

PROGRAMS

MEDICAL OFFICE ADMINISTRATION - GENERAL

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-115 or ACC-120	College Accounting or Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST-131	Keyboarding	1	2	2
MED-121	Medical Terminology I	3	0	3
***	Natural Science Elective or			
MAT***	MAT-143 or higher	0-4	0-3	3-5
Credit Hours		10-14	6-9	16-18

Second Semester (Spring)

ENG-112 or ENG-114	Writing/Research in the Disc or Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
MED-122	Medical Terminology II	3	0	3
OST-148	Med Ins & Billing	3	0	3
OST-164	Office Editing	3	0	3
Credit Hours		14	2	15

Third Semester (Summer)

OST-136	Word Processing	2	2	3
OST-137 or CIS-110	Office Applications I or Introduction to Computers	2	2	3
Credit Hours		4	4	6

		Course Hours Per Week		Semester Hours
Fourth Semester (Fall)				
OST-149	Medical Legal Issues	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-243	Med Office Simulation	2	2	3
OST-247	Procedure Coding	2	2	3
OST-248	Diagnostic Coding	2	2	3
OST-284	Emerging Technologies	1	2	2
Credit Hours		12	10	17

Fifth Semester (Spring)				
OST-286 or	Professional Development or			
BUS-151	People Skills	3	0	3
OST-288	Medical Office Admin Capstone	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
***	Technical Elective	1-3	0-3	2-3
Credit Hours		12-14	2-5	14-15
Total Required Minimum Semester Hours Credit				68

Technical Electives:		Class	Lab	Credit
ACC-140	Payroll Accounting	1	3	2
ACC-149	Intro to ACC Spreadsheets	1	3	2
ACC-150	Accounting Software Appl	1	3	2
BUS-121	Business Math	2	2	3
BUS-153	Human Resource Management	3	0	3
BUS-260	Business Communication	3	0	3
OST-184	Records Management	2	2	3

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