

Student Name: _____ Student ID#: _____

Medical Office Administration: Medical Auditor A25310C: Curriculum Sequence Checklist

2018 / 2019 Catalog Year - Present

Developmental Reading & English (Circle courses needed.)

DRE 096	DRE 097	DRE 098
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~ all DRE related courses are taught on an 8 week schedule.

Developmental Mathematics (Circle courses needed.)

Pre-DMA* 8 week course	DMA 010	DMA 020
DMA 030	DMA 040	DMA 050
DMA 060	DMA 070	DMA 080

~ all DMA related courses are taught on a 4 week schedule, with the exception of Pre-DMA.

Developmental Keyboarding* (Circle courses needed.)

OST 080

~ OST 080 is taught on a 16 week schedule.

*OST 132 requires a placement test in order to determine if the student needs to take OST 080 or if the student has the skills needed to begin in the OST courses. **The placement test to determine eligibility can be completed in the library.** NC credit will be awarded for OST 080 if the student scores at least 25wpm on the test. If NC credit for OST 080 is not visible via EVAL or STAC, the student **MUST** enroll in OST 080 prior to enrolling in OST 132.

1st Semester (Fall)

✓	Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
	ACA 115 Or ACA 122	Success & Study Skills	1			
	ENG 111	Writing & Inquiry	3	DRE 098		
	MAT 143 -OR- MAT 171	Quantitative Literacy -OR- Precalculus Algebra	3 4	DRE 098 & DMA 050 DMA 080		
	CIS 110	Introduction to Computers	3			
	OST 132	Keyboard Skill Building	2	OST 080 or 25wpm		Important prerequisite for future OST courses.
	OST 136	Word Processing	3			Important prerequisite for future OST courses.
	OST 141	Med Office Terms I	3			

Total: 18

2nd Semester (Spring)

✓	Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
	OST 142	Med Office Terms II	3	OST 141 or MED 121		
	OST 148	Med Ins & Billing	3			
	OST 164	Office Editing	3	DRE 097		SPRING Only If DRE 097 credit is not on STAC screen, contact nccplacement@nashcc.edu
	OST 247	Procedure Coding	3		OST 142 or MED 122	Important prerequisite for future OST courses.

	OST 248	Diagnostic Coding	3		OST 142 or MED 122	Important prerequisite for future OST courses.
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Total: 15

3rd Semester (Summer)

✓	Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
	DBA 110	Database Concepts	3			
		Humanities/Fine Arts Elective	3	Course Dependent		Choose from one of the following: ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212
	OST 149	Medical Legal Issues	3			

Total: 6

---- Check for completion of Medical Coding & Billing Certificate (C25310BA): OST 141, OST 142, OST 148, OST 149, OST 247 & OST 248

4th Semester (Fall)

✓	Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
	BIO 163	Basic Anatomy & Physiology	5	DRE 097		If DRE 097 credit is not on STAC screen, contact nccplacement@nashcc.edu
		Communications Elective	3	Course Dependent		Select one of the following: COM 110, COM 120, COM 140 or COM 231
	OST 264	Medical Auditing	3	OST 247 & OST 248		Important prerequisite for future OST courses.
	OST 280	Electronic Health Records	3	CIS 110		FALL Only
	OST 286	Professional Development	3	Instructor Permission		FALL Only Student must contact Department Chair in order to be registered for this course.

Total: 17

5th Semester (Spring)

✓	Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
	OST 260	Advanced Coding Methodologies	3	OST 247 & OST 248		
	OST 265	Healthcare Comp & Reg	3	OST 264		
	OST 266	Adv Medical Auditing	3	OST 264		
	OST 288	Medical Office Admin Capstone	3	OST 148 & Instructor Permission		SPRING Only 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, GEO 111, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 240
	WBL 111	Work Based Learning I	1	Instructor Permission		Student must contact Department Chair in order to be registered for this

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Total: 16

Total Credit Hours Needed For Graduation: 75

Questions? Contact: advising@nashcc.edu