

MEDICAL OFFICE ADMINISTRATION - DIPLOMA

1ST YEAR

FALL SEMESTER

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

SPRING SEMESTER

BUS-110 Introduction to Business	3
CIS-110 Introduction to Computers	3
MED-122 Medical Terminology II	3
OST-136 Word Processing	3
OST-148 Medical Coding Billing & Insurance	3

Credit Hours: 15

2ND YEAR

FALL SEMESTER

OST-149 Medical Legal Issues	1
OST-164 Text Editing	3
OST-243 Medical Office Simulation	3
WBL-110 World of Work	3

Credit Hours: 10

TOTAL SEMESTER CREDITS HOURS: