

Medical Office Administration

Medical Office Professional (D25310P)

Diploma (Online)

PROGRAM PLANNING GUIDE

Date Revised: Fall 2020

Courses taken more than 5 yrs ago may not receive transfer credit. Consult your advisor for details.

			Hours Per Week		Credits
			Class	Lab	
FALL SEMESTER					
ENG	111	Writing and Inquiry	3	0	3
OST	137	Office Applications I	2	2	3
OST	141	Med Office Terms I	3	0	3
OST	148	Medical Ins & Billing	3	0	3
OST	164	Office Editing	3	0	3

SPRING SEMESTER					
OST	134	Text Entry & Formatting	2	2	3
OST	142	Med Office Terms II	3	0	3
OST	149	Medical Legal Issues	3	0	3
OST	243	Med Office Simulation	2	2	3
OST	288	Medical Office Admin Capstone	2	2	3

SUMMER SEMESTER					
CTS	130	Spreadsheet	2	2	3
		ENG Elective	-	-	3

Eligible for Medical Office Professional Certificate (C25310P)

GRADUATION REQUIREMENT

Credit Hours 36

English Elective					
(choose one -- 3 credit hours)					
ENG	112	Writing/Research in the Disc	3	0	3
ENG	114	Prof Research & Reporting	3	0	3
COM	120	Intro Interpersonal Com	3	0	3

Registrar's Office Approved - 4/7/20