



Medical Office Administration Associate in Applied Science A25310 Educational Plan Sheet 2019-2020

General Education Requirements (15-16 Credit Hours)		Hours
Communication (6 Credit Hours):		
ENG-111 Writing and Inquiry		3
Select one of the following communication courses:		3
COM-110 Introduction to Communication (3 Credit Hours)		
COM-231 Public Speaking (3 Credit Hours)		
Humanities/Fine Arts (3 Credit Hours):		
Select one of the following humanities/fine arts courses:		3
HUM-110 Technology and Society (3 Credit Hours)		
PHI-240 Introduction to Ethics (3 Credit Hours)		
Social/Behavioral Sciences (3 Credit Hours):		
Select one of the following social/behavioral sciences courses:		3
PSY-150 General Psychology (3 Credit Hours)		
SOC-210 Introduction to Sociology (3 Credit Hours)		
Natural Sciences/Mathematics (3-4 Credit Hours):		
Select one of the following math courses:		3-4
MAT-110 Math Measurement & Literacy (3 Credit Hours)		
MAT-143 Quantitative Literacy (3 Credit Hours)		
MAT-171 Precalculus Algebra (4 Credit Hours)		
Core Courses (36 Credit Hours)		
OST-148 Med Ins & Billing		3
OST-164 Office Editing		3
CIS-110 Introduction to Computers		3
OST-136 Word Processing		3
OST-149 Medical Legal Issues		3
OST-181 Office Procedures		3
OST-141 Med Office Terms I		3
OST-142 Med Office Terms II		3
OST-184 Records Management		3
OST-236 Adv Word Processing		3
OST-247 Procedure Coding		3
OST-248 Diagnostic Coding		3
Other Major Courses (18 Credit Hours)		
CTS-130 Spreadsheet		3
CTS-230 Advanced Spreadsheet		3
OST-130 Comprehensive Keyboarding		3
OST-134 Text Entry & Formatting		3
OST-243 Med Office Simulation		3
See Medical Office Administration Major Electives List (next page)		3
Total Credit Hours for AAS		69-70

Note: Only accepted courses listed on official transcripts receive permanent official transfer credit.

Student Signature

Date

This program does not certify students to be medical transcriptionists but may provide students with medical transcribing skills to transcribe medical documents.

A25310 Medical Office Administration Major Electives List							
Credit Hours	Course	Credit Hours	Course	Credit Hours	Course	Credit Hours	Course
3	BUS-137	3	OST-289	3	WBL-113	3	WBL-123
3	CTS-115	1	WBL-110	4	WBL-114	1	WBL-131
3	OST-135	1	WBL-111	1	WBL-121	2	WBL-132
3	OST-249	2	WBL-112	2	WBL-122	1	WBL-211