



PLAN OF STUDY

Medical Office Administration Certificates

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.

Course Title	Hours				Credit	Grade	Semester	Remarks
	Lecture	Lab	Clinical	Contact				
Billing/Scheduling Certificate		C25310						
MED 121	Medical Terminology I	3	0	0	3	3		
MED 122	Medical Terminology II	3	0	0	3	3		
OST 148	Medical Coding, Billing, Insurance	3	0	0	3	3		
OST 149	Medical Legal Issues	3	0	0	3	3		
OST 184	Records Management	2	2	0	4	3		
OST 243	Medical Office Simulation	2	2	0	4	3		

Coding Certificate		C25310C						
MED 121	Medical Terminology I	3	0	0	3	3		
MED 122	Medical Terminology II	3	0	0	3	3		
OST 148	Medical Coding, Billing, Insurance	3	0	0	3	3		
OST 149	Medical Legal Issues	3	0	0	3	3		
OST 247	Procedure Coding	1	2	0	3	2		
OST 248	Diagnostic Coding	1	2	0	3	2		

Medical Office Receptionist Certificate		C25310E						
CIS 111	Basic PC Literacy	1	2	0	3	2		
MED 121	Medical Terminology I	3	0	0	3	3		
MED 122	Medical Terminology II	3	0	0	3	3		
OST 131	Keyboarding	1	2	0	3	2		
OST 148	Medical Coding, Billing, Insurance	3	0	0	3	3		
OST 181	Intro to Office Systems	2	2	0	4	3		