

## Medical Office Administration (A25310)

## Medical Office Professional (D25310P)

*Diploma (Online)*

### PROGRAM PLANNING GUIDE

Revised: Fall 2025

Courses taken more than 5 yrs ago may not receive transfer credit. Consult your advisor for details.

#### Curriculum By Semester

			Hours Per Week		Credits
			Class	Lab	
<b>FALL SEMESTER</b>					
ENG	111	Writing and Inquiry	3	0	3
		CIS-110 (Intro to Computers) or OST-134 (Text Entry & Formatting)	2	2	3
OST	141	Med Office Terms I	3	0	3
OST	148	Medical Ins & Billing	3	0	3
OST	164	Office Editing	3	0	3

<b>SPRING SEMESTER</b>					
OST	136	Word Processing	2	2	3
OST	142	Med Office Terms II	3	0	3
OST	149	Medical Legal Issues	3	0	3
OST	243	Med Office Simulation	2	2	3
OST	288	Medical Office Admin Capstone	2	2	3

<b>SUMMER SEMESTER</b>					
CTS	130	Spreadsheet	2	2	3
		ENG Elective	-	-	3

#### GRADUATION REQUIREMENT

Credit Hours 36

#### English Elective

(choose one -- 3 credit hours)

COM	110	Intro to Communications	3	0	3
COM	120	Intro Interpersonal Com	3	0	3
COM	231	Public Speaking	3	0	3