

# Medical Office Administration

Diploma - D25310

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TOTAL HOURS FOR CREDENTIAL				
Class	Lab	Clinic	Work	Credit
35	18	0	0	44

## Fall I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
ACA 115 <i>OR</i> ACA 122	Success & Study Skills <i>OR</i> College Transfer Success			0	2	0	0	1
ENG 110 <i>OR</i> ENG 111	Freshman Composition <i>OR</i> Writing and Inquiry	See Catalog		3	0	0	0	3
MED 118 <i>OR</i> OST 149	Medical Law & Ethics <i>OR</i> Medical Legal Issues			2 3	0 0	0 0	0 0	2 3
MED 121	Medical Terminology I			3	0	0	0	3
OST 130	Comprehensive Keyboarding			2	2	0	0	3
OST 148	Medical Insurance & Billing			3	0	0	0	3
<b>Semester Totals:</b>				<b>13</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>15</b>

## Spring I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
CIS 111 <i>OR</i> CIS 110	Basic PC Literacy <i>OR</i> Introduction to Computers			1 2	2 2	0 0	0 0	2 3
MED 122	Medical Terminology II	MED 121		3	0	0	0	3
OST 136	Word Processing			2	2	0	0	3
OST 164	Office Editing			3	0	0	0	3
<b>Semester Totals:</b>				<b>9</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>11</b>

## Summer I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
<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
BUS 121	Business Math			2	2	0	0	3
CTS 130	Spreadsheet	CIS 110 or CIS 111		2	2	0	0	3
OST 243	Medical Office Simulation	OST 148		2	2	0	0	3
<b>Semester Totals:</b>				<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>9</b>

## Spring II

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
ENG 115 <i>OR</i> COM 231	Oral Communication <i>OR</i> Public Speaking			3	0	0	0	3
OST 280	Electronic Health Records	CIS 110, CIS 111, or OST 137		2	2	0	0	3
OST 288	Medical Office Admin Capston	OST 148		2	2	0	0	3
<b>Semester Totals:</b>				<b>7</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>9</b>