



2026 - 2027

Medical Office Administration

Associate in Applied Science Degrees

MULTIPLE LOCATIONS | VARIED SEMESTER LENGTHS | NUMEROUS PROGRAMS | FINANCIAL AID



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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, \$40.00
CAPS Fee (Campus Access, Parking and Security)	\$30/semester
Matriculation Fee	\$20/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
	HMT 110	Intro to Healthcare Mgt	3
	HUM 115	Critical Thinking	3
	MAT 110	Math Measurement & Literacy	3
	MED 122	Medical Terminology II	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>