

MEDICAL OFFICE ADMINISTRATION

Certificate

FALL COURSES

Course	Title	Pre-requisites	Lecture Hours	Lab Hours	Credit Hours	Main Campus	Online
MED 121	Medical Terminology I	None	3	0	3	M/W 12:30-1:50 PM	MED 121-IT1
OST 131	Keyboarding	None	1	2	2	M/W 11:00 AM-12:20 PM	OST 131-IT1
OST 164	Text Editing Applications	None	3	0	3	M/W 8:00-9:20 AM	OST 164-IT1
OST 184	Records Management	None	2	2	3	T/Th 8:00-9:50 AM	OST 184-IT1

SPRING COURSES

Course	Title	Pre-requisites	Lecture Hours	Lab Hours	Credit Hours	Main Campus	Online
OST 134	Text Entry and Formatting	OST 131	2	2	3	M/W 9:30-11:20 AM	OST 134-IT1
OST 148	Medical Coding, Billing, and Insurance	MED 121	3	0	3	M/W 8:00-9:20 AM	OST 148-IT1