



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 Processing I	3	X	X	X	X
	Term 2	ENC1101	Composition I	3				X#
		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 MGF1107)	3				
	Term 4	OST1257C or HSC1531	Medical Terminology	3				X
		APA1111C	Introduction to Accounting	3		X	X	
Term 3	Term 5	OST2835C	Database Management for the Office	3		TC2	X	X
		OST2501	Office Management	3			X	X
Term 4	Term 6	OST2464C	Medical Computer Applications	3				X
		GE Course***	General Education Social Behavioral Science	3				
	Term 7	OST 1355C	Records Management	3			X	X
		ACG2450C	Computerized Accounting Applications	3			TC3	
Term 5	Term 8	GE Course	General Education Humanities	3				
		GE Course	General Education Science	3				
	Term 9	OST2455C or HIM1253C	Medical Billing & Coding I	3				X
		SPC1024# or SPC1608#	Intro to Speech Communication	3				
Term 6	Term10	OST 2456 or HIM1260****	Medical Billing & Coding II	3				TC4
		OST2949 or Elective*****	Co-op or Elective Course	3				
Total Program Credit Hours				60	12	18	27	34

*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 three credits from of the following approved courses: MKA1021, MKA1511, MNA1161, MNA2345, QMB2100, MAR2466C, GEB1011, MAC1105C, MAN2021, MAR1011, or QMB1001.

X#: 1-credit from ENC1101 or SPC1024 or SPC1608 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.

** The recommended Gen. Ed. Math is MGF1107. However, any other approved General Education Math course may also be used to satisfy this program's Gen. Ed. Math requirement. Students who plan to take STA2023 must take the prerequisite MGF 1106 as a "Business Elective" prior to taking STA2023. Students who plan to take MAC1105 may instead be advised to take MAC1105C, which is a 5-credit course. Students who take MAC1105C must take an approved Business Elective course to satisfy the 1-credit remaining to be taken in order to earn the 60 required program credits. It is recommended that you see an advisor to confirm your Math choice.

*** Students are encouraged to take ECO2013 if they plan on going into the BAS Program after graduation.

**** Students taking HIM 1260 (2 credits) will also need to take OST2053 (1 credit) to graduate.

CHOOSE YOUR COURSES

Program Highlights



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

- Earned Industry certifications
 - Prior Learning Assessment
 - Credit by Exam
 - And much more...
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Related Industry Certifications: Upon completing this program, graduates will be eligible to sit for the following industry certifications/licenses:

- Quickbooks (ACG2450C)
 - CCA Certified Coding Associate (<http://www.ahima.org/certification/CCA>) (Student are eligible to sit for the exam after 75% completion of Program)
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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](#)

Get Started Today!

START APPLICATION

