

## ***CERTIFICATE*** **MEDICAL OFFICE**

This program prepares students for entry-level office positions in a medical office setting. Skills, knowledge, and competencies in business communications, medical billing, medical coding, and medical terminology are emphasized.

### ***YEAR ONE***

<b>FALL SEMESTER</b>			<b>SPRING SEMESTER</b>			
			<u>Credits</u>			<u>Credits</u>
AC131	Accounting I	4	BI107	Human Biology	4	
CS121	Principles of Microsoft Office	4	BU193	Bus.Comm.& Writing Skills	3	
EN111	College Composition	4	MA***	Math Elective	4	
OE101	Introduction to Medical Office	3		MA114 Intermediate Algebra		
SI112	Medical Terminology	<u>3</u>		MA116 College Algebra		
			NA113	Native American Awareness	1	
			*****	Approved Elective	<u>3-4</u>	
<b>TOTAL</b>			<b>18</b>	<b>TOTAL</b>		<b>15-16</b>

**Required credits for this curriculum = 33-34**

Approved Electives: OE114 Pharmacy Technician  
 OE121 Office Procedures  
 OE123 Medical Coding & Billing I, offered spring semester only  
 OE124 Medical Coding & Billing II, offered summer semester only