

Medical Office Administration

Medical Office Professional (C25310P)

Certificate (Online)

PROGRAM PLANNING GUIDE

Date Updated.: Fall 2020

*** This certificate will require the students to demonstrate that they are ready to enter a college
Courses taken more than 5 yrs ago may not receive transfer credit. Consult your advisor for details.

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			Hours Per Week		Credits
			Class	Lab	
FALL SEMESTER					
OST	141	Med Office Terms I	3	0	3
OST	148	Medical Ins & Billing	3	0	3
OST	134	Text Entry & Formatting	2	2	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

Registrar's Office Approved 4/7/20