



PLAN OF STUDY

Medical Office Administration – D25310

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				
1st Term		Fall						
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						
CIS 110	Intro to Computers OR	2	2	0	4	3		
CIS 111	Basic PC Literacy	1	2	0	3	2		
ENG 111	Writing & Inquiry	3	0	0	3	3		
MED 122	Medical Terminology II	3	0	0	3	3		
OST 131	Keyboarding	1	2	0	3	2		
OST 248	Diagnostic Coding	1	2	0	3	2		
3rd 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		

Required Courses	42-43
Total Semester Hours Required for Degree	42-43