

Medical Office Administration - General



Certificate

Program [Medical Office Administration](#)

Program Code C25310G and C25310HG

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 It is possible a student may complete or transfer in a course with outdated content for various reasons, and thus be required to complete the revised course to graduate.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

Required Courses			
Course Code	Course Title	Credits	Notes
CIS-110	Introduction to Computers	3	
MED-121	Medical Terminology I	3	
OST-148	Medical Insurance and Billing	3	
OST-161	Medical Office Procedures	3	
OST-131	Keyboarding	2	

Total Credits 14