

# Medical Office Administration

Associate in Applied Science -A25310

Patricia L. Cale - 252-789-0285

Email: patricia.cale@martincc.edu



TOTAL HOURS FOR CREDENTIAL				
Class	Lab	Clinic	Work	Credit
44	20	0	0	54

## Fall I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit	Sem Taken	Grade
ACA 115	Success & Study Skills			0	2	0	0	1		
CIS 111 <i>OR</i>	Basic PC Literacy <i>OR</i>			1	2	0	0	2		
CIS 110	Introduction to Computers			2	2	0	0	3		
ENG 110 <i>OR</i>	Freshman Composition <i>OR</i>									
ENG 111	Writing and Inquiry			3	0	0	0	3		
MED 118 <i>OR</i>	Medical Law & Ethics <i>OR</i>			2	0	0	0	2		
OST 149	Medical Legal Issues			3	0	0	0	3		
MED 121	Medical Terminology I			3	0	0	0	3		
OST 130	Comprehensive Keyboarding			2	2	0	0	3		
<b>Semester Totals:</b>				<b>11</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>14</b>		

## Spring I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit	Sem Taken	Grade
ENG 115 <i>OR</i>	Oral Communication <i>OR</i>									
COM 231	Public Speaking			3	0	0	0	3		
MED 122	Medical Terminology II			3	0	0	0	3		
OST 136	Word Processing			2	2	0	0	3		
OST 148	Medical Insurance & Billing			3	0	0	0	3		
OST 164	Office Editing			3	0	0	0	3		
<b>Semester Totals:</b>				<b>14</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>15</b>		

## Summer I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit	Sem Taken	Grade
<b>Semester Totals:</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

## Fall II

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit	Sem Taken	Grade
OST 243	Medical Office Simulation			2	2	0	0	3		
CTS 130	Spreadsheet			2	2	0	0	3		
ACC 120	Principles of Financial Accounting			3	2	0	0	4		
	Humanities/Fine Arts Elective			3	0	0	0	3		
<b>Semester Totals:</b>				<b>10</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>13</b>		

## Spring II

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit	Sem Taken	Grade
MAT 110	Math Measurement & Literacy			2	2	0	0	3		
OST 280	Electronic Health Records			2	2	0	0	3		
OST 288	Med Office Admin Capstone			2	2	0	0	3		
	Behavioral/Social Sciences Elective			3	0	0	0	3		
<b>Semester Totals:</b>				<b>9</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>12</b>		

### CHOOSE ONE SUBJECT AREA:

Medical Billing & Coding - OST 247, OST 248, OST 249 AND OST 260

**OR**

Patient Services Rep - BUS 121, BUS 260, MKT 223 AND OST 286

**66 TOTAL PROGRAM HOURS**