

OA/MOA Prerequisites and Offerings (FA 2019)

COURSE	COURSE TITLE and CREDITS	PREREQUISITES	OFFERED	ONLINE	HYBRID/SEATED
OST 080	Keyboarding Literacy (2)	None	FA, SP, SU	FA, SP, SU	
OST 122	Office Computations (3)	None	FA, SU	FA, SU	FA
OST 132	Keyboard Skill Building (2)	OST 080 or OST 131 or OST 134	SP	SP	
OST 134	Text Entry & Formatting (3)	OST 080 or OST 131	FA, SP	FA, SP	SP by Demand
OST 135	Adv Text Entry & Formatting (3)	OST 134	FA, SP	FA, SP	
OST 136	Word Processing (3)	None	FA, SP	FA, SP	
OST 137	Office Applications I (3)	None	FA, SP	FA, SP	FA
OST 138	Office Applications II (3)	OST 137 or CIS 110 or CIS 111	FA	FA	
OST 141	Med Office Terms I (3)	ENG 002 or DRE 098 or ENG 111	FA	FA	
OST 142	Med Office Terms II (3)	OST 141	SP	SP	
OST 145	Social Media for Office Prof	OST 137 or CIS 110 or CIS 111	SP	SP	
OST 148	Medical Ins & Billing (3)	ENG 002 or DRE 098 or ENG 111	FA	FA	FA
OST 149	Medical Legal Issues (3)	ENG 002 or DRE 098 or ENG 111	SP	SP	
OST 153	Office Finance Solutions (3)	CIS 110, CIS 111, or OST 137	SP	SP	
OST 155	Legal Terminology (3)	None	FA	FA	
OST 156	Legal Office Procedures (3)	OST 134; OST 136; OST 155	SP	SP	
OST 164	Office Editing (3)	ENG 002 or DRE 098 or ENG 111	FA, SP	FA, SP	FA
OST 165	Adv Office Editing (3)	OST 164	SP	SP	
OST 181	Office Procedures (3)	None	FA	FA	
OST 184	Records Management (3)	None	FA, SP	FA, SP	
OST 233	Office Publications Design (3)	OST 136	SP	SP	
OST 236	Adv Word Processing (3)	OST 136	FA, SP	FA, SP	
OST 243	Medical Office Simulation (3)	OST 148	SP	SP	
OST 247	Procedure Coding (3)	OST 142 or MED 122; OST 148	SU	SU	
OST 248	Diagnostic Coding (3)	OST 142 or MED 122; OST 148	SU	SU	
OST 249	Med Coding Certification Prep (3)	OST 247 and OST 248	FA	FA	
OST 260	Adv Coding Methodologies (3)	OST 142 or MED 122; OST 247 and OST 248	SP	SP	
OST 284	Emerging Technologies (2)	OST 137 or OST 140	FA	FA	
OST 286	Professional Development (3)	OST 134 or OST 136	FA, SP	FA, SP	
OST 288	Medical Office Admin Capstone (3)	OST 148 or HMT 210; OST 137	SP	SP	
OST 289	Office Admin Capstone (3)	OST 134 or OST 136; OST 164; OST 138; CTS 130	SP	SP	
CTS 130	Spreadsheet (3)	None	FA, SP, SU	FA, SP, SU	SP
CTS 230	Advanced Spreadsheet (3)	CTS 130	FA, SP	FA, SP	
HMT 110	Intro to Healthcare Mgmt (3)	None	FA	FA	
HMT 211	Long-Term Care Admin (3)	(ENG 002 or DRE 098 or ENG 111) and HMT 110	SP	SP	
HMT 212	Mgt of Healthcare Org (3)	(ENG 002 or DRE 098 or ENG 111) and HMT 110	SP	SP	