

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/CIS 110	Off. Software Apps	2	2	3	
	OST 164	Text Editing Apps	3	0	2	ENG 90 and RED 90
	OST 184	Rec. Management	2	2	3	
	ACA 111	College Student Success	1	0	1	
	ENG 111	Expos. Writing	3	0	3	

Fall Semester

Reg/Comp	Number	Name	Class	Lab	Credit	Prerequisite
	OST 149	Medical Legal Issues	3	0	3	
	OST 236	Adv Word/Info Process	2	2	3	OST 136
	DBA 112	Database Utilization	2	2	3	OST 137/CIS 110
	CTS 130	Spreadsheet	2	2	3	OST 137/CIS 110
	OST 241	Med Office Trans I	1	2	2	ENG 90/placement, OST 136, OST 141
	OST 248	Diagnostic Coding	1	2	2	OST 141

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 114	Prof. Res. & Reporting	3	0	3	ENG 111
	MAT 115	Math Models	2	2	3	MAT 70 or placement

Spring Semester

Reg/Comp	Number	Name	Class	Lab	Credit	Prerequisite
	OST 247	Procedural Coding	1	2	2	OST 141
	OST 242	Med. Office Trans IIS	1	2	2	OST 241
	OST 243	Med Office Simulation	2	2	3	OST 131, OST 148. OST 236, OST 241
	OST 286	Profess. Development	3	0	3	
	OST 289	Admin Office Mgt	2	2	3	OST 134, OST 136, OST 164
	SPA111/120	Spanish for Workplace	3	0	3	

Summer Semester

Reg/Comp	Number	Name	Class	Lab	Credit	Prerequisite
	PSY 118	Interpersonal Psych	3	0	3	
	DRA 111	Humanities/ FA elective	3	0	3	