

# 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	Sem Taken	Grade
ACA 115	Success & Study Skills			0	2	0	0	1		
CIS 111 <i>OR</i>	Basic PC Literacy <i>OR</i>			1	2	0	0	2		
CIS 110	Introduction to Computers			2	2	0	0	3		
ENG 111	Writing and Inquiry			3	0	0	0	3		
MED 118 <i>OR</i>	Medical Law & Ethics <i>OR</i>			2	0	0	0	2		
OST 149	Medical Legal Issues			3	0	0	0	3		
MED 121	Medical Terminology I			3	0	0	0	3		
OST 130	Comprehensive Keyboarding			2	2	0	0	3		
<b>Semester Totals:</b>				<b>11</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>14</b>		

## Spring I

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

## Summer I

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit	Sem Taken	Grade
<b>Semester Totals:</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

## Fall II

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit	Sem Taken	Grade
BUS 121	Business Math			2	2	0	0	3		
OST 243	Medical Office Simulation			2	2	0	0	3		
CTS 130	Spreadsheet			2	2	0	0	3		
<b>Semester Totals:</b>				<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>9</b>		

## Spring II

Course	Course Title	Prerequisites	Corequisites	Class	Lab	Clinic	Work	Credit	Sem Taken	Grade
ENG 115 <i>OR</i>	Oral Communication <i>OR</i>									
COM 231	Public Speaking			3	0	0	0	3		
OST 280	Electronic Health Records			2	2	0	0	3		
OST 288	Medical Office Admin Capston			2	2	0	0	3		
<b>Semester Totals:</b>				<b>7</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>9</b>		

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