

MOA – General Medical Office Administration AAS (A25310A) - 66 Credit Hours

2018-2019

Fall – 1 st Year				
Course No.	Course Name	Lec	Lab	Credit
CIS 110	Introduction to Computers (S)	2	2	3
ENG 111	Writing and Inquiry (S)	3	0	3
MED 121	Medical Terminology I (1st 8)	3	0	3
MED 122	Medical Terminology II (2nd 8)	3	0	3
OST 131	Keyboarding (S)	1	2	2
OST 148	Med Ins & Billing * ★ ★ ★	3	0	3
Total				17

Fall – 2 nd Year				
Course No.	Course Name	Lec	Lab	Credit
BUS 121	Business Math	2	2	3
OST 164	Office Editing	3	0	3
OST 184	Records Management	2	2	3
OST 236	Advanced Word Processing	2	2	3
OST 286	Professional Development	3	0	3
	Communications Elective			3
Total				18

Major Electives				
Course No.	Course Name	Lec	Lab	Credit
ACC 120	Principles of Financial Accounting	3	2	4
BIO 166	Anatomy and Physiology II	3	3	4
CTS 125	Presentation Graphics	2	2	3
CTS 130	Spreadsheet	2	2	3

- ★ - Designates classes preparing students to sit for NHA CEHRS certification test
- ★★★ - Designates classes preparing students to sit for NHA CMAA certification test

Spring – 1 st Year				
Course No.	Course Name	Lec	Lab	Credit
BIO 165	Anatomy and Physiology I (S)	3	3	4
OST 134	Text Entry & Formatting	2	2	3
OST 136	Word Processing	2	2	3
OST 149	Medical Legal Issues (S)	3	0	3
OST 243	Medical Office Simulation * ★	2	2	3
Total				16

Spring – 2 nd Year				
Course No.	Course Name	Lec	Lab	Credit
OST 288	Medical Office Admin Capstone	2	2	3
WBL 111	Work-Based Learning I	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	1
	Major Elective			4
	Humanities/Fine Arts Elective			3
	Social/Behavioral Science Elective			3
Total				15

Major Electives (cont.)				
Course No.	Course Name	Lec	Lab	Credit
OST 247	Procedure Coding	2	2	3
OST 248	Diagnostic Coding	2	2	3
OST 250	Long Term Care Coding	2	2	3
SPA 120	Spanish for the Workplace	3	0	3
WBL 110	World of Work	1	0	1
WBL 121	Work-based Learning II	0	10	1

It is strongly recommended to take courses in bold during the 1st year.
***OST 148 and OST 243 are prerequisites for OST 288**

(S) – Designates recommended classes for students starting in spring of the first year