

Short-Term Medical Certificate

Program

Office Administration and Technology

Degree Type

Short-Term Certificate

Location

Online

Orientation

| Item # | Title | Credits |
|---------|-------------------------|---------|
| ORI 107 | STUDENT SURVIVAL SKILLS | 1 |

Field of Study Courses

OAD 101 will be required for students who do not have keyboarding fundamentals

| Item # | Title | Credits |
|----------------------|--------------------------------|-----------|
| OAD 103 | INTERMEDIATE KEYBOARDING | 3 |
| OAD 125 | WORD PROCESSING | 3 |
| OAD 138 | RECORDS/INFORMATION MANAGEMENT | 3 |
| OAD 211 | MEDICAL TERMINOLOGY | 3 |
| CIS 146 | Computer Applications | 3 |
| HIT 230 | Medical Coding Systems I | 3 |
| HIT 231 | Medical Coding Systems I Lab | 1 |
| HIT 232 | Medical Coding Systems II | 3 |
| HIT 236 | Medical Coding Systems II Lab | 1 |
| BUS 189 | HUMAN RELATIONSHIPS | 3 |
| Total Credits | | 27 |