



PLAN OF STUDY

Medical Office Administration – A25310

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				
ACA 111 College Student Success	1	0	0	1	1			
BIO 163 Basic Anat & Physiology	4	2	0	6	5			
MED 121 Medical Terminology I	3	0	0	3	3			
OST 148 Med. Coding, Billing, Ins	3	0	0	3	3			
OST 149 Medical Legal Issues	3	0	0	3	3			
OST 181 Intro to Office Systems	2	2	0	4	3			
2nd Term		Spring						
ENG 111 Writing & Inquiry	3	0	0	3	3			
CIS 110 Intro to Computers OR	2	2	0	4	3			
CIS 111 Basic PC Literacy	1	2	0	3	2			
MED 122 Medical Terminology II	3	0	0	3	3			
OST 248 Diagnostic Coding	1	2	0	3	2			
OST 131 Keyboarding	1	2	0	3	2			
3rd Term		Summer						
ENG 114 Prof Research & Report	3	0	0	3	3			
PSY 150 General Psychology	3	0	0	3	3			
Elec				3	3			
4th Term		Fall						
OST 134 Text Entry & Formatting	2	2	0	4	3			
OST 164 Text Editing Applications	3	0	0	3	3			
OST 184 Records Management	2	2	0	4	3			
OST 243 Med Office Simulation	2	2	0	4	3			
OST 247 CPT Coding in Med Office	1	2	0	3	2			
5th Term		Spring						
OST 286 Professional Development	3	0	0	3	3			
OST 136 Word Processing	1	2	0	4	3			
OST 241 Med Off Transcription I	1	2	0	3	2			
OST 281 Emerging Issues/Med Off	3	0	0	3	3			
Elec					3/4			



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Course Title	Hours				Credit	Grade	Semester	Remarks
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Humanities/Fine Arts Electives								
ART 111	Art Appreciation	3	0	0	3		3	
ART 114	Art History Survey I	3	0	0	3		3	
ART 115	Art History Survey II	3	0	0	3		3	
ENG 231	American Literature I	3	0	0	3		3	
ENG 232	American Literature II	3	0	0	3		3	
ENG 243	Major British Writers	3	0	0	3		3	
HUM 115	Critical Thinking	3	0	0	3		3	
HUM 211	Humanities I	3	0	0	3		3	
HUM 212	Humanities II	3	0	0	3		3	
MUS 110	Music Appreciation	3	0	0	3		3	
MUS 112	Introduction to Jazz	3	0	0	3		3	
PHI 215	Philosophical Issues	3	0	0	3		3	
PHI 240	Introduction to Ethics	3	0	0	3		3	
REL 110	World Religions	3	0	0	3		3	
Major Electives								
ACC 120	Prin of Financial Acct	3	2	0	5		4	
BUS 153	Human Resource Mgmt	3	0	0	3		3	
CTS 130	Spreadsheet	2	2	0	4		3	
MKT 223	Customer Service	3	0	0	3		3	
OST 249	CPC Preparation	3	2	0	5		4	
DBA 110	Database Concepts	2	3	0	5		3	
BUS 135	Principles of Supervision	3	0	0	3		3	
Required Courses		64/65						
Major Elective(s)		3/4						
Total Semester Hours Required for Degree		67/69						



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