## **Medical Office Administration**

## Medical Office Professional (C25310P1-CCP) Certificate (Online) PROGRAM PLANNING GUIDE

## **Origination Date: Fall 2024**

\*\*\* This certificate will require the students to demonstrate that they are ready to enter a college level reading/English course - DRE 098 or ENG 002 \*\*

Courses taken more than 5 yrs ago may not receive transfer credit. Consult your advisor for details.

Curriculum By Semester					
			Ho	Hours Per Week	
			Class	Lab	Credits
FALL SEMESTER					
OST	141	Med Office Terms I	3	0	3
OST	148	Medical Ins & Billing	3	0	3
HMT	110	Intro to Healthcare Management	3	0	3
SPRING SEMESTER					
OST	142	Med Office Terms II	3	0	3
CTS	130	Spreadsheet	2	2	3
OST	243	Med Office Simulation	2	2	3
		GRADUATION REQUIREMENT	Credit Hours		18