

2015-2016

MEDICAL OFFICE ADMINISTRATION

A25310

Student Name _____

Entry Date _____

Fall Semester

Reg/Comp	Number	Name	Class	Lab	Credit	Prerequisite
	OST 131	Keyboarding	1	2	2	
	OST 141	Med Term I	3	0	3	
	OST 137	Off. Software Apps	2	2	3	
	MED 116 or BIO 163	Intro to A&P OR BIO 163	3/4	2/2	4/5	RED 90/See catalog for
	ACA 111	Coll. Student Success	1	0	1	
	ENG 111	Writing and Inquiry	3	0	3	

Fall Semester

Reg/Comp	Number	Name	Class	Lab	Credit	Prerequisite
	OST 149	Medical Legal Issues	3	0	3	
	ACC 115	College Accounting	3	2	4	MAT 70
	OST 241	Med Office Trans I	1	2	2	ENG 90/placement, OST 136, OST 141
	OST 247	Procedural Coding	1	2	2	OST 141 and MED 116
	OST 164	Text Editing	3	0	3	RED 90

Spring Semester

Reg/Comp	Number	Name	Class	Lab	Credit	Prerequisite
	OST 134	Text entry & Format	2	2	3	OST 131
	OST 136	Word Processing	2	2	3	OST 131
	OST 142	Med Term II	3	0	3	OST 141
	OST 148	Med Ins. & Billing	3	0	3	
	ENG 112	Writing/Research in the Disciplines	3	0	3	ENG 111
	OST 248	Diagnostic Coding	1	2	2	OST 141 and MED 116

Spring Semester

Reg/Comp	Number	Name	Class	Lab	Credit	Prerequisite
	MAT 110or MAT 143	Math Measurement & Literacy OR Quantitative Lit	2	2	3	MAT 70 or placement
	OST 243	Med Office Simulation	2	2	3	OST 131, OST 148, OST 241
	OST 286	Profess. Development	3	0	3	
	ACC 150	Accounting Software Appl	1	2	2	ACC 115 or 120
	OST 281	Emerging Issues/Medical Office	3	0	3	RED 90
	COM 120	Interpersonal Communication	3	0	3	ENG 90 AND RED 90

Summer Semester

Reg/Comp	Number	Name	Class	Lab	Credit	Prerequisite
	PSY 118	Interper. Psych	3	0	3	
		Humanities/ FA elective	3	0	3	