Associate of Science in Medical Office Management 22115

CAREER PATHWAY: BUSINESS

Location(s): Courses for this program are offered at all Broward College 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 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 22115 › 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				X#
		OST2335	Communications in the Workforce	3	X	X	X	X
Term 2	Term 3	OST2764C	Advanced Word	3	X	X	X	X
		GE Course**	General Education Math (Recommended MGF1107)	3				
	Term 4	HSC1531	Medical Terminology	3				X
		APA1111C	Introduction to Accounting	3		X	X	
Term 3	Term 5	OST2835C	Database Management for the Office			X	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	OST1355C	Records Management	3			X	X
		ACG2450C	Computerized Accounting Applications	3			X	
Term 5	Term 8	GE Course	General Education Humanities	3				
		GE Course	General Education Science	3				
	Term 9	HIM1253C†	Coding I	3				X
		GE Course#	General Education Speech	3				
Term 6	Term10	HIM1260†	Coding II	3				X
		OST2949 **OR** Elective***	Co-op **OR** Elective Course	3				
Total Program Credit Hours				**60**	**12**	**18**	**27**	**34**

Notes: **Recommended GE Math is MFG1107. 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 MGF1106 as a "Business Elective" prior to taking STA2023. Students who plan to take MAC1105 may instead be advised to takeMAC1105C, 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.

***Elective – Students must select three credits from of the following approved courses: MKA1021, MKA1511, MNA1161, OST1330, GEB2430, MNA2345, QMB2100, MAR2466C or GEB1011, MAN2021, MAR1011, STA2023 or QMB1001.

#: 1-credit from ENC1101 or Speech will be used to satisfy the 34 credits in TC4. Student may also elect to take OST2053 in TC4 in lieu of ENC1101 or Speech.

†- For articulation, prior learning and other situations that will be approved by the Program Manager, OST1257C can be used in replacement of HCS1531, OST2455C and be used in replacement HIM1253C and OST2456C can be used in replacement of HIM2232C.

This is only a <u>recommended</u> course sequence. Students are strongly encouraged to meet with an <u>advisor</u> to create a personalized educational plan.

CHOOSE YOUR COURSES

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:

- QuickBooks (ACG2450C)
- CCA Certified Coding Associate (http://www.ahima.org/certification/CCA) (Students are eligible to sit for the exam after 75% completion of Program)

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!

Get an Internship   Virtual Job Shadow Tool

MEDIAN WAGE AND JOB GROWTH OUTLOOK

Broward College has **Career Insight** and **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

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