

Medical Office Administration - General



Diploma

Program [Medical Office Administration](#)

Program Code D25310G

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 It is possible a student may complete or transfer in a course with outdated content for various reasons, and thus be required to complete the revised course to graduate.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 | |

| 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 | |

Total Credits 44