

Medical Office Administration

2008-09

Recommended Course Sequence Guide

Associate in Science Degree

Medical Office Administration – 63 Hours

Full-time Students

Part-time Students

<p>Semester 1 (12 credit hours) OST 1100 ¹Keyboarding & Document Processing I OST 1257 ¹Medical Terminology for the Office OST 2854 Microsoft Office *ENC 1101 Freshman Composition I</p> <p>Semester 2 (12 credit hours) OST 2711 WordPerfect for Windows OR OST 2756 Microsoft Word OST 1467 ¹Introduction to Body Systems for OST OST 1110 ¹Keyboarding & Document Processing II OST 1355 Records Management & Legal Implications</p>	<p>Semester 3 (12 credit hours) OST 1611 ¹Medical Transcription I OST 2464 Medisoft *Humanities Elective <i>(**See A.S. General Ed Requirement)</i> *General Ed Elective <i>(**See A.S. General Ed Requirement)</i></p> <p>Semester 4 (12 credit hours) OST 2612 ¹Medical Transcription II *General Ed Elective <i>(**See A.S. General Ed Requirement)</i> OST 2501 Office Management *GEB 1101 Introduction to Business</p>	<p>Semester 5 (12 credit hours) OST 1335 Business Communications *MTB 1103 Business Math OR APA 1111 Basic Accounting OR ACG 2021 Principles of Financial Accounting * PSY 1012 General Psychology OR INP 1301 Psychology in Business & Industry *Science/Math Elective <i>(**See A.S. General Ed Requirement)</i></p> <p>Semester 6 (3 credit hours) OST 1108 Building Keyboarding Speed & Accuracy OR OST 2943 Internship in Medical Office</p>
<p>Semester 1 (9 credit hours) OST 1100 ¹Keyboarding & Document Processing I OST 1257 ¹Medical Terminology for the Office OST 2854 Microsoft Office</p> <p>Semester 2 (9 credit hours) OST 1467 ¹Introduction to Body Systems for OST *ENC 1101 Freshman Comp I OST 2711 Word Perfect for Windows OR OST 2675 Microsoft Word</p> <p>Semester 3 (6 credit hours) OST 1110 ¹Keyboarding and Document Processing II OST 1355 Records Management & Legal Implications</p>	<p>Semester 4 (9 credit hours) OST 2464 Medisoft OST 1611 ¹Medical Transcription I OST 2501 Office Management</p> <p>Semester 5 (9 credit hours) OST 1335 Business Communications OST 2612 ¹Medical Transcription II *Humanities Elective <i>(**See A.S. General Ed Requirement)</i></p>	<p>Semester 6 (6 credit hours) *MTB 1103 Business Math OR APA 1111 Basic Accounting OR ACG 2021 Principles of Financial Accounting *Science/Math Elective <i>(**See A.S. General Ed Requirement)</i></p> <p>Semester 7 (9 credit hours) *PSY 1012 General Psychology OR INP 1301 Psychology in Business & Industry *GEB 1011 Introduction to Business *General Ed Elective <i>(**See A.S. General Ed Requirement)</i></p> <p>Semester 8 (6 credit hours) *General Ed Elective <i>(**See A.S. General Ed Requirement)</i> OST 1108 Building Keyboarding Speed & Accuracy OR OST 2943 Internship in Medical Office</p>

*Required for degree completion, but can be taken any semester.

**A.S. General Education Requirement listing can be accessed at: <http://www.valenciac.edu/catalog>

¹Students with prior experience and/or instruction in OST 1100, 1110, 1257, 1467, and/or 2612 should consult a Career Program Advisor about credit-by-examination or alternate possibilities. Students specializing in medical office may substitute another Medical Office Administration course excluding OST 1141 for OST 1611 and OST 2612. **All courses are not offered every semester or on every campus.**