

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

FALL SEMESTER		<u>Credits</u>	SPRING SEMESTER		<u>Credits</u>
AC131	Accounting I	4	BI107	Human Biology	4
CS121	Principles of Microsoft Office	4	BU193	Business Communication & Writing Skills	3
EN111	College Composition	4	MA***	Math Elective	4
OE101	Introduction to Medical Office	3		MA113 Quantitative Reasoning	
SI112	Medical Terminology	<u>3</u>		MA114 Intermediate Algebra	
				MA116 College Algebra	
			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
 OE121 Office Procedures
 OE123 Medical Coding & Billing I, offered spring semester only
 OE124 Medical Coding & Billing II, offered summer semester only