COMPUTER TECHNOLOGIES

MEDICAL OFFICE ADMINISTRATION

Medical Office Professional Degree - A25310P
-Online

The Medical Office Professional curriculum prepares individuals for employment as medical administrative office personnel (AAS degree). Students develop skills in medical office procedures and tasks, along with medical terminology, keyboarding, editing and formatting, office software applications, office computations, records management, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, critical thinking, team building, and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical offices, hospitals, insurance companies, laboratories, medical supply companies, research facilities, and other healthcare organizations. Students may be eligible to sit for industry-recognized certification exams.

Medical Office Professional Certificate – C25310P
-Online

This certificate provides the medical and computer skills necessary for entry-level employment in medical settings. The certificate is available online.

Program Sequence

FIRST SEMESTER
ENG	111	Writing and Inquiry	3
OST	122	Office Computations	3
OST	137	Office Software Applications	3
OST	141	Med Office Terms I	3
OST	148	Medical Coding, Billing, and Insurance	3

SECOND SEMESTER
___	___	ENG Elective	3
CTS	130	Spreadsheet	3
OST	134	Text Entry and Formatting	3
OST	142	Med Office Terms II	3
OST	243	Med Office Simulation	3

Eligible for Medical Office Professional Certificate (C25310P)
OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

SUMMER SEMESTER
___	___	Social Science Elective	3
___	___	Humanities / FA Elective	3

THIRD SEMESTER
OST	136	Word Processing	3
OST	164	Office Editing	3
OST	184	Records Management	3
OST	286	Professional Development	3
___	___	OA Elective	3

Eligible for Office Professional Certificate (C25370P): OST-122, OST-137, OST-164, OST-184, OST-134, OST-136

FOURTH SEMESTER
OST	149	Medical Legal Issues	3
OST	165	Adv Office Editing	3
OST	288	Medical Office Admin Capstone	3
___	___	MAT/Science Elective	3

___	___	OA Elective	3

Eligible for Medical Office Professional Diploma (D25310P)
ENG-111, OST-137, OST_141, OST_148, OST-164, OST-134, OST-142, OST-149, OST-243, OST-288, CTS-130, ENG Elective

Humanities and Fine Arts Elective
(Choose 3 credit hours from the following courses)
ART	111	Art Appreciation	3
HUM	110	Technology and Society	3
HUM	115	Critical Thinking	3

Mathematics Electives
(Choose 3 credit hours from the following courses)
MAT	110	Mathematical Measurement	3
BIO	110	Principles of Biology	4

ENG Electives
(Choose 3 credit hours from the following courses)
ENG	114	Professional Research and Reporting	3
ENG	112	Writing/Research in the Disc	3
COM	120	Intro Interpersonal Comm	3

Social and Behavioral Sciences Electives
(Choose 3 credit hours from the following courses)
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
HIS	111	World Civilizations I	3

OA Electives
(Choose 6 credit hours from the following courses)

ACC	120	Prin of Financial Accounting	4
BUS	153	Human Resource Management	3
CTS	230	Advanced Spreadsheet	3
HMT	110	Intro to Healthcare Mgt	3
HMT	211	Long-Term Care Admin	3
HMT	212	Mgt of Healthcare Org	3
OST	132	Keyboard Skill Building	2
OST	135	Adv Text Entry and Formatting	3
OST	138	Office Applications II	3
OST	153	Office Finance Solutions	3
OST	233	Desktop Publishing	3
OST	236	Adv Word Processing	3
OST	241	Office Transcription I	3
OST	247	Procedure Coding	3
OST	248	Diagnostic Coding	3
OST	260	Adv Coding Methodologies	3
OST	264	Medical Auditing	3
OST	284	Emerging Technologies	2
WBL	111	Work-Based Learning I	1
WBL	121	Work-Based Learning II	1
WBL	112	Work-Based Learning I	2

Graduation Requirements .... 66 Credit Hours

Medical Office Professional Diploma - D25310P
-Online

The Medical Office Professional Diploma is designed for the individual entering, upgrading, or retraining in the medical office field. Students develop skills in medical terminology, keyboarding and formatting, office software applications, medical office procedures, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, editing, critical thinking, team building, and problem solving. The diploma is available online.

Graduates should qualify for employment opportunities in medical

COMPUTER TECHNOLOGIES

offices, healthcare facilities, insurance billing offices, labs, and medical equipment manufacturers. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEMESTER
ENG	111	Writing and Inquiry	3
OST	137	Office Applications I	3
OST	141	Med Office Terms I	3
OST	148	Medical Ins & Billing	3
OST	164	Office Editing	3

SECOND SEMESTER
OST	134	Text Entry & Formatting	3
OST	142	Med Office Terms II	3
OST	149	Medical Legal Issues	3
OST	243	Med Office Simulation	3
OST	288	Medical Office Admin Capstone	3

SUMMER SEMESTER
___	___	ENG Elective	3
CTS	130	Spreadsheet	3

Eligible for Medical Office Professional Certificate (C25310P)
OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

ENG Electives
(Choose 3 credit hours from the following courses)
ENG	114	Professional Research and Reporting	3
ENG	112	Writing/Research in the Disc	3
COM	120	Intro Interpersonal Comm	3

Graduation Requirements .... 36 Credit Hours

Medical Billing and Coding Degree - A25310B
-Online

Medical Office Administration has a new concentration in Medical Billing and Coding (AAS degree). Students develop skills in medical coding and auditing, along with medical terminology, keyboarding, editing and formatting, office software applications, office computations, medical office procedures, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, critical thinking, team building; and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in medical offices; healthcare facilities including hospitals, nursing homes, and rehabilitation centers; insurance billing offices; and laboratories. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEMESTER
ENG	111	Writing and Inquiry	3
OST	122	Office Computations	3
OST	137	Office Software Applications	3
OST	141	Med Office Terms I	3
OST	148	Medical Coding, Billing, and Insurance	3

SECOND SEMESTER
___	___	ENG Elective	3
CTS	130	Spreadsheet	3
OST	134	Text Entry and Formatting	3
OST	142	Med Office Terms II	3
OST	243	Med Office Simulation	3

Eligible for Medical Office Professional Certificate (C25310P)
OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

SUMMER SEMESTER
OST	247	Procedure Coding	3
OST	248	Diagnostic Coding	3

THIRD SEMESTER
OST	164	Office Editing	3
OST	286	Professional Development	3
OST	260	Adv Coding Methodologies	3
___	___	HUM/FA Elective	3
___	___	OA Elective	3

FOURTH SEMESTER
OST	149	Medical Legal Issues	3
OST	264	Medical Auditing	3
OST	288	Medical Office Admin Capstone	3
___	___	MAT/Science Elective	3
___	___	Social Science Elective	3

Eligible for Medical Office Professional Diploma (D25310P)
ENG-111, OST-137, OST-141, OST-148, OST-164, OST-134, OST-142, OST-149, OST-243, OST-288, CTS-130, ENG Elective

Humanities and Fine Arts Elective
(Choose 3 credit hours from the following courses)
ART	111	Art Appreciation	3
HUM	110	Technology and Society	3
HUM	115	Critical Thinking	3

Math and Science Electives
(Choose 3 credit hours from the following courses)
MAT	110	Mathematical Measurement	3
BIO	110	Principles of Biology	4

ENG Electives
(Choose 3 credit hours from the following courses)
ENG	114	Professional Research and Reporting	3
ENG	112	Writing/Research in the Disc	3
COM	120	Intro Interpersonal Comm	3

Social and Behavioral Sciences Electives
(Choose 3 credit hours from the following courses)
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
HIS	111	World Civilizations I	3

OA Electives
(Choose 3 credit hours from the following courses)

ACC	120	Prin of Financial Accounting	4
BUS	153	Human Resource Management	3
CTS	230	Advanced Spreadsheet	3
HMT	110	Intro to Healthcare Mgt	3
HMT	211	Long-Term Care Admin	3
HMT	212	Mgt of Healthcare Org	3
OST	132	Keyboard Skill Building	2
OST	135	Adv Text Entry and Formatting	3
OST	136	Word Processing	3
OST	138	Office Applications II	3
OST	153	Office Finance Solutions	3
OST	233	Desktop Publishing	3
OST	236	Adv Word Processing	3
OST	241	Medical Office Transcription I	3
OST	247	Procedure Coding	3
OST	284	Emerging Technologies	1
WBL	111	Work-Based Learning I	1
WBL	121	Work-Based Learning II	1
WBL	112	Work-Based Learning I	2

Graduation Requirements .... 66 Credit Hours

COMPUTER TECHNOLOGIES

Healthcare Administration Degree - A25310H
-Online

Medical Office Administration has a new concentration in Healthcare Administration (AAS degree). Students develop skills in healthcare administration and human resources management, along with medical terminology, keyboarding, editing and formatting, office software applications, office computations, medical office procedures, medical insurance and billing, medical legal and ethical issues, electronic health records, oral and written communication, critical thinking, team building, and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in medical offices; healthcare facilities including hospitals, nursing homes, and rehabilitation centers; medical supply companies; research facilities; and pharmaceutical companies. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEMESTER
ENG	111	Writing and Inquiry	3
OST	122	Office Computations	3
OST	137	Office Applications I	3
OST	141	Med Office Terms I	3
OST	148	Medical Ins & Billing	3

SECOND SEMESTER
___	___	ENG Elective	3
CTS	130	Spreadsheet	3
OST	134	Text Entry and Formatting	3
OST	142	Med Office Terms II	3
OST	243	Med Office Simulation	3

Eligible for Medical Office Professional Certificate (C25310P)
OST-141, OST-148, OST-134, OST-142, CTS-130, OST-243

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

THIRD SEMESTER
BUS	153	Human Resource Mgmt	3
HMT	110	Intro to Healthcare Mgmt	3
OST	164	Office Editing	3
OST	286	Professional Development	3
___	___	OA Elective	3

FOURTH SEMESTER
HMT	211	Long Term Care Admin	3
HMT	212	Mgmt of Healthcare Org	3
OST	149	Medical Legal Issues	3
OST	288	Medical Office Admin Capstone	3
___	___	MAT/Science Elective	3

Eligible for Medical Office Professional Diploma (D25310P)
ENG-111, OST-137, OST-141, OST-148, OST-164, OST-134, OST-142, OST-149, OST-243, OST-288, CTS-130, ENG Elective

Humanities and Fine Arts Elective
(Choose 3 credit hours from the following courses)
ART	111	Art Appreciation	3
HUM	110	Technology and Society	3
HUM	115	Critical Thinking	3

Math and Science Electives
(Choose 3 credit hours from the following courses)
MAT	110	Mathematical Measurement	3
BIO	110	Principles of Biology	4

ENG Electives
(Choose 3 credit hours from the following courses)
ENG	114	Professional Research and Reporting	3
ENG	112	Writing/Research in the Disc	3
COM	120	Intro Interpersonal Comm	3

Social Sciences Electives
(Choose 3 credit hours from the following courses)
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
HIS	111	World Civilizations I	3

OA Electives
(Choose 3 credit hours from the following courses)

ACC	120	Prin of Financial Accounting	4
CTS	230	Advanced Spreadsheet	3
OST	132	Keyboard Skill Building	2
OST	135	Adv. Text Entry and Formatting	4
OST	136	Word Processing	3
OST	138	Office Applications II	3
OST	153	Office Finance Solutions	2
OST	165	Adv Office Editing	3
OST	184	Records Management	3
OST	233	Desktop Publishing	3
OST	236	Adv Word Processing	3
OST	241	Medical Office Transcription I	3
OST	247	Procedure Coding	3
OST	248	Diagnostic Coding	3
OST	260	Adv Coding Methodologies	3
OST	264	Medical Auditing	3
OST	284	Emerging Technologies	2
WBL	111	Work-Based Learning I	1
WBL	121	Work-Based Learning II	1
WBL	112	Work-Based Learning I	2

Graduation Requirements .... 66 Credit Hours