

Administrative Medical Office Specialist (AAS-AMO)

Program Locations: Bay Minette, Brewton, Thomasville Campuses and Online

Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree as an Administrative Medical Office Specialist is designed to prepare students who wish to pursue careers in administrative areas in medical business and industry.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

Subject: **Applied Technology**

Type: A.A.S.

Semester One

Item #	Title	Credits
CIS 149	Digital Literacy	3
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
	BUS 215 or OAD 133	3
	Humanities and Fine Arts Elective (T)	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
OAD 211	Medical Terminology	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
	OAD 135 or BUS 241	3
OAD 212	Medical Transcription	3
OAD 215	Health Information Management	3
	History, Social Science, or Behavioral Science Elective	3
	Math, Science, or Computer Science Elective	3-4

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
OAD 137	Computerized Financial Record Keeping	3
OAD 214	Medical Office Procedures	3
OAD 216	Advanced Health Information Management	3
OAD 233	Trends in Office Technology	3
OAD 243	Spreadsheet Applications	3
	Total credits:	61-62