

Individual Graduation Plan
D25310 – Medical Office Administration
 Fall 2017

Student Name: _____

Student No: _____

The Medical Office Administration diploma is designed to provide the student with a concentrated course of study in the field of medical office administration. Upon completion of the required courses, a diploma is awarded by the College. The courses for the diploma may be applied toward the Associate in Applied Science Degree – Medical Office Administration.

Developmental Requirements

(Some developmental requisites may be waived based on placement scores, courses completion, etc.)

Year	Semester	Grade	Course Number and Title	Hrs	Prerequisites	Corequisites
			CIS 070 Fundamentals of Computing	1		
			DMA 010 Operations with Integers	1		
			DMA 020 Fractions and Decimals	1*	DMA 010	
			DMA 030 Propor/Ratio/Rate/Percent	1*	DMA 010 and 020	
			DMA 040 Express/Lin Equat/Inequal	1*	DMA 010, 020 and 030	
			DMA 050 Graphs/Equations of Lines	1*	DMA 010, 020, 030 and 040	
			DMA 065 Algebra for Precalculus	2*	DMA 010, 020, 030, 040, and 050	
			DRE 096 Integrated Reading and Writing	3		
			DRE 097 Integrated Reading Writing II	3*	DRE 096	
			DRE 098 Integrated Reading Writing III	3*	DRE 097	

Curriculum Program Requirements

Year	Semester	Grade	Course Number and Title	Hrs	Prerequisites	Corequisites
1st Semester						
			ACA 115 Success & Study Skills	1		
			OST 148 Med Ins & Billing	3		
			————— Medical Terminology Choice (Choose from OST 141 or MED 121)	3		
			————— Medical Terminology Choice (Choose from OST 142 or MED 122)	3	Varies	
2nd Semester						
			BIO 163 Basic Anat & Physiology	5*	DRE 097	
			ENG 111 Writing and Inquiry	3*	DRE 098	CIS 070 or CIS 110
			OST 247 Procedures Coding	3		
3rd Semester						
			OST 149 Medical Legal Issues	3		
4th Semester						
			OST 243 Med Office Simulation	3	OST 148	
			OST 248 Diagnostic Coding	3	MED 121 or OST 141	
			————— Mathematics Choice (Choose from MAT 143, MAT 152 or MAT 171)	3*	Varies	

5 th Semester							
			OST 249	Med Coding Certification Prep	3	OST 247 and OST 248	
			OST 264	Medical Auditing	3	OST 247 and OST 248	
			OST 288	Medical Office Admin Capstone	3	OST 148	

TOTAL PROGRAM HOURS REQUIRED =					42		
Total Developmental Hours Required * =							
Total Hours Required =							

* Hours may be required as indicated by placement scores increasing the number of semester hours required for program completion.

Notes:

_____				_____			
<i>Student Signature</i>				<i>Date</i>			
_____				_____			
<i>Advisor/Counselor Signature</i>				<i>Date</i>			