



MEDICAL OFFICE ADMINISTRATION

Associate in Science Degree (and related Certificates)

The medical profession is rapidly evolving, and with the evolution comes the need for highly skilled support personnel. Valencia's A.S. degree program in Medical Office Administration prepares students for careers as office support staff and medical transcriptions in medical offices, hospitals, and other health care organizations. Medical transcriptions provide vital support for physicians, as they transcribe or proofread dictation from doctors and other health care professionals into accurate written reports, correspondence, and other vital administrative records. A medical administrative assistant manages the front office making sure that patients have a good experience from the moment they step through the doors. Medical office managers organize office activities and provide support to physicians and other medical staff. They're responsible for everything from transcribing dictation to answering the phone and scheduling patients.

For a Jump Start on a Great Career...

Take the fast track toward reaching your career goals with one of our certificate programs. Designed to equip you with specialized skills for immediate employment, these programs typically do not contain general education courses, but rather courses related to your degree. They can also be combined with other certificates in the same program, like building blocks, to help you progress toward completing your A.S. degree.

- Medical Office Specialist (18 credits)
- Medical Office Support (12 credits)

Potential Careers

- Medical Administrative Assistant
- Medical Transcriptionist
- Medical Stenographer
- Appointment Scheduler
- Patient Representative
- Medical Office Assistant
- Medical Office Manager

Potential Earnings

\$26,109 - \$33,322 per year

Contacts

Perspective Students:

Contact Enrollment Services at enrollment@valenciacc.edu or call 407-582-1507.

Current Students:

Ms. Betty Wanielista <i>Program Director</i>	East Campus: 407-582-2347 e-mail: bwanielista@valenciacc.edu
Ms. Kathy Fedell <i>Career Program Advisor</i>	East Campus 407-582-2388 e-mail: kfedell@valenciacc.edu
Ms. Sharyn McGriff <i>Career Program Advisor</i>	West Campus 407-582-1239 e-mail: sgaston@valenciacc.edu
Ms. Kimberly Foster <i>Career Program Advisor</i>	Osceola Campus 407-582-4172 e-mail: kfoster8@valenciacc.edu

For more information, visit our Website at:
valenciacc.edu/departments/east/business/office

A.S. to Bachelor's Degree Career Path...

Now the A.S. degree has a career path to continue to a Bachelor's degree. All of Valencia's A.S. degrees will transfer into the new B.A.S. program at UCF's regional campuses, as well as other universities. The B.A.S. degree has seven different tracks you can specialize in – and the cool thing is, the specialization you major in does not have to be in the same area as the A.S. degree.

Check it out at regionalcampuses.ucf.edu/bas

The Internship & Placement Office

is available to assist you in locating an internship or job resources.

Vertrilla Hunt, *East Campus*: 407-582-2726

Carmen Diaz, *West Campus*: 407-582-1034

Matthew Abalos, *Osceola Campus*: 407-582-4196

For more information, visit: valenciacc.edu/ipo

MEDICAL OFFICE ADMINISTRATION

Medical Office Administration

Associate in Science Degree

This program is designed to prepare students for employment as office support staff and medical transcriptionists in medical offices, hospitals and other health care organizations. It provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm to view the articulation agreements. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning. For more information, visit: valenciacc.edu/asdegrees/business/documents/MedicalOfficeSequence-09.pdf

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
OST 1100	Keyboarding and Document Processing I	3
OST 2854	Microsoft Office (Applications Package)	3
OST 1257	Medical Terminology for the Office	3
GEB 1011	Introduction to Business	3
INP 1301	Psychology in Business and Industry	
	or	
^PSY 1012	General Psychology	3
	Total Credits	18

INTERMEDIATE COURSES

Course	Title	Credits
OST 1108	Building Keyboarding Speed and Accuracy	
	or	
* OST 2943	Internship in Medical Office	3
* OST 1467	Introduction to Body Systems for OST	3
OST 2711	WordPerfect for Windows	
	or	
OST 2756	Microsoft Word	3
OST 1335	Business Communications	3
* OST 1611	Medical Transcription I	3

OST 1355	Records Management and Legal Implications	3
Humanities	(See A.S. Gen Ed Requirement)	3
	Total Credits	21

ADVANCED COURSES

Course	Title	Credits
OST 1110	Keyboarding and Document Processing II	3
* OST 2612	Medical Transcription II	3
OST 2464	Medisoft (Office Management Software)	3
MTB 1103	Business Mathematics	
	or	
APA 1111	Basic Accounting	
	or	
* ACG 2021	Principles of Financial Accounting	3
OST 2501	Office Management	3
	Science or	
+* Mathematics	(See A.S. Gen Ed Requirement)	3
	Gen Ed	
Elective	(See A.S. Gen Ed Requirement)	6
	Total Credits	24
	Total Degree Credits	63

NOTES:

Students with prior experience and/or instruction in OST 1100, 1110, 1257, 1467, 1611 and/or 2612 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Students specializing in medical front office may substitute another OST Medical Office Administration course excluding OST 1141 for OST 1611 and OST 2612.

All specialized program courses are offered on East and West Campuses; some specialized courses are offered at other locations.

Medical Office Administration courses may be taught in a multilevel-class atmosphere.

General Education courses are in bold print in this course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

^If you are planning on enrolling in UCF's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

MEDICAL OFFICE ADMINISTRATION

Microsoft Office Specialist Certification

The following courses will help prepare you to take the Microsoft Office Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

Course	Title	Credits
OST 1755	Microsoft Word - Introductory (CORE)	1
OST 2756	Microsoft Word (EXPERT)	3
OST 2852	Microsoft Excel - Introductory CORE)	1
OST 2858	Microsoft Excel (EXPERT)	3
OST 2828	Microsoft PowerPoint (Presentation Software) (EXPERT)	1
OST 2836	Microsoft Access (Database Management Software) (EXPERT)	3

Medical Office Specialist

Technical Certificate

This certificate prepares students for employment as medical office support personnel and medical transcriptionist in medical offices and hospitals.

FOUNDATION COURSES

Course	Title	Credits
OST 1100	Keyboarding and Document Processing I	3
OST 1257	Medical Terminology for the Office	3
Total Credits		6

INTERMEDIATE COURSES

Course	Title	Credits
OST 1355	Records Management and Legal Implications	3
* OST 1467	Introduction to Body Systems for OST	3
Total Credits		6

ADVANCED COURSES

Course	Title	Credits
OST 1108	Building Keyboarding Speed and Accuracy or	
OST 1110	Keyboarding and Document Processing II	3
OST 1611	Medical Transcription I	3
Total Credits		6
Total Certificate Credits		18

NOTES:

¹ Students with prior experience and/or instruction in OST 1100, 1110, 1257, 1467, 1611 and/or 2612 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Students specializing in medical front office may substitute another OST Medical Office Administration course excluding OST 1141 for OST 1611.

All certificate courses are offered on the East and West Campuses; some courses are offered at other locations.

Medical Office courses may be taught in a multilevel-class atmosphere.

Medical Office Support

Technical Certificate

This certificate prepares students for employment as medical office support personnel and medical transcriptionists in health-related businesses such as medical offices and hospitals.

FOUNDATION COURSES

Course	Title	Credits
OST 1100	Keyboarding and Document Processing I	3
OST 1257	Medical Terminology for the Office	3
Total Credits		6

INTERMEDIATE COURSES

Course	Title	Credits
OST 1355	Records Management and Legal Implications	3
Total Credits		3

ADVANCED COURSES

Course	Title	Credits
OST 1108	Building Keyboarding Speed and Accuracy or	
OST 1110	Keyboarding and Document Processing II	3
Total Credits		3
Total Certificate Credits		12

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¹ Students with prior experience and/or instruction in OST 1100, 1110, 1257, 1467, 1611 and/or 2612 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

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