

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