



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.

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. Ins & Billing	3	0	0	3	3		
OST 149	Medical Legal Issues	3	0	0	3	3		
					Total	15		
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 131	Keyboarding	1	2	0	3	2		
OST 161	Medical Ofc Procedures	2	2	0	4	3		
					Total	13/14		
3rd Term		Summer						
ENG 114	Prof Research & Report	3	0	0	3	3		
PSY 150	General Psychology	3	0	0	3	3		
Elec	Hum/Fine Arts Elective	3	0	0	3	3		
					Total	9		
4th Term		Fall						
OST 134	Text Entry & 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	Med Office Simulation	2	2	0	4	3		
OST 122	Office Computations	2	2	0	4	3		
					Total	15		
5th Term		Spring						
OST 280	Electronic Health Records	2	2	0	4	3		
OST 136	Word Processing	2	2	0	4	3		
OST 241	Med Ofc Transcription I	2	2	0	4	3		
OST 281	Emerging Issues/Med Ofc	3	0	0	3	3		
OST 263	Healthcare Customer Rel.	3	0	0	3	3		
					Total	15		



PLAN OF STUDY

Medical Office Administration: General – A25310G

Course Title	Hours				Credit	Grade	Semester	Remarks
	Lecture	Lab	Clinical	Contact				
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 Writer	3	0	0	3	3		
HUM 110	Technology & 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		

Total Semester Hours Required for Degree 67/68