



## Career and Technical Education (CTE) Pathway Medical Office Administration Diploma (D25310P1)

### 1) General Education Requirements (6.00 SHC)

>Take 6 credits from:

ENG-111	Writing and Inquiry
COM-231	Public Speaking

### Pre-requisite

DRE-098	3.00 SHC
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### 2) Major Requirements (9.00 SHC)

Required Core Courses

>Take 9 credits from:

OST-148	Med Insur and Billing	DRE-098 & OST-141	3.00 SHC
OST-149	Medical Legal Issues	DRE-098	3.00 SHC
OST-243	Med Office Simulation	OST-148	3.00 SHC

#### Document Processing (3.00 SHC)

>Take 3 credits from:

OST-164	Office Editing	DRE-098	3.00 SHC
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#### Office Administration (3.00 SHC)

>Take 3 credits from:

OST-281	Emer Issues in Med Ofc	DRE-098	3.00 SHC
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#### Computers/Information Sys (6.00 SHC)

>Take 6 credits from:

CIS-110	Introduction to Computers	DRE-098	3.00 SHC
OST-130	Comprehensive Keyboarding	DRE-098	3.00 SHC

#### Medical Terminology (6.00 SHC)

>Take 6 credits from:

OST-141	Med Office Terms I	DRE-098	3.00 SHC
OST-142	Med Office Terms II	OST-141	3.00 SHC

### 3) Other Major Requirements (12.00 SHC)

Other Major Courses

>Take 12 credits from:

OST-134	Text Entry and Formatting	OST-130	3.00 SHC
OST-136	Word Processing	CIS-110 & DRE-098	3.00 SHC
OST-184	Records Management	DRE-098	3.00 SHC
OST-286	Professional Development	DRE-098	3.00 SHC

**TOTAL SEMESTER HOURS CREDIT (SHC)**

**(45.00 SHC)**

#### Comments:

This CTE pathway leads to the Medical Office Administration-Diploma