



MEDICAL OFFICE ADMINISTRATION

Associate in Applied Science
A25310 (66 CREDITS)

Name:	
Student ID:	
HCC Gmail:	
Advisor:	



Program Description

The Medical Office Administration curriculum prepares individuals for positions in medical and other health-related offices. It equips graduates with administrative and support skills applicable in any medical environment.

Check below if RISE benchmarks met

RISE Placement Measures						
HS GPA	ACT SCORE	SAT SCORE	OLD DEV/ED	MAT CREDIT	ENG CREDIT	RISE TEST

If RISE benchmarks not met, mark courses needed

Transition Level Co-requisite Courses (As Needed)											
ENG 002	MAT 003		ENG 011		MAT 010	OR	MAT 043	OR	MAT 052	OR	MAT 071

Fall I

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered			Semester/Year Course Taken	Grade
					Fall	Spring	Summer		
ACA 122	College Transfer Success	None		1	✓	✓	✓		
CIS 110	Introduction to Computers	RISE Rules Apply^		3	✓	✓	✓		
ENG 111	Writing & Inquiry	RISE Rules Apply^		3	✓	✓	✓		
MED 121	Medical Terminology I	RISE Rules Apply^		3	✓				
OST 131	Keyboarding	None		2	✓				
OST 148	Medical Insurance & Billing	None		3	✓				
Semester Totals:				15					GPA:

Spring I

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered			Semester/Year Course Taken	Grade
					Fall	Spring	Summer		
BUS 260	Business Communication	Take ENG 111 first		3	✓	✓			
Choose: Elective	Pick from the Electives List on the bottom of Page 2			3	✓	✓	✓		
Choose: Math	MAT 110 (Measurement) OR MAT 143(Quantitative Literacy)	RISE Rules Apply^	Transfer Students: Pick MAT 143	3	✓	✓	✓		
MED 122	Medical Terminology II	Take MED 121 first		3		✓			
MED 130	Admin Office Procedures I	None		2		✓			
OST 136	Word Processing	None		3		✓			
Semester Totals:				17					GPA:

Program Completion Guide

Fall II

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered			Semester/Year Course Taken	Grade
					Fall	Spring	Summer		
BUS 110	Introduction to Business	None		3	✓	✓	✓		
ENG 112	Writing & Research in the Disciplines	Take ENG 111 first		3	✓	✓	✓		
MED 232	Medical Insurance Coding	Take MED 121 first		2	✓				
OST 149	Medical Legal Issues	None		3	✓				
OST 164	Office Editing	None		3	✓				
Choose: Psychology	PSY 118 (Interpersonal) OR PSY 150 (General Psychology)	RISE Rules Apply^	Transfer Students: Pick PSY 150	3	✓	✓	✓		
Semester Totals:				17					GPA:

Spring II

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered			Semester/Year Course Taken	Grade
					Fall	Spring	Summer		
BUS 121	Business Math	None		3	✓	✓			
Choose: Humanities	Pick from the Humanities List on the bottom of Page 2			3	✓	✓	✓		
OST 165	Advanced Office Editing	Take OST 164 first		3		✓			
OST 284	Emerging Technologies	RISE Rules Apply^		2		✓			
OST 286	Professional Development	RISE Rules Apply^		3		✓			
OST 289	Office Admin Capstone	Take OST 136 & 164 first		3		✓			
Semester Totals:				17					GPA:
Program Totals:				66					overall GPA:

Electives - Choose one of the following for the Electives Requirement:			
CTS 130	Spreadsheet*	OST 184	Records Management
DBA 110	Database Concepts*	OST 233	Office Publications Design
		OST 243	Medical Office Simulation

*These courses could lead to additional credentials if all other requirements are satisfied.

Humanities - Choose one of the following for the Humanities Requirement:			
ART 111	Art Appreciation	MUS 110	Music Appreciation
HUM 115	Critical Thinking	PHI 240	Introduction to Ethics

^RISE rules require that developmental English credit is awarded before taking certain courses. Developmental credit is earned for DRE 098, ENG 095, ENG 011, or ENG 002 with a grade of P1.