

Career and Technical Education Pathway Program of Study

College Name Forsyth Technical Community College (834) Effective Term: **Spring 2012**
 Curriculum Code: D25310P1 Curriculum Title Medical Office Administration (Diploma)
 Contact Person: Cheri Silverman Email: csilverman@forsythtech.edu Phone (336) 734-7446

Created from state level approved Program of Study effective 2011FA; Cheri Silverman, PDA

GENERAL EDUCATION COURSES (certificate general education is optional)			
Course Prefix/Num	Course Title		
<u>ENG 111</u>	<u>1997*02 Expository Writing</u>	<u>3 0 0 3</u>	SHC
<u>COM 231</u>	<u>1997*02 Public Speaking</u>	<u>3 0 0 3</u>	SHC
Total SHC for General Education Courses:		6	SHC
CORE COURSES			
Course Prefix/Num	Course Title		
<u>CIS 110</u>	<u>2006*01 Introduction to Computers</u>	<u>2 2 0 3</u>	SHC
<u>OST 130</u>	<u>2008*03 Comprehensive Keyboarding</u>	<u>2 2 0 3</u>	SHC
<u>OST 134</u>	<u>2008*03 Text Entry & Formatting</u>	<u>2 2 0 3</u>	SHC
<u>OST 141</u>	<u>1997*02 Med Terms I-Med Office</u>	<u>3 0 0 3</u>	SHC
<u>OST 142</u>	<u>1997*02 Med Terms II-Med Office</u>	<u>3 0 0 3</u>	SHC
<u>OST 148</u>	<u>2008*03 Med Coding Billing & Insu</u>	<u>3 0 0 3</u>	SHC
<u>OST 149</u>	<u>1999*03 Medical Legal Issues</u>	<u>3 0 0 3</u>	SHC
<u>OST 164</u>	<u>1997*02 Text Editing Applications</u>	<u>3 0 0 3</u>	
<u>OST 243</u>	<u>1998*03 Med Office Simulation</u>	<u>2 2 0 3</u>	SHC
<u>OST 281</u>	<u>2006*01 Emerg Issues in Med Ofc</u>	<u>3 0 0 3</u>	SHC
Total SHC for Core Courses:		30	SHC
OTHER MAJOR COURSES			
Course Prefix/Num	Course Title		
<u>BUS 137</u>	<u>1997*02 Principles of Management</u>	<u>3 0 0 3</u>	SHC
<u>OST 136</u>	<u>2008*03 Word Processing</u>	<u>2 2 0 3</u>	SHC
<u>OST 184</u>	<u>2008*03 Records Management</u>	<u>2 2 0 3</u>	SHC
Total SHC for Other Major Courses:		9	SHC
OTHER REQUIRED COURSES			
Course Prefix/Num	Course Title		
<u>N/A</u>			SHC
Total SHC for Other Required Courses:		0	SHC
Total SHC for Program		45	

By submitting and requesting approval for this Career and College Promise program of study, our college is verifying its capacity to teach all courses in the submitted program of study.

Dr. Gary M. Green, President

Dr. Conley F. Winebarger, VP, Instructional Services

Dr. Susan Q. Phelps, Dean, Educational Partnerships

NC Community College System Office Use Only

Career Technical Education Pathway Program of Study (POS) Checklist
Effective Term: Spring 2012

College Forsyth Technical Community College

Program Title and Code: Medical Office Administration (Diploma)

- 1. College already has State Board approval for the primary program. (Verify in IIPS or Catalog) Yes No
- 2. The POS is either for a certificate or diploma (AAS programs should not be included.) Yes No
- 3. POS is in compliance with the current curriculum standard. Yes No
- 4. The POS contains at least 12 hours from the Core. Yes No
- 5. If the POS is a diploma, it contains a minimum of 6 semester hours of general education (3 semester hours must be in communications). Yes No N/A
- 6. The POS contains specific course requirements. (i.e. no picklists) Yes No
- 7. POS includes a statement verifying the college's capacity to teach all courses in the POS. Yes No

Disapproved on _____ by _____
Date Program Coordinator

Contact person was notified on _____ with the following issue(s) to be resolved:
Date

Approved on Dec. 8, 2011 by Hilmi Lahoud, PhD
Date Program Coordinator