

MEDICAL OFFICE ADMINISTRATION DEGREE

Program Code: A25310

Course	Title	Hours
First Year		
Fall		
CIS-110	Introduction to Computers	3
ENG-111	Writing and Inquiry	3
MED-121	Medical Terminology I	3
ACA-122	College Transfer Success	1
MED-122	Medical Terminology II	3
OST-171	Introduction to Virtual Office	3
Hours		16
Spring		
ENG-112	Writing and Research in the Disciplines	3
MAT-110	Mathematical Measurement and Literacy	3
OST-148	Medical Insurance and Billing	3
OST-136	Word Processing	3
OST-164	Office Editing	3
Hours		15
Summer		
PSY-150 or SOC-210	General Psychology or Introduction to Sociology	3
HUM-115 or PHI-240	Critical Thinking or Introduction to Ethics	3
Hours		6
Second Year		
Fall		
OST-149	Medical Legal Issues	3
OST-244	Medical Document Processing	3
MED-116	Introduction to Anatomy & Physiology	4
OST-247	Procedure Coding	3
OST-248	Diagnostic Coding	3
Hours		16
Spring		
OST-280	Electronic Health Records	3
ACC-115	College Accounting	4
OST-263	Healthcare Customer Relations	3
OST-264	Medical Auditing	3
OST-288	Medical Office Administration Capstone	3
Hours		16
Total Hours		69

All co-requisite courses:

Course Substitutions:

- MAT 110
 - MAT 143, MAT 152, MAT 171
- OST 288
 - OST-289
- ACC 115
 - ACC 120
- PSY 150
 - SOC 210
- HUM 115
 - PHI 240