

Technical Certificate Medical Office Administration

All first-time, full-time students must enroll in either Student Opportunities Seminar (SOS) OR Principles of Collegiate Success (PCS) as determined by entrance exam scores.

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Milestone/Notes
DATA 1123 Fundamentals of Information Technology (FIT)	3	Keyboarding exam or GBUS1103 recommended	Milestone course, failure to pass may delay degree progress.
MEDT 1153 Medical Terminology	3		"C" or better; Fall Only
MEDT 1133 Medical Office Administration	3		"C" or better; Fall Only
MEDT 1113 Body Systems and Diseases I	3	Medical Terminology or concurrently enrolled	Fall Only
DATA 1213 Word Processing	3	Placement score or Keyboarding	"C" or better; Fall Only
Hours	15		
<i>Students should apply for Certificate of Proficiency in Medical Office Administration</i>			
Semester 2 (Spring)			
<i>Choose one:</i> MATH 1143 College Algebra MATH 1163 Quantitative Literacy	3	Placement score or Foundations II Placement score or Foundations I	
DATA 1233 Database Management	3	FIT	"C" or better; Spring Only
DATA 1243 Spreadsheet Applications	3	FIT	"C" or better; Spring Only
MEDT 1213 Body Systems and Diseases II	3	Medical Terminology or concurrently enrolled	Spring Only
ENGL 1113 Composition I	3	Placement score or required remediation	
Hours	15		
<i>Students should apply for the Certificate of Proficiency in Medical Terminology</i>			
<i>Students should apply for Technical Certificate in Medical Office Administration – Total Hours 30</i>			