



Medical Office Administration
Associate in Science Degree | Program: 2172 | 60 credits
CIP # 1551070500

Course Sequence Guide for Full-Time Enrollment

SEMESTER	Course ID	Course Title	Credits	Pre/Corequisites
Semester 1	ENC1101	College Composition	3	Prerequisite: Course, placement, or eligible exemption
	Mathematics	Any Mathematics State Core	3	Prerequisite: Course, placement, or eligible exemption
	Social Science	Any Social Science State Core group 2	3	Prerequisite: Course, placement, or eligible exemption
	CGS1060	Computer and Internet Literacy	3	Prerequisite: Course, placement, or eligible exemption
	Total Credits			12
Semester 2	HSC2531	Medical Terminology	3	Prerequisite: Course, placement, or eligible exemption
	ACG2021	Financial Accounting	3	Prerequisite: Course, placement, or eligible exemption
	CTS1220C	Microsoft Specialist: Word	3	Prerequisite: Course, placement, or eligible exemption
	OST1611C	Medical Transcription	3	
	Total Credits			12
Semester 3	BSC2085	Anatomy and Physiology I	3	Prerequisite: Course, placement, or eligible exemption
	MNA2130	Business Communication	3	Prerequisite: Course, placement, or eligible exemption
	OST2501	Office Management	3	
	OST2853C	Spreadsheet Management	3	
	Total Credits			12
Semester 4	OST1355	Records Management	3	
	OST2455C	Medical Billing and Coding I	3	
	OST2464C	Medical Office Computer Application	3	
	GEB1011	Introduction to Business	3	
	Total Credits			12
Semester 5	Humanities	Any Humanities State Core	3	Prerequisite: ENC1101
	OST2456C	Medical Billing and Coding II	3	Prerequisite: OST2455C
	ACG2450	Computer Accounting	3	Prerequisite: Course, placement, or eligible exemption
	MNA1161	Introduction to Customer Service	3	
	Total Credits			12
PROGRAM TOTAL			60	