



2025 - 2026

Medical Office Administration

Associate in Applied Science Degrees

MULTIPLE LOCATIONS

VARIED SEMESTER LENGTHS

NUMEROUS PROGRAMS

FINANCIAL AID



Scan Code for program page online

ASHEVILLE, NORTH CAROLINA • (828) 398-7900 • ABTECH.EDU



Courses requiring a grade of "C" or better: ACA, ACC, MED, and OST

Medical Office Administration

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Medical Office Administration is fully online.

Career Opportunities in Medical Office Administration

A.A.S. Degree National Salary Range: \$47,180 - \$75,460
Local Salary Range: \$40,560 - \$58,140

Medical and Dental Offices, Hospitals, Insurance Companies, Laboratories, Healthcare Related Organizations

Salaries may vary based on size of business and other factors.

For More Information:

Contact Misty Shuler at mistylshuler@abtech.edu or by phone at 828-398-7485

Total Cost Estimate

| | |
|---|--|
| Tuition per Semester (NC Resident) | \$1,216.00 (16+ credit hours) \$76.00/credit hour (1-15 hours) |
| Computer Use and Technology Fee | \$48/semester |
| Activity Fee | Fall and Spring semesters only, Main campus and Online, \$35.00 |
| CAPS Fee (Campus Access, Parking and Security) | \$20/semester |
| Matriculation Fee | \$10/semester |
| Student Insurance | \$2/Semester |

Additional Fees including books may incur, please check A-B Tech website for more detail: <https://abtech.edu/program/medical-office-administration-aas-cost-estimate>

Have you applied for Financial aid? Please visit A-B Tech website for instructions: <https://abtech.edu/future-students/financial-aid/applying-aid>

| | Course Prefix | Course Name | Credit Hours |
|--------------------------|---------------|------------------------------|--------------|
| First Semester (Fall) | ACA 115 | Success & Study Skills | 1 |
| | ENG 111 | Writing and Inquiry | 3 |
| | MED 121 | Medical Terminology I | 3 |
| | OST 131 | Keyboarding | 2 |
| | OST 137 | Office Applications I | 3 |
| Second Semester (Spring) | OST 164 | Office Editing | 3 |
| | HUM 115 | Critical Thinking | 3 |
| | MAT 110 | Math Measurement & Literacy | 3 |
| | MED 122 | Medical Terminology II | 3 |
| | OST 134 | Text Entry & Formatting | 3 |
| Third Semester (Summer) | OST 136 | Word Processing | 3 |
| | OST 148 | Med Ins & Billing | 3 |
| | OST 132 | Keyboard Skill Building | 2 |
| | OST 149 | Medical Legal Issues | 3 |
| | OST 243 | Med Office Simulation | 3 |
| Fourth Semester (Fall) | OST 289 | Office Admin Capstone | 3 |
| | ACC 120 | Prin of Financial Accounting | 4 |
| | BIO 161 | Intro to Human Body | 3 |
| | OST 171 | Intro to Virtual Office | 3 |
| | OST 286 | Professional Development | 3 |
| Fifth Semester (Spring) | COM 231 | Public Speaking | 3 |
| | OST 145 | Social Media for Office Prof | 3 |
| | PSY 150 | General Psychology | 3 |
| | | Major Elective | 3 |
| | | Program Totals: | 69 |

Major Electives: OST 153, or OST 247/OST 248.

Diploma and Certificate Available:

Medical Office Administration Diploma (100% Online)

Medical Office Administration: Medical Coding Certificate (100% Online)

For more information, please visit:

<https://abtech.edu/programs/academic/medical-office-administration-and-medical-coding>