

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	
CS121	Principles of Microsoft Office	4	BU193	Business Communication & Writing Skills	
EN111	College Composition	4	MA***	Math 77ID 47BDC q355.Q EM1	
OE101	Introduction to Medical Office	3			
SI112	Medical Terminology	<u>3</u>			