## Medical Office Administration - Medical Office Professional (A25310P)

## A.A.S. Degree (Online) Programming Planning Guides

Revised: Fall 2025

Revise	u. ran 202	Curriculum By Seme	ster		
			Hours Per Week		
			Class	Lab	Credits
<b>FALL S</b>	EMESTER				
ENG	111	Writing and Inquiry	3	0	3
CIS	110	Intro to Computers	2	2	3
HMT	110	Intro to Healthcare Management	3	0	3
OST	141	Med Office Terms I	3	0	3
OST	148	Medical Ins & Billing	3	0	3
	G SEMESTE			_	_
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
CYTATA	ED CELLECT	and b			
SUMM	ER SEMEST				
		Social Science Elective	-	-	3
		HUM/FA Elective	-	-	3
FALL S	EMESTER				
OST	263	Healthcare Customer Relations	3	0	3
OST	164	Office Editing	3	0	3
OST	171	Intro to Virtual Office	2	2	3
OST	286	Professional Development	3	0	3
		OA Elective	-	-	3
	G SEMESTE				
OST	149	Medical Legal Issues	3	0	3
OST	165	Adv Office Editing	2	2	3
OST	288	Medical Office Admin Capstone	2	2	3
		Math/Science Elective	-	-	3
		OA Elective	-	-	3

**GRADUATION REQUIREMENT** 

**Credit Hours** 66

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General Education Electives									
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				
		· ·	<u> </u>						
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				
Math/Science Electives									
		edit 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				
	cience Ele								
	one 3 cr								
PSY	150	General Psychology	3	0	3				
SOC	225	Social Diversity	3	0	3				
PSY	118	Interpersonal Psychology	3	0	3				
		Medical Office Professiona	al Electives						
		Medical Office Professiona	ai Electives						
OA Elec	tives								
		m of 6 credit hours)							
CTS	230	Advanced Spreadsheet	2	2	3				
HMT	211	Long-Term Care Admin	3	0	3				
HMT	212	Mgt of Healthcare Org	3	0	3				
OST	247	Procedure Coding	2	2	3				
OST	248	Diagnostic Coding	2	2	3				
WBL	111MC	Work-Based Learning I-MOP	0	0	1				
WBL	112MC	Work-Based Learning I-MOP	0	0	2				
WBL	113MC	Work-Based Learning I-MOP	0	0	3				
WBL	121MC	Work-Based Learning II-MOP	0	0	1				
WBL	121MC	Work-Based Learning II-MOP	0	0	2				
WBL	131MC	Work-Based Learning III-MOP	0	0	1				
AADD	TOTME	MANUEL FEBRUARY HILLINGE	U	U	1				