

## MEDICAL OFFICE ADMINISTRATION - ASSOCIATE DEGREE

ACA-111 College Student Success	1
ENG-111 Expository Writing	3
MAT-143 Quantitative Literacy	3
MED-121 Medical Terminology I	3
MED-130 Administrative Office Procedures I	2
OST-131 Keyboarding	2
PSY-118 Interpersonal Psychology	3
Credit Hours:	17

BUS-110 Introduction to Business	3
ENG-114 Professional Research & Reporting	3
MED-122 Medical Terminology II	3
OST-136 Word Processing	3
OST-164 Text Editing	3
Humanities Elective *	3
Credit Hours:	18

BUS-260 Business Communications	3
CIS-110 Introduction to Computers	3
OST-148 Medical Coding Billing & Insurance	3
OST-149 Medical Legal Issues	3
** Other Major Elective –Select from list below	3
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Credit Hours:	18

ACC-120 Principles of Accounting	4
BUS-270 Professional Development	3
CTS-130 Spreadsheet	3
MED-232 Medical Insurance Coding	2
OST-243 Medical Office Simulation	3
WBL-110 World of Work	1
Credit Hours:	16

### TOTAL SEMESTER CREDITS HOURS: 69

Humanities Elective – Select one

ART-111	HUM-115	MUS-110
ENG-131	HUM-120	MUS-112
ENG-231	HUM-160	REL-110
ENG-232		

Major Elective – Select 6 credit hours

ACC-120	CTS-120	OST-236
CIS-110	DBA-110	WBL-111
CSC-139	OST-160	WEB-140
CTS-120	OST-184	