

Medical Office Administration - Medical Office Professional (A25310P)
A.A.S. Degree (Online)

Effective: Fall 2026

Curriculum By Semester

				Hours Per Week		
				Class	Lab	Credits
FALL SEMESTER			Required Prereqs			
ENG	111	Writing and Inquiry		3	0	3
CIS	110	Intro to Computers	None	2	2	3
HMT	110	Intro to Healthcare Management	DRE-097or ENG-002 or ENG 025 or ENG-111	3	0	3
OST	141	Med Office Terms I	DRE-097or ENG-002 or ENG 025 or ENG-111	3	0	3
OST	148	Medical Ins & Billing	DRE-097or ENG-002 or ENG 025 or ENG-111	3	0	3

SPRING SEMESTER						
OST	137	Office Applications I	None	2	2	3
OST	136	Word Processing	None	2	2	3
OST	142	Med Office Terms II	MED-121 or OST-141	3	0	3
OST	243	Med Office Simulation	OST-148	2	2	3
		ENG Elective		3	0	3

SUMMER SEMESTER						
		Social Science Elective		-	-	3
		HUM/FA Elective		-	-	3

FALL SEMESTER						
OST	263	Healthcare Customer Relations	OST-148 or HMT-210	3	0	3
OST	164	Office Editing	DRE-097or ENG-002 or ENG 025 or ENG-111	3	0	3
OST	171	Intro to Virtual Office	None	2	2	3
OST	286	Professional Development	OST-134 or OST-136	3	0	3
		OA Elective		-	-	3

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SPRING SEMESTER						
OST	149	Medical Legal Issues	DRE-097 or ENG-002 or ENG 025 or ENG-111	3	0	3
OST	165	Adv Office Editing	OST-164	2	2	3
OST	288	Medical Office Admin Capstone	OST-148 or HMT-210, OST-164 & OST-137 or CIS-110	2	2	3
		Math/Science Elective		-	-	3
		OA Elective		-	-	3

GRADUATION REQUIREMENT

Credit Hours 66

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

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

(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

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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 Office Professional Electives

OA Electives			Required Prereqs			
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(Choose a minimum of 6 credit hours)

OST	138	Office Applications II	OST-137	2	2	3
HMT	211	Long-Term Care Admin	HMT-110	3	0	3
HMT	212	Mgt of Healthcare Org	None	3	0	3
OST	247	Procedure Coding	MED-121 or OST-141 and TAKE ONE SET: SET 1: OST-141 and OST-148 SET 2: MED-121 and OST-148 SET 3: OST- 141 and HMT-210 SET 4: MED-121 and HMT-210	2	2	3
OST	248	Diagnostic Coding	MED-121 or OST-141	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	122MC	Work-Based Learning II-MOP		0	0	2
WBL	131MC	Work-Based Learning III-MOP		0	0	1