**VH BUSINESS**

# Administrative Support Technology - Specialization in Medical Office Specialist

## Associate of Applied Science Degree

**Program Coordinator:** Nan Jones • njones@vhcc.edu • 276-739-2465

**Length:** Four semesters (two years)

**Purpose:** This curriculum is designed to provide specialized administrative support technology education in the medical field. It is recommended for students interested in a professional career as a medical office assistant in a private medical practice, in a hospital setting, and in other health care organizations. In addition, the Administrative Support Technology curriculum offers basic skills training and advanced training complementary to the information systems demands of the electronic office. Included are skills in word processing, microcomputer usage, and human relations.

**Occupational Objectives:** Medical Office Assistant, Medical Secretary/Administrative Assistant, Medical Transcriptionist, Medical Receptionist and Information Clerk, Medical Records and Health Information Technician, Hospital Ward or Office Clerk

**Admissions Requirements:** In addition to the admission requirements established for the college, entry into the Associate of Applied Science Degree curriculum in Administrative Support Technology - Medical Office Specialist requires proficiency in high school English and mathematics. Students who are not proficient in English and mathematics will be required to correct their deficiencies in developmental courses.

**Advanced Placement:** Students who have completed training in Office Technology courses at the high school level or who have had appropriate occupational experience may apply for advance placement with credit. Credit by examination will be the basis upon which such advance placement will be granted. Students currently holding either the CPS or PLS certification may also be granted up to 25 semester hours of credit. The student may then elect to enroll in an accelerated program to complete the AAS degree requirements in less than two years or take appropriate advanced courses for further occupational preparation.

**Program Requirements:** The two-year curriculum in Administrative Support Technology combines instruction in the many areas required for competence as a secretary in business, government, industry, law offices, and other organizations. The curriculum will include courses in Administrative Support Technology, medical transcription, medical terminology, general education and electives. Students are advised to consult with their faculty advisor and counselor in planning their programs. Upon satisfactory completion of the four semester curriculum listed below, the graduate will be awarded the Associate of Applied Science Degree in Business Technology with a major in Administrative Support Technology - Medical Office Specialist.

**Notes on Transfer:** Associate of Applied Science Degree programs are designed primarily to provide occupational competence for employment entry. Upon the student's request, courses may be modified to provide possible transfer acceptability by four-year colleges and universities.

| Course Number | Course Title | Lecture Hours | Lab Hours | Credits |
|---|---|---|---|---|
| **First Semester (Fall)** | | | | |
| ENG 111 | College Composition I | 3 | 0 | 3 |
| SDV 101 | Orientation to College Success | 1 | 0 | 1 |
| AST 101 | [1]Keyboarding I | 4 | 0 | 4 |
| HIM 113 | Medical Terminology and Disease Processes I | 3 | 0 | 3 |
| AST 107 | Proofreading and Editing | 3 | 0 | 3 |
| EEE | Humanities Elective | 3 | 0 | 3 |

| Course Number | Course Title | Lecture Hours | Lab Hours | Credits |
|---|---|---|---|---|
| | **Total** | 17 | 0 | 17 |
| **Second Semester (Spring)** | | | | |
| AST 102 | Keyboarding II[2] | 4 | 0 | 4 |
| AST 137 | Records Management | 3 | 0 | 3 |
| MTH 132 | Business Mathematics | 3 | 0 | 3 |
| AST 141 | Word Processing I[2] | 3 | 0 | 3 |
| AST 176 | Medical Office/Unit Management | 3 | 0 | 3 |
| | **Total** | 16 | 0 | 16 |
| **Third Semester (Fall)** | | | | |
| AST 232 | Microcomputer Office Applications[2] | 3 | 0 | 3 |
| AST 154 | Voice Recognition Applications | 2 | 0 | 2 |
| AST 230 | Intro. To Office Technology | 3 | 0 | 3 |
| AST 136 | Office Record Keeping | 3 | 0 | 3 |
| AST 205 | Business Communications | 3 | 0 | 3 |
| AST 238 | Word Processing Advanced Operations[3] | 3 | 0 | 3 |
| | **Total** | 17 | 0 | 17 |
| **Fourth Semester (Spring)** | | | | |
| EEE | Social Science Elective | 3 | 0 | 3 |
| AST 236 | Specialized Software Applications[4] | 3 | 0 | 3 |
| EEE | Social Science Elective | 3 | 0 | 3 |
| AST 243 | Office Administration I[5] | 3 | 0 | 3 |
| AST 206 | Professional Development | 3 | 0 | 3 |
| AST 271 | Medical Office Procedures I | 3 | 0 | 3 |
| | **Total** | 18 | 0 | 18 |
| **Total Minimum Credits for AAS Degree** | | | | 68 |

**Footnotes:**

[1]Students who pass the Keyboarding Exemption Test will be granted credit for this course. Testing date is published in the class schedule.

[2]Prerequisite: AST 101.

[3]Prerequisite: AST 141.

[4]Prerequisite: AST 141. Additional recommended prerequisite: AST 238. *

[5]Prerequisite AST 141. Additional recommended prerequisites: AST 137, AST 238, and AST 232. *

*Exceptions can be granted with faculty or division approval.

Students are urged to follow the recommended pathway for this degree when choosing electives

Additional approved humanities and social science electives are listed at http://www.vhcc.edu/GenEdCore.