

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 OR ACA 122	Success & Study Skills OR College Transfer Success			0	2	0	0	1
CIS 111 OR CIS 110	Basic PC Literacy OR Introduction to Computers			1 2	2 2	0 0	0 0	2 3
ENG 110 OR ENG 111	Freshman Composition OR Writing and Inquiry	See Catalog		3	0	0	0	3
MED 118 OR OST 149	Medical Law & Ethics OR Medical Legal Issues			2 3	0 0	0 0	0 0	2 3
MED 121 OST 130	Medical Terminology I Comprehensive Keyboarding			3 2	0 2	0 0	0 0	3 3
Semester Totals:				11	6	0	0	14

Spring I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
MED 122 OST 136	Medical Terminology II Word Processing	MED 121		3 2	0 2	0 0	0 0	3 3
OST 148 OST 164	Medical Insurance & Billing Office Editing			3 3	0 0	0 0	0 0	3 3
Semester Totals:				11	2	0	0	12

Summer I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
Semester Totals:				0	0	0	0	0

Fall II

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

Spring II

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit
ENG 115 OR COM 231	Oral Communication OR Public Speaking			3	0	0	0	3
OST 280 OST 288	Electronic Health Records Medical Office Admin Capston	CIS 110, CIS 111, or OST 137 OST 148 or HMT 210		2 2	2 2	0 0	0 0	3 3
Semester Totals:				7	4	0	0	9