Medical Office Administration - Healthcare Administration (A25310H)
A.A.S. Degree (Online)
PROGRAM PLANNING GUIDE

Revised: Fall 2025

Curriculum By Semester					
			Hours Per Week		Credits
			Class	Lab	Credits
FALL SMESTER					
ENG	111	Writing and Inquiry	3	0	3
CIS	110	Intro to Computers	2	2	3
HMT	110	Intro to Healthcare Mgmt	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					
		Social Science Elective	-	-	3
		HUM/FA Elective	-	-	3
FALL SEMESTER					
BUS	153	Human Resource Mgmt	3	0	3
ACC	120	Prin of Financial Accounting	3	2	4
OST	164	Office Editing	3	0	3
OST	286	Professional Development	3	0	3
		OA Elective	-	-	2
SPRING SEMESTER					
HMT	211	Long Term Care Admin	3	0	3
HMT	212	Mgmt of Healthcare Org	3	0	3
OST	149	Medical Legal Issues	3	0	3
OST	288	Medical Office Admin Capstone	2	2	3
		Math/Science Elective	-	-	3

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

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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 1 -- 3 credit hours)					
PSY	150	General Psychology	3	0	3
SOC	225	Social Diversity	3	0	3
PSY	118	Interpersonal Psychology	3	0	3

Healthcare Administration Electives					

OA Electives (Choose a minimum of 2 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
OST	247	Procedure Coding	2	2	3
OST	248	Diagnostic Coding	2	2	3
WBL	111MB	Work-Based Learning I-HA	0	0	1
WBL	112MB	Work-Based Learning I-HA	0	0	2
WBL	113MB	Work-Based Learning I-HA	0	0	3
WBL	121MB	Work-Based Learning II-HA	0	0	1
WBL	122MB	Work-Based Learning II-HA	0	0	2
WBL	131MB	Work-Based Learning III-HA	0	0	1