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

Office Support (TC1) 6279 → Office Specialist (TC2) 6280 → Office Management (TC3) 6237 → Medical Office Management (TC4) 6281 → Medical Office Management AS 2211? → Bachelor of Applied Science

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 Processing I	3	X	X	X	X
	Term 2	ENC1101	Composition I	3				
		OST2335	Communications in the Workforce	3	X	X	X	X
		OST2764C	Advanced Word	3	TC1	X	X	X
Term 2	Term 3	MFG1107**	Survey of Mathematics	3				
		OST1257C	Medical Terminology	3				X
	Term 4	APA1111C	Introduction to Accounting	3		X	X	X
		OST2835C	Database Management for the Office	3		TC2	X	X
Term 3	Term 5	OST2501	Office Management	3			X	X
		OST2464C	Medical Computer Applications	3				X
Term 4	Term 6	PSY2012	General Psychology	3				
		OST 1355C	Records Management	3			X	
		Elective***	Elective	3			TC3	
Term 5	Term 8	GE Course	General Education Humanities	3				
		GE Course	General Education Science	3				
	Term 9	OST2455C	Medical Billing & Coding I	3				X
		SPC1024 or SPC1608	Intro to Speech Communication Introduction to Public Speaking	3				
Term 6	Term10	OST2456C	Medical Billing & Coding II	3				
		OST2949 or Elective***	Co-op or Elective Course	3				TC 4
		Total Program Credit Hours		60	12	18	27	33

*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.

**Recommended GE Math. Students may also select STA2023 or MAT1105.

***Elective – Students must select from one of the following approved courses: MKA1021, MKA1511, MNA1161, OST1330, OST2053, GEB2430, MNA2345, QMB2100, MAR2644C or GEB2011, MAN2021, MAR1011 or QMB1001.

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

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. This program is part of the Career Source Broward ITA List

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Get Started Today!

START APPLICATION