

**BEAUFORT COUNTY COMMUNITY COLLEGE 2019-2020**

**Medical Office Administration**

Curriculum Code A25310

Grade	Course Number	Course Title	Prerequisites	Class	Lab	Credit
Year 1		First Semester: Fall				
	ACA 111	College Student Success (or ACA 115 or ACA 118 or ACA 122)		0-1	0-2	1-2
	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	Medical Office Terms I		3	0	3
	OST 149	Medical Legal Issues		3	0	3
	PSY 118	Interpersonal Psychology (or PSY 150)		3	0	3
		Semester Totals		12-14	4-6	15-17
Year 1		Second Semester: Spring				
	BUS 121	Business Math		2	2	3
	OST 134	Text Entry & Formatting	OST 130 (recommended)	2	2	3
	OST 136	Word Processing		2	2	3
	OST 142	Medical Office Terms II	OST 141	3	0	3
	OST 148	Medical Ins & Billing		3	0	3
	OST 164	Office Editing		3	0	3
		Semester Totals		15	6	18
Year 2		Third Semester: Fall				
	ENG 111	Writing and Inquiry	*	3	0	3
	MAT 110	Math Measurement & Literacy (or MAT 143 or MAT 171)	*	2-3	2	3-4
	OST 236	Adv Word Processing	OST 136	2	2	3
	OST 244	Med Document Processing	OST 134 or OST 136	2	2	3
	OST 247	Procedure Coding	OST 141	2	2	3
		Semester Totals		11-12	8	15-16
Year 2		Fourth Semester: Spring				
	ENG 112	Writing/Research in the Disciplines (or ENG 113 or ENG 114)	ENG 111	3	0	3
	HUM/FINE ARTS	Humanities/ Fine Arts Elective <sup>1</sup>		3	0	3
	OST 243	Med Office Simulation	OST 148	2	2	3
	OST 248	Diagnostic Coding	OST 141	2	2	3
	OST 286	Professional Development (or WBL 111 AND WBL 112, or WBL 113) <sup>2</sup>		3	0	3
	OST 289	Office Admin Capstone	OST 134 or OST 136; AND OST 164	2	2	3
		Semester Totals		15	6	18
		Cumulative Totals				66-69

<sup>1</sup>Humanities/Fine Arts Electives: ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212

<sup>2</sup>Students may substitute 3 hours of approved WBL – Work-Based Learning work experience.

\*See course description for prerequisite information.