

Medical Office Administration Diploma (D25310)

	<u>Students with last names A-L</u>	<u>Students with last names M-Z</u>
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English Requirements (3 credit hours)

___ ENG 111 (3) Expository Writing

Math Placement _____

Reading Placement _____

Writing Placement _____

___ RED 080 (4) Intro to College Reading
___ RED 090 (4) Improved College Reading
___ ENG 080 (4) Writing Foundations
___ ENG 090 (3) Composition Strategies

*Developmental courses/pre-requisites may be waived by placement tests or appropriate transfer credit

General Education Requirements (12-13 credit hours)

___ ACA 115 (1) Success & Study Skills

___ BUS 121(3) Business Math

___ BUS 260(3) Business Communication

___ CIS 111 (2) Basic PC Literacy **or**

CIS 110(3) Introduction to Computers

___ COM 231(3) Public Speaking **or**

ENG 115(3) Oral Communication

Pre-Requisite: MAT 60

Pre-Requisite: ENG 111

Pre-Requisite: ENG 80

Major Courses (28-29 credit hours)

___ MED 121(3) Medical Terminology I

___ MED 122(3) Medical Terminology II

___ MED 130(2) Admin Office Procedures I **or**

OST 289(3) Administrative Office Management

___ OST 130(3) Comprehensive Keyboarding

___ OST 148(3) Medical Coding & Billing

___ OST 149(3) Medical Legal Issues

___ OST 164(3) Text Editing Applications

___ OST 184(3) Records Management

___ OST 241(2) Medical Office Transcription I

___ OST 243(3) Medical Office Simulation

Pre-Requisite: ENG 90, MAT 70, RED 90

Pre-Requisite: MED 121 or OST 141

Pre-Requisite: OST 243