

BEAUFORT COUNTY COMMUNITY COLLEGE 2021-2022

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 ¹		1	0	1
	ENG 111	Writing and Inquiry	*	3	0	3
	MAT 110	Math Measurement & Literacy ²	*	2	2	3
	OST 130	Comprehensive Keyboarding		2	2	3
	OST 137	Office Applications I ³		2	2	3
	OST 141	Medical Office Terms I		3	0	3
		Semester Totals		13	6	16
Year 1		Second Semester: Spring				
	ENG 114	Professional Research & Reporting I ⁴	ENG 111	3	0	3
	OST 134	Text Entry & Formatting	OST 130 (suggested)	2	2	3
	OST 136	Word Processing		2	2	3
	OST 142	Medical Office Terms II	OST 141 or MED 121	3	0	3
	OST 148	Medical Ins & Billing		3	0	3
	OST 164	Office Editing		3	0	3
		Semester Totals		16	4	18
Year 2		Third Semester: Fall				
	OST 149	Medical Legal Issues		3	0	3
	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 or MED 121	2	2	3
	PSY 118	Interpersonal Psychology ⁵		3	0	3
		Semester Totals		12	6	15
Year 2		Fourth Semester: Spring				
	BUS 121	Business Math		2	2	3
	BUS 260	Business Communication ⁶	ENG 111	3	0	3
	HUM/FINE ARTS	Humanities/Fine Arts (<i>Select One</i>) ⁷	*	3	0	3
	OST 243	Med Office Simulation	OST 148	2	2	3
	OST 248	Diagnostic Coding	OST 141 or MED 121	2	2	3
	OST 289	Office Admin Capstone	OST 134 or OST 136; AND OST 164	2	2	3
		Semester Totals		14	8	18
		Cumulative Totals				67

¹ACA 122 may be substituted.

²MAT 143 or MAT 171 may be substituted.

³CIS 110 may be substituted.

⁴ENG 112 may be substituted.

⁵PSY 150 may be substituted.

⁶WBL 113 may be substituted.

⁷ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 241, HUM 115, HUM 120, HUM 121, HUM 122, HUM 160, MUS 110, MUS 112, PHI 240, REL 110, REL 211, REL 212

*See course description for prerequisite information.