

# Associate of Applied Science Administrative Support Technology Medical Office Specialist



**PURPOSE:** The Medical Office Specialist program is designed to prepare individuals for administrative support positions in medical offices.

**PROGRAM REQUIREMENTS:** Students are required to take English and Mathematics placement test. Developmental classes in these area may be required. Students may receive college credit for verified on-the-job experience.

## First Year

Fall Semester				
AST	107	Editing/Proofreading Skills		3
AST	141	Word Processing I		3
ENG	111	College Composition I		3
HIM	111	Medical Terminology I		3
HIM	130	Healthcare Information Systems		3
SDV	101	Orientation to Business Program I		1

Spring Semester				
ACC	105	Office Accounting		3
HIM	150	Health Records Management		3
AST	238	Words Processing Advanced Operation		3
HIM	112	Medical Terminology II		3
HIM	230	Information Systems & Technology in Health Care		3
MTH	141	Business Mathematics I		3

## Second Year

Fall Semester				
AST	205 <sup>2</sup>	Business Communications		3
AST	243	Office Administration I		3
BUS	241	Business Law I		3
PSY	120	Human Relations		3
		Humanities Elective <sup>1</sup>		3
HLT or PED Elective				1
SDV	106	Prep for Employment		1

Spring Semester				
AST	108	Telephone Techniques		1
AST	150	Desktop Publishing		1
AST	155	Intro to Desktop Information Management		1
AST	160	Learning the Internet for Business		1
AST	244	Office Administration II		3
AST	245	Medical Machine Transcription		3
AST	271	Medical Office Procedures		3
AST	290	Internship in AST		3
<b>Total Minimum Credits for Degree</b>				<b>67</b>

<sup>1</sup>Consult with advisor. <sup>2</sup>BUS 236 may be substituted for AST 205.

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