



Program Planning Guide

Medical Office Administration Diploma (D25310)

Program Length: 3 semesters

Program Sites: Lee Main Campus - Day; Harnett Main Campus - Day; Online

Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration; Diploma in Medical Office Administration

Suggested Course Schedule		Class	Lab	Work	Credits	Notes:
1st Semester (fall)						
ENG 111	Writing and Inquiry	3	0	0	3	
OST 136	Word Processing	2	2	0	3	
OST 141	Medical Terms I	3	0	0	3	
OST 142	Medical Terms II	3	0	0	3	
OST 148	Medical Coding Billing & Insurance	3	0	0	3	
OST 164	Office Editing	3	0	0	3	
2nd Semester (spring)						
Biology requirement						Speak w/Advisor
OST 137	Office Software Applications	2	2	0	3	
OST 243	Medical Office Simulation	2	2	0	3	
OST 247	Procedural Coding	2	2	0	3	
OST 248	Diagnostic Coding	2	2	0	3	
3rd Semester (summer)						
OST 149	Medical Legal Issues	3	0	0	3	
OST 249	Med Coding Certification Prep	2	3	0	3	
Communications Requirement		3	0	0	3	
Total Semester Hours Credit Required for Graduation: 42						