

ASSOCIATE IN SCIENCE - OFFICE MANAGEMENT, MEDICAL OFFICE SPECIALIZATION

Previous Degree Required: HS Diploma

Eligible for Financial Aid: Yes

Delivery Method(s): Online

Location(s): Online

Additional Limited Access Application Process Required: No

Program Testing Requirements: Assessment in Reading, Writing, and Math

Academic Community: BUSN

Program Code: OFASMED

Classification of Instructional Programs (CIP) Code: 52.0204

Florida Department of Education CIP Code: '1552020401

This is a specialization of the Office Management Associate in Science degree. Upon graduation, students be prepared for a wide range of entry-level and mid-level positions, such as administrative assistant, accounting clerk, office manager, and more.

Visit the [program page](#) for more information.

Specialization Requirements

Code	Title	Credit Hours
General Education Courses (18 credits)		
ENC 1101	Composition 1	3
SPC 2608	Fundamentals of Speech Communication	3
	Humanities Core Requirement	3
	Mathematics Core Requirement	3
	Natural Science Core Requirement	3
	Social/Behavioral Science/Core-Civic Literacy Requirement	3
Major Courses (27 credits)		
CGS 2100	Microcomputer Applications	3
OST 1100	Keyboarding 1	3
OST 1324	Business Math and Office Accounting	3
OST 1384	Customer Service	3
OST 1581	Professional Development in the Work Environment	3
OST 1582	Ethics at Work	3
OST 2335	Business Communications	3
OST 2355	Records Management and Filing	3
OST 2491	Office Administration Internship	3
Medical Office Specialization (15 credits)		
HSC 1532	Advanced Medical Terminology	3
OST 1110	Keyboarding 2	3
OST 1455	Medical Office Accounts	3
OST 2135	Medical Keyboarding	3
OST 2461	Medical Office Procedures	3
Total Credit Hours		60

Learning Outcomes: Office Administration A.S.

1. Perform keyboarding and document processing
 - *Core Ability Supported: Process Information*
2. Demonstrate customer service skills.
 - *Core Ability Supported: Model Ethical and Civic Responsibility*
3. Perform oral and written communication activities
 - *Core Ability Supported: Communicate Effectively*
4. Perform records management activities
 - *Core Ability Supported: Process Information*
5. Perform office management activities
 - *Core Ability Supported: Work Cooperatively*