



MEDICAL OFFICE ADMINISTRATION

Diploma
D25310 (41 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	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	✓				
Semester Totals:				12					GPA:

Spring I

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered			Semester/Year Course Taken	Grade
					Fall	Spring	Summer		
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		✓			
Choose: Elective	Pick from the Electives List on the bottom of the page			3	✓	✓	✓		
Semester Totals:				14					GPA:

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	✓	✓	✓		
OST 148	Medical Insurance & Billing	None		3	✓				
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:				15					GPA:
Program Totals:				41					overall GPA:

Core Electives - Choose one of the following for the Core Electives Requirement:

CTS 130 Spreadsheet*	OST 233 Office Publications Design	OST 184 Records Management	
DBA 110 Database Concepts*	OST 243 Medical Office Simulation		

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

^RISE rules require developmental English credit be earned.
Before you can take these courses, you must earn credit for DRE 098, ENG 095, ENG 011, or ENG 002 with a grade of P1.