



Beaufort County Community College  
 PO Box 1069  
 Washington, NC 27889  
 (252) 946-6194

Name \_\_\_\_\_

Date Entered \_\_\_\_\_

## Medical Office Administration (Curriculum Code A25310)

Grade	Course Number	Course Title	Prerequisites	Class	Lab	Credit
<b>Year 1</b>	<b>Fall Semester</b>					
	ACA 111 or 118	College Student Success		1	0	1
	CIS 111	Basic PC Literacy (or CIS 110)		1	2	2
	ENG 111	Expository Writing	ENG 090 or test scores	3	0	3
	MAT 115	Mathematical Models	MAT 070 or test scores	2	2	3
	OST 130	Comprehensive Keyboarding		2	2	3
	OST 141	Medical Terms I–Medical Office		3	0	3
	OST 184	Records Management		2	2	3
	<b>Total</b>			<b>14</b>	<b>8</b>	<b>18</b>
<b>Year 1</b>	<b>Spring Semester</b>					
	BIO 161	Introduction to Human Biology		3	0	3
	OST 134	Text Entry & Formatting	OST 130	2	2	3
	OST 136	Word Processing	CIS 111, OST 130	2	2	3
	OST 142	Medical Terms II–Medical Office	OST 141	3	0	3
	OST 149	Medical Legal Issues		3	0	3
	OST 164	Text Editing Applications	ENG 090 or test scores	3	0	3
	<b>Total</b>			<b>16</b>	<b>4</b>	<b>18</b>
<b>Year 2</b>	<b>Fall Semester</b>					
	BUS 121	Business Math		2	2	3
	ENG 114	Professional Research & Reporting	ENG 111	3	0	3
	OST 148	Medical Coding Billing & Insurance	OST 142	3	0	3
	OST 181	Intro to Office Systems	CIS 111, OST 134, 136, 164	2	2	3
	OST 236	Advanced Word/Information Processing	OST 136	2	2	3
	OST 241	Medical Office Transcription I	OST 134, 136, 141, 142, 164	1	2	2
	PSY 118	Interpersonal Psychology (or PSY 150)		3	0	3
	<b>Total</b>			<b>16</b>	<b>8</b>	<b>20</b>
<b>Year 2</b>	<b>Spring Semester</b>					
	BUS 260	Business Communication	ENG 111	3	0	3
	OST 242	Medical Office Transcription II	OST 241	1	2	2
	OST 243	Medical Office Simulation	OST 130, 142, 148	2	2	3
	OST 248	Diagnostic Coding	OST 142, 148	1	2	2
	OST 289	Administrative Office Mgt	ENG 111, CIS 111; OST 134, 164, 181	2	2	3
		Humanities Elective <sup>1</sup>		3	0	3
	<b>Total</b>			<b>12</b>	<b>8</b>	<b>16</b>
		<b>Total Credit Hours 72</b>				

Students may take college transfer courses for CIS 111 (CIS 110), MAT 115, and PSY 118 (PSY 150) in consultation with their advisor.

<sup>1</sup>Choose one of the following humanities electives:

ART 111, ART 114, ART 115, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212