

# Medical Office Administration - Medical Office Professional (A25310P)

*A.A.S. Degree (Online)*

## PROGRAM PLANNING GUIDE

Revised: Fall 2022

Date Created: Fall 2017

Courses taken more than 5 yrs ago may not receive transfer credit. Consult your advisor for details.

### Curriculum By Semester

			Hours Per Week		
			Class	Lab	Credits
<b>FALL SEMESTER</b>					
ENG	111	Writing and Inquiry	3	0	3
OST	122	Office Computations	2	2	3
OST	137	Office Applications I	2	2	3
OST	141	Med Office Terms I	3	0	3
OST	148	Medical Ins & Billing	3	0	3
<b>SPRING SEMESTER</b>					
CTS	130	Spreadsheet	2	2	3
OST	134	Text Entry & Formatting	2	2	3
OST	142	Med Office Terms II	3	0	3
OST	243	Med Office Simulation	2	2	3
		ENG Elective	3	0	3
<b>SUMMER SEMESTER</b>					
		Social Science Elective	-	-	3
		HUM/FA Elective	-	-	3
<b>FALL SEMESTER</b>					
OST	136	Word Processing	2	2	3
OST	164	Office Editing	3	0	3
OST	171	Intro to Virtual Office	2	2	3
OST	286	Professional Development	3	0	3
		OA Elective	-	-	3
<b>SPRING SEMESTER</b>					
OST	149	Medical Legal Issues	3	0	3
OST	165	Adv Office Editing	2	2	3
OST	288	Medical Office Admin Capstone	2	2	3
		Math/Science Elective	-	-	3
		OA Elective	-	-	3
<b>GRADUATION REQUIREMENT</b>			<b>Credit Hours</b>		<b>66</b>

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### General Education Electives

Hours Per Week  
Class Lab Credits

#### Humanities and Fine Arts Electives

(choose one -- 3 credit hours)

HUM	110	Technology and Society	3	0	3
HUM	115	Critical Thinking	3	0	3

#### English Electives

(choose one -- 3 credit hours)

ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Prof Research & Reporting	3	0	3
COM	120	Intro Interpersonal Com	3	0	3

#### Math/Science Electives

(choose one -- 3 credit hours)

MAT	110	Math Measurement & Literacy	2	2	3
BIO	161	Intro to Human Biology	3	0	3

#### Social Science Electives

(choose one -- 3 credit hours)

PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
PSY	118	Interpersonal Psychology	3	0	3

### Medical Office Professional Electives

#### OA Electives

(Choose a minimum of 6 credit hours)

CTS	230	Advanced Spreadsheet	2	2	3
HMT	110	Intro to Healthcare Mgt	3	0	3
HMT	211	Long-Term Care Admin	3	0	3
HMT	212	Mgt of Healthcare Org	3	0	3
OST	145	Social Media for Office Prof	2	2	3
OST	247	Procedure Coding	2	2	3
OST	248	Diagnostic Coding	2	2	3
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	113	Work-Based Learning I*	0	0	3
WBL	121	Work-Based Learning II*	0	0	1
WBL	122	Work-Based Learning II*	0	0	2
WBL	131	Work-Based Learning III*	0	0	1