Revised Fall 2021
5 Semesters

MEDICAL OFFICE ADMINISTRATION
Associate Degree (A25310)

Catalog/Academic Year 2021-2022

Key to symbols after some courses:
 * Developmental courses (ENG 002 and/or MAT 003) may be required based on college placement and course requisites.
** Requires prior approval by Work Based Learning Coordinator
 GE Fulfills the general education requirements for this degree.

FALL SEMESTER 2021

Course	Hours Class	Hours Lab	Hours Work	Hours Credit	Program Remarks	Notes
ACA 122 College Transfer Success	0	2	0	1		
BUS 110 Introduction to Business*	3	0	0	3		
CIS 110 Introduction to Computers	2	2	0	3		
ENG 111 Writing and Inquiry*GE	3	0	0	3		
MAT 143 Quantitative Literacy*GE	2	2	0	3		
OST 130 Comprehensive Keyboarding	2	2	0	3	Hybrid	

SPRING SEMESTER 2022

Course	Hours Class	Hours Lab	Hours Work	Hours Credit	Program Remarks	Notes
ACC 115 College Accounting* **OR** ACC 120 Principles of Financial Accounting*	3	2	0	4		
MED 121 Medical Terminology I	3	0	0	3	Hybrid or Online	
OST 134 Text Entry & Formatting	2	2	0	3	Hybrid	
OST 136 Word Processing	2	2	0	3	Online	
OST 148 Medical Insurance & Billing	3	0	0	3	Online	

SUMMER TERM 2022

Course	Hours Class	Hours Lab	Hours Work	Hours Credit	Program Remarks	Notes
COM 231 Public Speaking*GE	3	0	0	3		
HUM 115 Critical Thinking*GE	3	0	0	3		
MED 122 Medical Terminology II	3	0	0	3	Online	

FALL SEMESTER 2022

Course	Hours Class	Hours Lab	Hours Work	Hours Credit	Program Remarks	Notes
OST 137 Office Applications I	2	2	0	3	Online	
OST 149 Medical Legal Issues	3	0	0	3	Online	
OST 164 Office Editing	3	0	0	3	Hybrid	
OST 184 Records Management	2	2	0	3	Hybrid	
OST 243 Medical Office Simulation	2	2	0	3	Hybrid	

SPRING SEMESTER 2023

Course	Hours Class	Hours Lab	Hours Work	Hours Credit	Program Remarks	Notes
BUS 270 Professional Development	3	0	0	3		
OST 138 Office Applications II	2	2	0	3	Online	
OST 289 Office Admin Capstone	2	2	0	3	Online	
PSY 150 General Psychology*GE	3	0	0	3		
WBL 110 World of Work**	1	0	0	1	Online	
WBL 111 Work Based Learning I**	0	0	10	1		

MINIMUM SEMESTER HOURS REQUIRED FOR AAS DEGREE   70

For additional information about requirements and graduation, please refer to the [Curriculum Program Completion and Graduation](#) policy. Program-specific criteria may be found on the respective [Programs](#) page. For questions about this program, consult the Program Director or an advisor for assistance.