



## PLAN OF STUDY

### Medical Office Administration: General-A25310G

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 It is possible a student may complete or transfer in a course with outdated content for various reasons, and thus be required to complete the revised course to graduate.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

#### Associate Degree-General-A25310G

Course Title			Hours					Credit	Grade	Semester	Remarks
			Lecture	Lab	Clinical	Contact					
<b>1<sup>st</sup> Term</b>		<b>Fall</b>									
ACA	111	College Student Success	1	0	0	1	1				
BIO	163	Basic Anatomy and Physiology	4	2	0	6	5				
MED	121	Medical Terminology I	3	0	0	3	3				
OST	148	Medical Insurance and Billing	3	0	0	3	3				
OST	149	Medical Legal Issues	3	0	0	3	3				
<b>2<sup>nd</sup> Term</b>		<b>Spring</b>						<b>Total</b>	<b>15</b>		
ENG	111	Writing and Inquiry	3	0	0	3	3				
CIS	110	Introduction to Computers	2	2	0	4	3				
		<b>OR</b>									
CIS	111	Basic PC Literacy	1	2	0	3	2				
MED	122	Medical Terminology II	3	0	0	3	3				
OST	131	Keyboarding	1	2	0	3	2				
OST	161	Medical Office Procedures	2	2	0	4	3				
<b>3<sup>rd</sup> Term</b>		<b>Summer</b>						<b>Total</b>	<b>14 or 13</b>		
ENG	114	Prof. Research and Reporting	3	0	0	3	3				
PSY	150	General Psychology	3	0	0	3	3				
ELEC		Humanities/Fine Arts					3				
<b>4<sup>th</sup> Term</b>		<b>Fall</b>						<b>Total</b>	<b>9</b>		
OST	134	Text Entry and Formatting	2	2	0	4	3				
OST	164	Office Editing	3	0	0	3	3				
OST	184	Records Management	2	2	0	4	3				
OST	243	Medical Office Simulation	2	2	0	4	3				
OST	122	Office Computations	2	2	0	4	3				
<b>5<sup>th</sup> Term</b>		<b>Spring</b>						<b>Total</b>	<b>15</b>		
OST	280	Electronic Health Records	2	2	0	4	3				
OST	136	Word Processing	2	2	0	4	3				
OST	241	Medical Office Transcription I	2	2	0	4	3				
OST	281	Emerging Issues/Med. Office	3	0	0	3	3				
OST	263	Healthcare Customer Relations	3	0	0	3	3				

Total Semester Hours Required for Degree: 67-68

Course Title			Hours					Credit	Grade	Semester	Remarks
			Lecture	Lab	Clinical	Contact					
<b>Humanities/Fine Art Electives</b>											
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	110	Technology and Society	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				
MUS	113	American Music	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				