



Program Planning Guide

Medical Office Administration Associate in Applied Science Degree (A25310A)

Program Length: 5 semesters

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

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

Suggested Course Schedule		Class	Lab	Work	Credits	Notes:
1st Semester (fall)						
ACA 122	College Student Success	0	2	0	1	
OST 136	Word Processing	2	2	0	3	
OST 164	Office Editing	3	0	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	
	Total Semester Hours	14	4	0	16	
2nd Semester (spring)						
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	
ENG 111	Writing and Inquiry	3	0	0	3	
Mathematics Requirement		2	2	0	3	
	Total Semester Hours	11	8	0	15	
3rd Semester (summer)						
OST 149	Medical Legal Issues	3	0	0	3	
OST 249	Medical Coding Cert Prep	2	3	0	3	
	Total Semester Hours	5	3	0	6	



4th Semester (fall)						
ACC 120	Prin of Financial Accounting	3	2	0	4	
CTS 130	Spreadsheets	2	2	0	3	
OST 137	Office Software Applications	2	2	0	3	
OST 184	Records Management	2	2	0	3	
Social/Behavioral Science Requirement		3	0	0	3	
Total Semester Hours		12	8	0	16	
5th Semester (spring)						
BIOLOGY	TAKE ONE:					
BIO 163	Basic Anatomy & Physiology	4	2	0	5	
BIO 161	Intro to Human Biology	3	0	0	3	
OST 289	Office Admin Capston	2	2	0	3	
WBL 111	Work-Based Learning I	0	0	10	1	
Communications Requirement		3	0	0	3	
Humanities/Fine Arts Requirement		3	0	0	3	
Total Semester Hours		11/12	2/4	10	13/15	
Total Semester Hours Credit Required for Graduation: 66						