



# Medical Office Administration AAS (A25310)

2016/17 Curriculum Sheet

Coordinator: Wanda Tenpenny - Phone: 252-493-7509 - Email: wtenpenn@email.pittcc.edu

Student Name: \_\_\_\_\_  
 Advisor: \_\_\_\_\_  
 Phone: 252-493-7 \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Office Location: \_\_\_\_\_

Fall I							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
ACA	111	College Student Success	1	0	0	1	None
MED	121	Medical Terminology I	3	0	0	3	None
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Software Applications	2	2	0	3	None
Elective	1	Natural Science/Mathematics	3	0	0	3	See Catalog
Elective	2	Humanities/Fine Arts	3	0	0	3	See Catalog
<b>Total Recommended Hours</b>			<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>	

Spring I							
ENG	111	Writing and Inquiry	3	0	0	3	DRE 098
MED	122	Medical Terminology II	3	0	0	3	MED 121
OST	134	Text Entry and Formatting	2	2	0	3	OST 131
OST	136	Word Processing	2	2	0	3	OST 131 or permission of Dept. Ch.
OST	164	Text Editing Applications	3	0	0	3	DRE 098
<b>Total Recommended Hours</b>			<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>	

Summer I							
ACC	111	Financial Accounting	3	0	0	3	DMA 040
OST	148	Medical Coding Billing & Insurance	3	0	0	3	MED 122
OST	149	Medical Legal Issues	3	0	0	3	None
Elective	3	Communication	3	0	0	3	None
Elective	4	Social/Behavioral Sciences	3	0	0	3	See Catalog
<b>Total Recommended Hours</b>			<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>	

Fall II							
BUS	260	Business Communication	3	0	0	3	ENG 111
MED	116	Introduction to Anatomy & Physiology	3	2	0	4	None
OST	248	Diagnostic Coding	1	2	0	2	MED 122 & OST 148 (MOA Prog Only)
OST	281	Emerging Issues in the Medical Office	3	0	0	3	MED 122 & OST 131
OST	286	Professional Development	3	0	0	3	None
<b>Total Recommended Hours</b>			<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>	

Spring II							
OST	243	Medical Office Simulation	2	2	0	3	OST 148
OST	247	Procedure Coding	1	2	0	2	OST 148
Elective	5	Program WBL or Capstone Course	0	0	0	2	See Catalog
Elective	6	Program Electives				9	See Catalog
<b>Total Recommended Hours</b>			<b>3</b>	<b>4</b>	<b>0</b>	<b>16</b>	
<b>Total Program Hours</b>						<b>76</b>	

Program Option/Electives	
<b>Elective 1</b>	- Take one group: AST 111/111A, or BIO 161 & MAT 110, or CHM 131/131A, or PHY 110/110A
<b>Elective 2</b>	- HUM 115, HUM 120
<b>Elective 3</b>	- COM 120, 231
<b>Elective 4</b>	- GEO 110 GEO 111, PSY 118, PSY 150, SOC 210, SOC 213 SOC 220
<b>Elective 5</b>	- OST 289, WBL 112
<b>Elective 6</b>	- BUS 135, BUS137, MKT 223, OST 138, 184, 233, 236, 241, 242, 249, 250, SPA 120
<b>Program's highest developmental courses that MUST be completed</b>	
DMA 040 & DRE 098	Placement scores determine required courses
	Score =
<b>Notes:</b>	
Program total could exceed 76 depending on elective choices	

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as DMA and DRE courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.