

MEDICAL OFFICE ADMINISTRATION DIPLOMA

Program Code: D25310

Course	Title	Hours
First Year		
Fall		
CIS-110	Introduction to Computers	3
ACA-122	College Transfer Success	1
MED-121	Medical Terminology I	3
Hours		7
Spring		
MED-122	Medical Terminology II	3
OST-136	Word Processing	3
OST-148	Medical Insurance and Billing	3
OST-164	Office Editing	3
Hours		12
Second Year		
Fall		
ENG-111	Writing and Inquiry	3
OST-149	Medical Legal Issues	3
OST-247	Procedure Coding	3
Hours		9
Spring		
ENG-112	Writing and Research in the Disciplines	3
OST-248	Diagnostic Coding	3
OST-280	Electronic Health Records	3
Hours		9
Total Hours		37