

Certificate of MEDICAL OFFICE

Student Name:

Catalog: 2021-2022

Date:

YEAR ONE

<u>FALL SEMESTER</u>			<u>Credits</u>	<u>Date</u>	<u>Grade</u>	<u>SPRING SEMESTER</u>			<u>Credits</u>	<u>Date</u>	<u>Grade</u>
AC 131	Accounting I		4			BI 107	Human Biology		4		
CS 121	Principles of Microsoft Office		4			BU 193	Business Communication & Writing Skills		3		
EN 111	College Composition		4			MA****	Mathematics Elective (MA113, MA114, or MA 116)		4		
OE 101	Introduction to Medical Office		<u>3</u>			NA 113	Native American Awareness		1		
SI 112	Medical Terminology		<u>3</u>			*****	Approved Elective		3 or 4		
TOTAL			18			TOTAL			15-16		

Required credits for this curriculum = 33-34

<u>Date</u>	<u>Grade</u>	<u>Approved Electives</u>
		OE 114 3 credits
		OE 121 3 credits
		OE 123 4 credits
		OE 124 4 credits