

Medical Office Administration 2-Year Degree Program



FALL SEMESTER (1st Year)

OST 131	Keyboarding
OST 141	Medical Terminology I—Medical Office
OST 137	Office Software Applications
OST 164	Text Editing Applications
OST 184	Records Management
ACA 111	College Student Success
ENG 111	Expository Writing

SPRING SEMESTER (1st Year)

OST134	Text Entry and Formatting
OST 136	Word Processing
OST 142	Medical Terminology II—Medical Office
OST 148	Medical Coding Billing and Insurance
ENG 114	Professional Research and Reporting
MAT 115	Mathematical Models

SUMMER SEMESTER (1st Year)

PSY 118	Interpersonal Psychology
	Humanities/Fine Arts Elective

FALL SEMESTER (2nd Year)

OST 236	Advanced Word/Information Processing
DBA 112	Database Utilization
CTS 130	Spreadsheet
OST 149	Medical Legal Issues
OST 241	Medical Office Transcription I
OST 248	Diagnostic Coding

SPRING SEMESTER (2nd Year)

OST 247	Procedural Coding
OST 242	Medical Office Transcription II
OST 243	Medical Office Simulation
OST 286	Professional Developments
OST 289	Office Systems Management
SPA 120	Spanish for the Workplace



444 Western Boulevard
Jacksonville, North Carolina 28546-6816
Phone (910) 455-1221

FOR INFORMATION CONTACT:

Judy Anderson, Department Head
BT226
910.938.6356
andersonj@coastalcarolina.edu

April LaFave
BT 223
910.938.6350
LaFavea@coastalcarolina.edu

Tyler Willis
910.938.6383
BT 227

willist@coastalcarolina.edu