

Medical Office Administration (A25310A)

Degree Type

Associate in Applied Science

Credential Number

A25310A

General Education Requirements

Communication

Take 2 Groups

Group 1 - Take 3 credits from

Item #	Title	Credits
ENG 111	Writing and Inquiry	3

Group 2 - Take 3 credit from

Item #	Title	Credits
COM 120	Intro Interpersonal Com	3
COM 231	Public Speaking	3
ENG 112	Writing/Research in the Disc	3

Humanities/Fine Arts

Take 3 credits from

Item #	Title	Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
MUS 110	Music Appreciation	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences

Take 3 credits from

Item #	Title	Credits
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
POL 120	American Government	3
PSY 118	Interpersonal Psychology	3
PSY 150	General Psychology	3

Natural Science/Math

Take 3 credits from

Item #	Title	Credits
BIO 163	Basic Anat & Physiology	5
MAT 110	Math Measurement & Literacy	3
MAT 121	Algebra/Trigonometry I	3
MAT 143	Quantitative Literacy ⁿ	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Major Requirements

Required Courses

Take 6 credits from

Item #	Title	Credits
OST 148	Med Ins & Billing	3
OST 164	Office Editing	3

Computer Applications

Take 3 credits from

Item #	Title	Credits
CIS 110	Introduction to Computers	3

Formatting/Word Processing

Take 3 credits from

Item #	Title	Credits
OST 136	Word Processing	3

Legal/Medical Ethics

Take 3 credits from

Item #	Title	Credits
OST 149	Medical Legal Issues	3

Medical Office Management

Take 3 credits from

Item #	Title	Credits
OST 288	Medical Office Admin Capstone	3

Medical Terminology

Take 1 of 2 Groups

Group 1 - Take 6 credits from

Item #	Title	Credits
OST 141	Med Office Terms I	3
OST 142	Med Office Terms II	3

Group 2 - Take 6 credits from

Item #	Title	Credits
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

Concentration Requirements

Take 12 credits from

Item #	Title	Credits
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
OST 249	Med Coding Certification Prep	3
OST 264	Medical Auditing	3

Other Major Requirements

Take 15 credits from

Item #	Title	Credits
ACA 115	Success & Study Skills	1
BIO 163	Basic Anat & Physiology	5
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
BUS 153	Human Resource Management	3
BUS 260	Business Communication	3
HIT 211	Diagnosis Coding & Reporting	3
MKT 223	Customer Service	3
OST 143	Dental Office Terminology	3
OST 147	Dental Billing and Coding	3
OST 245	Dental Office Management	3
OST 246	Dental Office Simulation	3
OST 286	Professional Development	3
PTE 119	Pathway to Employ-Business	3
PTE 121	Pathway to Employ-Health	3

NOTE: In the **Other Major Requirements** area, up to 9 semester hours credits may be selected from BIO and up to 3 semester hours credit may be selected from PTE.

Course Sequencing

1st Semester (Fall)

Item #	Title	Credits
ENG 111	Writing and Inquiry	3
OST 136	Word Processing	3
OST 148	Med Ins & Billing	3
	Medical Terminology 1st Choice	3
	Medical Terminology 2nd Choice	3
	Other Major Requirements 1st Choice (A25310A)	3

2nd Semester (Spring)

Item #	Title	Credits
CIS 110	Introduction to Computers	3
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
	Other Major Requirements 2nd Choice (A25310A)	3

3rd Semester (Summer)

Item #	Title	Credits
OST 149	Medical Legal Issues	3
	Social/Behavioral Sciences Choice (A25310A)	3

4th Semester (Fall)

Item #	Title	Credits
HIT 211	Diagnosis Coding & Reporting	3
OST 164	Office Editing	3
	Humanities/Fine Arts Choice (A25310A)	3
	Natural Science/Math Choice (A25310A)	3-5
	Other Major Requirements 3rd Choice (A25310A)	3

5th Semester (Spring)

Item #	Title	Credits
OST 249	Med Coding Certification Prep	3
OST 264	Medical Auditing	3
OST 286	Professional Development	3
OST 288	Medical Office Admin Capstone	3
	Communication Choice (A25310A)	3
	Total Credits	66