

# CURRICULUM STANDARD

Effective Term  
Spring 2009  
[2009\*01]

Curriculum Program Title

**Medical Office Administration**

Code

**A25310**

Concentration

**(not applicable)**

## *Curriculum Description*

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

## *Curriculum Requirements\**

*[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204 (3)]*

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

[ref. 23 NCAC 02E.0204 (3)]

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### Medical Office Administration A25310

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<p><b>A. CORE</b> <i>Courses required for the diploma are designated with *</i></p> <p><b>Required Courses:</b></p> <p>* OST 148 Medical Coding Billing and Insurance 3 SHC            * OST 149 Medical Legal Issues 3 SHC            * OST 243 Medical Office Simulation 3 SHC</p> <p><b>Required Subject Areas:</b></p> <p><b>*Document Processing.</b>            OST 164 Text Editing Applications 3 SHC  <i>and one of the following</i>            OST 134 Text Entry and Formatting 3 SHC  <i>or</i> OST 136 Word Processing 3 SHC</p> <p><b>*Office Administration. Select one:</b>            OST 181 Intro to Office Systems 3 SHC            OST 281 Emerg Issues in Med Ofc 3 SHC            OST 289 Administrative Office Mgt 3 SHC            MED 130 Admin Office Procedures I 2 SHC</p> <p><b>*Computers/Information Systems.</b>  <b>Set 1: Select one of the following:</b>            OST 130 Comprehensive Keyboarding 3 SHC  <i>or</i> OST 131 Keyboarding 2 SHC  <i>or</i> OST 132 Keyboard Skill Building 2 SHC</p> <p><b>Set 2: Select one of the following:</b>            CIS 110 Introduction to Computers 3 SHC  <i>or</i> CIS 111 Basic PC Literacy 2 SHC  <i>or</i> OST 137 Office Software Applications 3 SHC</p> <p><b>*Medical Terminology. Select one set:</b>            MED 121 Medical Terminology I 3 SHC            MED 122 Medical Terminology II 3 SHC  <i>or</i>            OST 141 Medical Terminology I-Medical Office 3 SHC            OST 142 Medical Terminology II-Medical Office 3 SHC</p>	<b>27-30 SHC</b>	<b>27-30 SHC</b>	

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<b>B. CONCENTRATION</b> (Not applicable)			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  ACC, BAF, BIO, BUS, CIS, COE, CRT, CTS, DBA, DEN, ECO, HEA, HIT, HMT, ISC, MED, MKT, NET, OMT, OST, PBT, SPA and WEB  <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			