

**BEAUFORT COUNTY COMMUNITY COLLEGE 2021-2022**

**Medical Office Administration – Basic Medical Office Certificate**

Curriculum Code C25310A

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