

Program Planning Guide

Medical Office Administration, Associate in Applied Science Degree (A25310)

Program Length: 5 semesters

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

Program Site/s: Lee Main Campus - Day; Harnett Main Campus - Day; Selected Distance Courses

Suggested Course Schedule:		Hours				Notes:
		Class	Lab	Clinical	Credit	
1st Semester (Fall)						
ACA 120	College Student Success	0	2	0	1	
OST 136	Word Processing	2	2	0	3	
ENG 111	Writing & Inquiry	3	0	0	3	
OST 164	Text Editing	3	2	0	3	
ACC 120	Prin of Financial Accounting	3	2	0	4	
					14	

2nd Semester (Spring)

CTS 130	Spreadsheets	2	2	0	3	
BIO 163	Basic Anatomy and Physiology	4	2	0	5	
	Math	3	0	0	3	
OST 141	Medical Terms I	3	0	0	3	
	Communication	3	0	0	3	
					17	

3rd Semester (Summer)

OST 149	Medical Legal Issues	3	0	0	3	
OST 289	Office Admin. Capstone	2	2	0	3	
					6	

4th Semester (Fall)

OST 137	Office Software Applications	2	2	0	3	
OST 184	Records Management	2	2	0	3	
	Social/Behavioral Science Elective	3	0	0	3	
OST 148	Medical Coding Billing & Insurance	3	0	0	3	
	Humanities/Fine Arts Elective	3	0	0	3	
					15	

5th Semester (Spring)

OST 142	Medical Terms II - Medical Office	3	0	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	
WBL 111	Work Based Learning I	0	10	0	1	
					13	

Mathematics Requirement (Select One)						
MAT 110	Math Measurement & Literacy	2	2	0	3	Non-transferrable
MAT 143	Quantitative Literacy	2	2	0	3	Transferrable
Communications Elective (Select One)						
COM 110	Introduction to Communications	3	0	0	3	
COM 120	Intro Interpersonal Communication	3	0	0	3	
COM 140	Intro Intercultural Communication	3	0	0	3	
COM 231	Public Speaking	3	0	0	3	
ENG 112	Writing/Research in the Disciplines	3	0	0	3	
ENG 113	Literature-based Research	3	0	0	3	
ENG 114	Professional Research & Reporting	3	0	0	3	
ENG 115	Oral Communication	3	0	0	3	

Total Semester Hours Credit required for graduation: 68

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Course Descriptions

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ACA 122 College Transfer Success 0-2-1
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ACC 115 College Accounting 3-2-4
This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

BIO 163 Basic Anatomy and Physiology 4-2-5
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

COM 110 Introduction to Communication 3-0-3
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the CAA and ICAA as a general education course in Communications.

COM 120 Intro to Interpersonal Communication 3-0-3
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the CAA and ICAA as a general education course in Communications.

COM 140 Intro to Intercultural Communication 3-0-3
This course introduces techniques of cultural research, definitions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and

experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA and ICAA as a general education course in Communications.

COM 231 Public Speaking 3-0-3
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Communications.

CTS 130 Spreadsheet 2-2-3
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

ENG 111 Writing and Inquiry 3-0-3
Prerequisites: Take one set: RED 090 and ENG 090, ENG 095, DRE 098, or appropriate placement test scores; or Multiple Measures waiver.

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in English Composition.

ENG 112 Writing/Research in the Disciplines 3-0-3
Prerequisite: ENG 111

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in English Composition.

ENG 113 Literature-Based Research 3-0-3
Prerequisite: ENG 111

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme,

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cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. Students should be able to respond to literature orally in class discussions and in small group and individual presentations. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition

ENG 114 Professional Research and Reporting 3-0-3

Prerequisite: ENG 111

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. The computer is used as a writing and design tool for this course. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.

ENG 115 Oral Communication 3-0-3

This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

MAT 110 Math Measurement & Literacy 2-2-3

Prerequisite: Take one set: Set 1: DMA 010, DMA 020, and DMA 030 Set 2: MAT 060 and MAT 070 Set 3: MAT 060 and MAT 080 Set 4: MAT 060 and MAT 090 Set 5: MAT 095 or appropriate placement scores.

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 143 Quantitative Literacy 2-2-3

Prerequisite: Appropriate test scores or Multiple Measures waiver or take one set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE-098 Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG-095 Set 3: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG-090 and RED-090

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be

able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Mathematics.

OST 136 Word Processing 2-2-3

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137 Office Applications 3-0-3

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 141 Med Office Terms I 3-0-3

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142 Med Office Terms II 3-0-3

Prerequisite: Take one: MED 121 or OST 141

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 148 Med Ins & Billing 3-0-3

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149 Med Legal Issues 3-0-3

This course introduces the complex legal, moral, and ethical issues involved in providing health care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

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OST 164	Office Editing	3-0-3	WBL 111	Work-Based Learning I	0-10-1
<p>This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.</p>			<p><i>Local Prerequisite: Approval of Instructor or Department Chairperson</i></p> <p>This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.</p>		
OST 184	Records Management	2-2-3			
<p>This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.</p>					
OST 236	Adv Word Processing	2-2-3			
<p><i>Prerequisite: OST 136</i></p> <p>This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.</p>					
OST 243	Med Office Simulation	2-2-3			
<p>This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.</p>					
OST 247	Procedure Coding	2-2-3			
<p><i>Prerequisites: Take One: MED 121 or OST 141</i></p> <p>The course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.</p>					
OST 248	Diagnostic Coding	2-2-3			
<p><i>Prerequisite: MED 121 or OST 141</i></p> <p>This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.</p>					
OST 289	Office Admin Capstone	2-2-3			
<p><i>Prerequisites: Take One Set: Set 1: OST 134 and OST 164; Set 2: OST 136 and OST 164</i></p> <p>This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.</p>					