



# Mountain Empire Community College Publication Change Form

Please fill in and print this page to request changes to MECC's publications. This process provides for MECC's publications on the college's web site to be maintained with up-to-date information, unlike the printed copies that are updated once a year.

Change Applies to:  Catalog  Student Handbook  Other \_\_\_\_\_

Type of Change:  Update  Deletion  Addendum

Does the change need to be applied to the website?  Yes  No

If yes, which web page(s) requires the change? AST Medical Office Specialist (298-02)

Current Page Number: 71 -or- Proposed Page Number: \_\_\_\_\_

Effective Date: Fall 2019

Brief Description of Change:

Remove AST 238 Advanced Wordprocessing and add ITE 140 Spreadsheet Software and move Humanities elective to first year spring

Person Submitting Change:

**Tommy Clements**  
Name (print)

Signature

Vice President of Academic Affairs and Workforce Solutions:

Signature

6-4-19  
Date

Send this form and attachments to the office of the Vice President of Academic Affairs and Workforce Solutions.

## **ADMINISTRATIVE SUPPORT TECHNOLOGY- MEDICAL OFFICE SPECIALIST (298-02)**

### **Purpose**

The Medical Office Specialist program is designed to prepare individuals for administrative support positions in medical offices. Individuals currently employed in medical office positions will also benefit from the program. The program includes courses that provide the knowledge and skills necessary for effective job performance in entry-level medical office administrative support positions.

### **Program Learning Outcomes**

#### **Upon successful completion, students will be able to:**

1. **Written Communications:** Students will apply effective writing and formatting techniques to the composition of e-mail messages, interoffice memos, routine letters, goodwill messages, persuasive messages, negative messages, informal reports, proposals, and formal reports.
2. **Scientific Reasoning:** Students will demonstrate proficiency in recording, analyzing, and reporting data using computerized tools and methods.
3. **Critical Thinking:** Students will be able to select, analyze, interpret and evaluate a range of source materials.
4. **Quantitative Reasoning:** Students will be able to explain information presented in graphs, diagrams, and tables.
5. **Information Literacy:** Students will be able to recognize when information is needed and have the ability to locate, evaluate, and effectively use the needed information.

### **Employment Opportunities**

Medical Office Specialists generally work in hospitals, clinics, and private practice offices, assisting with billing and maintaining patient accounts, and performing general office and routine administrative duties. These professionals exhibit expertise in professional conduct, telephone etiquette, computer applications, filing and records management, patient scheduling, and medical office management.

### **Program Requirements**

Students should have English and Mathematics skills assessed. Deficiencies in these areas may be corrected by completing the appropriate developmental studies courses.

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#### **FOR FURTHER INFORMATION, CONTACT:**

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## ADMINISTRATIVE SUPPORT TECHNOLOGY - MEDICAL OFFICE SPECIALIST PROGRAM OF STUDY

Course #	Course Title	Credit	Pre-Requisite Courses (if applicable)
<b>FIRST YEAR FALL</b>			
AST 101	Keyboarding I	2	
AST 102	Keyboarding II	2	AST 101
AST 107	Editing/Proofreading Skills	3	
ENG 111	College Composition I	3	
HIM 111	Medical Terminology I	3	
HIM130	Healthcare Information Systems	3	
	<i>ELIGIBLE FOR HDM HIPAA Certification</i>		
SDV100	College Success Skills	1	
<b>FIRST YEAR SPRING</b>			
AST141	Word Processing I	3	AST 101
	Humanities Elective	3	
	<i>ELIGIBLE FOR MICROSOFT OFFICE SPECIALIST WORD CORE &amp; EXPERT CERTIFICATIONS UPON COMPLETION OF AST 141 AND AST 238</i>		
HIM112	Medical Terminology II	3	
AST137	Records Management	3	
HIM230	Information Systems & Technology in Healthcare	3	
MTH132	Business Math	3	
<b>SECOND YEAR FALL</b>			
ACC115	Applied Accounting	3	
AST205	Business Communications	3	
AST243	Office Administration I	3	AST 141
BUS241	Business Law I	3	
PSY 120	Human Relations	3	
	<i>ELIGIBLE FOR MICROSOFT OFFICE SPECIALIST EXCEL CERTIFICATION CORE UPON COMPLETION OF ITE 140</i>		
SDV106	Preparation for Employment	1	
<b>SECOND YEAR SPRING</b>			
AST 108	Telephone Techniques	1	
AST244	Office Administration II	3	AST 243
AST271	Medical Office Procedures	3	AST 102
AST290	Coordinated Internship	3	
	<i>ELIGIBLE FOR CAREER READINESS CERTIFICATIONS WHILE ENROLLED IN AST 290</i>		
ITE 140	Spreadsheet Software	3	
	Humanities or Social Science Elective	3	
<b>TOTAL PROGRAM CREDITS</b>		<b>67</b>	

### Notes and Additional Curriculum Options

Course substitutions may be available. Please see your advisor.