

## Medical Office Administration A25310 (Continued)

Title	Hours		Work	Credit
	Class	Lab	Exp.	
OST 241 Med Ofc Transcription I	1	2	0	2
OST 242 Med Ofc Transcription II	1	2	0	2
OST 244 Med Document Production	1	2	0	2
OST 247 Procedure Coding	1	2	0	2
OST 248 Diagnostic Coding	1	2	0	2
2. Select 6 hours from the following (a maximum of 3 hours of WBL are allowed):				
CTS 130 Spreadsheet	2	2	0	3
OST 162 Executive Terminology	3	0	0	3
OST 166 Speech Recognition	1	2	0	2
OST 184 Records Management	2	2	0	3
OST 233 Office Publications Design	2	2	0	3
OST 249 CPC Certification	3	2	0	4
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131 Work-Based Learning III	0	0	10	1
<b>III. Other Required Courses: 1 Hour</b>				
ACA 111 College Student Success	1	0	0	1
<b>Total Credits</b>				<b>73</b>

## Medical Office Administration

### Medical Coding, Billing, & Insurance Certificate C25310C1

#### (Revised 2013\*03) Course and Hour Requirements

Title	Hours		Work	Credit
	Class	Lab	Exp.	
<b>I. General Education Courses: 0 Hours</b>				
<b>II. Major Courses: 18 Hours</b>				
A. Core: 12 Hours				
OST 148 Med Ins & Billing	3	0	0	3
OST 243 Med Office Simulation	2	2	0	3
Select one set:				
OST 141 Med Office Terms I	3	0	0	3
OST 142 Med Office Terms II	3	0	0	3
or MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
B. Other major courses: 4 Hours				
OST 247 Procedure Coding	1	2	0	2
OST 248 Diagnostic Coding	1	2	0	2
<b>Total Credits</b>				<b>16</b>

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at <http://ow.ly/F5MQ30d7ydb>