



COASTAL ALABAMA

COMMUNITY COLLEGE

ADMINISTRATIVE MEDICAL OFFICE SPECIALIST

Short Term Certificate – STC AMO

Program Locations: Bay Minette, Brewton, and Online

Length: Two Semesters

This is a training certificate program designed to provide students with the opportunity to acquire and/or enhance knowledge and skills for employment as an administrative medical office specialist. This program includes instruction in business communications, medical office procedures, medical terminology, medical transcription, and health information management.

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.

AREA V: Pre-Professional, Major, and Elective Courses

BUS 215 – Business Communication or OAD 133 Business Communications	3
OAD 103 – Intermediate Keyboarding	3
OAD 135 – Financial Record Keeping or OAD 137 – Computerized Financial Record Keeping	3
OAD 211 – Medical Terminology	3
OAD 212 – Medical Transcription	3
OAD 214 – Medical Office Procedures	3
OAD 215 – Health Information Management	3
OAD 216 – Advanced Health Information Management	3
Total Hours	24 SH