

		Program Checklist						
		Program Title: Medical Office Administration Effective Date: Fall 2023 Student Name: _____ Student ID: _____						
CoDE Transition Courses:		Grade						
ENG 002	Transition English							
MAT 003	Transition Math							
Course Prefix	Course Title	Credit Hours	Degree (A25310)	Diploma (D25310)	Medical Admin. Spec (C25310MA)	Medical Coding (C25310MC)	Medical Office HS (C25310HS)	Grade
Fall Semester I								
ACA 122	College Transfer Success	1	X	X				
OST 141	Medical Office Terms I	3	X	X	X	X	X	
OST 142	Medical Office Terms II	3	X	X	X	X	X	
OST 148	Medical Insurance & Billing	3	X	X	X	X	X	
Communications: Choose one: COM-110, COM-120, COM-231, ENG-111, ENG-112, ENG-114		3	X	X				
Total Credit Hours			13	13	9	9	9	
Spring Semester I								
OST 247	Procedure Coding	3	X			X		
OST 248	Diagnostic Coding	3	X			X		
OST 181	Office Procedures	3	X		X			
Program Elective		2	X		OST 132			
Program Elective		2	X	X				
Natural Sciences/Math: Choose one: BIO-111, BIO-140, BIO-168, CHM-151, MAT-110, MAT-143, MAT-152, MAT-171		3-4	X					
Total Credit Hours			16-17	3	5	6	0	
Summer Semester I								
OST 136	Word Processing	3	X	X				
OST 137	Office Applications I	3	X	X				
Total Credit Hours			6	6	0	0	0	
Fall Semester II								
OST 164	Office Editing	3	X	X				
OST 280	Electronic Health Records	3	X	X				
Program Elective		3	X					
Program Elective		3	X					
Communications: Choose one: COM-110, COM-120, COM-231, ENG-111, ENG-112, ENG-114		3	X	X				
Social/Behavioral Sciences: Choose one: ECO-251, ECO-252, HIS-111, HIS-112, HIS-121, HIS-131, HIS-132, POL-120, PSY-150, SOC-210, SOC-220, SOC-225		3	X					
Total Credit Hours			18	9	0	0	0	
Spring Semester II								
OST 149	Medical Legal Issues	3	X	X	X		X	
OST 288	Med. Office Adm Capstone	3	X	X				
Program Elective		3	X					
Humanities/Fine Arts: Choose one: ART-111, ART-114, ART-115, DRA-111, DRA-115, ENG-231, ENG-232, ENG-241, ENG-242, HUM-115, MUS-110, MUS-112, PHI-240, REL-110, REL-211, REL-212, REL-221		3	X					
Total Credit Hours			12	6	3	0	3	
Dates Awarded:								
Total Credits:			65-66	37	17	15	12	

Program Electives: (Choose 13 credits from prefixes: ACC, BUS, CIS, CSV, CTS, DBA, OST, SPA-111, WBL)