Medical Office Administration - Medical Billing and Coding (A25310B)
A.A.S. Degree (Online)
PROGRAM PLANNING GUIDE

Revised: Fall 2025

Curriculum By Semester					
			Hours Per Week		Credits
			Class	Lab	
FALL SEMESTER					
ENG	111	Writing and Inquiry	3	0	3
CIS	110	Intro to Computers	2	2	3
HMT	110	Intro to Healthcare Mgt	3	0	3
OST	141	Med Office Terms I	3	0	3
OST	148	Medical Ins & Billing	3	0	3
SPRING SEMESTER					
CTS	130	Spreadsheet	2	2	3
OST	136	Word Processing	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
SUMMER SEMESTER					
OST	247	Procedure Coding	2	2	3
OST	248	Diagnostic Coding	2	2	3
FALL SEMESTER					
OST	164	Office Editing	3	0	3
OST	286	Professional Development	3	0	3
OST	249	Med Coding Certification Prep	2	3	3
		HUM/FA Elective	-	-	3
		OA Elective	-	-	3
SPRING SEMESTER					
OST	149	Medical Legal Issues	3	0	3
OST	288	Medical Office Admin Capstone	2	2	3
OST	260	Adv Coding Methodologies	2	2	3
		Math/Science Elective	-	-	3
		Social Science Elective	-	-	3

GRADUATION REQUIREMENT   **Credit Hours**   **66**

Medical Office Administration - Medical Billing and Coding (A25310B)
A.A.S. Degree (Online)
PROGRAM PLANNING GUIDE

General Education Electives					

English Electives					
(choose one -- 3 credit hours)					
COM	110	Into to Communications	3	0	3
COM	120	Intro Interpersonal Com	3	0	3
COM	231	Public Speaking	3	0	3

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

Math/Science Electives					
(choose one -- 3 credit hours)					
MAT	110	Math Measurement & Literacy	2	2	3
MAT	121	Algebra/Trig I	2	2	3
MAT	143	Quantitative Literacy	2	2	3
MAT	152	Statistical Methods I	2	2	4
MAT	171	Precalculus Algebra	2	2	4

Social Science Electives					
(choose one -- 3 credit hours)					
PSY	150	General Psychology	3	0	3
SOC	225	Social Diversity	3	0	3
PSY	118	Interpersonal Psychology	3	0	3

Medical Billing and Coding Electives					

OA Electives					
(Choose a minimum of 3 credit hours)					
CTS	230	Advanced Spreadsheet	2	2	3
OST	263	Healthcare Customer Relations	3	0	3
OST	171	Intro to Virtual Office	2	2	3
WBL	111MA	Work-Based Learning I-MBC	0	0	1
WBL	112MA	Work-Based Learning I-MBC	0	0	2
WBL	113MA	Work-Based Learning I-MBC	0	0	3
WBL	121MA	Work-Based Learning II-MBC	0	0	1
WBL	122MA	Work-Based Learning II-MBC	0	0	2
WBL	131MA	Work-Based Learning III-MBC	0	0	1