

Medical Office Administration (A25310)

Program Planning Guides

2018 - 2019

Degrees

Medical Office Professional - A25310P - *Online*

Medical Billing and Coding - A25310B - *Online*

Healthcare Administration - A25310H - *Online*

Diploma

Medical Office Professional - D25310P - *Online*

Certificate

C25310P	Medical Office Professional
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Medical Office Administration - Medical Office Professional (A25310P)
A.A.S. Degree (Online)
PROGRAM PLANNING GUIDE

Revised: Fall 2018

Date Revised: Fall 2017

Replaces Curriculum Schedule With Revision Date: Fall 2016

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
MAT	110	Math Measurement & Literacy	2	2	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 2018

Hours Per Week		Credits
Class	Lab	

General Education Electives					
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Humanities and Fine Arts Electives					
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(choose 1 -- 3 credit hours)

HUM	115	Critical Thinking	3	0	3
HUM	110	Technology and Society	3	0	3

English Electives					
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(choose one -- 3 credit hours)

ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Prof Research & Reporting	3	0	3

Social Science Electives					
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(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

Medical Office Professional Electives					
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OA Electives					
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(Choose a minimum of 6 credit hours)

BUS	153	Human Resource Management	3	0	3
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	135	Adv Text Entry & Format	2	2	3
OST	153	Office Finance Solutions	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
OST	260	Adv Coding Methodologies	2	2	3
OST	264	Medical Auditing	3	0	3
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	121	Work-Based Learning II*	0	0	1

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

Revised: Fall 2018

* 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 112, or two semesters as WBL 111 and WBL 121.

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

Revised: Fall 2018

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		Credits
			Class	Lab	
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	260	Adv Coding Methodologies	2	2	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	264	Medical Auditing	3	0	3
MAT	110	Math Measurement & Literacy	2	2	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 2018

General Education Electives					
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			Hours Per Week		
			Class	Lab	Credits

English Electives					
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(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					
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(choose 1 -- 3 credit hours)

HUM	110	Technology and Society	3	0	3
HUM	115	Critical Thinking	3	0	3

Social Science Electives					
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(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

Medical Billing and Coding Electives					
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OA Electives					
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(Choose a minimum of 3 credit hours)

BUS	153	Human Resource Management	3	0	3
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	135	Adv Text Entry & Format	2	2	3
OST	136	Word Processing	2	2	3
OST	153	Office Finance Solutions	2	2	3
OST	165	Adv Office Editing	2	2	3
OST	184	Records Management	2	2	3
OST	236	Adv Word Processing	2	2	3
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	121	Work-Based Learning II*	0	0	1

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

Revised: Fall 2018

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

Updated: Fall 2018

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 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
HMT	110	Intro to Healthcare Mgmt	3	0	3
OST	164	Office Editing	3	0	3
OST	286	Professional Development	3	0	3
		OA Elective	-	-	3

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
MAT	110	Math Measurement & Literacy	2	2	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 2018

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 1 -- 3 credit hours)

HUM	110	Technology and Society	3	0	3
HUM	115	Critical Thinking	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 3 credit hours)

CTS	230	Advanced Spreadsheet	2	2	3
OST	132	Keyboard Skill Building	1	2	2
OST	135	Adv Text Entry & Format	2	2	3
OST	136	Word Processing	2	2	3
OST	153	Office Finance Solutions	2	2	3
OST	165	Adv Office Editing	2	2	3
OST	184	Records Management	2	2	3
OST	233	Office Publications Design	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
OST	260	Adv Coding Methodologies	2	2	3
OST	264	Medical Auditing	3	0	3
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	121	Work-Based Learning II*	0	0	1

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

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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		Credits
			Class	Lab	
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 **

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	
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