# Medical Office Administration: Medical Billing & Coding A25310B

## Curriculum Sequence Checklist

Effective Fall 2025

**Developmental Courses**

*Table 1: Overview for developmental courses required for 100 level English and math courses*

| ENG 025 | |
|---|---|
| MAT 025 (not a prerequisite for MAT 035) | MAT 035 |

## 1st Semester (Full Time Student)

*Table 2: Overview of 1st semester (Fall) courses [18-19 credit hours]*

| ✔ | Course: | Course Name: | Credit Hour(s): | Prerequisite: | Corequisite: | Notes: |
|---|---|---|---|---|---|---|
| | **ACA 115**<br>**Or**<br>**ACA 122** | Success & Study Skills | 1 | | | |
| | **ENG 111** | Writing & Inquiry | 3 | DRE 098 or ENG 025 | | |
| | **MAT 143**<br>**-OR-**<br>**MAT 152**<br><br>**-OR-**<br>**MAT 171** | Quantitative Literacy<br>-OR-<br>Statistical Methods I<br><br>-OR-<br>Precalculus Algebra | 3<br><br>4<br><br>4 | DRE 098 & DMA 050 or MAT 025<br><br>DMA 080 or MAT 035 | | |
| | **CIS 110** | Introduction to Computers | 3 | | | **Classroom: Fall, Spring**<br>**Online: Fall, Spring, Summer** |
| | **OST 132** | Keyboard Skill Building | 2 | | | **Online: Fall, Spring** |
| | **OST 136** | Word Processing | 3 | | | **Online: Fall, Spring** |
| | **OST 141** | Med Office Terms I | 3 | | | **Classroom: Fall, Spring**<br>**Online: Fall, Spring** |

## 2nd Semester (Full Time Student)

*Table 3: Overview of 2nd semester (Spring) course [15 credit horus]*

| ✔ | Course: | Course Name: | Credit Hour(s): | Prerequisite: | Corequisite: | Notes: |
|---|---|---|---|---|---|---|
| | **OST 122** | Office Computations | 3 | | | **Online: Spring ONLY** |
| | **OST 142** | Med Office Terms II | 3 | OST 141 or MED 121 | | **Online: Fall, Spring** |
| | **OST 148** | Med Ins & Billing | 3 | | | **Online: Fall, Spring** |
| | **OST 149** | Medical Legal Issues | 3 | | | **Online: Fall, Spring** |

| | | | | | | |
|---|---|---|---|---|---|---|
| | **OST 164** | Office Editing | 3 | DRE 097 or ENG 025 | | **Online: Spring ONLY** |

## 3rd Semester (Summer)

*Table 4: Overview of 3rd semester courses (9 credit hours)*

| ✔ | Course: | Course Name: | Credit Hour(s): | Prerequisite: | Corequisite: | Notes: |
|---|---|---|---|---|---|---|
| | | Communications Elective | 3 | Course Dependent | | **Select one of the following: COM 110, COM 120, COM 140, COM 231, ENG 112, ENG 114** |
| | **DBA 110** | Database Concepts | 3 | | | **Online: Fall, Spring, Summer** |
| | | Humanities/Fine Arts Elective | 3 | Course Dependent | | **Choose from one of the following: ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212** |

## 4th Semester (Full Time Student)

*Table 5: Overview of 4th semester (Fall) courses [17 credit hours]*

| ✔ | Course: | Course Name: | Credit Hour(s): | Prerequisite: | Corequisite: | Notes: |
|---|---|---|---|---|---|---|
| | **BIO 163** | Basic Anatomy & Physiology | 5 | | | |
| | **OST 247** | Procedure Coding | 3 | | OST 142 or MED 122 | **Online: Fall, Spring**<br><br>***Important prerequisite for future OST courses.** |
| | **OST 248** | Diagnostic Coding | 3 | | OST 142 or MED 122 | **Online: Fall, Spring**<br><br>***Important prerequisite for future OST courses.** |
| | **OST 280** | Electronic Health Records | 3 | | | **Online: Fall ONLY** |
| | **OST 286** | Professional Development | 3 | Instructor Permission | | **Online: FALL Only**<br><br>***Student must contact Department Chair in order to be registered for this course.** |

***---- Check for completion of Medical Coding & Billing Certificate (C25310BA): OST 141, OST 142, OST 148, OST 149, OST 247 & OST 248***
***---- Check for completion of Patient Services Specialist Certificate (C25310AA): CIS 110, OST 122, OST 141, OST 142, OST 148 & OST 280***

## 5th Semester (Full Time Student)

*Table 6: Overview of 5th semester (Spring) courses [16 credit hours]*

| ✔ | Course: | Course Name: | Credit Hour(s): | Prerequisite: | Corequisite: | Notes: |
|---|---|---|---|---|---|---|
| | **OST 249** | Medical Coding Certification Prep | 3 | OST 247 & OST 248 | | **Online: Spring ONLY** |
| | **OST 260** | Adv Coding Methodologies | 3 | OST 247 & OST 248 | | **Online: Spring ONLY** |
| | **OST 264** | Medical Auditing | 3 | OST 247 & OST 248 | | **Online: Fall, Spring** |

| | | | | | | |
|---|---|---|---|---|---|---|
| | **OST 288** | Medical Office Admin Capstone | 3 | OST 148 & Instructor Permission | | **Online: Spring ONLY .**<br><br>***Student must contact Department Chair in order to be registered for this course.** |
| | | Social/Behavioral Sciences Elective | 3 | Course Dependent | | **Choose from one of the following: ANT 210, ANT 220, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241,PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240** |
| | **WBL 111** | Work Based Learning I | 1 | Instructor Permission | | **Student must contact Department Chair in order to be registered for this course.** |

**Total Credit Hours Needed For Graduation: 75-76**

- Courses in **blue** earn a curriculum certificate
- Courses in **purple** earn a curriculum certificate; high school students may complete these to earn the credential early.

Questions?  Contact: advising@nashcc.edu