Medical Office Administration
2019-2020 Program Planning Guides

AAS Degrees

Medical Office Professional – A25310P

Medical Billing and Coding – A25310B

Healthcare Administration – A25310H

Diploma

Medical Office Professional – D25310P

Certificate

Medical Office Professional – C25310P

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

Revised: Fall 2019

Date Created: Fall 2017

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 1					
ENG	111	Writing and Inquiry	3	0	3
OST	**122**	**Office Computations**	**2**	**2**	**3**
OST	**137**	**Office Applications I**	**2**	**2**	**3**
OST	**141**	**Med Office Terms I**	**3**	**0**	**3**
OST	**148**	**Medical Ins & Billing**	**3**	**0**	**3**
SPRING 1					
CTS	130	Spreadsheet	2	2	3
OST	**134**	**Text Entry & Formatting**	**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

Eligible for Medical Office Professional Certificate (C25310P)

SU 1					
		Social Science Elective	-	-	3
		HUM/FA Elective	-	-	3
FALL 2					
OST	**136**	**Word Processing**	**2**	**2**	**3**
OST	**164**	**Office Editing**	**3**	**0**	**3**
OST	184	Records Management	2	2	3
OST	**286**	**Professional Development**	**3**	**0**	**3**
		OA Elective	-	-	3

Eligible for Office Professional Certificate (C25370P)

SPRING 2					
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

Eligible for Medical Office Professional Diploma (D25310P)

GRADUATION REQUIREMENT **Credit Hours 66**

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

Revised: Fall 2019

General Education Electives					
			Hours Per Week		
			Class	Lab	Credits
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)					
ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Prof Research & Reporting	3	0	3
Math/Science Electives					
(choose one -- 3 credit hours)					
MAT	110	Math Measurement & Literacy	2	2	3
BIO	161	Intro to Human Biology	3	0	3
Social Science Electives					
(choose one -- 3 credit hours)					
PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
PSY	118	Interpersonal Psychology	3	0	3
Medical Office Professional Electives					
OA Electives					
(Choose a minimum of 6 credit hours)					
CTS	230	Advanced Spreadsheet	2	2	3
HMT	110	Intro to Healthcare Mgt	3	0	3
HMT	211	Long-Term Care Admin	3	0	3
HMT	212	Mgt of Healthcare Org	3	0	3
OST	132	Keyboard Skill Building	1	2	2
OST	145	Social Media for Office Prof	2	2	3
OST	236	Adv Word Processing	2	2	3
OST	247	Procedure Coding	2	2	3
OST	248	Diagnostic Coding	2	2	3
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	113	Work-Based Learning I*	0	0	3
WBL	121	Work-Based Learning II*	0	0	1
WBL	122	Work-Based Learning II*	0	0	2
WBL	131	Work-Based Learning III*	0	0	1

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

Revised: Fall 2019

*Work-Based Learning is an elective. WBL courses completed for one program may not count toward the completion of another program. For verification of WBL course work, please contact your academic advisor and/or your departmental Work-Based Learning faculty coordinator. Students must have approval from the Department Head and pre-register with the Work-Based Learning Office. The Work-Based Learning work period may be taken over one semester as WBL 113, or two semesters as WBL 111 and WBL 122, or two semesters as WBL 112 and WBL 131, or three semesters as WBL 111, WBL 121, and WBL 131.

Medical Office Administration - Medical Billing and Coding (A25310B)
A.A.S. Degree (Online)
PROGRAM PLANNING GUIDE

Revised: Fall 2019
Date Created: Fall 2017
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Curriculum By Semester

			Hours Per Week		
			Class	Lab	Credits
FALL 1					
ENG	111	Writing and Inquiry	3	0	3
OST	122	Office Computations	2	2	3
OST	**137**	**Office Applications I**	**2**	**2**	**3**
OST	**141**	**Med Office Terms I**	**3**	**0**	**3**
OST	**148**	**Medical Ins & Billing**	**3**	**0**	**3**
SPRING 1					
CTS	130	Spreadsheet	2	2	3
OST	**134**	**Text Entry & Formatting**	**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

Eligible for Medical Office Professional Certificate (C25310P)

SU 1					
OST	**247**	**Procedure Coding**	**2**	**2**	**3**
OST	**248**	**Diagnostic Coding**	**2**	**2**	**3**
FALL 2					
OST	**164**	**Office Editing**	**3**	**0**	**3**
OST	286	Professional Development	3	0	3
OST	**249**	**Med Coding Certification Prep**	**2**	**3**	**3**
		HUM/FA Elective	-	-	3
		OA Elective	-	-	3
SPRING 2					
OST	**149**	**Medical Legal Issues**	**3**	**0**	**3**
OST	**288**	**Medical Office Admin Capstone**	**2**	**2**	**3**
OST	**260**	**Adv Coding Methodologies**	**2**	**2**	**3**
		Math/Science Elective	-	-	3
		Social Science Elective	-	-	3

Eligible for Medical Office Professional Diploma (D25310P)

GRADUATION REQUIREMENT **Credit Hours 66**

Medical Office Administration - Medical Billing and Coding (A25310B)
A.A.S. Degree (Online)
PROGRAM PLANNING GUIDE

Revised: Fall 2019

General Education Electives					
			Hours Per Week		
			Class	Lab	Credits
English Electives					
(choose one -- 3 credit hours)					
ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Prof Research & Reporting	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
BIO	161	Intro to Human Biology	3	0	3
Social Science Electives					
(choose one -- 3 credit hours)					
PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
PSY	118	Interpersonal Psychology	3	0	3
Medical Billing and Coding Electives					
OA Electives					
(Choose a minimum of 3 credit hours)					
CTS	230	Advanced Spreadsheet	2	2	3
HMT	110	Intro to Healthcare Mgt	3	0	3
OST	136	Word Processing	2	2	3
OST	145	Social Media for Office Prof	2	2	3
OST	165	Adv Office Editing	2	2	3
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	113	Work-Based Learning I*	0	0	3
WBL	121	Work-Based Learning II*	0	0	1
WBL	122	Work-Based Learning II*	0	0	2
WBL	131	Work-Based Learning III*	0	0	1

Medical Office Administration - Medical Billing and Coding (A25310B)
A.A.S. Degree (Online)
PROGRAM PLANNING GUIDE

Revised: Fall 2019

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

Updated: Fall 2019
Date Created: Fall 2017
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Curriculum By Semester

			Hours Per Week		
			Class	Lab	Credits
FALL 1					
ENG	111	Writing and Inquiry	3	0	3
HMT	**110**	**Intro to Healthcare Mgmt**	**3**	**0**	**3**
OST	**137**	**Office Applications I**	**2**	**2**	**3**
OST	**141**	**Med Office Terms I**	**3**	**0**	**3**
OST	**148**	**Medical Ins & Billing**	**3**	**0**	**3**
SPRING 1					
CTS	130	Spreadsheet	2	2	3
OST	**134**	**Text Entry and Formatting**	**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

Eligible for Medical Office Professional Certificate (C25310P)

SU 1					
		Social Science Elective	-	-	3
		HUM/FA Elective	-	-	3
FALL 2					
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 2					
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

Eligible for Medical Office Professional Diploma (D25310P)

GRADUATION REQUIREMENT **Credit Hours 66**

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

Updated: Fall 2019

General Education Electives					
			Hours Per Week		
			Class	Lab	Credits
English Electives					
(choose one -- 3 credit hours)					
ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Prof Research & Reporting	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
BIO	161	Intro to Human Biology	3	0	3
Social Science Electives					
(choose 1 -- 3 credit hours)					
PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	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	136	Word Processing	2	2	3
OST	145	Social Media for Office Prof	2	2	3
OST	153	Office Finance Solutions	2	2	3
OST	165	Adv Office Editing	2	2	3
OST	247	Procedure Coding	2	2	3
OST	248	Diagnostic Coding	2	2	3
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	113	Work-Based Learning I*	0	0	3
WBL	121	Work-Based Learning II*	0	0	1
WBL	122	Work-Based Learning II*	0	0	2
WBL	131	Work-Based Learning III*	0	0	1

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

Updated: Fall 2019

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Medical Office Administration (A25310)
***Diploma* (Online)**
Medical Office Professional (D25310P)
PROGRAM PLANNING GUIDE

Date Revised: Fall 2018

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Curriculum By Semester					
			Hours Per Week		
			Class	Lab	Credits
FALL 1					
ENG	111	Writing and Inquiry	3	0	3
OST	137	Office Applications I	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
SPRING 1					
OST	**134**	**Text Entry & Formatting**	**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
SU 1					
CTS	130	Spreadsheet	2	2	3
		ENG Elective	-	-	3

Eligible for Medical Office Professional Certificate (C25310P)

GRADUATION REQUIREMENT **Credit Hours 36**

General Education Electives					
(choose one -- 3 credit hours)					
ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Prof Research & Reporting	3	0	3

Medical Office Administration (A25310)
Certificate **(Online)**
Medical Office Professional (C25310P)
PROGRAM PLANNING GUIDE

Date Created: Fall 2017

*** This certificate will require the students to demonstrate that they are ready to enter a college level reading/English course - DRE 098 **

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Curriculum By Semester

			Hours Per Week		
			Class	Lab	Credits
FALL 1					
OST	141	Med Office Terms I	3	0	3
OST	148	Medical Ins & Billing	3	0	3
OST	134	Text Entry & Formatting	2	2	3
SP 1					
OST	142	Med Office Terms II	3	0	3
CTS	130	Spreadsheet	2	2	3
OST	243	Med Office Simulation	2	2	3

GRADUATION REQUIREMENT **Credit Hours 18**