

Office Management & Support Technology Medical Office Specialist

Program

Office Management

Degree Type

CTE Short-Term Certificate (STC)

Note: Classes may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
OAD 215	HEALTH INFORMATION MANAGEMENT	3
ENG 101	ENGLISH COMPOSITION I	3
BIO 111	SURVEY OF HUMAN BIOLOGY	4

Second Term

Item #	Title	Credits
OAD 211	MEDICAL TERMINOLOGY	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 216	ADVANCED HEALTH INFORMATION MANAGEMENT	3
Total Credits		19