



## PLAN OF STUDY

### Medical Office Administration - D25310

The following plan of study is the standard curriculum for the above program. Any deviation from the prescribed curriculum must have approval in advance. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.0 overall grade point average. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. If accepted students do not enroll for three successive semesters, they must contact the Admissions office to determine if readmission is necessary.

Course Title	Hours					Credit	Grade	Semester	Remarks
	Lecture	Lab	Clinical	Contact					
<b>1<sup>st</sup> Term</b>		<b>Fall</b>							
CIS 111	Basic PC Literacy	1	2	0	3	2			
ENG 111	Expository Writing	3	0	0	3	3			
MED 121	Medical Terminology I	3	0	0	3	3			
OST 148	Med. Coding, Billing, Ins	3	0	0	3	3			
<b>2<sup>nd</sup> Term</b>		<b>Spring</b>							
BIO 163	Basic Anat & Physiology	4	2	0	6	5			
MED 122	Medical Terminology II	3	0	0	3	3			
OST 131	Keyboarding	1	2	0	3	2			
OST 136	Word Processing	2	2	0	4	3			
OST 181	Intro to Office Systems	2	2	0	4	3			
<b>3<sup>rd</sup> Term</b>		<b>Summer</b>							
OST 184	Records Management	2	2	0	4	3			
Elec	Major Elective					3			
<b>4<sup>th</sup> Term</b>		<b>F</b>							
MED 182	First Aid & CPR	1	2	0	3	2			
OST 134	Text Entry & Formatting	2	2	0	4	3			
OST 149	Medical Legal Issues	3	0	0	3	3			
OST 243	Medical Office Simulation	2	2	0	4	3			
OST 248	Diagnostic Coding	1	2	0	3	2			



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<b>Major Electives</b>								
ACC 115	College Accounting	3	2	0	5	4		
ACC 140	Payroll Accounting	1	2	0	3	2		
BUS 153	Human Resource Management	3	0	0	3	3		
CTS 130	Spreadsheets	2	2	0	4	3		
DBA 110	Database Concepts	2	3	0	5	3		
OST 242	Medical Office Transcription II	1	2	0	3	2		
OST 244	Medical Document Production	1	2	0	3	2		
OST 247	Procedure Coding	1	2	0	3	2		
OST 248	Diagnostic Coding	1	2	0	3	2		

Required Courses	44
Major Elective(s)	3
<b>Total Semester Hours Required for Degree</b>	<b>47</b>