

# Academic Program Map

Isothermal Community College

**Program:** Medical Office Administration (Diploma)

**Career Cluster(s):** Business

## Fall 1

Term	Course ID	Course Name	Credits
1st 8 Weeks	ACA 122	College Transfer Success	1
1st 8 Weeks	MED 121	Medical Terminology I	3
1st 8 Weeks	OST 148	Medical Insurance and Billing	3
2nd 8 Weeks	MED 122	Medical Terminology II	3
2nd 8 Weeks	OST 164	Office Editing	3

**Semester Total: 13 Credits**

## Spring 1

Term	Course ID	Course Name	Credits
1st 8 Weeks	BUS 270	Professional Development	3
1st 8 Weeks	ENG 111	Writing and Inquiry	3
2nd 8 Weeks	OST 243	Medical Office Simulation	3
2nd 8 Weeks	BUS 260	Business Communication	3

**Semester Total: 12 Credits**

## Fall 2

Term	Course ID	Course Name	Credits
1st 8 Weeks	OST 136	Word Processing	3
1st 8 Weeks	CIS 110	Introduction to Computers	3
2nd 8 Weeks	ECO 252	Principles of Macroeconomics	3
2nd 8 Weeks	OST 149	Medical Legal Issues	3

**Semester Total: 12 Credits**