



**Administrative and Healthcare Technologies Department  
Medical Office Administration Program  
Medical Office Administration General AAS (A25310M)**

2023-2024 Curriculum Sheet

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<b>Fall I</b>							
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 Applications I	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>	
<b>Spring I</b>							
ENG	111	Writing and Inquiry	3	0	0	3	ENG 002 with grade P2
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 & OST 137
OST	164	Office Editing	3	0	0	3	None
<b>Total Recommended Hours</b>			<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>	
<b>Summer I</b>							
ACC	111	Financial Accounting	3	0	0	3	MAT 003 with grade P1
OST	148	Medical Ins & Billing	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>	
<b>Fall II</b>							
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	2	2	0	3	MED 122 & OST 148
OST	280	Electronic Health Records	2	2	0	3	OST 137
OST	286	Professional Development	3	0	0	3	None
<b>Total Recommended Hours</b>			<b>13</b>	<b>6</b>	<b>0</b>	<b>16</b>	
<b>Spring II</b>							
OST	243	Medical Office Simulation	2	2	0	3	OST 131 & OST 148
OST	247	Procedure Coding	2	2	0	3	OST 148
OST	263	Healthcare Customer Relations	3	0	0	3	OST 148
OST	288	Medical Office Admin Capstone	2	2	0	3	OST 148
Elective	5	Program Electives	0	0	0	3	See Catalog
<b>Total Recommended Hours</b>			<b>9</b>	<b>6</b>	<b>0</b>	<b>15</b>	
<b>Total Program Hours</b>						<b>76</b>	
<b>Program Option/Electives</b>							
<b>Elective 1</b> - Take one: BIO 161 or MAT 110							
<b>Elective 2</b> - HUM 115, HUM 120							
<b>Elective 3</b> - COM 120 or 231							
<b>Elective 4</b> - ECO 251, PSY 150, SOC 210, or SOC 213							
<b>Elective 5</b> - OST 138, OST 153, OST 171, OST 184, OST 236, OST 250, SPA 120, or WBL 112							
<b>Program's highest developmental courses that MUST be completed</b>						<b>Placement scores determine required courses</b>	
ENG 002 with grade P2 & MAT 003 with grade P1						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.