

MEDICAL OFFICE ADMINISTRATION

CERTIFICATE PROGRAMS

Student Name _____

Entry Date _____

**MEDICAL OFFICE ADMINISTRATION
C25310**

Fall Semester

| Reg/Comp | Course | Name | Class | Lab | Credit | Prereq |
|----------|---------|------------|-------|-----|--------|--------|
| | OST 131 | Keyboard | 1 | 2 | 2 | |
| | OST 141 | Med Term I | 3 | 0 | 3 | |

Spring Semester

| Reg/Comp | Course | Name | Class | Lab | Credit | Prereq |
|----------|---------|----------------|-------|-----|--------|--------|
| | OST 142 | Med Term II | 3 | 0 | 3 | OST131 |
| | OST 148 | Med Code, Bill | 3 | 0 | 3 | |

Summer Semester

| Reg/Comp | Course | Name | Class | Lab | Cred | Prereq |
|----------|---------|-------------|-------|-----|------|-------------------------------------|
| | OST 241 | Med Trans I | 1 | 2 | 2 | ENG 90/place ment, OST 136, OST 141 |
| | OST 149 | Med Legal | | | | |

**MEDICAL TRANSCRIPTION
C25310A**

Fall Semester

| Reg/Comp | Course | Name | Class | Lab | Credit | Prereq |
|----------|---------|------------|-------|-----|--------|--------|
| | OST 131 | Keyboard | 1 | 2 | 2 | |
| | OST 141 | Med Term I | 3 | 0 | 3 | |

Spring Semester

| Reg/Comp | Course | Name | Class | Lab | Credit | Prereq |
|----------|---------|--------------|-------|-----|--------|--------|
| | OST 142 | Med Term II | 3 | 0 | 3 | OST141 |
| | OST 136 | Word Process | 1 | 2 | 2 | |

Summer Semester

| Reg/Comp | Course | Name | Class | Lab | Credit | Prereq |
|----------|---------|-------------|-------|-----|--------|------------------|
| | OST 241 | Med Trans I | 1 | 2 | 2 | OST136 OST141 |
| | OST 149 | Med Legal | 3 | 0 | 3 | |

Fall Semester

| Reg/Comp | Course | Name | Class | Lab | Credit | Prereq |
|----------|---------|--------------|-------|-----|--------|--------|
| | OST 242 | Med Trans II | 1 | 2 | 2 | OST242 |

**MEDICAL BILLING AND INSURANCE
C25310B**

Fall Semester

| Reg/Comp | Course | Name | Class | Lab | Credit | Prereq |
|----------|---------|-----------------|-------|-----|--------|--------|
| | OST 131 | Keyboard | 1 | 2 | 2 | |
| | OST 141 | Med Term I | 3 | 0 | 3 | |
| | OST 149 | Med Legal Issue | 3 | 0 | 3 | |

Spring Semester

| Reg/Comp | Course | Name | Class | Lab | Credit | Prereq |
|----------|---------|----------------|-------|-----|--------|--------|
| | OST 142 | Med Term II | 3 | 0 | 3 | OST141 |
| | OST 148 | Med Code, Bill | 3 | 0 | 3 | |

Summer Semester

| Reg/Comp | Course | Name | Class | Lab | Credit | Prereq |
|----------|---------|----------------|-------|-----|--------|--------|
| | OST 247 | Procedural Cod | 1 | 2 | 2 | OST141 |
| | OST 248 | Diagnostic Cod | 1 | 2 | 2 | OST141 |