



**Medical Office Administration – Basic Medical Office Certificate**  
Curriculum Code C25310A

Course Number	Course Title	Prerequisites	Class	Lab	Credit
<b>First Semester: Fall</b>					
OST 130	Comprehensive Keyboarding		2	2	3
OST 141	Medical Office Terms I (or MED 121)		3	0	3
OST 149	Medical Legal Issues		3	0	3
	<b>Semester Totals</b>		<b>8</b>	<b>2</b>	<b>9</b>
<b>Second Semester: Spring</b>					
OST 134	Text Entry & Formatting	OST 130 (recommended)	2	2	3
OST 142	Medical Office Terms II (or MED 122)	OST 141 or MED 121	3	0	3
OST 148	Medical Insurance & Billing		3	0	3
	<b>Semester Totals</b>		<b>8</b>	<b>2</b>	<b>9</b>
	<b>Cumulative Totals</b>				<b>18</b>