

Administrative Medical Office Specialist (STC-OMS)

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

Applied Technology Division

Length: Two Semesters

This is a training certificate program designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in administrative medical office technology.

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 STARS.

Subject: Applied Technology

Type: Short-Term Certificate

Semester One

Item #	Title	Credits
	BUS 215 or OAD 133	3
OAD 103	Intermediate Keyboarding	3
OAD 211	Medical Terminology	3
OAD 215	Health Information Management	3

Semester Two

Item #	Title	Credits
OAD 212	Medical Transcription	3
OAD 214	Medical Office Procedures	3
OAD 216	Advanced Health Information Management	3
OAD 243	Spreadsheet Applications	3
	Total credits:	24