

A 25 31 0 MO Medical Office Administration – A.A.S.

| First Year Fall Semester Course Number and Title | Pre-Requisites and Co-Requisites | Class Hours | Lab Hours | Clinical Hours | Total Contact Hours | Total Credit Hours |
|--|---|----------------|--------------|-------------------|---------------------------|--------------------------|
| ENG 111 Writing & Inquiry | Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011 | 3 | | | 3 | 3 |
| CIS 110 Introduction to Computers OR CIS 111 Basic PC Literacy | Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none | 1-2 | 2 | | 3-4 | 2-3 |
| BUS 151 People Skills | Pre-Requisites: none | 3 | | | 3 | 3 |
| MED 121 Medical Terminology I | Pre-Requisites: ENG 002 Tier 1 | 3 | | | 3 | 3 |
| HBI 110 Issues and Trends in HBI | Pre-Requisites: none | 3 | | | 3 | 3 |
| OST 148 Medical Ins & Billing | Pre-Requisites: none | 3 | | | 3 | 3 |
| TOTAL SEMESTER HOURS | | | | | | 17-18 |
| First Year Spring Semester Course Number and Title | Pre-Requisites and Co-Requisites | Class Hours | Lab Hours | Clinical Hours | Total Contact Hours | Total Credit Hours |
| ENG 112 Writing/Research in the Disciplines | Pre-Requisites: ENG 111 | 3 | | | 3 | 3 |
| MED 122 Medical Terminology II | Pre-Requisites: MED 121 | 3 | | | 3 | 3 |
| OST 149 Medical Legal Issues | Pre-Requisites: none | 3 | | | 3 | 3 |
| ART 111 Art Appreciation OR MUS 110 Music Appreciation | Pre-Requisites: none | 3 | | | 3 | 3 |
| CTS 130 Spreadsheet OR WBL 112, WBL 122, WBL 132, Work-Based Learning | Pre-Requisites for CTS 130: CIS 110 or CIS 111 Pre-Requisites for WBL: none | 0-2 | 0-2 | | 4-20 | 2-3 |
| OST 164 Office Editing | Pre-requisites: none | 3 | | | 3 | 3 |
| TOTAL SEMESTER HOURS | | | | | | 17-18 |

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|---|--|------------------------|----------------------|---------------------------|------------------------------------|-----------------------------------|
| OST 248 Diagnostic Coding | Pre-Requisites: MED 121 or OST 141 | 2 | 2 | | 4 | 3 |
| PSY 150 General Psychology OR SOC 210 Intro to Sociology | Pre-Requisites for PSY 150: ENG 002 Tier 1 Pre-Requisites for SOC 210: ENG 002 Tier 1 | 3 | | | 3 | 3 |
| OST 136 Word Processing | Pre-Requisites: CIS 110 or CIS 111 | 2 | 2 | | 4 | 3 |
| BIO 163 Basic Anatomy & Physiology | Pre-Requisites: ENG 002 Tier 1, and either BIO 090 or high school biology | 4 | 2 | | 6 | 5 |
| OST 281 Emerging Issues in the Medical Office | Pre-Requisites: none | 3 | | | 3 | 3 |
| WBL 110 World of Work | Pre-Requisites: none | 1 | | | 1 | 1 |
| TOTAL SEMESTER HOURS | | | | | | 18 |
| Second Year Spring Semester Course Number and Title | Pre-Requisites and Co-Requisites | Class Hours | Lab Hours | Clinical Hours | Total Contact Hours | Total Credit Hours |
| OST 247 Procedure Coding | Pre-Requisites: MED 121 or OST 141 | 2 | 2 | | 4 | 3 |
| OST 288 Medical Office Admin Capstone | Pre-Requisites: HMT 210 or OST 148 | 2 | 2 | | 4 | 3 |
| OST 236 Advanced Word Processing | Pre-Requisites: OST136 | 2 | 2 | | 4 | 3 |
| MAT 143 Quantitative Literacy | Pre-Requisites: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites: MAT 043 | 2 | 2 | | 4 | 3 |
| ACC 120 Prin of Financial Accounting OR WBL 112, WBL 122, WBL 132, Work-Based Learning | Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for WBL: none | 0-3 | 0-2 | | 5-20 | 2-4 |
| TOTAL SEMESTER HOURS | | | | | | 14-16 |
| TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE | | | | | | 65-70 |