



MEDICAL OFFICE MANAGEMENT, ASSOCIATE OF SCIENCE

Program Code: 22115

Career Pathway: Business

Location(s): Courses for this program are offered at all Broward College locations. (<https://www.broward.edu/about/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.

- a. Office Support, Technical Certificate 6279
- b. Office Specialist, Technical Certificate 6280
- c. Medical Office Specialist, Technical Certificate 6242
- d. Office Management, Technical Certificate 6237
- e. Medical Office Management, Technical Certificate 6281
- f. Medical Office Management, Associate of Science 22115
- g. Bachelor of Applied Science

Course	Title	Credits	6279	6280	6237	6281
CGS1060C	COMPUTER AND INTERNET LITERACY	3.00	X	X	X	X
OST1100C	KEYBOARDING & DOCUMENT PROCESSING I	3.00	X	X	X	X
ENC1101	COMPOSITION I ¹	3.00				X
OST2335	COMMUNICATIONS IN THE WORKFORCE	3.00	X	X	X	X
OST2764C	ADVANCED WORD	3.00	X	X	X	X
GE Course	General Education Mathematics Core ²	3.00				
HSC1531	MEDICAL TERMINOLOGY ³	3.00				X
APA1111C	INTRODUCTION TO ACCOUNTING	3.00		X	X	
OST2853C	SPREADSHEET MANAGEMENT	3.00		X	X	X
OST2501	OFFICE MANAGEMENT	3.00			X	X
OST2464C	MEDICAL OFFICE COMPUTER APPLICATION	3.00				X
AMH2020 or POS2041	HISTORY OF THE UNITED STATES SINCE 1877 NATIONAL GOVERNMENT	3.00				
OST1355C	RECORDS MANAGEMENT	3.00			X	X
ACG2450C	COMPUTERIZED ACCOUNTING APPLICATIONS	3.00			X	
GE Course	General Education Humanities Core	3.00				
GE Course	General Education Science Core	3.00				
HIM1253C	CODING I ³	3.00				X
GE Course	General Education Speech ¹	3.00				
HIM1260	REIMBURSEMENT METHODOLOGY ³	2.00				
OST2949	CO OP WK EXP ⁴	3.00				
Elective	Elective Course ⁵	1.00				
Total Credits		60	12	18	27	34

¹ 1-credit from ENC1101 COMPOSITION I or Speech will be used to satisfy the 34-credits in TC 6281. Student may also elect to take OST2053 SUCCESSFUL JOB SEARCH in TC 6281 in lieu of ENC1101 COMPOSITION I or Speech.

² Recommended GE Math is MGF1107 SURVEY OF MATHEMATICS.

³ For articulation, prior learning and other situations that will be approved by the Program Manager, OST1257C MEDICAL TERMINOLOGY FOR THE ADMINISTRATIVE ASSISTANT can be used in replacement of HSC1531 MEDICAL TERMINOLOGY, OST2455C MEDICAL BILLING AND CODING I and

be used in replacement HIM1253C CODING I and OST2456C MEDICAL BILLING AND CODING II can be used in replacement of HIM2232C CODING II.

4 Students can take OST2949 CO OP WK EXP or Elective Course.

5 Students may need to select more than one Program Elective (p. 2) to complete the 60 credit program hours.

Note:

See General Education course information here (<https://catalog.broward.edu/programs-study/aa-general-education-graduation-requirements/>).

In accordance with Florida Statute and Florida Administrative Code, students may need to satisfy the Civic Literacy Graduation Requirement. Visit the Civic Literacy Graduation Requirement page at broward.edu/civic-literacy (<https://students.broward.edu/resources/civic-literacy/>).

PROGRAM ElectiveS

Students must select three credits from of the following approved courses:

Course	Title	Credits
MKA1021	SALESMANSHIP	3.00
MKA1511	ADVERTISING: TRADITIONAL AND NEW MEDIA	3.00
MNA1161	INTRODUCTION TO CUSTOMER SERVICE	3.00
OST1330	BUSINESS ENGLISH	1.00
GEB2430	BUSINESS ETHICS	1.00
MNA2345	PRINCIPLES OF SUPERVISION	3.00
QMB2100	QUANTITATIVE METHODS IN BUSINESS	3.00
MAR2644C	DATA BASED MARKETING	3.00
or GEB1011	INTRODUCTION TO BUSINESS	
MAN2021	INTRODUCTION TO MANAGEMENT	3.00
MAR1011	PRINCIPLES OF MARKETING FOR THE 21ST CENTURY	3.00
STA2023	STATISTICS	3.00
QMB1001	BUSINESS MATHEMATICS	3.00

Students are strongly encouraged to meet with an advisor (<https://students.broward.edu/resources/advising/>) to create a personalized educational plan.

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:

- QuickBooks (ACG2450C COMPUTERIZED ACCOUNTING APPLICATIONS)
- 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 Career Services (<https://broward.edu/career/>) for internship opportunities and helpful tools like virtual job shadow, to help take your career to the next level!

- Get an Internship (<http://broward.edu/studentresources/career/Pages/Find-a-job-or-internship.aspx>)
- Virtual Job Shadow Tool (<http://www.broward.edu/studentresources/career/Pages/default.aspx>)

Median Wage and Job Growth Outlook

Broward College has Career Coach (<https://www.broward.edu/careercoach/>)! 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 (<https://www.broward.edu/admissions/financial-aid/>) eligible. Scholarships (<https://www.broward.edu/admissions/financial-aid/scholarships/>) may be available. This program is part of the Career Source Broward ITA List (<http://careersourcebroward.com/>)

Program Learning Outcomes

Graduates from this program will:

- Demonstrate proficiency with effectively speaking, writing, and pronouncing common medical words used in the medical office setting.
- Perform office management skills effectively in the Medical Office environment/workplace.
- Manage records in an electronic database.
- Demonstrate proficiency with managerial employment communications.