Effective Fall 2017

Medical Office Administration 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

Date Revised: Fall 2017

Replaces Curriculum Schedule With Revision Date: Fall 2016

		re than 5 yrs ago may not receive transfer credit. Co	onsult vour advisor fo	r details.	
Courses	, , , , , , , , , , , , , , , , , , , ,	Curriculum By Semeste	·		
				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
SPRIN	G 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 Ce	rtificate (C25310P	")	
SU 1					T -
		Social Science Elective	-	-	3
		HUM/FA Elective	-	-	3
DATE 0	•				
FALL 2		True 1 m			1 -
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 Certific	cate (C25370P)		
ann.	<u> </u>				
SPRIN					
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/Science Elective	-	-	3
		OA Elective	-	-	3

Eligible for Medical Office Professional Diploma (D25310P)

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

			Hours P	er Week]
			Class	Lab	Credits
		General Education Electives			
Human	ities and	Fine Arts Electives			
(choose	: 1 3 cre	edit hours)			
ART	111	Art Appreciation	3	0	3
HUM	115	Critical Thinking	3	0	3
HUM	110	Technology and Society	3	0	3
Mather	natics Ele	ectives			
		edit hours)			
MAT	110	Mathematical Measurement & Literacy	2	2	3
BIO	110	Principles of Biology	3	3	4
	Elective				
		credit hours)			
ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Prof Research & Reporting	3	0	3
COM	120	Intro Interpersonal Com	3	0	3
Social S	Science E	lectives			
(choose	1 3 cre	edit hours)			
PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
HIS	111	World Civilizations I	3	0	3
		Medical Office Electives			
OA Elec					
<u> </u>		um of 6 credit hours)			1
ACC	120		3	2	4
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	138	Office Applications II	2	2	3
OST	153	Office Finance Solutions	2	2	3
OST	233	Office Publications Design	2	2	3
OST	236	Adv Word Processing	2	2	3
OST	241	Med Ofc Transcription I	2	2	3

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

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
OST	284	Emerging Technologies	1	2	2
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

^{*} Work-Based Learning is an elective. 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

Date Created: Fall 2017

Courses	s taken moi	re than 5 yrs ago may not receive transfer credit. Co		r details.	
		Curriculum By Semeste			
				er Week	
			Class	Lab	Credits
FALL 1	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
CDDIN	C 1				
SPRIN		Coord and the set	1 2	2	2
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 Eligible for Medical Office Professional Ce	3	0	3
SU 1		Zigizio joi rioutout ojjico i i ojessionut co		,	
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
031	200	HUM/FA Elective		-	3
		OA Elective			3
		OA Elective	<u> </u>	-	3
SPRIN					
OST	149	Medical Legal Issues	3	0	3
OST	288	Medical Office Admin Capstone	2	2	3
OST	264	Medical Auditing	3	0	3
OST	264	Medical Auditing MAT/Science Elective	-	-	3

Eligible for Medical Office Professional Diploma (D25310P)

GRADUATION REQUIREMENT

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

		General Education Electives			
			Hours P	er Week	
			Class	Lab	Credits
	h Elective				
		credit hours)			
ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Prof Research & Reporting	3	0	3
COM	120	Intro Interpersonal Com	3	0	3
Humar	nitios and	l Fine Arts Electives			
		edit hours)			
ART	111	Art Appreciation	3	0	3
HUM	110	Technology and Society	3	0	3
HUM	115	Critical Thinking	3	0	3
11011	1220				
Math a	nd Scien	ce Electives			
(choose	e 1 3 cre	edit hours)			
MAT	110	Mathematical Measurement & Literacy	2	2	3
BIO	110	Principles of Biology	3	3	4
		·	•		
	Science E				
(choose	e 1 3 cre	edit hours)			
PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
HIS	111	World Civilizations I	3	0	3
		Medical Billing and Coding Electi	VAC		
		Medical Diffing and county Liceti	VCS		
OA Ele	ctives				
(Choos	e a minim	num of 3 credit hours)			
ACC	120	Prin of Financial Accounting	3	2	4
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	138	Office Applications II	2	2	3
OST	153	Office Finance Solutions	2	2	3
OST	233	Office Publications Design	2	2	3
OST	236	Adv Word Processing	2	2	3

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

OST	241	Med Ofc Transcription I	2	2	3
OST	284	Emerging Technologies	1	2	2
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

^{*} Work-Based Learning is an elective. 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 - Healthcare Administration (A25310H) A.A.S. Degree (Online) PROGRAM PLANNING GUIDE

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 P	er 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
SPRIN					
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
CHA		Eligible for Medical Office Professional Certif			
SU 1		Social Science Elective		Π	
					2
	+			-	3
		HUM/FA Elective	-	-	3
FALL 2	2		-	-	
FALL 2	2 153		- 3		
		HUM/FA Elective	3 3	0 0	3
BUS	153	HUM/FA Elective Human Resource Mgmt			3
BUS HMT	153 110	HUM/FA Elective Human Resource Mgmt Intro to Healthcare Mgmt	3	0	3 3 3
BUS HMT OST	153 110 164	HUM/FA Elective Human Resource Mgmt Intro to Healthcare Mgmt Office Editing	3 3	0	3 3 3
BUS HMT OST OST	153 110 164 286	HUM/FA Elective Human Resource Mgmt Intro to Healthcare Mgmt Office Editing Professional Development	3 3 3	0 0 0	3 3 3 3 3
BUS HMT OST OST	153 110 164 286	HUM/FA Elective Human Resource Mgmt Intro to Healthcare Mgmt Office Editing Professional Development OA Elective	3 3 3 -	0 0 0 -	3 3 3 3 3 3
BUS HMT OST OST SPRING HMT	153 110 164 286 G 2 211	HUM/FA Elective Human Resource Mgmt Intro to Healthcare Mgmt Office Editing Professional Development OA Elective Long Term Care Admin	3 3 -	0 0 0 -	3 3 3 3 3 3
BUS HMT OST OST SPRING HMT HMT	153 110 164 286 G 2 211 212	HUM/FA Elective Human Resource Mgmt Intro to Healthcare Mgmt Office Editing Professional Development OA Elective Long Term Care Admin Mgmt of Healthcare Org	3 3 3 -	0 0 0 -	3 3 3 3 3 3
BUS HMT OST OST SPRING HMT HMT OST	153 110 164 286 286 211 212 149	HUM/FA Elective Human Resource Mgmt Intro to Healthcare Mgmt Office Editing Professional Development OA Elective Long Term Care Admin Mgmt of Healthcare Org Medical Legal Issues	3 3 3 - 3 3 3	0 0 0 -	3 3 3 3 3 3 3
BUS HMT OST OST SPRING HMT HMT	153 110 164 286 G 2 211 212	HUM/FA Elective Human Resource Mgmt Intro to Healthcare Mgmt Office Editing Professional Development OA Elective Long Term Care Admin Mgmt of Healthcare Org	3 3 3 -	0 0 0 -	3 3 3 3 3 3

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

Hours Per Week Class Lab Cr	3 3 3
English Electives (choose one 3 credit hours) COM 120 Intro Interpersonal Com 3 0 ENG 112 Writing/Research in the Disc 3 0 ENG 114 Prof Research & Reporting 3 0 Humanities and Fine Arts Electives (choose 1 3 credit hours) 3 0 ART 111 Art Appreciation 3 0 HUM 110 Technology and Society 3 0 HUM 115 Critical Thinking 3 0 Math and Science Electives (choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 MAT 110 Mathematicl Measurement & Literacy 2 2 Social Science Electives	3 3 3
(choose one 3 credit hours) COM 120 Intro Interpersonal Com 3 0 ENG 112 Writing/Research in the Disc 3 0 ENG 114 Prof Research & Reporting 3 0 Humanities and Fine Arts Electives (choose 1 3 credit hours) ART 111 Art Appreciation 3 0 HUM 110 Technology and Society 3 0 HUM 115 Critical Thinking 3 0 Math and Science Electives (choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 MAT 110 Mathematicl Measurement & Literacy 2 2 Social Science Electives	3
COM 120 Intro Interpersonal Com 3 0 ENG 112 Writing/Research in the Disc 3 0 ENG 114 Prof Research & Reporting 3 0 Humanities and Fine Arts Electives (choose 1 3 credit hours) ART 111 Art Appreciation 3 0 HUM 110 Technology and Society 3 0 HUM 115 Critical Thinking 3 0 Math and Science Electives (choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 MAT 110 Mathematicl Measurement & Literacy 2 2 Social Science Electives	3
ENG 112 Writing/Research in the Disc 3 0 ENG 114 Prof Research & Reporting 3 0 Humanities and Fine Arts Electives (choose 1 3 credit hours) ART 111 Art Appreciation 3 0 HUM 110 Technology and Society 3 0 HUM 115 Critical Thinking 3 0 Math and Science Electives (choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 MAT 110 Mathematicl Measurement & Literacy 2 2 Social Science Electives	3
ENG	3
Humanities and Fine Arts Electives (choose 1 3 credit hours) ART 111 Art Appreciation 3 0 HUM 110 Technology and Society 3 0 HUM 115 Critical Thinking 3 0 Math and Science Electives (choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 MAT 110 Mathematicl Measurement & Literacy 2 2 Social Science Electives	
(choose 1 3 credit hours) ART 111 Art Appreciation 3 0 HUM 110 Technology and Society 3 0 HUM 115 Critical Thinking 3 0 Math and Science Electives (choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 MAT 110 Mathematicl Measurement & Literacy 2 2 Social Science Electives	3
(choose 1 3 credit hours) ART 111 Art Appreciation 3 0 HUM 110 Technology and Society 3 0 HUM 115 Critical Thinking 3 0 Math and Science Electives (choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 MAT 110 Mathematicl Measurement & Literacy 2 2 Social Science Electives	3
ART 111 Art Appreciation 3 0 HUM 110 Technology and Society 3 0 HUM 115 Critical Thinking 3 0 Math and Science Electives (choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 MAT 110 Mathematicl Measurement & Literacy 2 2 Social Science Electives	3
HUM 110 Technology and Society 3 0 HUM 115 Critical Thinking 3 0 Math and Science Electives (choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 MAT 110 Mathematici Measurement & Literacy 2 2 Social Science Electives	3
HUM 115 Critical Thinking 3 0 Math and Science Electives (choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 3 MAT 110 Mathematici Measurement & Literacy 2 2 Social Science Electives	
Math and Science Electives (choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 MAT 110 Mathematicl Measurement & Literacy 2 2 Social Science Electives	3
(choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 MAT 110 Mathematicl Measurement & Literacy 2 2 Social Science Electives	3
(choose 1 3 credit hours) BIO 110 Principles of Biology 3 3 MAT 110 Mathematicl Measurement & Literacy 2 2 Social Science Electives	
BIO 110 Principles of Biology 3 3 MAT 110 Mathematic Measurement & Literacy 2 2 Social Science Electives	
MAT 110 Mathematicl Measurement & Literacy 2 2 Social Science Electives	4
Social Science Electives	3
(choose 1 3 credit hours)	
(choose I o create hours)	
HIS 111 World Civilizations I 3 0	3
PSY 150 General Psychology 3 0	3
SOC 210 Introduction to Sociology 3 0	3
Healthcare Administration Electives	
OA Electives (Choose a minimum of 3 credit hours)	
ACC 120 Prin of Financial Accounting 3 2	4
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 138 Office Applications II 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	
OST 241 Med Office Transcription I 2 2	
OST 247 Procedure Coding 2 2	3
OST 248 Diagnostic Coding 2 2	3
OST 260 Adv Coding Methodologies 2 2	3

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

OST	264	Medical Auditing	3	0	3
OST	284	Emerging Technologies	1	2	2
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

^{*} Work-Based Learning is an elective. 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 (A25310) Diploma (Online) Medical Office Professional (D25310P) PROGRAM PLANNING GUIDE

Date Revised: Fall 2017

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

		Curriculum By Semester			
			Hours P	er 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
<u>.</u>		•	-	•	-
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						
			Hours P	er Week		
			Class	Lab	Credits	
English	Electives					
(choose o	one 3 cr	edit hours)				
ENG	112	Writing/Research in the Disc	3	0	3	
ENG	114	Prof Research & Reporting	3	0	3	
COM	120	Intro Interpersonal Com	3	0	3	

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

Date Created: Fall 2017

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OST

*** 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 Medical Ins & Billing 3 OST 3 148 0 OST 134 Text Entry & Formatting 2 3 SP 1 Med Office Terms II OST 142 3 0 3 130 Spreadsheet 2 CTS 2 3

GRADUATION REQUIREMENT

Med Office Simulation

Credit Hours 1

2

2

18

3