

Medical Office Administration (A25310)

Medical Office Professional (C25310P)

Certificate (Online)

PROGRAM PLANNING GUIDE

Revised: Fall 2024

*** This certificate will require the students to demonstrate that they are ready to enter a college level reading/English course -
Courses taken more than 5 yrs ago may not receive transfer credit. Consult your advisor for details.

Curriculum By Semester

				Hours Per Week		
				Class	Lab	Credits
FALL SEMESTER			Required Prereqs			
OST	141	Med Office Terms I	DRE-097 or ENG-002 or ENG-111	3	0	3
OST	148	Medical Ins & Billing	DRE-097 or ENG-002 or ENG-112	3	0	3
HMT	110	Intro to Healthcare Mgt	None	3	0	3
SPRING SEMESTER						
OST	142	Med Office Terms II	MED-121 or OST-141	3	0	3
CTS	130	Spreadsheet	None	2	2	3
OST	243	Med Office Simulation	OST-148	2	2	3

GRADUATION REQUIREMENT

Credit Hours 18