

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

2021-2022

| 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 286 | Professional Development Communications Elective | 3 | 0 | 3 |
| Total | | | | 15 |

| Major Electives | | | | |
|-----------------|------------------------------------|-----|-----|--------|
| Course No. | Course Name | Lec | Lab | Credit |
| ACC 120 | Principles of Financial Accounting | 3 | 2 | 4 |
| BIO 169 | 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 exam
 ★★★ - Designates classes preparing students to sit for NHA CMAA certification exam

| Spring – 1 st Year | | | | |
|-------------------------------|-----------------------------------|----------|----------|-----------|
| Course No. | Course Name | Lec | Lab | Credit |
| BIO 168 | 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 236 | Advanced Word Processing | 2 | 2 | 3 |
| OST 243 | Medical Office Simulation* | 2 | 2 | 3 |
| Total | | | | 19 |

| 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 | 1 | 0 | 1 |
| WBL 115 | Work-Based Learning Seminar I Major Elective Humanities/Fine Arts Elective Social/Behavioral Science Elective | 1 | 0 | 1 |
| 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