

Medical Office Administration Certificate (C25310) - 17 Credit Hours

2021-2022

Fall – 1 st Year				
Course Number	Course Name	Lec	Lab	Credit
CIS 110	Introduction to Computers	2	2	3
MED 121	Medical Terminology I (1 st 8 wk)	3	0	3
MED 122	Medical Terminology II (2 nd 8 wk)	3	0	3
OST 148	Medical Coding, Billing & Insurance ***	3	0	3
Total				12

Spring – 1 st Year				
Course Number	Course Name	Lec	Lab	Credit
OST 131	Keyboarding	1	2	2
OST 243	Medical Office Simulation *	3	0	3
Total				5

* - Designates classes preparing students to sit for NHA CEHRS certification test

*** - Designates classes preparing students to sit for NHA CMAA certification test