BlueRidge COMMUNITY COLLEGE

Career Pathways

Medical Office Administration Program

Credit for Prior Learning

High School

Microsoft Office Specialist Credentials achieved in high school:

Excel Associate = CTS 130

MOS PowerPoint = CTS 125

Word Associate = OST 136

Word Expert = OST 236

Adult Education & Literacy

English Language Support, Digital Skills, High School Equivalency

Certificate

Medical Office Administration Certificate

OST 136, OST 141, OST 142, OST 148, OST 149, OST 164

See program schedule for complete list of classes.

18 Credit Hours

Credentials:

OST 136 = Word Assoc.

Careers:

Medical Records Clerk/ Specialist, Front Office Receptionist, Medical Customer Service Representative

Diploma

Medical Office Administration Diploma

BUS 137, CIS 110, OST 136, OST 141, OST 142, OST 148, OST 149, OST 164, OST 134, OST 243, OST 286

See program schedule for complete list of classes.

41 Credit Hours

Credentials:

OST 136 = Word Assoc.

Careers:

Medical Administrative Assistant, Medical Secretary, Medical Insurance Specialist, Medical Scheduler, Medical Registration Clerk, Patient Services Representative

Associate Degree

Two-Year Medical Office Administration Associate Degree

See program schedule for classes.

65 - 66 Credit Hours

Credentials:

CTS 125 = MOS PowerPoint

OST 236 = Word Expert

CTS 130 = Excel Associate

Careers:

Administrative Service Manager, Medical Office Assistant, Revenue Integrity Coordinator, Executive Assistant, Electronic Medical Record Support Analyst

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Learn more about **Career & College Promise** pathways and salary information