

**BEAUFORT COUNTY COMMUNITY COLLEGE 2022-2023**

**Medical Office Administration Diploma**

Curriculum Code D25310

Grade	Course Number	Course Title	Prerequisites	Class	Lab	Credit
Year 1		First Semester: Fall				
	ENG 111	Writing and Inquiry	*	3	0	3
	OST 130	Comprehensive Keyboarding		2	2	3
	OST 137	Office Applications I <sup>1</sup>		2	2	3
	OST 141	Med Office Terms I		3	0	3
	OST 149	Medical Legal Terms		3	0	3
	PSY 118	Interpersonal Psychology <sup>2</sup>		3	0	3
		Semester Totals		16	4	18
Year 1		Second Semester: Spring				
	BUS 121	Business Math		2	2	3
	OST 134	Text Entry & Formatting	OST 130 (suggested)	2	2	3
	OST 142	Med Office Terms II	OST 141	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				39

<sup>1</sup>CIS 110 may be substituted.

<sup>2</sup>PSY 150 may be substituted.

\*See course description for prerequisite information.