

Medical Office Administration - General



Associate in Applied Science

Program [Medical Office Administration](#)

Program Code A25310G

The following plan of study is the standard curriculum for the above program. Any deviation from the prescribed curriculum must have approval in advance. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.0 overall grade point average. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. If accepted students do not enroll for three successive semesters, they must contact the Admissions Office to determine if readmission is necessary. **Due to industry changes, course content is updated periodically to ensure graduates have current knowledge. It is possible a student may complete or transfer in a course with outdated content for various reasons, and thus be required to complete the revised course to graduate. At the time of this catalog revision these course(s) are: OST-248 Diagnostic coding; OST-264 Medical Auditing.

STANDARD COURSE SEQUENCE

Fall Semester – Year One			
Course Code	Course Title	Credits	Notes
	ACA-111 or ACA-122	1	
BIO-163	Basic Anatomy & Physiology	5	
MED-121	Medical Terminology I	3	
OST-148	Medical Insurance and Billing	3	
OST-149	Medical Legal Issues	3	
Spring Semester – Year One			
Course Code	Course Title	Credits	Notes
ENG-111	Writing and Inquiry	3	
CIS-110	Introduction to Computers	3	
MED-122	Medical Terminology II	3	
OST-131	Keyboarding	2	
OST-161	Medical Office Procedures	3	
Summer Semester – Year One			
Course Code	Course Title	Credits	Notes
	ENG-112 or ENG-114	3	
PSY-150	General Psychology	3	
	Humanities/Fine Arts Elective AAS (3 credits)	3	

Fall Semester - Year Two

Course Code	Course Title	Credits	Notes
OST-122	Office Computations	3	
OST-134	Text Entry & Formatting	3	
OST-164	Office Editing	3	
OST-184	Records Management	3	
OST-243	Med Office Simulation	3	

Spring Semester - Year Two

Course Code	Course Title	Credits	Notes
OST-136	Word Processing	3	
OST-241	Medical Office Transcription I	3	
OST-263	Healthcare Customer Relations	3	
OST-280	Electronic Health Records	3	
OST-281	Emer Issues in Med Ofc	3	

Total Credits 68