

CERTIFICATE **MEDICAL OFFICE**

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

YEAR ONE

FALL SEMESTER			SPRING SEMESTER				
			<u>Credits</u>				<u>Credits</u>
AC131	Accounting I	4	BI107	Human Biology		4	
CS121	Principles of Microsoft Office	4	BU193	Business Comm. & Writing Skills		3	
EN111	College Composition	4	MA***	Math Elective		4	
OE101	Introduction to Medical Office	3		MA113, MA114, or MA116			
SI112	Medical Terminology	<u>3</u>	NA113	Native American Awareness		1	
			*****	Approved Elective		<u>3-4</u>	
TOTAL		18	TOTAL			15-16	

Required credits for this curriculum = 33-34

Approved Electives: OE114 Pharmacy Technician, 3 CR
 OE121 Office Procedures, 3 CR
 OE123 Medical Coding & Billing I, offered spring semester only, 4 CR
 OE124 Medical Coding & Billing II, offered summer semester only, 3 CR