

# Medical Office Administration - Healthcare Administration (A25310H)

*A.A.S. Degree (Online)*

## PROGRAM PLANNING GUIDE

**Updated: Fall 2020**

**Date Created: Fall 2017**

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

			Hours Per Week		
			Class	Lab	Credits
<b>FALL SEMESTER</b>					
ENG	111	Writing and Inquiry	3	0	3
HMT	110	Intro to Healthcare Mgmt	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

<b>SPRING SEMESTER</b>					
CTS	130	Spreadsheet	2	2	3
OST	134	Text Entry and Formatting	2	2	3
OST	142	Med Office Terms II	3	0	3
OST	243	Med Office Simulation	2	2	3
		ENG Elective	3	0	3

*Eligible for Medical Office Professional Certificate (C25310P)*

<b>SUMMER SEMESTER</b>					
		Social Science Elective	-	-	3
		HUM/FA Elective	-	-	3

<b>FALL SEMESTER</b>					
BUS	153	Human Resource Mgmt	3	0	3
ACC	120	Prin of Financial Accounting	3	2	4
OST	164	Office Editing	3	0	3
OST	286	Professional Development	3	0	3
		OA Elective	-	-	2

<b>SPRING SEMESTER</b>					
HMT	211	Long Term Care Admin	3	0	3
HMT	212	Mgmt of Healthcare Org	3	0	3
OST	149	Medical Legal Issues	3	0	3
OST	288	Medical Office Admin Capstone	2	2	3
		Math/Science Elective	-	-	3

*Eligible for Medical Office Professional Diploma (D25310P)*

**GRADUATION REQUIREMENT**

**Credit Hours 66**

Registrar's Office Approved - 4/7/20

**General Education Electives**

Hours Per Week		Credits
Class	Lab	

**English Electives**

(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

**Humanities and Fine Arts Electives**

(choose one -- 3 credit hours )

HUM	110	Technology and Society	3	0	3
HUM	115	Critical Thinking	3	0	3

**Math/Science Electives**

(choose one -- 3 credit hours)

MAT	110	Math Measurement & Literacy	2	2	3
BIO	161	Intro to Human Biology	3	0	3

**Social Science Electives**

(choose 1 -- 3 credit hours)

PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
PSY	118	Interpersonal Psychology	3	0	3

**Healthcare Administration Electives**

**OA Electives** (Choose a minimum of 2 credit hours)

CTS	230	Advanced Spreadsheet	2	2	3
OST	145	Social Media for Office Prof	2	2	3
OST	247	Procedure Coding	2	2	3
OST	248	Diagnostic Coding	2	2	3
WBL	111	Work-Based Learning I*	0	0	1
WBL	112	Work-Based Learning I*	0	0	2
WBL	113	Work-Based Learning I*	0	0	3
WBL	121	Work-Based Learning II*	0	0	1
WBL	122	Work-Based Learning II*	0	0	2
WBL	131	Work-Based Learning III*	0	0	1