlook: Broward College has [Career Coach!](#) It is 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.



Fund Your Education:

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

Get Started Today!

START APPLICATION

