



## MEDICAL OFFICE ADMINISTRATION (A25310)

Associate in Applied Science  
2019-2020

Name \_\_\_\_\_ ID # \_\_\_\_\_

- COURSES IN BOLD & ALL CAPS ARE "REQUIRED CORE COURSES." NO SUBSTITUTIONS ALLOWED.
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

### FALL SEMESTER

<u>Course</u>	<u>Course Title</u>	<u>Grade</u>	<u>Credit</u>	<u>Class</u>	<u>Lab</u>	<u>Work Experience</u>
ACA-122	College Transfer Success	_____	1	0	2	0
<b>CIS-110-</b>	<b>INTRODUCTION TO COMPUTERS</b>	_____	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>
MED-116	Intro. to A & P	_____	4	3	2	0
<b>MED-121</b>	<b>MEDICAL TERMINOLOGY I</b>	_____	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>OST-149</b>	<b>MEDICAL LEGAL ISSUES</b>	_____	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>OST-164</b>	<b>OFFICE EDITING</b>	_____	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>
Semester Total			<b>17</b>	<b>15</b>	<b>4</b>	<b>0</b>

### SPRING SEMESTER

<u>Course</u>	<u>Course Title</u>	<u>Grade</u>	<u>Credit</u>	<u>Class</u>	<u>Lab</u>	<u>Work Experience</u>
ENG-111	Writing and Inquiry	_____	3	3	0	0
<b>MED-122</b>	<b>MEDICAL TERMINOLOGY II</b>	_____	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>OST-138</b>	<b>OFFICE APPLICATIONS I</b>	_____	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>OST-248</b>	<b>DIAGNOSTIC CODING</b>	_____	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>
OST-184	Records Management	_____	3	2	2	0
Semester Total			<b>15</b>	<b>12</b>	<b>6</b>	<b>0</b>

### SUMMER SEMESTER

<u>Course</u>	<u>Course Title</u>	<u>Grade</u>	<u>Credit</u>	<u>Class</u>	<u>Lab</u>	<u>Work Experience</u>
HUM-115	Critical Thinking	_____	3	3	0	0
<b>OST-136</b>	<b>WORD PROCESSING</b>	_____	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>
Semester Total			<b>6</b>	<b>5</b>	<b>2</b>	<b>0</b>

**FALL SEMESTER**

<u>Course</u>	<u>Course Title</u>	<u>Grade</u>	<u>Credit</u>	<u>Class</u>	<u>Lab</u>	<u>Work Experience</u>
ENG-114	Prof Research & Reporting		3	3	0	0
<b>OST-148</b>	<b>MEDICAL INSURANCE &amp; BILLING</b>		<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>
OST-153	Office Finance Solutions		3	3	2	0
<b>OST-247</b>	<b>PROCEDURE CODING</b>		<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>OST-289</b>	<b>OFFICE ADMINISTRATION CAPSTONE</b>		<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Semester Total</b>			<b>15</b>	<b>13</b>	<b>6</b>	<b>0</b>

**SPRING SEMESTER**

<u>Course</u>	<u>Course Title</u>	<u>Grade</u>	<u>Credit</u>	<u>Class</u>	<u>Lab</u>	<u>Work Experience</u>
PSY-118	Interpersonal Psychology		3	3	0	0
MAT-110	Math Measurement & Literacy		3	2	2	0
<b>OST-243</b>	<b>MED. OFFICE SIMULATION</b>		<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>OST-281</b>	<b>EMERGENCY ISSUES IN MEDICAL OFFICE</b>		<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>
OST-286	Professional Development		3	3	0	0
<b>Semester Total</b>			<b>15</b>	<b>13</b>	<b>4</b>	<b>0</b>

**TOTAL CURRICULUM HOURS: 68**

**ADVISING NOTE:** In order to be successful in this program it is advised that you take OST 248 Diagnostic Coding before taking OST 247 Procedure Coding.

**Program Contact Information:**

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