



Medical Office Administration

Curriculum Code A25310

| Grade | Course Number | Course Title | Prerequisites | Class | Lab | Credit |
|--------------------------------|---------------|--|---------------------------------|--------------|------------|--------------|
| Year 1 | | | | | | |
| First Semester: Fall | | | | | | |
| | ACA 111 | College Student Success (or ACA 115 or ACA 118 or ACA 122) | | 0-1 | 0-2 | 1-2 |
| | OST 130 | Comprehensive Keyboarding | | 2 | 2 | 3 |
| | OST 137 | Office Applications I (or CIS 110 or CIS 111) | | 1-2 | 2 | 2-3 |
| | OST 141 | Medical Office Terms I (or MED 121) | | 3 | 0 | 3 |
| | OST 149 | Medical Legal Issues | | 3 | 0 | 3 |
| | PSY 118 | Interpersonal Psychology (or PSY 150) | | 3 | 0 | 3 |
| | | Semester Totals | | 12-14 | 4-6 | 15-17 |
| Year 1 | | | | | | |
| Second Semester: Spring | | | | | | |
| | BUS 121 | Business Math | | 2 | 2 | 3 |
| | OST 134 | Text Entry & Formatting | OST 130 (recommended) | 2 | 2 | 3 |
| | OST 136 | Word Processing | | 2 | 2 | 3 |
| | OST 142 | Medical Office Terms II (or MED 122) | OST 141 or MED 121 | 3 | 0 | 3 |
| | OST 148 | Medical Ins & Billing | | 3 | 0 | 3 |
| | OST 164 | Office Editing | | 3 | 0 | 3 |
| | | Semester Totals | | 15 | 6 | 18 |
| Year 2 | | | | | | |
| Third Semester: Fall | | | | | | |
| | ENG 111 | Writing and Inquiry | See Catalog | 3 | 0 | 3 |
| | MAT 110 | Math Measurement & Literacy (or MAT 143 or MAT 171) | See Catalog | 2-3 | 2 | 3-4 |
| | OST 236 | Adv Word Processing | OST 136 | 2 | 2 | 3 |
| | OST 244 | Med Document Processing | OST 134 or OST 136 | 2 | 2 | 3 |
| | OST 247 | Procedure Coding | OST 141 or MED 121 | 2 | 2 | 3 |
| | | Semester Totals | | 11-12 | 8 | 15-16 |
| Year 2 | | | | | | |
| Fourth Semester: Spring | | | | | | |
| | ENG 112 | Writing/Research in the Disciplines (or ENG 113 or ENG 114) | ENG 111 | 3 | 0 | 3 |
| | HUM/FINE ARTS | Humanities/ Fine Arts Elective ¹ | | 3 | 0 | 3 |
| | OST 243 | Med Office Simulation | OST 148 | 2 | 2 | 3 |
| | OST 248 | Diagnostic Coding | OST 141 or MED 121 | 2 | 2 | 3 |
| | OST 286 | Professional Development (or WBL 111 AND WBL 112, or WBL 113) ² | | 3 | 0 | 3 |
| | OST 289 | Office Admin Capstone | OST 134 or OST 136; AND OST 164 | 2 | 2 | 3 |
| | | Semester Totals | | 15 | 6 | 18 |
| | | Cumulative Totals | | | | 66-69 |

¹Humanities/Fine Arts Electives: ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212

²Students may substitute 3 hours of approved WBL – Work-Based Learning work experience.