



Medical Office Administration Diploma

Curriculum Code D25310

Course Number	Course Title	Prerequisites	Class	Lab	Credit
First Semester: Fall					
ENG 111	Writing and Inquiry	See Catalog	3	0	3
OST 130	Comprehensive Keyboarding		2	2	3
OST 137	Office Applications I (or CIS 110 or CIS 111)		1-2	2	2-3
OST 141	Med Office Terms I (or MED 121)		3	0	3
OST 149	Medical Legal Issues		3	0	3
PSY 118	Interpersonal Psychology (or PSY 150)		3	0	3
Semester Totals			15-16	4	17-18
Second Semester: Spring					
BUS 121	Business Math		2	2	3
OST 134	Text Entry & Formatting	OST 130 (recommended)	2	2	3
OST 142	Med Office Terms II (or MED 122)	OST 141 or MED 121	3	0	3
OST 148	Med Ins & Billing		3	0	3
OST 164	Office Editing		3	0	3
OST 243	Med Office Simulation	OST 148	2	2	3
OST 289	Office Admin Capstone	OST 134 or OST 136; AND OST 164	2	2	3
Semester Totals			17	8	21
Cumulative Totals					38-39