



Career and College Promise

Medical Office Administration-Diploma (D25310T)

Medical Office Administration Diploma curriculum prepares individuals for employment in medical and other health-care related offices. Students will learn administrative, support functions, and develop skills applicable in medical environments. Care for patients by caring for their medical data. Responsibility for the quality, integrity, and protection of patient’s health information.

Course Code	Course Name	Credit Hours
CIS-110	Introduction to Computers	3.0
COM-120	Intro to Interpersonal Comm	3.0
ENG-111	Writing and Inquiry	3.0
MED-121	Medical Terminology I	3.0
MED-122	Medical Terminology II	3.0
OST-130	Comprehensive Keyboarding	3.0
OST-134	Text Entry & Formatting	3.0
OST-136	Word Processing	3.0
OST-148	Med Coding Billing & Insurance	3.0
OST-149	Medical Legal Issues	3.0
OST-161	Medical Office Procedures	3.0
OST-164	Text Editing Applications	3.0
OST-184	Records Management	3.0
OST-243	Med Office Simulation	3.0
Total Semester Credit Hours		42