

MEDICAL OFFICE SPECIALIZATION - OFFICE ADMINISTRATION, ASSOCIATE IN SCIENCE

Program Code: OFASMED
Meta-Major: BUSN
Location(s): Online
Delivery Method(s): Online
Previous Degree Required: HS Diploma
Eligible for Financial Aid: Yes
Additional Limited Access Application Process Required: No
Program Testing Requirements: CPT - Common Placement Test (PERT, ACCUPLACER, SAT, ACT)
Classification of Instructional Programs (CIP) Code: 52.0204
Florida Department of Education CIP Code: '1552020401

Students can only select one major and one specialization. Students may receive a specific A.S./B.A.S. degree only one time. While students may take courses from multiple specializations, however, the degree will be awarded only once.

[Visit the program page for more details and how to apply.](#)

Specialization Requirements

Code	Title	Credit Hours
General Education Courses		
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		
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 1949	Office Administration Co-op	3
or OST 2491	Office Administration Internship	3
Medical Office Specialization		
HSC 1532	Advanced Medical Terminology	3
OST 1455	Medical Office Accounts	3
OST 1611	Medical Machine Transcription	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*