



**Coastal Carolina Community
College**



Associate in Applied Science in Medical Office Administration

STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

**Credit Potential
Required Credit**

Expository Writing (ENG 111) [EN024A]

3.00

(This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. College credit by examination may apply.)
{DANTES Code = 11.07.00}

Professional Research and Reporting (ENG 114) [EN025A]

3.00

(This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. All students must complete a major individual research report acceptable to academic and industry standards, which utilizes MLA style and computer generated graphics. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. College credit by examination may apply.)
{DANTES Code = 11.07.00}

Interpersonal Psychology (PSY 118) [PS99SA]

3.00

(This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.)
{DANTES Code = see 20.09.XX series}

College Accounting I (ACC 115) [AC025A]

4.00

(This course introduces basic accounting principles for a sole proprietorship. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash.

Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization. This course is intended for those who have not received credit for ACC 120. College credit by examination may apply.)
{DANTES Code = 03.01.00}

Mathematical Models (MAT 115) 3.00

(This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. College credit by examination may apply.)
{DANTES Code = any 14.XX.XX series}

Humanities/Fine Arts Elective 3.00

(College credit by examination may apply. Visit the CCCC website for a description of courses available.)
{DANTES Code = 08.06.00 or most 08.XX.XX series}

Keyboarding (OST 131) [OF010A] 2.00

(This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.)

Office Software Applications (OST 137) 2.00

(This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.)

Text Editing Applications (OST 164) [OF004A] 3.00

(This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.)

Records Management (OST 184) [OF012A] 2.00

(This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.)

Text Entry and Formatting (OST 134) [OF017A] 4.00

(This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

Word Processing (OST 136) [OF006A]	2.00
(This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.)	
Medical Terminology I-Medical Office (OST 141) [AH007A]	3.00
(This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.) {DANTES Code = 09.06.00}	
Medical Legal Issues (OST 149) [AH022A]	2.00
(This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.)	
Database Utilization (CIS 154)	2.00
(Visit the CCC website for a description of this course.) {DANTES Code = 05.03.00}	
Medical Terminology II-Medical Office (OST 142) [AH008A]	3.00
(This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.)	
Medical Coding Billing & Insurance (OST 148) [AH10SA]	3.00
(This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy. This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.)	
Advanced Word/Information Processing (OST 236) [OF013A]	3.00
(This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure	

columns. Upon completion, students should be able to produce a variety of complex business documents.)

Medical Office Transcription I (OST 241) 2.00

(This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.)

Office Publications Design (OST 233) 3.00

(This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.)

Medical Office Simulation (OST 243) 3.00

(This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.)

Diagnostic Coding (OST 248) 2.00

(This courses provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.)

Professional Development (OST 286) [AH15SA] 3.00

(This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.)

Office Systems Management (OST 289) [OF011A] 3.00

(This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.)

Excess or Duplicate Credit

TOTAL 66.00 0.00

Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.

o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.

o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: www.soc.aascu.org should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

DEGREE PLAN LEGEND:

SH = Semester hours
VOC = Vocational, not relative to an academic degree
LL = Lower Level, i.e. courses at the Freshman/Sophomore level
UL = Upper Level, i.e. courses at the Junior/Senior level
GL = Graduate Level (sometimes recommended by ACE for very complex courses)
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes*
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes **

* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

** DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

Coastal Carolina Community College General Information:

Coastal Carolina Community College is Located in Jacksonville, North Carolina, home to Marine Corps Base Camp Lejeune and Marine Corps Air Station, New River, Coastal Carolina Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates.

Coastal Carolina Community College is an "open door" community college serving the residents of eligible age in Onslow County and surrounding areas. Coastal acknowledges and values cultural, gender, racial and ethnic diversity and is dedicated to providing access to quality educational programs regardless of disability or previous educational attainment within the limits of available resources. The curriculum programs are designed to provide college transfer, technical, and vocational education. The continuing education offerings are designed to provide occupational skill training, basic skills and community service education.

The Continuing Education Division provides courses which upgrade the occupational skills and knowledge of individuals at all levels of labor and management, offers services to small businesses, and provides programs to meet the training needs of

new and expanding industries. Programs are also provided to meet literacy needs, basic skill improvement, and high school equivalency certification. Additionally, a broad range of courses is offered enabling individuals to improve home and community life and develop or improve leisure time activities.

DISTANCE LEARNING Coastal Carolina Community College offers opportunities for completion of courses outside the traditional classroom via the Internet, the North Carolina Information Highway and blended courses. Distance Learning Courses meet academic standards established by the North Carolina Community College System and are accepted as part of the graduation requirement for an approved degree, diploma, or certificate. Curriculum credit for distance learning courses is equivalent in credit hours to on-campus sections of the same courses listed in the college catalog. Students who are most successful in distance learning courses are self-motivated and enjoy independent study.

One of the primary advantages of their Internet workshops is that you can "attend class" in the comfort and convenience of your own home and office. All you have to do is log into your online classroom when you are good and ready to read your lessons, complete your quizzes and assignments, or communicate with your instructor and fellow students. Their Internet courses fit into your schedule: you can take them before breakfast, during lunch, late at night, or at any other time you find convenient--the choice is yours. If you start to fall behind, they are more than willing to grant you an automatic ten-day extension at the end of the course. You are not required to attach a reason to your extension request, but they can grant no more than one extension per course. You will be given instructions on how to request an extension when your course begins.

Tuition for students is: \$33.50 per credit hour for in-state tuition, and \$197 per credit hour for out-of-state tuition. (subject to change)

For more information regarding the AAS Medical Office Administration degree, please contact:

Colette Brooks
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<http://www.coastalcarolina.edu>

POLICY NOTES:

- No more than 30 semester hours of college credit-by-examination may apply to this degree.
- No more than 44 semester hours of non-traditional credit from all sources may apply to this degree.
- At least 18 semester hours of this degree must be taken through CCCC.

Evaluation completed by: Charles Morrison

On: 17 May 2007