Office Management & Support Technology Medical Office Specialist

Program
Office Management
Degree Type
Certificate (CER)

Note:

- Classes may be taken in any semester if prerequisites are met.
- *OAD101 and OAD103 may be challenged

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
OAD 215	HEALTH INFORMATION MANAGEMENT	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 211	MEDICAL TERMINOLOGY	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 216	ADVANCED HEALTH INFORMATION MANAGEMENT	3

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
BIO 111	SURVEY OF HUMAN BIOLOGY	4
	Total Credits	**46**