



## PLAN OF STUDY

### Medical Office Administration: General – D25310G

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					
<b>1<sup>st</sup> Term</b>		<b>Fall</b>							
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			
<b>Total</b>						<b>15</b>			
<b>2<sup>nd</sup> Term</b>		<b>Spring</b>							
ENG 111	Writing & Inquiry	3	0	0	3	3			
CIS 110	Intro to Computers <b>OR</b>	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			
<b>Total</b>						<b>13/14</b>			
<b>3rd Term</b>		<b>Fall</b>							
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			
<b>Total</b>						<b>15</b>			

**Total Semester Hours Required for Diploma      43/44**