# Administrative and Healthcare Technologies Department

## Medical Office Administration Program

# Medical Billing and Coding Diploma (D2531005)

**2026-2027 Curriculum Sheet**

Coordinator: - Phone: - Email:

| | Prefix | No | Title | Class | Lab | Clinic | Credit | Course Prerequisites |
|---|---|---|---|---|---|---|---|---|
| | **Fall I** | | | | | | | |
| | ACA | 111 | College Student Success | 1 | 0 | 0 | 1 | None |
| | ENG | 111 | Writing and Inquiry | 3 | 0 | 0 | 3 | ENG 025 |
| | MED | 121 | Medical Terminology | 3 | 0 | 0 | 3 | None |
| | OST | 131 | Keyboarding | 1 | 2 | 0 | 2 | None |
| | OST | 137 | Office Applications I | 2 | 2 | 0 | 3 | None |
| | | | **Total Recommended Hours** | **10** | **4** | **0** | **12** | |
| | **Spring 1** | | | | | | | |
| | MED | 122 | Medical Terminology II | 3 | 0 | 0 | 3 | MED 121 |
| | OST | 149 | Medical Legal Issues | 3 | 0 | 0 | 3 | None |
| | Elective | 1 | Communication | 3 | 0 | 0 | 3 | None |
| | | | **Total Recommended Hours** | **9** | **0** | **0** | **9** | |
| | **Summer I** | | | | | | | |
| | MED | 116 | Introduction to Anatomy & Physiology | 3 | 2 | 0 | 4 | None |
| | OST | 148 | Medical Ins & Billing | 3 | 0 | 0 | 3 | MED 122 |
| | OST | 280 | Electronic Health Records | 2 | 2 | 0 | 3 | None |
| | | | **Total Recommended Hours** | **8** | **4** | **0** | **10** | |
| | **Fall II** | | | | | | | |
| | OST | 243 | Medical Office Simulation | 2 | 2 | 0 | 3 | None |
| | OST | 247 | Procedure Coding | 2 | 2 | 0 | 3 | OST 148 |
| | OST | 248 | Diagnostic Coding | 2 | 2 | 0 | 3 | OST 148 |
| | | | **Total Recommended Hours** | **6** | **6** | **0** | **9** | |
| | **Spring II** | | | | | | | |
| | OST | 260 | Adv Coding Methodologies | 2 | 2 | 0 | 3 | OST 247 and OST 248 |
| | OST | 249 | Med Coding Certification Prep | 2 | 3 | 0 | 3 | OST 247 and OST 248 |
| | | | **Total Recommended Hours** | **4** | **4** | **0** | **6** | |
| | | | **Total Program Hours** | | | | **46** | |

| | **Program Option/Electives** | |
|---|---|---|
| | **Elective 1** - COM 120 or COM 231 | |
| | **Program's highest developmental courses that MUST be completed** | **Placement scores determine required courses** |
| | ENG 025 & MAT 025 | Score = |
| | **Notes:** | |
| | | |

*Please note that this is a possible semester-by-semester course of study. Any developmental courses such as ENG 025 and MAT 025 courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.*